



*We are a respectful, learning-focused community where each student is inspired to achieve his or her potential and to become an ethical, confident and internationally-minded citizen of tomorrow.*

# **Early Years Student-Parent Handbook 2018/19**

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UNIVERSITY of CAMBRIDGE  
International Examinations



Latvijas Privātskolu Asociācija

Dear Parents/Guardians and Students,

Welcome to an exciting school year with the ISR Early Years programme!

For a school, Early Years are just like the foundation for a building. For many young children this is the first time they leave the safe environment of their home and family to join a group of children from all over the world with adults who will take care of them during the school day. We hope you will find that our Early Years classrooms have a home-like atmosphere where your child can develop new friendships, demonstrate creativity and enjoy learning.

This handbook has been created as an introduction to our school. Please take the time to familiarize yourself with its contents before your first day at ISR, and we encourage you to hold onto it for future reference as needed. If you have any additional questions, please do not hesitate to ask.

Welcome to our community!

Respectfully,  
Ginta Kārklīņa  
Early Years Principal

## General Contact Information

Our Primary School campus, Kalnciema 118, is located in the historic Pārdaugava neighbourhood, in the 1912 heritage schoolhouse designed by renowned Latvian architect Reinholds Georgs Šmēlings. You may contact us through any of the following:

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Please also visit our website at: [www.isriga.lv](http://www.isriga.lv)  
Facebook page: <https://www.facebook.com/isriga>

## Key Contact Information

Please call the Frontdesk at tel: (+371) 6762 4622 and your call will be directed to the appropriate person.

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Primary Principal	Diāna Briede	<a href="mailto:diana.briede@isriga.lv">diana.briede@isriga.lv</a>
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Admissions Office (Enrollment services, student documents)	Angela Ferguson, Admissions Officer Liene Salmiņa, Admissions & Advancement Assistant	<a href="mailto:admissions@isriga.lv">admissions@isriga.lv</a>
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Bus service	Zane Paula-Pāvula	<a href="mailto:frontdesk@isriga.lv">frontdesk@isriga.lv</a>
Messages for students/teachers, reporting absences	Zane Paula-Pāvula	<a href="mailto:frontdesk@isriga.lv">frontdesk@isriga.lv</a>
Hot lunch service	Zane Paula-Pāvula	<a href="mailto:frontdesk@isriga.lv">frontdesk@isriga.lv</a>
After School Activities (ASAs)	Anthony McMullen	<a href="mailto:anthony.mcmullen@isriga.lv">anthony.mcmullen@isriga.l v</a>

## FACULTY CONTACTS

Faculty can be contacted by email using the format [firstname.lastname@isriga.lv](mailto:firstname.lastname@isriga.lv). Faculty names and roles are listed on the school website.

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# Guiding Statements

## *ISR Mission*

We are a respectful, learning-focused community where each student is inspired to achieve his or her potential and to become an ethical, confident, and internationally-minded citizen of tomorrow.

## *Philosophy*

We strive to achieve our mission using approaches based on our philosophy. We believe that:

- education should be enjoyable and must enable students to develop academically, emotionally, socially, physically, morally and creatively
- every person has individual needs and abilities
- we must seek to ensure that individuals work towards achieving their potential
- we must provide a safe and secure learning environment for students, staff and the wider school community
- parents, teachers and students are partners in the process of education

## *Objectives*

In carrying out our mission and applying our philosophy our objectives are to:

- provide a holistic education that nurtures the whole person
- develop independent learners and critical thinkers with an enthusiasm for life long learning
- foster in all our community respect for themselves and for the global community
- promote knowledge and understanding of the interdependence of peoples
- nurture respect and care for the environment
- promote multiple-intelligence development to allow students to develop their own individual talents
- provide the opportunity for each student to develop and to appreciate ethical and cultural values, including those of the host country of Latvia
- integrate high technology, sciences and the arts to allow students to adjust well in a competitive global society
- incorporate a curriculum that is regularly evaluated by teaching and research professionals to improve the quality and effectiveness of our programmes
- encourage the students to apply rational and creative thought to problems, to nurture and utilize their logical and imaginative capacities, and to develop the skill necessary for physical, mental, and social well-being
- develop an awareness of the interdependence of all living things, and take responsibility in managing resources effectively and prudently
- develop in the students a spirit of service, and an understanding that citizenship entails the responsibility to be informed and active in promoting justice and peace
- develop responsible individuals who possess the ability to think clearly, logically and independently as participating members of a self-governing society
- provide physical and health education enabling the student to live an energetic, wholesome and productive life.

## **School Profile**

Founded in 2001, ISR provides an internationally accredited education in English to students aged 2-18.

### ***Latvian Heart***

More than 40 nationalities live in harmony at ISR, and even though we all come from different parts of the world, there is a place we all have in common: Latvia. At ISR, students have the great opportunity to discover the country they live in, no matter whether it is the country of their origin or their host country! They attend Latvian culture lessons, they take part in the Independence Day event, and pre-celebrate the Līgo (Latvian midsummer) festival at the end of the school year. It is more than learning facts about Latvia, it is about understanding its traditions and values. ISR is an International school with a Latvian Heart!

### ***Location***

ISR currently is located on two campuses. Early Years and Primary School is located 10-15 minutes from the Riga city centre, in the historic Pārdaugava neighbourhood.

ISR Secondary School is located Vesetas iela 9, just minutes from central Riga and historic Old Town Riga.

### ***School Calendar***

The ISR school year starts approximately the third week of August, ending mid-June. Term, holiday and event dates can be found on the school website calendar at: <http://isriga.lv/en/calendar/#>

The school calendar is set with a minimum of 180 instructional days for students per school year. However, due to changes beyond the control of the school, such as extra national holidays, leap years, force majeure situations, etc., the number of days may be slightly more or less. If the number of days of school closure exceeds 5 or more days, it is likely that the school year would be extended or holidays would be reduced in order to compensate.

Unless instructed to do so by government authorities, ISR has no intention of closing the school due to outside temperatures.

### ***School Management and Governance***

The International School of Riga (ISR) was founded in 1995 by expatriate parents as an informal playgroup for their children. Since that time the school has been steadily growing. In 2001 the school relocated to Kipsala and reorganized as a formal Preschool and Primary School. We are currently implementing the International Baccalaureate Organization's Primary Years Programme (IB PYP) in the primary school; the International Middle Years Curriculum (IMYC) in Grades 6 to 8; the International General Certificate Secondary Education (IGCSE) in Grades 9 and 10; and Cambridge International AS and A levels in Grades 11 and 12. The school is fully accredited by the Council of International Schools (CIS) and the Latvian Ministry of Education, and is a Cambridge International Examinations Centre.

The International School of Riga is a cooperative association formed to provide an international education in Riga. Under ISR statutes, the representatives (parents or guardians of enrolled students) of the Members (enrolled students) of the school elect its governing body, the Meeting of Representatives, with each member having one vote. The Meeting of Representatives consists of up to seven voting members elected for a two-year term. The Annual General Meeting of the Members approves the operating budget and sets the school's strategic direction, which is implemented by the Meeting of Representatives. The Meeting of Representatives appoints a Director who oversees the overall daily operations of the school. Open Meetings of Representatives are

generally held monthly and are attended by Representatives, the Director and by a teacher representative. All members of the ISR community are welcome to attend.

### ***Faculty & Staff***

ISR's teachers are native or fluent in English. ISR recruits the best teachers from within Latvia and around the world. Faculty and staff teach in a modern facility with open, bright classrooms and areas for extracurricular and sports activities.

### ***Parent-Teacher Organization (PTO)***

The Members of the Association may also form the school's Parent-Teacher Organization (PTO) which contributes to the school and community by volunteering and organizing special events and projects. The PTO brings parents/guardians and staff together in order to cooperate and work for the education of the children of ISR. The PTO supports ISR in various fundraising events and family activities in order to provide ISR with a successful educational environment.

### ***House System***

At ISR, all students and staff belong to 1 of 4 house teams which are all represented by a colour and one of the Latvian castles: **Cēsis**, **Bauska**, **Rundāle** and **Turaida**. The house system motivates children to develop a sense of sportsmanship and team spirit through positive competition. Children earn points for their house for anything which the ISR staff member deems deserving of recognition or commendation.

## **Curriculum**

### ***International Baccalaureate Primary Years Programme (IBPYP)***

ISR currently implements the International Baccalaureate Primary Years Programme (IB PYP) in the Primary School. Learning in the PYP is underpinned by six transdisciplinary themes, each selected for their relevance to the real world. Students explore the commonalities of human experience and investigate these themes in what teachers call a Programme of Inquiry. The Programme of Inquiry for preschool groups has four units of inquiry for each school year. Kindergarten students explore six units of inquiry per school year. Each grade level's Programme of Inquiry can be found on the school website [www.isriga.lv](http://www.isriga.lv). For further information about the PYP visit <http://www.ibo.org/information-for-parents/pyp-for-parents/>

### ***Overall Expectations***

Overall Expectations for each subject area for each grade level are published on ISR's website [www.isriga.lv](http://www.isriga.lv)

### ***Forest Programme***

The Forest Programme is an integral part of ISR Early Years curriculum. This programme is offered to all students aged four years or older - something special for the younger students to look forward to after their 4th birthday. Depending on the weather, students spend a shorter or longer part of the school day in the forest, approximately twice each month. The planned forest trip dates are communicated to parents before the Programme begins and parents/guardians are asked to give permission for their child/ren to attend these trips.

The Forest Programme offer a holistic pathway to the child's development. The child may acquire a greater sense of who he/she is in relation to his/her interaction with the outdoor world. The lessons help to foster children's social skills, motor skills, self-esteem, and acquisition of knowledge. Academically math, language



and science are also embraced. For some children, the Forest lessons offer a setting whereby they feel freer than in the school building. Children who are more reserved in the class have been seen to open up more and express their thoughts more readily. This programme provides a natural foundation whereby students explore the true nature of inquiry as the outdoor environment lends itself to ongoing problem solving, sorting, and exploring. The Forest lessons provide a learning environment which complements that of a school environment; it helps to facilitate ideas and inquiries which address the essential elements of the curriculum.

The Forest lessons also help students learn about their host country in greater depth. Children are able to have the first-hand experience of the neighbourhood woodlands. They are able to see various species here in Latvia and how these species interact with one another. The proposed programme would, therefore, help develop a sense of belonging and ownership associated with where the children are living.

With the depletion of natural resources, global warming, and an overall environmental degradation, it is our responsibility as educators to encourage a healthy relationship with nature before we can expect children to want to care for it. We want to provide opportunities for our students to explore the world outside their windows. We want to help them become passionate about the world around them.

### ***Assessment***

At ISR assessment is viewed as a part of learning. It provides a framework in which the educational objectives are set and students' progress monitored and expressed. It forms the basis for planning the next step in response to students' needs. It is an integral part of the educational process, continually providing feedback and guiding the learning forward. It is incorporated systematically into teaching strategies and practices at all levels. The purpose of assessment at ISR is to improve learning, not merely to measure it. At ISR we embrace the following quote: "Assessment is to be seen as a moment of learning, and children have to be active in their own assessment and to picture their own learning in the light of an understanding of what it means to get better." (Black & Wiliam, 1998, p30)

### ***Written Reports***

Students' achievements and progress in each developmental areas are recorded in written reports at the end of each semester. The Early Years overall expectations are organized by age groups. However, each child's learning is an individual developmental process, not always linear and age related. These expectations are published on ISR's website [www.isriga.lv](http://www.isriga.lv)

### ***Portfolios***

At ISR a student portfolio is a purposeful selection of a student's work that shows an overview of his/her development representing the learning journey undertaken. Student portfolios are used by all Primary grade levels at ISR starting in the Early Years. Student portfolios are kept in the classrooms where they are accessible to students, teachers, parents and administration.

### ***Learning Conferences***

Primary School schedules Settling-in Parent/Teacher Conferences within the first months of the school year, and two Student-led Conferences, one per semester. Learning conferences are arranged to identify, discuss, celebrate and/or address the student's progress, achievements and areas of difficulties across all curriculum areas.

#### **Parent/Teacher Conference:**

- This is a meeting between the student's parents/guardians and one or more of the student's teacher(s).

- Settling-in conferences are held during the first part of the school year (usually in October). Homeroom teachers meet with each student's parents/guardians in order to discuss how the child is performing and has started the year, any concerns and any action that needs to be taken, both at home and at school.
- Additional *Parent/Teacher Meetings* are held as needed and are initiated by either the teacher or the student's parents/guardians.

### **Student-led Conferences:**

- Two Student-led Conferences for Early Years students are scheduled each school year, one per semester.
- The goal of Student-led Conferences is to empower students to be responsible for their own learning through reflection, sharing of the learning process as well as setting goals for future learning.
- The Teacher's role:
  - to prepare students ahead of time in the skills necessary for the conference
  - to help the students to select work which reflects learning
  - to help steer the conference by asking leading questions if the student is experiencing difficulties in hosting the conference.
- The Student's role:
  - to prepare themselves fully for the conference
  - to select work that accurately reflects the learning that has taken place
  - to be clear on all learning objectives and stages of learning to be shared
  - to set goals for future learning
- The Parents/Guardians' role:
  - to listen attentively to the student (we request phones be turned off)
  - to actively engage in the conference so the child feels that they are sharing their learning
  - to identify ways in which you will help support future learning for the children, including setting goals for future learning
- The general conference takes place in the homeroom. Students and their families are encouraged to tour the school visiting the specialist classes where the children have also prepared work to showcase their learning. The PYP Coordinator is also available during the conference day to answer any questions pertaining to the school's curriculum.
- Parents are invited and informed about the nature of these meetings through a special invitation letter including a response form.

### ***Homework***

ISR believes that homework can foster positive attitudes and habits and can serve as a vital link between the school and family. Homework for Early Years students includes spending time together with their families, having discussions about the day at school, looking at the blog posts together with parents/guardians, listening to nightly bedtime stories and similar activities. For Kindergarten students, reading homework becomes more formalized. Please consult your child's teacher for details.

### ***Language Philosophy***

At ISR, the language of instruction is English, therefore it is our priority to get each child's level of English up to an age-appropriate level as quickly as possible in order to help each student access all areas of the curriculum and achieve his/her potential in learning. In line with language development research, ISR encourages students to continue to develop their mother tongue as well.

## ***Library***

The ISR Library welcomes students, teachers, and parents. The Library supports ISR curriculum, encourages reading and helps to prepare students for lifelong learning. ISR parents may apply for a library account at the library circulation desk and may check out up to 6 books at a time. Early Years students do not have their own library accounts, therefore we encourage you to check out books together with your child. Books may be renewed or returned by bringing them to the library circulation desk by the due date or before that. If a book is lost, parents will be asked to replace the book with a new one. Official school records cannot be released if accounts are unsettled.

## ***Physical Education***

The Physical Education Programme is designed to offer students a variety of learning experiences and is a regular and important part of the curriculum. It stresses the development of physical, social and mental well-being.

If a student is to be excused from physical education classes for an extended period of time, s/he must have a written statement signed by the family physician. Students who are excused for a single lesson must present a valid written excuse signed by his/her parents.

Students are required to wear clothing suitable for physical education. This includes gym shoes, shorts or sweatpants, and a T-shirt and/or sweatshirt.

## ***Field Trips***

Field trips are considered an integral part of the educational programme at ISR. For each field trip information will be sent home by the classroom teacher and parents will be asked to give permission for their child to attend the trip.

## **Admissions and Grade Placement**

We place students into the appropriate grade based on their age on September 1 of their year of entry. When it appears most beneficial for the student, he or she may be placed in a grade lower than indicated on our placement chart, after discussion with the family.

Students are only placed in a grade higher than their age group in exceptional cases. Factors considered for such an exception might include:

- The age-grade cut-off date in the child's country of origin
- The child's successful completion of the equivalent grade elsewhere
- A transcript or report cards from the previous year demonstrating exceptional academic performance and social skill

Please note that no exceptions are granted to Early Years students (PreSchool and Kindergarten) based on age or prior school experience.

The final decision on grade placement will be taken by the School based on all the information gathered through the application process.

Early Years programme has mixed age groups for our Toddler (2 years old on the 1st of September) and PreSchool (3 and 4 years old on the 1st of September) age students and a single age Kindergarten group. There are various aspects we take into account when compiling the preschool groups. These include: balance of age, boy-girl ratio, native languages, prior knowledge of English, students who have already attended ISR and new students joining Preschool, teacher suggestions regarding the dynamics of student interactions, etc.

### ***Enrollment Policy***

The official date of enrollment of a member in ISR is the date of payment of the membership fee. If the fee is paid by bank transfer the date ISR receives the full amount of the fee in its bank account is the date of enrollment. Tuition and other fees are set annually, generally in Spring, for the coming academic year.

## **Main Festivals and Events**

Some of the school events require different dress codes. Among those are dressing as a book character, wearing your national costume or dressing in national colours. It is advisable to have a set of more official/festive clothes, for example, for boys to have a white shirt, black trousers and dark dress shoes, for girls to have a white blouse, dark skirt and dress shoes.

### ***School Sleepover***

There are two off-timetable 'Book Days' at school, usually in October, beginning with a parade of book characters. Therefore your child will need to dress up as a character from a book. This is a community-building event for celebrating our culture of reading. School sleepover is optional for students from Kindergarten and up. This prepares younger students for overnight field trips during the second part of the school year.

### ***Latvian Independence Day Celebration***

Celebrating a day that is significant for our host country and our Latvian heart. It is a day for students to really feel connected to their host country. In our understanding, an important part of international-mindedness is respect for and connection to our host country.

### ***International Days***

Celebration with a real focus on international-mindedness and the ethics of thinking as a global citizen. Celebrating our own identities while appreciating others' as well. There is the parade of nations, teacher-led workshops that focus on international mindedness and ethical decision making, the students have a chance to learn about countries and cultures by walking around the display tables that are set up by parents.

### ***Jāņi - Latvian Midsummer Festival***

Celebrating an important traditional event in our host country at the end of the school year - very much enjoyed by everyone as we participate with songs, dances and preparing traditional foods.

### ***PTO organized family events***

Community-building events, social events for families to meet new community members and get to know each other better. These events are often organized during the weekends and outside school hours.

## **Optional Services**

### ***Hot Lunch***

For those parents who would like the service, the school provides hot lunches provided by an outside caterer, for a fee. Lunches are ordered per quarter. Ask for a sample menu and an application form at the front desk.

### ***Bus Service***

Bus service is provided for a fee. Ask for an application form and cost information at the front desk. Please note that unused bus service will not be refunded. Bus service is not available for the Toddler age students.

### ***After School Activities (ASA)***

The ISR After School Activity programme is designed to offer learning experiences outside of the curriculum. It is intended to form an integral part of the education and learning of our children. The aim is to produce an ASA programme which allows the child to explore potential new hobbies and to introduce them to new areas of interest that they might not necessarily be exposed to in the curriculum.

After school activities comprise a variety of art, sport, language and other creative activities. In the past, these activities have included storytime, dance, swimming, music, folklore, sports and many more. The activities are optional and are organized in response to demand. The number of participants for each activity is limited and places are allocated on a first come first served basis. Some activities involve additional costs. These costs will be invoiced and should be paid by direct bank transfer.

Students of Preschool 1 and Preschool 2 age (students who were 3 and 4 years old respectively on the 1st of September) may sign up for a maximum of four activities per week. Toddlers (2 years old on the 1st of September) can join selected after school activities during the second semester.

Kindergarten students do not have limitations to the number of activities they sign up for.

Keeping in mind that the days can be very long and tiring for some students, regardless of age, the teachers will carefully observe how each student participates in each of the activities. In case your child is too tired to participate, not interested in the activity or cannot access the activity for any other reason, the teachers will speak to you and request that you take your child out of this particular activity. After school activities are offered as an addition to the daily programme and they should be enjoyable for all participants. There is no need for a child to struggle through nearly an hour long activity if he/she is not ready for it.

After school activities begin at 15:20. Therefore, students have time to eat a light snack. Most activities end by 16:15.

## **General Guidelines and Procedures**

### ***Arrival***

08:00 - 8:10

Parents/guardians are welcome to bring their child in from 8:00am and the teacher supervision starts at 8:10 am. Registration for Kindergarten students is taken at 8:20am. Registration for the PreSchool students is taken at

8:30am. All Early Years students should proceed to the coatroom and be brought to the class by parents/guardians.

We emphasize being prompt at ISR, and parents will be notified if students are chronically late.

### ***Pick-up***

15:15-15:25 – **All students** who do not have after school activities should be picked up at this time.

16:15-16:25 – **After school activity participants** should be picked up at this time.

All students should be picked up from their classroom by an adult. If a student is to go home with someone other than their parent, usual driver or on the bus, a written note from the parent must be sent to school with the child. This is for your child's safety.

**Early sign-out** - If a student is picked up from school before the end of the school day, including being picked up before or before the end of the scheduled after school activities, for safety reasons the student must be signed out by the School Nurse.

### ***Attendance***

Regular attendance is a fundamental factor of a student's success in school. Daily classroom learning experiences build upon and reinforce previous learning, thus the learner must be in attendance to receive the most he/she can from the instructional programme. Learning is a social process as the students gain knowledge, develop skills and new understandings in collaboration with their teachers and peers.

A significant number of absences can have an impact on student learning and may prevent a student from demonstrating readiness for promotion to the next grade.

In reviewing individual cases, the reasons for each absence will be considered. Frequent avoidable absences, such as routine appointments can be scheduled outside the school day. Family holidays should be planned in line with school holidays. Student involvement in training for or participation in organised sports' competitions may be taken into account.

Attendance, absences and tardies are reflected on the school's written reports.

### ***Reporting Absences***

If your child is absent, please send an email to the classroom teacher or call the school between 8:00 and 8:20. A doctor's note is required if the child has been absent for 3 consecutive days due to illness. If you plan to miss several days, please notify your child's teacher in advance.

### ***Communication***

Early Years teachers are using emails and classroom blog pages as main tools for communicating with the families.

Parents are encouraged to communicate with classroom teachers through email. Please check the ISR website for each teacher's address. If an urgent message has to be sent during the school day, please contact ISR's Frontdesk [frontdesk@isriga.lv](mailto:frontdesk@isriga.lv). Teachers' priority is to work with the students and they might not be able to check emails until the end of the school day. The school will do its best to deliver essential messages, but cannot guarantee timely delivery.

## ***Visitors***

Visitors/parents are welcome to visit ISR. For security reasons, all parents/visitors must first report to the Frontdesk. Visiting students who are not enrolled at ISR must obtain special permission from the teacher and the Primary Principal for a one (1) day visit one (1) week before such a visit. All school rules and regulations for students also apply to visitors. Once the visitor arrives, he/she should check in with the school secretary before visiting the classroom.

## ***Snacks and Lunches***

All students should bring a packed snack to school for morning snack-time. We recommend a piece of fruit or a vegetable and something to drink. Students may bring their own packed lunch or lunch that can be warmed up in the microwave oven, or order a hot lunch which is catered to the school (please check at the front desk).

## ***Daily Outdoor Recess***

Children need fresh air and exercise every day to help them stay healthy and to be alert and receptive to classroom learning activities. Hats, mittens, warm coats, boots and snow pants are required in cold weather. For the spring and fall seasons pupils should have appropriate rain gear. Parents are responsible for dressing their children appropriately.

Unless it is raining heavily or the temperature is low, students are going outside for recess. At temperatures below -5C, children aged 2 do not go outside. Below -10C, children aged 3-4 don't go out; and for below -15C, no students go outside.

Sometimes parents send notes to the teachers requesting that they keep their child inside during the recess period. Generally, if a child is well enough to come to school, he/she is considered well enough to participate in outdoor play. If, however, there are extenuating circumstances why your child should not take part in outdoor play, please let us know so we can keep him/her inside with the school nurse.

## ***Personal Belongings***

Students are responsible for all personal items that they bring to school. We strongly advise that parents not send valuable personal items to school with their children. Preschool children may bring a book or a soft toy to be used during the quiet time. **The school is not responsible for any lost or stolen property.**

NOTE: Students are NOT allowed to bring real or toy weapons, electronic games, portable stereos, matches, lighters or chewing gum to school!

Be sure clothing, outerwear, boots, gym shoes and personal belongings are plainly marked for easy identification. There is a space for Lost and Found articles where students/parents should check for misplaced articles. These articles will be displayed before the end of the school year. Any items in good condition and still unclaimed at the end of the school year will be donated to charity.

## ***Behaviour Policy***

The behavior policy is designed to create a safe, secure, respectful and caring atmosphere at the ISR, and the students are expected to develop individual responsibility for their behavior. ISR students are expected to be responsible for themselves and their learning and develop the characteristics expressed in the IB learner profile: caring, thinker, principled, communicator, balanced, courageous, knowledgeable, inquirer, open-minded,

reflective. They participate in establishing classroom agreements on behavior at the beginning of the school year and should follow these agreements.

Staff, students, parents and visitors to ISR are expected to conduct themselves in keeping with the ISR mission statement.

### ***Bullying***

The School prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

### ***Playground Expectations***

All students have been instructed on how to use our playground equipment safely and properly. They are also expected to follow these expectations when using the equipment after school under parent supervision. **Parents need to make sure that their child follows these expectations when playing on the equipment after school hours.** The expectations are there for your child's safety.

If a student is injured, the supervising teacher will to escort the injured student to the School Nurse. Serious injuries will be communicated to the parent by the School Nurse.

### ***Pets***

There are NO pets allowed on the school premises! If a parent or student would like to bring a pet to school, they must first receive permission from both the classroom teacher and the Principal. The school is not liable for any problems that may arise while a pet is visiting.

### ***Grievance Policy***

If a Parent/Guardian has concerns about their child's academic progress or physical or social well-being, he/she should first contact the classroom teacher. Should the concern remain unresolved, a special conference with the Early Years Principal, teacher(s), and parent/guardian will be scheduled. Students attend such conferences on a case by case basis. A closed meeting between the Director and the Parent shall take place should the concern remain unresolved after the evaluation of the special conference. A Member of a Meeting of Representatives may attend at the request of the parent/guardian or Director. The outcome of such meetings may be cause for student suspension or expulsion at the discretion of the Director. Should discipline not be the concern, appropriate alternatives will be recommended. The Director is responsible for informing the Meeting of Representatives about the background of such decisions. All meetings will be recorded in writing.

## **Health, First Aid & Medical Emergencies**

### ***Medication***

Medication can only be administered by the School Nurse, and **only** with the written consent from the parent (*Authorization to Administer Medications Form*). If the School Nurse is absent, an administrative staff member will be designated to administer medications. All medications will be kept in the medicine cabinet in the Nurse's Office. Exceptions are made for medicines for allergic reactions and asthma inhalers, which can be kept in the classroom or in the child's backpack.



## ***Allergies***

Parents/Guardians must notify both the School Nurse and classroom teacher regarding any severe allergies that their child may have. An *Allergy Action Plan* form is kept on file with the School Nurse. The School Nurse will alert all staff members of students with severe allergies and will train applicable staff members in the use of EpiPens. (Epinephrine, form of adrenaline for allergies)

## ***Injury Procedure***

Students injured during the school day are to be escorted to the School Nurse. Staff must fill out an *Accident Report Form* for any injuries sustained on school property. The School Nurse will initiate first aid treatment whenever necessary. Following first aid, the student will be placed under the care of his/her parent/guardian, upon whom rests the legal responsibility for subsequent treatment. Any injury that occurs at home should be seen by the student's own physician.

## ***Emergency Response System***

In the event a student becomes seriously ill or injured, the School Nurse will initiate first aid treatment and will activate our emergency response system – calling for an ambulance, notifying the parents, beginning CPR or life-saving techniques. In the event of the School Nurse's absence, a trained administrative staff member will initiate first aid treatment and will activate the emergency response system.

## ***Illness***

Children who arrive at school ill or who become ill at school are to be escorted to the School Nurse. When applicable, the School Nurse will notify parents/guardians to take the child home. Until parents/guardians arrive, the School Nurse will take appropriate measures in caring for the child.

Children with any of the following ailments will be sent home immediately:

- **Communicable Diseases** – e.g. **scabies, chicken pox, measles, mumps, rubella, scarlet fever, pertussis, parvovirus**. Children must provide a doctor's note and must be fever and symptom free prior to returning to class.
- **Conjunctivitis** (pink eye) – red, itchy eye(s) with yellow discharge. May return to school after beginning antibiotic eye medication for 24 hours.
- **Fever** - temperature over 37 Celsius. The child must be free of fever (37 degrees) for 24 hours before returning to school.
- **Head Lice (Pediculosis)** – Children found to have lice or nits (eggs) will be excluded from school and must remain at home one full school day. After treatment and removal of all lice and nits, the child - accompanied by a parent/guardian – must be examined by the School Nurse prior to re-entering the classroom. School-wide head checks are performed during the first week of school and following each extended school break.
- **Respiratory (common cold or flu)** - fever, chills, runny nose, nasal congestion, frequent coughing, fatigue, sore throat, and/or headache. No symptoms for 24 hours before returning to school.
- **Rashes of known origin** – impetigo (honey-crusted lesions), tinea corpora (ringworm). Must provide a doctor's note and may return to school after beginning proper medication for 24 hours.
- **Rash of unknown origin** – requires a doctor's note identifying the rash. If deemed not contagious, may return in 24 hours.
- **Sore Throat** – if the School Nurse clinically suspects a strep throat infection, then a proper diagnosis by the child's doctor, using rapid strep test and throat culture, is required. If determined to be strep throat, a child may return to school after beginning antibiotics for 48 hours, and must be fever and symptom free.

- **Unusual irritability, restlessness, listlessness** – are usual signs of oncoming illness in younger children.

**Children who are out sick from school for 3 or more days require a doctor's note to be handed in to the School Nurse.**

### ***ISR Child Protection Policy***

The primary responsibility for care and protection of children rests with parents. However, the school recognizes that the responsibility transfers to the school when the parents entrust the school with the child's care during school days, trips, and events.

ISR aims to provide a safe and positive environment for all of our students. This Child Protection Policy supports Article 3.1 of the Convention of the Rights of the Child, which states that, “in all actions concerning children the best interests of the child shall be a primary consideration”. We are committed to preventing child abuse and protecting children within our community.

### ***Child Abduction Prevention***

- Each year ISR Staff Members receive proper information and advice about how to prevent abduction situations.
- Each year students at ISR receive information and advice about how to avoid and escape potentially dangerous situations.
- ISR ensures adequate security measures are in place to protect children on school grounds:
  - Security guards are located on both sites and supervise the campuses at the key times of the school day.
  - A security guard is on the Secondary Campus to control the entrances of the building throughout the school day.
  - Both campuses are surrounded by fences.
  - All gates and building entrances on both campuses are equipped with security codes that are known only by the ISR community members.
  - The ISR Primary campus is equipped with a domafon to see who is requesting access to the campus without knowing the door code.
  - Both Preschool and Primary campuses are monitored 24 hours/day by security cameras.
  - Students' attendance is registered every morning on both campuses and every student leaving the campus during school time has to sign out in the appropriate registers.
  - Precise communication procedures between parents and teachers are in place in case of student absence. The parents must inform the school in case of absence and the school will contact the parents right after registration time in case of any unannounced student's absence.
  - Parents have to sign a form to allow their children to go home on their own. This is allowed only from the age of 7 y.o.
  - Parents have to notify the school if their children are collected from school by a third person.
  - All ISR staff members complete a criminal backgrounds check performed by a specialized company.
  - School internet is protected by different systems.
  - The ISR students have been taught to address any concern to the Frontdesk (Primary) or to the Principal Office (Secondary).

## Parent Acknowledgement of ISR Handbook Contents

We have read and understood the contents of the ISR Student-Parent Handbook. We understand ISR makes every effort to provide a safe and secure learning environment, but that the student is responsible for his or her behaviour at all times. We understand and agree with ISR that students should follow the school rules and guidelines at all times and that the school assumes that parents will support the school in the application of all reasonable rules and guidelines.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_