

## **8.0 STUDENTS**

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## 8.10 Responsive and Fair Educational Opportunities

The Board of Trustees believes in the principles of equality of educational opportunity, so that every child - regardless of race, creed, colour, gender, sexual identity, sexual orientation, national origin, cultural and economic background, or special needs and gifts - be given maximum opportunity for educational development. Therefore, the School works for an educational environment that places great emphasis on individual attention and instruction; that seeks to stimulate and encourage each child's intellectual curiosity and discipline; and that fosters in each child a sense of self-worth and responsibility for his/her own work.

The School does not discriminate on the basis of race, creed, colour, gender, sexual identity, sexual orientation, or national origin, and seeks to accept all qualified students who apply, subject to admission limitations as described herein.

Non-native speakers of English who are not fluent in the language may be admitted only if space is available in the School's English as an Additional Language (EAL) programme; their admission is always at the discretion of the Principal, but parents may appeal to the Head of School. A non-native speaker of English entering Grade 9 or above should be sufficiently proficient in English to be able to enter mainstream classes with reasonable support being offered by the EAL Department.

The School is not equipped or staffed to educate students with severe learning, physical, mental, behavioural or emotional differences. The School therefore reserves the right to deny admission to students whose needs cannot be adequately met, and authorises the Head of School to exclude students on that basis.

No student will, on the basis of gender be excluded from participating in educational programmes or activities conducted by the School. This means that the School will treat boys and girls equally in allowing them access to courses of study, career guidance, preparation for qualifying examinations for further study, athletics and extra-curricular activities.

It is the policy of the School to observe applicable regulations of the host government that may pertain to fair educational opportunities for all students.

CROSS-REFERENCE:	1.10	School Legal Status
	1.20	School Vision, Mission and Values
	1.20.1	Learning Expectations
	7.50.3	English as an Additional Language
	7.50.10	Differentiated Instruction
	7.60	Extra-Curricular and Athletic Programmes
	8.20	Admission and Placement of Students

## **8.20 Admission and Placement of Students**

### 8.20.1 Admission Requirements

Applications for admission are accepted throughout the year. Families seeking admission for their child(ren) should make an appointment with the School's Admissions Office.

All students are eligible for admission if it is believed that the School can meet their particular needs. Students with severe physical, mental, emotional or behavioural differences cannot be admitted unless, in the Head of School's judgement, adequate provision can be made.

Students with learning differences may be admitted if it is believed that the differences can be dealt with by the School's learning support programme, and that the children can be placed in the regular classroom with mild support for a rigorous programme. Exceptional learning needs also require exceptional parent support and involvement. The learning support programme is available to a limited number of students throughout the School. Students requiring more than 20% support services per day will not be eligible for admission.

All children whose native language is not English and who are placed in Grade 6 or above must take an oral and written English examination to determine whether they can be admitted. Assistance in English as an Additional Language is available if the instruction in this area is beyond that which can be reasonably provided by the School's classroom teachers.

All students may be asked to sit a placement examination.

The family is requested to submit all the information they have received from their child's previous school. This should include: 1) an official transcript and/or report cards for three full school years, if appropriate; 2) testing information; and 3) records of any learning and/or emotional difficulties.

CROSS-REFERENCE:	1.20	School Vision, Mission and Values
	3.30	Income from Tuition and Fees
	7.50.10	Differentiated Instruction
	8.10	Responsive and Fair Educational Opportunities

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### **8.20.2 Attendance of Students not living with their Families**

The Board of Trustees recognises there are occasional special circumstances under which a student would attend ISA up to one school year without his/her family being resident in Aberdeen. Students and their parents who wish to make this arrangement must do so in consultation with the Principal and the Head of School.

The School is not responsible for the living arrangements or the appropriate visa of the student. It is the responsibility of the parents to make arrangements with a host family to provide a safe, supportive environment for their child(ren) that will ensure that their child(ren) will have educational, emotional, and material support in their absence. Parents will supply the School with such documents and assurances necessary to establish and maintain open communication between the School, student, host family, and parents during the parents' absence. Parents are responsible to ensure that tuition and fees are paid as required.

CROSS-REFERENCE:      3.30    Income from Tuition and Fees

### **8.20.3 Late Admissions and Early Withdrawals**

#### Admissions

Students desiring to transfer to the School at the beginning of the academic year will be assessed according to the entry criteria stipulated in the admissions conditions and requirements in this section. Provided they meet the criteria and there is room in the desired grade(s), transfer students will be admitted to ISA.

Students will be considered for admission after the beginning of the school year if they meet the admissions criteria as stipulated above.

#### Withdrawals

Students withdrawing from ISA at the end of the school year will be provided with complete school records. These records will include copies of the records which were provided to ISA at the time of the student's enrolment, assessment of student work done up until the time of withdrawal, and the school profile.

Students withdrawing from ISA before the end of the school year will be provided with school records up to the date of their withdrawal to facilitate their enrolment in another school. These records will include copies of the records which were provided to ISA at the time of the student's enrolment, assessment of student work done up until the time of withdrawal, and the school profile.

All school fees and any outstanding costs must be paid in full prior to ISA releasing student records at the time of withdrawal.

CROSS-REFERENCE:       8.20.1 Admission Requirements  
                              8.20.5 Preferential Conditions for Admission  
                              3.30.2 Tuition Payment and Schedules  
                              3.30.2.3 Non-Payment of Tuition and Fees  
                              3.30.2.4 Refunds of Tuition and Fees

**8.20.4 Acceptance of Records from Other Schools**

Student records from other schools, in conjunction with school administered placement tests (as required), will be used for admissions and placement purposes.

Students transferring from another high school (or equivalent) will be given credit for passed courses as they fit into the ISA graduation requirements. Official High School transcripts or official grade documents must be submitted.

CROSS-REFERENCE:       8.20.6 Assignment of Students to Classes

### **8.20.5 Preferential Conditions for Admission**

It is the policy of the Board of Trustees that the School makes every effort to accept all qualified applicants and to provide the facilities needed for the expected enrolment. However, should the capacity of the grade level be reached, and no reasonable expansion possibilities exist, then the following priorities for admission and waiting lists must be observed:

- Qualified students who are the dependants of employees of the Paloak Limited shareholders have first priority and will be granted admission at any time during the year;
- Other qualified corporate fee paying students;
- Non-corporate fee or financial support applications will receive consideration based on normal admissions criteria and space availability.
- Children of ISA full-time faculty members are given priority if they register by the end of the school year prior to their child's admission year. As with all admissions, faculty students must meet qualifications, age requirements and cut-off dates

#### **Pre-School**

Students who are moving from the Junior group to the Senior group within Pre-School will be automatically registered. Parents who have filled out a Pre-School enrolment form will be notified by the first Monday in June if their application for a place has been successful. Where a student is not granted a place, the child's name will be kept on the waiting list until a place becomes available. Parents will be informed either way. Preference on the waiting list will be given to students who plan to continue at ISA.

- Qualified students who are the dependants of employees of the Paloak Limited shareholders have first priority and will be granted admission at any time during the year.
- Children of ISA full-time faculty members are given priority if they register by the end of the school year prior to their child's admission year. As with all admissions, faculty students must meet the age requirements and cut-off dates.
- Students who will enter the Pre-School's Senior group are given first priority in order of when they registered with the Admissions Office.
- Pre-School Junior students with siblings in the school are second priority in order of registration. Pre-School Junior students who have no siblings are given a place after the students noted above are placed in the class.

CROSS-REFERENCES:      8.20.1 Admission Requirements  
                                 8.20.6 Assignment of Students to Classes  
                                 Section 8 Appendix 1 Paloak Limited

**8.20.6 Assignment of Students to Classes**

Placement in all classes will be made on the basis of the child's age, previous records and the assessment of the School. Assessment testing is typically conducted for placement in English, Mathematics, French, Spanish, and English as an Additional Language (EAL). This initial placement is tentative, and the School may advise a change of class after the child's abilities have been thoroughly observed. Ideally, this placement should be reviewed within six weeks after the assessment.

CROSS-REFERENCE:       8.20.1 Admission Requirements

### 8.20.7 Entrance Age

It is a policy of the Board of Trustees that no child will be permitted to commence in the first grade unless the child has attained his/her 6<sup>th</sup> birthday on or before 1<sup>st</sup> September of the year of entry into the first grade. Kindergarten is recognised as a normal pre-requisite for entry into first grade. Children can enter Kindergarten if they reach their 5<sup>th</sup> birthday on or before 1<sup>st</sup> September of the year of entry into Kindergarten. When an Elementary child's birthdate falls after 1<sup>st</sup> September for any given year, especially for children in Kindergarten to Grade 2, an assessment may be required with the child attending the age-appropriate class before being considered for promotion. The Elementary Principal reserves the right to decide the appropriate class for the child after consultation with the parents.

#### Pre-School

The Pre-School consists of two groups: Junior (3–4 year olds) and Senior (4–5 year olds).

Children are placed in one of the two sections according to their birthdate. The 1<sup>st</sup> September is the date used to determine into which section of Pre-School a child is enrolled. A child born after the 1<sup>st</sup> September may enter Pre-School when they turn 3. A child will be eligible for the first year of School (equivalent to Primary 1/Year 1) if they are 5 years old on or before 1<sup>st</sup> September.

All students admitted to Pre-School should be able to use the toilet without assistance and demonstrate age-appropriate behaviour. ISA reserves the right to make changes to the initial placement, or request the withdrawal of a child in Pre-School if subsequent observations and or testing indicate a need for a change.

There is generally no upper age limit for entry to the Pre-School, as there are sometimes circumstances where children need to spend longer in Pre-School or who start formal education later than the normal age of 5 years.

Children will generally spend two years in Pre-School. A child may spend a further year in Pre-School if it is considered by both the School and the parents as being in the child's best interests.

The ISA Pre-School is registered with the Care Inspectorate to accommodate up to 60 students in any one session. A waiting list is to be established when the number of students enrolled reaches the capacity for the provision of care.

The Board extends responsibility and authority to the Head of School to evaluate and render a decision on any exceptions to this policy provided that the School is not exposed to any inconsistency in the decision-making process.

CROSS-REFERENCE:       8.20.1 Admission Requirements  
                                  8.20.6 Assignment of Students to Classes

### **8.30 Student Attendance**

### 8.30.1 Student Absences and Excuses

The School's instructional programme is based on the assumption that students will attend school regularly. Daily attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress at the School. Course credit is earned by the student's participation in class through discussion, written work, and examinations; the student must be in class to earn credit.

Therefore, students should be absent only for necessary and important reasons, such as illness or family/personal emergency. Parents may excuse their children from school for the above reasons, but the School may not honour parent-signed excuses for any other reasons. The School seeks the co-operation from parents in exercising the utmost discretion in excusing their children from school.

Each Principal is responsible for setting and overseeing attendance procedures in his/her School, and for ensuring that (1) attendance is checked and reported daily; (2) a daily record of attendance is maintained; and (3) written or oral explanations are submitted by parents for all absences. It is the responsibility of each Principal - and, in difficult cases, the Head of School - to counsel with parents and students to seek solutions to poor attendance patterns. If poor attendance persists, it may be necessary to have the student repeat all or part of the school year, or to request that the parents withdraw the student from the School.

A student absent for nine class periods or more (excused or unexcused) during the semester will receive credit for the semester only upon review of the circumstances of the absences and final level of achievement in the course work. At the Principal's discretion, additional assessment may be required to ascertain fulfilment of the course requirements. This assessment will be conducted by an Attendance Review Board (consisting of the Principal, Guidance Counsellor, and two faculty members).

Make-up for extended absences for medical reasons should be arranged through the teacher(s) and appropriate members of the School Administration. Students are responsible for making up all missed work; however, credit will not be given for work made up after a disciplinary suspension.

CROSS-REFERENCE: 7.50.11 Independent Study in Support of Students who require Long-Term Absence

### 8.30.2 Classification of Student Absences

Absences will be classified as excused or unexcused:

Excused – This is an absence from school due to personal illness, death in the family, emergency dental or medical treatment, religious holiday, attainment of government documents, renewal of passports, or other necessary reasons if approved by the appropriate Principal. The faculty shall make reasonable efforts to assist students in making up school work for excused absences.

In the event of illness or other unforeseen absence, parents are requested to call the School and report the student's absence by 8:20am. When excused absences can be foreseen, students should complete an anticipated absence form and return it to their teachers.

#### Truancy

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

#### Suspension

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.

A High School student missing more than seven class periods of a course during the first semester or eight class periods of a course during the second semester is at risk of losing credit in that course.

CROSS-REFERENCE: High School Student / Parent Handbook

### 8.30.3 Students Leaving School Grounds

Students should only leave the school during school hours in the case of an emergency, for medical reasons or with pre-arranged approval from the relevant Principal.

All students who wish to leave school during school hours should do so with the permission of the relevant Principal or his/her delegate. Students who leave for medical reasons with no pre-arranged approval should first go to the School Nurse for confirmation - if the School Nurse is not available, then students should go to a designated first aider – then to the Principal or his/her delegate.

The Principal should ensure procedures to inform parents when a child is leaving so pick-up can be arranged, and to keep relevant records of early departure.

The Middle School/High School Principal may grant school-leaving privileges to students, at his/her discretion. A permission form signed by the parent or guardian must be on file in the MS/HS office. Students must sign out upon departure and upon return. If a student is late in returning to campus, school-leaving privileges may be suspended or revoked.

The Principals are responsible for developing and implementing procedures for student release during school times.

CROSS-REFERENCE:       High School Student / Parent Handbook  
                                  Middle School Student / Parent Handbook  
                                  Elementary School Student / Parent Handbook

**8.30.4 Married Students/Pregnant Students**

Married students under 19 years of age are allowed to enrol at ISA. Older married students may attend ISA at the discretion of the Head of School.

A pregnant student will be allowed to remain in school so long as, in the judgement of the student's physician and the Head of School, such student's welfare and that of the other students is not threatened.

## **8.40 Student Rights and Responsibilities**

### 8.40.1 Student Due Process Rights

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

It is the intent of the School to afford vigilant protection of the rights of all school personnel and students, including the rights to free inquiry and expression, the right to freedom of association, and the right to administrative due process.

Of equal importance is the right of school authorities to prescribe and control - consistent with fundamental safeguards - student conduct in the School and during school sponsored off-campus and extracurricular activities.

In exercising this right, each Principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the written policies set forth by the Board of Trustees and administrative procedures pertaining to the various aspects of student rights, student conduct, and student discipline.

#### Objectives to be Achieved

The primary objective is the proper recognition and preservation of a student's right:

Freedom of Expression - Students may freely express their points of view provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours.

Personal Appearance - Restrictions on a student's hairstyle or his/her manner of dress will be determined where there is a clear and present danger to the student's health and safety, or causes an interference with work, or creates classroom or school disorder. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

The Right to Petition - Students are allowed to present petitions to the Administration at any time. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the Administration provided that the petition is free of obscenities, libellous statements, personal attack, and invitation to disruption which poses a probable threat of disruption to the regular school programmes, and is within the bounds of reasonable conduct.

Student Property – Students are responsible for the items contained in their lockers. As such, students should be diligent about locking their locker to prevent access by others. The School has the right of reasonable search, at any time. Random searches of lockers will be made. Advance notice may be provided; however, locker searches will take place without prior notice if the Head of School and/or Principal feel that a search is warranted in keeping with the Controlled Substances Policy. School authorities may also search school bags and student vehicles if there is due cause or if there are suspicious circumstances.

School Property - Locker clean-out sessions may be conducted as determined by the Head of School and/or Principal. Such clean-outs will be to dispose of waste materials, recover missing books and other school property, and for other just cause as determined by the Head of School and/or Principal.

Student Due Process Rights - Students are to have clearly established means by which 'administrative due process' is available to see that their rights are protected. Students are to be involved, singly and collectively, as citizens of the School with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

The concept of due process is interpreted to mean that students are entitled:

1. to know what the rules are;
2. to be notified of charges against them, and be provided the opportunity to respond to those charges;
3. to have counsel and / or other representation;
4. to appeal a decision about the charges to a higher level;
5. to have the charges or penalties removed from their records, if their innocence or non-involvement is shown by the evidence.

In the administration of due process, the student should be made to feel that his/her value as a person is not in question. What may be questioned is the student's *behaviour*. The purpose of all school rules and disciplinary actions is to make the student understand that he or she is responsible for his or her actions.

CROSS-REFERENCE:       8.40.2 Student Conduct (and sub-codes)  
                              8.40.3 Interrogations and Searches

### 8.40.2 Student Conduct

ISA believes each individual is responsible for his/her own behaviour and must accept the consequences, both positive and negative, resulting from such behaviour. As such, the School should attempt to develop and encourage an attitude of individual responsibility towards the quality of life in the school community.

The code of behaviour expected from our students while at school and when on school-related activities rests on three basic rules: respect for themselves; respect for others; respect for their own and others' property. All detailed school regulations, bus rules, field trip rules, etc., will be logical extensions of these three basic expectations, and will be explained to students in those terms.

It is also hoped that students will adhere to the same principles of good conduct when outside of school.

The School Administrators and faculty will devise and publish student behaviour expectations in the Student/Parent Handbooks.

CROSS-REFERENCE:       Pre-School Parent Handbook  
                              Elementary School Student / Parent Handbook  
                              Middle School Student / Parent Handbook  
                              High School Student / Parent Handbook

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**8.40.2.1 Student Discipline**

It is expected that most students, in most instances, will be able to abide by the Student Code of Conduct. However, there will inevitably be times when students need to be reminded of their responsibilities to themselves and to the School, and when it may be necessary to impose disciplinary procedures. When problems of behaviour arise, they will be dealt with according to procedures developed by the Administration and implemented by the Principals, as required under the Board of Trustees' policy. Disciplinary measures will be outlined in the Student Code of Conduct.

CROSS-REFERENCE:       8.40.2 Student Conduct  
                              8.50 Student Discipline  
                              Pre-School Parent Handbook  
                              Elementary School Student / Parent Handbook  
                              Middle School Student / Parent Handbook  
                              High School Student / Parent Handbook

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### 8.40.2.2 Student Dress Code

The School has no formal dress code (i.e. school uniforms); however, in their dress at school students are expected to be respectful of others and the school environment as a place for serious study. Items of clothing that are deemed disruptive, such as those bearing obscenities or inappropriate slogans, are not allowed. Unless for religious reasons, hats should not be worn inside the classroom. Some items of attire may not be allowed because of health and safety regulations.

Dress guidelines shall be established by the Administration. Consultation with the Student Council is encouraged when modifications to the dress guidelines are proposed. However, changes to the dress guidelines are at the discretion of the Administration. These guidelines shall be published in the Elementary and Middle School and High School Student/Parent Handbooks. Students arriving at school inappropriately dressed will be asked to cover up or change. If a change of clothing is unavailable, parents will be notified and requested to bring a change of clothes for the student. Parental assistance will be requested in obtaining student compliance with the dress guidelines.

Students are expected to follow dress requirements for school-sponsored activities off campus. These requirements may be detailed in the Student/Parent Handbooks or by the faculty members sponsoring the activity.

CROSS-REFERENCE:       Elementary School Student / Parent Handbook  
                              Middle School Student / Parent Handbook  
                              High School Student / Parent Handbook

### 8.40.2.3 Student Conduct on School Buses

Bus transportation is provided for ISA students from Kindergarten to Grade 12. The three basic aspects of student conduct (respect for themselves, respect for others, respect for their own and others' property) apply when students are travelling on school transport. Proper student conduct on buses is essential to ensure the safety and welfare of all students.

All transportation information and matters related to bus routes and scheduling will be handled by the Transport Co-ordinator.

Bus monitors may be assigned on each bus to provide supervision on the buses and enforce safety regulations. Responsible High School students may be assigned bus monitor duties. All students are expected to follow the safety directions of the bus monitors and the bus driver. Bus monitors will report any instances of inappropriate behaviour to the Transport Co-ordinator for referral to the relevant Principal or Head of School, as appropriate. Parental support in reinforcing required conduct on the bus is important to ensure safety of all the students.

Guidelines for proper conduct on the buses will be published in the Student/Parent Handbooks. Corresponding disciplinary action for conduct infractions will be provided in the Student/Parent Handbooks.

Parents who wish their child(ren) to ride a bus other than their normally assigned one must send an email to the Transport Co-ordinator no later than 9:00am on the day of the request; for Elementary students, the respective teacher should be copied on the email. Permission may not be granted if sufficient space is not available on the bus.

CROSS-REFERENCE:       4.30 Student Transportation  
                                  Elementary School Student / Parent Handbook  
                                  Middle School Student / Parent Handbook  
                                  High School Student / Parent Handbook

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**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 Head of School 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 Board of Trustees authorises the Head of 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.

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### **8.40.2.5 Controlled Substances 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 to 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 Head of School 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 Board of Trustees authorises the Head of 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 Substances 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.

#### **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 Board of Trustees authorises the Head of 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.

**4. 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 Board of Trustees and the Head of School 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.

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**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 Head of School 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 Head of School 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 Head of School or his/her designate will bring this to the Board of Trustees for consideration.

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**8.40.2.8 Voluntary Request for Assistance**

Any student voluntarily seeking information or assistance concerning tobacco, alcoholic beverages or drugs use is encouraged to contact the Counsellor or School 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 who 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 Head of School 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 student(s) concerned.

If the situation warrants that the Police become involved, the Head of School 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 Head of School or his/her designate feels that a search is warranted in keeping with the Controlled Substances Policy.

The Head of School or his/her designate may also search students' 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 Head of School 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 Head of School or his/her designate. If circumstances call for more extreme measures, the Police may be asked to investigate.

CROSS-REFERENCES:      8.40.1 Student Due Process Rights  
                                 8.40.5 Student Complaints and Grievances  
                                 8.50.2 Student Expulsion

#### **8.40.4 Student Involvement in Decision-Making**

The Board of Trustees believes that a school functions best when there is a continual exchange of ideas and pertinent information amongst all groups within the school system. Positive attitudes and morale are enhanced when each person is assured that his or her voice is willingly heard.

Therefore, the Board of Trustees, the Head of School and/or his/her designate, and the Principals will seek to involve students as major decisions are made and will establish channels for the hearing of individual viewpoints.

It is expected that students will present their ideas and concerns through established channels.

### **8.40.5 Student Complaints and Grievances**

In the interest of safety and order in the School, it is expected that students obey the School's policies and procedures. As much as the Board of Trustees wishes to foster students' gradual development in self-discipline and intelligent decision-making, it must be made clear to students that schools are not democracies but that the persons in charge have special responsibilities that can be carried out only if their authority is accepted, respected, and supported by all.

This must not be construed to mean that students who feel that they have been unfairly treated have no recourse. Most complaints and grievances can and must be resolved at the level at which they arise: between the student and the teacher or other school employee, as necessary with the help of the Principal. In all cases, student complaints should be dealt with courteously and promptly, preferably within two school days after the student raised the question.

If any matter cannot be resolved at the school level, the teacher may consult the Principal, followed if necessary by the Head of School. The Head of School's decision shall be final. However, if the student feels that his/her complaint has not been fully or fairly dealt with, the possibility of making an appeal to the Board of Trustees should remain open to the student as a last resort only if the matter involves student expulsion.

### 8.40.6 Supervision of Students/Dismissal Precautions

The School is responsible for the safety and adequate supervision of students whilst they are on school property or engaged in school sponsored activities. School personnel must know at all times precisely where students are; if any student must leave school grounds for any reason, proper precautions must be taken that he/she is dismissed only for proper reasons and into proper hands. In keeping with this policy,

1. A student can be released from school early only if direct authorisation from the responsible parent or guardian is received.
2. Persons unknown to the School will not be allowed to contact a student while he/she is under school supervision, unless it is absolutely necessary or required under the law, and then only with the Principal's consent.
3. Students will not be released into the hands of persons unknown to the School (that is, persons not listed on school records as being responsible, either as parents, guardians, or officially 'in loco parentis') without specific, written permission from the parent (eg "PICK-UP" form) and without identification on the part of the person collecting the student.
4. Children of estranged parents can be released only upon the request of the parent who, under the law, is responsible for the child and who is so listed in school records.

If these precautions seem unnecessarily formal, and may, in fact, at times cause some inconvenience to parents or guardians, it must be remembered that the safety of the students must be our first concern.

CROSS-REFERENCE: 8.30.3 Students Leaving School Grounds

## 8.50 Student Discipline

Discipline problems at the School are few, and it is expected that all students, in most instances, will be able to abide happily and comfortably within the basic rules of conduct laid down by the School (see Policy 8.40 Student Rights and Responsibilities, and sub-codes).

There may be times when a student needs to be reminded of the responsibility he/she has toward the School as a whole as well as to him/herself as an individual, and there must be some sensible rules for dealing with such reminders.

In dealing with student behaviour in the classroom, teachers must always be assured of support - from the Principal, the Head of School, and the Board of Trustees - for reasonable rules set within the framework of the overall policies applying to conduct. Conversely, teachers are expected to treat each student with respect, courtesy, and consideration. Students have the right to be told clearly what the rules are; and they have the right to appeal to higher authority (Principal in the first instance) if they feel they have been dealt with unfairly or have not been given an objective hearing.

It should, however, be pointed out to students that school procedures must be obeyed. The people in charge of the School must have the authority to carry out their tasks for the benefit of all concerned, and it is for this reason that the Board of Trustees delegates the task of setting specific guidelines for discipline and punishment in the School to the Head of School and his/her professional staff.

CROSS-REFERENCE:       8.40    Student Rights and Responsibilities  
                              8.40.1 Student Due Process Rights  
                              8.40.2 Student Conduct, and all sub-codes  
                              8.50    Student Discipline Sub-codes (all pertain to student sanctions)

### 8.50.1 Purpose

To express the Board of Trustees' views on providing corrective measures when there are breaches of discipline.

#### AFFECTS:

Administration, Faculty, Students, Parents and Board of Trustees.

#### DEFINITIONS:

*Detention* shall mean a disciplinary measure which requires a student to remain in a designated and supervised area of the School for a specified time.

*Disciplinary probation* shall mean a disciplinary measure which is a warning to the student and his parents that any further breaches of discipline within a defined period will result in suspension or expulsion.

*Suspension* shall mean a disciplinary measure which requires the student to stay out of class for a specified period.

*Expulsion* shall mean a disciplinary measure which requires the student to be struck from the School rolls.

#### POLICY

Breaches of discipline shall be dealt with using a punishment which appropriately meets the seriousness of the offence. Disciplinary measures in order of severity are:

1. *Detention of student*  
Detention may be imposed by the faculty or Administration, and parents must be notified one day prior.
2. *Disciplinary probation of student*  
Students may be placed on disciplinary probation following a conference between the student, parent(s) or guardian, and the Administration.
3. *Suspension of student*  
Behaviour that consistently deviates from accepted standards as judged by the Administration will lead to suspensions from one (1) to five (5) school days by the Principal. A suspended student cannot return to school until a conference is held between the Administration, the student, and the parent(s) or guardian. Work missed during suspensions must be made up.
4. *Expulsion of student*  
Very serious and/or chronic offences may lead to expulsion. This action shall only be taken after due consideration and consultation between the Principal of the School involved, the Head of School, the student, and the parent(s) or guardian. The Board of

Trustees shall receive written notice of all expulsions prior to, or concurrent with, the expulsion.

Forfeiture of Tuition:

If a student is suspended or expelled, tuition for the period of suspension or for the remainder of the term after expulsion cannot be refunded.

## 8.50.2 Student Expulsion

### Procedure for a Hearing to Appeal a Decision to Expel

A hearing to appeal a decision to expel a student will be conducted in the following manner:

1. A student and/or his/her parents or guardian may request the Head of School to arrange a hearing before the Board of Trustees' Executive Committee to appeal any disciplinary decision made by the Administration involving expulsion of that student. Appeals must be delivered in writing to the Chair of the Board of Trustees within five (5) working days from the day such decision is communicated from the Administration to the student, or parents and/or guardian.
2. The appellant will be notified in writing of the time, date and place of the hearing.
3. The Chair, or in his/her absence the Vice-Chair, of the Board of Trustees shall moderate the proceedings.
4. A minimum of four members of the Executive Committee (comprised of the voting members of the Board of Trustees, either elected or appointed) must be present throughout the hearing.
5. The hearing shall be in a closed session of the Executive Committee unless all parties agree to an open session.
6. The appellant is responsible for presenting his/her case to the Executive Committee (copies of any relevant documents will be supplied in advance).
7. The Head of School will present his/her findings to the Executive Committee (copies of any relevant documents will be supplied in advance).
8. The appellant will present his/her summation and final comments.
9. The Executive Committee will meet in a closed session excluding all other parties and the Head of School to evaluate the case and arrive at a decision.
10. All parties will be notified of the final decision of the Executive Committee in writing within five days from the date of the hearing.
11. The Executive Committee is responsible for keeping a record of the hearing.

CROSS-REFERENCES:     8.40.1 Student Due Process Rights  
                              8.50    Student Discipline

### **8.50.3 Child Restraint Policy**

CROSS-REFERENCE: 11.30.7 Physical Intervention and Restraint

## **8.60 Student Health Services**

### **8.60.1 Medical Screening of Students**

Upon admission to ISA, parents are asked to disclose information regarding chronic medical conditions (eg asthma, allergies) and immunisation records; ISA, as a member of the British community, is duty bound by UK and other applicable regulations and privacy laws. Submitted records are highly confidential and retained securely. Vital information regarding medical conditions of students is shared with teaching staff if it is in the best interests of the child.

CROSS-REFERENCE:        11.40.5 Accompanying Children for Emergency Treatment

**8.60.1.1 Medication**

Medication should be given at home whenever possible. No drugs should be administered unless the appropriate documentation has been completed. If the School Nurse is not available to give medication, the child's parent/guardian must be called to come into school to administer the medication to any child under the age of 16. Medication can also be given by staff members who have completed and been signed-off in their training.

CROSS-REFERENCE: 8.60.1.2 Medication Record-Keeping

**8.60.1.2 Medication Record-Keeping**

The procedure for administration of medication to a student must be logged appropriately.

CROSS-REFERENCE: 8.60.1.1 Medication

## 8.60.2 Communicable Diseases

### Policy and Educational Programme

School policy and procedures for all serious communicable diseases shall be based upon current knowledge about known risk factors and modes of transmission, and reflect concern for individual as well as group welfare within the school community.

The laws of our host country regarding communicable diseases shall be complied with, and the advice of local health authorities shall be solicited and adhered to. Unless local laws state otherwise, the School shall not institute communicable disease screening programmes for students or staff; however, the School will provide assistance and counselling for persons who wish to be tested.

A school priority is to provide our community with up to date and accurate information about communicable diseases, their causes and effects, and their prevention. The School Nurse is in contact with the Public Health Department in Aberdeen on a regular basis, and will co-ordinate all efforts to provide information. If required, additional resources such as an outside medical adviser can be appointed by the School.

Age-appropriate education on communicable diseases, including sexually transmitted infections, will be presented to students through existing Health/Science classes.

The School will work actively to create a climate of understanding and tolerance for persons infected with communicable diseases.

The School will make every effort to ensure each person's privacy and keep records confidential.

The School will respond to those who have contracted a communicable disease on a case-by-case basis, through the School Nurse. In dealing with individual cases the School Nurse will, if necessary, be guided by the opinion of experts in local medical, legal, and social welfare agencies.

Decisions regarding school attendance, alterations in programme, and other issues will be made by a defined group, which may include the School Nurse, the student's personal physician, a physician appointed by the School, the student's parents, the Principal(s) of the School, the Head of School, and any other person relevant to the individual case. In each situation, risks and benefits to both the infected student and others in the school setting will be carefully considered, and these will be reviewed periodically.

## **8.70 Images and Contact Details of ISA Students/ Disclosure of Student Assessment Data**

ISA makes use of images of students during their time at school, some of which are either necessary for the administration of the School, or the School is lawfully entitled to do so. Examples of these would be for the safety of students, such as CCTV, and for student identification and security.

The Board of Trustees is aware of the sensitivity regarding the photographing of children and, as such, the Head of School will be responsible for seeking written permission from the student's parents or guardians at the time of admission allowing for images of their child(ren) to be taken when participating in school sanctioned activities. In addition, the Head of School will request that this permission be extended to other approved photographers and camera operators who are acting with the knowledge and consent of the school, i.e. other school parents and/or friends/relations, other students, and, on very special occasions, local newspapers or television.

If permission is not granted, the Head of School or his/her designate will ensure that the student(s) will not participate in the activity when photography is being undertaken.

The School will also seek written parental consent to disclose student assessment data to appropriate worldwide testing organisations for the measurement, recording, and storage of such information.

CROSS-REFERENCE:       11.40.10 Safe Use of Photographs and Images of Children  
Consent Form – Images & Contact Details  
(<https://www.isa.aberdeen.sch.uk/pages/news-info/downloads>)

## 8.80 Student Publications

The School encourages students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libellous statements, obscenity, defamation of persons, false statements; material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations; or material designed to disrupt the educational process, will not be permitted.

Review of the content of school-sponsored publications prior to publication is not censorship, but part of the educational process. It can be pointed out to students, as it frequently is to professional journalists, that a publisher (in this case, the School) enjoys freedom to determine what it will and will not publish.

However, students' right to speak freely within the parameters set above should be seriously considered and protected. For that reason, the emphasis in the publication process should be on *review*, not on 'official approval'; any decision by a School official to withhold approval must be based only on the standards set forth in the first paragraph of this policy.

## 8.90 Student Records

Each student at the School will have on file in the Elementary or Middle School/High School's office a cumulative records folder containing registration forms, test scores, copies of report cards, and teacher anecdotal information. Medical information voluntarily provided by parents will be kept securely by the School Nurse.

Student record data are designed to promote the welfare of the students. When parents and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interests of the students.

### Access to Records

1. A parent or legal guardian of a student attending the School shall have the right to inspect and review the file(s) directly related to that student. The parent or guardian may direct a request for review within a reasonable length of time, and shall reserve the right to have the review take place in his/her presence or in the presence of a designated School Administrator.

School personnel having access to student records are legally defined as “any person or persons under contract to the School, and directly involved in working towards either the affective or cognitive goals of the School”. This is interpreted to include all members of the professional staff involved in making educational decisions regarding students; such support personnel as the Principal may specifically assign to maintaining student records; and members of the Board of Trustees, in a case where the admission or exclusion of a student is brought before the Board of Trustees for final decision.

Students aged 12 and above have the same right of access to information about themselves.

### Release of Records or Information

1. No teacher, Administrator, employee, or member of the Board of Trustees shall provide any personal information concerning any student enrolled in the School, unless the person to whom the information is to be given is one of the following:
  - a parent or guardian of the student who has legal custody;
  - a person designated in writing by the parent or guardian to act on the parent's or guardian's behalf;
  - an official of a public, private, or parochial school where the student has attended or is planning to enrol (see item 3, below).
2. Copies of student records shall be made available to parents or guardians upon request at no cost to the parents or guardians.
3. Copies of student records, and in some cases the actual records themselves, shall be sent to a school in which the student intends to enrol or has enrolled. (Parents or guardians may also be permitted to hand-carry records to help smooth the student's transition to his/her new school.) Records will be released upon the request of the parents or guardian or of the receiving school. For release of *confidential* information (such as special education

records), written permission from the parent or guardian is necessary; the consent form will state which records are to be released and to whom.

4. The School will not release information regarding any student to any outside agency, unless the information is legally required by the government or its agencies.
5. All authorisations for release of information will be filed in the student's cumulative folder to serve as a record of which records were released, for what purpose, and to whom.

Surveys, questionnaires, and research proposals submitted to the School by outside groups or individuals must be referred to the Head of School. If student records are used for research, all identifying marks and data must be obliterated before release.

Records or transcripts of students leaving will not be released unless all school fees and outstanding charges have been fully paid to the School's satisfaction.

CROSS REFERENCE:       Section 10 Data Protection

### 8.90.1 Student Transcripts

Because many of the families who send children to the School are in the area for a relatively short time, it happens frequently that students transfer from our school to a school in another city or country.

The School staff will do everything in their power to make such transfers go smoothly, and to prepare transfer papers as quickly as possible. Parents who intend to withdraw students from the School should notify the School in writing; if sufficient notice is given, official records will be prepared to either send to the new school upon request or to give to the parents before their departure.

'Official MS/HS transcripts' are transcripts duly signed and sealed by a member of the School Administration. They reflect the student's course load and mark/grades obtained in each subject up to the date the transcript was prepared. No records or transcripts are released to anyone until all financial obligations to the School have been met.

CROSS REFERENCES:      3.30.2.3 Non-Payment of Tuition and Fees  
                                 8.20.3 Late Admissions and Early Withdrawals  
                                 8.90 Student Records

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**APPENDIX 1 - PALOAK LIMITED**

At 1 October 2018, Paloak Limited comprised the following shareholders:

Amoco (UK) Exploration Company LLC

Apache Beryl I Limited

B J Hughes BV

Baker Hughes Limited

Baker Hughes Oilfield Operations LLC

Chevron North Sea Limited

ConocoPhillips (UK) Limited

ELF Exploration UK Limited

GE Oil & Gas UK Limited

Halliburton Manufacturing & Services Limited

Frank James Jr

Marathon Oil (UK) LLC

Nabors Industries, Inc

Noble Drilling (Land Support) Limited

Repsol Sinopec Resources UK Limited

Schlumberger Oilfield UK plc

Shell UK Limited

Total E&P North Sea UK Limited

Transocean Drilling UK Limited