

Internal Regulations for Conduct

Riga

31 August 2023

Nr. 1-ie

*Issued in accordance with Article 72, Section 1,
of the State Administration Structure Law and
Cabinet Regulation No. 1338 of November 24, 2009,
"Procedures for Ensuring the Safety of Students
in Educational Institutions and
Events Organized by Them," subsection 3.5.*

I. General matters

1. Internal Regulations for Conduct (hereinafter - the Regulations) of International School Premjers (hereinafter - the School) were issued in accordance with the Cabinet of Ministers Regulation of November 24, 2009, No. 1338 "The procedure for ensuring the safety of students in educational institutions and in the events organized by them", clauses 3.5. and 6, and the regulations of the educational institution.

2. The present document informs students of:

2.1. the rules of conduct at the School, its territory and at events organized by the School;

2.2. placement of the evacuation plan and information about calling the emergency services in the School;

2.3. prohibition of the purchase, use, storage and sale of alcohol and energy drinks, cigarettes, narcotic, toxic and psychotropic substances, gas canisters, gas pistols, firearms and cold weapons in the School and its territory, as well as before School events and during events where the School is represented;

2.4. the student's actions, if the student perceives a threat to their or other persons' safety in the actions of another person;

2.5. the actions of the administration and teachers, if physical or emotional violence against the student is detected;

2.6. procedures for student incentives and awards;

2.7. the staff who are responsible for introducing students to the Regulations;

2.8. behaviour of students and responsible persons in the School and in the events organized by it;

2.9. organization of the educational process;

2.10. the rights and responsibilities of students;

2.11. responsibility for non-compliance with the internal regulations.

3. The Regulations ensure the safety of students and respect for their rights.

4. The Regulations are mandatory to comply with by all students of the School, the School's administration, teachers and support staff (hereinafter - employees). The Regulations are published on the School's website www.ispremjers.lv and in the electronic school management system ManageBac.

5. Students and their legal guardians are introduced to the Regulations at the beginning of each school year - in September, confirming the familiarization with the document with their signature. Legal guardians are introduced to the Regulations at the first autumn class parent meeting.
6. Students (and their legal guardians) who are admitted to the School during the academic year are introduced to the Regulations at the time of admission. Regarding the fact of having been familiarized with the Regulations, students and their legal guardians sign to confirm their compliance.

II. Organization of the educational process

7. The dates of the beginning of the school year, semesters, holidays, and the end of the school year are determined by the regulations of the Cabinet of Ministers and the International Baccalaureate document 'Rules for IB World Schools'.
8. Lessons at the School take place five days a week during working days established in the country. Extra-curricular activities and events can also be organized at the weekends or on holidays.
9. Lessons start at 8.30 am. The front door of the school is open from 7.30 am. Students must arrive on time in order not to delay the start of lessons.
10. Students come to the School observing the culture of dress code, according to the seasonal conditions: clean clothes, unexposed parts of the body, there are no inscriptions and drawings on the clothes that offend human dignity. Students observe personal hygiene requirements; hair must be clean and arranged.
11. Students place their outerwear in the cloakroom. It is forbidden to be on the School premises in the outerwear.
12. The school cloakroom is open from 8.00 am to 5.00 pm.
13. Lessons at the School are held in accordance with the schedule approved by the Head of School.
14. The duration of one lesson is 40 minutes for students of the IB MYP programme (in grades 5-9) and 45 minutes for students of the IB DP programme (in grades 10-11).
15. Lessons take place according to the room per year level system, with exceptions in special cases (watching a movie, music, computer science, chemistry classes, languages taught in groups according to phases, etc.). In these cases, responsible Programme Coordinator ensures the arrangement of the rooms.
16. Rooms are unlocked/locked before and after the lessons by the School's technical employee.
17. Students are notified of changes in the daily schedule in a timely manner. The changes for the next day are announced in written to students, subject teachers and homeroom advisors by the Programme Coordinator.
18. School events take place according to the extra-curricular activities plan prepared by the MYP or DP programme coordinator and approved by the Head of School.
19. Events for students at the School end: for grades 5-6 - no later than at 7.00 pm; for grades 7-9 - no later than 9.00 pm; for DP programme students - no later than 10.00 pm.
20. The timing and content of extra-curricular activities for year levels are agreed upon with the responsible MYP or DP programme coordinator. During extra-curricular activities and events, students and the homeroom teachers are responsible for the order in the classrooms. After the events, the classrooms are left in order.
21. During breaks, students leave the classrooms; during this time, the class monitors must ventilate and arrange the classroom for the next lesson. Class monitors are responsible for order in the classroom during the breaks.
22. During the break times:
 - 22.1. students must observe the norms of decency and ethics. When moving around the School, students are prohibited from crowding, running, pushing, shouting and making noise, as well as unreasonable staying in sanitary and common rooms;
 - 22.2. the toilet and its equipment (pot, toilet paper, soap, sink) can only be used for their intended purposes;
 - 22.3. students must obey the instructions or notes of the teacher on duty;
 - 22.4. it is recommended to observe personal hygiene and safety and not to sit on the floor;
 - 22.5. it is forbidden to eat while walking around the school premises.

23. Students have the opportunity to attend tutorials in all the subjects. The tutorials schedule is available at the information stand.
24. On pre-holiday days or in other objective cases, the timing of lessons and tutorials may be changed by the directive of the Head of School.
25. The School has a nurse's office. It operates in accordance with the relevant regulations of the Cabinet of Ministers concerning the availability of preventive health care and first aid for students in educational institutions.
26. The School has a library. Working hours are from 10.00 am to 5.00 pm.
27. In the library, students can read fiction and press releases, prepare for lessons, use computers and the Internet.
28. Students treat fiction books, textbooks or other teaching aids received in the library with care.
29. On receiving textbooks, students sign them by entering their name, surname, class and academic year in the chart on the last page.
30. The school has a digital library www.isplibrary.com. By registering in the digital library, students agree with General Rules on the use of the library and copyright and intellectual property laws in relation to the resources found on the website.
31. A canteen is available for students. The canteen is open from 8.00 am to 4.00 pm. The payment in the canteen can be made using student's card, bank card or cash. It is strictly forbidden to bring one's own meals or use food delivery services at the school.
32. Hands must be washed before eating. Order and silence, hygiene requirements, eating culture and treating the canteen's inventory with care must be observed in the canteen. Outerwear is not allowed in the canteen.
33. There is self-service in the School canteen (receiving meals, taking away used dishes). Students are served on a first-come, first-served basis.
34. In order to ensure the student's legal obligations regarding obtaining education, the educational process and internal procedures, the School has the right to limit the student's rights to leave the School premises by closing the School's front door and the entrance / exit to the School territory (reasoning: Article 116 of the Satversme, Article 54 of the Education Law and Chapter 4 of the Law on the Protection of the Children's Rights), except in cases specified in the Regulations, and in accordance with the permission of the School employee.
35. The territory of the school is open from 7.30 am until 9.30 am. From 9.30 am the territory is closed, enter/exit is possible only through the gate on Aiviekstes Street. Students are strictly forbidden to leave the territory of the school until the end of the study day, except for Sports lessons, when the exit from the territory will be organised under teacher's supervision.
36. In an exceptional case, or due to illness, the student may leave the School before the fixed time of the end of the lessons with the permission of the nurse and homeroom teacher, or a representative of the School management, informing the parents (legal guardians) thereof.
- The arrival and stay of the legal guardians of the students and other persons at the School take place in accordance with the "Procedure for the stay of outsiders in an educational institution".
37. Working hours of the school administration - from 8.00 am to 5.00 pm. Visitors must make an appointment in advance by writing to the school e-mail address ib.premjers@isma.lv or via the school management electronic system Manage Bac.
38. The school can organize student excursions, or field trips. Students who do not participate in the field trip attend the designated lessons.
39. Safety rules for excursions, or field trips, are defined in "Safety rules for walks, excursions and hikes".

III. Placement of the evacuation plan and information on the procedures for calling the emergency services in the School

40. The evacuation plan and procedures for calling emergency services are placed on each floor of the School.

41. Students are introduced to the evacuation plan and procedures for calling the emergency services twice a year, at the beginning of each semester.
42. Homeroom teachers are responsible for introducing students to the evacuation plan and procedures for calling the emergency services.

IV. Students' rights

43. To obtain basic education in accordance with the authorised Middle Years educational programme (International Baccalaureate Organization's 2nd stage of the IB continuum / IB MYP programme), and secondary education in accordance with the authorised IB Diploma Programme (International Baccalaureate Organization's 3rd stage of the IB continuum / DP programme), as well as to participate in extra-curricular activities, and all other events organized by the School.
44. Students have the right to participate in an unhindered learning process during lessons. Throughout the process of learning, students have the right to freely express and defend their thoughts and opinions, express their attitude about the organization of the School, and the educational process and make proposals for the improvement of the School life.
45. To use all School resources for obtaining education, including School premises, library, learning aids, and the gym.
46. Students attend lessons according to the subject schedule. Throughout their studies, at any point in time, students can digitally access a transcript of grades in ManageBac.
47. To receive timely information from teachers about tests, other forms of assessment and different issues related to educational process.
48. Students have the right to engage in research work, receiving necessary explanations, consultations and support from teachers in the course of research work.
49. To acquire high-quality knowledge in general education subjects and in additional courses, to receive teachers' consultations in all the subjects.
50. To participate in the school's social life.
51. To represent the School in various events, competitions, and olympiads. To participate in projects of various levels.
52. Students have the right to conditions that are safe for life and health in the School and during the events organized by it.
53. In order to represent students' interests, improve study experiences, organize School events, collaborate with School Faculty and Administration, the students of the School shall have the right to form a School Parliament – the School's self-governing body. Head of School and the Faculty support the work of the School's self-governing body.
54. The School Parliament operates in accordance with the School Parliament Regulations approved by the Head of the School.
55. Students are entitled to receive preventive health care and emergency medical assistance in the amount specified in regulatory acts.
56. Students have the right to use the services of the School canteen during breaks, provided they observe the rules, hygiene requirements and eating culture, and take care of the furniture of the canteen premises.
57. Students have the right to the protection of personal property owned, used or possessed by a student in the School.
58. To receive a fair evaluation (both written and oral) of their knowledge and behaviour.

V. Responsibilities of students

59. To fully use the time allocated for learning for the intended purpose, to systematically prepare for the lessons and to obtain an education.
60. To study according to one's abilities, trying to improve one's performance.
61. To observe and fulfil the legal requirements of the School employees.
62. To observe ethical and moral norms, to be polite in relation to other students, employees and visitors of the School. It is forbidden to use obscene vocabulary and expressions, use violence that can have a physical, emotional or psychological impact, humiliate students and School employees, engage in hooligan behaviour, take away or damage other people's property.
63. It is forbidden to place posters, pictures and photographs on the walls of the premises of the institution without the employee's permission.
64. To comply with the School's statutes and Internal regulations for conduct (the present document), as well as other binding internal regulations, to which students have been introduced.
65. To come to school in clean and tidy clothes. In case of holidays, students must come to School wearing formal clothes. For health and hygiene reasons, it is recommended to use a change of shoes, especially during the winter period.
66. To arrive at school in time, at least 5 minutes before the start of a lesson.
67. To attend lessons according to the schedule.
68. During the lesson, to accurately fulfill the requirements and instructions of the teacher of the subject, to be polite, and not to disturb classmates and teachers.
69. During the lesson, it is forbidden to eat, chew gum, move around the classroom or leave it without the teacher's permission.
70. To prepare for the lesson, to bring the necessary learning aids and supplies.
71. It is not allowed to use mobile phones during lessons. Mobile phones are collected by the teacher of the first lesson, before the lesson starts, and distributed by the teacher of the last lesson, after the lesson finishes. The phones are stored in the administration office during lessons for the whole day.
72. It is forbidden for the student to film or record the course of the event during lessons, other classes, meetings, breaks and School events unless it is meant as a part of the learning process or as a part of an event. The approval of the Head of School is required to perform relevant activities. Violations of these rules are considered by the faculty of the educational institution, as well as cases of violation of copyright, individuals' data protection rights and other rights. Head of School decides on the need to additionally report to law enforcement authorities in case the violation contains signs of an administrative violation or a criminal offence.
73. To come to sports lessons in a sports outfit. Students who are exempted from sports lessons are required to stay in the gym after submitting a doctor's or parent's note to the sports teacher.
74. When moving around the School, students are prohibited from crowding, running, pushing other students or school staff, especially near windows and stairs, shouting and producing other disturbing noises.
75. To treat with respect the state and society, the national symbols and attributes, as well as those of the School.
76. To immediately inform the School staff if the student perceives a threat to their or other persons' safety in the actions of another person.
77. To take care of the School environment, School inventory, as well as of general order and cleanliness.
78. To take care of one's health, including observing personal hygiene.
79. To observe fire safety rules, road rules and safety, safety regulations in the classrooms / at the lessons, during sports lessons and competitions, excursions and other events organized by the School.
80. To immediately report a fire or other accident to the school staff and follow their instructions.
81. To accurately fulfill the specific requirements in emergency situations.
82. To get permission from the homeroom teacher (or, in exceptional cases, from the subject teacher) if the student needs to leave the School during the learning process.
83. To inform the Head of School in a timely manner and get the Principal's permission if the student goes on a long excursion or participates in another event during school time.

84. To submit a doctor's note to the homeroom teacher upon arrival at the School the day after being sick. If the student has been exempted from sports lessons on doctor's orders, the student shows the doctor's note to the sports teacher.

85. The student has the right to submit a parent's note explaining their absences, but no longer than for 3 days in a row, otherwise the note is not considered a document justifying absences.

86. In case of unexcused absences, the student is obliged to study the content of the subject covered during their absence independently.

87. In case of illness, the student is obliged, upon returning to School, together with a teacher to create an individual plan in order to cover the study material missed due to their absence.

88. It is forbidden to bring and use weapons, alcoholic beverages, narcotic substances, tobacco products, or pyrotechnics; to bring animals, and play gambling games in the School and its territory.

89. To notify the homeroom teacher, the school attendant or the Head of School about the cases of bringing alcoholic beverages, narcotic substances, tobacco products, pyrotechnics, and animals into the school territory, as well as about the presence of unauthorized persons in the School or its territory.

VI. Liability for non-compliance

90. The following disciplinary penalties may be applied to students for non-compliance with the rules:

90.1. A verbal reprimand;

90.2. A written report to parents;

90.3. A reprimand by the Head of School.

School staff that considers the act of non-compliance	Procedure that follows a student's non-compliance with the Rules	Resolution
Subject teacher	A verbal reprimand. An individual talk.	The subject teacher submits a written report to the homeroom teacher.
Homeroom teacher	An individual talk. A discussion in the class group. Gradebook entries in Manage Bac. Informing parents. Calling parents to school.	Gradebook entries in Manage Bac. Informing parents (by email or phone).
Deputy Headteachers	The issue is considered at the meeting of the School Faculty.	Recorded acts of non-compliance (protocols) and resolutions
Head of School	The issue is examined by Head of School together with the subject teacher, homeroom teacher, and the student's parents.	An act of violation is issued (stored in the student's personal file)
School Council	The issue is examined by Head of School together with the subject teacher(s), and the administrative body.	Recorded acts of non-compliance (protocols) and resolutions (school Council meetings protocols)

Special cases:

91. The student and their parents are financially responsible for damage caused to school property or other property. The student provides a written explanation for the offence, which is kept in the student's personal file.

92. In cases where the use of narcotic, psychotropic, toxic substances, and alcohol is suspected, the School reports to parents and medical institutions.

93. In cases where the act of violence is suspected, or administrative and criminal offences are suspected, the school immediately reports to the law enforcement authorities.

94. In cases where the student's activity has created and/or is reinforcing a long-term conflict situation in the classroom, and has a negative impact on the emotional and psychological environment of the classroom, or in the case of particularly gross violations that infringe the basic rights of other people to life, health, privacy, etc., the Head of School shall act in accordance with the regulatory acts that are established procedure for the Head of School in cases when the student threatens their own or other persons' safety, health and life.

95. The student is responsible for damage caused to the School, other students, employees, visitors or other persons, due to their culpable behaviour.

VII. Officials who are responsible for introducing students to the Rules

96. The homeroom teacher introduces the students to the Regulations on the first school days of Terms I and II. The procedure is reviewed and discussed additionally, when needed, if violation of the Regulations has occurred. Students, after being familiarized with the Regulations, sign to confirm their compliance.

97. The teachers of sports, biology, chemistry, physics, product design and digital design introduce the Regulations during the first lessons of the I and II Terms. Subsequently, students sign to confirm their compliance with the Regulations.

98. Before going on class excursions, field trips or hikes, the group leader instructs the students on the Regulations during the event. Regarding the fact of having discussed the Regulations, students sign to confirm their compliance with the Regulations.

99. The homeroom teacher, in cooperation with the School medical staff or another invited professional, informs the students about the provision of first aid, at least once a year. Students, after being familiarized with the Regulations, sign to confirm their compliance.

100. Students are informed about fire safety by the homeroom teacher or an official authorized by the Head of School at least once a year. Students, after being familiarized with the Regulations, sign to confirm their compliance.

101. Students are informed about electrical safety by the homeroom teacher or an official authorized by the Head of School at least once a year. Students, after being familiarized with the Regulations, sign to confirm their compliance.

102. Once a year, safety instructions for students must include information on the following:

- Actions in extreme situations / emergencies,
- Road safety,
- Safety on the ice,
- Safety on the water,
- Work safety during practical and laboratory work.

Students, after being familiarized with the Regulations, sign to confirm their compliance.

Head of School

I.Jeremejeva

APPROVED

by the founder of SIA International School Premjers on August 31, 2023