

The International School of Panama
FACULTY AND STAFF HANDBOOK
SCHOOL YEAR 2014-2015



**International
School of Panama**

August 2014

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ISP VISION

ISP is a leading international school, inspiring our students to be conscientious inquirers and empowering them with the skills, courage, optimism and integrity to pursue their dreams and make a positive contribution as global citizens.

ISP MISSION

We will educate and inspire our students to teach their full potential and contribute to the world by providing an exemplary English-language education enriched by our multicultural community.

CORE BELIEFS

- Each individual has intrinsic worth
- Each person is responsible for his or her choices and actions
- All people have a responsibility to contribute positively to society
- Embracing diversity strengthens communities
- Shared values are essential for the well-being of our community
- Quality education expands opportunities for the individual and contributes to the development of our world
- Education is a collaborative effort between family and school and is enriched by the community
- Learning is an essential, life-long endeavor
- Achievement builds self-esteem which leads to further achievement
- Excellence is worth pursuing

HISTORY OF THE SCHOOL

In 1980, a group of parents and members of the international community began meeting monthly with the goal of forming a new school for Panamanian and international families. A survey was taken to evaluate the strengths and weaknesses of the available schools at that time. Then, following a well-attended meeting at the U.S. Embassy residence, a fund-raising campaign was begun. *The International School Association* was formed and members of the first Board of Directors undertook the formulation of a school philosophy, the submission of various applications to the Ministry of Education and the search for appropriate facilities. In May of 1982, this Board hired Nancy Boss to be the first Director and at the same time, rented a large house in La Cresta.

The International School of Panama (ISP) opened its doors in September 1982 with 43 children in grades Kinder through Third. During that year alone, the school doubled in size. The Board of Directors elected formally that October by the Parent Association membership, decided to increase in size by adding one class per year. Fourth grade was added for school year 1983-1984. By the end of school year 1984-1985, there were 145 students from 24 different countries, a complete and well-trained staff and a strong academic program. The January vacation program that same year had over 100 children, half from outside the school's student body. The Board of Directors then decided to rent and renovate an adjacent building to allow for expansion to sixth grade. During 1985-1986 the Board committed to grow to the ninth grade.

Since 1986, The International School of Panama has continued to flourish and grades 9-12 were added to configure the school to grades Pre-Kinder through 12. The faculty and parents worked together to create a family atmosphere through involvement with picnics, social activities, and sports events. Even through the most critical period of the late 1980's, The International School of Panama remained open and continued to attract local and international students. The school grew to the point where the Board of Directors decided to build a new school facility in Cerro Viento. The doors were opened in February 1993 with an enrollment of 278 students. With the new plant, the school continued to grow and the academic program evolved to a very high degree.

The addition of the International Baccalaureate Diploma has proven successful, and it has enabled graduates to attend prestigious universities around the world. The International School of Panama will continue to present a rigorous course of studies for all of its students and extracurricular programs will increase.

We are distinguished by our diverse student population. Our students are from all over the world, and nearly 50 nationalities are represented. We complement our international student population with a truly international staff. A very high percentage have Masters Degrees or higher. In the High School, most of our faculty is IB trained and come to Panama from North America and Europe.

At present ISP has over 1000 students. We are extremely proud of our reputation for academic excellence and our commitment for doing what is best for each student. We are accredited by the Southern Association of Colleges and Schools (SACS) in the USA, The International Baccalaureate Organization in Geneva and the Ministry of Education in Panama.

Contact Information for ISP

Street Address:

New Golf Club Road
Cerro Viento Rural, San Miguelito
Panamá, Republic of Panama

Mailing address:

P.O. Box 0819-02588
Panama, Republic of Panama

Phone: (507) 293-3000

Website: www.isp.edu.pa

Gate: (507)290-1757

Email: isp@isp.edu.pa

Fax: (507) 266-7808

A phone chain for emergencies rests with your school secretaries.

ADMINISTRATION

Name	Title	Office	Mobile
<i>Rajiv Bhat</i>	Director	293-3001	6781-9776
<i>John Shea</i>	HS Principal	293-3002	6780-0954
<i>David Swartwout</i>	Assistant Principal - HS	293-3069	6780-9076
<i>Diane Guevara</i>	MS Principal	293-3003	6780-0957
<i>Vickie Swann</i>	Assistant Principal - MS	293-3097	6983-7842
<i>Michelle Herron</i>	ES Principal	293-3004	6980-1560
<i>Rebecca Jobes</i>	Assistant Principal –ES	293-3046	6982-4682
<i>Alida Garcia de Paredes</i>	Principal/Special Projects	293-3007	6678-0488
<i>Juan Carlos Lopez</i>	Director of Finances and Operations	293-3015	6679-6138
<i>Jania Jacob</i>	Business Manager	293-3005	6780-0956
<i>Ericka Moreno</i>	Director of Human Resources	293-3006	6678-0400

Board of Directors

President: Monika Ira Roberth
Vice-President: Cristo Kitras
Treasurer: Ruben Hernandez
Secretary: Vanessa B. de Jacome

Members at Large: Eduardo Cortes
Gerald Gomez
Elizabeth Heurtematte
Sarah Tatum
Robbert van Trooijen

PTA Members

President María López de Cobo - susylopezcali@hotmail.com

Vice-President: Sarah Tatum - tatumsb@gmail.com

Secretary: Keene Korinth - kkorinth@rocketmail.com

Treasurer: Rosa Nakahira - rosanakahira@icloud.com

Deputy Treasurer: Nicole Yemothy - nyemothy@isp.edu.pa

E.S. Rep:

Olga Sipos - Sipos.olga@indamail.hu

Odette Calderon - odettedeavila@yahoo.com

M.S. Rep:

Arlette Acosa - arletterondon@mac.com

H.S. Rep

Graciela Bareiro - Bareiro.gracie@gmail.com

Patsy Angarita - patsyangarita@gmail.com

School and Work Hours

Campus and School Hours

The regular campus core hours are 7:00 a.m. - 4:30 p.m.

Faculty and staff may have access before and after regular hours for work-related or other approved purposes.

Any parents and students visiting the School before or after regular school hours (7:15 a.m. - 4:15 p.m.) are asked to respect school rules and guidelines. Please do not allow older children to play on the pre-school playground equipment, throw all trash in the bins that are provided, and do not enter school buildings.

Length of School Day and Work Day

The length of the employee work day is as specified in the individual's contract. If you have questions, please contact the HR Manager.

The school gates open at 7:00 a.m. The upper parking lot student waiting area will be supervised by designated school staff during regular pick-up and drop-off times:

Arrival	7:15 - 7:30 a.m.
PK Dismissal	11:15 - 11:50 a.m.
Wednesday Early Release	11:45 - 12:10 a.m.
Departure	2:40 - 3:00 p.m.

Pick-up and drop-off for all students arriving by private car is from the upper parking lot.

Elementary students waiting after pick-up supervision time will be taken to the ES offices. High School students with permission to drive to school will be required to park in the upper lot only.

There will be no pedestrian admission to campus via the main driveway from:

Arrival	7:15 - 7:45 a.m.
PK Dismissal	11:15 - 11:50 a.m.
Wednesday Early Release	11:45 a.m. - 12:10 p.m.
Departure	2:15 - 3:00 p.m.

The student day officially ends at 2:40 p.m. Any students not participating in the After School Sports and Activities programs, or remaining for after-school help from a teacher, should take the bus or be picked up by 2:40 p.m. After-school activities begin at 3:00 p.m. and end at 4:15 p.m. All after-school activities teachers are responsible for the supervision of their students until 4:30 p.m. Parents are asked to respect this time and to pick up students no later than 4:30 p.m. If a student is not picked up by 4:30 p.m., they will be sent to the Main Office to wait until their parents arrive.

The parking lot inside the school main buildings is reserved for faculty and staff members only.

ISP Governance

A Board of Directors oversees ISP's development. The governing board retains financial responsibilities for the school's development and is charged with policy setting for the school. The Board of Directors delegates the day-to-day management of the school to the school Director. There are standing Board sub committees for academics; finance and facilities, governance, policy and legal; strategic plan implementation monitoring; fundraising and image promotion; and nominations and election procedures. At times, ad-hoc committees are also established to support and enhance the overall school strategic plan and operation.

School Organization

ISP is operated by the School Director with authority delegated by the Board of Directors to oversee and manage the day to day operation of the school, with the assistance of the Administrative Team made up of the Principals, Director of Financial Operations, Business Manager and Human Resources Manager.

Staffing Philosophy and Goals

The International School of Panama will provide educational programs of the highest standard that available resources will allow. Success in attaining this goal is dependent primarily upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the School.

The School wishes to employ quality professional staff and to retain the services of such personnel for the betterment and improvement of the educational objectives of the School. The Board believes that professional development opportunities are an important part of the School's philosophy in hiring and retaining outstanding staff.

Categories of Instructional and Non-Instructional Staff

The school seeks to employ the best teachers and other personnel available to fill vacant positions. When the school is unable to find the people with the qualifications it needs within Panama, it will hire personnel from abroad.

Staff will be placed in an Overseas Hire or Local Hire category on the following criteria:

- *Overseas hired employees (OSH)*

Overseas hire employees are those individuals that the School brings to Panama to fill positions that cannot be filled locally with the qualifications the School is seeking. *In order to attract these "overseas hire" teachers and administrators, the School will provide the financial and support incentives needed to be competitive in the market for their services.*

- **Locally hired expatriate employees (LHE) and Panamanian national employees (PNE)**

Local hire employees are those who are resident in or have come to Panama on their own volition and are subsequently hired by the School. Since the School has not recruited these employees to come to Panama specifically to work at ISP, it will not include support benefits such as housing, transportation, etc. in the contract of employment.

- **Part-time employees**

When the school requires a teacher or other instructional personnel for an assignment that does not constitute a full-time teaching load, it may contract on a part-time basis. Salaries and benefits for these positions will be adjusted in relation to the contracted workload.

- **Non-instructional personnel will include**

- Administrative support personnel who do not supervise instructional personnel.
- All other employees who support the operations of the school but are not directly connected with instruction.

School Expectations of Personnel/Job Descriptions

The performance expectations for each position in the school will be defined in a job description. This description will be furnished to all teachers/employees at the time of hiring and will be periodically reviewed with them by their supervisor. The job description will be the basis for setting appropriate evaluation goals.

Standards of Conduct

The school requires all employees to observe high standards of ethics in the conduct of their duties and responsibilities. Employees are representatives of the International School of Panama, and they should conduct themselves so as to be positive ambassadors of the school at all times on and off campus. They should comply with all laws and regulations applicable to the school and Panama.

Any employee who engages in an act or course of action that is insubordinate or in willful neglect of his/her duties or pursues a course of conduct that is seriously detrimental to the reputation of the school will be subject to termination in accordance with Panamanian law.

It is also imperative that all employees present a positive image to the public. If you are not completely satisfied with the operation of the School or its programs, or if you have any complaints, please discuss these matters with the Administration, rather than outside of the organization.

Professional Dress Standards

Appearance is a reflection of pride and professional responsibility to the school. The dress code for staff members who do not wear uniforms is as follows:

- Shorts, sweat suits, jogging suits, jeans, overalls, leggings/spandex pants, or tee shirts or shirts with spaghetti straps (except those worn appropriately with blazers, sweaters, and vests) are not acceptable.
- Tops and dresses should cover the midriff and have a modest/appropriate neckline.
- Dresses, skirts, and jumpers should be of a modest length.
- Flip-Flop shoes with straps that can be pushed out through the sole of the shoe are not acceptable.
- Jewelry and tattoos should be discreet, and not a distraction. Body piercing jewelry is not permitted, apart from earrings.
- Hair should be tidy and professional looking
- Professional dress standards apply to all student attendance and parent conference days.

Acting in Good Faith

Anyone filing a complaint concerning policy should be acting in good faith and have reasonable grounds for believing that policy has not been followed. Anyone acting in good faith will not be subject to adverse employment consequences as a result of raising a concern. Any allegations that prove to be unsubstantiated and/or which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

Confidentiality

In the interest of appropriate and speedy resolution, any concerns regarding implementation of policy or other concerns should be submitted on a confidential basis. To the degree consistent with conducting an adequate investigation of the situation, complaints will be kept confidential to the extent possible.

Lines of Communication

All teaching and non-teaching staff report directly to their respective supervisors. The following lines of communication are to be used to support the school's Mission Statement and to resolve all concerns:

Faculty/Staff > Faculty/Staff > Department Head >Principal > Director > Board

Staff Complaints and Grievances

Differences of opinion are inevitable. When they arise, employees are expected to deal with them in an appropriate manner. The School will maintain a productive workplace by defining a process for resolving complaints and grievances.

A grievance can be initiated if an employee feels that he or she has been wronged or has been subjected to an unjust act. A grievance can exist between any employee, student or committee of the International School of Panama.

- If an employee has a grievance, it should be filed in writing no later than ten (10) working days after the event. Approved school policies cannot be grieved.
- It is expected that all employees will make every effort to resolve problems before resorting to the grievance policy.
- All grievances should be first dealt with at the closest possible appropriate level of management.
- Noting the different relationships that exist, the School will have a variety of mechanisms for dealing with a grievance that may arise between employees and students or parents.

The School will adhere to the following principles of grievance resolution.

- All grievances will be treated fairly and sensitively.
- All grievances will be dealt with in a timely manner.
- A process of discussion, cooperation and conciliation will resolve grievances. The goal will be to find an outcome acceptable to both parties.
- All parties in the grievance process are expected to participate in good faith.

Parties in a grievance process will receive all reasonable support from School officials in resolving a grievance

Attendance Expectations

The school hires the teachers and support staff it believes will best be able to provide the desired quality of education. Whenever a teacher is absent, that quality of instruction is compromised. With the exception of sickness and other reasons for absence that are justifiable under Panamanian law or school policy, teachers are expected to be present on every instructional day of the school year. They are expected:

1. To make themselves available to students and colleagues for a reasonable time before and after the scheduled classes of the school day.
2. To observe approved time schedules in arrival and departure from work.
3. To schedule vacation time only during periods in which the school is not in session.
4. To provide adequate notice when leave is requested.
5. Attend faculty meetings, as scheduled.
6. Schedule and attend parent conferences, as needed.

Leave Benefits

The following leave benefits have been approved. Leave will not be approved for the extension of a weekend or for vacations.

Sick Leave

The School will award each employee the eighteen (18) days of sick leave during each full year of employment required by Panamanian law. Full-time staff working for a portion of a school year will be eligible for a prorated amount of this leave. Sick leave is to be utilized when illness prevents a staff member from carrying out assigned duties.

Whenever possible, the School expects that non-essential medical or dental procedures will be scheduled after school, on weekends or during summer months. Unused sick leave may be accrued to a limit.

Personal Leave

An employee who is required to be absent from work for a valid personal reason, which is not covered by any other leave, may request paid leave to a maximum of two (2) working days per school year. In the most extraordinary circumstances, an employee may be granted unpaid leave in the event that paid leave has been exhausted.

Personal Leave is defined as unusual personal or family obligations (foreseen or unforeseen) such as legal or business matters, family emergencies of a nature that require an employee's immediate attention; weddings of members of the immediate family, religious holidays which fall on a normally scheduled workday, attendance at a child's school or educational facility and other exceptional matters of a personal nature. Personal Leave may not be used as vacation, or as an extension of a vacation, holiday or weekend for vacation purposes.

The onus is on the employee to clearly establish the need for Personal Leave to the satisfaction of the authorizing supervisor. Each application for Personal Leave is considered on its merits and a decision relating to the approval of one period of leave cannot be used as a precedent for the granting of another period of leave.

In the case of a predictable event requiring Personal Leave, the employee must advise the immediate supervisor at least five (5) days ahead of time. Where emergency circumstances contribute to the absence and prior notice cannot be given, the supervisor should be notified of the absence as soon as practicable but within 24 hours of commencing the absence.

The availability of a qualified replacement and the resultant effect of the employee's absence on the school program will be an important factor in determining authorization of Personal Leave for an employee.

Extended Leaves of Absence

For professional development or other reasons that in the opinion of the Director are in the benefit of the School, leave of absence without pay may be granted for up to one year at the discretion of the Director. The granting of such leave will depend upon the School's ability to arrange for appropriate coverage of the teacher's duties. Intent to return at the end of the granted leave period must be forwarded to the Director in a timely manner as determined in the leave authorization. Upon return, the School will endeavor to reinstate the employee to a comparable position, but there can be no guarantee. At the end of the leave, the employee will retain his/her placement on the salary schedule without loss of accrued benefits, but will not accrue benefits during the leave of absence.

Professional Leave

To support professional development efforts of teachers and staff the school may authorize professional leave with pay. Such leave will be awarded to enable teachers to attend workshops or conferences during the school year. Professional leave must be applied for in writing and approved by the Director or his/her designee. To avoid the absence of teachers from the classroom, attendance at professional development activities during vacation periods will be given priority.

Recruitment Leave

In the final year of employment with the School, the teacher will be eligible for four (4) days of recruitment leave.

Bereavement Leave - Death of a Family Member

In the event of death of an immediate family member, time off with pay shall be granted. Generally, the maximum time allowed with pay shall be three days within the Republic of Panama and five days outside of the Republic. Bereavement Leave will be granted as follows: up to a maximum of three (3) days in the event of death of parents, children, brothers/sisters, grandparents, or wife/husband; and in the event they are overseas, they may be granted up to a maximum of five (5) days in the event of death of parents, children, brothers/sisters, grandparents, or wife/husband.

Maternity Leave

Leave will be awarded in accordance with Panamanian laws and regulations. Personnel will not be eligible for maternity insurance benefits until they have worked at the School for at least eight months, having been a part of the Health Insurance Policy for eight months as well.

There are specific procedures to be followed in the event of pregnancy in order to comply with the Caja de Seguro Social. This applies to all employees. Please see the Human Resources Manager for details.

General Guidelines for All Types of Absences

In case of any absence teachers are expected to provide full and detailed lesson plans for the complete coverage the class and duties so that the students' day operates as normally as possible.

The Division Secretary or Principal should be notified in the event of absence in order to secure substitute teachers. Under no circumstances should a substitute be arranged without consulting the Secretary or Principal.

Substitute lessons plans, keys (if necessary), grade book, duty assignments, class roster, etc. should be left with the Secretary when an absence is known about in advance. When an absence occurs on short notice, the emergency lesson plan folder on file will probably be used unless special arrangements can be made for communication between the absent teacher and substitute teacher.

An Emergency Lesson Plan Folder must be handed in to the Secretary or Principal by the date established by the Principal. The lesson plans contained in it should be of a general nature. These will be used in the event that you do not arrive at school and were unable to contact the school or if you were unable to prepare specific substitute lesson plans.

If a lesson plan has been used once, or any information in the folder is not timely, it is the teacher's responsibility to update that plan. The emergency lesson plan folder must include enough activities and lessons to cover at least two teaching days or classes as appropriate.

This emergency lesson plan folder should include at least the following:

1. Lesson plans/activities and needed materials (e.g. worksheets)
2. General notes to the substitute teacher and specific duties
3. Class list
4. Names of responsible students
5. Seating chart, if applicable
6. Daily class schedule / special schedule
7. Any special student schedule
8. Information for helping special students
9. Information regarding classroom "rituals," such as daily circle time, songs, etc.
10. Information regarding classroom "rules," "behavior agreements," "behavior consequences," etc.
11. Reading and/or math groups, as appropriate
12. Other grouping patterns as appropriate
13. Fire Drill / Emergency Evacuation Plan
14. Helpful forms, such as attendance slips, illness / injury forms, etc.
15. Substitute form, so that the substitute may leave notes / information for you

On the day you return to school after an absence, you must complete an absence report form to report any absence that is not due to personal leave

If you do not feel well during the day and anticipate being absent the following day, please notify the Secretary or Principal immediately. It is easier for us to get a substitute for you the day before rather than the morning of an absence.

The employee must submit the reasons for these leave requests to their immediate supervisor and in turn they shall be reported to the Human Resources Department for proper recording and final approval.

Health Protection

All employees are expected to follow appropriate health practices for the protection of themselves, their colleagues and the students. Employees should not come to school if they are likely to pass on an illness and should send any student who may need treatment and isolation from others to the school nurse.

Employees should take appropriate measures to protect themselves against all illnesses that will limit their effectiveness and performance as a teacher in the school:

- Tuberculosis screening (recommended every two years)
- Annual check-up
- Flu shots (recommended and facilitated by the school)

The school allows for a number of sick days. Employees should use them appropriately.

Professional Development Expectations for Faculty and Staff

The School hires qualified teachers and expects them to continue their professional development throughout their tenure at ISP. The School recognizes its responsibility to share in support of this goal. The School will provide resources for professional development on campus and will share the cost of approved development opportunities at other locations. Individuals may be required to take professional development courses in order to improve performance or to assure effectiveness.

As part of the annual budget process, the Director will propose and the Board will approve a professional development program. As part of the School's long-term improvement plan, priorities for staff development will be set each year by the administrative team. These priorities should be reflected in the professional development budget proposal submitted to the Board for approval.

Within budgeted parameters the Director may authorize professional leave for faculty and staff to attend professional development conferences and/or workshops. Such leave should be awarded so as to minimize disruptions to student learning.

The School will support the following types of approved professional development activities and purchases:

- Hiring consultants to provide staff development activities on campus
- Support for study groups and individual projects
- Attendance at professional development conferences outside school and outside Panama
- Membership in professional organizations
- Purchase of professional resources for use by teachers and administrators.

Salary Scale Credit

Teachers can apply for scale credit for any professional development activities completed at their own cost and on their own time. If approved, the teacher will receive written notification of the credit hours granted. If a teacher uses release time and sponsorship from the School for professional development activities, credit can only be awarded with written authorization from the Director. That authorization will, generally, require a time commitment of service to the school consistent with the credit being awarded.

Appropriate Communication

The professional staff employed by the school is expected to use respect and good judgment in communicating among each other, with parents and with students. Concerns and grievances should be expressed only to those directly involved, and in a respectful manner that will facilitate resolution. School-wide communication should always be in English and care should be taken to ensure that the wording reflects the grammatical standards expected for an institution of learning.

The use of the school's e-mail system for communication is a privilege provided by the school and should be used constructively. Personal issues and complaints are not appropriate subjects for general e-mail distribution. The director, a supervisor, principal, or business manager must approve any use of the school's e-mail system to involve the entire faculty or a portion of it in writing.

The following subjects are inappropriate for general distribution on the school's e-mail system:

- Promoting a product or service
- Advertising personal effects for sale
- Messages which include any type of offensive material
- Personal concerns

Inappropriate cases will be grounds for disciplinary action.

Telephone courtesy is also important. We urge all employees to become familiar with the School, its services and personnel, in order that calls may be transferred smoothly and correctly. If an employee is unable to transfer a call, it is his/her responsibility to take a message from the caller and to transmit the message to the person called. We also realize the necessity for making personal telephone calls during business hours. We hope that every effort will be made to limit these calls and to be as brief as possible.

The receptionist will forward phone calls messages of a non-urgent nature through e-mail. All urgent calls will be communicated immediately in person. Teachers may not leave the classroom at any time to receive or make phone calls, unless it is an emergency. Teachers need to provide the appropriate supervision in their classes at all times. Cell phones in the classroom must remain turned off or on silent mode during class time. As role models of our students they should also be kept out of sight during class time. Teachers may use their cell phones during their planning periods.

E-mail constitutes the main tool of communication. The school mailbox will be used for interschool communication.

Email Expectations

1. On school days, teachers are expected to check their email at least twice a day, before and after school.
2. An appropriate response time to email is within one working day.
3. Messages received from parents should be acknowledged within 1 working day. For example: "Thank you for your email. I will discuss this with my colleagues and get back to you", is appropriate when an immediate answer is not possible.

Email Etiquette

Remember that sending email is convenient because it shifts the responsibility to the recipient. To minimize everyone's email load, keep the following in mind:

1. Do not use email to resolve problems. This should be done in person.
2. If you need an answer to a question urgently, do not rely on email.
3. Always use clear subject lines: "Lunchtime Concert this Wednesday" instead of "Wed Lunch".
4. Keep emails short and to the point. Put the message/request in the first paragraph.
5. If you must send a message to a group, especially with the "bc:" function, add a greeting so it is clear who the target audience is (e.g., "To all Year 9 parents").
6. Keep your intended audience in mind. This may influence your choice of language, level of formality and style. Proof-read and spell check.
7. If you receive a message that makes you angry or upset, read it again and re-assess. Assume good intent. Because email lacks interpersonal cues and body language, it's easy to misunderstand the tone of an email, especially if the first message was written hastily.
8. Never send a message or reply while rushed, angry, or upset. Think before you write. Read before you send. Re-assess before you send. Avoid jokes or humor that may be misunderstood.

Think twice before you:

1. Send an email, or engage in long exchanges. (Would a phone call or visit be clearer and more efficient?)
2. Press "Reply to all".
3. Send large attachment files. These slow down the whole email system.
4. Forward another person's email, especially to unrelated parties.
5. Reply just to acknowledge receipt of a previous email.

Use of Drugs, Alcohol and Controlled Substances

The school has an obligation to staff and students to assure safety in the workplace. This obligation precludes the use of drugs or alcohol on campus or at any school sponsored activity. At school-related activities, no employee shall possess, traffic, distribute, or be under the influence of illegal drugs or unauthorized alcohol. For special events not involving students, the board, only, may give limited permission for alcoholic beverages to be served in moderation. This permission must be applied for in writing to the Director and must be authorized on a case-by-case basis by the Board.

The following behaviors will not be tolerated and will be grounds for immediate discipline, up to and including immediate termination.

- Using any non-prescribed controlled substance or using prescribed medication inappropriately.
- Using, possessing, distributing or transmitting illegal chemical substances and/or unauthorized alcoholic beverages.
- Using glue, aerosol or other chemical substance for inhalation.
- Using any intoxicant or mood-changing, mind-altering or behavior-altering drugs.

The Panamanian Labor Code establishes that one of the obligations of any employee (when applying for a job or during employment, if so requested by the employer) is to submit him/herself to a medical examination to prove that he/she does not consume drugs which are prohibited by law, or suffers from any psychiatric disorder that could put in danger the security of the people that work with him/her, the equipment or the facilities of the work place.

Tutoring for Pay

Some students may require assistance beyond the services the School can offer. In such cases, ISP employees may tutor ISP students for pay under certain guidelines.

Guidelines for tutoring students for pay include:

- A teacher may not tutor a student enrolled in his/her classes (any subject);
- Tutoring has to be done after school hours; and
- Use of school supplies without express written permission from the principal is not permitted.

Any arrangements for tutoring require the prior approval of the Principal. Once this approval is secured, financial and logistical arrangements should then be made directly between the tutor and the parents of the student and disclosed to the principal.

It is the responsibility of the tutor to advise the regular classroom teacher(s) that the student is being tutored. With approval from the Principal, school facilities may be used for tutoring.

Acceptance of Gifts

No employee of the school should accept a gift that in any way might constitute a conflict of interest, incur any perceived obligation to the giver or compromise the school's ability to offer services to all without bias or favoritism. Under no circumstance should an employee of the school initiate discussion of a gift.

All employees should use discretion in accepting gifts from parents or other persons associated with the school. Gifts of considerable value could be a conflict of interest. If a gift is of greater than US \$100 in value, or if there is any question as to the propriety of accepting a gift, the employee should consult his/her immediate supervisor before accepting it.

Professional Staff Evaluation

The Director shall develop a process by which the performance of each member of the professional staff is evaluated on a regular basis. The primary purposes of this evaluation process will be professional development of personnel to improve the quality of education provided by the School and to insure high standards of instruction. To these ends, the process will encourage feedback on performance from students and/or parents when and where appropriate. Appraisals of professional staff will be consistent with the mission, philosophy and beliefs of the school. They will be related to the job description prepared for each position.

Although the ultimate responsibility for the appraisal of the professional staff rests with the Director, this responsibility may be delegated to principals and other line officers of the school, who may further delegate as appropriate.

Procedures for staff appraisal shall be periodically reviewed and submitted to the Board for its information.

Contract Renewal and Termination

All employees of the School will have a contract defining their position and the terms of employment. Depending on the hiring status of the employee, the contractual terms for renewal, resignation and separation may differ.

Payment for Extra Duties

In certain circumstance, employees may be asked to perform extra functions beyond their job description. These functions may include, but are not limited to:

1. Department Head
2. IB Program Coordinator
3. Additional teaching assignments above a normal load
4. Special projects that are not part of the normal assignment
5. After school activity sponsorships or coordination
6. Pre-approved overtime for hourly employees (non-instructional staff)

Employees who perform these duties will be compensated with a stipend or bonus. The extra work and the compensation should be part of a written agreement. The agreement should be completed before the work is started.

Benefits Policy

The Board recognizes that benefits, in addition to basic salary, are an integral part of the total compensation plan for staff members. The benefits extended to professional staff are intended to attract and retain quality personnel while promoting their present and future economic security. Within the budget development process a range of benefits will be approved as part of the compensation package.

Full-time instructional staff members are employed under contracts with the International School of Panama. They shall receive benefits in accordance with the terms of those contracts.

Part-time professional staff members will be entitled to benefits within the terms of their employment contracts and only in proportion to the percentage of the school day for which they are hired.

Benefits required by Panamanian law will be provided as needed.

Contract format and content may differ relative to the hiring status of the employee, i.e., local hire or overseas hire. Benefits will be identified within the individual contracts.

Dependent Tuition Waiver Benefits

For **locally** hired teachers and other qualifying employees, employed after April 2008, this benefit will consist of one full tuition waiver for the eldest qualifying dependent and one half-tuition waiver for a second qualified dependent following the completion of one year of employment. “Qualified” indicates that the dependent is able to meet the minimal admission requirements of the school. The employee will be responsible for any taxes that may occur as a result of this benefit and for the payment of them. The employee will not need to pay the entrance fee charged for incoming students.

For **overseas hire** teachers this benefit will consist of one full tuition waiver for each full time employee of the school. (A teaching couple will qualify for two.) The employee will not need to pay the entrance fee charged for incoming students.

For those teachers whose current dependent waiver benefit exceeds this policy, the benefit will be grandfathered using the prior dependent waiver benefit until those dependents graduate or otherwise leave the school.

Tuition waiver benefits are assigned to individual children and are not transferable to siblings.

Generally, no more than five percent of enrolled students will be eligible for this benefit. Upon Board approval, priority for additional dependent benefits will be given to employees who do not currently have children with dependent waiver benefits. If priority cannot be decided on this basis, it will be allocated by seniority in time with the school. Contractual obligation for the dependents of overseas contractual employees will take priority over all others.

Holidays

The school will grant the following days as established by Article 46 of the Labor Code: New Year's Day and Martyr's Day; Carnival Tuesday (Mardi Gras); Good Friday; Labor Day; Separation of Panama from Colombia, 5 de November National Holiday, Celebration of First News of our Independence, Panama's Independence from Spain, Mother's Day, and Christmas.

Employee Travel Policy

At times, there is a requirement during the school year for teachers to attend conferences, debates and school trips with ISP students. The selection of accompanying teachers on such school activities will be approved by the Director and the selection of teachers together with the number of days that the teacher will be absent will be taken into consideration in order to minimize class and curricular disruption.

Travel to conferences, meetings or a workshop is an occasional responsibility of ISP professional employees. When related travel, registration and certain expenses are paid by the school, it is important to follow the following steps:

1. The PD Coordinator will coordinate flights, and hotel accommodations.
2. Hotel reservations will be made by school credit card and in advance. For international travel, US\$35.00 per day for meals and other approved expenses will be advanced to the employee. Receipts must be kept and submitted upon return. Excess funds must be returned to the school and approved additional expenses will be reimbursed where warranted.
3. Additional expenses for airport shuttle, tips, taxi or car rental if no other means of transportation is available, must be submitted with receipts and a reimbursement requisition within 15 days of return from the trip. Documentation received after 15 calendar days will not be reimbursed without special authorization from the Director.
4. Books or materials purchased at workshops or conferences, if reimbursed by the school, belong to the school and must be stamped and inventoried as school property.
5. Supplemental tours and individual purchases or expenses of a personal nature such as video rentals, and beauty or barbershop are the responsibility of the employee and will not be reimbursed by the school.
6. A summary report will be prepared and presented to the PD Coordinator within 15 days of return. In some cases, alternative methods of reporting will be appropriate. These must have been agreed upon in advance.

Payroll Procedure

The following payroll procedure applies to all permanent, temporary, occasional employees hired in the Republic of Panama, nationals, U.S. citizens, or foreigners, assigned to faculty, administrative, clerical or maintenance positions in The International School of Panama.

1. Monthly salaries will be paid in two installments, on the 15th and the 30th. If the payday coincides with a day off (Saturday), Sunday or Holiday, the pay shall be moved up to the preceding work day.

2. All employees' salaries shall be paid by direct pay to the employee's checking/savings account. In case of death of the employee, the matter should be referred to a legal counsel of the payee.
3. Payroll Deductions: All employees covered by this policy are subject to Panama's tax laws.
 - a) Panama's Income Tax withholdings will be made according to the Tax Rate Table supplied by the Ministry of Economy & Finance (Ministerio de Economía y Finanzas)
 - b) Social Security Employee's Contribution will be withheld of the gross salary according to the corresponding regulations.
 - c) Educational Tax Employee's Contribution will be withheld at 1.25% of gross salary. Employer's contribution will be at a rate of 1.50% of gross salary.
 - d) Workmen's Compensation Insurance will be paid entirely by The International School of Panama of the gross salary according to the corresponding regulations.
 - e) Other salary deductions, such as salary advancements, embargoes, alimonies, commercial credit discounts, mortgages, Social Security contributions, etc. will be made provided a written authorization has been received from the employee. These deductions are limited by law (Article 161 of the Labor Code) and such limits will be strictly observed. Payroll deductions as a whole should be referred to legal counsel
4. Vacation pay will be given to the employee three (3) days prior to the initial date of the vacation period. Vacation payment will be prepared following the vacation schedule.
5. Inquiries should be addressed to the Business Manager for correction or clarification.
6. The employee will receive an email from the Business Office with information regarding his/her salary payment details every pay day.

Personnel Records

For payroll purposes and to facilitate income tax withholdings and other legal requirements, individual personnel files should contain the following information on the employee: Name, Nationality, Sex, Civil Status, Residence address, Personal identification number, Names of persons living with the employee, Names of persons dependent on the employee, Social Security Number (See Article 68 of Panama Labor Code).

All reasonable precautions shall be taken to maintain the confidentiality of this information and to ensure that it is used only for the purposes required by the law. Release of information is prohibited, unless required by accredited labor authorities, judicial action, and Income Tax and Social Security auditors. In the latter case, all privileged information shall be released with the written consent of the Director.

Personnel records will be available only for official use by the Board, the Director, the employee's immediate superior, or for inspection by accrediting agencies or by other groups with prior Board or legal authority, for purposes of verifying an employee's training and experience.

The employee will have full access to his/her own records at any time, and will be allowed to verify their content for accuracy. If there is any question about the content that cannot be resolved by a simple correction, the employee may appeal to the Director and the Board under policies dealing with appeal procedures.

Personnel records will not be sent to other schools or institutions without the written request and permission of the employee.

An individual personnel file, in the name of the employee shall be opened once the employee has been processed. The file shall contain: Employment Contract; Work Permit, if applicable, Application Form, Copies of personal documents, Reference letters, All ensuing documentation and correspondence pertaining to the services of the employee during the life of the contract.

The School shall maintain the teacher's personnel file that includes the summative of his/her evaluations. The teacher shall be provided any negative or derogatory material before it is placed in his personnel or evaluation file. He shall also be given an opportunity to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material. The person or persons who draft and/or place material in an employee's personnel or evaluation file shall sign the material and signify the date on which such material was drafted and placed in the file.

The teacher shall have the right, upon request, to review the contents of his personnel or evaluation file and to obtain copies of any documents, not including confidential references, contained therein.

Finance Procedures

The most common finance procedures staff members are involved with:

- Cash Advances
- Reimbursements
- Request for payment to a supplier
- Per Diem request
- Reimbursement for travel expenses

Procedure for Payment to Overseas Consultants

- Overseas consultants hired directly
- Overseas consultants hired through an agency, Co., organization

A Finance Procedures Manual which details the above and in addition includes:

Field Trip Procedures

- Field trips within city limits
- Field trips outside city limits
- International Field Trips

Procedure for Flight Reservation and Purchasing of Tickets - rests with the school secretaries

Payment Process - Quick Reference

Documents Needed/Requirements

CASH ADVANCES	<p>Complete Payment Request Form</p> <p>Description of item(s) to be purchased or paid/Support documentation</p> <p>Approval from the Principal/Supervisor</p> <p>One business day after the purchase/payment:</p> <p>Submit receipts as proof of payment</p> <p>Return unspent funds or submit a reimbursement if funds were insufficient</p>
REIMBURSEMENTS	<p>Complete a Payment Request Form</p> <p>If you paid for a purchase: Submit original receipt (fiscal)</p> <p>If you paid for a service to a formally established company: Original fiscal invoice and the proof that it has been paid</p> <p>If you paid for a service to an individual (i.e. coaches, florist, musician); Original invoice (not required to be fiscal) and a receipt as a proof that the invoice has been paid.</p> <p>Approval from the Principal/Supervisor</p>
PAYMENT TO A SUPPLIER	<p>Complete a payment Request Form</p> <p>Original invoice</p> <p>Quote or contract in the absence of an original invoice. Original invoice to be collected when payment is made</p> <p>Approval from the Principal/Supervisor</p>
PER DIEM REQUEST	<p>Complete a per Diem request (usually completed by Principal or coordinator of activity)</p>
Reimbursement for Travel Expenses	<p>Complete a Travel Expense Report</p> <p>Approval from Principal/Supervisor</p> <p>If money is due to the school, the receipt as a proof that this has been done is to be attached to the report</p>

Payment to an overseas consultant hired directly	<p>Inform consultants of tax regulations (17.75%)</p> <p>A formal contract signed (<u>two originals</u>) by the consultant and the School Director. Contract should clearly define: Fees, method of payment, type of service and location where services will be rendered.</p> <p>Copy of the consultant’s passport.</p> <p>An invoice. A signed contract is not enough to issue payment. All school providers must submit an invoice.</p> <p>If reimbursements for travel expenses apply it must be invoiced. Reimbursements are also subject to taxes.</p>
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Payment to an overseas consultant hired through an agency/organization	<p>Inform consultants of tax regulations (12.5%)</p> <p>An invoice. A signed contract is not enough to issue payment. All school providers must submit an invoice.</p> <p>If reimbursements for travel expenses apply it must be invoiced. Reimbursements are also subject to taxes.</p>
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Important to know
Payment requests will have a cut off on Friday. Checks/Payment requests submitted before the cut off deadline will be ready by the following Wednesday (assuming that the documentation provided is correct)
Checks will be payable according to the invoice. If the invoice is from a company, the check cannot be issued to an individual
Invoices must include the RUC # (for Companies) and the passport or Cedula number for individuals
Payments cannot be issued to foreigners unless they provide the NT number (tax payer identification number) provided by the Ministry of Finance.
Wire transfers required for companies, will not be made to individual personal accounts
All school contracts are to be signed by the DFO (up to \$10K), Director (up to \$20K) and President of the BOD (above \$20K)

Staff Regulations

The task of education is difficult and challenging. The purpose of staff regulations is to guide teachers and general staff toward productive relationships with students, Director, Board and among themselves while executing and developing their duties with a posture consistent with the instructional goals of the Board of Directors. In accordance with Law 47 of 1946, of the Ministry of Education, ISP's general regulations include, but are not limited to:

1. General Regulations:

- a) All faculty members are to attend their classes, meetings, and duties punctually and regularly.
- b) Presence during civic or school functions organized by the school is obligatory.
- c) Staff is expected to maintain order and efficiency in the entire school at all times.
- d) Teachers should teach in accordance with the objectives of the school.
- e) Teachers should constantly try to improve their teaching methods, taking advantage of any in-service offered by the school.
- f) When appointed to committees, teachers are expected to serve to the best of their ability.
- g) There will be intangible aspects of organization and management responsibilities for the students and teachers who are expected to pitch in with the hours and intensity required.
- h) Order and cleanliness should be encouraged and practiced by staff to provide a pleasant, healthy atmosphere that is conducive to learning. Staff is responsible for the care of all teaching materials, texts, audio-visual equipment, supplies, furniture, etc. in classrooms, library and playground. Teachers have a responsibility to see that the equipment used by him/her or his/her class is well taken care of.
- i) Discipline is compulsory for learning and teachers play the most important role in helping students grow towards self-discipline. These include following up on problems, discussing discipline with students, and setting examples themselves in actions, manners, speech, habits, values, and attitudes.
- j) Teachers will be requested to perform certain supervisory duties for the orderly organization of recess and lunch periods.
- k) Various committees of teachers and principals meet throughout the year to study curriculum revisions and improvements. Each teacher should willingly accept appointment to serve on these committees.
- l) Teachers may be called on to sponsor club and class activities.
- m) Teachers will be called upon to be responsible for bulletin board displays.

Faculty Preparation Periods

In general, preparation periods should be considered unscheduled time in school and the teacher may use these periods for parent conferences, individual classroom and/or school-wide planning and preparation, student paper correction, making audio-visual aids, observing other teachers, meeting other staff members, improving the appearance of the classroom and meetings with supervisors or other administrators. Teachers are expected to be in school for the entire school day and should notify their supervisor if they are leaving the campus during working hours.

Supervision Duty

A duty schedule will detail staff responsible for assisting with supervision before school, after school, and during the breaks and lunch recess. A copy of the duty schedule will be posted at the start of the year. The Secretary must be notified of any changes in the schedule. Teachers should be punctual and effective in the supervision of student behavior during this time. Supervision means being with the students, mingling and interacting with them. Your presence must be felt by the students.

Teachers must be proactive and vigilant in maintaining a positive, peaceful and clean school. So that expectations and standards are clear for everyone, the following standards apply.

1. School rules as published elsewhere will be consistently enforced by everyone at all times. If you see a problem, address it, even if you are not on duty.
2. Under NO circumstances should students be left alone. Teachers are legally responsible should an accident occur.
3. While on duty, you are responsible for the behavior and safety of all of the students. Please observe everyone in your duty area and mingle with the students, looking for potential trouble spots. Appropriate early intervention can eliminate most problems.
4. Be on time to your duty station. You are responsible for the children's safety. If you are late and a child gets injured, you are negligent and liable.
5. You may switch off duty with another person if you need to do something else on a given day. Please make these arrangements yourself and remember to notify the Secretary or Principal.
6. Be sure to include any duty obligations that you may have in your lesson plans when you are going to be absent from school.

Discipline Procedures (Including Termination of Employment)

The purpose of the discipline procedure is to provide a means of correction, not punishing.

1. The School shall have the right to discipline or discharge an employee for justified cause. Some causes for discipline or dismissal are: (Listed alphabetically and not necessarily in order of importance).
 - a) Conduct reflecting adversely upon the school
 - b) Dishonesty
 - c) Excessive absenteeism
 - d) Falsifying school records
 - e) Fraud in securing a position
 - f) Incompetence
 - g) Insubordination
 - h) Reporting for work under the influence of alcohol or narcotics
 - i) The use of alcohol or narcotic while in duty
2. If it appears that an employee has failed to perform his/her work, or conduct himself/herself in accordance with requirements, the immediate supervisor shall take initial disciplinary action in the form of an oral discussion and warning. If the problem continues, a more formal discussion should take place. This more formal discussion should be confirmed by a letter to the employee, which is sufficiently

detailed to let him/her know how he/she has failed to meet standards. The letter should also advise the employee, in general terms, of the possible consequences of continued substandard performance.

3. A copy of the letter of reprimand should be sent to the Business Office for the personnel file. It should bear the employee's comments, if any, and his/her signature. The employee signature on the reprimand is only to indicate receipt and not necessarily that the employee agrees with the contents of the reprimand letter.
4. If there is insufficient improvement within a reasonable period of time and the Director determines that termination is in order, thirty days written notice if such termination shall be given the employee. During this period, an employee shall be allowed reasonable time off to seek another position.
5. The normal thirty days notice of dismissal may be waived by the Director with concurrence of the Board of Directors if it appears that immediate dismissal is in order. In the event, the notice period shall be paid in full, with attendance at work not required.
6. The following acts of employees shall be deemed sufficient cause for dismissal:
 - a) Conviction of a criminal offense or misdemeanor involving moral turpitude or a felony of any nature.
 - b) Willful violation of any provisions of the policies and procedures of the School in general and those specific policies and procedures attendant to the respective organizational position held by the employee; or an attempt to or commission of any act or acts intended to nullify or mitigate any of the provisions thereof.
 - c) Conduct unbecoming an employee of the School.
 - d) Violation of any lawful and reasonable regulation or order, or failure to obey any lawful or reasonable direction made and given by a superior where such violations or failure to obey has or could possibly result in loss or injury to the school or any department or component contained therein.
 - e) Intoxication or under the influence of intoxicants or narcotics, while working, or while representing the School in an official capacity.
 - f) A mental or physical ailment, malady or defect, which incapacitates said employee to a degree that the employee cannot carry out his or her prescribed duties.
 - g) Acts which amount to insubordination or disgraceful conduct while on duty.
 - h) Wantonly offensive conduct or language towards the public, school employees, students or visitors.
 - i) Incompetence, negligence or inefficiency to such an extent that his/her performance ratings fall below a reasonable minimum standard prescribed in accordance with these rules.
 - j) Is careless or negligent with the property of the School or steals, intentionally misplaces or misuses equipment, materials, property or any other thing of value belonging to the School or any component thereof.
 - k) Has taken any fee, gift or other thing of value in the course of his work or in conjunction therewith for special consideration in the admission of students.
 - l) Intentional falsification of time records, or failure to report absences from duty to his or her respective superior in accordance with the prescribed procedures.
 - m) Has been absent without leave for more than 3 days.
 - n) Habitual tardiness or absence from work.

- o) Is continually antagonistic in his or her attitude toward his or her superior of fellow employees, criticizing orders or rules issued and policies adopted by said superiors, or so conducts himself/herself as to interfere with the proper coordination of the employees of the School to the detriment of the objectives to be accomplished.
- p) If evaluation of the services of a professor or teacher, made in accordance with system and rulings previously approved by the Ministry of Education, proves those services to be deficient, the worker can be dismissed.

In process of revision

TECHNOLOGY ACCEPTABLE USE POLICY

(Readopted by ISP Board of Directors, 25 November 2002)

The International School of Panama (ISP), committed to allocating both time and resources to technology, uses computers throughout the school to support learning at all levels. Students, faculty and staff are expected to master basic computer skills and increase their productivity through the use of technology for research, analysis, synthesis, and communication.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the ISP supports and respects each family's right to decide whether or not to apply for access. To gain access, all students and their parents or legal guardian must sign the letter of acknowledgement and return it to school.

Internet and Technology Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom, library or hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the ISP's computer networks are responsible for their behavior and communications over those networks. Network administrators and/or teachers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should understand that files stored on school servers and computers are not private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in the ISP's students' handbooks, the following are not permitted:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit.
- Using obscene language in e-mail or web pages.
- Harassing, insulting or attacking others.
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Extended chat time that prevents fair student access.
- Non-educational online game usage is prohibited.
- Students may not put non-educational material in the hard drives.
- Students may not put programs in the hard drives.
- Students may not download material into the hard drives.
- Students are responsible for the equipment (s)he uses.

Violations may result in a loss of access as well as other disciplinary or legal action.

The use of the Internet connection is designed for educational purposes only and not for entertainment. ISP educators and librarians will monitor usage as appropriate to determine if the Internet materials accessed are suitable for the educational area.

User Agreement

As a user of the ISP computer network, I hereby agree to comply with the above stated rules for using the Internet, networked and stand alone computers and other school technology equipment.

As the parent or legal guardian of a minor student, I grant permission for my son or daughter to use the school's computers and other technology equipment, and access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of the use of the Internet at home- setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Bell Schedules

ELEMENTARY SCHOOL SCHEDULE

7:30 – 7:50 a.m.	Homeroom (flag salute on Mondays)
11:10 – 11:40 a.m.	Preschool lunch
11:40 – 12:10 p.m.	Kindergarten and 1 st grade lunch
12:15 – 12:40 p.m.	2 nd and 3 rd grade lunch
12:40 – 1:05 p.m.	4 th and 5 th grade lunch
2:40 p.m.	Dismissal

MIDDLE SCHOOL SCHEDULE

Daily Schedule – Mondays, Tuesdays, Thursdays & Fridays

MS PERIOD	BEGIN	END
Advisory	7:30	8:00
1st Block	8:00	9:25
Break	9:25	9:40
2nd Block	9:40	11:00
LUNCH	11:00	11:35
3rd Block	11:40	1:05
Break	1:05	1:15
4th Block	1:15	2:40

Wednesday Schedule

MS PERIOD	BEGIN	END
1st Block	7:30	8:25
Break	8:25	8:40
2nd Block	8:40	9:35
Break	9:35	9:50
3rd Block	9:50	10:45
Break	10:45	11:00
4th Block	11:00	12:00

HIGH SCHOOL SCHEDULE

Daily Schedule – Mondays, Tuesdays, Thursdays & Fridays

HS PERIOD	BEGIN	END
1st Block	7:30	9:00
Break	9:00	9:15
2nd Block	9:15	10:45
Break	10:45	11:00
3rd Block	11:00	12:30
LUNCH	12:30	1:10
4th Block	1:10	2:40

Wednesday Schedule

HS PERIOD	BEGIN	END
1st Block	7:30	8:25
2nd Block	8:30	9:25
Break	9:25	9:40
Advisory	9:40	10:00
3rd Block	10:05	11:00
4th Block	11:05	12:00

Note:

- 1. Monday Flag Ceremony requires five minute early dismissal from the 1st block (at 8:55) and a five minute late start to 2nd block (9:20).**
- 2. Advisory meets for 20 minutes on Wednesdays following 2nd block and the morning break.**

The International School of Panama - School Year Calendar 2014-2015

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