



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.

Primary School Student-Parent Handbook 2018/19

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UNIVERSITY of CAMBRIDGE
International Examinations



Latvijas Privātskolu Asociācija

Dear Parents/Guardians and Students,

We look forward to having you join the International School of Riga and to getting to know each of you as individuals. In order to ensure that each child's individual learning journey is well supported, we value working in close partnerships with our families.

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,
Diāna Briede
Primary Principal

General Contact Information

Our new 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
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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Admissions Office (Enrollment services, student documents)	Angela Ferguson, Admissions Officer Liene Salmiņa, Admissions & Advancement Assistant	admissions@isriga.lv

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Bus service	Zane Paula-Pāvula	frontdesk@isriga.lv
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FACULTY CONTACTS

Faculty can be contacted by email using the format 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 one of four house teams which are all represented by a colour and one of the Latvian castles: **Cēsis**, **Bauska**, **Rundāle** and **Turaída**. The house system motivates children to develop a sense of good 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. Each grade level's Programme of Inquiry can be found on the school website 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

Google Classroom

In the Primary School Google Classroom is used from Grades 2 to 5 as the primary communication device for what is happening in the classroom. Homework appears on the Classroom Homepage, Calendar and Work List. Outlines of Units of Inquiry, Maths topics, etc., are recorded in the stream.

Parents are able to receive regular, automatic email summaries for each of their students by choosing the frequency of the emails, daily or weekly. They can unsubscribe at any time. The summaries include:

- Missing work: Work that's late at the time the email was sent
- Upcoming work: Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity: Announcements, assignments, and questions recently posted by teachers

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 subject and during the units of inquiry are recorded in written reports at the end of each semester. Students' academic performance is assessed against the grade level expectations. Effort grades are given to reflect each student's commitment to learning and attitude. The student reports are released to parents on the ISR Portal.

Effort grade descriptors

Effort	Key Word	Descriptor
E	Excellent	Pupil is self-motivated and always tries their best. All work is completed on time and to a standard exceeding expected ability.
G	Good	Pupil consistently tries hard and shows commitment and interest. Work is completed on time and to an appropriate level of effort.
S	Satisfactory	Pupil generally puts in a reasonable effort and shows commitment and interest. Work is usually completed on time and to an appropriate level of effort.
U	Unsatisfactory	Minimal effort is being put in and pupil is disengaged. Work is rarely completed on time or is to a standard that is far below their potential ability.
I	Inconsistent	Pupil has varying levels of effort and sometimes produces good work and at other times fails to complete work on time or to a standard in line with their expected ability. Pupil may be coasting and not achieving their potential.

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

The 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 and Primary school 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 conference takes place in the homeroom. Students and their families are also 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.

Homework

ISR believes that homework can foster positive attitudes and habits and can serve as a vital link between the school and family. Homework will include nightly reading and may also include math computation, spelling practice, unit of inquiry assignments. 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.

In Primary classes, most of the English language support happens through the Language Arts lessons, which are tailored to students' ability levels and are re-evaluated at several points throughout the school year. Additional English language support for those students who require it is provided during scheduled French/Latvian lessons for Grades 1-5 students. The school takes the decision to transfer students out of EAL lessons when their Language Arts work is to an appropriate level for that student's grade level.

Latvian speaking students attend Latvian and all other students attend French lessons. Requests for Latvian students to learn French or non-native Latvian speakers to learn Latvian can be made by individual families in the form of a written request submitted to the Primary Principal. Permission is granted on a case-by-case basis, considering what is in the best interests of the student's learning. In cases where individual families are particularly keen on developing their mother tongue, the school will explore the opportunity to collaborate with the family in providing time and space during foreign language lessons to work with an individual tutor financed by the family.

Library

The ISR Library welcomes students, teachers, and parents. The Library supports ISR curriculum, encourages reading and helps to prepare students for lifelong learning. Primary students may borrow up to 3 books for a period of two weeks. 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. ISR parents may apply for a library account at the library circulation desk and may check out up to 6 books at a time.

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.

Educational Technology Responsible Use Guidelines

The International School of Riga uses Educational Technology as one way of enhancing the ISR mission to teach the skills, knowledge and behaviours students will need as ethical, confident and international minded students of tomorrow. The school's technology infrastructure and network provides opportunities to explore and use a variety of exciting resources including G Suite accounts software, electronic resources, and the Internet. In order to make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Technology User Guidelines

1. **Respect and maintain property and data.** Users are responsible for treatment of school-owned devices and are cautioned about having food or drink around while using them. Any laptop or mobile device that is thought to be lost or stolen must be reported immediately to the Technology Integration Specialist. Users are also responsible for any digital school work saved on the school provided Drive.
2. **Maintain integrity and lawfulness.** All use of technology must be in support of and consistent with the purposes of ISR. It is the user's responsibility to keep all inappropriate materials and files, virus infected media, or other software dangerous to the integrity of the system away from the school's technology. In order to insure the integrity of the school and continued access to licensed software, users may not use the school's technology network for illegal purposes or for any other activity prohibited by ISR. Using computers for non-instructional activities is not acceptable during class time. This may include listening to music, watching videos, instant messaging and chatting, or accessing other non-curriculum websites.
3. **Respect privacy and property of others.**
 - a. In order to respect the privacy of community members, technology users may not use another person's ID or password.
 - b. Forgery or attempted forgery of email messages or other electronic documents is prohibited.
 - c. Attempts to read, delete, copy or modify the electronic mail or other electronic documents or private spaces of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
 - d. Network users may not knowingly upload images or other multimedia of people at ISR without specific permission from that person.
 - e. Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings of all types are prohibited.
 - f. Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
 - g. Any information obtained through research on the Internet and then used in academic work must be properly cited.
 - h. There should be no copyright law violations with regard to software or Internet based information or multimedia.
2. **Responsible Use of the Internet.** The Internet is a worldwide network of individuals, groups, communities and organizations linked by computer and telecommunication lines. Teachers and students use the Internet to locate information, communicate and collaborate with others in Latvia or in other areas of the world and to share learning via G Suite. Students use the Internet for educational purposes in

curricular projects and research with the assistance and/or guidance of their teachers. Technology users may not access portions of the Internet that do not promote the instructional mission of ISR. The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that may be inconsistent with ISR's mission. Users may not access, store, share, or display such information.

3. **Email.** The primary purpose of ISR Google mail is for school related communication that serves the teaching and learning at ISR.
 - a. Students are to check their school email account at least once every couple of days, once a day is preferable.
 - b. Students are requested to clean out unwanted mail and not allow the mailbox to get full.
 - c. Students may not send an email to (or "spam") a class, an entire grade level, or any group within the school.

Monitored Use

Email and any other use of the electronic communication systems and online spaces by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

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.

On the occasions when there are 2 parallel classes in the same year group, various aspects are taken into account when compiling the groups. These include: boy-girl ratio, native languages, prior knowledge of English, students who have already attended ISR and new students, 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.

English proficiency test

All students seeking enrolment at ISR in Grade 2 and above need to sit an English proficiency test to ensure that ISR is able to meet their educational needs.

Standardized tests are given as part of the admissions process and are carried out yearly to monitor student progress in English starting with Grade 2.

International students who do not speak Latvian and/or Russian may be admitted with a lower level of English on case by case basis as they will have reduced options for study in Latvia.

If a student has not made sufficient progress with English language development in any school year, s/he may be required to repeat a year of study or may not be offered a place in the following school year at the Director's discretion.

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. The 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.

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 various languages for native speakers, football, ballet, swimming, horseback-riding, music, computers, folklore, photo club 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.

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 8:00 am and the teacher supervision starts at 8:10 am with registration being taken at 8:20 am. 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 – **Afterschool activity participants** should be picked up at this time.

All students up to Grade 2 (including) have to be picked up from school building (not the playground) by an adult. In order to ensure students' safety, the teachers will not release the students to the playground to wait to be picked up from there. 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.

Students from Grade 3 and above with written permission are allowed to walk independently to and from school both in the morning and afterschool.

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 student has to 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, provided that parents give two weeks' written notice of student absence and students complete any work they might miss.

Prior or following an absence, it is expected that a student will obtain make-up work from his/her teacher and that the work will be completed within the same number of days as days absent.

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

Grade 1 teachers are using emails and classroom blog pages as main tools for communicating with the families. Grades 2 - 5 are using emails and Google Classroom 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. Teachers' priority is to work with the students and they might not be able to check emails until the end of the school day. Students and their parents are also encouraged to plan ahead so as to avoid the need to communicate with one another during the school day. It can be difficult and time consuming for the office staff to locate a student in order to pass on a personal message. The school will do its best to deliver essential messages, but cannot guarantee timely delivery.

There is no mobile/cell phone use for the Primary students during the school day!

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 colder than -15C, students are required to go outside during morning and lunch-time breaks.

Frequently 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.

Book Bags

We recommend that students use a book bag to keep books, papers and supplies neat, clean and dry. Use of a book bag can be helpful to a student in organizing his/her school materials and may even help him/her to remember to bring his/her books and assignments to and from school.

Personal Belongings

Students are responsible for all personal items that they bring to school. We strongly advise that parents not send large amounts of money or valuable personal items to school with their children. **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! Mobile phones may not be used during the school day, unless specific permission has been granted by a staff member. Any phone calls home during the school day must be made through the Frontdesk.

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 may ask an older student to escort the injured student to the school nurse. Teachers should leave their duty post only if the injury is extremely serious. 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 Primary 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 Primary 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 the 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.
- 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 & Student 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: _____

Student Name: _____

Parent Signature: _____

Student Signature: _____

Date: _____

Date: _____