



# International School Dhaka

## Primary Staff Handbook

**2024-2025**

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## ISD Guiding Statements

ISD is a community that



**Empowers**  
students to be balanced learners through their voice and choice.



**Inspires**  
learners to engage in authentic experiences to develop local and global understanding.



**Embraces**  
positive values and encourages empathy and reflection.

## ISD Definition of Learning



ISD embraces inquiry and collaboration which empowers learners to develop skills, knowledge and understanding that inspires positive change.

## International Mindedness at ISD

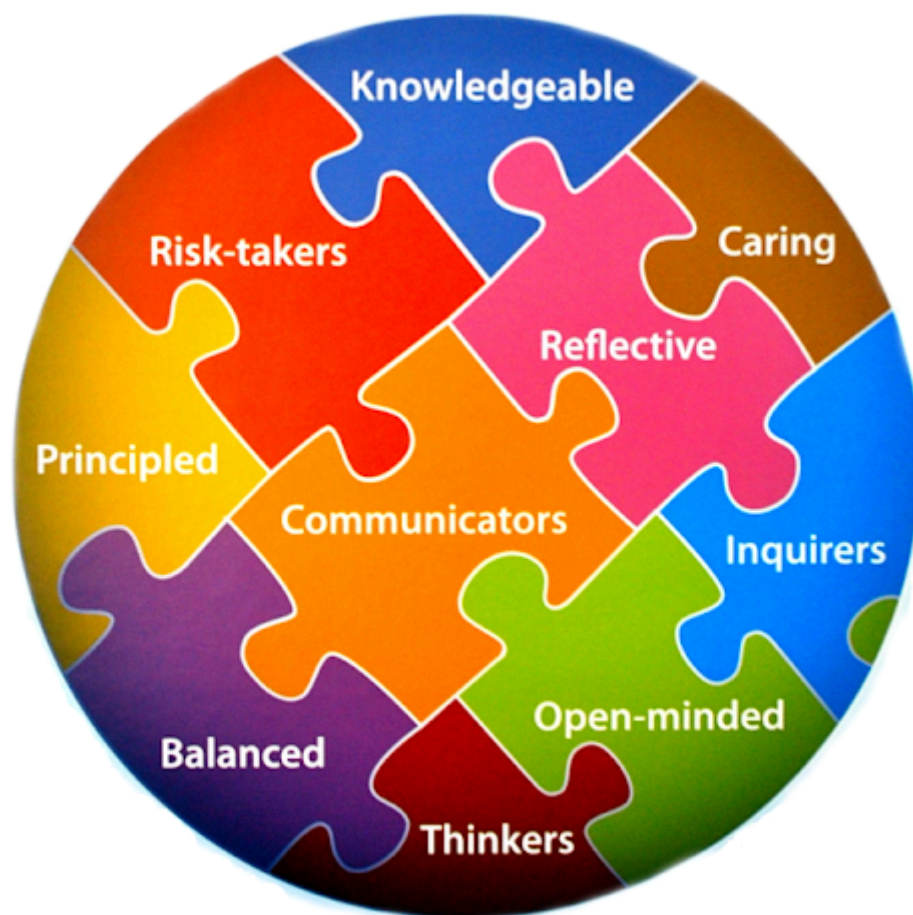


**Awareness, Responsibility and Action for Our Shared World**

## IB Learner Profile

*The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them*

*Source: IBO Website*



## Welcome from the Primary Principal

A warm welcome to ISD Primary School, a truly vibrant and inclusive learning community! As the Principal I am honored to serve the diverse and caring faculty and staff of the ISD Primary School and it fills me with immense joy to extend my greetings to each of you as we embark on a journey of learning together.

ISD Primary School is not just a school; ISD is a home for its students and teachers and a place that is both diverse and inclusive.

Our ethos is to foster a culture of open-mindedness, where every voice is valued and every perspective respected. Our commitment to creating a climate of safety and support ensures that every member of our community feels secure and empowered to thrive.

ISD Primary School is a place where both students and educators alike can grow and learn, where hard work is celebrated, and where we understand the importance of balancing dedication with moments of joy and play.

Together, let us Empower, Inspire, and Embrace each one of our learners and support them as they shape a bright future in Dhaka, Bangladesh, and beyond.



Dr. Michael Palmer  
Primary Principal

## Communication

### *Email Communication*

At ISD, the primary method of daily communication is email. When sending email to colleagues, parents, and students please maintain a professional tone. Additionally, please adhere to the following standards when sending email:

- Always use the subject line to indicate the topic.
- Include others by using CC.
- gratuitous lists of copied individuals to a given email are discouraged.
- Refrain from CCing more people than necessary.
- Use *reply all* when there are people included in CC.

### *ISD Email Protocols*

#### **Checking and sending email**

Teachers are expected to check email twice per day, before 8:00 and after 3:15. No one should check emails during lesson times and personal accounts should only be accessed during non-contact periods or outside of the regular school day.

Teachers are not expected to respond to emails after working hours. Responses can be drafted and scheduled for sending the next day.

Email sent to ***primary\_all*** requires an electronic approval from the principal. Teachers are asked to plan to send school wide messages in advance if the message is time sensitive.

Teachers are not required to contact parents and students via email, Google chat, and Seesaw outside of school hours.

#### **Responsible Use**

Responsible use of email is expected of all members of the ISD community and misuse will not be tolerated. Using excessive capitalisation and use of unnecessary repeated punctuation can be interpreted as aggressive behaviour and again will not be tolerated.

When issues arise between colleagues, parents, and students, please refrain from solving these issues via email. The optimal method of communication is face to face when sensitive matters of urgency arise.

*The golden rule in responsible use is to never press send when you are upset.  
Pause, reflect and press send only after due consideration.*

#### **Parents**

Our parents will often request a face to face meeting with teachers and/or the principal when they have important information to share on a concern they have with their child. Teachers are

asked to honour parent requests for face to face meetings. Ideally, parent meetings should be held between 7:30-8:00 or 3:00-3:30.

### ***The Daily Bulletin***

[The Daily Bulletin](#) is part of a larger Google site maintained by the Primary Leadership team. The DB is a daily message sent to all faculty and staff in the Primary school by 7:15am. All faculty and staff are required to read the DB each day.

### ***Morning Announcements***

[Morning Announcements](#) are broadcast over Google Meet each Sunday at 08:10. Teachers can tune into the announcements by connecting a laptop to the projector in their classrooms. Students and teachers are encouraged to make use of the morning announcement to broadcast any information relevant to the whole school and/or to acknowledge and celebrate accomplishments.

### ***Homeroom Communications using Seesaw***

Each HR teacher and Specialist teacher has a Seesaw account for their classroom. All HR teachers send weekly communications home to parents via Seesaw and Specialist teachers send updates to the HR teachers. Seesaw newsletters to parents should be brief and in point form for ease of readability. Teachers are to follow the posting guidelines found on the Daily Bulletin [here](#).

Required Seesaw posts to parents each Thursday

- Beginning of a unit of inquiry (unit of inquiry letter: [template](#))
- Weekly updates on learning highlights for the current and following week
- Additional information from specialist teachers as needed

### ***Primary School News***

The Primary School News is published by the Admissions and Marketing department bi-weekly. Teachers will be prompted to submit brief articles about special events such as field trips, guest speakers, unit celebrations. Articles adhere to the format in this [shared document](#).

### ***From the Principal's Desk***

This bi-weekly blog style newsletter is for ISD Primary School parents and covers topics related to their child's school experiences and other relevant topics.

## Calendars and Schedules

### *Google Calendar*

All teachers are required to add their weekly schedule to their Gmail calendar and share the calendar with teachers, the Principal, and Primary Administrative Assistants. Events on the calendar must show the activity taking place in the classroom and the time. Please do not use “busy” as an event title.

### *Academic Year Calendar*

The calendar of events and meetings is set prior to teachers’ arrivals in August. Typically, the Primary Calendar events will not be changed unless there is a compelling reason such as a prolonged school closure. The academic calendar can be located here in the Daily Bulletin.

### Meetings

Meeting type	Who attends	Frequency
Primary Staff	All Primary Staff	Each Tuesday 3:15 - 4:15
Collaborative planning with the PYPc	All Primary Staff	Bi-weekly
Collaborative planning with the Advancement Center	Homeroom teachers,	Bi-weekly
Student Support Team Meetings with Principal	AC coordinator, Principal, Counsellor	Once/month/per grade.
K-12		4 - 5 times/year

### *Early Release Schedule*

Periodically, students are released from school early. Typically, these early release days are planned in advance and are recorded on the school calendar. The last day of school prior to a winter break and the last day before summer break are early release days. During the holy month of Ramadan, we may have some early release as well.

### *End of day pick up*

Kindergarten to G5 students are escorted by teachers to the front of the administration building and wait to be picked up by parents/care-givers. Nursery and Playgroup students are collected from their classes by their parents/care-givers.

Students who are not collected by 15:20 wait on the benches outside of Early Years with the member of staff on duty. The Primary Secretary/assistant will contact parents.



If students have not been picked up by 3:15, students remain supervised by our Primary Administrative Assistant. If a student is not picked up after ASA's/sports at 4:15, the adult responsible for the ASA/sport makes a call home from the main desk in the Admin building.

***The Daily Schedule***

7:30	Teachers arrive on campus
7:30-7:45	Students arrive on campus
7:45-8:00	Students settling in to homeroom classrooms
8:00-9:00	Period 1
9:00-9:05	Transition Time
9:05 - 9:50	Period 2
9:50 - 10:00	Snack/Transition Time
10:00 - 10:20	Break 1 (Adults on Duty)
10:20 - 10:25	Transition Time
10:25 - 11:10	Period 3
11:10 - 11:15	Transition Time
11:15 - 12:00	Period 4
12:00-12:05	Transition Time
12:05 - 12:25	Lunch
12:25 - 12:55	Break 2 (Adults on Duty)
12:55-1:00	Transition Time
13:00 - 1:55	Period 5
13:55 - 2:00	Transition Time
2:05 - 2:55	Period 6
2:55 - 3:00	Transition Time
3:00 - 3:15	Dismissal

Early Years Group	Schedule
Play group	Session 1 (08:00 - 11:00) Session 2 (12:00 - 3:00)
Nursery	08:00 - 1:30
Pre - K/Kindergarten	08:00 - 3:00

\* All teaching staff must be in school by 7.30am and can not leave before 3.30pm

\* Tuesday 3:15 - 4:15 Primary and Secondary Staff Meeting/collaboration time

### *Programmes*

The table shows the subjects and number of periods/week.

Subject	Number of Periods	Subject	Number of Periods
Additional Language	3	Performing Arts	2
Design	2	Visual Arts	2
PE	2	Swimming	1

### *Class size*

Maximum class size per teacher + teaching assistant:

Playgroup	12
Nursery	14
Pre-K/KG	18
Grades 1-5	25

\*Class size maximum numbers may be temporarily increased at the discretion of the school Director.

## ***Advancement Center***

In the Primary School the Advancement Centre (PAC) is a team of teachers who offer SEN (Special Educational Needs) and EAL (English as an Additional Language) support. The AC can accommodate a wide range of individual learning needs. The students are supported in an inclusive way with the majority of support being offered in class. AC Teachers also work with teachers to develop in-class differentiated support.

Students receive individual or small group support with specific goals outlined in their Individual Learning Plans (ILP's). These plans are created in close partnership between AC teachers and Homeroom Teachers and with involvement and consent of parents.

The AC, together with the Admissions Team, assesses all new students prior to enrolling them at the school. Although we are an inclusive school, we provide EAL or SEN learning support to a fixed number of students and through that make sure that we can support each student in a responsible way in line with their individual needs. All teachers, including AC Team Members have regular meetings to discuss student progress and collaborate to accommodate for in-class differentiated support. Teachers can refer a student using the relevant referral forms, which can be accessed through the Daily Bulletin.

## ***Primary School Counselor***

As a member of the Advancement Team, the Primary School Counselor is available to support the development of healthy emotional and social wellbeing for students, their families, and staff. The Counselor will provide the following services:

- Support teachers in the teaching of SEL skills
- Promote enhanced learning by teaching wellbeing skills to all students.
- Provide short-term individual/group counseling for common issues,
- Consult with students, parents, and staff regarding the social, emotional, and academic needs of students
- Administer social and emotional assessments to students
- Recommend agencies for external referrals where appropriate
- Respond to and facilitate support in the event of a school or family crisis
- Collaborate with teachers to develop new student orientation goals as needed
- Act as the point person for welcoming the student

**Child Protection**

ISD has a comprehensive Child Protection and Safeguarding Policy relating to issues of suspected/known harm, abuse and neglect towards students. Staff are required to be familiar with this policy and know what to do and where to go in case of any concerns. A summarized process of the child protection chain is illustrated below (see left) and when discussing with our community the needs of a child, we would refer to Maslow’s Hierarchy of Needs (see right).



### ***Assemblies and House Events***

Assemblies or House Events are held every second week.

<b>Event</b>	<b>Location</b>	<b>Audience</b>	<b>Frequency</b>	<b>Time</b>	<b>Highlights</b>
Assembly	Auditorium	Primary	Bi-weekly	30 min	Learner Profile Superstars, House Points, Student Council
House Event	Primary Well	Primary	Bi-weekly	30 min	Fun competitive games, house colour shirts

## **Faculty and Staff**

### ***Staff Attendance***

Staff are expected to be in school by 07:30 each day and in classrooms by 7:45am (when students enter school). If a member of staff is running late, the school principal should be informed and the late book signed in the primary office. 3:30pm is the earliest time a member of staff can leave school.

If a staff member is unwell and can not attend school, the school Principal, Primary Receptionist, and HR must be informed before 07:00. Any duties must be covered by a duty buddy and planning provided for that day. A planning template is available on the [Daily Bulletin](#). Communication is key on these particular days.

### ***Staff Requests for Leave***

Planned or early leaves should be put forward to the school principal two days in advance of the date for review. Leave can not be taken on a half day basis, it is counted as a full day's leave.

Any leave for workshops or accreditation visits must be approved by the school principal. Such leaves are granted two times per year. **Leave forms must be completed via the primary office either prior to known leave or immediately after returning from unknown leave.**

Staff are entitled to one personal day per academic year and this can not be attached on either end of a school holiday. If taking a personal day, this must be requested through the school principal a minimum of two weeks in advance, and is up to the discretion of the Principal.

### ***Faculty and Staff Absence due to Illness***

In the case of unplanned absence, staff members must email the Primary Principal, preferably the previous evening by 8pm (20:00), or between 06:00-07:00 am on the day of absence. A doctor's certificate must be submitted to the Human Resource Officer upon the third day of illness. Staff

members are urged to avoid unnecessary absences as it results in an extra burden on their colleagues.

A **leave application** needs to be completed on return to school which can be found with the Primary Administrative Assistant. It is the staff's responsibility to inform the Primary Principal if the condition is on-going. Without exception, teachers' planning must always be accessible on Managebac/Google Drive at 7:45am each Sunday and up-to-date because cover teachers will be asked to cover for an absent teacher.

### ***Planned absences***

Absences due to coaching, medical appointments, acquiring official documents from a consulate or embassy are to be applied for using a leave of absence form and approved by the Principal. Staff are required to create a calendar invitation for the Principal.

### ***Requests to leave before 3:30pm***

Faculty should email the Primary Principal with an early leave request two or more days in advance of an appointment. Most business and medical offices have afternoon appointments and faculty should schedule appointments after the workday whenever possible, unless there is an emergency. Appointments during the school day, including planning time, may require the use of leave days.

### ***Extending Holidays***

No additional leave of any kind will be granted either side of a school holiday. Absences for any reason adjacent to a school holiday will be treated as unexcused, unpaid leave and be charged at 1/185 of the annual salary for each working day absence.

### **Leave Requests in the First and Last Two Weeks of School**

No leave, other than sick leave, will be approved during these time periods.

### **Leave for International Accreditation Visits / Workshops**

ISD teachers are encouraged and supported to represent the school on International Accreditation visits and/or conduct Workshops for organizations such as the IB / CIS/ NEASC/ WASC or other International organizations that require peer evaluators/leaders. In order to maintain a sustainable and balanced approach to these external roles and to ensure that regular teaching is minimally interrupted, the following guideline apply to this form of leave:

- When a teacher plans to attend such events during school days, the teacher may attend only two visits/workshops per year, with one visit/workshop occurring per term.
- It is the teachers responsibility to inform the divisional principal of any upcoming visits at least a month ahead and seek approval before making any arrangements to attend the visit/workshop.
- All appropriate cover plans and teaching instructions must be provided to the divisional principal at least a week in advance of departure.

- The divisional principal will track the number of events attended per teacher and in the event that the permitted two visits are completed, a further visit will not be approved.
- The teacher may choose to attend any further visits/workshops during scheduled ISD vacation dates, but such visits must be fully completed during the vacation (including travel to and from the location). In the event the teacher takes any leave days before or after the vacation, to fulfill the days of the visit/workshop, it will count as a part of the two events permitted per school year.

Any virtual visits/ workshops that require the teacher to be online in a synchronous manner count towards the permitted two events per year, and the above guidelines apply.

### ***Cover Teaching Expectations***

If a teacher is sick or will be unable to lead their classes they should contact the Primary Principal and the Primary Administrative Assistant as soon as possible to provide time for coverage to be arranged.

Absent teachers are responsible for providing up-to-date lesson plans to [halima.ruma@isdbd.org](mailto:halima.ruma@isdbd.org) to allow for meaningful coverage of lessons. Cover work should be organized in advance and summarized on the [Primary School Teacher Coverage Lesson Plan](#). This document and any other electronic resources should be emailed to [michael.palmer@isdbd.org](mailto:michael.palmer@isdbd.org) Miss Halima [halima.ruma@isdbd.org](mailto:halima.ruma@isdbd.org).

Emergency Cover Plans, used when a sudden absence does not allow for the creation of detailed cover plans, must be submitted to the [michael.palmer@isdbd.org](mailto:michael.palmer@isdbd.org) by August 29 or earlier.

Covering classes of colleagues is a professional responsibility that is expected of all educational staff. Given that a high proportion of professional development training takes place during the school year and that the number of qualified substitutes available locally is limited, there is no alternative but to expect the support of all staff. The Primary Principal will assign the absent teachers periods/duties among other staff when needed. Staff members are required to substitute teach for absent colleagues if requested, without additional pay.

### **Types of Leave for Faculty and Staff**

The following categories of leave are available for all Academic Staff in each academic year.

Sick Leave	14 days
Casual Leave/Personal Days	6 days
Maternity Leave for National Teachers *	6 Months
Maternity Leave for Expat Teachers *	3 Months
Paternity Leave	2 /5 days
Recruitment Leave (only for Expat Teachers)	3 days

\*Only 1 day of unpaid leave can be taken in a month

#### ***Classroom Presence***

Teachers should be in classrooms ahead of the arrival of students in order to welcome students to class and ensure they have access into the room. It is essential that an adult is present and available for all scheduled classes including any assigned cover classes.

#### ***Professional Conduct***

All adults are expected to maintain courteous and positive disposition. The appropriate behaviour for staff and professional conduct can be found in the [ISD Staff Code of Conduct \(2021\)](#)

#### ***Duties***

All teachers will be allocated supervision duties. Duties can be allocated before school, during snack and lunch break. Teachers on duty are responsible for the wellbeing of the students. It is important that teachers are on time to their duty area and actively supervise the students.

Teachers are assigned a ‘duty buddy’. In case of absence the ‘buddy’ will cover the assigned duty. The duty rota is distributed at the beginning of the year and changed regularly to accommodate teacher and student needs.

When on duty, all supervisors are expected to adhere to the following:

- Actively watch students in your assigned area
- Refrain from using the phone for calls and texting
- Do not leave the area until the end of the break time
- In the event of an emergency, call out for another adult to supervise, while you attend to the emergency
- In the EY areas, the sandpit and the EY exit door are key areas that need to be supervised.



Some students will need support in understanding how to play and behaviour management should be restorative. If there are any medical concerns, the student should be sent to the nurse immediately and informed (after your duty if needs be) what was witnessed.

### ***Dress code***

All ISD staff are expected to wear appropriate professional attire befitting their role within the school:

Female staff members must dress appropriately and wear appropriate formal wear. Tops that expose the shoulders, cropped tops, very short skirts and shorts are not acceptable. Shalwar Khamis and smart Co-ord suits are acceptable. However, only on days of National celebration and other celebrations is it appropriate to wear certain types of local dress such as a saree.

- All faculty are advised to choose clothing and footwear suitable to their position
- Female teachers may wear sandals with backs
- Flip-flops or beach sandals are not acceptable
- Male staff members must wear a collared shirt, dress pants and closed shoes.
- On school trips formal or smart casual dress is required.
- Denim clothing is not permitted
- Physical Education staff are required to wear the ISD staff sports Uniform.
- Art, Design and Science teachers are allowed to wear their lab coats
- Sports clothes and sports shoes are only to be worn for sporting activities or trips
- Female staff are permitted to wear hijab for religious purposes. A niqab is not allowed.

## ***Performance and Evaluation***

### ***Goal Setting***

Setting professional goals is a collaborative process at ISD. Goals are set to ensure faculty are on a path of self directed improvement and provide opportunities for teachers to explore and improve their approaches to teaching. Goals are based on identified areas of teacher personal and professional growth and may be linked to the [mission of ISD](#). A timeline and forms are shared with faculty and staff following the commencement of the new school year.

### ***Appraisal***

Performance management is seen as an opportunity for ISD to promote personal growth amongst our staff and through this, reach our ultimate goal of maximizing student learning and performance. All

faculty are part of the appraisal process including Principals, Coordinators, Teachers, Teaching Assistants. The appraisal system is a whole-school system (Primary and Secondary). The process will be shared with Faculty and Staff at the beginning of each year.

## *After School Activities*

**Purpose:** Provide students the opportunity to engage in activities they enjoy and take risks and try new activities.

**When:** 3:15-4:15 except on Tuesdays due to faculty meeting time.

**Who:** All teachers and TAs are expected to lead or support 2 ASAs/year

**How:** Teachers and TAs can propose to run an ASA and some ASAs are recurring each year.

The After School Activities (ASA) Program is intended to enrich our students with activities, engagement, cooperation, and teamwork throughout the school year. We offer ASA's in three seasons after school (3:15 pm-4:15 pm) that run once a week. All teaching staff, including teaching assistants, are required to take part in leading two of three ASA's each year. Each activity session is 8-10 weeks in length.

Exemptions from leading or supporting an ASA are provided for some positions.

Principal

PYPc

Advancement Coordinator

Student Council Lead (This is an all year position)

Example of ASA's run by teachers in the past:

- Digital Art
- Debate club
- Homework club
- Typing club
- Chess club
- Soccer skills club
- Primary Performance

### *2024-2025 ASA Seasons*

Season 1	Season 2	Season 3
August 21st-Oct. 31, 2024(10)	Nov 10- Feb 13 (11)	March 2-May 23 (11)

### ***Evening/Weekend Commitments for Faculty and Staff***

There are some evening/weekend school and social events that take place throughout the year and Primary Staff are expected to attend.

<b>Event</b>	<b>Time of Year</b>	<b>Expectation</b>
Primary Production	December	All Primary Faculty and Staff
Sleep overs and excursions	Varied	Classroom teachers, TAs.
Professional Development	Throughout the year	As required
G12 Graduation	May	Optional

*\* Our students love to see their teachers in attendance.*

## ***Student Behaviour and Discipline***

### ***Inappropriate behaviours***

Students unable or choosing not to follow school rules or expectations will always be given the opportunity to explain their actions and to reflect upon what they have done. The staff member/s involved will counsel the student on appropriate ways to deal with a problem. However, if a student chooses not to accept his/her responsibilities or infringes on the rights of others, the school's disciplinary procedure will be followed:

*The teacher concerned will take initial corrective measures appropriate to the situation. The infraction will be reported to the student's homeroom teacher. A restorative reflection sheet may be needed.*

*If the behaviour continues, a conference will be held with the student and a strategy planned by the Homeroom teacher and student to remedy the problem. The school counselor may be involved at this point and the Primary Principal will be informed.*

*In the case of a persistent problem, parents will be informed and a conference scheduled with the concerned parties and the Primary Principal to develop a home-school strategy for behavioural change. Targets will be set and review and evaluation dates will be agreed upon. The Homeroom teacher or Primary Principal will record the results of the conference.*

*A positive response on the part of the student will be recognised.*

### ***Persistent behaviour concerns***

A student consistently making wrong choices may be suspended for a period of one to five days. Suspensions are given by the Director. Parents will be informed in advance of a suspension and a conference will be held. Unsuccessful repeated attempts to help modify a student's behaviour may result in expulsion.

**Critical Incidents**

In cases of repeat and/or high-level misbehavior, a formal suspension may be warranted. This means that the offending student is not allowed to attend school for a specific number of days and is provided with alternative learning arrangements via homework and/or e-learning systems.

Re-entry plans are introduced for students who are returning to class after a period of suspension. This plan is negotiated between the Director, Primary Principal, Homeroom teachers, parents, and students.

If the student’s behaviour does not improve, further consequences relating to behaviour may be applied (e.g. recommendation for exclusion/enrolment cancellation).

**Student Code of Conduct**

*The Student Code of Conduct applies to all school activities where students are under the authority of all of the teachers at all times. ISD uses a progressive discipline approach when dealing with instances of student misbehaviour and student misconduct – wherever necessary a differentiated approach is applied.*

<b>Misbehaviour</b>	<b>Serious Misconduct</b>
<p><i>Disruptive or inappropriate behavior in class, in school or outside during school supervision (eg. buses Appendix B).</i></p> <p><i>Littering around school</i></p> <p><i>Roughhousing, bothering other students, boisterous behavior.</i></p> <p><i>Failing to obey established classroom rules.</i></p> <p><i>Use of devices without teacher permission</i></p> <p><i>Continuous use of a language other than the language used in instruction.</i></p> <p><i>Inappropriate use of banned items.</i></p>	<p><i>-Persistent misbehavior inc. noncompliance towards staff</i></p> <p><i>-Possession or use of tobacco, illicit drugs/alcohol or distribution of pornographic material.</i></p> <p><i>-Stealing or being in possession of stolen goods.</i></p> <p><i>-Fighting, inciting violence, bullying, harassing, intimidating to students or staff</i></p> <p><i>-Making verbal or written statements that are bigoted, racist, sexist, or defamatory Using foul or profane language.</i></p> <p><i>-Violating the privacy of others</i></p> <p><i>-All forms of vandalism including graffiti</i></p> <p><i>-Possession of a weapon or any behavior that could jeopardize the health and safety of others.</i></p> <p><i>-Any form of plagiarism or cheating on an internal or external assignment or exam.</i></p> <p><i>-Other behaviors which in the opinion of the school constitute serious misconduct.</i></p>

### ***Student Computer Use***

**Grades K-3** are required to bring in an Apple iPad with the below specifications:

- Apple iPad with at least 64 GB storage
- Minimum iPad Air 4th Gen
- Protective case for the iPad

**Grade 4 - 5 and into MYP** the students are required to bring in an Apple Laptop (Macbook) with the below specifications:

- Mac OS X 12.7 as the operating system
- RAM: 8GB
- CPU: 64-bit processor
- Hard Drive: 256GB SSD
- Processor: Intel Core i5 or Apple M1 Chip
- Wireless Card: 802.11b/g/n/ac
- Headphones with microphone
- Charger with plug adapter for Bangladeshi power outlets
- Accessories inc. Adapter for Mini Display or Type C (whichever port available on the Mac), a name tag.

***Acceptable Use of Information and Communication Technology***

*Acceptable Use is expected to be inline with 'Students Charter of Rights and Responsibilities' and should be within view of school staff if being used in school. Not using technology responsibly could result in temporary loss of use, suspension, or recommendation for expulsion and devices come to school entirely at their owner's risk inc. if devices are damaged, lost or stolen. We believe in privacy and any individual using electronic means to photograph, record, or broadcast without consent shall be considered grave misconduct. No mobile phones are allowed in Primary.*

*Students are to use IT equipment and access the internet in a responsible manner that is in keeping with the Students Charter of Rights and Responsibilities (Appendix A).*

*Electronic communication from any location, including the student's home, regardless of time, including weekends and holidays, is within the purview of the school if, in the opinion of the school, it impacts its smooth operation or the well-being of any of its students or teachers.*

*Students who do not use technology responsibly will be subject to consequences ranging from temporary loss of use, to suspension, or recommendation for expulsion.*

*Violating the privacy or dignity of any individual using electronic means (photographing, recording, eavesdropping, or broadcasting electronically) shall be considered grave misconduct and subject to suspension and confiscation of the equipment involved. Depending on the gravity of the situation the violation could result in the loss of privileges (such as participation in graduation) or a recommendation of expulsion from school.*

## *Administration*

### *ID Cards*

- Issued to all ISD faculty and staff
- **Staff are required to wear their school ID visibly at all times when they are on site.**
- Parents, care-takers and drivers are issued ID cards which have their name in addition to the children for whom they are responsible.

Visitors must sign in at the gate and will receive a visitor's ID card which they must wear at all times.

Adults without an ID card are to be redirected to security at the main entrance.

### *Cleaning and Maintenance*

If a teacher needs a cleaner in his/her room, for example, if a child has vomited or paint was spilt, please inform the Primary Office and the Primary Secretary will send a cleaner.

Inquiries about cleaning should be directed to Miss Halima, our administrative assistant. All classes should take a few moments at the end of each day to ensure that there is a shared responsibility towards tidying and cleaning up the classroom.

From time to time, something will need to be repaired or installed in your classroom. All staff are asked to use [this form](#) when requesting help from the maintenance department.

### *Photocopying and Laminating*

Staff are given a printing code to access the two colour photocopiers located in either the Primary or EY Wells. Any large amounts for photocopying/laminating should go through reprographics (Manik). ([manik.minouddin@isdbd.org](mailto:manik.minouddin@isdbd.org)) in the Library. **Teachers should allow at least 24 hours to process photocopying and laminating requests.**

*Under no circumstances may faculty members request students to do photocopying on their behalf. In a bid to support creating a sustainable world, laminating should be kept to essential items only.*

**In addition to this, staff should consider the necessity of large amounts of photocopying and determine if what is being photocopied is definitely needed.**

### ***IT Support and Maintenance***

Faculty and Staff should send requests for IT maintenance through: [itsupport@isdbd.org](mailto:itsupport@isdbd.org). If the request is urgent, inform the Primary Administrative Assistant and she will contact IT for you.

For urgent matters, IT has a help desk at their office.

For non-urgent matters, email IT about the issue or go to the IT office next to the Library. Communicating with IT about tech issues ensures that all requests/repairs are recorded and taken care of as soon as possible in order of priority.

### ***Stationery Requisitions***

Classrooms are provided with stationary essentials at the start of the school year. All stationery requisition forms can be obtained from the Primary Administrative Assistant's office if you require additional stationery.

### ***Reimbursement Forms***

Before making purchases either locally or when traveling overseas, you must seek approval for the purchase from the Primary Principal.

Reimbursement forms should be completed as soon as possible and if the currency is not in Bangladeshi Taka (BTK) make the conversion using [www.xe.com](http://www.xe.com) and attach it to your form.

### ***Mobile Phone use***

#### **4.1 Personal mobile phones (from Mobile Phones in School Policy\_2024)**

*Staff are not permitted to use their personal mobile devices while students are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is on silent/ vibrate only). An exception to this could be a work-related task within these policy guidelines or in the case of the use of school phones. This also applies to volunteers, contractors and anyone else otherwise engaged by the school.*

*Use of personal mobile phones is restricted to non-contact time, and to areas of the school where students are not present such as the staff room and offices. In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call Primary or Secondary Offices as personal phones will be silent during lessons.*

### ***Parents Withdrawing Children***

If parents mention that they are thinking or planning to withdraw their child or if they hand you a referral form from another school, please direct the parent to the Primary Principal or the Admissions office.



### ***Policies and procedures***

All policies including; ***Admissions, Assessment, Academic Integrity, Child Protection, Language, and Inclusion*** can be located in the Daily Bulletin. Teachers are expected to be familiar with the policies and procedures related to each.

### ***Professional Development (PD)***

ISD provides staff with a variety of Professional Development opportunities. Key drivers in setting priorities are directly related to school-wide and divisional goals in addition to IB requirements. ISD places value on current research and practice and it is the expectation that staff use such resources to enhance their own PD journey. While the school will periodically offer school wide IB PD workshops, teachers are invited to submit requests for PD twice each year in August and December.

ISD aims to find a balance in the provision of PD through:

- Onsite PD facilitated internally by our own experts / teachers
- Onsite PD facilitated by outside providers (IB and non-IB)
- IB and non-IB external workshops
- IB and non-IB online workshops

Please note, the school reviews each application based on school and teacher needs.

### ***Assessment and reporting calendar***

Assessment is an integral part of teaching and learning at ISD. The school follows a calendar of assessment and reporting events. Teachers are expected to complete the assessments within the month indicated on the Assessment Calendar. [Assessment in the PYP 2024 -2025](#)

### ***Attendance register***

Students are required to be in their homeroom by 8:00am.

Attendance is taken each day by 8:10 on ManageBac.

**Any student absent with no notice is simply marked absent.**

If they enter their homerooms or classrooms later than 8:05am, they will be late for school and need to go to the Primary Administrative Assistant who will record this and provide the student with a slip and mark the tardy on Managebac.

### *Types of Student Absences*

Type of Absence	Example	When to contact the family	Person responsible	Required document
Excused Others	Illness, medical trip.		Primary Administrative Assistant	
Unexcused	No report from the parent of the reason for the absence	Day 2 of the absence	Primary Administrative Assistant	Medical note Note/call from parent
Authorized	Permission given by the school for the student to be absent	N/A	Principal	

\*When teachers receive requests from parents for an authorised leave, the request must be forwarded to the Primary Principal for approval.

<p>10 absences: Parent receives a phone call and email          15 absences: Parent receives a phone call and email reminder about the maximum number of absences          20+ absences: Parent meeting with the principal</p>
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*At the Director's judgment, certain mornings of heavy traffic or inclement weather may be considered out of the ordinary and as such not be counted as days of lateness for students arriving not later than 8:45am.*

#### ***Field Trips and Overnight Excursions***

Trip requests must be made at least three weeks in advance of the planned trip. All documentation can be found on the DB under Procedures and Field Trips and must be completed and sent to the Primary Principal for approval. A risk assessment is mandatory before any trip and this is done in collaboration with the Head of Security. Logistics and organisation must be shared with the Primary Principal and the Primary Secretary as well as the relevant administrative personnel. It is the professional responsibility of the trip coordinator (often homeroom teacher) to ensure that all planning checklists are completed.

It is an expectation that each grade goes on two trips per year (a trip can include an overnight sleepover or a residential excursion)

### ***Annual Excursions***

Grade	Destination	Time of Year
4	Gazipur	Early Term 2
5	Sylhet	Early Term 2

### ***Student Uniforms***

Students are required to come to school each day in their full uniform each day. Periodically, students are permitted to wear clothing other than their uniform.

Early Years and Primary School students who have physical education on a given day may come to school in their physical education uniforms.

### **Standard Uniform**

Grades	Tops	Bottoms	Hoodie/Jumper	Shoes
Playgroup	No Uniform			
Grades Nursery to G5	White button-up/polo (ISD logo)	Black trousers/ shorts/skirt with optional leggings	Plain black jumper, hoodie or school purchased hoodie( No hoodies with non-school logos)	Closed toe black shoes and/or white trainers
Grades Nursery to G5	House Colour Shirt (worn on house events day)			
PE uniform Grades Nursery to G5	White ISD logo Shirt	Green trousers/shorts	None	Trainers

\*Clothing should be relaxed in fit so as to provide comfort while seated in class.

\*Skirts and shorts must not be shorter than two inches above the knees or lower.

\*Students may be required to wear their uniform on some field trips.

***Staff Complaints and Grievances***

Appeals of administrative decisions other than dismissal for cause shall be conducted according to the following:

1. In the event of a complaint or grievance, the employee will, in writing, describe said complaint or grievance and submit this to his/her immediate supervisor.
2. The written document will be reviewed by the supervisor and a conference will be held, within five (5) working days, to discuss the complaint or grievance.
3. If the employee is not satisfied with the solution found with the meeting, they may request a hearing with the Director. The written document plus minutes of the hearing with the supervisor must be forwarded to the Director.
4. The Director will meet with the employee and the supervisor, within five (5) working days of receipt of the original written document and the minutes from the hearing, to ascertain the charges and solution to the situation.
5. If the employee is still not satisfied with the solution, they may request a hearing to the Board in Executive Session at the next regularly scheduled Board meeting.
6. The ruling by the Board on the matter will be final and cannot be appealed. The ruling will take place no later than one regularly scheduled Board meeting after the hearing.

## 2024-25 Primary School Faculty and Staff

Role	Name	Role	Name
Primary Principal	Dr. Michael Palmer	Bangla Teacher	Shazida Begum
Primary School Secretary	Halima Akhter	Bangla Teacher	Tanzia Zaman
Administrative Assistant	Sarmin Momota		
PYP Coordinator	Ann Lindsey (Towhida on Leave)	French Teacher	Koushik Saha
Head of AC	Heather Nesbit	Counselor	Bryn Stillwell
Playgroup	Rosetta Halder	G4-5 EAL Teacher	Misato Hardman
Nursery	Elena Guseva	G1-3 EAL Teacher	TBD
Pre-K	Gulnoza Alimullaeva	Early Years SEN Teacher	Andra Davis
KG-M	Minnat Khan	SEN Teacher	Shyla kabir
KG-Y	Yelena Isaykina	G1-2 SEN Teacher	Tiffany Bai
Grade 1A	Andrew Hardman	G3-5 SEN Teacher	Jenn Lumsden
Grade 2L	Laurie Joynt	Playgroup TA	Kusum Chicham
Grade 3S	Sandra Moreel	Nursery TA	Sonia Ahmed
Grade 4M	Martin Cusworth	Pre-K TA	Sanjida Tasmin
Grade 5F	Fiona Singh	KG-M TA	Cadi Riya
PE	Filex Mosi Ali Imam - Co-Teacher	KG-Y TA	Mashiat Kabir
Visual Art	Nathalie Stowell	G1M TA	Mahfara Mofiz
Performing Art	Kimberly Gilbertson Pijush Barua - Co-teacher	G2L TA	Nahin Mahamud
Design	Claudette Muller Ataur Co-Teacher	G3S TA	Maliha Haque
Teacher/Librarian	Erin Wilson	G 4M TA	Tahsin Kashem
Visual Art TA	Tahsin Ferdous Rinia	G5S TA	Fatema Hyder
Library Assistants	Fatema Mahin (Resource Room)	Shadow teachers	Salma Akter Jhora (KG) Hossain Sandana Abid (PK)

***Teachers, Co-teachers, TAs and CCAs:  
Working together collaboratively and professionally***

Teachers, Co-teachers, Teaching assistants and child care assistants should collaborate closely by discussing student progress, dividing tasks based on strengths, and engaging in collaborative planning discussions as required.

Regular communication, mutual respect, and joint problem-solving foster a supportive environment, enhancing student learning.

Together, these important people create a cohesive team, ensuring efficient classroom management and tailored instructional support.