



I n t e r n a t i o n a l
S c h o o l o f **A b e r d e e n**

All-School Student/Parent Handbook 2016-17



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ISA Vision and Mission

Vision

The International School of Aberdeen (ISA) is locally and internationally recognised for providing excellence in education and exceptional care for every child.

Mission

ISA's mission is to deliver excellence in education through a safe and caring learning environment. Our students are challenged to reach their maximum potential through academic success and personal growth, becoming learners for life and socially responsible, active global citizens.

We provide students with a comprehensive university preparatory education utilising best practices in education from around the world. We serve our internationally diverse student body through a partnership of excellent staff, committed parents, and an involved community.

Our Values

Respect

We respect ourselves and others' rights, property, opinions and diverse ways of life.

Excellence

We strive to challenge ourselves as individuals and in collaboration with others.

Diversity

We celebrate our diversity and believe that each person is unique, valuable, and worthy of respect.

Community

We care for and embrace the "ISA Family."

We recognise our responsibility to promote wellbeing and an environmentally-friendly lifestyle.

Integrity

We strive to be honest and truthful in our actions.

We encourage and nurture each other.

Service

We strive to instil a sense of responsibility to our school, local, and global communities.

Learning Expectations

Learning expectations are broad-based behaviours, performances and skills that students are expected to demonstrate upon completion of our school programme. They become criteria for designing school curriculum based on future trends and challenges, current research and knowledge of what students will need to know and be able to do.

- ***Analytical and Creative Thinking*** by studying and applying a variety of resources and a basic core of knowledge to solve problems;
- ***Self-Directed Learning*** by setting priorities, establishing goals, and taking responsibility in pursuing and evaluating those goals;
- ***Effective Communicating*** by listening, exchanging, and expressing ideas in a variety of forms;
- ***Quality Work*** which reflects creativity, artistry, high standards, pride, and the use of appropriate technologies;
- ***Collaborative Work*** by using effective group skills to work well with others.

History of ISA

The American School in Aberdeen was established in 1972 with a school population of thirty-six students from Kindergarten through grade 12 and a faculty of eight teachers. The original campus was located on Craighton Road in Cults and was a former convalescent hospital, built in 1910 and situated on 9.5 acres of green lawns and woodlands overlooking the picturesque village of Cults.

In 1979, the parents and the corporate payers were having more divergent opinions about how the school should move forward. The sponsoring corporations decided to establish a charitable company to run the school. The property was purchased from Mr. AJ McCormick and Paloak, Ltd., the consortium of oil companies, was set up to act as landlord to the school.



A second property, 'Fairgirth' in Milltimber was purchased in 1980 and was originally the Elementary (up to Grade 6) campus of ASA. A series of building works in 1991, 1995, 1996 and 2002 extended the original manor house to include extensive classroom and sporting facilities on the 10 acre site.



In 1996 the High School moved across from the Cults campus to Fairgirth and the entire school was under one roof.

In addition to the merging of the two campuses at Fairgirth in 1996 the school also changed its name to the International School of Aberdeen in recognition of the International Baccalaureate (IB) Diploma Programme that was implemented the same year. At that time ISA was the only school in Scotland to offer the IB Diploma to its senior students.

In December 2005, in the midst of on-going construction work to add a new gymnasium and theatre complex, the school was notified by the Scottish Government that a major roadworks project was being planned to run through the Fairgirth property.

In August 2010 the International School of Aberdeen moved into its new, purpose-built campus at Pitfodels.



General Information

Attendance

The school year at ISA has approximately 180 school days. Frequent absences, late arrival or early departure can seriously affect the academic standing of a student. Attendance at school and in all classes is required at ISA.

There are often requests to give students permission to miss school. We ask parents not to extend the period of time students are away from school, except in emergencies. Students can only take advantage of the material and human resources that constitute their formal educational environment while they are present at school. The probability of academic success increases as attendance improves.

Absences from Class or School

School attendance is required on all regular school days. If a child is to be absent all day, then:

- **Parents are requested to call the school and report a student's absence by 8:15am on each morning of absence.**

It is a parental responsibility to ensure that a child is well enough to attend school, and a pupil who is clearly unwell should not be at school. This is not only to safeguard the sick child but also to prevent any infection being transmitted to other students and staff. If there are any concerns about whether a child should be attending school, please contact the School Nurse for information about exclusion policies.

With regards to the absence policy, please be aware that any illness/absence lasting more than four days (unless previously agreed) will need to be covered by a doctor's note. In addition to this, any child who has an erratic illness/absence record will be referred to the school doctor as a matter of concern.

Absences from school due to personal illness, death in the family, emergency dental or medical treatment, religious holidays, renewal of passport or attainment of documents or other necessary reasons are sometimes unavoidable. Teachers will make reasonable efforts to assist students in making up instruction, homework assignments and tests for such absences. Equivalent rather than identical assignments may be given.

Illness at School

A student who becomes ill at school and is not able to continue in the classroom must report to the School Nurse, who will contact the parents and arrange for the student to be picked up. The student must be signed out at Reception. Students checking out of school due to illness will not be allowed to return for school-sponsored practices, performances, competitions, or contests, except in highly unusual circumstances determined by the Principals or Director.

Late Arrival to School

All students are expected to be in class on time and any student arriving late to school must check-in with the Receptionist.

Students arriving late to school because of late buses are to go directly to class after getting the appropriate materials from their lockers. A general announcement will be made to notify teachers of the late arrival of the bus.

Students arriving by private transport after classes begin at 8:15am should sign in with the Receptionist, obtain a **Hall Pass**, and go to class. Except in the case of a late school bus, students will not be admitted late to the first class without a **Hall Pass** from the Receptionist or another designated staff member.

Leaving School during the Day/Closed Campus

ISA operates a closed campus for students. Only in the case of an emergency or for medical reasons shall students leave the campus.

If a child needs to leave campus during the school day to attend an appointment (doctor or dentist, for example), parents are asked to:

- **Inform Reception and/or their class teacher of the reason they need to leave school and the time;**
- **Sign the child out in the Pupil Book at Reception when collecting them.**

School-Related Absences

ISA encourages each student to participate in a variety of extra-curricular athletic and other extra-curricular activities. Athletics, drama performances, trips and other activities afford opportunities for personal growth and skill development not always available in the classroom. Teamwork, commitment, dedication, striving to improve one's personal best and supporting others are often taught on the playing field or "under the lights". Although student participation is strongly encouraged and supported, students and parents should give careful consideration to maintaining a balance between participation in activities and the rigours/demands of the academic programme. It is unwise for a student to allow academic performance to suffer because he or she has too many extra-curricular activities.

Involvement in school activities does not release students from the academic responsibilities (homework, papers, tests, etc.) in their classes. When class time will be missed, the activity sponsor will notify the teachers of all those students involved in the activity.

A student should not be absent the day after a major after-school event or field trip, unless ill. A student must be in school the day of a practice, rehearsal, etc. of a major event in order to participate in that event. Parents should clear any exceptions with the appropriate School Principal.

Truancy (Unexcused Absence)

Students are expected to be in their assigned classes. If a student is absent during part or all of a school day without his/her parents' permission and the school's permission, the student will be considered truant. Minimum disciplinary action includes a zero for the work missed and parental contact.

Change of Contact Details

Parents are asked to report changes of residence, mailing address, email, mobile or telephone number promptly to the secretarial staff. In addition, all parents are asked to provide the School with an emergency telephone number where someone familiar with the children will be able to be reached at all times. Please make sure that all information is current throughout the year.

Channels of Communication

The Board of Trustees and the School recognise the need for proper communication between and among students, parents, teachers, Administration and the Board. To assist in achieving this objective, the following general procedures are recommended for all concerned.

For Parents

When a question or problem concerning your son or daughter and his/her work in school occurs, the best person to see is the classroom teacher. ISA teachers are committed to providing regular and timely communication to students and parents. Students and parents are expected to promptly communicate any questions and/or concerns they may have. Problems of a personal nature may also be discussed with the Counsellor. Please call 01224 730300 to make an appointment.

Problems which cannot be resolved through a conference with the teacher or Counsellor, and questions of a more general nature concerning the operation of the School, may be discussed with the relevant school Principal first and then, if necessary, with the Director.

The Director is the Executive Officer of the School Board of Trustees and is responsible for the organisation, operation, and administration of the total school programme. The Director is the channel of communication between the Board and the community. Communications to the Board of Trustees will be referred to the Director for reply or action on individual or administrative matters involving students, teachers, or Administrators.

For Students

When a student has a concern, he/she should see the teacher first. If the problem has not been resolved then the student can see the Counsellor and ultimately their School Principal.

Health Care

It is important to meet the needs of the school age population within the education setting and to create a healthy school environment. The School Nurse provides student and staff health care and promotes healthy lifestyle choices for all students through the joint efforts of the home, school and community. The school employs a registered Nurse who works Monday to Friday, with qualified first aid trained staff also on site. There is a designated Nurse's Room for any students who feel unwell or for those who need first aid treatment.

Medication

Whenever possible, medication should be given at home. However, it is recognised that many pupils will at some time need to take medication in school. Should a child require medication during the school day, please contact the School Nurse, as a separate **Medication Authorisation Form** must be completed **prior** to any medication being administered. **The medication must be clearly labelled with the child's name, date of birth, grade, and specific dosage instructions. All medication should be sent in the original container with the prescription label attached and handed to the School Nurse. The Medication Authorisation Form is available on the Forms page of the School's website.** If the person administering the medication has any doubts as to the nature of the drug, the dosage or method of administration, then the drug will not be given and the parents will be contacted immediately.

Self-Medication:

For students to carry their own medication at school, e.g. inhalers, Epipens (as age-appropriate), a signed Medication Authorisation Form for prescribed medication must be completed by the parents.

In some cases “back-up” medication should be given to the School Nurse in case of emergency or, in the case of field trips, to the accompanying teacher.

Non-Prescription Medication:

Non-prescription medication may be given on an individual basis provided that a Medication Permission Form has been completed and signed by the parent/guardian. However, any child over the age of 16 can be given medication without parental permission if deemed competent. The parent/guardian will be contacted before any medication is given to verify the date and time of any previous medication which may have been administered at home.

Prolonged use of non-prescription medication is discouraged.

Emergency Medication:

Individual health care plans will be written and discussed with the parents should any child have a medical condition that may require administration of drugs during an emergency e.g. Epipens.

Medical Record

Parents or guardians have prime responsibility for their child’s health and should provide the school with this information. At admission, parents must complete a **confidential Student Medical Record Form (available on the Forms page of the School’s website)** for each child enrolled in the School. This is of great importance, as it gives the Nurse vital information about the child’s medical history as well as contact telephone numbers.

As part of the welcoming process to ISA, the Nurse likes to meet families who are new to the School. At this time, health concerns and school guidelines can be discussed together with the health screening process and immunisation schedule. Also, this is an opportunity for new families moving into the area to obtain further advice or support.

Office Hours

ISA’s office hours are from 8.00am to 4.30pm. School business should be conducted through these offices during these hours. The secretarial office phones are business phones, and parents are asked **not** to call with messages to be given to their children except in the case of an emergency or unusual circumstance. In this case, please telephone Reception on 01224 730300.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled twice a year, in November and March. The conferences serve to assist the parents and teachers in sharing information about the student, the School, and the reporting system.

Car Parking and Student Drop-Off Information**Car Park:**

The car park is the first left after entering the campus. Drivers are encouraged to reverse park. For special events, the bus park is opened up for parent parking as well as the edge of the circular drive to Pitfodels House. At no time should young children be left alone in a vehicle.

Student Drop-Off:

For student drop-off, proceed to the top of the car park, circle the island at the top of the drive. The student drop-off is located on the left at the covered pick-up shed. Please **do not park** in the drop-off zone.

Pre-School Parking:

We have designated the spaces next to the island as Pre-School parking at the start and end of the school day. Please leave these spaces for Pre-School parents who need to escort their children in and out of the Pre-School.

Pedestrian/Biker Entrance:

Students walking or riding to school should use the pedestrian entrance located to the east (City side) of the main entrance. Proceed up the gravelled walkway next to the bus drive. There are bike racks on the west side (Marcliffe side) of Pitfodels House.

Car Park Safety:

- Drive slowly in all areas of the car park;
- Watch for pedestrians walking out from parked cars;
- Use designated walkways;
- Park in designated spaces only. Parking in areas marked off creates blind spots;
- Please reinforce the safety we discuss with the children, at home.

School Buses

A chartered fleet of safe, modern buses provides transport to and from school. This service is provided for Kindergarten to Grade 12 students at no additional charge. For safety reasons, Pre-School children may not use these buses but must be transported to and from school by their parents. Bus routes are established by the Transport Co-ordinator and officials of the bus company. There are designated pick-up and drop-off points and drivers are authorised to stop at the official points only. Buses depart from the campus at 3:10pm each day.

There are no buses following after-school activities; parents are responsible for the collection of their children promptly at the end of the activity.

If a student is to ride a bus other than his/her assigned bus, an email should be sent to the Transport Co-ordinator (rfalconer@isa.aberdeen.sch.uk) no later than 9.00am on the day of the request; for Elementary students, the respective teacher should be copied on the email. If there are any problems or concerns, please contact the Transport Co-ordinator.

School Closure

There are occasions when it may be necessary to cancel school, particularly as a result of inclement weather during the winter months.

If School is cancelled before school hours, school closure information will be sent as a text message to your primary mobile and an email to your primary email address. Additionally, it will be posted on the ISA website www.isa.aberdeen.sch.uk.

NorthSound Radio Station will also be informed. NorthSound 1 (FM 96.9 / 11C DAB) broadcast school closures every half hour from 6.00 am, and NorthSound 2 (MW 1035 / 11C DAB) will broadcast every hour from 6.00 am. Please listen to NorthSound radio to obtain any early information.

If school is open but, in your judgement, it is not safe to travel in your area, please feel free to keep your children at home.

If School is cancelled during the school day, the following procedures go into effect:

1. School notifies:
 - FirstBus, with a time for bus departures from school
 - NorthSound 1 and 2, who will begin their broadcasts at regular intervals
2. Early Dismissal Procedures are implemented:
 - School support staff, **not parents**, will be responsible for calling:
 - Families on the bus schedules;
 - Families of students who either walk, bike or drive themselves;
 - Families who regularly collect their children from school

This information will also be posted on the ISA Website – www.isa.aberdeen.sch.uk.

In the event that a parent cannot be contacted, the school will notify the emergency contacts whose names have been given to the School. If no contact can be made with parents or emergency contacts, the children will be held at school until someone can collect them. Children remaining at school will be assembled in the large gym or theatre under the supervision of teachers.

PLEASE NOTE: In cases of early school closure, all After School Activities will be cancelled. Once a family has been contacted, students will use their regular means of transport to travel home.

School Hours

School hours are from 8:15am until 3:00pm. **(Kindergarten is dismissed at 2:00pm until the local Aberdeen September holiday each year, after which the class will be dismissed at the end of the normal school day at 3:00pm.)** Parents who bring their children into school in the morning are asked to ensure they arrive on time and should drop them off between 8:00 and 8:10am.

Each school (Pre-School, Elementary, Middle and High) follows its own timetable throughout the day and these can be found in the designated Handbook for each school.

School Publications

Thistle Talk - Weekly Newsletter

Each Friday, an electronic link to the whole-school news bulletin is emailed to all families. Anyone with an article for *Thistle Talk* should submit an email, or written copy, to the Receptionist by noon on Wednesday.

Yearbook

ISA's Yearbook is published annually. It is the primary interest of the High School Desktop Publishing students to apply good journalistic principles in developing and producing an account of the current year at ISA. Utilising photos and texts, the Yearbook features the students at ISA in their classes and activities. Yearbooks must be ordered and the yearbook is distributed in the spring to all who have purchased one.

Withdrawal from School

Parents are asked to notify the school as soon as a family move is planned using the **Relocation Form** obtainable from the **Forms** page on the School's website or the Elementary or MS/HS Secretaries. A student who withdraws permanently prior to the end of a semester will receive a grade based on the amount of work completed. We require a minimum of two weeks' notice in advance of your planned departure in order to allow time for student records to be prepared.

OTHER INFORMATION

Basic Materials, Supplies and Textbooks

Textbooks are supplied on loan from the school and teachers distribute these to their students. They should be covered and labelled appropriately and returned at the end of a course. Fines or replacement costs will be assessed and students will be charged for any loss or damage beyond normal wear. Students losing a textbook during the school year will pay for its replacement before being issued a second text.

A grade-level Supply List of items required for school each day is provided on the **Forms** page of the School's website.

Extra-Curricular and After-School Activities

Extra-curricular activities take place outside the normal school day or classroom. Activities offered may vary from year to year and details of some of the more regular activities are included in each school's designated Handbook. There are no buses following after-school activities; parents are responsible for the collection of their children promptly at the end of the activity.

ISA Playground Rules

General Rules

Children must:

- **be supervised by an adult while playing on ISA play areas**
- be responsible for themselves, respectful of others and be safe in all that they do
- play within sight of supervising adults
- play fairly - all play activities should be inclusive (no limited memberships!)
- remind others respectfully if they think others are doing the wrong thing
- stay out of water and mud
- keep hands, feet, and objects to themselves
- be able to get on and off equipment independently
- not pick up, kick or throw sticks, rocks, wood chips or snowballs
(DO NOT CREATE OR USE WEAPONS IN ANY WAY)
- not use skateboards or roller skates
- not over-crowd play equipment (space out to avoid contact with another child)
- get on and off the playground equipment in an appropriate manner (NO JUMPING)

Rotating Tower Rules

- children must stand on lower ropes
- children must have 4 points of contact on inside and outside
- 4 pushers/spinners only – no children underneath

The Spider's Web Rules (High Ropes)

- climb within the ropes, not along the outside
- use the *3 rule* when climbing. Rope contact should be made *at all times* with 1 hand & 2 feet or 2 hands & 1 foot
- go down the slide feet first (no climbing up the slide)

Large Climbing Web Rules (With Sails)

- use the *3 rule* when climbing. Rope contact should be made *at all times* with 1 hand & 2 feet or 2 hands & 1 foot
- no hanging upside down
- no laying or crawling under the net
- no sliding down the poles

Library Media Centre

The ISA Library Media Centre is a purpose-built facility that services Pre-School to 12th grade students, parents, and staff. The ISA Library facilities include a reference collection, a presentation area and a storytelling area, plus access to a computer lab. In addition, there are Online Public Access Catalogue (OPAC) station computers situated within the Library to help patrons locate resources.

Additional Resources

Journals (magazines and newspapers), audio-visual materials (CDs and DVDs) and graphics (posters) may be checked out by our teachers and parents. We also subscribe to a number of online resources, including a UK reference centre for detailed academic information (ERBSCO), a news database (Newspapers for Schools), an encyclopaedia (World Book Online), a reference/citation site (EasyBib). Please ask the Library staff for login details if you wish to access these sites from home.

Checkout Policy

Pre-School: One book for one week.

Kindergarten-Grade 5: Two books at a time for a one-week loan. (This may increase when working on projects or at the request of a classroom teacher.)

Grade 6-12: Six books at a time for a two-week loan. Students in Grades 11 and 12 also have access to the libraries at our local universities.

Parents: Six books at a time for a two-week loan. Parents may also check out children's books, magazines, posters and audio-visual materials.

No further materials may be checked out if any are overdue.

If any ISA Library item is lost or damaged beyond repair, the parents will be required to pay for the cost of the replacement.

Library Hours

Opening hours are: 8:00 to 4:00 Monday, Wednesday, and Thursday; 8:00 to 3:00 on Tuesday; and 8:00 to 3:30 on Friday. Parents or other school groups may schedule events in the Library after school, in the evenings and during the day when classes are not already scheduled. (Pre-School to Grade 2 students should not be left unattended in the Library either before or after school). Grade 3-5 students may be in the library unaccompanied only if signed-up in advance by their parents.

Using the ISA Library

The ISA Library is organized into three major sections. The lower level is for our youngest readers, Pre-School to Grade 2. Here you will find board books, picture books, and our reading corner. The mid-level contains Grade 3 to 5 fiction and non-fiction, as well as collections of junior reference, foreign language books, artefacts, professional education books and audio-visual materials. The main teaching area is also here. The top level contains fiction, non-fiction and reference materials for Middle and High School students. To search for materials, any of the school computers with access to the Library's OPAC- Eclipse.net SEARCHSTAR may be used.

Volunteering in the Library

The library service at ISA is looking for new volunteers! We rely on the help of our regular parent volunteers, who help with tasks such as shelving books, processing new items, and checking books out. Our volunteers commit to a scheduled time in the library for the whole school year, giving at least two hours of their time each week. We provide on-going training throughout the year, and the school pays for a PVG background check for each volunteer. If you would like to join our team as a regular volunteer, please come into the Library during opening hours, call 01224 73000, or email at library@isa.aberdeen.sch.uk.

In addition, we also maintain a list of parents who are willing to help in the library on an occasional basis, such as with a book fair, but can't commit to helping at the same time each week. If you would be happy to help out in this way, please contact the Library – details as above.

Many thanks for your help and support of our library service.

Lockers

Lockers are furnished for the protection of students' personal property: half-height lockers for Elementary students and full height for Middle/High School students. Students are to have only one locker each. ISA will not be held responsible for stolen items.

Middle/High School lockers have number-coded locks. Lockers are assigned by the MS/HS Secretary, who keeps a copy of locker assignments. To avoid losses, students are encouraged to use their locker and lock it. Students should not write on lockers or place stickers on the outside of lockers, and a student will be fined for unnecessary damage to his/her assigned locker. Lockers are subject to inspection by the Administration at any time.

Student Support Services at ISA

Counselling Programme

A student needs a clear mind to be able to study well. The role of the Counsellors is to serve as a resource for students, teachers, and parents to help students learn at their best. The Counsellors are available to help students choose a course of studies, discuss their academic or personal concerns, and to serve as an advocate for students in the school setting. The Counsellors are also available to

consult with parents about any concerns of an academic or personal nature that they have about their children. Appointments should be made directly with the appropriate Counsellor.

English as an Additional Language (EAL)

The EAL department offers a programme of intensive English instruction and support for students whose first language is not English. The aim of these classes is to enable students to access the social, cultural and academic life of the school. Lessons are tailored to individual needs. The four skills of reading, writing, listening and speaking are taught through topics and themes related to the mainstream curriculum. New students may be assessed to determine the amount of EAL support they require.

Learning Support Programme

The Learning Support Programme at ISA is designed to support the learning needs of students who are experiencing difficulties in accessing the curriculum. The majority of the students who are currently supported in the programme have diagnosed specific learning difficulties and typically receive long-term support. There are also some students who have temporary difficulties, perhaps as a result of a change of school, who receive help for a short period of time.

Student Support Team (SST)

The ISA Student Support Team recognises and emphasises the value and worth of each individual and believes that its primary responsibilities are to bring students' needs to the attention of staff, help students to grow academically, personally, and socially, to meet individual needs and goals, to be open and receptive to our changing world, and to become contributing members of society.

While ISA is a unique learning situation as an international school, problems and challenges of our students are not so different to those typical of children everywhere. Because the school recognises that individual children have areas of strength and areas of weakness which must sometimes be addressed outside of the classroom, ISA has established the Student Support Team. Consisting of Learning Support specialists, EAL teachers, Administrators, and Counsellors, the SST serves those students experiencing difficulty in their academic work or personal development.

When should a student be referred? Referrals may come from teachers or parents, and any initial referral is appropriate, whether or not the child is determined to need services. In some cases, the information developed through the referral process itself may contain the key to facilitating the growth of the student.

Parental permission is not required for an initial referral. Parental permission will be obtained before any formal assessments are conducted or a student's schedule is changed, and parents will be informed before the Counsellor undertakes ongoing work (i.e. more than two sessions) with a student. The Learning Support teacher, Counsellors, or Principal as deemed appropriate shall coordinate this permission.

Visitors to the School

All visitors are required to report to Reception upon arrival, and state the nature of their visit. All visitors will be required to sign in and wear a visitor's lanyard and badge while on campus. Upon leaving the campus, they must sign out and return the lanyard and badge to the Receptionist.

Parents coming in to the school are asked to wear a parent's lanyard and badge while on campus and to sign themselves in and out in the **Parents' Book** at Reception.

Student visitors must be approved prior to their visit. If a student wishes to bring a visitor to the school, she/he must complete a **Visitor Permission Form** (available from the School Office) at least **one day in advance of the visit**. All relevant teachers and the Principal must approve the visit. The form should be left at Reception to be checked when the visitor enters. In order not to disrupt classes unduly, the student visitor should not visit the school for more than one day unless special arrangements have been made with the Principal. If the **Visitor Permission Form** has not been completed and approved, the student visitor will be asked to return another day.

Parent Teacher Organisation (PTO) and Parent Volunteers

The Parent Teacher Organisation (PTO) of ISA is a volunteer organisation made up of parents and teachers. All parents and teachers of students at ISA are members of the PTO; there are no membership fees. The PTO meets once a month and dates are included in the online school calendar along with other PTO sponsored programmes and socials.

All funds raised through the PTO are used to promote educational activities that supplement/complement the school programme; promote ethnic/cultural sensitivity and celebrate the ISA multicultural diversity; ease difficulties of transition, which can be particularly acute in an international school; promote understanding of our host country; promote service to ISA community and communities beyond our school; and assist parents in developing/enhancing skills needed to raise and protect their children. In addition, the PTO strives to foster a strong sense of community by promoting a co-operative, supportive relationship among students, parents, teachers, ISA administration and staff, and the ISA Board of Trustees.

Programmes, socials and purchases funded by the PTO in recent years include: Freedom from Chemical Dependency Programme, Accelerated Reader materials, Mr. Bug, Taylor Mali the Poet, Natural Helpers, Artist in Residence Programme, Design & Technology Workshop, 2 Digital Video Cameras, Binding Machine, Cairngorm Reindeer Visit, Back to School Coffees, Back to School BBQ, Buddy Programme, Fall Festival, Quiz Night, and Staff Appreciation Luncheon.

Parents interested in volunteering outside the regular classroom should complete the **Volunteer Registration Form** on the PTO page of the School's website or by emailing pto@isa.aberdeen.sch.uk.

ALL SCHOOL HEALTH & SAFETY INFORMATION

Health and Safety Advice for Students

In the interests of Health and Safety, students are asked to observe the following advice:

1. Ensure that you are familiar with the emergency evacuation procedure and the location of the assembly point.
2. Walk on the left-hand side of corridors. Do not run.
3. Hold the handrail while travelling up and down staircases.
4. Wear appropriate shoes at all times (no bare feet, “flip-flops”, or high heels). Tie any loose laces.
5. Skateboards, roller blades, trainers with embedded wheels (Heelys) and scooters are not allowed in the school unless in an organised PE activity.
6. Ensure that your locker door is closed after use.
7. Keep corridors clear. Do not leave personal belongings lying on corridor floors or windowsills.
8. Keep the weight of backpacks to a minimum to avoid back injury or strain.
9. Never lift or move anything that is beyond your capabilities and could cause back injury or strain.
10. Do not remove or tamper with fire extinguishers and safety signs.
11. Put litter in the bins provided.
12. Report any strangers or stray animals to a teacher immediately.
13. Report any hazards, accidents or near misses to a member of staff immediately.

Illness/Exclusion from School - Guidelines

48 Hour Rule

If your child develops vomiting and/or diarrhoea at school they will be sent home. This is to avoid potential spread of infection to other children in the school. They should not return to school until **48 hours after the last episode of illness has elapsed** to ensure that they are fully recovered. This rule applies if they become sick whilst at home. We follow the NHS Grampian Public Health guidelines.

24 Hour Rule

If your child develops a fever (37.5°C or more), they should not return to school until **24 hours** afterwards.

Severe Allergy Awareness Policy

Purpose:

- To provide a safe learning environment for all members of the ISA community.
- To raise the awareness of all members of the community regarding severe allergies.

Promotion

The policy will be promoted by:

- Parents and carers being informed via newsletters and class blogs.
- New families to the school community being informed via the Enrolment Information Package.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers, signs and the newsletter.

Management:**The Severe Allergy Aware policy will be managed by:**

- Parents and carers informing the school immediately if their child has an allergy and keeping the school up to date on any changes.
- Parents and carers being requested **NOT** to send food to school that contains nuts, or by-products of these. This includes peanut paste, Nutella and cooking oils made with nuts.
- Staff and parents being aware that any birthday treats to be shared at school must be free of any of these products. Parents of elementary students with severe allergies are responsible for bringing in an allergen free treat for their child for birthday parties (class mothers have student birthday lists prepared at the beginning of each school year).
- Teaching & catering staff supervising eating at lunch time.
- Students being encouraged **NOT** to share food.
- Students being encouraged to wash hands before and after eating.
- Staff participating in first aid training in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.
- Annual update for all staff by the school nurse on the school Severe Allergy Awareness Policy and the understanding and dealing with Anaphylaxis.
- Individual health care plans and emergency action plans being prepared for students with serious allergies. A copy of the emergency action plans which are accessible to all staff are kept up to date by the school nurse.
- The School cafeteria is compliant with the Severe Allergy Awareness Policy.
- Anyone who is planning to bring in, sell or distribute food for any event in school including class treats is required to fill in a form entitled 'Food for Sharing' (available on school website). The Event Organisers or Class Teacher must then complete the final section of this form to confirm that the information is checked and complete, and that foods are free from any type of nuts or products containing these. If there is any doubt on the food contents or if no ingredients list is provided, the food will not be shared. All completed forms must be forwarded to Anna Tolstyko, Office Manager.
- The school being part of the Anaphylaxis UK programme which provides up to date information and advice.

*** This school acknowledges that due to food processing practices it is impractical to eliminate nuts or their by-products entirely from an environment where there is food. Therefore, we are an Allergen "Aware" School.**

Fire Drills and Emergency Procedures

Fire and emergency evacuation drills are held regularly at the school. Each classroom teacher reviews emergency procedures with his/her class regularly so that all children are aware in the event of a real emergency.

Fire Action – Student Instructions

On discovering a fire

- Break the glass of the nearest fire alarm call point, immediately.
- Inform the nearest teacher or member of staff immediately.
- The fire brigade will be called automatically.

On hearing the fire alarm

- **When in class**, the teacher will indicate the route to be followed.

- **When not in class**, go out the nearest fire exit to the assembly point (playing field).
- Move quickly, without running.
- At all times, be quiet.
- At assembly point, form an orderly line beside class teacher (for Pre-School and Elementary School) or homeroom teacher (for Middle and High School), and refrain from talking.

Personal Safety Advice

- DO NOT stop to collect your personal belongings.
- DO NOT attempt to pass others on your way to the point of assembly.
- DO NOT use the lift.
- DO NOT take risks.
- DO NOT re-enter the building until instructed to do so.

Information for Parents Preparing Packed Lunches

Whilst school meals are often the popular choice with children, many parents prefer to provide a packed lunch. These packed lunches are often prepared many hours in advance and, unfortunately, food left in school bags in warm classrooms or next to radiators is an ideal breeding ground for the bacteria that cause food poisoning.

Children are particularly vulnerable to the effects of food poisoning, so it is essential that care is taken when preparing their food.

This fact sheet has been prepared with children's lunch boxes in mind, but applies to anyone preparing packed lunches or picnics.

Preparation

Reduce the risk of cross-contamination by observing the following rules:

- Wash and dry hands thoroughly before you start to handle food. Cover any cuts with a waterproof plaster.
- Thoroughly clean work surfaces before and after food preparation.
- Check that all food to be used is within its "use by" or "best before" date.
- Wash all salad ingredients under cold running water, including bags of ready prepared salad.
- Keep raw and cooked food separate during storage and preparation. If possible, use different chopping boards and utensils for cooked and raw foods.
- Thoroughly clean the chopping boards between preparation of different foods.
- Meat, fish, eggs, and poultry must be thoroughly cooked to destroy any bacteria, and should be cooled quickly within 90 minutes. Once cooled, they should be stored in a fridge.
- Ideally sandwiches should be made fresh in the morning, but they can be made in advance and kept in the fridge. Fillings for sandwiches may be made in advance, chilled overnight in the fridge, and assembled in the morning.

Storage

Warm conditions encourage the growth of bacteria, so it is essential to keep packed lunches cool.

- Chilled food and drinks to be included in the packed lunch will help to keep the food cool.

- The best way to keep food cool is to pack it in an insulated cool bag, together with an ice pack on top of the food.
- Pack snacks for break separately from lunch items, as this will prevent the lunch pack from being opened too often.
- It is important that lunch bags and drink bottles are thoroughly cleaned each day.

School Events - Guidelines for Food Preparation at Home

When you are preparing food for school events or class treats it is vital that you adhere to the following food preparation rules. This is because of the potential for illness being spread through improper preparation and the potential for severe allergic reactions.

ALLERGIES

As many people (children and adults) are severely allergic to various food items such as nuts through consumption and/or physical contact, you **MUST** ensure that your food does not contain nuts or any form of these. Your food must be labelled and a list of ingredients must be provided.

GUIDELINES

The following is a list of guidelines; most of them are common sense but are worth reviewing before you begin preparing your food:

1. IF YOU ARE ILL OR HAVE BEEN ILL IN THE PAST THREE DAYS, DO NOT PREPARE OR HANDLE FOOD

Many illnesses can be inadvertently passed through food. If you have, or have had a cold, flu, vomiting or diarrhoea, you should wait until you have been well again for 3 days before you prepare or handle food.

2. ENSURE YOUR WORK AREA AND EQUIPMENT ARE CLEAN

Work surfaces should be cleaned and disinfected with antibacterial kitchen spray.

The kitchen should be animal free.

Refrain from smoking tobacco products whilst preparing food.

3. PREPARING YOURSELF TO COOK

If you have any skin conditions/cuts on your hands, secure plasters or disposable gloves should be worn.

Hair should be tied back.

Hands should be washed with soap and dried thoroughly.

4. PREPARING THE FOOD.

Ensure all of your ingredients are fresh and within their shelf-life.

If you are thawing poultry or meat this should be done in advance (following instructions on the packaging). Speed thawing in the microwave is not safe as it can lead to incomplete thawing.

5. FOOD STORAGE.

Once your food is prepared, ensure it is kept in an airtight container at the appropriate temperature. Hot food must be cooled quickly and thoroughly before storing in a refrigerator.

6. REHEATING AND SERVING.

Food that needs to be reheated should be checked to ensure it is hot throughout.

Please ensure that a list of ingredients is available to be displayed with your food.

Please apply the above hygiene rules to any little helpers.

Café International

ISA's Café International in-house catering team would like to extend a warm welcome to all new and existing ISA pupils and parents. We aim to create a relaxed, social venue and offer a daily service from 7.30am through 3.30pm, Monday through Friday. Please come along to join the kids for lunch or relax with a latte in the sofa area after student drop off. Suggestions or feedback from students, parents and staff to assist in providing a quality service are always appreciated.

At ISA we sincerely believe that offering our students first-rate meals goes beyond high quality catering. The health advantages of providing freshly prepared, wholesome food made from good quality ingredients are immeasurable. The catering staff is confident in their skills, valued by the school community and succeed daily in constructing a menu that is well presented and adheres to nutritional guidelines.

It is important that students look forward to and enjoy their meals, and that they learn about the origins of the food and take an interest in how the food is produced.

Our Café Menu for the week can be found on the ISA website under Quicklinks \ Café Menu.

The Menu The nutritional standard of food available both allows and encourages students to select combinations that contribute to a healthy diet

Menu Availability Sufficient choice is maintained until the end of service period. If a student has difficulty in choosing something they would like to eat they are encouraged to speak to the catering or teaching staff on duty. School menus aim to offer something for everyone through providing a choice of dishes from around the world.

Students who have particular dietary requirements are catered for individually. Such students are introduced to staff and an open communication between student, parent and catering staff is encouraged.

Fruit and Vegetables Fresh fruit is available as a choice at every mealtime. A range of vegetables and an extensive salad bar selection is available daily.

Meat and Poultry A quality local butcher is used for all meat and poultry items. Products containing pork will always be clearly marked. Halal meat is not used for all items, however, if this is a dietary requirement, please discuss with the Catering Manager.

Drinks/Water In line with best practice, a combination of water, squash, fruit juice, milk, tea and coffee is made available throughout the day. Unlimited fresh drinking water is available in the café at all times.

Nut Policy Every effort is made to ensure there is no nuts or products containing nuts used in the International Café. Like most catering facilities we cannot guarantee no traces in the products that we purchase.

Salt	The use of salt is kept to a minimum in the cooking process. Herbs and spices are used instead to maximise natural flavours.
Fats/Oils	These are also kept to a minimum in the cooking process. Where necessary, healthier unsaturated fats are used. Hydrogenated or trans fats are never used.
Deep Fried Products	The school menu will never contain more than two deep fried products in any one week. Traditional fish and chips are offered on Fridays; however, there is also a suitable non-fried alternative made available.
Organic Produce	Opportunities to procure organic produce will be constantly monitored and, where practical, these are used.
Local Sourcing	A policy of sourcing an increasing range of locally grown produce is actively pursued.
Food Committee Meetings	Meetings are held on a regular basis with representatives from all school years. These meetings provide an ideal platform to discuss new trends and any ideas that students may have.

Children can be very particular about what they eat and how it is presented. We have found that the main concern of ISA parents is that their children eat a good lunch. The menu offers a range of options (pasta, sandwiches, baked potatoes, etc); however, it is up to parents to counsel their children about what they believe is appropriate for lunch. It is not possible for the caterers to individualise the lunch programme; they endeavour to strike a balance that will meet the needs of ISA's students.

To encourage children to eat the healthy main meal choice, set meal prices have not been increased this year.

- **Kindergarten to Grade 2**

A £2.20 set meal includes:

A choice of Chef's Daily Special or Pasta/Rice or Panini, Vegetables and Potatoes and Desert (fruit portion only) and a cup of orange or apple juice, milk or water.

However, if the Chef's Daily Special, Pasta/Rice or Panini is not selected, children must ask for an alternative and a Baked Potato with Filling or Soup and a Sandwich will be offered. Ice cream or fresh fruit pots can be purchased separately if desired. The catering staff do pay close attention to the selections children are making. However, children should be encouraged to ask for assistance with their selection if they are unsure.

- **Grade 3 to Grade 12**

A £2.40 set meal includes:

Chef's Daily Special, Vegetables and Potatoes

A selection of drinks and additional items are available at extra cost.

If your child selects items outwith or in addition to the £2.40 set meal, these items will be charged individually. This has created confusion in the past for parents because children often state that they had the set meal but, upon further investigation, it was usually discovered that the set meal and additional items were purchased. It is important for the child to know if

they have a budget when purchasing a lunch. The Cafeteria Staff can assist your child if you advise them of the budgeted amount.

METHOD OF PAYMENT

Your child's/children's lunch account can be paid in a number of ways; via on-line E-Payments, which helps reduce administration and cash handling by both staff and students; by Debit/Credit card by either coming to the Business Office in person or over the telephone, by cheque (made payable to ISA and with the student's name written on the reverse of the cheque) or by coming up to the Business Office with cash. To set up a Lunch Account for your child(ren) please complete the form on our website under **News and Info \ Forms \ Lunch Account Form**.

ON-LINE E-PAYMENTS

Letters will be sent to the home address of all new students to allow registration for On-Line E-Payments. The letter provides you with a unique child account reference for every child attending ISA (with the exception of children attending Pre-School) along with a set of instructions informing you how to register. If you decide to pay using this method, you can select either a debit card or credit card. At the moment there is no charge applied for payment by debit cards but credit cards incur a 2% charge per transaction. In addition to the benefits already highlighted, you will be able to see a history of all the lunch account transactions, allowing you to monitor what your child is eating on a daily basis and view the balance of the account. In addition, you will also be able to pay for other items such as Field Trips, Student Yearbooks, Library Bags to name but a few.

MINIMUM ACCOUNT BALANCES/ACCOUNT TOP-UPS

New families who wish to participate in the lunch programme should complete the Lunch Account Form under Forms on our Website. Upon receipt of this information, we will arrange to take digital photographs of students for transfer to the touch screen system as well as a biometric fingerprint scan, unless you decide to "Opt Out" and have completed and returned the Biometrics Opt Out Form. Applications will be processed as quickly as possible.

Due to the onerous administration of the lunch programme, it is vital that all accounts be kept in credit and ideally should not be allowed to fall below £20.00. Top-ups should be made on a regular basis, and should be no less than £100.00 per child. We would emphasise that it is not compulsory for children to use the account system. You can choose to give your children cash rather than set up an account.

Should your children be withdrawn during the school year, refunds will be issued for any credit balances. If, at the end of the academic year, your account is in a debit position, the School will withhold any school records or report cards until the account is settled in full.

Important Note: Statements will be issued approximately every 2 weeks to those accounts that fall below the £20 credit level. When topping up accounts, please ensure that you not only pay any balances shown in debit per the statement issued, but that you pay enough to bring the balance up to a credit position of at least £100.00.

No exceptions will be made regarding the minimum balance or the minimum top-ups.

TRACKING WHAT YOUR CHILDREN SPEND

The account software allows detailed information to be provided to parents who have an interest in tracking the purchases their children have made. As previously mentioned if you chose to pay by On-line E-Payments you will already have access to this information. You may also put in a request to the Business Office for itemised transaction reports if you are unable to access this yourselves.

The current Café International Price List is available on the ISA website. We hope the above information will be useful to you and your family. Please do not hesitate to contact the Operations Manager at ISA if you have any questions.

Biometrics – FAQs

Digital Finger-scans in Schools

In this world of ever increasing scrutiny from government and corporations, people are quite justified in having misgivings when new technologies emerge to help in the identification of the individual. Biometrics have been in the news for the last few years and many concerns have arisen over the rights of privacy and how organisations can use and abuse this information. Many people see any new technological advance in identification as another step towards the loss of the individual's privacy and freedom.

Every day we leave a trail of highly personal information as we go about our normal tasks. We leave fingerprints on everything we touch from door handles to a glass at the dinner table. We leave DNA from hair and saliva. Our images, time and location are recorded on hundreds of thousands of CCTV cameras up and down the country. Our cars are tracked by number plate and we are happy to leave our signature (the main source of identification for the last hundred years) on anything from delivery notes to Christmas cards. Our location can be tracked from our mobile phones, our emails can be intercepted, our web browsing styles analysed. Banks and shops know where we have been and what we have bought by tracking our credit card transactions. Even what we throw out can provide a rich array of information.

In contrast the controlled, confidential and secure environment in schools is ideal for hosting Biometric technologies without the concerns of privacy we battle with in our everyday lives. The following questions and answers may help to dispel some of the myths and misinformation surrounding finger-scan systems used within schools.

Is my fingerprint stored in a database?

No, the image of an individual's finger-scan is never stored in a database or computer file. The image of the fingerprint is transferred from the fingerprint scanner into the computer via an encrypted data path. Feature extraction is then performed where unique points such as where ridges end or change direction are identified and their locations recorded. These form the feature template which is stored in the database for later comparison. Only the template is stored in the database. The number of unique features stored for each fingerprint can vary from ten to as many as forty depending on the complexity and quality of the fingerprint. It is impossible from this stored representation to recreate the original fingerprint image as virtually all the original information has been discarded during the template extraction phase.

Could the police use this stored information to identify and prosecute someone?

The amount of information retained is sufficient to identify an individual from a database of a few hundred or a few thousand using a special algorithm but is totally inadequate for forensic use and could not be used in a court of law to prove identity. The standards for forensic matching are very much higher and require the original fingerprint image.

If the government decided to create a national database of fingerprints is it technically possible for them to take this data from all the schools?

The system works exceptionally well when dealing with small groups of people from a few hundred to a few thousand. During enrolment a new template is created and compared against those already in the database. This is a controlled environment and only enough detail is stored to distinguish this group of people from each other. There is not enough information stored about the characteristics of the finger-scan to scale this up to a national database.

When my child leaves the school how can I be certain their finger-scan data is removed?

Only one copy of the template is stored in the database and when the individual is deleted from the system the template is completely obliterated.

How do I know the school will keep my child's finger-scan data safe and confidential?

All the finger-scan data captured is the property of the School and is only stored on a computer within the School. Biometric data is classified as personal information under the Data Protection Act and, therefore, must be treated in exactly the same way as other personal data. Schools already have systems and procedures in place to protect the significant personal information they hold on their pupils. In this controlled environment, the security and privacy of an individual can be assured.

How is the treatment of this data affected by the Data Protection Act?

Biometric data is personal data within the definition of the Data Protection Act, so the IDStore database is treated with the same care as any other personal data recorded by the School so as to conform to the Data Protection legislation.



Impact Biometrics

Dear Parents

ISA introduced Biometrics at the end of January 2015 as a means of identifying pupils when they purchase meals, snacks etc. from the Cafeteria. At the start of each academic year all pupils will have their fingerprints scanned, to help ensure a more accurate recording of any purchases made against their account. It also makes it a more efficient and speedier process, especially during lunch break.

If you do not wish your son/daughter to be included in the Biometrics process then please complete the Biometrics Opt Out Form below and hand it into Reception by no later than Friday 19th August 2016.

If you decide to opt out later in the school year, you may do so by writing / e-mailing Ian Williamson, Operations Manager: iwilliamson@isa.aberdeen.sch.uk

Make up of a fingerprint



The future is in your hands!

Bio – what?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include fingerprint, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.



Impact Biometrics

Leaving a Lasting Impression

Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Fingerprinting is purely voluntary and those not wishing to sign up will still be able to use a pin number.



A history of biometrics

Once the domain of the local constabulary, fingerprint technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of fingerprints as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favour commercially.

Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.

Frequently Asked Questions

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique image will then be used in addition to the current photo identification.

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint into a mathematical algorithm. The image of the finger print is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint

What happens when my child leaves the School?

When a student leaves school all data will be deleted.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger print with the unique digital signature held in the database.

Biometrics Opt-Out Form

I wish my child to be excluded from the Impact Biometric registration process at ISA

Name of Pupil: _____

Year: _____

Grade: _____

Name of guardian or parent: _____

Signed: _____

_____ Please fill in this form and return to Reception.

Safe Cycling

Cycle maintenance

Part of cycling safely is ensuring that your bike is roadworthy. It is therefore essential that bikes are checked regularly. A quick daily check should ensure:

- both brakes are working
- tyre pressure is good
- handlebars and saddle are straight and tight
- both lights are working

Safety equipment and clothing

High visibility clothing (even during daylight hours) and lights during darkness are essential for the safety of children cycling to school.

A white light at the front and a red light at the rear, both either steady or flashing, are needed to be both legal and visible. An additional red flashing light worn on the cyclist at the back, not fixed to the bike, is helpful.

Lightweight high visibility waterproof jackets are very useful, and widely available. Reflective armbands, ankle straps, tabards, and reflective stickers for bikes and bags can be bought at reasonable cost from bike shops and are often available from the local road safety department.

Cycle helmets are designed to give protection from a fall from a bike so ISA recommends encouraging children to wear them, although their use is currently not compulsory. To be effective they must fit and be worn correctly.

For more information on cycle helmets and cycle lights visit www.whycycle.co.uk.

Cycle parking

Secure cycle parking is provided by ISA at the side of Pitfodels House.

For more information on cycling to school visit the School Travel website: www.saferoutestoschools.org.uk.

Behaviour Expectations and Student Discipline

Philosophy Statement

The students and staff of the International School of Aberdeen believe the conduct of each member of the student body reflects on the School's programmes, policies and ideals as well as on the individual, one's family and the School in general.

We believe each individual is responsible for his/her own behaviour and will accept the consequences, both positive and negative, resulting from such behaviour.

We believe that respect and caring for oneself, others, and the environment, are of extreme importance. To this end, we have set the following guidelines, rules and consequences, which are in effect during school, school activities, on field trips, or on school-provided transportation. This list does not suggest that all unacceptable behaviour can be stated in this document. The School retains the right to concern itself with the behaviour of any student whose actions seem to be at odds with the best interests of the School community and, consequently, the School will act accordingly.

Rights and Responsibilities

A high standard of behaviour is expected of all ISA students. Students and teachers value a strong sense of community and place great importance on honesty, respect, responsibility, and trust.

Students have the right to learn and work:

- where they are safe;
- where people and property are treated with respect;
- in an environment free from harassment and other bullying behaviours.

Students have the responsibility:

- to help create a positive learning environment;
- to be honest;
- to be respectful;
- to follow all rules, written or implied by the Faculty;
- to report to class on time, prepared and ready to learn.

Student Code of Conduct

We expect that all students will behave in a respectful and responsible manner. ISA believes that all students are capable of such behaviour and disciplinary responses are intended to promote growth and learning.

The **Student Code of Conduct** should be reviewed by all parents/guardians and students, and the appropriate box checked on the electronic **Parent Start of School Year Survey** to indicate that it has been read and accepted.

The following expectations, together with the ISA Technology Acceptable Use Policy and the Controlled Substance Policy (Appendices A and B at the end of this Handbook) comprise this Student Code of Conduct.

Behaviour Expectations and Consequences

The following list of behaviour expectations is not exhaustive. Consequences for violations will be determined based upon the behaviour and in the best interest of the School and/or the student(s) involved to help improve behaviour. Students should take responsibility for reporting anything they

deem to be unsafe or dangerous. Consequences for inappropriate behaviour may include parent contact, loss of credit, detention, police contact, suspension or expulsion.

A suspension is considered an absence from school. Most suspensions will be off-campus unless otherwise indicated. Suspended students will be prevented from participating in extra-curricular activities, including travel for which tickets have already been purchased. Students will be required to make up all missed work.

The School reserves the right to withdraw or expel a student if the circumstances of any offence are so grave as to make this appropriate. In such cases, students will be warned that the offence involves potential withdrawal or expulsion before he or she is required to answer to the charge.

Respect

Students are expected to respect themselves, other people, School property, and the property of others. Students should address and treat peers and Faculty members in an appropriate manner at all times. Violations of this expectation may include:

- **Offensive Language or Gestures** – Students are expected to respect others by not using obscene or inappropriate language or gestures.
- **Public Display of Affection** – Respect for younger students, classmates, parents, and other adults should be shown. Holding hands or walking arm in arm are acceptable, but physical intimacy or public displays of affection at school or school events or field trips are not allowed.
- **Theft** – Students should not take or conceal property that belongs to another without their permission.
- **Vandalism** – Students should not cause damage to School property or the property of others. When the individual causing vandalism can be identified, that student will be charged for damages.
- **Fighting** – Students should refrain from engaging in fights or causing harm to another person.
- **Possessing Dangerous Objects** - Students should not bring any objects to the School which pose a risk to themselves or to others. The ISA Faculty and Administration will determine whether or not an object is dangerous. Such dangerous objects include any size of penknife or sporting knife and laser pens.
- **Controlled Substances**– Possession or use of tobacco or tobacco products, alcohol or other drugs is prohibited. Specific School Board policies address the possession, use, or distribution of Controlled Substances, including tobacco, alcohol, and other drugs. These policies, taken from the *School Board Policy Manual*, are included in full at the back of this handbook.

Responsibility

Students are expected to attend school and all classes, observe classroom rules, and be responsible for their own work. Violations of this expectation may include:

- **Academic Honesty** – Students are expected to do their own work. Cheating includes forgery, plagiarism and copying of papers, tests or homework.
- **Cutting Class** – Students are expected to attend class as registered.
- **Truancy from school** – Students are expected to attend school daily.
- **Food, Drink, and Gum** – Breaks between classes allow for snack times throughout the day. Food and drink should not be consumed during class time unless there are special circumstances to be determined by the teacher. No gum is allowed in the School.
- **Wheels** – Skateboards, roller blades, trainers with embedded wheels (Heelys), and scooters are not allowed in the School, unless in an organised PE activity.

Bullying Policy

Statement of Intent:

ISA is committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our School. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to report the behaviour to a trusted adult in the School.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- ◆ Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- ◆ Physical pushing, kicking, hitting, punching, or any use of violence
- ◆ Racist racial taunts, graffiti, gestures
- ◆ Sexual unwanted physical contact or sexually abusive comments
- ◆ Homophobic because of, or focusing on the issue of sexuality
- ◆ Verbal name-calling, sarcasm, spreading rumours, teasing
- ◆ Cyber all areas of Internet, such as:
 - email and Internet chat room misuse
 - mobile threats by text messaging and calls
 - misuse of associated technology, ie camera and video facilities

Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- ◆ All administrators, board of trustees members, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is;
- ◆ All administrators and teaching and non-teaching staff should know what the School policy is on bullying, and follow it when bullying is reported;
- ◆ All pupils and parents should know what the School policy is on bullying, and what they should do if bullying arises;
- ◆ As a School, we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported;

- ◆ Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- feels ill in the morning
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- has dinner or other monies continually "lost"
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the Internet or mobile phone
- is nervous and jumpy when a cyber-message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases, parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place
2. In serious cases, suspension or even exclusion will be considered
3. If possible, the pupils will be reconciled
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

Bus Conduct Regulations

All School rules apply and, in addition:

Students will:

- a. Enter and leave the bus in an orderly, quiet, considerate manner and not interfere with the normal passage of other students.
- b. Be seated upon entering the bus and remain seated **with seatbelts fastened** until it is time for them to depart the bus.
- c. Obey requests of the driver regarding their safety and the orderly operation of the bus.

- d. Be polite and courteous to the driver and other students.

Students will not:

- a. Reach out of the windows of the bus.
- b. Throw or shoot any objects or material on the bus.
- c. Interfere with the normal comfort of any other passenger.
- d. Wilfully mar or damage the school bus or property of the passengers.
- e. Tamper with the emergency door.
- f. Wrestle, fight, push, strike, or threaten another person, or engage in horseplay while on the bus.
- g. Sit in the driver's seat, or adjust any controls of the bus.
- h. Stand or kneel on bus seats or walk in the aisle of the school bus when the bus is moving.
- i. Argue with or distract the bus driver while on the school bus (particularly when the school bus is moving).
- j. Parents will: inform the transport co-ordinator if they wish their child to ride a different bus than they normally would or if they wish to invite a guest on their bus on a particular day.

Student Dress Expectations

Dress and grooming should respect the values and standards of the people of our host country and our international community, and should reflect well on the School. Dress at school should be consistent with a learning environment. Clothing that is inappropriate, disruptive, or displaying inappropriate content (such as alcohol or other drugs or sexual reference) is not permitted. Clothing should cover shoulders, midriffs, and underwear. For health and safety reasons, sensible shoes should be worn; "flip-flops" specifically are not permitted. Students in violation will be asked to put on a substitute piece of clothing or pair of shoes or sent home to replace the item. Other than for religious reasons, hats should not be worn in the classroom without a teacher's express permission.

Lunch Time Expectations

Students are expected to eat their lunch at the appointed time in the Cafeteria/Street area. Middle School students must remain in the Cafeteria/Street area for the first 15 minutes of lunch to be sure they eat something. Before leaving the Cafeteria, students are expected to tidy the area so it is clean for the next group of students. Students may be in the Cafeteria, on the playground or Astroturf during the lunch block. Specific guidelines concerning the Cafeteria and lunchtime expectations will be reviewed throughout the school year.

Mobile Phone/iPod Use

Students are expected to switch off mobile phones for the duration of the school day, 8:15 – 3:00, and lock them in their lockers. In High School, students are expected to use their mobile phones respectfully and responsibly in hallways and other share spaces. They are not permitted in classrooms unless invited by a teacher. There are other mobile free zones in the School, including changing rooms.

Search

The School has the right of reasonable search. School authorities may search lockers, school bags and student vehicles if there is due cause or if there are suspicious circumstances. The search of individuals (such as the turning out of pockets) may also be carried out in the presence of a second adult and with the permission of the Principal. If circumstances call for more extreme measures, parents and/or police will be asked to investigate.

Appendix A: ISA Technology Acceptable Use Policy

The school provides a comprehensive computer network and online resources for use by students and teachers. These resources offer access to a large collection of digital tools, information and services to support the curriculum and promote students' successful learning.

The computer network is provided and maintained for the benefit of all students and teachers, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the network and Internet, just as they are in a classroom or a school corridor.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission;
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources;
- Do not use the computers for commercial purposes, e.g. buying or selling goods;
- Exercise care with files brought in on removable media (such as CDs, flash drives, external hard drives, etc.). Check them with antivirus software first to make sure they are clean of viruses;
- Do not connect mobile equipment to the network (e.g. laptops, tablets, phones) without permission from a member of the IT Department;
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others;
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so;
- Do not use the computers in a way that harasses, harms, offends or insults others;
- Respect security in place on the computers and do not attempt to bypass or alter settings;

Computer network and ISA administered cloud storage areas should be treated like school lockers. Staff may review files and communications to ensure that users are using systems appropriately and responsibly.

Internet

- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive;
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws;
- Do not engage in video/music streaming or online gaming activities over the Internet. This takes up valuable Internet bandwidth which could be used by others to benefit their studies;
- People you communicate with online are not always who they seem. Never arrange to meet anyone unless your parent/guardian goes with you.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed;

- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could harm the data and software on the computer you are using;
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Appendix B: Controlled Substance Policy

The following is excerpted from the ISA School Board Policy Manual:

8.40.2.4 Controlled Substances Policy - Tobacco

ISA's guiding principle is to put in place appropriate measures and responses to protect and safeguard the welfare of the students and the school community with regard to tobacco use. It is the policy of ISA that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited by any student whilst on school property, engaged in school activities, on school provided transportation, or participating in school sponsored or ISA chaperoned activities (including all school trips regardless of the legal age of use of the country).

1. Reasonable Cause

ISA reserves the right at any time to allow the Director or his/her designate to inspect or search any person, place or thing on ISA premises or at any school sponsored activity to enforce this policy.

2. Violations of the Policy

The School Board authorises the Director of the school or his/her designate to conduct an investigation into the circumstances of a violation of the policy, suspend student(s) from attending school pending investigation, if deemed appropriate, and then to determine a suitable disciplinary action up to and including expulsion from ISA.

8.40.2.5 Controlled Substance Policy – Alcoholic Beverages

ISA's guiding principle is to put in place appropriate measures and responses to protect and safeguard the welfare of the students and the school community with regard the use of alcoholic beverages. ISA prohibits distribution, purchase, sale, use, being under the influence, or possession of any alcoholic beverages by any student whilst on school property, engaged in school activities, on school provided transportation, or participating in school sponsored or ISA chaperoned activities (including all school trips regardless of the legal drinking age of the country).

1. Reasonable Cause

ISA reserves the right at any time to allow the Director or his/her designate to inspect or search any person, place or thing on ISA premises or at any school sponsored activity to enforce this policy.

If reasonable cause exists to suspect a student is under the influence of alcohol, the school may request the student to submit to tests to verify whether alcohol has been consumed by the student. If the student refuses the test, the student will be disciplined as if there is a positive test result.

2. Violations of the Policy

The School Board authorises the Director of the school or his/her designate to conduct an investigation into the circumstances of a violation of the policy, suspend student(s) from attending school pending investigation if deemed appropriate and then to determine an appropriate disciplinary action up to and including expulsion from ISA.

8.40.2.6 Controlled Substance Policy – Drugs, and Associated Paraphernalia

ISA’s guiding principle is to take the appropriate response required to protect and safeguard the welfare of the students and the school community with regard to controlled substances.

This means that controlled substances (and/or associated paraphernalia) may not be used, possessed, distributed, purchased, or sold by any person whilst on school property, engaged in school activities, on school provided transportation, or participating in school sponsored or ISA chaperoned activities (including all school trips regardless of the legal age of use of the country).

Finally, this policy will extend to include any activity/activities outside of school which result in the criminal charges and/or conviction of any person associated with the school.

1. Definitions

Controlled substances shall extend to all substances identified in the Misuse of Drugs Act 1971 and specifically includes, but is not limited to: opiates (including heroin and methadone), cocaine, methamphetamines, cannabis (marijuana, hashish, or derivatives), any prescription drug (including amphetamines, barbiturates and benzodiazapine which is not obtained and used under a lawfully-issued prescription or which is not authorised by a medical doctor and any over the counter medicine or other substance, including solvents which is deliberately misused so as to impair the individual.

Paraphernalia will be defined as any item that might be used to administer or use controlled substances.

2. Reasonable Cause

ISA reserves the right at any time, to allow an authorised person or sniffer dogs to randomly inspect or search any person, place (including lockers), or thing on ISA premises or at any school sponsored activity to enforce this policy. Any suspicious substances or paraphernalia will be confiscated and may be submitted for laboratory analysis.

If there is any reasonable cause to suspect a student is under the influence of a controlled substance the school will request the student to submit to a drug test. If the student refuses the drug test, the student will be disciplined as if there is a positive test result

The parameters for the drug test cut-off levels are the accepted norm within UK workplace Drug Screening:

Substance	EIA Screen	GCMS Confirmation
Cannabinoids	50 ng/ml	15 ng/ml
Barbiturates	200 ng/m/	200 ng/ml
Benzodiazepines	200 ng/ml	200 ng/ml
Amphetamines incl. Ecstasy	1000 ng/ml	500 ng/ml
Opiates	300ng/ml	300 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Methadone	300 ng/ml	300 ng/ml
Alcohol	107 mg/dl	

3. Violations of the Policy

The violation of the Controlled Substance Policy – Drugs and Associated Paraphernalia by a student will be cause for disciplinary action, up to and including expulsion. The School Board authorises the Director of the school or his/her designate to conduct an investigation into the circumstances of a violation of the policy, suspend student(s) from attending school pending investigation, if deemed appropriate, and then to determine an appropriate disciplinary action up to and including expulsion from ISA.

o **Charged and/or Convicted of a Criminal Offence Outside of School:**

If a student is charged by the legal authorities with a controlled substance offence, from actions outside of school, the student may be suspended and may not be allowed on campus or at any school sponsored activity until an outcome is reached by the legal authorities. School assignments will be sent to the student's home and the student will be expected to complete the work as assigned in order to keep his academic standing until an outcome is reached by the legal authorities.

- i. If the student is convicted of the criminal offence the School Board and the Director will jointly review the nature and the circumstances of the conviction. Following this review the student will be notified if he/she may return to school or if a decision to expel temporarily or permanently has been reached.

8.40.2.7 Cumulative Offences

Offences under Policies 8.40.2.4 (Tobacco), 8.40.2.5 (Alcoholic Beverages), 8.40.2.6 (Drugs and Associated Paraphernalia) are cumulative throughout a student's enrolment at ISA. Disciplinary actions will be taken in accordance to the number of violations against these policies. The Director or his/her designate has the authority to consider all previous offences when considering an appropriate disciplinary action up to and including expulsion from ISA. Cumulative Offences indicates that a student does not have appropriate regard for ISA's Policies and Code of Conduct; consequently, even if the violation is of a lesser degree than all previous offences, the Director or his/her designate has the authority to expel the student from school on a temporary basis. If the recommendation is for a permanent expulsion, the Director or his/her designate will bring this to the School Board for consideration.

8.40.2.8 Voluntary Request for Assistance

Any student voluntarily seeking information or assistance concerning tobacco, alcoholic beverages or drugs use are encouraged to contact the Counsellor or Nurse who will assist by giving the student necessary information and /or assistance. The School Administration/Faculty will not enforce any disciplinary actions against a student that voluntarily seeks assistance prior to the student being found in violation of this policy. A student cannot avoid disciplinary actions by requesting assistance **after being found in violation of any part of this policy.**

8.40.3 Interrogations and Searches

Interrogations

The Director or his/her designate will speak with the student(s) about the situation as part of the investigation process along with another member of the school staff and then notify the parents of the students concerned.

If the situation warrants that the Police become involved, the Director or his/her designate will make every reasonable attempt to notify parents prior to permitting any person from outside the school to question or detain a student. In no circumstances, will a student be questioned or detained without the presence of either a parent or a school official; the school, having legal custody of the student during the school day and during extra-curricular activities, must ensure that each student's rights are protected.

Searches

All school property is under the jurisdiction of the school and its officials. The school has the right of reasonable search, at any time. Random searches of lockers will be made. Advance notice may be provided, however, searches of school property including but not limited to lockers will take place without prior notice if the Director or his/her designate feels that a search is warranted in keeping with the Controlled Substances Policy.

The Director or his/her designate may also search student's school bags and vehicles if there is due cause or if there are suspicious circumstances. The search of individuals (such as turning out of pockets) may be conducted by the Director or his/her designate or the Police in support of the school's Tobacco, Alcohol, and Controlled Substances Policies. Searches of individuals may also be conducted if there is reasonable suspicion that a student has weapons, explosives or other dangerous contraband in his/her possession, and if such possession constitutes a clear danger to the safety and welfare of the student, or other persons, or of school property. Personal searches will be made only in the presence of two adults of the same sex as the person being searched, and a written report will be made to the parent and to the Director or his/her designate. If circumstances call for more extreme measures the Police may be asked to investigate.

Cross References:

8.40.5 Student Complaints and Grievances

8.50.2 Student Expulsion