

Rīga
**Internal Rules of
Exupéry International School**

01.09.2017

No. 14-nts

Issued pursuant to Section 72, Paragraph one,
Clause 2 of the State Administration Structure Law and
Clause 13 of the By-law of Exupéry International School

I. General Provisions

1. The purpose of the Internal Rules (hereinafter – the Rules) of Exupéry International School (hereinafter – the School) is to regulate and ensure the work organisation of the School, full and rational use of the learning time, compliance with the discipline and the security of students in the School. For the purposes of this document, the term "School" means the students and the employees providing the pedagogical process and involved in the pre-school and basic education programme.
2. The Rules shall establish:
 - 2.1. Unified learning procedures of students;
 - 2.2. Rules of behaviour of students and other rules established, which the students shall comply with in the School and its area;
 - 2.3. Actions of the students, their parents and other persons in the School and the events organised thereby;
 - 2.4. Rights and duties of the students;
 - 2.5. Liability for breach of the rules;
 - 2.6. System of encouragement and awards;
 - 2.7. Rules on applicable measurements in case of violation of internal rules.
 - 2.8. Rules for the presence of persons not involved in the School.
3. Observance of the Education Law, the General Education Law, the By-law of the School, these Rules and other statutory documents of the School is compulsory for all students.
4. Document No.4.nts, Internal rules, 16.08.2016, is invalid from 01.09.2017.

II. Educational Process Organisation

5. The doors of the School shall be opened not later than at 8:30.
6. The School Director shall approve the timetable of a working day and modifications thereto.
7. The lessons/training is compulsory for every student.
8. The lessons shall begin and end following the timetable of the working day. Every teacher shall be responsible for the organisation of the movement of students in the School premises.

9. The lessons and extracurricular activities shall be organised according to the timetable of lessons and interest-related educational training approved by the Director.
10. Modifications of the lesson timetable for a certain day shall be carried out by a responsible person designated by order of the Director.
11. Teachers shall be informed of the timetable modifications for the next day by using the electronic school management system.
12. The teacher who is responsible for a certain group/class shall inform the students of modifications to the lesson schedule or timetable of the working day.
13. The duration of a lesson shall be 45 minutes. Double-lesson blocks are allowed.
14. The moment of beginning and ending of lessons shall be provided by the working day organisational plan. The students shall arrive at the School not later than at 8:30, ensuring that at the beginning of a lesson they are present in the class or the training premises and able to start their work.
15. In the case when a student is late, he or she shall go to the office to receive a “late arrival slip”, and then to his/her workplace and shall apologise to the teacher after the lesson for the disturbance and explain the reasons for being late.
16. Discipline shall be observed during lessons. Students are not allowed to leave the class without the permission of the teacher.
17. Use of mobile telephones, CD/DVD and other players, personal computers, tablets, game devices etc. during lessons shall be prohibited without the teacher's permission. Such devices shall be switched off and put in students' bags or left at home/in the bag. The School shall be not responsible for students' belongings that are not related to the educational process.
18. The teacher's instructions and tasks shall be fulfilled during lessons and training. The tests during semesters shall be passed within the time limits provided by the subject teacher. The time limits may be prolonged, for duly justified reasons, coordinating the time limit with the subject teacher.
19. At break times, the students shall leave the classroom, stay in corridors, the hallway, the library or other premises of the School accompanied by the teacher. The teacher shall organise the ventilation of the classroom.
20. During break times, it is prohibited to run, fight, scream, whistle, spit, or make the premises dirty. When in the corridors, the School canteen, the sports hall, and the library, students shall be obliged to preserve their cleanliness and not disturb other students, teachers and the School staff.
21. The students learn in an interactive environment, and they shall respect the will of others to learn and follow the teacher's instructions.
22. The students shall acquire the content of the programmes of Exupery International School.

III. Internal Rules in the Premises of the School

23. The students shall arrive at the School in due time and wear comfortable and appropriate clothes, in accordance with the School's dress code.
24. The clothes chosen shall be without scarves, pendants, jewellery and hats (indoors).
25. Changing of shoes is a compulsory requirement in the School.
26. It is prohibited to enter the learning premises wearing outdoor wear. The outdoor wear shall be left in the cloakroom/cupboard.
27. It is not recommended to leave money and other valuables in the wardrobe. The School administration is not responsible for it.

28. Any belongings found shall be left with the School administrator or the guard. The School administrator or the guard shall inform the owner or the relevant teacher about the belongings found.
29. It is prohibited to take the property of other students without permission or to damage it.

IV. Rules in the Canteen

30. The catering in the School shall be provided for advance payment.
31. The meal times (breakfast, lunch, snack) shall be provided according to the working day timetable.
32. The catering for the students shall be organised in break times.
33. The meals shall be had in the canteen only, except for pre-school groups for which the catering shall be organised in the premises of those groups.
34. It is prohibited to bring dishes and other items out of the canteen, to damage tableware, and to scatter packages of food in the premises of the School.
35. Requirements of tidiness, hygiene and dining culture shall be observed in the canteen.
36. The students of primary classes shall go to the canteen accompanied by teachers.
37. The work of the canteen shall be supervised by the School Nurse.
38. The work time of the canteen shall be provided according to the agreement between SIA “Exupery” and the catering service provider.

V. Rules in the Library and its Reading Room, the Sports Hall, the Household and Technology Room, and the Events Organised by the School

39. The library shall be open from 8:30 to 17:30:
 - 39.1. The students have the right to stay in the library together with a teacher or without one by coordinating with him/her in advance;
 - 39.2. The students may read books on site or take them home.
40. Rules in the sports hall:
 - 40.1. The students shall go in the sports hall accompanied by a teacher;
 - 40.2. The students shall attend sports lessons wearing sportswear and sports shoes (according to the season and the planned training);
 - 40.3. The students who are released from physical activities, shall stay in the sports hall, take part in the lesson and exercise according to the instructions of the teacher or participate together with a teacher in other activities following agreement with the sports teacher.
41. Rules in the crafts room:
 - 41.1. Work clothes (aprons or overalls) shall be worn in the crafts room;
 - 41.2. Before work, all the necessary tools shall be prepared, checking their condition;
 - 41.3. The tools for individual use shall be arranged according to the teacher's instructions, and unrelated items shall not lie on the working surfaces;
 - 41.4. In order to prevent traumatic accidents, it is strictly prohibited to run and play in the workshop premises, because the room is narrow, and there are devices with sharp corners and protrusions;
 - 41.5. Tools shall be used carefully with the appropriate knowledge to ensure safety against injury to oneself and others;

- 41.6. Only working tools shall be used, moreover, they shall only be used for those works they are intended for;
 - 41.7. The working tools shall be used after a briefing thereon and with the teacher's permission. During the work, talking is prohibited if it disturbs others performing work or endangers their safety;
 - 41.8. It is prohibited to perform inappropriate actions; only tasks posed by the teacher shall be executed according to instructions;
 - 41.9. The students must inform the teacher immediately of any breach of the safety rules or injury;
 - 41.10. After work, all incomplete handiwork shall be handed to the teacher;
 - 41.11. After work, the condition of tools shall be verified, and they shall be put back according to the teacher's instructions;
 - 41.12. The work place shall be cleaned with a brush without blowing and sweeping shavings or other unsafe materials by hand;
 - 41.13. The working surfaces and the tools shall be arranged by himself/herself according to the teacher's instructions;
 - 41.14. It is only allowed go in and out of the household and technology room with the permission of the teacher and when accompanied by them.
42. Rules for events:
- 42.1. The events organised by the School are subject to the Internal Rules, as well as the requirements of particular events;
 - 42.2. The teacher shall be responsible for order in the premises. After every event, the classroom shall be left in good condition.

VI. Rights and the Duties of Students

43. The common rights and duties of students are prescribed by the Education Law.
44. The rights of students:
- 44.1. To obtain pre-school and primary education;
 - 44.2. During the process of learning, to express and defend his/her opinions and beliefs respecting the dignity and honour of others;
 - 44.3. Within the educational process and according to the Internal Rules, to use the premises, devices, hardware of the School, cultural, sports and medical equipment, learning books, other literature necessary for the educational process, learning tools and software learning resources, as well as to receive the services of the library and information;
 - 44.4. To receive prophylactic medical care, except for prophylactic examinations within the prophylactic examination programme provided by the regulatory enactments on the organisation and financing of medical care, as well as first aid in the School and the events organised thereby;
 - 44.5. To participate in improvement of the educational process and in the self-government of students;
 - 44.6. To enjoy safe conditions for his/her life and health in the School and the events organised thereby;
 - 44.7. To exercise other rights provided by regulatory enactments.
45. The duties of students:
- 45.1. To take up the relevant educational programme;
 - 45.2. To comply with the By-laws and the Internal Rules of the School, and to not discredit the School with his/her behaviour;

- 45.3. To respect the values of international relations and customs, multiculturalism and multi-lingual environment, Latvian state, its constitution, history, society, national symbols, and the Latvian language, as well as the School, its culture and symbols;
- 45.4. To respect the rights and interests of teachers, students and other persons;
- 45.5. To prevent emotional and physical violence;
- 45.6. To not endanger his/her health, safety and life and that of other persons;
- 45.7. To be polite in the School and outside of it.

VII. Requirements of Use of Public Property and Maintenance of Environment Culture

- 46. The students shall take care of the classroom assigned to the class, maintaining it during all of the school year, in the same condition as it was at the beginning of the school year.
- 47. Tidiness and order shall be observed in the premises and the surrounding area of the School.
- 48. The students shall use the school equipment, learning tools and premises carefully, and observe the economical use of utilities (electricity and water).
- 49. The students and their parents shall be liable for damage caused to the property of the School. In the case of intentional damage of the equipment, learning tools and premises, the culpable parents shall reimburse the School. If a student damages equipment, library learning tools, as well as learning and fiction books, after establishing such actions, his/her family shall be obliged to reimburse the losses or repair or put in order the damaged property.
- 50. It is compulsory to immediately inform the teacher or the administration about damaged learning and visual tools.

VIII. Process of Informing the Parents of Students in the Case of Their Absence without Justification

- 51. Only a sick-leave certificate or an application of parents to the Director (for absences longer than 2 days) may be considered as a document justifying absence. For absences up to 2 days, the parents inform the homeroom teacher via School Information System (SIS).
- 52. Actions in the case of absence in lessons/training:
 - 52.1. The parents shall inform the School of the reasons for the absence of the student by submitting an application to the Director, indicating the reasons for the absence.
- 53. The specialist/group teacher shall:
 - 53.1. Record those students who are absent in the SIS;
 - 53.2. Keep records on students' absences.
- 54. If a student is absent without justification more than 20 lessons in a semester, the homeroom teacher shall inform the administration of the School.
- 55. The administration of the School:
 - 55.1. If the student has been absent without justification more than 20 lessons in a semester, the administration shall solve the problem together with the student and his/her parents or guardian;

- 55.2. If the student has been absent more than 20 lessons in a semester and the School does not have any information on the reasons for the absence or the reason shall not be considered to be justified, the School shall immediately inform the municipal educational authority or officer, which according to their scope shall determine the reasons for the absence, coordinate their prevention, and, if necessary, send relevant information to the social service, family court, and other authorities.
56. If the parents are planning to go on a trip, they shall inform the School in writing on the absence of their child at least 3 days before (using the School IT system or filling an application form at the School Administrator).
57. If a child is sick, he/she shall submit the sick-leave certificate on the day when he/she returns to the School.
58. A student shall be allowed to be absent in the School because of family reasons for 2 days if his/her parents warn the teachers thereof at least 2 days prior. In these cases, the parents inform the homeroom teacher via SIS.

IX. Rules of Presence of Uninvolved Persons in the School

59. The term “not involved person” means any person who is neither an employee nor a student of Exupery International School.
60. The following not involved persons may be let in the School:
- 60.1. Parents of the students, if they have previously agreed on the meeting time with a teacher. In this case, the teacher shall meet the parents at the School Guard;
- 60.2. Persons who execute service works in the premises or area of the School, In this case, the person responsible for management issues informs the School Guard of the time of the visit and the name and surname of the visiting person in advance.
61. During a school year Parent-Teacher Conferences and Parent Meetings shall be organised; the parents shall be informed thereof in due time.
62. Parents, guardians and family members shall accompany and meet students in the hall of the ground floor, in a place suitable for the school and pre-school students.
63. The composition of invited persons for extra-curricular activities shall be approved by the School administration. The organiser of such activity shall be responsible for the arrival and presence of the persons invited.

X. Rules Applicable in the Case when a Student Sees Threats to Him/Her or Another Person

64. It is prohibited to commit violence, to attack physically, emotionally, and psychologically, and humiliate students and employees of the School.
65. In the case when a student sees a threat to him/her or other person due to the actions of a certain person he/she shall immediately report it to a teacher or the technical staff.
66. It is strictly prohibited to bring substances into the School that are harmful for the environment or the health of other persons, cigarettes, alcoholic beverages, cold weapons (arms, gas weapons, tasers etc.), hazardous chemical substances, animals, explosive or flammable substances, pyrotechnics, as well as to contaminate the environment. In the premises, area and close vicinity of the School, during educational tours and School events, it is prohibited to use alcoholic beverages, smoke, use drugs, and gamble.

67. It is strictly prohibited to be in the School under the influence of intoxicating substances.

XI. Liability for Breach of the Internal Rules

68. Students who fail to comply with the Internal Rules of the School, remark, admonition, or reprimand may be applied to him/her by informing the parents thereon; in the case of serious breaches – to terminate the contract (in the cases provided by the contract between SIA “Exupery” and the parents).
69. If a student endangers his/her safety, health or life or that of other persons:
- 69.1. The teacher shall inform the School Counsellor and Director of the behaviour of the student;
- 69.2. The School Counsellor shall ensure that the student who endangers his/her safety, health or life or that of other persons, learns in another room in the presence of another teacher;
- 69.3. In cooperation with the School Counsellor and Director, the teacher organises an interview with the parents of the student.
70. If there is no improvement in the student's behaviour and his/her parents do not express their will to cooperate with the School, but they intend to involve other experts to find a solution, the Director shall send the information to the relevant local government.
71. In the case of receiving the information set by Art. 69 hereof, the local government shall call the interinstitutional meeting on the support measures to be applied to the student. The persons who may be invited to take a part in such meeting are: responsible officials of the School, the parents of the student, the educational officer of the local government or representatives of the relevant authority of the local government in educational issues, the social service, the family court, or the State Inspectorate for the Protection of Children's Rights and other experts.

XII. Placement of the Evacuation Plan and Information on Emergency Calls in the School

72. The evacuation plans and activity plans in the case of detection of fire shall be placed according to the requirements for the prevention of fire, in the corridors of each floor in clearly visible places.
73. In the learning premises, the information on the activity in the case of an emergency shall be placed in a visible place.
74. The telephone numbers of the emergency services shall be placed on the information stand.

XIII. System of Encouragement and Awards

75. The students may be awarded distinctions for outstanding achievements or significant individual progress in learning, or the actualisation of a certain value of the School.

XIV. Rules of Communicating the Internal Rules and Safety Instructions to the Students

76. The students shall be instructed on the Internal Rules by the homeroom/specialist teacher every school year in September. The students shall confirm with their signature that they know the content of the Rules and engage to comply therewith.
77. The amendments shall be initiated by the Director, the Student Council, the Pedagogical Council, the Council of the School, and the Council of Parents.
78. In the case of any amendments to the Internal Rules, the responsible teacher, informs the students thereof after their adoption.
79. At the moment of signing this document, the document “Internal Rules Nr.4-nts” of 16.08.2016 becomes invalid.

Director

Veronika Skripáčova

Revised 7 September 2018