

ISR POLICIES

11. Students Services

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i. History of Amendments

| Version | Amendments | Section |
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I. Purpose

San Roberto International School recognises that our students are at the center of what we are and do as an educational institution. We understand the importance of the responsibility we share with their parents in their education, spiritual growth and well being. The purpose of this policy is to outline the San Roberto International School student standards to create a harmonious environment for learning.

II. Scope

This policy applies to all students enrolled at San Roberto International School.

III. Reference Documents

- ISR Guidelines and Expectations Handbook
- ISR Discipline Program Handbook
- Library-Media Services Handbook
- PICS - Personal Information Collection Statement
- ISR Internal Services Policy

IV. General Guidelines

11.1 Admission of Students

ISR has clear admission procedures in the Admission section. For more information check the guidelines in Admission and Placement Policy.

11.2 Attendance Policy

ISR instructional programs are based on the assumption that students will attend school regularly. Daily class attendance is a condition for fulfilling credit requirements, course completion obligations, and general academic progress. Consult the guidelines for tardies, absences, special permissions, and early dismissals in the ISR Guidelines and Expectations Handbook, Section I.

11.3 Discipline

ISR recognizes that learning and teaching will thrive in a school climate that is caring, orderly, and safe. Standards of behavior supporting the total education process and consequences of failure to adhere to those standards shall therefore be established and clearly communicated within the school. The ISR Discipline Program is based on a philosophy of Discipline with Dignity and Positive Discipline. (See ISR Discipline Program Handbook).

11.4 Student Uniform

The purpose of the student school uniform is to provide additional opportunities for increased school safety, to encourage our students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, to reduce school clothing costs, to encourage a high level of program participation and to improve and expand academic excellence.

Consult guidelines in the ISR Guidelines and Expectations Handbook, section V for specifics.

11.5 School Supplies

School supplies are the items commonly used by students in a course of study. They promote student engagement in the learning activities by allowing hands-on experiences, they are valuable tools for a creative classroom and foster student's self confidence in their ability to function in the classroom. In support of the students learning process and to guarantee all students will have the same learning experience opportunities, the school will specify which school supplies are required as mandatory. Consult guidelines in the ISR Guidelines and Expectations Handbook , Section VI.

11.6 Student Services

ISR offers the following services for students:

- **SWAS (School Within A School):** This program was designed especially international students who do not meet the English and/or Spanish requirements of the admission tests due to lack of second language skills. Additional cost applies for this service.
- **English Immersion:** This program was designed especially for Preschool II and Pre-primary students who do not meet the English requirements of the admission tests due to lack of second language skills. Additional cost applies for this service.
- **English as an Additional Language (EAL):** This program was designed especially for 1st to 3rd grade students who do not meet the English requirements of the

admission tests due to lack of second language skills, who need Tier 2 intervention. Protocol to be part of this program also includes grades above 80 in all subjects including conduct, superior or above average in psychometric tests. Additional cost applies for this service.

- Shadow Teacher (1:1 intervention): This program was designed especially for those students who need Tier 3 intervention in SEL (Social Emotional Learning). Additional cost applies for this service.
- Intensive Intervention Plan - This program was designed for Tier 3 students who struggle with literacy skills and require intensive intervention. Interventions may be 1:1 or in small groups and are facilitated by a Learning Support Teacher. Additional cost applies for this service.
- Individual Counseling: School counselors provide individual counseling services at the request of teachers, parents, or students.
- Health Services: ISR has registered nurses on duty and an infirmary equipped to provide needed medical care to the student body and personnel to meet the requirements of the Mexican Health Department.
- Library Media Center:
Library Media Center serves the information needs of the ISR community, mainly students and teachers. The library's mission is to provide access to information and assure the preservation of library resources and collections.
Users may have access to printed and electronic information through different resources and materials, by following library procedures for borrowing and accessing. Other services may include printing, photocopying, etc.
For more information about the library, services and procedures read the Library Media Services Handbook.

11.7 Student Records

- ISR maintains individual records and information about students for the purpose of providing educational services for all students attending ISR.
- Accurate records are maintained and preserved for all students in original form and/or on electronic files in the School Information System
- Student files are confidential. Only authorized school employees have access to student files. All information provided by parents and/or students will be used in a professional manner according to the Personal Information Collection Statement (PICS).
- Student records, historical and cumulative, may include information regarding student academic records, Personal Learning Plan (PLP), conduct records, counseling records, medical records, admission records, student activities records, official documents, etc.

- Parents of students have the right to access information about their children in school record keeping systems. Copies of student records shall be made available to parents or guardians upon request with an additional cost.

11.8 Student Transcripts

- Official transcripts are transcripts signed and sealed by the school's principal. They reflect the student's course work and mark/grades obtained in each subject to the date the transcript is prepared.
- Access to a student's record is confidential. Academic transcripts are issued only upon request by the student's parent(s).
- No records or transcripts are released to anyone until all financial obligations to the school have been made.

11.9 Student Security and Safety

ISR is committed to provide a safe and secure environment for learning for all students on campus and in off-campus school related activities. Safeguarding and child protection policies are in place to ensure that we seek to improve the general health and well-being of all students in our care. Detailed policies and procedures can be found in ISR Guidelines and Expectations Handbook (Section III), NAE Safeguarding & Child Protection Policy, NAE Health & Safety Policy Guidelines.

V. Appendices

N/A