

ISR POLICIES

10. Instructional Programs

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i. History of Amendments

Version	Amendments	Section
2020	New template. Reference to documents, procedures/handbooks.	All

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I. Reference Documents

- [ISR 5 year Curriculum Improvement Plan](#)
- [Laboratory Rules and Recommendations](#)
- [Resources Acquisition Process](#)
- [Purchasing Order Process](#)
- [RTI Handbook](#)
- [ISR Graduation Ceremony Protocol](#)
- [ISR Mentor Program](#)
- [Library-Media Services Handbook](#)
- [Rules and Regulations](#)
- [Extra Curricular Activities Handbook](#)
- [ISR Assessment Manual](#)

II. General Guidelines

10. INSTRUCTIONAL PROGRAMS

10.1. Academic Program

- The ISR Academic Program policy is to deliver rigorous, high quality and research-based curriculum to our students. Curriculum is reviewed and renewed through the work of curriculum committees and follows the guidelines set in the [ISR 5 Year Curriculum Improvement Plan](#).
- This work is guided and overseen by the Academic & Curriculum Director with support from the Leadership Team.

Curriculum Committees

- The ISR policy for curriculum committees is for each teacher to actively participate, contribute and commit to the agreements made in their committee and share out agreements with grade level teams (in the case of elementary)
- All teachers participate in one committee throughout the school year.
- Each subject area in elementary and middle school is represent and meet various times throughout the year as a vertical curriculum committee. Early Childhood is seen as a separate and complete committee.
- Each committee has a [curriculum leader](#) who applies for the position. The curriculum leaders are guided by the Academic & Curriculum Director.
- Teachers are encouraged to apply for Curriculum Leadership positions before the school year begins which follows a Curriculum Application Process which begins with [this registration form](#).

- Curriculum Committees generally consist of one member per grade level, teaching the subject of that committee and contain members from both campuses
- The Committees play an essential role in the curriculum improvement process and have three goals:
 -
 - to function as a professional learning community by studying and sharing best practices from research
 - to request resources based on curriculum standards and best practices
 - Revise curriculum and create proposals for improvement.

Instructional Material Selection

- It is ISR policy to follow best practices and communication lines when requesting support material for the curriculum.
- Each year, Curriculum Committees follow the [Resources Acquisition Process](#) and the [Purchasing Order Process](#) to research new and useful resources, prioritize the requests based on curricular needs and school improvement goals and initiatives, and select the most beneficial resources to support the teaching and learning of the curriculum.
- Curriculum Committees follow a process to pilot any new materials requested such as a new program, textbook(s) or any other resources involving a large financial investment. Depending on the size of the change or investment, few groups pilot the new purchases, track data and present it to the Leadership Team Committee for approval before important future purchases are made or major program changes incorporated to whole school.
- Additionally, when a committee purchase is approved, it is an expectation that teachers commit to their implementation and use.

Evaluation of Curricular Programs

- Curriculum development and renewal at San Roberto International School (ISR) is a dynamic and on-going process in which the school plans, carries out, and evaluates educational programs in a systemic and systematic way. It is our policy to ensure that our curriculum is current and aligned with U.S., Mexican, and Nord Anglia standards. Student learning is always the primary focus.
- The Five-year Curriculum Improvement Cycle as seen in the [ISR 5 Year Curriculum Improvement](#) Plan supports a formal, systematic and systemic process designed to collect the necessary data to make timely, well-informed decisions about the curriculum and its improvements. The cycle lends itself to professional development planning and budget allocation.

Standardized Testing Program Policy

External assessments are important measures that are used at ISR to monitor improvement in student learning. It is our policy to follow protocols for standardized testing to support appropriate testing conditions. The following assessment tools are used:

- MAP - The Measure for Academic Progress is administered to students in grades PP-9 two times every year. More information about this test: www.nwea.org
- PLANEA – The National Assessment for Academic Achievement in Schools is a test form Mexico’s National Education System which tests students in 6th and 9th grades in all private and public schools in the country in Math and Language Arts (Spanish) <http://planea.sep.gob.mx/ba/>
- A state test may also be administered at the end of the school year for students in 3rd to 6th grades and 9th grade in Spanish and Math. <http://www.nl.go.mx/servicios/examen-fina-de-aprovechamient-de-nuevo-leo-n-efanl>

Academic Freedom Policy

- “Academic Freedom” can be referred to as the right for qualified scholars, in their own field of expertise, to pursue the search for truth in its many forms, and to make public their methods and findings.
- In a school setting, academic freedom also means the right of classroom teachers to encourage freedom of discussion of controversial questions in the classroom and to develop in students a love of knowledge and a desire to search for truth.
- Teachers should keep in mind that academic freedom is not a guaranteed right, but rather a necessary condition for the successful practice of scholarship in a free society.
- Also teachers have to keep in mind the relative immaturity of students, and the need for guidance in studying the issues and arriving at balanced views.
- ISR expects controversial issues to be presented in a fair and unbiased manner within the maturity and intellectual grasp of the students and the cultural norms and values of the host country.
- “Academic Freedom” is not absolute, and must be subject to the following constraints:
 - This Freedom can only extend to questions and discussions within the area of the teacher’s own experience and expertise,
 - The exercise of such freedom must not violate laws and regulations of Mexico or ISR/NAE policies.
- Nothing in the employment contract is intended to limit personal freedom outside the profession’s code of ethics and in the context of the cultural demands of the Mexican society or NAE policies.

**If the teacher is unsure of these policies he/she must check with the corresponding vice principal and/or principal about controversial issues.*

Personalised Learning Policy

- ISR believes each child is unique and deserves a personalized learning experience.
- Our personalised learning policy ensures strategies such as the implementation of differentiation, PBL strategy and systematic implementation of the [Response to Instruction and Intervention \(RTI²\) Approach](#)
- RTI² follow the expectations and process outlined in the [RTI Handbook](#).

Recognition & Awards Policy

ISR recognizes academic achievement for students from fourth grade to ninth grade with an organized ceremony involving students and families. The [ISR AWARD Ceremony & ISR Graduation Ceremony Protocol](#) (or [Virtual Grad Protocol](#)) are followed in support of this policy.

Communication Policy

A teacher must always follow the formal lines of communication when dealing with an organizational, administrative, or instructional issue of concern. To better understand the lines of communication, please consult the [School Organizational Chart \(chart and lines of responsibility\)](#).

- Teachers should likewise encourage parents to discuss with them matters pertaining to the individual classroom situation prior to conferring with their team leader and escalate to the Vice Principal or Principal.
- It is also a policy to support new teachers to our community to better understand communication lines and ISR expectations. For more information, please see our [ISR Mentor Program](#).

Library Policies and Regulations

- ISR provides library-media services connected to classroom studies under the direction of a certified school library-media specialist.
- The ISR school library provides the following resources and services for students:
 - Access to computers
 - ISR-approved instructional software
 - Appropriate books and/or e-books including novels, anthologies and other research materials
 - Other supplements that motivate students reading and researching.
- Staff members are encouraged to read the [Library-Media Services Handbook](#) to learn about all the services the ISR library can offer to support student learning.

Science Laboratory Policy

- The Science Lab is fully equipped for an entire classroom to individually experiment using all our available material. It is also equipped with a computer and an LCD projector.
- Teachers are responsible for signing up ahead of time and informing the Lab Assistant of equipment and materials needed.
- The classroom teacher must be present at all times during the visit to the lab.
- The [Laboratory Rules and Recommendations](#) are enforced to ensure student safety and follow protocols.

10.2. Values and Character Education Program

At ISR, we value not only the academic excellence, but the spiritual, ethical, emotional, and social development of each student. The Values and Character Education Program (see [Model](#)) is an essential component of our educational goals.

Our policy is to promote a humanistic environment and the practice of universal values, and preparing students to become ethically responsible global citizens. We do this through in many ways such as our promotion of institutional values, personal and social responsibility (ex. [La Gloria project](#) & [bullying prevention strategies](#) etc.)

10.3. Extra Curricular Program

- It is ISR policy to promote a well-rounded education and offer personalised opportunities for students to continue exploring areas they are passionate
- Extra-Curricular activities are encouraged in order to complement the academic program. There are two big categories: sports and cultural activities.
- For more details please refer to the [Extracurricular Activities Handbook](#).

10.4. Academic Summer School Program

- It is ISR policy to support each student to achieve their potential and achieve to the next grade level
- For this reason, we support students who have not received passing grades for any core subject or non academic area with our ISR summer school academic program. For some subjects, projects and/or private tutoring arrangements might be approved by the Principal. Please see our [Rules & Regulations](#) for more information.
- For Early Years and students in lower grades, we offer “ Storybook Summer” to support students to improve their English comprehension through literature. It is open for any student interested in attending and recommended for students who could benefit specifically.

- Summer courses are offered to support language acquisition, in both Spanish and English, as well as non academic factors support. See p.10-11 of [ISR Assessment Manual](#) for details.