

Internal Regulations for Conduct

Riga

31 August 2023

Nr. 1-ie

Amendments enter into force on 2 February 2026

PROCEDURE FOR THE PRESENCE OF UNAUTHORIZED PERSONS ON THE PREMISES OF THE EDUCATIONAL INSTITUTION

*Issued in accordance with Sub-paragraph 9.9 of
Cabinet of Ministers Regulation No. 474 of August 22, 2023
“Procedure for Ensuring Preventive Healthcare, First Aid
and Safety of Students in Educational Institutions
and at Events Organized by Them”*

I. General Matters

1. This Procedure determines the rules for the presence at the International School Premjers (hereinafter – the School) of students’ parents/legal guardians, persons authorized by parents, service providers, tenants, and other third parties (hereinafter – unauthorized persons) within the educational institution.
2. The purpose of this Procedure is to ensure the safety of students and the uninterrupted operation of the School.
3. The daily implementation of this Procedure shall be ensured by the Information Centre employee of the School’s founder (hereinafter – the Security Officer / Receptionist).
4. Any person visiting the School shall comply with staff instructions, generally accepted standards of conduct, and respect the lawful interests and rights of students, employees, and other visitors.
5. These Regulations do not apply to the School’s students and employees.

II. Presence of Parents/Legal Guardians and Authorized Persons in the Educational Institution

6. Parents/legal guardians of students or their authorized persons have the right to accompany the learner to the School and to meet them after lessons or other activities, remaining in the lobby on the first floor of the School.

7. Parents/legal guardians and their authorized persons are prohibited from moving around the School premises, disturbing the educational and upbringing process, entering classrooms after the start of lessons, or engaging in any activities directly related to the provision of the educational process.
8. If parents/legal guardians or their authorized persons need to meet a learner during the educational process, such meeting must be arranged in advance with the students' Homeroom teacher or the School administration.
9. Parents/legal guardians and their authorized persons who wish to meet with a teacher, except during scheduled parent meetings or other School events organized for parents, must arrange the meeting time with the teacher in advance so as not to disrupt the educational process, by sending a notification to the teacher's official email (in the *ManageBac* electronic journal). The teacher shall inform the School administration and the Security Officer of the scheduled meeting.
10. Parents/legal guardians and their authorized persons who wish to meet with the School administration must arrange the meeting in advance with the Head of School or Programme Coordinators by emailing: ispremiers@ispremiers.lv, or calling: +371 67114521; +371 25663332.
11. The employee with whom the visitor has arranged the meeting shall inform the Security Officer thereof.
12. Upon arrival for a meeting, parents/legal guardians and their authorized persons must register with the Security Officer in the visitor registration log, indicating their name and surname, the purpose of the visit, and the name of the School employee with whom the meeting has been arranged.
13. Parents/legal guardians, other authorized family members and friends may attend the School's educational, ceremonial and other extracurricular events if permitted in accordance with the instructions of the School administration.
14. The students' parents/legal guardians shall notify the administration of the planned number of invited persons, providing their names and surnames and any other information required by the School administration.
15. The inviting person shall be responsible for the presence of invited guests at the School.
16. Parents/legal guardians shall be informed of this Procedure by Homeroom teachers. The Procedure is also available in the School's electronic journal (*ManageBac*).

III. Presence of Other Unauthorized Persons in the Educational Institution

17. An unauthorized person shall be considered any person who is not a learner of the School, a students' parent/legal guardian, authorized representative, or a School employee.
18. Upon entering the School premises, an unauthorized person must approach the Security Officer and state the purpose of their visit. The Security Officer is responsible for clarifying the purpose of the visit.
19. Officials and employees of supervisory institutions and other competent state or municipal authorities shall present their official identification to the Security Officer upon arrival at the School.
20. The Security Officer shall inform the Head of School or the Head of the Administrative Department about persons arriving to provide services.
21. Other unauthorized persons may participate in events organized by the School only after prior coordination with the responsible School employee organizing the respective event and after obtaining permission for photographing the event or its participants and for making audio or video recordings.
22. Unauthorized persons who have arrived without lawful grounds are prohibited from remaining on the School premises.
23. Unauthorized persons are prohibited from moving freely around the School premises or disturbing lessons and other activities.
24. A School employee with whom the unauthorized person has arranged a visit shall be responsible for

that person's presence and movement within the School.

25. The Security Officer and School employees have the right to require unauthorized persons to leave the School if the person cannot explain the purpose of their visit and/or if the visit has not been coordinated in advance.
26. If an unauthorized person fails to comply with the Procedure or refuses to follow the lawful instructions of School employees, the municipal police shall be notified.
27. School employees and students have a duty to inform the School administration or the Security Officer about suspicious persons present in the School or on its territory.
28. A visitor must leave the School premises and territory if, in the opinion of a staff member, there are no lawful grounds for their presence.

IV. Final Provisions

29. The Head of the Administrative Department shall ensure that the Security Officer and other responsible employees are familiarized with this Procedure.
30. This Procedure shall be displayed in a location accessible to visitors.

Head of School

I. Jeremejeva

APPROVED

by the founder of SIA International School Premjers on February 2, 2026