



# International School of Kenya

Empowering Students to Create Solutions for Tomorrow's Challenges

PASSION • CREATIVITY • AMBITION

## HANDBOOK: ELEMENTARY SCHOOL

2020-2021





August 2020

Dear ISK Families,



Jambo and welcome to the 2020-2021 school year at ISK! On behalf of all of us in the elementary school, we extend a warm welcome to returning students, newly arriving students and all members of this inspiring community.

In the Elementary School, our core beliefs center around building safe, caring environments that inspire and nurture our young learners whether on campus or in our Dynamic Distance Learning. Our talented staff put a focus on building strong relationships with children, which in turn creates a culture of trust, belonging and risk taking.

Our aim is to actively engage students in learning through inquiry and investigation that sparks curiosity and creativity. We design rigorous units of study that balance content with key life skills to prepare students to become lifelong learners. Our focus on passion connects students with learning. We personalized instruction in order to respond to the varying learning needs of each individual child. We want learning to be consequential, to connect us with our greater community and lead our students to make a difference outside the ISK walls by “creating solutions for tomorrow’s challenges.”

We understand that in order to build a safe, caring environment for students, communication must be at the heart of all that we do. We are committed to providing open and honest communication between students, staff and parents, and look forward to welcoming you on campus this school year.



Kind regards,

Matthew Woodward  
ES Principal  
Ryan Hopkins-Wilcox  
ES Assistant Principal

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### **Dynamic Distance Learning**

The school maintains a Dynamic Distance Learning (DDL) plan to guide learning for scenarios when normal day-to-day, face-to-face learning on campus is not possible. The DDL plan complements, and in some clearly defined cases supersedes, information in this handbook. The school will communicate with families any instances when the DDL is being put into effect.

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## SECTION 1: SCHOOL DESCRIPTION

### History

The International School of Kenya (ISK) was established in 1976 under the co-sponsorship of the Canadian High Commission and the United States Embassy. The school, known as the Nairobi International School, had pre-existed that date by a few years, but was purchased from its original owner, the United States International University, in 1976. ISK has been located on the same picturesque 25-hectare campus, located on the outskirts of Nairobi since its establishment.

### The ISK Mission

ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.

### The ISK Vision

Empowering students to create solutions for tomorrow's challenges

### Educational Aims

We strive to develop globally minded students who actively learn, create, solve and engage in the world.



Empowering students to create solutions for tomorrow's challenges

## **Student- Parent- Teacher Expectations**

### *The Student*

*As a student at ISK I commit to fulfilling the expectations for students as they are presented in the ISK Mission, Vision and Aims.*

As a student, I agree to:

- Be at school on time each day, prepared with assignments completed and materials ready.
- Respect my classmates, teachers and support staff, including their beliefs and property.
- Give my best effort in everything I do.
- Be willing to accept appropriate challenges.
- Take responsibility for my learning and my actions.
- Be a positive ambassador of ISK and my family.

### *The Parent(s)*

*We acknowledge that by enrolling our children at ISK we understand the values embedded in the ISK Mission, Vision and Aims. We also recognize the importance of these values in the education of our children, and agree to reinforce these values at home.*

I / we will:

- Interact with other ISK stakeholders, including all members of staff, in a direct, positive and respectful manner.
- Agree to follow ISK's communication protocol as defined in Section 3 of this handbook.
- Ensure that my child attends school regularly and that unavoidable absences are properly notified.
- Ensure that my child arrives on time each school day and is picked up promptly at the end of the day.
- Support the school's policies and guidelines on behavior, and reinforce ISK's core values in the home.
- Support my child in his/her homework and, wherever possible, promote opportunities for extension or enrichment learning experiences.
- Attend parent education evenings and conferences about my child's progress at school.
- Be present in Nairobi, and, if we must leave, arrange for guardianship of our children\*, and inform the school of those arrangements (including emergency contact information).

\* This guardian must be able to serve in the capacity of *in loco parentis*, with full authority to make parental decisions to ensure appropriate supervision and care, and to respond to a medical emergency.

### *The School*

*The ISK administration and staff are committed to making the ISK Mission, Vision and Aims come alive through an active partnership with parents.*

Teachers, Administrators and Support Staff will:

- Ensure your child's physical and social well-being and foster feelings of confidence, self-worth and belonging.
- Interact with students and other stakeholders in a positive and respectful manner.
- Deliver a balanced and carefully planned curriculum that meets the needs of your child.
- Provide well-planned, stimulating and child-centered lessons.
- Provide a range of co-curricular activities designed to enrich your child's experience.
- Ensure that homework tasks are given regularly, and that they reflect your child's learning needs.
- Actively welcome you into the life of the school and ensure that teaching staff is available, by mutual agreement, to discuss any concerns you might have about your children's progress or general welfare.
- Keep you informed about the school's policies, guidelines and other general school matters.
- Keep you informed about your child's progress and development in all areas in a timely manner



- Ensure that all staff is up to date on important educational developments and initiatives that might affect your child, and inform you of these at given meetings where appropriate.

## SECTION 2: SCHOOL STRUCTURE

### In General

ISK has three school divisions: Elementary School (Pre-Kindergarten through Grade 5), Middle School (Grades 6-8) and High School (Grades 9-12). Each division has a principal and counselor. The Director oversees the three divisions. The curriculum of ISK is coordinated from the earliest years through high school. Each instructional area, co-curricular activity is reviewed and revised every five years or less. Most teachers at ISK hold advanced degrees and although the majority calls North America home, about 30% of the faculty is from various countries around the world. Likewise, approximately 40% of ISK students are citizens of the United States or Canada with the remaining enrolment representing about seventy different nationalities.

### School Governance

A seven-member Board of Governors comprised of diplomats from both the Canadian High Commission and the United States Embassy oversees ISK and its development. While this governing board retains financial responsibility for the school's development, a nine-member Board of Directors is charged with policy setting for the school. Four of these members hold two-year terms and are ISK parents elected at the Annual General Meeting held each April. The Board directly appoints two members for three-year terms. The American Ambassador and the Canadian High Commissioner appoint the remaining three members for indefinite terms. The Board of Directors delegates the day-to-day management of the school to the school's administration.

### Leadership & Administration

David Henry	Director
Matthew Woodward	Principal – Elementary School
Alexa Schmid	Principal- Middle School
Rob Blanchard	Principal- High School
Craig Baker	Director of Teaching & Learning
Ryan Hopkins-Wilcox	Assistant Principal - Elementary School
Jarrold Dale	Assistant Principal - High School
Robert Onyango	Security Liaison Manager
Irene Chifallu	Human Resources Manager
Moez Jiwani	Business Manager
Theo Fernandes	Operations Manager
Pamela pappas	Director of Advancement
Doug Irish	IT Director
Admissions Manager	Fareen Lalani- Butt
Student Support Services Coordinator	Heidi Laws
Technology Integration Coordinator	Kathleen Chromicz

### Elementary School Faculty & Staff ISK Students

	Grade	Teacher	Teaching Assistant
1	Pre-K (A)	Jane Balisky	Mary Ngigi
2	KDG-A	Alison Haswell	Esther Nyaga
3	KDG-B	Victoria Beiner	Annah Ngila
4	KDG-C	Sandra Dibler	Irene Gitau

5	1A	Arman Kassam	Vida Njanja
6	1B	Gisela Dale	Peninah Tendwa
7	1C	Kathleen Paffett	Emily Maina
8	2A	Tracy Williams	Annie George
9	2B	Betty Musyoka	Benson Kibathi
10	2C	Kendra Daly	Serah Abraham
11	2D	Grace Ng'ang'a	Angela Njeri
12	3A	Elizabeth James	James Nderu
13	3B	Amreen Wallbridge	Terry Bahati
14	3C	Scott Lavack	Mercy Pere
15	3D	Donica Merhazion	Ann Abogi
16	4A	Maria Ramilo	Nina Uhuru
17	4B	Gene Quezada	Edward Odunguli
18	4C	Karen Gakuya-Leteipan	Matilda Njogi
19	4D	Amanda Fine	Faith Williams
20	5A	Kirsten McGarigal	Oliver Lemoir
21	5B	Theresa Irish	Rahab Ndung'u
22	5C	Harshna Chandaria	Harriet Akinyi
23	5D	Francis Atemo	Percy Kanana
24	Art-KG-2	Carolyn Acorn	
25	Art- 3-5	Liza Goold	Josphat Magut
26	Music- K -2	Rachel Aondo	Margaret Oganda
27	Music- 3-5	Laois (Leash) Rogers	
28	PE- K- 2	Yuanita Owuor	Griffin Ligare
29	PE- Gr 3- 5	Mark Rogers	Franklin Kiyondi
30	Swimming/CCA	Adrienne Donohue	
31	French- Gr. 1-5	Julie Caron	
32	French- Gr. 1-5	Marjanne Jansen	
33	Spanish/IC Trips Gr 1-5	Laura Schutter	
34	Spanish Gr. 1-5	Maylin Parsons	
35	Kiswahili	Alividza A. Otieno	
35	KG-5 ELL	Ruth Stenning Amy Deeb	
37	Kdg-Gr-2 LS	Jen Davis Jo Print Amy Deeb	Eunice Ng'ang'a
38	Gr-3-5 LS	Sienna Burns Katie Kimber Ruth Stenning	Banice Ndirangu Irene Ngugi
39	TI	Brendan Lea	
40	Librarian	Julie Conroy	Jane Gichuru
41	SI TA	Benjamin Ogollah	
42	LCE	Donna Bracewell	Phiona Mugasia Edward Leiyen
	ES Office		
43	ES Principal	Matthew Woodward	
44	ES Assistant Principal	Ryan Hopkins-Wilcox	
45	PK - 2 ES Counselor	Heather Cronk	
46	Gr. 3 - 5 ES Counselor	Shelly Maldonado	
47	ES Admin Assistant	Lillian Livondo	
48	ES Admin Assistant	Emmy Mahiva	

The school has a diverse student community comprised of over 60 nationalities. The largest percentages are American, representing about 25%, followed by Kenyan at about 10%, British, 10%, Canadian at 8%, and Dutch at 4%.

## **Class Size Policy in Elementary School**

Pre-Kindergarten- Grade 2 Grade 3-5

18 students

20 students

Exceptions may be made based on guidelines in our Board policy manual.

### Organization Of The School Day

#### Pre-Kindergarten

Quarter 1		Rest of the school year	
Monday - Friday	8:25 a.m. 12:00 p.m.	Monday - Friday	8:25 a.m. – 3:20 p.m.
Wednesday Schedule	8:25 a.m. – 1:25 p.m.	Wednesday Schedule	8:25 a.m. – 1:25 p.m.
Lunch	11:50 p.m. – 12:50 p.m.	12:05 p.m. – 12:40 p.m.	

#### Kindergarten – Grade 2

Semester 1&2		Lunch Break	
Monday - Friday	8:25 a.m. – 3:20 p.m.	11:50 a.m. – 12:50 p.m.	
Wednesday Schedule	8:25 a.m. – 1:25 p.m.	11:45 a.m. – 12:45 p.m.	

#### Grades 3-5

Semester 1&2		Lunch Break	
Monday - Friday	8:25 a.m. – 3:20 p.m.	11:50 a.m. – 12:50 p.m.	
Wednesday Schedule	8:25 a.m. – 1:25 p.m.	11:45 a.m. – 12:45 p.m.	

- Elementary students may participate in a hot lunch program from Monday to Friday (lunch will cost USD 260 for first semester kindergarten to grade 5 and USD 280 for second semester. Pre-kindergarten will pay USD 170 for first semester and 190 for second semester. Lunch costs are paid by the parents).
- Co-curricular activities when in session, take place between 3.45 p.m. and 4.45 p.m.

#### Dropping Off and Picking Up/Dismissal Procedure for ISK Elementary

##### **Students *Permission To Leave School During The School Day***

ISK is a closed campus, meaning that students remain on campus for the duration of the academic day. Students may leave campus during the school day only for valid reasons and with parent permission. Preferring to study at home rather than utilize a designated *Independent Learning Time* at ISK is not a valid reason. Parent permission must be received in advance of student departure, either by a phone call, email, or written note from parents; in some cases such as a field trip permission the school expects parent permission to be signed in writing. During the school day, students will not be allowed to leave campus without direct communication from parents or guardians to the office, and without a 'gate pass' that must be submitted to the guards at the gate upon departure. Students returning to school at any time during the school day must report to the office immediately upon arrival on campus. School ends at 3:20, except for Wednesday's 1:25 finish, at which point students may leave campus without a gate pass.

##### ***Transport And Parent Responsibility***

It is the parents' responsibility to ensure that their child arrives on time each school day and is picked up promptly at the end of the day's activities. **For families that do not use the bus service and arrange their own transportation, students should be dropped at school by 8:20 am. Pick-up time is dependent on student after-school activity choices. For all after-school activities that finish after 5:00 pm, it is the responsibility of parents to collect their student from the ISK Upper Parking Lot in a timely manner.**

**From 5:30 pm onwards, students will be expected to await collection at the upper gate pick-up area next to the ISK security office.** The High School and Art Center parking lots will not be available for after-hours student pick-up except in the case of special events that take place after hours in the arts center or high school buildings. If needed, students can use the security office phone at the upper gate to let parents know that they are awaiting collection. It is the parents' responsibility to make appropriate arrangements for their child's safe collection from school, and ensure that the child is not left waiting at the ISK security office for an unreasonable duration of time. The same expectations apply for weekends and holidays.

Important additional information about student departure from the ISK campus:

- Permission to walk home requires residency in close proximity to the school and a letter from the parents submitted through the relevant divisional office. No student is allowed to walk off campus without explicit permission of the parent.
- Permission to leave campus by means other than private ISK-stickered transportation or school transportation (e.g., taxi) requires explicit parental permission submitted through the relevant divisional office, otherwise the student will be held at security in the interest of safety until the parent collects their child. ISK does not support the use of motorcycle taxis as a safe means of student transportation.
- In an after-hours emergency, parents can communicate directly with the ISK security office (0733-524174) to inform the school and grant permission for alternate transportation arrangements.

## SECTION 3: COMMUNICATION

### **a. Parent-Teacher**

The most important school-home communication is between a child's teachers and his/her parents or guardians. We welcome parent communication regarding concerns and/or positive issues related to the school. Concerns related to individual teachers or classes should be initially expressed directly to the teacher. To this end the following options are available:

- Call the elementary school office to make an appointment with the teacher.
- Write a home-school agenda note.
- Log on to the teacher's Moodle webpage.
- Email the teacher.
- Engage in student conversations.
- Please note that parents should not disturb a teacher while he/she is conducting a lesson, unless there is an emergency.

### **b. Elementary Office-Parent Communication**

- The school publishes and sends parents a monthly newsletter (The Link) on Friday, via email. It can also be accessed on the ISK website. This informs ISK families of upcoming events and special programs at the school. It may also contain articles and/or items of interest from the ISK PTO.
- The ES Express, for elementary only, is incorporated in the Link. Questions about the ES Express should be directed to the Elementary School Office.
- If parents or students have any announcements that may be of interest to parents or the student body, they should contact the Advancement office.
- The Elementary Office also has a Moodle page on the ISK website. This contains standard items of information about the elementary school and is updated regularly.

### **c. School Wide Communication**

The Link is published monthly to announce whole school activities. This publication is sent home via email. Questions about the Link should be directed to the Advancement Office via [thelink@isk.ac.ke](mailto:thelink@isk.ac.ke)

### **d. Parent Volunteers**

We encourage parent volunteers, either through the Homeroom Parent representative, or organized through the class or special subject teacher for various activities. Having a parent 'on board' is such a benefit for all!

### **e. Homeroom Parents (HRP)**

Each classroom needs at least one parent who can be a contact person and general all-round support for our various activities and events. Volunteers are sought at the start of each school year.

The role of the HRP is:

- To serve as a link between the PTO and parents.
- To serve as a liaison between the teacher and the parents of the class.



- To provide support for the teacher in designated activities.
- To be a contact and support person for new families.

*Guidelines:*

- Parent meets with the teacher at the beginning of the year to get an idea of events scheduled for the year.
- Grade levels are encouraged to have the same types of parties for that year. Teachers may have set ideas for events, etc., or may let the HRP make most of the decisions.
- A letter of introduction can be sent out to the families from the HRP at the beginning of the year outlining her/his role or the homeroom teacher may choose to introduce the HRP.
- The HRP can organize the party/event, telephoning families that have been assigned to the party/activity to coordinate refreshments and organizing games or activities.
- Often the HRP will be called on to help with special activities the class has, such as drama or art activities, special exhibitions or to accompany the class on day field trips. However, for overnight trips our Board Policy as follows applies: "In support of the development of student independence, parents shall not accompany their children on overnight field trips. Exceptions may be made when the accompanying parent is a teacher of the class taking the trip."
- The HRP can be the liaison person to solicit extra help for events when needed.
- The HRP will be a contact point for new families joining 'their' grade during the year.

**f. Principal's Teas**

Each year, the elementary school principal hosts a number of informal meetings with parents to share with them ongoing events and activities in the elementary school. At these sessions the elementary school welcomes parents' recommendations and commendations, and general discussion on different events throughout the year. At these sessions, concerns regarding individual teachers will not be discussed. Dates and times are well publicized in advance.

**g. Parent Responsibilities**

Communication with the school is very important. ISK expects open and ongoing communication between parents and their child's teacher. It is important that parents attend the two formal home-school conferences each year. If a parent is unhappy with a situation in the classroom the procedure is as follows:

- Speak with the teacher involved and endeavor to resolve the situation,
- If unresolved at the teacher level, the parent should contact the principal,
- The principal will arrange a meeting between the teacher, parent and principal,
- If the situation remains unresolved, the parent should contact the school director,
- Finally, the ISK school Board may be contacted should the school director not resolve the situation.

**h. Guardianship**

The school must be notified when both parents travel at the same time. Emergency telephone numbers, local legal guardians and health information must be left at the school should an emergency arise. This information must be communicated via parents and not one's child.

**i. The ISK Parent Teacher Organization (ISK PTO)**

The ISK-PTO is a body dedicated to the improvement and advancement of the school. It aims to promote a cooperative relationship between the home and the school that will benefit the education of all ISK students. The PTO provides opportunities for parents, faculty and students to get together, discuss issues, come to a consensus, and provide services and resources to the ISK community.

The official role of the ISK-PTO is;

- Partner/team builder within the school community
- Supporting good communication and public relations within and outside the school
- Sponsoring social activities
- Raising funds for special projects.

Membership in the ISK-PTO is open to all teachers and parents. Please contact any member of the school administration for more information about participating. The PTO shop on campus has opening

hours each school day and stocks a variety of items for student/parent use.

#### **j. Friends of the Arts- FOTA**

Friends of the Arts (FOTA) is an association made up of parents of ISK students who support the teaching, learning, and performing of dance, drama, art, and music at ISK. The executive committee consists of a chair, co-chair, secretary, and treasurer. FOTA works in cooperation with the teachers, administration, and the PTO to develop ways in which they can assist in the enhancement of the arts. FOTA supports the arts through a variety of activities and events including an annual art show and sale that supports more than 100 local artists and the sale of FOTA merchandise.

#### **k. Private Tutors**

While private tutors are a routine feature of many schools, ISK discourages parents from hiring tutors except in special circumstances, and in consultation with the divisional Student Support Team, counselor or principal.

The main reason for this practice is that ISK already has an expectation of our teachers, teaching assistants, and learning support specialists to provide the necessary support to ensure all students learn. ISK teachers give extra time to students before/after school, at lunch, and often at other times during the day, in person or electronically. They are committed to the learning of all students, and reciprocate the effort that each student is willing to put in.

A second reason for discouraging private tuition is that tutors unconnected to ISK are unfamiliar with our educational philosophy and often do not know our curriculum. Tutors, much like well-intentioned parents who help their children do their homework, can sometimes cause *misconceptions* by not teaching through the same approach the teacher is using, or by not “scaffolding” concepts on what the teacher knows to be prior knowledge.

There are times when it is appropriate for a family to hire a private tutor. In those cases the learning support teachers in each division are the best people to make the judgment call. If your child is struggling in a particular subject, we ask that you first consult with the teacher, then the learning support specialists, before taking the step of hiring a private tutor.

When that step is necessary, it will be important for the teacher, tutor and learning support teachers (and teaching assistant in the elementary grades) to be “on the same page” for all to have a clear idea of the learning goals for the student. Such a dialogue also allows the school to track where and when tutors are being employed, and to collect appropriate feedback on their effectiveness.

#### **l. Communication Protocol at ISK**

Effective communication is critical within our diverse community at International School of Kenya. That is true for both proactive and reactive communications.

In the case of proactive communication—essentially information management—there are many forums for the school to share information. Those include the ISK website, information meetings, **The Link** (ISK’s monthly electronic newsletter), divisional newsletters, emails and numerous other forums and bulletins. There are also a variety of forums for parents to express their opinions or ideas, such as Principal’s Teas (monthly for each division as well as school-wide), or special-topic discussion forums organized within each division, as outlined in this Handbook.

Choosing an effective channel of communication is especially important when people have a complaint or problem, because emotions and cultural perceptions can pose complicating challenges to normal communication and relationships. ISK’s protocol for parents sharing their problems or complaints is, therefore, a simple one: **communicate directly with the person who is closest to the area of concern**. That may be another parent, a teacher, a teaching assistant, a member of the support staff, or an administrator.

If that direct communication does not resolve the issue, then the next step is to speak with the person’s supervisor (or a principal or counselor if the unresolved issue is with another parent). If that step still does not provide resolution the next step is to go to *that* person’s supervisor. However, something should not

be “escalated upwards” unless there has not been resolution at the most direct level first.

**The guiding principle is this: *direct, open, respectful communication is the best way to preserve a sense of community by valuing relationships.***

The school’s protocol for resolving problems or complaints is designed to ensure that such communication be managed promptly, directly, and in the interest of reinforcing our sense of community and common purpose. The steps, therefore, promote resolution **at the most direct level** to ensure transparency and positive working relationships within our community. The protocol is also based on positive assumptions about all community members’ commitment to both **continuous school improvement** and **a respectful community**.

#### **m. Child Protection Service**

See the ISK website for more details on the school’s procedures and guidelines

## **SECTION 4: ADMISSIONS, TRANSFERS & WITHDRAWALS**

### **Admissions**

Students may be enrolled in the International School of Kenya after completing the requirements for enrolment and receiving approval from the Administration. Application materials are available from our website or from the Admission Manager’s Office. ISK wishes to create a warm and welcoming environment for all its new students. To this end the following procedures are in place to assist you.

- New families are received in the Registrar’s office.
- New families receive an application pack.
- Families are taken on a tour of the school and introduced to divisional principals as available and requested by prospective families.
- Once a family is interested in joining ISK the application process begins. See admissions guidelines below.
- Once the admissions guidelines are completed a time for student assessment is confirmed.
- The admissions team (counselor, principal or member of the SSS department) will carry out this assessment.
- Should concern arise as a result of testing and/or former schooling records, consultation will take place between the administration and the relevant faculty member. Admission to ISK may be delayed until further clarification or documentation is received.
- Once testing is satisfactorily completed, the admissions team decides on grade placement. Grade level teachers may be consulted if a question arises about class placement.
- The student file is copied (Elementary Only) and the assessor will speak to the teacher informing him/her to expect a new student. The assessor will give the teacher a copy of the current student file (Elementary Only).
- Parents are informed of acceptance and a starting date.
- The divisional office gives one days’ notice to teachers before admitting a new student.
- A general notice is sent out to all division staff (e.g. health office and library) a minimum of one day prior to the start date of a new student, giving details of the new student and the specific start date.
- Lists of expected students are regularly sent out to teachers, health office, business office and library.

### **Admissions Guidelines**

The following are required in order to be considered for enrolment at ISK:

- Application fee of US\$400 paid to the business office (non-refundable)
- Completed Online Application Form
- Confidential School Report (can be sent directly to the child’s current school through the admissions portal)
- School records from the 3 previous years (translated into English by a certified translator, if applicable)

- Most recent MAP scores (applicable for students applying to grades 3 onwards).
- Photocopy of the passport to verify age
- Completed Health Form (can be downloaded from the admissions portal)
- One current passport size photograph
- Parent Agreement Letter (can be downloaded from the admissions portal)
- Any pertinent/relevant educational documents (IEP, psycho-educational testing reports, etc.) as applicable
- For a student transferring from a local school, a School Leaving Certificate from the previous school is required before the child begins at ISK

The following are also considered before a student can be accepted and placed:

- Evidence of the student's ability to achieve success in ISK's program based on entrance assessments that will be conducted (all points above must be in place before entrance assessments can be scheduled and conducted);
- Current class size at a given grade level;
- Documentation of the last successfully completed grade indicated on school records;
- In cases where students come from a system using a grade level system different than ISK's, students will be placed in the grade following the equivalent of the highest grade completed based on ISK's grade level system;
- In some cases, a student may be admitted on probation or may later be placed on a probationary status.
- All classes are generally constructed in a heterogeneous fashion;
- Parental requests for specific teachers and/or classes are not accepted.

Tuition and fees must be paid each semester before students may enter classes. Inquiries about this may be made to the Business Manager.

### **Admissions Assessments**

All students seeking admission to ISK must sit for a series of assessments. In the elementary school the following assessments are given:

- Mathematics
- Reading comprehension
- Writing

The counselor, learning support teacher, ESOL teacher or principal will administer admission assessments at ISK. Remote testing is also available (Grade 3, 4 and 5 only) by contacting the Admissions Manager ([admissions@isk.ac.ke](mailto:admissions@isk.ac.ke)). The primary purpose of the assessments is to determine if students are likely to achieve academic success with ISK's program if they are accepted. If concerns are raised based on the results of the tests, parents will be notified. If more serious concerns are raised, the parents may be required to obtain outside psycho-educational testing from a professional school psychologist in order for ISK to make a more informed decision regarding enrollment. If this is required, the cost of the testing is the responsibility of the parents.

### **Modern Language Placement**

ISK's language program offers French and Spanish. It is important to note that language instruction at ISK is designed solely for those students who have not previously had significant exposure to the language. Proficient/fluent/near fluent speakers of French or Spanish will be required to take the alternate language. ISK's language teachers make the final determination as to which level a student can be placed into based on written or oral entrance assessments. If a student is assessed to have language skills higher than those offered in a given division, they will be required to take the alternate language.

### **Student Support Services**

*Learning Support (LS):* ISK serves a managed number of students representing a range of learning differences from mild to moderate needs as well as the highly capable.

Consideration for admission to Learning Support is given to students who are performing up to two grade

levels behind their peers. Moderate support is provided for a managed number of students who may be performing more than two years below grade level based on standardized assessments or whose social/emotional behaviors impact academic performance. Each applicant is considered on a case-by-case basis by the Student Support Services Coordinator in consultation with the Principal, Counselor, and Learning Support Teacher, taking into account the availability of places to meet the student's level of need in the grade level to which they are applying.

Parents of students with identified learning or emotional/social needs are invited to submit an application form together with all relevant assessment reports or evaluations that clarify their son or daughter's special educational needs. Individual Education Plans (IEPs) from previous schools; specialists' assessments and recommendations; and medical information related to the student's learning must also be included. In cases where there is no formal psycho-educational evaluation, the school may require such testing as a condition of admission, the cost of which will be the parent's responsibility.

This comprehensive information is considered together with the results of ISK's entrance assessments to decide whether the needs of the student can be accommodated within the current program at the grade level to which they are applying.

Failure to provide accurate information or to disclose a known learning disability during the admission process may result in an admission refusal or the subsequent removal of the place.

*English for Speakers of other Languages (ESOL)*: ISK provides an ESOL program for students whose first language is not English and whose English language skills limit full access to the regular grade level curriculum.

#### **Payment of Fees**

Tuition and fees must be paid each semester before students may enter classes. Inquiries about this may be made to the Business Manager.

#### **Transfer Students**

Many students come to ISK from schools that utilize different evaluation and grade placement systems from ISK. Because of this, it is imperative that we carefully review records from previous schools in order to place students in the appropriate grades or in the appropriate level for certain classes. The counselor and/or principal will make this assessment.

#### **Withdrawals**

Because of the transient nature of ISK's student body, withdrawals, like admissions, tend to occur throughout the school year. When it is known by a parent that his or her child must withdraw, a letter stating intent and the final day of enrollment (if known) is required. The student (or with teacher help for our younger students) completes a withdrawal form several days before his or her final day. This is to ensure that all textbooks and library books (or other school property) have been returned so that school records can be released. School records will not be released if students have outstanding fees, library books, sports uniforms or other school materials.

#### **Withholding Information from Other Schools**

ISK reserves the right not to grant enrollment to students who have poor academic records or who do not fit our admission criteria related to special education (see SSS/LS procedure manual). Failure to provide school records in a timely manner may result in the withdrawal of admission.

#### **Students Dismissed From Other Schools**

ISK reserves the right not to grant enrollment to students who were dismissed from other schools for academic, disciplinary or other reasons. Students failing to reveal such a record at the time of enrollment will be subject to withdrawal of enrollment when school officials learn of the record.



## School Records

Previous school records are required to be submitted before a child is admitted to ISK. Failure to do so, or the misinterpretation of past school performance and record of behavior, regardless of when it has been discovered, may result in the denial of admission or withdrawal from ISK.

## SECTION 5: SCHOOL PROGRAM- ACADEMICS

### Curriculum Information

By definition, curriculum is “all the courses of study offered by a school.” Curriculum is not just the group of lessons or activities that take place in a classroom; it includes the full scope of a student’s day including such activities as advisory, field trips, or clubs. At ISK, the curriculum is not merely a list of standards that students must achieve in order to move on to the next grade or course, but it embraces all that is incorporated into a child’s education. The ISK curriculum is founded on what is considered best practice in educational research and guided by the requirements of ISK’s accrediting agencies (Council of International Schools and Middle States Association.)

ISK’s Learning Design is based on students becoming increasingly independent and self-directed. Alongside the rigorous academic standards in each of the subject disciplines (see below), the ISK Educational Aims are of equal importance. Students are engaged in activities, which allow them to develop the following learning behaviors as well as collect evidence of their growth in each of the Aims.

Learn	Communicate	Create	Solve	Act
Self-Direction	Interpret	Generate Ideas	Design Thinking	Collaborative
Growth Mindset	Express	Innovate	Critical Thinking	Risk-Taking
Inquiry	Empathize	Adapt	Systems Thinking	Principled

Multiple pathways for learning and developing skills, knowledge and behaviors are part of the school’s program. These pathways include:

- Integrated learning
- Personalized learning
- Experiential/Service learning

Students in Pre-Kindergarten - Grade 5 are each assigned to a homeroom teacher. This teacher is responsible for the math, literacy, science and social studies instruction. Students may see specialist teachers\* once, twice or three times a week for specialists’ subjects. English is the language of instruction. Below is a list of subject areas found within the context of the elementary school program:

Humanities:	Language Arts (reading, writing, speaking, listening) Social Studies Modern Languages (French or Spanish: Grades 1-5, Kiswahili: Grades K-3)* Library *
STEM:	Science Technology Engineering Mathematics
The Arts:	Music * Visual Arts *
Wellness:	PE *

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Swimming \*  
 Guidance / Character Education \*

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Co-Curricular Programs	Intercultural Trips (grades 3 - 5) Co-Curricular after-school activities Mother Tongue Programs (paid for separately) Service Learning
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\*The ES staff includes specialist teachers for these subjects.

An active parent volunteer group organized through the PTO supports many activities, which complement curriculum delivery.

**Music:** The ES Music program provides students with a multitude of opportunities to experience the many forms of music from all parts of the world. Classroom activities include: listening, singing alone and with others, playing tuned and untuned percussion instruments and creative movement/dance. Students also perform in two concerts each year.

**Visual Arts:** The ES Art program focuses on four areas: art history and artists, art elements and principles, art production, art criticism. Disciplines include drawing, painting, sculpture, textiles, printmaking, collage, crafts, design and mixed media.

**Physical Education:** PE classes focus on age appropriate activities, games, skills, and sports in order to enhance students' physical, social, and emotional development. Good sportsmanship, fair play, doing one's best, and respect for self and others are key components of the program. The swimming program focuses on comfort and safety in the water and stroke development.

**Library:** The goal in the library is to enable students to become lifelong readers and learners. In addition to choosing books, students practice research skills, listen to a variety of types of literature and learn to use a library effectively.

### Elementary Modern Language Program

The main objective of the Modern Language (ML) program is to develop a long lasting love for language learning. It is very important at the elementary level to foster curiosity and a thirst for discovery. ML classes use a variety of modern and illustrated textbooks, cartoons, videos, DVDs and songs, together with a significant amount of language games.

In grades 1 and 2, the focus is on oral communication. The goal is also to stimulate a desire to learn and to develop confidence in using the language through authentic activities.

In grades 3, 4 and 5, the general objective of ML is to help students attain a degree of proficiency particularly in speaking and listening. Some reading and writing is included in grades 4 and 5.

Kiswahili lessons are also given in grades kindergarten, 1, 2 and 3 and lessons are integrated into the Gr. 4 and 5 social studies units when Kenya is a focus.

### Technology Integration

The Technology Integration (TI) Department aims to weave technology seamlessly into the curriculum in ways that support and enrich student learning. Students learn to question and search for answers, to innovate, and to create evidence of their learning. A full-time ES technology coach assists teachers in planning technology-rich lessons, and is available to support teachers through co-teaching and Professional Learning.

Students in Pre-K to Grade 2 use grade-level sets of iPads to create, innovate, and to express their learning. While they will not be using email, they will learn how to organize their work in a Google Drive.

Students in grades 3-5 participate in a 1:1 iPad program in which iPads remain at the school. Each of these grades is also supported with a cart of Chromebooks. These students are taught to use an ISK Gmail account, which includes the Google Suite Apps for Education. The Gmail accounts for elementary

students are in a "walled garden" that prevents email from being sent or received from outside the ISK domain.

Elementary school students are exposed to making, coding, robotics and digital learning strategies through intentional technology integration that focuses on creation rather than consumption. They practice the ISK Design Cycle while creating individual projects in the ES MakerSpace, located in the Commons, and in informal spaces located in grade level areas.

Students participate in Digital Citizenship lessons that are reinforced throughout the year. They discuss topics within the four themes of ISK's Digital Citizenship program that include **Educate, Respect, Protect** and **Self-Balance**. Topics are revisited at appropriate developmental levels throughout Pre-K to Grade 5. Students develop strategies to integrate technology in the respectful and ethical manner required for rich and engaging participation as global digital citizens.

### **Field trips- Intercultural program**

All school trips shall be approved in advance by the administration and organized in accordance with specific criteria listed below:

- Parental permission is required for any student going on a field trip.
- At the discretion of the school nurse and Director, physical examinations may be required for specific school field trips.
- The trip leader must carry a list of names of all participants.
- The trip leader must secure a first aid kit.
- At least one chaperone shall, to the greatest extent possible, have first aid training.
- The trip leader, to the greatest extent possible, will remain in regular communication with the school via radio contact, mobile telephone or means suitable to the environment.
- All participants including chaperones must have proper identification.
- Chaperone/student ratios shall be 1:8 for Grades Pre-K - 5.
- Emergency telephone contacts of all participants must be left with the principal designated person in charge.
- Any intention to deviate from the recorded plan must be communicated as soon as possible to the elementary principal or designated person in charge

### **Student Support Services (SSS)**

Student Support Services are available at the elementary level for students with mild and moderate learning differences or lack of adequate progress in learning. Additional information can be found in the ISK website.

#### Learning Support

The Elementary, Middle and High Schools each have dedicated Student Support Teams and the Student Support Services Coordinator oversees the school-wide support program. ISK provides learning support through a balanced service delivery model of small group instruction, in-class support, co-teaching and accommodations. Differentiated instruction is at the heart of learning support at ISK and the collaborative, team approach between Learning Support and Mainstream teachers enhances the design of interventions to meet the individual needs of students.

#### ESOL (English for Speakers of Other Languages) Support

The ESOL program provides for different levels of language proficiency while incorporating the mainstream English curricula. The language-rich environment integrates reading, writing, speaking and listening to develop students' acquisition and proficiency of communicative and academic language skills to enable them to function successfully in the regular class programs. ESOL support is provided through small pullout classes, which provide focused teaching to develop specific language skills, as well as through in-class support for language practice in the mainstream curriculum.

#### Guidance Services / Counseling

The Counseling Department consists of counselors at all levels (ES, MS, HS). The counselors are available to both students and parents to assist with personal, social, developmental, emotional, or academic difficulties the students may have. Students may request an appointment with the counselor on

their own or teachers and parents may refer them.

Specific responsibilities of the Elementary School Counselor include but are not limited to:

- Administering counseling services that address the personal, social, developmental, emotional and academic needs of the students;
- Conducting entrance assessments for new students;
- Consulting with parents to help guide parents dealing with the social/emotional issues of their child
- Liaising with teachers to discuss student concerns;
- Attending Student Support Team (SST) meetings;
- Observing students in classrooms to help determine potential classroom interventions;
- Referring to outside community agencies as needed.

### **Attendance Policy**

The learning experiences that take place in the classroom environment are a meaningful and essential part of the education program. Time lost from class due to absences is irretrievable, particularly in terms of lost opportunity for the interaction and exchange of ideas and information between students and teachers. Attempting to retrieve past assignments is not a satisfactory substitute for time spent in the classroom. Furthermore, it is unfair to other students who have made the effort to be in attendance, as it impedes the progress of the entire class. Therefore, the school will apply the following attendance procedures to determine whether a student will receive a regular report card (ES) for classes attended at ISK.

#### *Minimum Attendance*

A student may not be absent for more than ten (10) days during any semester. ISK defines absences, as any time the student is not in class during the instructional day. The accumulation of more than ten (10) days in non-attendance in any one semester may be considered reason for the student not receiving a regular report card for the semester or being promoted to the next grade level. It is assumed that the same number of days within the allowed ten (10) days is a reasonable time frame within which the missed work can be made up. It is the responsibility of the student and/or parent to arrange with the teachers to make up work missed as soon as s/he returns to school and to submit it within the allotted number of days.

### **Student Absence Procedures**

#### Day-to-Day Absences

#### Notification of illness, emergencies, appointments

Students who are absent from school require a written notification to the school (via email or a written message) to the Homeroom teacher and the ES Office or a phone call to the ES Office.

#### Contact details

Before 7:00: Switchboard numbers: 0733 639 343/ 0720 639 363

After 7:30 a.m.: ES Office numbers: 0733 639 340 or email: [esmail@isk.ac.ke](mailto:esmail@isk.ac.ke)

#### Planned Absences (more than 5 consecutive school days)

#### Prolonged absence due to illness or family circumstance

Parents who plan to take their children out of school for a planned absence or an extended absence must notify the Homeroom teacher and the School office. The ES Principal or ES Counselor may approach the parents if there is concern about the amount of time the child will be absent and how this may impact on the child's social and cognitive development.

If a child has been absent due to illness, the parents must provide a medical certificate on the child's return to school.

Children who are absent for more than 10 school days, may be asked to complete tasks at home to ensure areas of the curriculum are covered sufficiently throughout the year.



If a parent wishes a child to complete homework due to a planned absence they may approach the teacher to request activities. This must be requested at least 72 hours before the commencement of the trip.

#### Absences for Vacations

These are discouraged. School vacation dates are published annually to allow for families to plan for their time together. Missing time from school is a serious disruption from the learning process and should be avoided during the school year.

#### Important message

Students who miss more than 50% of tuition in one semester will not receive a report card for that semester. If this is the case the parents will be required to meet with the ES Principal and Counselor to determine if any interventions are required to support the family or student.

#### Leaving school during the school day

##### Parental permission to leave during the school day

ISK is a closed campus. Children should remain on campus for the whole of the school day 8:20- 3:20 (or 1:25 on Wednesday). Children may leave during the school day for valid reasons and with parent permission.

Parents should inform the homeroom teacher and ES office in advance if a child is to be taken out of school during the school day.

Parents or designated guardian should collect their child from the classroom and gain a 'Gate Pass' from the ES Office. This will need to be presented to the guards to allow the child to leave the school campus.

##### Medical Permission to leave the school during the day

If a child falls ill or is injured during the school day, the ISK Clinic will contact the parents. The parents should organize for the child to be collected. Parents or designated guardian should collect their child and gain a 'Gate Pass' from the ISK clinic. This will need to be presented to the guards to allow the child to leave the school campus.

##### Changes to Pick Up Arrangements

If a child is going home in a manner that is different to their normal route, the parent should contact the homeroom teacher and ES office.

Children travelling on buses that are not their own will receive a bus pass allowing them to travel on that bus. Children travelling with other parents in private vehicles must have a release note from their parent authorizing the change of route.

Children who are not picked up at the end of the school day (3:20) will be escorted to the ES office and the parents will be informed to make arrangements for them to be collected.

Children not collected after co-curricular activities (4:45-5:00) will be taken to the school's main security office and the parents contacted to make arrangements for them to be collected.

### **School Materials**

Each year the school provides students at each grade level a list of supplies that they need to purchase for the year, e.g., swimsuit, sun hat, etc. Other than this list, the school provides most of the supplies that are needed for the classroom.

### **PE and Swimming Requirements**

All Elementary students are required to participate in two Physical Education and one Swimming class each week. On their homeroom class PE and Swimming days, students must come prepared with the following items:.

PE - designated ISK PE uniform, athletic shoes, hat and water bottle Swimming - one piece bathing suit, towel, goggles, hair tie or swim cap (if needed) and waterproof bag

The PE uniform is for sale in the ISK Supply Room located in the Commons building. A swimsuit and towel will be provided by the school if forgotten.

If a student is well enough to be in school, then they are expected and encouraged to participate in PE and Swimming. A student can be excused with a doctor's note due to an injury or sickness. Excuses are discouraged for "colds," anticipated travel plans and other minor afflictions.

### **Homework**

The purpose of homework is to foster the development of the student's ability for independent study and to reinforce skills learned in the classroom setting. As a guideline homework timing is no greater than 60 minutes depending on the grade level as follows: - Grade 1 & 2 30 minutes of which 15 minutes is spent on reading, grade 3 x 30 minutes, grade 4 & 5 x 60 minutes. Each parent should provide a quiet study area for the child and assist him/her in developing a scheduled time for study each evening. This will promote better study habits and a better attitude toward school responsibilities. Mandatory homework is not to be sent home at weekends, long weekends or holidays - recommendations for optional learning activities and reflections are permissible for holidays.

### **Home/School Agenda & Planner Book**

Children in Grades 1-5 may be provided with an agenda at the beginning of each semester. This agenda is used to write homework and other reminders, home/school notes. Included in this agenda are Elementary School Homework Guidelines.

### **Library**

The ISK Library is a facility that serves all members of the ISK community. ES classes visit it weekly for library lessons and to check out books. All ES students are expected to have a library bag to transport their library books to and from school on library day. These can be purchased from the ISK Supplies Room in the Commons building or parents may supply a bag from home.

The library provides a wealth of materials for both pleasure and study, including online databases, DVD's, videos, books, magazines, reference materials, and computers. It is open Monday-Friday from 8.00 a.m. to 4:45 p.m. and on Saturdays from 8:00 a.m. to 12:00noon. It is closed on Sundays and national holidays but is open during some school holidays (consult The Link or the library webpage for exact dates). Parents may borrow up to 10 books at a time for a three-week period. The library's collection is intended primarily for classroom use (to support the curriculum); therefore parent use of these items is limited to times when school is not in session (after 3:20pm on Fridays until 8:30am Monday and over holidays). All library users are expected to respect library materials and return them on time.

### **Special Events In Elementary School**

#### *a. School Concerts*

The elementary school holds Arts' Week in semester one and one major concert in semester two during the school year. All students participate in these special events, which are a combination of drama, performance and music.

#### *b. Art Exhibitions and Portfolios*

The elementary school puts on two art exhibitions over the course of the year, at the end of each semester. Usually these occur during the same week as the elementary concert. The exhibits are in the Arts Centre Foyer and are open to the public. Portfolios of student work will be returned to each child after the semester art show. Each show has an enduring understanding; a bigger learning that is themed.

#### *c. Field Days*

Elementary Field Days are organized by the PE Department and are held during the second semester of each school year. The emphasis is on sportsmanship and participation. Parental involvement is

welcomed and invited.

#### *d. Just Write Competition*

Each year students in Grades 1-5 may opt to participate in this school wide creative writing competition. This takes place during the second semester. The winners are announced at a special elementary assembly in April.

#### *e. Elementary Assemblies*

Near monthly elementary assemblies are held in the Arts Theatre and are attended by all students. Parents are invited to attend. Each month a grade level acts as a host. During the end of Semester 1 & 2 assemblies, children are recognized for being an upstanding ISK Aims Way student. Assemblies close with our Spirit Song.

### **Academic Honesty**

All students are expected to do their own work. This applies to all assignments, quizzes, projects and tests. Typically, in cases of cheating (may include copying from someone else, giving work to someone to copy, plagiarizing, etc.) students' work will not be acknowledged, parents will be contacted by the teacher and the Principal is informed. Repeat offenses may lead to social probation for a specified period. If a student continues to cheat, plagiarize or use other student's work in any way, after a third offense the student's continued enrollment at ISK may be reviewed.

## **SECTION 6: SCHOOL PROGRAMME-CO-CURRICULAR AND SERVICE LEARNING**

### **Co-Curricular Program**

#### *Co-curricular Activities (CCA)*

The Elementary Co Curricular Philosophy is:

The elementary Co-Curricular Activities (CCA) program provides **a range of experiences to support and enrich students' learning and to develop** social skills through communicating, creating, acting, learning and solving.

Elementary School offers many activities after school for students in grades 1-5. These may include swimming, karate, soccer, dance, and clay pottery among others. The offering of activities changes each quarter and is dependent on staff availability. Parents receive information regarding all of these activities before or at the start of each quarter. ISK reserves the right to limit individual student participation in co-curricular activities based on academic or behavioral concerns or availability of space. A teacher may question the participation of a student in these activities at any time. The question is directed to the Activities' Coordinator and the Elementary Principal. A decision is made based on consultation with the student's teachers. Please note below the Co-curricular Activities Code of Conduct, which is included with all CCA information sent home to parents.

#### *Co-curricular Activities Code of Conduct*

- Students are to stay in the play area in front of the ES office until the co-curricular program activities begin. The bell rings at 3.40 p.m. to go to the activities, which begin at 3.45 p.m.
- Students will have their attendance recorded by their CCA instructor(s) before the activity begins.
- Students are to respectfully follow the directions of their instructor(s) at all times. The Co-curricular Activities Coordinator will warn students who fail to behave according to ISK standards, and the parents will be immediately informed via email or a telephone call. If the negative behavior is repeated, the student will be removed from the activity for the remainder of the quarter.
- Students are to proceed to the upper lot for the late bus (which leaves at 5.00 p.m.) or the lower lot for car pick-up when the activity finishes at 4.45 p.m. The car pick up time is at 4.45 p.m. to 5.00 p.m. Students who are repeatedly not picked up on time (after 5.00p.m) will be removed from the activities. Parents will be reminded in advance if this is imminent.
- If a child is not collected by 5.00 p.m. he/she is taken to the Security Office at the main ISK gate. Security will contact parents to arrange collection.
- **IMPORTANT TO NOTE.** Children may not stay in school to wait for others in CCA's. All children not in CCA's must leave campus by 3.40 p.m. unless supervised by an adult.

## **Sports**

Ongoing sporting activities form an important part of our CCA program. The following are offered in the Elementary School: soccer, tennis, swimming, basketball, track and field, roller hockey, netball, lacrosse and running club. Attendance is optional. An Elementary Saturday Sports Program runs throughout the year and offers different seasons of sports: Each year a commissioner is appointed for each season and the success of each program depends on student and/or parent volunteers. The Elementary Program is not competitive in nature but focuses on developing each child's skills, teamwork and participation. Occasionally other schools are invited for friendly matches and the elementary school participates in regular swimming competitions.

## **Pride Helpers**

Pride Helpers is a trained group of Grade 4 and 5 students who have various responsibilities in the Elementary School. They are selected either by their peers and/or teachers or can also self-select. They assist with problem solving, active listening, playground duty, peer coaching, supporting new students, giving school tours to new families, just to name a few! A team of teachers advises the Peer Helpers.

## **PRIDE (ES Community Leaders)**

PRIDE is an ES student leadership group that helps develop leadership skills through active community involvement. PRIDE members work on projects and activities that focus on promoting school spirit and promote community building through service learning. PRIDE members are selected from grades 4 to 5 with the consent of parents, teachers and PRIDE coordinators. Members must attend all meetings, check-in frequently with their PRIDE classroom, participate in all PRIDE events.

PRIDE's yearly goals are:

- Create and organize initiatives to help ISK's and Kenya's environmental efforts
- Create and organize initiatives to help ISK students connect with the local Kenyan community.
- Help facilitate a positive environment at ISK.
- Foster opportunities to practice leadership and communication skills.

## **Private Music Lessons**

An extensive after school music program has been established. This offers a wide range of individual instrument tuition opportunities. If you are interested in having your child participate, please contact the Private Music Lessons Coordinator, Rachel Aondo at [raondo@isk.ac.ke](mailto:raondo@isk.ac.ke) for further information.

## **Service Learning Program**

Service Learning is an approach to teaching and learning that addresses authentic need through active engagement in our local and global communities.

## **ISK Service Philosophy**

Service Learning:

- Is linked to the curriculum
- Involves positive and meaningful action
- Engages student voice and choice
- Considers the sustainability of programs and partnerships
- Creates opportunities for participants to be enriched by diverse perspectives
- Nurtures social responsibility and global citizenship
- Is mutually beneficial to participants
- Inspires reflection

## **Goal**

The overarching goal-aim of our Service Learning Program is to develop students who are confident and competent in contributing to and learning from their community. Students will be able to apply these learned skills and dispositions, starting with their home and family and working towards impacting the global community.

ISK's service learning program therefore aims to:

*A. Develop individuals who are:*

- Reflective thinkers who are balanced intellectually, physically, creatively and emotionally
- Willing to accept new challenges and new roles
- Responsible for and aware of each other, the community and the environment
- Aware of their personal impact on a community and are empowered to act upon it
- Initiating opportunities, which broaden their understanding of community.
- Dedicated to one sustainable, collaborative project for an extended period of time

*B. Have a positive impact on a community by:*

- Creating community networks
- Modeling positive values of altruism, selflessness and community responsibility
- Identifying and addressing real world issues
- Ensuring environmental stewardship

In the Elementary School, the goal of our community service program is to:

- Raise our students' awareness of the lives of others
- Connect with others in the community
- Help our students become aware of the various social, cultural, and economic differences of those around us
- Create awareness that change is possible and that individuals can make an impact.

## **SECTION 7: ASSESSMENT AND REPORTING**

### **Assessment**

Assessment is the continuous process of gathering, analyzing and interpreting evidence so students and teachers can make informed decisions that enhance student learning. Assessment policy and practice is the cornerstone of a school's approach to student achievement and success. At the center of ISK's assessment practices is 'Assessment FOR Learning.' To that end, assessment at ISK takes two primary forms: formative assessments allow students and teachers to monitor children's learning as they progress, and summative assessments allow students to demonstrate what they have learned. Both are important and valuable in order to ensure that learning is taking place.

### **Academic Grades**

<i>Scale</i>	<i>Descriptors</i>
4	Exceeds (grade level) standard <ul style="list-style-type: none"><li>● Demonstrates detailed understanding of concepts and skills taught</li><li>● Applies and extends concepts and processes above the standard with no major errors or omissions.</li><li>● Consistently exceeds grade level standard (with minimal support)</li></ul>
3	Meets (grade level) standard <ul style="list-style-type: none"><li>● Demonstrates general understanding of concepts and skills taught.</li><li>● Applies concepts and processes with few errors or omissions</li><li>● Requires limited support</li></ul>
2	Approaching grade level standard <ul style="list-style-type: none"><li>● Demonstrates partial understanding of concepts and skills taught</li><li>● Applies concepts and processes with some errors or omissions</li></ul>

	<ul style="list-style-type: none"> <li>Requires frequent support.</li> </ul>
1	Below grade level standard <ul style="list-style-type: none"> <li>Demonstrates minimal understanding of concepts</li> <li>Applies concepts and processes with frequent errors or omissions</li> <li>Requires considerable support</li> </ul>

### Non-Academic Grades for Educational Aims


- M Meeting Expectations: the student **consistently**...
- A Approaching Expectations: the student **sometimes**...
- B Below Expectation: the student **rarely**...

### Reporting Systems and Procedures

- Written report cards are prepared at the end of each semester for Pre-Kindergarten- Grade 5.
- Students' reports are distributed at the conclusion of each semester based on student achievement against the standards and expectations for each subject. Students in pre-kindergarten and kindergarten receive written statement progress report. Student achievement in grades 1-5 is reported on a 4-point scale. This scale is consistent throughout the ES and provides teachers and students with a consistent framework and vocabulary during a student's elementary school experience at ISK.
- Conferences are scheduled for each family at the end of the first and third quarters. It is essential that parents meet with their son's/daughter's teachers to understand their child's progress and to enhance home-school relations. Students in KG-5 lead the third quarter conference, and in most grades, they are responsible for presenting a report of their progress during this conference and discussing this with their teacher and parents.
- In order to receive a regular report card, children need to be in school for 50% of each quarter (i.e. 50% of any semester). Children in attendance for less than this time may receive a narrative progress report from the homeroom teacher on school letterhead. If a child is leaving early, school reports cannot be given before the designated distribution day.
- The administration reserves the right to hold records, which include semester report cards, transcripts, transfer records, and other formal school documents, in the event that any fees are owed the school (tuition fees, cost of lost text and library books, school sport uniforms, etc.)

### Standardized Testing

ISK administers the standardized MAP (Measures of Academic Progress) to all Grade 3-5 students in September and April each year. Results are shared with parents after each testing period. These results are not factored into a student's grades, but they are used to set learning goals for teachers and to measure ISK's program against like international schools.

## SECTION 8: STUDENT BEHAVIORAL EXPECTATIONS

### Disciplinary Philosophy in Elementary School

It is the intent of the school to nurture and educate students so they make thoughtful decisions, where students comprehend possible consequences of their actions. Continual or deliberate patterns of inappropriate behavior or actions that endanger an individual or the greater student population need to be

handled appropriately, with an approach meant to educate the student and provide all students with a safe, uninterrupted learning environment.



ISK seeks to educate each student to be a moral individual and in so doing, assumes the responsibility to help mold character. Student behavior is not always reflective of good decision-making and we must have a process in place to focus on teaching each student to develop his or her moral character.

We believe the best process for influencing student behavior is based on common values and respect for the dignity of each student. Behaving responsibly is more valued than behaving obediently; therefore, it is our goal to develop the intrinsic motivation in students to become self-disciplined and to take personal responsibility for their actions in lieu of relying upon extrinsic rewards and punishments. Good behavior is related to reasonable rules, a consistent process of responsibility training, and cooperation with parents, and outstanding teaching. The discipline process at ISK, like the academic program, is first and foremost a process of learning, guidance and support.

The purpose lies in our desire to create a safe community where all members respect themselves and others. The elementary counselor, who will work with the students and their families, provides support. Parents, teachers and students themselves may make referrals to the counselor.

### **Code of Conduct**

The elementary school follows The ISK AIMS Way where we strive to develop students of character who learn, create, act and solve in a collaborative and engaging environment.

#### *Expectations for Student Behavior*

- Appropriate school attire is required.
- Students are expected to be courteous and respectful to everyone at all times.
- Fighting is not acceptable and will result in suspension.
- Insubordination toward any school official is not permitted.
- Obscene language, gestures and profanity are not permitted.
- Destruction or defacing of school property is regarded as a serious offense and students are held financially responsible for repairs.

#### *General Consequences for Inappropriate Behavior*

- First time offence: a verbal warning is given generally
- Second time offence: a final warning is given
- Third warning: a detention or other privilege is taken away
- Fourth warning: parent contact is initiated by the teacher
- Ongoing problems: a parent/teacher meeting is held
- Still not resolved: a parent/teacher/principal meeting is held

### **Bullying and Harassment**

The International School of Kenya is committed to ensuring a safe and supportive learning environment based on the school's core values of integrity, commitment to personal well-being, respect for individual differences, and cooperation. Bullying and harassment are not tolerated at ISK and the school will be proactive in ensuring a safe learning environment.

Bullying and harassment are acts of aggression that is one-sided with the intent to cause harm, embarrassment, or discomfort to another. Both usually involve an abuse of or an imbalance of power. Individuals or groups may be involved. Bullying and harassment cause considerable distress and can take many forms. Examples of bullying and harassment:

- Physical bullying includes: hitting, pushing, tripping, spitting on others, kicking, and destruction or theft of another person's property.
- Verbal bullying includes: teasing, using offensive names, ridiculing, spreading rumors, offensive notes or graffiti, gossip or malicious rumors about others, and extortion.
- Cyber bullying includes: emotional harm inflicted through the use of computers, cell phones and other electronic devices, such as malicious discussions or gossip on blogs or websites like Facebook, intimidating text messages, or threats expressed through any electronic media.
- Non-verbal bullying includes: rude gestures, or spreading embarrassing or intimidating pictures or video.
- Gendered bullying includes: Bullying based on gender or gender- role stereotypes.



- Sexual harassment includes: Unwelcome sexual advances, requests for sexual favors, or other intimidating verbal, nonverbal, or physical conduct of a sexual nature.

It is each community member's responsibility to ensure that ISK is a safe, comfortable place for all students. Whether the bully, the bullied, or the bystander/witness, it is the responsibility of every ISK community member to confront or report any incidents (or suspected incidents) of bullying.

Students not comfortable challenging a bullying or harassment incident at ISK are expected to bring the incident to the attention of an adult so that it can be dealt with effectively. This expectation helps to promote a safe and supportive environment for all.

### **Parent Contact**

Where 'Parent Contact' is listed as a consequence, this refers to parents being notified either by a phone call or in a written communication of the circumstances involving their child. Depending on the situation, a teacher or the principal may contact the parents. If a letter is sent home, the secretary may call the parents to let them know to expect their son/daughter to bring the letter home. Often such letters brought home by students will involve the parent signing it and having the child return it to school so that there is confirmation that the letter was received. In certain circumstances, another means of 'parent contact' may involve the student being given the responsibility of notifying his/her parents of the event in question after which the parents write and send a note back to the principal to confirm that a discussion of the events was held between student and parents.

### **Detention**

Detention refers to loss of break and/or lunch times for a specific number of days. Students serving a detention for behavioral issues must report to a designated location, which is usually the ES Office.

### **Suspension**

Suspension of a student may result if he/she exhibits behavior that

- Poses an immediate or continuing threat to the safety of others
- Clearly demonstrates a conscious failure to live within and abide by ISK behavioral expectations or
- Deliberately, significantly and consistently disrupts and impedes the learning of others.

### **In-School Suspension**

A student who is assigned an in-school suspension must report to the principal's office with the necessary materials to complete the assignments.

### **Out-of-School Suspension**

A student who is assigned an out of school suspension cannot attend classes for the days when the suspension is in effect. The student cannot attend any after school activities or other events taking place during the period of suspension

### **Enrollment Status Review & Final Decision**

In certain extreme cases, where deemed appropriate, permanent expulsion from school may be recommended. Any disciplinary consequences may be appealed to the next decision-making level. Final authority for disciplinary actions on student conduct rests with the Director. In the event of a challenge to a Director's final decision, the Board of Directors may be asked to confirm that due process was followed.

### **Notice of Right to Appeal and Final Decision**

The interpretation and enforcement of all school rules and policies is subject to the right of appeal by students and/or parents. Decisions by faculty members may be appealed to the elementary principal; decisions by the elementary principal may be appealed to the director; the final decision may be appealed to the board.

## SECTION 9: GENERAL INFORMATION

### Conferences and Office Hours/Contacts

Telephone: 0733 639 363, 0720 639 363, 0733 639 343

ES Mobile: 0733639340

Email: [esmail@isk.ac.ke](mailto:esmail@isk.ac.ke), [mwoodward@isk.ac.ke](mailto:mwoodward@isk.ac.ke), [rwilcox@isk.ac.ke](mailto:rwilcox@isk.ac.ke)

Website: [www.isk.ac.ke](http://www.isk.ac.ke)

ES Office Staff: Lillian Livondo [Administrative Assistant]  
Emmy Mahiva [Administrative Assistant]

During regular school days, the elementary office opening hours are;

- 7:30 a.m. to 5:00 p.m. Monday - Friday

If a parent desires a conference with a teacher, an appointment should be made either directly with the teacher or through the school offices. Parents are welcome to visit classrooms for observation, but we ask that you agree with the teacher well in advance (48 hours) when you would like to visit and for what purpose.

### **Emergency Procedures**

#### **Important details parents should provide to support the school's efforts:**

- All contact information should be sent to: [admissions@isk.ac.ke](mailto:admissions@isk.ac.ke)
- Provide ISK all telephone numbers for your household. Please ensure that you contact the school with either new or additional numbers.
- Provide ISK your email address so that messages or school-related information can be sent via e-mail.
- Provide ISK with a name and phone number of an Emergency Contact Person who can act on your behalf if you cannot be reached.
- Comply with Security Personnel requests at main gates (driver notified, if you have one).

### **PARENT-SCHOOL CHILD PROTECTION**

The International School of Kenya, in keeping with the ISK core values and vision statement, has a Child Protection Board Policy and an extensive Child Protection Manual to guide staff, volunteers, students, and families in matters related to the safety and care of children attending our school. We believe that children have a fundamental right to be safe at ISK and that the educators, parents and caregivers must act in the best interest of your child and our students. The ISK Child Protection Policy and associated guidelines are based on the belief that all children should be protected from any form of abuse and neglect.

*ISK Child Protection Board Policy (3.8)* Child abuse is a violation of a child's human rights and is detrimental to every aspect of a child's development. The International School of Kenya and all its stakeholders have a responsibility to ensure the safety of each child involved in school activities and protect him/her from abuse. ISK's procedures for protecting and ensuring the safety of children shall be documented and followed consistently. In response to suspected abuse, the school shall take all reasonable, responsible and legal steps to protect the child and act as his/her advocate. ISK shall have a proactive plan for training all stakeholders and making the ISK community aware of various aspects of child protection.

ISK is a multicultural environment where children should feel safe, learn and thrive. We are guided by international and ISK guidelines and definitions of child neglect and abuse that are aimed at protecting your child. Broadly defined, child abuse is any action by another person –

adult or child – that causes significant harm to a child or creates a substantial risk of harm. It can be physical, emotional, or sexual. Neglect is a persistent failure to provide for a child's many basic needs.

The International School of Kenya, its staff, volunteers and parents have a shared responsibility to ensure the safety of the students and protect them from abuse and neglect. ISK's procedures for protecting and ensuring the safety of children are documented clearly and followed consistently. In response to suspected abuse, the school shall take all reasonable, responsible and legal steps to protect the child and act as his/her advocate. Additionally, ISK has a proactive communication plan for training staff, volunteers and making the ISK community aware of various aspects of abuse.

ISK follows up on any suspected child abuse concerns. Responsibility lies in safeguarding children and developing awareness and identification of child abuse. All staff employed or volunteering at ISK must report suspected incidents of child abuse or neglect whenever the individual has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow-up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative procedures flowing from the Board Policy. Upon receipt of a suspected abuse or neglect case a series of detailed sequential steps occur. Once the ISK staff member has reported their concern, their duty of care regarding this is then in the hands of the division leadership, division counselor, and Child Protection Officer. A crisis management team may be formed to follow up on an inquiry, reporting to the Director. In some cases, the school may contact external stakeholders to assist with investigations. The care and concern of the student remains our priority through the course of the process.

*Please refer to Section 3 regarding information about Temporary Guardianship.*

### **Security on Campus**

The security of the campus and our children is a high priority matter. The school employs security officers around the clock, seven days a week, to protect us or warn us of danger. All parents visiting campus MUST display a valid ISK ID at all times when on campus.

Should a situation threaten the safety of our children during the school day, we will endeavor to keep them safe until we can get them home. Unless there are reasons to act hastily, children will be transported home in the normal fashion at the end of the regular school day. Should it become necessary to close the school for a time, we will send that information home with the children or via email or other means.

### **Emergency Plans**

While there are emergency plans in place to be activated if needed, we do not want parents unduly alarmed about their children's safety. ISK keeps in close contact with security personnel from various agencies and we keep abreast of any security matters that could affect the school.

## **Emergency Evacuation Procedures**

Emergency evacuation procedures are a necessity to ensure the health and safety of students. Emergency drill procedures have been established and are posted next to all classroom doors. These are reviewed during the course of the academic year.

## **Safe havens**

Faculty and student housing compounds are identified at the start of each school year that serve as safe havens for ISK school buses if routes were blocked and a bus could not return safely to ISK. All ISK buses are equipped with two-way radios and are in regular contact with the school, the buses are also tracked by GPS to ensure we know the location of all buses at anytime and anywhere in Kenya. Bus monitors are on board each bus and are trained along with the bus drivers to react appropriately in the event of an emergency. There are first aid kits on all buses.

## **Bus Regulations and Transportation**

Parents can elect to use and pay for the ISK bus service for their child's transportation to and from school. Buses usually arrive at the school by 8:10 a.m. After-school buses depart from the school at 3:30 p.m. and a later one at 5:00 p.m. for those students participating in an after school activity. On Wednesdays, school finishes at 1:25 so buses leave campus and drop students home early on these days.

Bus routes and/or bus stops are fixed, and only with administrative approval may be changed. Under no circumstances may either parents or students change them. Due to the extensive areas covered and the length of the routes, students are expected to be at their stops promptly. If they are not there at the appointed time, the bus will continue to the next stop.

It is imperative that a known adult (parent, grand-parent, house staff, etc.) be at the bus stop to receive elementary children when they are brought home after school. If no known adult is at the designated stop to receive the child, s/he will be brought back to ISK and kept there until the parents are contacted and other arrangements are made.

If parents feel there is a situation on the bus, which needs investigating or correcting, please feel free to contact the Transportation Supervisor. It is through this system of feedback that we are able to work on situations and rectify matters to provide the best, safest service possible within the means we have at our disposal.

Students who use ISK buses are expected to observe the following regulations while on the bus:

- Students board and leave the bus in an orderly manner.
- All students will be assigned seats and must wear seat belts
- Students are to keep all body parts within the bus at all times. Students should face the front of the bus. Feet should not protrude in the aisles.
- No shouting, whistling, yelling, etc., on the bus. No radios or tape recordings are to be played on the bus.
- Students are expected to listen to the Bus Monitor and treat him/her as well as the Bus Driver with respect.
- If a student wishes to get off, he should ask the monitor to relay this information to the driver. ES students can only be dropped off at their designated stop.
- After school, students should board buses when designated by the teachers on duty. They are not to wait until the bus is ready to leave and jump on at the last minute.
- Students are not to change seats while the bus is in motion.
- No eating, drinking, or smoking is allowed on the bus. Glass bottles may not be transported on the bus.
- Use of inappropriate language (swearing) is strictly prohibited.
- Students may only ride their designated buses.
- Fighting is not permitted on the bus.
- Students are not to throw anything within the bus or outside the windows, or trail anything from the bus windows. This rule is strictly enforced. Students in violation will be immediately suspended from the bus and must meet with the administration before bus-riding privileges may be restored.
- Vandalism will result in immediate suspension of bus privileges as well as payment of damages.





Any student involved in behavior that is potentially dangerous or injurious to himself/herself, other bus users, pedestrians, or other vehicles, will be immediately suspended pending investigations. These behavioral expectations are designed to provide for the safety of all children. Students who choose to violate these rules will be disciplined. Unless stated otherwise, a first bus offence results in the student meeting with the division principal. A second offense receives a warning letter to the parents from the division principal. A third offense results in a three-day suspension from the bus service, and on a fourth offense, the student may be suspended from the bus service permanently.

*Important details you should provide to support the school's efforts:*

- Provide ISK with your telephone number to be included on ISK's Phone Tree. Please ensure that you contact the school with either new or additional numbers;
- Provide ISK with your email addresses, to be included on email listing. (esmail@isk.ac.ke);
- Provide ISK with a name and phone number of an Emergency Contact Person who can act on your behalf if you cannot be reached;
- Comply with Security Personnel requests at the main gates.

A student who wishes to go home with a friend on an ISK bus must bring a letter of request from a parent to the relevant divisional office (an email is also acceptable). If the request is approved the student will be issued with a special bus pass which should be submitted to the bus monitor; such requests must be made well in advance, would not be appropriate for numerous visits, and also apply for bus-riders who wish to go home with a friend who uses a different bus. Non-bus riders accompanying a bus rider will incur a fee of \$10/trip payable to the Business Office.

### **Transport Safety**

If safe transportation is threatened, children will remain on campus until it is safe to send them home. A telephone and email network has been developed to inform parents of this kind of situation. The school maintains active contact with various security agencies to ensure that we are able to get the children to and from school safely.

## **ES HEALTH COMMUNICATION**

### **Health Office Information**

#### **ISK Health Policy**

All students enrolling at ISK must have an updated health form completed by a physician. Board policy requires that all students have a physical examination every two years and that health forms are updated and resubmitted by parents. Parents must inform the school nurse immediately of any significant change in the health status of a child.

Students will not be allowed to attend school field trips if an up-to-date health form is not on file in the health office. Parents must indicate on the Health Form any serious health condition that the school should be aware of which could require EMERGENCY ACTION or place any limitations on their child's participation in physical activity, contact sports, general sports or swimming. The school requires medical clearance from a physician after a serious injury if a student wishes to continue with the same sport or begin a new sport.

#### **Opening Hours**

A qualified clinician is on duty every school day from 6:30 a.m. to 6:00 p.m. Monday through Friday. The clinic is also open on Saturdays from 8.00am-12.00pm.

#### **First Aid**

The Health Office staff attend to all minor injuries and illnesses. The staff will also ensure that all students have the requisite immunizations and health certificates for participation in all school activities.

#### **Dispensation of student medical information**

### ES students

ES students who become ill at school should report to the school nurse accompanied by a Teaching Assistant. An email to the homeroom teacher from the Nurse must be sent to confirm time in and out of the student at the Health Office. For those going home, an email will be sent back to the homeroom teacher and divisional secretary indicating time of departure from the Health Office.

Students should not call parents to pick them up from school for illness without having seen the personnel at the Health Office.

A student cannot be dismissed from school on medical grounds without the permission of the health clinic staff.

### **Prescription Medication**

Parents whose children have to take medicine during the school day or a school outing will be required to submit a signed permission slip authorizing the school nurse or health office staff to administer the medication. A parent's signature on the health form gives consent to the school nurse to administer first aid for minor injuries and illnesses and administer medications. If the illness persists the school nurse will make recommendations to the students and their parents to seek professional treatment outside the school.

### **Communicable diseases**

Students who have a communicable disease (except HIV/AIDS) will be excluded from attending school until they are no longer contagious. They must bring a note from a doctor indicating that they are no longer contagious before they will be allowed to attend school. Parents of children who have head lice will be informed to take their child home immediately for treatment. They will only be allowed to attend classes after the school nurse has confirmed they are free of nits and lice.

### **Notification to parents**

The school nurse on duty will notify parents immediately in the following situations:

- When a student doesn't feel well enough to return to class after resting in the health office for more than 20 minutes.
- If a diagnosis is made that warrants further medical assistance (e.g., high fever, open bleeding wounds)
- When the parent hasn't completed the student's health form in order to clarify issues of drug allergies, etc.
- When a student has a contagious/highly infectious disease
- When a student has a head injury
- When a student has head lice

### **Medication safety**

For the safety of our students, the school requires the following for any student taking medication:

- All medicines taken by students while in school should be dispensed at the Health Office (No student should be carrying medication on school grounds) with the exception of medicine that may be used in an emergency situation e.g. inhalers for asthmatics, an EpiPen for the students who get life threatening allergic reactions, and insulin for diabetics.
- For students who are on daily medication taken during school hours, parents should supply the ISK Health Office with the medications for at least a month. Parents will be informed when the supply goes down or expires for replenishment.
- For students with prescription medicine, the medication should be dropped at the Health Office by the parent. If a parent is unavailable, the student can be sent to drop the medicine, which should be in a sealed packet accompanied with an 'Authorization to administer medication' note from a parent stating the time, frequency, duration and dose that should be administered.

Parents whose children have to take medicine during the school day or a school outing will be required to sign an 'Authorization to administer medication at ISK' or 'Authorization to administer medication on overnight ISK trips' form which is available at the Health Office. All medicine must be in the original pharmacy container, labeled with: name of drug, strength and dose, name of student, directions for use

and expiry date.

### **The International School of Kenya Serious Allergy Guidelines**

We have students at ISK who have allergies ranging from mild to severe. In most cases as the students get older and move from the Elementary to the Middle and High school they become increasingly aware of these allergies and are expected to learn how to avoid a serious allergic reaction. The following guidelines govern how families and the school are proactive in managing severe allergies:

- On enrollment at ISK a student medical form is filled out by parents/guardians which clearly states the allergy and the degree of reaction. If there is a history of a serious reaction (anaphylaxis etc.) then the parent will be required to bring in medication for their child, ranging from an antihistamine to EpiPen.
- Inform the Health Office and ensure they are involved in the information sharing process to teachers through grade level leaders, Food and Services Manager and Student Support Services Coordinator.
- The school Clinician will arrange a special meeting with the parents and main contact teacher/s for each child to share this information.
- The Health Office will organize an in-service for all teachers and teaching assistants informing them about what to look for, why the allergy happens and how to react.
- In elementary we actively discourage snacks with nuts. Students do not share snacks. If there is a student with a known nut allergy this shall be communicated to the grade teachers and any snacks brought in from home should be nut free.
- In each class, where a child has a severe allergy, a supply of EpiPen or other appropriate emergency medication will be stored. This will travel, in the hands of an adult, to all the specialist classes and co-curricular activities that the child will participate in during the day.
- Emergency Response Kits will be stationed strategically within ISK campus equipped with EpiPen's for immediate access in emergency cases throughout the year
- The school clinic will ensure a supply of EpiPen or other appropriate medication is available throughout each year.

In case of a severe reaction-taking place the following steps need to be taken:

1. Administer the EpiPen or equivalent pertinent allergy medication
2. Call the clinic for immediate assistance (Mobile: 0733 639 344)
3. Inform the parent
4. Inform the Divisional Office
5. The student will be monitored by the Health office team or a responsible adult until the team arrives

### **Sun Policy**

SunSmart UV Alert: Unprotected exposure to the sun while playing outside may result in sunburn and increase your child's risk of developing skin cancer. Please make sure your children put on sun protection every day before they leave home and keep sunscreen in their PE/Swimming bags as well. All elementary students on the playground are required to wear a sunhat. Children without will be asked to play and stay in the shade. Just a few serious sunburns increase your child's risk of skin cancer later in life, as UV radiation is an invisible killer. Make sure sunscreen offers both UVA and UVB protection, that the Sun Protection Factor (SPF) is a minimum of 30 which protects against 97% of the sun's UV rays and that it is water resistant.

### **Campus Access**

The ISK campus is a vibrant and busy place. In addition to the day-to-day academic program, the campus is alive with creative art exhibitions, music and drama performances, service projects and sporting events. Being part of the ISK Community means that you may also be at school outside of school hours or you may have family and friends who you would like to introduce to our campus. These guidelines will help ensure a safe, enjoyable experience for the entire community.

The Campus is open to ISK families from 6:30am – 6:30pm Monday to Friday and on Saturdays and

Sundays from 8:00am – 5:00pm. Campus access outside of these hours requires approval by school Administration and supervision by an ISK staff member. Student pickup outside regular school hours is from the upper parking lot only. Students with parental permission to leave school by taxi or with another student must have written authorization from their divisional office.

### **Student Supervision**

A parent or guardian must accompany Elementary School students who are on campus outside regular school hours. Middle and High School students participating in school events such as soccer or swimming, where there is a coach in charge, do not need to have a parent or guardian chaperon. If a group of Middle or High School students is on campus outside of school hours, at least one parent or guardian per group is required. Parents and guardians must always wear their photo ID badge when on campus.

### **Campus Safety**

All school rules apply when students are on the ISK campus; the safety and security of our students, staff and families is a top priority. Students and/or their families who use the school campus outside of normal school hours do so at their own risk. Please note, however that in an emergency a campus supervisor can be contacted by calling **0724-020-205**. KK Guards are always on campus and can also be of assistance in an emergency.

Please note that these guidelines may be updated as circumstances change; current information is always available at the Advancement Office.

### **Who has access to the ISK campus?**

Individuals or groups with access to our campus facilities fall into the following categories:

- **Community Members**– Current staff, faculty, parents, students and their immediate families
- **Occasional Members** – Individuals involved in the occasional instruction of students and who are regularly on campus during school hours. These include but are not limited to substitute teachers, private tutors, coaches, referees & service learning activity leaders.
- **School Visitors** –Prospective families, alumni and business or service providers, etc.
- **Groups** –Sports teams, service groups, visiting schools, conference participants, etc.

### **Community Members**

Staff and parents are issued parking stickers for their vehicles so that they can drive onto campus. We ask that you refrain from loaning your vehicle to non-ISK people to enter campus. When you sell your car, please remove the ISK parking sticker and return it to the security office. If you want to bring non-community members on campus, it is very important that you take them to the main security office to check in. They will be issued a temporary visitor's badge.

The ISK swimming pool is open for use by ISK Community Members their guests. Community members are responsible for the conduct of their guests and must accompany them while on campus. Guests are limited to four per family. Please note that access to the pool, tennis courts, and fields for walking/running is only outside of school hours and during times when the facilities are not being used by our students.

**Swimming Pool Rules and Regulations** – Appropriate swimwear is required at all times. Swimmers must take a shower with soap before entering the pool. Admission will be denied to anyone having communicable diseases, wearing bandages, or with skin abrasions, colds, coughs, extremely inflamed eyes, infections, open sores, excessive sunburn, nasal or ear discharges. Please familiarize yourself with the following Swimming Pool Rules & Regulations. Adherence to these rules ensures your safety and health.

### **ISK Swimming Pool Rules & Regulations**

1. ISK Community Members must accompany their guests. Children ages 14 and younger must be accompanied by an adult in the pool area. Parents are responsible for the safety and conduct of their children at all times.

2. Appropriate swimwear is always required. Please use changing rooms and bathroom facilities.
3. Children who are not toilet-trained must wear a swim diaper. Regular disposable diapers are not allowed in the pool at any time.
4. Swimmers must shower before entering the pool.
5. No street shoes on the pool deck.
6. Please do not enter the pool if you have a communicable disease like a cold, open sores, excessive sunburn, inflamed eyes, nasal/ear discharges or are wearing bandages.
7. Spitting, spouting or nose-blowing in the pool is strictly prohibited.
8. Proper conduct must be demonstrated at all times. Running, pushing, wrestling, dunking and other forms of rough play are not permitted.
9. Do not dive on the shallow side of the big yellow line.
10. When using the diving boards please:
  - Look before you leap
  - Only one person on the board at a time
  - Avoid swimming under diving boards
  - Swim straight to the rope after jumping
11. Use of food and beverages is restricted to the grassy area only. Glass containers and alcohol are strictly prohibited.
12. No loud music or other excessive noise.
13. During free swim times, swimmers may bring and use their own water toys and equipment; however, lifeguards have control over their usage. Use of ISK owned equipment and toys is for school activities only.
14. ISK security personnel and/or pool attendants shall not be held responsible for valuables.

### **Swimming Pool Schedule 2020-2021**

#### Swimming Pool Schedule

The swimming pool is open to the ISK Community at the following times:

Monday - Tuesday: 4:45pm to 6:00pm - free swim  
 Wednesday: 1:30pm to 6:00pm – free swim

Thursday-Friday pool open for classes and swim team only  
 Saturday/Sunday: 10:00am to 12:30pm - lap swim 12:30pm to 5:00pm - free swim

On ISK holidays, the pool follows a weekend schedule. On Kenyan and religious holidays, the pool is closed. Pool use rules are posted at the swimming pool and we ask that you familiarize yourself with them before entering the pool.

#### Fitness Center

The fitness center is open to the ISK Community at the following times:

Afternoons: 5:00pm to 6:00pm – Monday, Tuesday, Thursday and Friday  
 1:30pm to 6:30pm – Wednesday

Saturday: 8:00am to 2:00pm  
 Sunday: Closed

#### **Fitness Center**

The fitness center is open to the **ISK Community** at the following times:

Afternoons: 5:00pm to 6:15pm – Monday, Tuesday, Thursday and Friday  
 1:30pm to 6:00pm – Wednesday  
 Saturday: 8:00am to 3:00pm  
 Sunday: Closed

**Occasional Members**

Individuals involved in the occasional instruction of ISK students and who are regularly on campus must

have a **Personal Data Form** on file with the HR department. They are also required to have a current **Certificate of Good Conduct**. Updated lists are to be provided to the Security Office by HR for substitute teachers and by the head of the appropriate department for all other coaches, referees and activity leaders.

Upon arrival to campus, they check in with security, are issued their ISK photo ID in exchange for personal ID. Security contacts the appropriate office to confirm that they are to be reporting for duty. They need to pick up their ID card from the security office, and return it upon leaving each day. It is expected that these instructors would only be on campus when they have duties to perform. If instructors solicit private clients to be taught on ISK premises, they may need to complete a rental contract and pay a facility usage fee, which can be organized through the Advancement Office.

**School Visitors (including Alumni, e.g. former students, parents & staff)** – When visitors come to the campus they park in the visitor parking area outside the main gate and report to the Security Office. All visitors must leave an ID at security in exchange for a visitor's badge. Security notifies the appropriate person or office that they are here to see, and then either directs them or accompanies them there. When the visitors leave campus they turn in their visitor badge and retrieves their ID. This enables us to know who is on campus at any given time. Visitors to campus are not permitted to roam around campus unaccompanied.

**Groups & Events - Groups with some ISK community members & some non-ISK people (language classes, community sports groups, birthday parties)** – There may be a fee for use of ISK facilities by groups. Inquiries should be sent to [communications@isk.ac.ke](mailto:communications@isk.ac.ke). If there is a fee, contracts need to be completed at the Advancement Office with payment made in advance.

**Events hosted by ISK at which non-ISK people also attend (drama and musical presentations, FOTA exhibition, visiting teams and fans for sporting events)** – ISK provides additional security staff for these events. Security personnel will direct traffic to the appropriate parking area. ISK community members in stickered vehicles park on campus and assume responsibility for guests whom they bring on campus. Visitors arriving on their own park in visitor parking outside the main gate proceed through the Security Office and are directed by security to the appropriate venue.

**Renters of facilities from outside of the ISK community** – On occasion people from outside of the ISK community rent our facilities. These are limited to events, which are family-oriented, that could potentially be of interest to our community, and that we feel fulfill our own institutional corporate responsibility. All inquiries should be directed to the Advancement Office, or emailed to [communications@isk.ac.ke](mailto:communications@isk.ac.ke).

**Use of campus facilities outside of school hours** - ISK does not assume any liability for injuries or accidents sustained when people are using the campus facilities outside of school hours.

**Use of rollerblades, skateboards, scooters and bicycles are prohibited on school property.**

#### **Dogs on Campus**

No dogs are allowed on campus at any time.

#### **No Smoking on Campus**

ISK is a smoke free campus. No smoking is allowed on campus at anytime. This includes but is not limited to tobacco and e-cigarettes.

#### **Technology Integration at ISK**

At ISK, students develop lifelong Information Communication Technology (ICT) capabilities as they learn to use ICT effectively and responsibly in their learning. Grades 3 to 7 students have access to an individual iPad throughout the day. Grade 8 students use Chromebooks and in the High School, all students bring their own Mac laptops each day. ISK also has specialized labs per division, a design lab, a multimedia lab as well as a number of laptop / iPad carts throughout the school.



## **ISK Responsible Use Agreement for Network and Technology Services**

ISK network and equipment are intended for educational purposes. Access to online content via the school's network may be restricted in accordance with ISK policies and government regulations. Misuse of ISK resources will result in disciplinary action to be determined by the Administration. ISK will not be held accountable for any harm or damages that result from misuse of school technologies.

### *Usage Policies*

All users of ISK technologies must follow the specifics of this document, and are expected to engage with ISK technologies in an appropriate manner. Students may be subject to specific restrictions by division. Users unfamiliar with proper technology protocols should seek clarity from ISK before using school provided technologies. Use good common sense and when in doubt ask.

### *Web Access*

ISK provides its users with access to the Internet, including web sites, resources, content, and online tools. That access may be restricted as deemed appropriate by the Board of Directors or school administration. Web browsing is monitored and records of all online activities are retained for the duration of time deemed necessary. Any attempt to circumvent web filters will warrant appropriate disciplinary actions. Sites that should never be accessed from ISK or using ISK technologies include, but are not limited to, sites hosting pornographic or adult material, gambling activities, non-educational games, or sites whose materials are deemed hateful. Users may not use ISK technologies to illegally download entertainment material such as music, movies or e-books.

### *Respect Others Privacy*

Any attempt to access accounts or electronically stored materials of individuals other than one's self without the expressed permission of that user is a breach of policy and is subject to disciplinary action.

### *Email*

ISK provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school and/or division policies. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### *Social / Web 2.0 / Collaborative Content / Virtual Learning Environments*

ISK provides users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among multiple users. Any behavior deemed inappropriate offline is considered inappropriate online, and such behavior is subject to disciplinary action. Posts, chats, sharing, and messaging may be monitored. Users should never share personal information online.

### *Use of ISK Equipment*

ISK may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users must abide by this agreement when using school devices on or off the school network. Users are expected to treat all devices with extreme care and caution. Users must report any loss, damage, or malfunction of ISK equipment to IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse.

### *Personally Owned Devices*

Users may use personally owned devices during school hours. All personally owned devices are required to be registered with ISK. Any misuse of personally owned devices may result in removal of that device from the network and/or disciplinary action. Students may use personally owned devices in the classroom when the classroom teacher permits. On campus use is permitted unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment.

### *Security*

Users are expected to take reasonable safeguards against the transmission of security threats (protect your home computers) over the school network. This includes not opening or distributing infected files or

programs and not opening files or programs of unknown or untrusted origin.

### *Downloads*

Users should not attempt to download or run .exe, .dmg or any installable applications over the school network or on school resources without express permission from the IT staff. For the security of the ISK network, any downloading of digital materials (video, music, images, pdf, etc.) must be done through a reputable site. When possible downloads should be done before or after school hours.

### *Netiquette*

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

### *Plagiarism*

Research (text, media, audio, and pictures, etc.) conducted via the Internet should be appropriately cited, giving credit to the original creator. Users unfamiliar with proper formatting techniques for digital media should consult the ISK recommended formatting policy (MLA).

### *Personal Safety*

Users should never share personal information, including passwords, phone number, addresses, social security number, birthday, or financial information over the Internet without adult permission.

Users should never agree to meet persons met online without parental permission, and never alone.

### *Cyber bullying*

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime.

### *Limitation of Liability of ISK Network and Technology Services*

ISK will not be responsible for damage or harm to persons, files, data, or hardware. While ISK employs, and attempts to ensure the proper functioning of, various filtering and other security mechanisms, ISK makes no guarantees as to their effectiveness. ISK will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### *Violations of this Responsible Use Agreement*

Violations of this policy are grounds for disciplinary repercussions, including but not limited to:

- Suspension of access to ISK networks, technology, or computers.
- Actions may include consultation with parents, detention, suspension from school or school related activities, and in severe cases expulsion.

## **Lost and Found**

The elementary school maintains a small Lost and Found area at the elementary office for items recently lost or found. Unclaimed items are kept in the ES Office for a few days and then transferred to the school's central Lost & Found room. The Lost & Found is maintained by volunteer parents, so check with the ES Office to receive a schedule of when the Lost & Found is open. At the end of each semester, unclaimed items are donated to local charity. Lost items are more likely to find their way back to their owner when a name is on them. It is recommended that all items, e.g. hats, water bottles, and sweaters/jackets be clearly labeled.

## **LOST PROPERTY PROCEDURES**

The following procedures are intended to ensure that items, whether lost or found, are properly accounted for and in the case of found items, that they are returned to their rightful owners or donated to charity. "Lost property" means any unattended, abandoned, misplaced, or forgotten items including, but not limited to; electronic equipment, cash, jewelry, books, clothing, or personal identification documents which are found within the boundaries of the School. ISK assumes no responsibility for the care and/or

protection of any personal belongings left unattended on ISK property or for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belongings.

#### Steps for reporting Lost Property:

- As soon as you are aware of missing property, retrace your steps and if your property is not found, check with the most likely place where your lost property would have been turned in, e.g. your school division, PE or Arts Centre office.
- In cases where the item missing has significant personal or monetary value, report this immediately to the school office where an incident report form will be completed.
- You should also check in the Lost & Found room. Opening times are **Monday – Friday from 8:15 a.m. – 4:00 p.m. when school is in session.**

#### Steps for handling Lost Property:

- Any item left behind in a room, bus or in a public area is to be brought to the appropriate division office, PE office or Arts Centre office. It is then considered a “Lost & Found” item.
- Lost items with a perceived value of over \$50, e.g. phones, ipads, jewelry, passports, or cash, must be reported immediately to the student’s divisional office and a Lost Property form completed. The earlier that items are reported missing, the better the chances of recovering the item.
- Found items with a perceived value of over \$50, e.g. phones, ipads, jewelry, passports, or cash, will be secured in a locked area, such as a principal’s office, with highly restricted access. These high value items are to be recorded in a Lost & Found register.
- Items with lower perceived value, e.g. shoes, sweaters, lunch boxes and t-shirts are transferred weekly to the central Lost & Found room.

It is the property owner's responsibility to report and search for any lost item. High value items remaining unclaimed for one year will be disposed of under the supervision of the Business Manager as follows:

- Cash will be donated to the ISK scholarship fund
- Items with resale value will be sold in a restricted auction, with proceeds donated to the scholarship fund.

### **Dress Code**

ISK students are asked to consider ISK's context as an educational institution in an environment that includes diverse belief systems and cultural practices. Students should always dress appropriately for school, demonstrating respect for themselves and others. This includes dressing neatly. Clothes should not be ripped or torn nor should underwear be visible at anytime. Shoulders must be completely covered, from the neck to the edge of the shoulder, and chest should not be visible. Bare midriffs are not allowed. Shorts, dresses, and skirts must be of an appropriate length, no shorter than mid-thigh. Students are expected to wear appropriate footwear at all times. Clothing and jewelry must not contain statements or insignias of questionable taste (e.g. racist symbols, crude gestures and offensive wording). Clothing or jewelry that advertises, promotes, or contains references to drugs or alcoholic beverages is prohibited. In elementary and middle school there is a specific Physical Education uniform that students will need to purchase and wear during their PE classes. The uniform (specific shorts and shirt) will be available to purchase from the Business Office. In supporting ISK's dress code, you are supporting the cultural diversity of our school community. Thank you for your support and understanding.

### **Emergency Procedures at ISK**

#### Introduction

ISK has developed a comprehensive plan to ensure the safety and security of its students while they are on the campus or when they are en route to or from the campus while riding in ISK school buses. The plan is described below. Feel free to contact the school if you have questions.

#### On Campus

An Emergency Procedures Handbook is in place (available in all classrooms and offices) that will serve as a guide for the administration should a serious emergency to arise. A group of administrators and other

personnel constitute the Safety and Security committee, which meets regularly and are the group who would put plans into effect, if needed.

An ISK family phone tree is created at the start of each school year and updated regularly. The tree would be activated in the event that vital information needs to get to parents as quickly as possible. ISK's security company provides a vehicle that patrols the immediate area surrounding the school and the main road leading to and from the school.

Local police stations provide additional security on an as needed basis. ISK has direct radio communication with the U.S. Embassy and Canadian High Commission to seek further assistance if required. We meet regularly with representatives from the United Nations, US Embassy, Canadian High Commission and ISK to review recent security affairs, assess the security situation around the country and make recommendations to the school administration. Evacuation, fire and "duck and cover" drills are conducted during the year to prepare student response.

A cadre of first-aid trained teachers is in place to assist the nurse, if called upon. Our counselors and other special service staff are trained and prepared to deal with psycho-emotional problems that might result from crisis. Identified ISK staff also has been provided with radios to be used in the event of an emergency.

### Emergency Contact

It is very important that we have the name of a contact person whom your child knows, and that this person has agreed to make medical decisions on your behalf if the school cannot contact you and your child needs emergency medical intervention. It would be better if we had more than one contact person. If both parents are going to be out of the country at the same time, the school must be notified as to who will have the legal power to make decisions for your child and this person must be an adult.

### **Birthday Celebrations in ES**

The homeroom teacher will facilitate birthday celebrations during school days if the parent wishes to do so. Please note the following guidelines:

- The celebration will take no more than 15 minutes in length,
- The celebration may include items such as mini cupcakes, squares or pieces of fruit (no soft drinks, sugar drinks or nut products allowed) that the parent will provide, and
- Additional supplies including napkins, paper plates, a knife to cut the cake, candles, the parent also provides matches and party favors.

### **Student Guests**

An ISK student may be granted permission to bring a student guest to school for maximum one school day. The permission is granted pending permission from the child's homeroom teacher and if it does not disrupt the classroom learning. At least 48 hours notice needs to be given to the teacher.

### **After School Hours and Weekends at ISK**

We welcome our ISK families to use this beautiful campus. The walkways are super places for bikes and scooters. Please be sure your child is wearing the appropriate safety equipment.

### **Other Student Services**

#### *Food Service*

The ISK Cafeteria Lunch Program is a prepaid optional service for Elementary School students. It is managed by ISK's Head Chef and his team and runs from Monday to Friday. Students may sign up and pay for a full year, a semester or a quarter. The children may select vegetarian or non-vegetarian meals for the duration of the time they have signed up. A food services committee meets regularly to monitor and advise the school canteen. The committee ensures that the menus are nutritious, well balanced and follow the ISK Food Policy by frequently reviewing them. No pork products of any type are offered. The weekly menu is posted on the link. Parents wishing to sign their children up for canteen lunches should go to the food services office. Elementary school children are not allowed to visit the canteen unsupervised,



unless accompanied by a parent after school hours.

Please note that disposable plastic bottles are no longer sold on campus. All students are encouraged to bring their own refillable BPA beverage containers from home. These can also be purchased at the PTO store.

#### *Safe-Keeping of Mobile Phones & Other Electronic Equipment*

At ISK, we appreciate the concern some parents have that their children are equipped with mobile phones as a safety issue or they wish to bring in a camera, etc. to show and share with fellow students. If this is your wish, please note that an elementary child is expected to leave her/his phone and/or other electronic equipment with the elementary secretary in the morning and pick it up before leaving for home. If your child leaves a phone or other electronic equipment in a school bag or cubby, and it goes missing, we cannot accept responsibility for the loss

#### *School Telephone Use*

Students may use the landline telephone in the elementary school office free of charge, for items related to school business.

#### *Educational Materials*

The teaching materials at ISK are current publications, with most originating in the United States and United Kingdom. All students are issued most, if not all, educational materials required for their learning program. Exceptions to this would include physical education uniforms, pencils, pens, and notebooks for different subjects. All students are responsible for the proper care of their workbooks and textbooks. The workbooks are the student's property but textbooks must be returned to the school at the end of the school year or at the time of withdrawal. In case of loss, a charge is assessed.

### **Tutors**

Parents are asked to discuss on-campus tutoring with the elementary principal. The schedule of tutoring times, days and location must be clarified and approved, so that security can be informed. A tutor will comply with all ISK security measures as any other campus visitor. Tutors/parents are encouraged to consult with the student's teacher, so maximum benefit can be derived from the tutoring.