
SCHOOL OPERATIONS**5000**

International Staff Handbook Policy**5020**

Rationale

The educational staffs from each of the employing nations require a common guideline for operational issues within the school.

Policy

It is the policy of Stichting AFNORTH International School Brunssum that the Directorate will annually produce an updated academic staff handbook outlining items and issues covering organizational, operational, security, facility information, standard operating procedures, and regulations.

Guidelines

- 1 The International Staff Handbook will be included in new teacher orientation program.
- 2 The International Staff Handbook will be made available to all academic staff annually with changes highlighted.
- 3 Items included in the International Staff Handbook shall include items such as: Board and Academic Mission statements; use of/rental of facilities, keeping animals/plants in the school, cooking guidelines, classroom cleanliness, key checkout, paper recycling, security, fire regulations and emergency drills, gymnasium complex guidelines, motor vehicle operation and parking on the campus, health services, co-ordinating Heads/Principals overview, Department/grade chairpersons overview, planning councils, code of behaviour for students, discipline and supervision, student exchange regulations, International Awards selection criteria, visit requests, swimming regulations.

Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 1020.

Cross Reference

Date Approved
8 November 2011

Legal Reference