

**Primary School**  
**Parent-Student Handbook**  
2019-2020

<b>TIME</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>	<b>DAY 7</b>	<b>DAY 8</b>
<b>7:55</b>	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
<b>8:00 to 8:55</b>	1	1	1	1	1	1	1	1
<b>9:00 to 9:55</b>	2	2	2	2	2	2	2	2
<b>9:55 to 10:15</b>	<b>Nutritional Break</b>							
<b>10:15 to 11:10</b>	3	3	3	3	3	3	3	3
<b>11:15 to 12:10</b>	4	4	4	4	4	4	4	4
<b>12:10 to 13:05</b>	<b>Lunch</b>							
<b>13:05 to 14:00</b>	5	5	5	5	5	5	5	5
<b>14:05 to 15:00</b>	6	6	6	6	6	6	6	6

### **Dismissal times**

The students in Primary School are dismissed at different times of the day due to their age appropriate needs. ISD Primary works with three different dismissal times:

1. Playgroup: Playgroup students are dismissed at 11.30 am every day.
2. Nursery: Nursery students are dismissed at 1.30 pm every day.
3. Pre-K to Grade 5 are dismissed at 3.00 pm every day

## Primary School Contact Information

**Primary Principal:** Thomas van der Wielen  
[Thomas.wielen@isdbd.org](mailto:Thomas.wielen@isdbd.org)

**Primary Years Programme (PYP) Coordinator:** Lyn Kyalo  
[lynette.wkyalo@isdbd.org](mailto:lynette.wkyalo@isdbd.org)

**Primary Office:**

Personal Assistant to the Head of Primary: Halima Akter  
[Halima.akter@isdbd.org](mailto:Halima.akter@isdbd.org)

Office mobile: 01819814278

- Contact regarding attendance, student leave applications, and scheduling appointments with the Head of Primary
- Contact regarding scheduling appointments with the PYP Coordinator
- Contact regarding scheduling appointments with the Advancement Center

## **ISD Mission and Philosophy**

We are building a community of responsible and compassionate lifelong learners who are committed to a sustainable future.

### **Values and Objectives**

Our Values:

We value the concepts of:

- Holistic Well-being
- Sustainability
- Responsibility
- Compassion
- International mindedness

Our Objectives:

The ISD learning environment nurtures holistic well-being...

- where systems, processes and practices are sustainable
- that meets the needs of a variety of learners
- that is physically and intellectually stimulating

At ISD there is a high quality inclusive education ...

- that fosters the characteristics and attributes described in the IB learner profile
- that empowers learners to co-construct what they know, understand and can do
- that nurtures creativity and individuality
- where the curriculum is transferable
- that develops effective teams and leaders.
- that meets or exceeds the IB Standards and Practices for the PYP, MYP and DP
- that allows all students to access the curriculum, be challenged and reach their potential

ISD challenges our community to be responsible and internationally-minded learners...

- who embrace cultural diversity and develop intercultural understanding
- who foster compassion and empathy for each other and the world
- who are responsible and engaged global citizens
- who develop clear communication skills within a multilingual environment

At ISD learning is enriched by interactions and partnerships with our community ...

- through effective home-school relationships
- through the use of community resources to enhance learning experiences
- through engagement in authentic service and action

## **Parent-School Protocol**

### Guiding Principles

- ISD is committed to creating an educational culture that is based on mutual respect and understanding.
- Parents are the child's first teacher, therefore ISD considers parents to be integral in their child's social, emotional and academic development.
- Parents need regular, specific and encouraging information about their child's academic progress. Parental involvement in whole school and divisional improvement plans and accreditation protocols is encouraged.
- The language of communication with parents will be English with verbal translation services provided upon request.

### Parent Responsibilities

- Parents will be expected to show an active interest in their child's education and to support school policies, procedures and programs.
- Parents will understand appropriate contact protocols with the school or division.
- Parents will understand the procedures related to voicing a concern about programs, placements, or specific teachers.
- Appointments to meet with any staff member during school hours are expected and will be set by appropriate secretarial staff at each division.
- Parents will act and speak respectfully and in a manner that seeks resolution for issues or disputes.
- Parents will seek answers or a resolution by first communicating with the teacher, then the head of school, and then the director in this order.
- Per Grade level one parent representative will be asked to step forward and represent all parents in that Grade level during the parent representative meetings.

### School Responsibilities

- The school website will provide school information including calendars and important notices for parents and community.
- Teachers will provide frequent and regular feedback regarding each child's progress in school. This communication will include: Parent-Teacher conferences, progress report emails, telephone, email and online resources.
- Teachers and staff will provide an atmosphere that is respectful, welcoming, and encouraging of parental involvement.
- Heads of School will seek effective ways to develop strong parental involvement in their divisions and to contribute to the school's continuous improvement plans.
- Regular surveys of parents regarding educational programs and school policies will provide administrators with information to guide subsequent decisions and implementation.
- Staff will be provided training in cultural sensitivity and given effective strategies in dealing with multi-ethnic and multi-national parent populations.
- The school will provide to parents various opportunities to learn about programs, initiatives, and strategies that support student learning.

# The International Baccalaureate Organization

## IB Mission Statement

The International Baccalaureate Organization (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB offers students three programmes: the Primary Years Programme (PYP) for ISD students in Nursery to grade 5; the Middle Years Programme (MYP) for ISD students in grades 6 to 10; and the Diploma Programme (DP) for ISD students in grades 11 and 12.

Through the *IB Learner Profile* and the commitment to *International Education*, ISD seeks to prepare its students to meet the complex needs of the 21<sup>st</sup> Century. The IB Learner Profile seeks to develop students that are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. The concept of international education is defined according to the following criteria:

- Developing citizens of the world in relation to culture, language and learning to live together
- Building and reinforcing students' sense of identity and cultural awareness
- Fostering students' recognition and development of universal human values
- Stimulating curiosity and inquiry in order to foster a spirit of discovery and enjoyment of learning
- Equipping students with the skills to learn and acquire knowledge, individually or collaboratively, and to apply these skills and knowledge accordingly across a broad range of areas
- Providing international content while responding to local requirements and interests
- Encouraging diversity and flexibility in teaching methods
- Providing appropriate forms of assessment and international benchmarking.

Together, ISD and the IB are preparing students for success. For more information about the school or the programs please visit the school website and the International Baccalaureate Organization [www.ibo.org](http://www.ibo.org)

## The Primary Years Programme



The IB Primary Years Programme (PYP) is designed for students in Nursery through Grade 5. It is a transdisciplinary learning framework that focuses on the development of the whole child as an inquirer, through authentic, real-world relevant investigations both in the classroom and the world outside.

## Attendance

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the student and parents.

Excused absences are limited to:

- Illness. Lengthy medical absences (exceeding 10 school days) must be cleared with the school within a week of diagnosis.
- Participation in an official ISD sanctioned activity or sporting event.
- Death of a family member.

Parents wishing to apply for a leave of absence from school need to fill in the appropriate form and submit it to the Primary Office. By signing this form, students and parents/guardians signify their understanding that:

- Teachers will not prepare assignment packages for the duration of the leave.
- The student is responsible for making up any missed assignments and assessments upon his/her return.
- The number of days missed will count towards the 90% attendance rate (20 days of unexcused absences) specified in the promotion/retention policy, which could result in the student's retention in the current grade.

### Consequences for excessive absences:

- Teachers will contact the parents.
- A meeting will be scheduled with parents and teachers.
- A meeting will be scheduled between the parents, teachers, and Head of Primary to address the frequency of absences and the consequences. These consequences could include repeating the academic year if the student has missed too much school to be promoted to the next Grade.

### Expectations of School Personnel

- School Administration and staff will support parents in helping students fulfill their attendance obligations.

### Expectations of the Parents

- Parents will support their children with responsible attendance at school.
- When it is impossible to have the student attend school because of a pre-arranged appointment that cannot be made outside the school day, or if the child is too ill to attend, parents must – prior to, or on the day of the absence – account for their child by making a phone call or sending a note apprising the school that the student is under the supervision of the parent.
- When parents choose to withdraw their children from school, they need to fill in the Application for Student Leave form and have an appointment with the Primary Principal.

### Expectations of the Student:

- Students will only be absent when it is impossible for them to be in attendance.
- Students are to remind their parents that contact with the school must occur prior to, or on the day of the student absence from school.

### Attendance Intervention Protocol

- Where deemed necessary by the teacher, a discussion will take place with the student regarding an attendance concern.
- If the attendance concern persists, a phone call will be made by the teacher indicating an attendance concern.
- If the attendance concern persists, a referral on the attendance concern will be forwarded to School Administration. A meeting will be arranged with School Administration, parents, and the student to discuss the attendance concern. Where deemed necessary, an attendance contract will be signed by the parents, student, and School Administration.

- At break of contract, the student's full time status at ISD will be reviewed.

#### Procedures to Follow When Late

- Students who are late in the morning (after 8:00AM) must report to the office and obtain a late slip. All morning lates will be tracked through the office.
- Consequences for lates to all other (specialist) classes will be administered by the individual teachers.

#### Sign out policy

- If a student needs to be signed out of school during regular school hours, a parent must come into the Primary School Office and sign them out. Siblings, nannies, drivers, etc. may not sign out a student.

#### Permission to Leave School

- Any student needing to leave during school hours due to illness, or pre-arranged appointment, must receive permission from the office and their parents. Parents must come to the Primary School Office to sign out the student.
- Appointments including those for the doctor, dentist, orthodontist, etc. should be made for outside of school hours. Missing classes disrupts and inhibits learning and adversely affects student achievement.

#### Attendance Related to Outside School Activities

- Students on field trips or other school activities such as a sports tournament or a school sponsored activity will be recorded as present at school.
- Students attending such events are responsible for all work missed in their regular classes.
- Attendance on the days before and after a school sponsored activity is mandatory.

#### Work Missed During Absences

- Arriving late does not change a due date or assessment date.
- If students are in school for any period of time on test days or days when major assignments are due, they are responsible for taking the test and/or turning in the assignments.

## **Student Code of Conduct**

#### Student Code of Conduct Overview

- The Student Code of Conduct flows from the Mission and Philosophy of International School Dhaka (ISD), the IB Learner Profile and the Charter of Student Rights and Responsibilities (Appendix A) and assures that there are consequences for all behavior.
- The Student Code of Conduct applies to all school activities including evening and weekend events as well as school sanctioned trips, local as well as international.
- Students are under the authority of all of the teachers at all times in the classroom and anywhere on campus or while attending or traveling to and from school activities.
- Infractions of the Student Code of Conduct are divided into two categories: misbehavior and grave (extremely serious) misconduct.
- ISD uses a progressive discipline approach when dealing with instances of student misbehavior and student misconduct – wherever necessary a differentiated approach is applied.

#### Examples of Misbehavior

- Disruptive or inappropriate behavior in class, or in the school generally.
- Disruptive or inappropriate behavior while traveling on school buses and/or failing to follow instructions from the bus driver (Appendix B).



- Littering, failing to put away garbage, making or leaving a mess in the classroom, the cafeteria, or the hallways.
- Roughhousing, bothering other students, boisterous behavior.
- Failing to obey established classroom rules.
- Use of telephones or portable audio devices or other electronic equipment without the permission of a teacher.
- Continuous use of a language other than the language used in instruction.
- Other behaviors, which in the judgment of the school, disrupt the learning environment.
- Inappropriate use of devices, confiscation of item.

### Examples of Grave Misconduct

- Persistent misbehavior.
- Noncompliance or defiant, argumentative, or oppositional behavior toward teachers or administrators.
- Possession or use of tobacco products.
- Possession or use of illicit drugs or alcohol.
- Possession or distribution of pornographic material.
- Stealing or being in possession of stolen goods.
- Fighting, inciting violence, bullying, harassing, intimidating or issuing threats to students or staff members.
- Making verbal or written statements that are bigoted, racist, sexist, or defamatory toward a person or group.
- Using foul or profane language.
- Violating the privacy of others, or subjecting them to ridicule in any way including the use of electronic means such as email, photography, or audio recording.
- All forms of vandalism including graffiti (in any form, including liquid paper).
- Possession of a weapon or any behavior that could jeopardize the health and safety of others.
- Any form of plagiarism or cheating on an internal or external assignment or exam.
- Multiple suspensions.
- Other behaviors which in the opinion of the school constitute grave misconduct.

### Consequence & Support for Grave Misconduct

Consequences may include:

- Referral to the Primary Principal and contact with parents made where any of the following actions will be taken based on nature of incident:
  - Parental meeting, cautionary letter to file, mandatory counseling.
  - Compensation for damages or restitution of property
  - Student placed on behavior probation.
  - Loss of privileges (such as participation in school events)
  - In-school suspension
  - Recommendation for out-of-school suspension made to the Director
  - Recommendation for expulsion
  - Other consequences as determined by the Administration.

### Academic Support Procedures

- Teachers may detain students in their classroom for misbehavior or completion of work
- Teachers will contact parents when students are required to serve Academic Support.
- Academic Support may be assigned by the Administration at a central location in addition to the above.
- An effort will be made to notify parents of all school Academic Support and a parent meeting may be scheduled for repeat offenders.

### Out-of-School Suspension and Recommendation for Expulsion

- Out-of-school suspension will be utilized after other disciplinary methods have been used, except when, in the opinion of the school, an immediate suspension is warranted.

- Suspended students are responsible for all school work missed during the suspension. Students must make prior arrangements with School Administration to come to the school.
- When, in the judgment of the Director and the School's Administration, it is in the best interest of the school and the other students, a suspended student may be recommended for expulsion.
- Expulsion is a very serious disciplinary procedure. The student is removed from school for the duration of a term, a school year, or permanently. The expelled student will not be allowed on campus after he/she is expelled.
- When a recommendation for expulsion is pending, a student will be suspended while a written recommendation for expulsion is prepared and presented to the School's Administration.

### Appealing the Ruling of a Teacher

- Any disagreement or concerns with a teacher should first be addressed with the teacher, through an appointment arranged with the teacher.
- The concern must be voiced privately and courteously, and it should never be addressed during class time.
- Expressing concern with a teacher's ruling or judgment on matters publicly and/or during class time is an infraction of the Student Code of Conduct.

### Acceptable Use of Information and Communication Technology

- Students are to use IT equipment and access the internet in a responsible manner that is in keeping with the Students Charter of Rights and Responsibilities (Appendix A).
- Electronic communication from any location, including the student's home, regardless of time, including weekends and holidays, is within the purview of the school if, in the opinion of the school, it impacts its smooth operation or the well-being of any of its students or teachers.
- Students who do not use technology responsibly will be subject to consequences ranging from temporary loss of use, to suspension, or recommendation for expulsion.
- Students bring electronic devices to school entirely at their own risk. The school assumes no responsibility for student owned devices that are damaged, lost, or stolen while they are at school or at school events.
- Taking photographs, audio recordings, or videos is prohibited on campus without the approval of a teacher or administrator.
- Taking photographs of other persons, even after teacher permission has been given, is not allowed without the express consent of the person or persons being photographed.
- Violating the privacy or dignity of any individual using electronic means (photographing, recording, eavesdropping, or broadcasting electronically) shall be considered grave misconduct and subject to suspension and confiscation of the equipment involved. Depending on the gravity of the situation the violation could result in the loss of privileges or a recommendation of expulsion from school.

### Phone Use

- Students are not allowed to use their phones during school hours.

## **Uniform Policy**

The uniform promotes an atmosphere of respect and equality in a multicultural setting. The uniform assures that students dress with modesty and in good taste reflecting sensitivity to local culture. The uniform encourages students to appear tidy, comfortable, and well-groomed. Students must be in school uniform when coming to or leaving the campus. Students must wear the uniform when representing the school on field trips. Students must adhere to school dress policy on all regular school days unless specific non-uniform days are announced school-wide.

### Standard Uniform Dress

- Students will be required to wear clothing purchased through the school store or tailored to meet school expectations. This includes bottoms and tops.

- White button down, or Polo shirt with ISD logo as purchased in the Uniform Shop
- Black trousers, shorts, skirts, or leggings.
- Black shoes.
- White or black socks or tights.
- Clothing should be relaxed in fit so as to provide comfort while seated in class.
- Skirts and shorts must not be shorter than two inches above the knees or lower.
- Students will be in uniform on all out of school field trips.

### Non-Uniform Days

- On non-uniform days the students are asked to be dressed according to the theme or are requested to wear any casual clothing of their choice (representative).

### Consequences for Not Following Dress Code

- If a dress code violation cannot be corrected in the classroom the student will be sent to the office and the parents will be contacted to make sure the uniform will be made in order.
- Students might be loaned or sold appropriate clothing, if it is available, so that they can return to class promptly.
- Students who are unable to borrow or purchase appropriate clothing may be required to return home to change or have appropriate clothing delivered to the school. Students will need to wait in the office until they are in uniform. In this situation, an absence will be recorded for that particular class missed.

### Physical Education Dress Code

- On a day a Primary Student is scheduled to have a PE lesson he/she should come to school wearing their PE Uniform. Older students in the Primary School (Grades 4 and 5) are invited to bring in an extra PE Uniform kit to change into after the lesson.
- Non-marking black sports shoes designed for running activities must be worn.
- Students must purchase PE clothing through the school store. This consists of pants/shorts, and a shirt.
- Swimming attire: Girls need to wear a one-piece swimsuit that provides adequate coverage. Boys need to wear swim trunks. Students need to bring towels, a cap, and goggles.
- Uniform is tracked by PE teachers during the course of a unit.

## **Student Services**

### Health

- The Health Office at ISD offers health care Sunday through Thursday from 7:30AM to 4:30PM. There is a nurse on duty during this time period.
- Each student must have a health history form completed by a parent on file in the Health Office. This form includes health and immunization information as well as parental permission to administer first aid and non-prescription medication.
- Students are not to carry medication on their person. All medicines are to be dropped off at the Health Office. The student must have a note from the parents stating, when and why they are taking the medication. Prescription medications brought to school by the students must be left in the Health Office with instructions on dosages and times to be administered.
- Students who feel unwell during the school day must alert their classroom teacher. Teachers will send students to the clinic; however, the nurse will remove a student from the class if necessary. After arriving at school, a student may not leave campus for health reasons unless the school nurse or Primary Principal has granted permission.

### Library

- Library hours are 7.45am to 4.00pm.

- Students may access the school library webpage for news, databases, the Destiny catalogue, and other resources via <https://www.isdbd.org/curriculum/library/>. This site is accessible from home and school.
- Students in Grades Nursery to 5 may borrow up to 4 books. When a student's library books become overdue, their borrowing privileges are suspended until the overdue books are renewed or returned.
- Students will be reminded of overdue books on a weekly basis via emails sent to them and their parents. On a monthly basis teachers will be sent overdue reminders for students in their classes.
- Lost or damaged books and school materials will be charged at the rate of the cost of the replacement plus 50% for shipping and processing.

## ICT Support

### Basic minimum requirements for Bring Your Own Device (BYOD) Program

Due to the requirements of the academic programs in the Secondary School, students are **required** to bring a charged laptop to school. Our BYOD program is platform-independent, and our IT Team can provide support for Mac OS.

An ISD Primary School student in Grade 4 and 5 must bring a Macbook to school with the following specifics:

- Microsoft Windows 8 or Mac OSX 10.12 as the operating system
- RAM: 8GB
- CPU: 64-bit processor
- Hard Drive: 160GB or higher
- Processor: Intel Core i5 or higher
- Graphics card: 512MB GDDR RAM
- Wireless Card: 802.11n
- Headphones with microphone
- Charger with plug adapter for Bangladeshi power outlets
- Accessories:
  - Functional mouse (trackpad is fine as well)
  - Adapter for VGA
  - Name tag

The students in Grade 1 to 3 must bring in their own personal iPad. This iPad is used for educational purposes on a daily basis.

- Apple Ipad with at least 32 GB memory
- Minimum Ipad Air 2 (9.7" Display)

Recommended:

- Screen cover
- Solid, child-proof protection case
- Student identification on the case

## Deliveries for Students

- Items delivered to school during the day from home such as clothing, homework, and class projects must be properly labeled with the student's name and grade.
- No outside deliveries are permitted. Students may bring lunch from home or participate in the school meal plan. Individual lunch delivery request can be made at the Primary Office.
- Delivered items can be given to the guard who will forward them to the office. Students may not go to security to retrieve delivered items.
- Students may pick up the item between classes. Items will not be delivered directly to the classroom.

## Cafeteria Services

- Students may participate in the school meal plan for snacks and lunches in the cafeteria or bring their own lunch from home.
- Students are to clean their own tables and place all refuse in the garbage bins.
- Water in a clear container may be taken to class. Food, juice, soft drinks, snacks, and candy are not permitted in the classrooms.
- Cutting in line or asking others in line to make purchases is not permitted.
- Boisterous, loud or rowdy behavior in the cafeteria is unacceptable.

### Advancement Centre

Students who require additional support in various areas of the curriculum can receive this in the forms of Learning Support (LS), English as an Additional Language support (EAL) or Counselling.

### Birthdays

The celebration of a student's birthday is something we value. In every grade throughout the Primary school, a birthday will be celebrated with the students of that particular class, in an age-appropriate way. For this celebration students are allowed to bring a small, preferably healthy snack into school, to share with their classmates.

- Please limit the amount to the class of your child and not to the whole grade;
- Please respect our wish as a school to promote healthy snacks;
- Please make sure the treat exists of single servings (e.g. cupcakes) and no cakes that have to be cut.
- Do not bring snacks to school on other days than birthdays or upon teacher request.

## **Student Evaluation Assessment and Reporting**

The purpose of assessment is to promote student learning, provide feedback through formative and summative assessments.

### Assessment in the IB

The aim of IB assessment is to support and encourage student learning. The IB places an emphasis on assessment processes that involve the gathering and analysis of information about student performance and that provide timely feedback to students on their performance. IB assessment plays a significant role in the development of ATL skills, especially skills that are closely related to subject-group objectives. The IB approach to assessment recognizes the importance of assessing not only the products, but also the process, of learning.

### Summative Assessment (Assessment of Learning)

Summative assessments are defined as the culminating assessment for a unit, term or course of study. A summative is designed to provide information on the student's achievement level against required subject-specific objectives. Summatives should happen for the most part, in class.

#### Examples include:

Projects, presentations, performances, reports, persuasive writing, responses to problems or scenarios, tests, examinations

### Formative Assessment (Assessment for Learning)

Formative assessment can take place before or during a unit. Teachers will develop ways of ascertaining students' prior learning so that they can plan appropriate learning experiences and teaching strategies.

Formative assessment (assessment for learning) provides teachers and students with insights into the ongoing development of knowledge, understanding, skills and attitudes of the students.

Formative assessment can also provide important opportunities for students to rehearse or refine performances of understanding as they prepare to complete summative assessment tasks.

#### Examples include:

Feedback for students as a result of conversations, observations, anecdotal records, checklists, continuums, rubrics, written feedback, oral feedback, peer and self-assessments, or practice versions of the summative

### Report Cards and Parent Conferences

- Students are evaluated on a daily and ongoing basis. Students are encouraged to regularly discuss assignments, tests and homework with their parents.
- Students should encourage parents to address concerns directly with the teacher as they arise. There is no need to wait for a scheduled school-wide parent conference. Parents should contact the teacher to arrange a meeting or a telephone interview.
- Students receive a progress report card at the end of January, and the final report card in June.
- There are three sets of Parent-Student-Teacher conferences scheduled – one in the fall (3 way conference), one at the beginning of Term 2 and one in the spring (Student-Led Conference).

### Homework

At ISD Primary School teachers do not provide the students with daily homework. The students are asked to work on their reading skills on a daily basis. and spend at least 15 - 30 minutes a day reading an appropriate book. Parents are encouraged to read with their children and listen to the students read aloud.

Additionally, during some of the Units of Inquiry the students will be asked to prepare and / or work on projects at home. This will strengthen the learning as they are asked to create bridges between the learning at school and the world outside of school. An example of such homework could be an interview with a relative.

Students are occasionally asked to occasionally work on online support programs as iXL and Mathletics.

### Standardized tests

Twice during an Academic year all students take the NWEA Measure Academic Progress (MAP) tests. These tests are focusing on Math, Reading, and English Language Usage and are standardized tests, which means the results are compared with students of the same age around the world. The results give parents and school an insight into the individual progress of the students. The results are shared with parents, not with students.

### Cross-Curricular Program

The students at ISD Primary have the opportunity to choose from the program of extra-curricular activities that make up our Cross-Curricular Program (CCP). These different clubs will run both during lunch hour and immediately after school. The program of the CCP's will include some paid and some free activities. The idea behind these activities is to challenge the students to try something new and fun and to further develop their social and cooperation skills. For this reason we offer a wide range of activities. The CCP coordinator will share additional information at the start of the academic year.

## **Charter of Students' Rights and Responsibilities**

**I have the right to learn.** It is my responsibility to appreciate learning for its own sake, to be responsible for my own learning, and to do nothing that would impede the learning of others.

**I have the right to a school environment that is conducive to learning.** It is my responsibility to treat school property with care, to dress and act appropriately, and to assist in making the school a clean, healthy and orderly place.

**I have the right to be treated fairly and to be evaluated fairly by my teachers.** It is my responsibility to do my own work, to avoid all forms of plagiarism, and to do nothing that would give me unfair advantage on a quiz, test, examination, or assignment.

**I have the right to personal dignity and privacy.** It is my responsibility to respect the privacy of others and to treat them in a dignified manner.

**I have the right to feel that I belong to the school community.** It is my responsibility to be accepting of others, to share knowledge by learning collaboratively when it is appropriate, and to do my fair share in group work situations.

**I have the right to my personal possessions.** It is my responsibility to treat the personal belongings of others with respect.

**I have the right to be respected as an individual and to be treated courteously by everyone.** It is my responsibility to be courteous and to treat everyone else respectfully regardless of age, gender, rank, or the job that they do.

**I have the right to feel secure at school and to feel good about myself.** It is my responsibility to behave in ways that enhance the self-esteem of others.

**I have the right to be heard and to express my point of view.** It is my responsibility to listen to others, to hear their opinions courteously, to express my opinions in a civil manner, and to inform my own point of view through learning.

**I have the right to be proud of my cultural heritage regardless of my ethnicity, language, religion or nationality.** It is my responsibility to be respectful of, and to learn about, the cultural heritage of others.

## **Rules of Conduct for Bus Riders**

While on the bus, students are under the immediate supervision of the bus driver. The safety of all passengers is the most important part of school bus operation. Respectful, responsible, and safe behavior is mandatory at all times. Inappropriate behavior will result in progressive consequences, which may include exclusion from transportation services, without a refund of fees.

If there are issues or concerns that arise from the bus, parents should contact the Primary office

Bus riders are expected to...

- Be on time at pick-up points, standing on the sidewalk until the bus comes to a complete stop.
- Treat bus drivers and bus monitors with respect, and follow all instructions.
- Remain seated while the bus is moving.
- Be respectful of ALL other riders.
- Use appropriate, respectful language at all times.
- Keep hands and feet to self at all times.
- Physical fighting or rough-housing are not allowed.
- Throwing things inside or outside the bus is not allowed.
- Any damage to the inside or outside of the bus that is caused by student(s) may have consequences and the cost of repairs may be incurred by the parent(s) of each student involved in such incidence.
- Each student will remove their trash from the bus, upon exiting, and dispose of it properly.