

Parent – Student Handbook

Year 2022 – 2023



**MAARIF INTERNATIONAL
SCHOOL OF BUCHAREST**

Bldv. Pipera, N. 206 Bis, Voluntari, Ilfov

ORGANIZATION

Vision

Our vision is to become a leading international school in Bucharest, that provides a caring and stimulating environment for students; by giving them support and security as well as education, they will be able to make a difference in their community. We will promote a culture of mutual respect and diversity and encourage children to follow their paths with skills and values that will propel them towards a successful future.

Mission

We aim to empower students to reach their full potential and acquire the necessary skills to develop themselves as creative, open-minded and knowledge seekers; respect international culture, traditions and environment. We nurture the sense of responsibility in our students to become the leaders of tomorrow who will take action to improve the world around them.

Core Values

- ♥ Respect
- ♥ Responsibility
- ♥ Fairness
- ♥ Integrity
- ♥ Our values are reinforced in everyday interaction among students and between students and teachers.

DIVISION OF YEAR GROUPS

International Section			
Section	Age*	Grade	Qualifications
Kindergarten	3	Nursery	
	4	Reception (KG1)	
Primary	5	Year 1	CYL – Starters CYL – Movers CYL – Flyers Cambridge Primary Checkpoint
	6	Year 2	
	7	Year 3	
	8	Year 4	
	9	Year 5	
Lower secondary	10	Year 6	Cambridge Secondary Checkpoint KET PET Cambridge Secondary Checkpoint
	11	Year 7	
	12	Year 8	
Upper Secondary	13	Year 9	FCE IGCSE AS A2, CAE, IELTS
	14	Year 10	
	15	Year 11	
	16	Year 12	
	17	Year 13	
* Ages at the beginning of the year			
Romanian Section			
Secțiune	Vârstă *	Clasa	Examene
Grădiniță	5	- Grupa Mare	
Ciclul primar	6	Clasa Pregătitoare	CYL – Starters CYL – Movers CYL – Flyers Simulare Evaluare Națională – clasa a 2-a și clasa a 4-a
	7	Clasa I-a	
	8	Clasa a II-a	
	9	Clasa a III-a	
Ciclul gimnazial	10	Clasa a IV-a	KET Simulare Evaluare Națională – clasa a 6-a PET Evaluare Națională clasa a 8-a
	11	Clasa a V-a	
	12	Clasa a VI-a	
	13	Clasa a VII-a	
Ciclul liceal	14	Clasa a VIII-a	FCE CAE
	15	Clasa a IX-a	
	16	Clasa a X-a	
	17	Clasa a XI-a	
* Ages at the beginning of the year			

STUDENT'S DAILY CLASS SCHEDULE

Daily Schedule	
Period 1	08:30 - 09:15
Period 2	09:25 - 10:05
Period 3	10:15 - 11:05
Period 4	11:15 - 12:00
Period 5	12:10 -12:55
Lunch break	
Period 6	13:35 - 14:20
Period 7	14:30 – 15:15
After school	15:30 - 16: 30

*No arrival before 8:00

2022-2023 ACADEMIC CALENDAR

Week		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
	Aug	29.aug	30.aug	31.aug	01.sept	02.sept	03.sept	04.sept	Sep	Uniform Selling week
1	Sep	05.sept	06.sept	07.sept	08.sept	09.sept	10.sept	11.sept	Sep	First day of school - Beginning of Module 1 - Revision Week
2	Sep	12.sept	13.sept	14.sept	15.sept	16.sept	17.sept	18.sept	Sep	Revision Week
3	Sep	19.sept	20.sept	21.sept	22.sept	23.sept	24.sept	25.sept	Sep	Assessment Week
4	Sep	26.sept	27.sept	28.sept	29.sept	30.sept	01.oct	02.oct	Oct	September 30th - Beginning of October Session Cambridge Exams (Years 11 to 13)
5	Oct	03.oct	04.oct	05.oct	06.oct	07.oct	08.oct	09.oct	Oct	
6	Oct	10.oct	11.oct	12.oct	13.oct	14.oct	15.oct	16.oct	Oct	
7	Oct	17.oct	18.oct	19.oct	20.oct	21.oct	22.oct	23.oct	Oct	End of Module 1
	Oct	24.oct	25.oct	26.oct	27.oct	28.oct	29.oct	30.oct	Oct	October 29st - National Day of the Republic of Turkiye - Autumn Holiday
8	Nov	31.oct	01.nov	02.nov	03.nov	04.nov	05.nov	06.nov	Nov	Beginning of Module 2
9	Nov	07.nov	08.nov	09.nov	10.nov	11.nov	12.nov	13.nov	Nov	
10	Nov	14.nov	15.nov	16.nov	17.nov	18.nov	19.nov	20.nov	Nov	End of October Session Cambridge Exams (Years 11 to 13)
11	Nov	21.nov	22.nov	23.nov	24.nov	25.nov	26.nov	27.nov	Nov	
12	Nov	28.nov	29.nov	30.nov	01.dec	02.dec	03.dec	04.dec	Dec	St Andrew's Day & National Day of Romania
13	Dec	05.dec	06.dec	07.dec	08.dec	09.dec	10.dec	11.dec	Dec	Revision Week
14	Dec	12.dec	13.dec	14.dec	15.dec	16.dec	17.dec	18.dec	Dec	Assessment Week
15	Dec	19.dec	20.dec	21.dec	22.dec	23.dec	24.dec	25.dec	Dec	End of Module 2
	Dec	26.dec	27.dec	28.dec	29.dec	30.dec	31.dec	01.jan	Jan	Winter Holiday
	Jan	02.jan	03.jan	04.jan	05.jan	06.jan	07.jan	08.jan	Jan	
16	Jan	09.jan	10.jan	11.jan	12.jan	13.jan	14.jan	15.jan	Jan	Report Card Week - Beginning of Module 3
17	Jan	16.jan	17.jan	18.jan	19.jan	20.jan	21.jan	22.jan	Jan	
18	Jan	23.jan	24.jan	25.jan	26.jan	27.jan	28.jan	29.jan	Jan	Unification Day
19	Feb	30.jan	31.jan	01.feb	02.feb	03.feb	04.feb	05.feb	Feb	
20	Feb	06.feb	07.feb	08.feb	09.feb	10.feb	11.feb	12.feb	Feb	February 6th - Beginning of March Session Cambridge Exams for Year 13
21	Feb	13.feb	14.feb	15.feb	16.feb	17.feb	18.feb	19.feb	Feb	End of Module 3
	Feb	20.feb	21.feb	22.feb	23.feb	24.feb	25.feb	26.feb	Feb	Holiday
22	Mar	27.feb	28.feb	01.mar	02.mar	03.mar	04.mar	05.mar	Mar	Beginning of Module 4 - March 3rd - End of March Session Cambridge Exams for Year 13
23	Mar	06.mar	07.mar	08.mar	09.mar	10.mar	11.mar	12.mar	Mar	
24	Mar	13.mar	14.mar	15.mar	16.mar	17.mar	18.mar	19.mar	Mar	
25	Mar	20.mar	21.mar	22.mar	23.mar	24.mar	25.mar	26.mar	Mar	
26	Mar	27.mar	28.mar	29.mar	30.mar	31.mar	01.apr	02.apr	Apr	Years 11, 12, 13 Revision Week
27	Apr	03.apr	04.apr	05.apr	06.apr	07.apr	08.apr	09.apr	Apr	Years 11, 12, 13 Assessment Week
28	Apr	10.apr	11.apr	12.apr	13.apr	14.apr	15.apr	16.apr	Apr	End of Module 4
	Apr	17.apr	18.apr	19.apr	20.apr	21.apr	22.apr	23.apr	Apr	Spring Holiday
29	Apr	24.apr	25.apr	26.apr	27.apr	28.apr	29.apr	30.apr	May	Beginning of Module 5 - Beginning of Cambridge Written Examinations (Y 11 to 13)
30	May	01.mai	02.mai	03.mai	04.mai	05.mai	06.mai	07.mai	May	Labour Day
31	May	08.mai	09.mai	10.mai	11.mai	12.mai	13.mai	14.mai	May	
32	May	15.mai	16.mai	17.mai	18.mai	19.mai	20.mai	21.mai	May	
33	May	22.mai	23.mai	24.mai	25.mai	26.mai	27.mai	28.mai	May	
34	May	29.mai	30.mai	31.mai	01.iun	02.iun	03.iun	04.iun	Jun	Revision Week - June 1st - Children's Day
35	Jun	05.iun	06.iun	07.iun	08.iun	09.iun	10.iun	11.iun	Jun	June 5th - Pentecost - Assessment Week - End of Cambridge Written Examinations (Y11 to 13)
36	Jun	12.iun	13.iun	14.iun	15.iun	16.iun	17.iun	18.iun	Jun	End of Module 5 - Beginning of Summer Holiday
	Jun	19.iun	20.iun	21.iun	22.iun	23.iun	24.iun	25.iun	Jun	Report card week

POLICY FOR SENDING BOOKS HOME

Nursery & Reception: All books are to be kept at school. They will be sent home when completed.

Years 1 and above: Books are kept in school and sent home only for homework; before the final exams all the books will be sent home with the students to prepare for assessment.

Kindly note that for the younger children, our policy regarding sending books home stems from our belief that academic targets can be reached by restricting schoolwork to school hours. Extending the school day beyond that will eventually have a negative effect on both young students and parents. We recommend that parents encourage kids to read daily.

STUDY HABITS

It is strongly recommended that parents help their children in applying the procedures outlined below and keep following up until they become daily habits.

WHERE TO STUDY

- Preferably in a quiet room, away from telephones, tablets, TV, and other distractions.
- A flat surface is needed (table, desk) and a straight chair, with a good source of light. It is better not to study while relaxing on a comfortable sofa or while lying on a bed.

WHEN TO STUDY

Develop a reasonable study timetable. Several checks on various assignments are better than one "long" check at the end.

ASSESSMENT

MISB operates under the semesterly marking scheme for the International (Cambridge) section and therefore we have only one final exam per semester. The final exam will be held at the end of each semester.

Cambridge Nursery to Y3 will have continuous assessment in class, but the evaluation is not graded. No transcript will be issued by the school. Students in these age groups receive only a detailed report at the end of the semester.

Cambridge Y4 to Y13 will be assessed through various means, such as written examination, oral examination, student portfolio and individual or group projects.

The final mark for passing the Year will be the average of Semester 1 and Semester 2. The passing grade is 50/100. This applies to all classes except Grădiniță and Primary Romanian section; students from this section receive qualifiers such as: Foarte Bine, Bine, Suficient, Insuficient.

Each of these subject courses is designed to allow the easy transition from one year to another and to open doors for our students when they begin to make decisions regarding secondary qualifications, i.e., IGCSE, AS, and A-level courses

DIAGNOSTIC

Initial Assessment Tests are administered during the first two weeks of the Academic Year in order to identify the academic level of the students.

PROMOTION AND RETENTION POLICY

Students are promoted when they meet the promotion requirements set by the school. Students who meet these requirements will pass into the next year group. Any student who does not achieve these performance levels and who cannot demonstrate full mastery of all essential concepts in one or two subjects may be required to sit for a retake exam before the beginning of the Academic Year, in July (for Romanian section) and in September (for Cambridge section). Attending the retake exam is compulsory. Students must pass this exam in order to be promoted.

Students with three failed subjects must repeat the year even if the final class average is above 50%. The failing student may be re-enrolled to repeat the year only if the school has available place in the respective class.

ADMINISTRATIVE PROCEDURES

SCHOOL HOURS

Arrival starts at 8:00. For your children's safety, kindly consider not dropping your child off to school earlier than 8:00. They will not be allowed to enter the school premises before this time.

Pick-up time is 15:30. For students attending clubs, the pick-up time will be communicated individually by teachers. No students will be allowed to leave school premises without parents or legal guardians. Upper Secondary may leave by themselves if the parent/legal guardian sends an official request.

LATE ARRIVAL TO SCHOOL

All students arriving late at school must check in at the Front Office. Students arriving late for school because of school buses (in case of unexpected traffic) are to go directly to class. A general announcement will be made to notify teachers of late bus arrival.

Students arriving late, by private transport, should sign in at the Front Office, obtain an entry pass, and go to class. Students will not be admitted late to class without first securing a pass from the Office.

If students have a written excuse from parents/guardians, or if we have received a phone call explaining their late arrival, they will be given an excused entry pass. If they arrive late, without an acceptable excuse, on a daily basis, parents will be contacted.

LEAVING SCHOOL DURING THE DAY

MISB operates a closed campus for all students. Students may leave the campus in case of an emergency or for medical reasons. To release a student during the day, parents/guardians must send a written request to the Class Teacher, for Primary, and the Front Office at office@imsb.ro, for Secondary. The student should be picked up by a parent, guardian or a person that is appointed by the parent/guardian.

ATTENDANCE

Student attendance is recorded daily. Should a student be absent without prior arrangement, parents/guardians will be contacted by the Administration. Students must attend school according to the school calendar. If a student is constantly absent without valid reason, his/her acceptance for the next academic year will be compromised. Special circumstances such as illness may be considered by the school.

Legally, a student may be excused from 10 classes by written request from the parent, transmitted to the Front Office, office@imsb.ro or Class Teacher/Homeroom Teacher.

If the child is too ill to attend school, parents should contact the Front Office or Class Teacher/Homeroom Teacher. Excuses for illness must be accompanied by a medical report provided no later than 5 days from the first day of absence. The Deputy Director will not accept medical excuses that are filed later than this date.

All routine medical procedures should be arranged outside of school time whenever possible. We require evidence or a medical note from the GP.

HIGH SCHOOL GUIDELINES

Parents need to assure and be responsible for their children's behaviour even if their son/daughter is over the age of 18. They need to support the school by enforcing proper behaviour and, as such, parents are responsible for attending parents' meetings with the Administration and to guarantee regular attendance of their children at school.

In case a parent refuses to take responsibility for his/her child in High School, the school has the right to decline re-registration for the coming academic year.

RIGHTS AND OBLIGATIONS OF THE SCHOOL

The school has the following rights

1. to request the presence of the parents/guardians whenever considered necessary;
2. to accept or decline any potential student for justified reasons, as per the signed contract;
3. to suspend or to expel any student who is not fit for school, affects the image of the school, does not pay the fees and/or does not comply with any of the school's policies or requirements provided in the Parent–Student Handbook;
4. to sanction/reward the student in accordance with the school's policies, as provided in the Parent–Student Handbook;
5. to reserve three school days for unanticipated bad weather;
6. to preserve the student's academic records;
7. to collaborate with any public and private entities needed for the proper implementation of the educational process.

The school has the following obligations

1. to ensure a suitable location, the organisational and logistical framework for the proper development of the educational process;
2. to provide quality educational services;
3. to take all necessary measures in order to ensure the security and safety of the student whilst on the school's premises and during trips organised by the school;
4. to act with professionalism at every stage of the educational process;

5. to inform parents/guardians regarding the schedule of the periodic meetings;
6. to release any document regarding the educational status of the student following the written request of the parent/guardian;
7. to ensure equal treatment for all students;
8. to ensure the transparency of the educational activities performed, organised, and approved by the school;
9. to immediately notify the parents/guardians in the case of any kind of emergency involving the student.

RIGHTS AND OBLIGATIONS OF THE PARENTS/GUARDIANS

The parents/guardians have the following rights

1. to be treated with respect by the school's representatives;
2. to request explanations regarding the student's educational activity;
3. to request meetings with the school's representatives whenever they deem appropriate for the proper development of the student's education;
4. to request in writing any information regarding the student's academic performance.

The obligations of the parents/guardians

1. to ensure proper behaviour and the basic education of the student;
2. to respect other students, the school's rules, requirements, management, personnel, and the property of the school and to immediately correct the behaviour of the student if this is not compliant with the school's policy, as established through the Parent - Student Handbook;
3. to cover any loss, damage or destruction caused by the student to the school's property or to the property of other students and teachers, in cases in which the affected parties could register damages due to such;
4. to assume the entire responsibility for the parents' and/or student's actions that could affect the image, both inside and outside, of the school;
5. to take all necessary measures in order for the student to attend classes and any other chosen educational activities and to communicate immediately any situation requiring the absence of the student from classes;
6. to ensure that the student behaves in a decent and appropriate manner;
7. to attend meetings scheduled by the school in relation to the student's education;
8. to take all necessary measures as requested by the school concerning the education and conduct of the student;
9. to ensure the student wears the school's uniform;
10. to permanently communicate with the school any aspects necessary to ensure the well-being of the student;
11. to notify the school if the student was ill and should not attend classes; to ensure the student receives the required medical attention during periods of absence and is medically fit to return to school;
12. to pay all fees on time.

Parents are also recommended to:

- Make a commitment to listen to their child talk about his/her schoolwork and give their child some time each evening when she/he has their undivided attention.
- Provide a place, with proper supplies, at a regular time when their child can study without distraction from television, telephone, or siblings.

- Encourage their child to ask questions about homework assignments at the time the assignments are given or before she/he leaves school to clearly understand what is required.
- Check with their child to see that every assignment is complete and that it is his/her best effort. Ask their child's opinion of the completed task.
- Be sure to check with their child frequently on his/her progress on long-term assignments. Discuss why it is best not to leave these to the last minute.
- Help their child to develop a system or set aside a place for completed homework so that she/he remembers to bring it to school each day.

In all of the above, parents are encouraged to let their child take responsibility for his/her homework assignments, but clearly indicate that they are there to support him/her when needed.

In addition to assignments, all students are expected to read in order to develop critical thinking skills, to get new information, to improve vocabulary and for pleasure every day. Children should be motivated by parental interest in their reading.

Parents are encouraged to:

- Show their interest by asking their children about the chosen books.
- Read to and with their younger children every day.
- Visit the library/book shop with their child and help them choose from the selection of books and audio packs to borrow/buy for use at home.

Guidelines for missed work due to absence

If the students are absent for more than 3 days due to compelling reasons e.g., extended illness, family bereavement or family crisis, the teacher and parents may discuss and agree on the appropriateness of setting work.

RIGHTS AND OBLIGATIONS OF THE STUDENT

STUDENT RIGHTS

1. Participate in school clubs and competitions;
2. Receive recognition and diplomas for active participation in volunteer activities;
3. Confidentiality of their identifiable information.

STUDENT OBLIGATIONS AND CONSEQUENCES

The following list of behavioural expectations is not exhaustive.

1. Attend mandatory major events organised by the school.
2. Students should behave in a decent and appropriate manner;
3. Students should attend meetings scheduled by the school in relation to the student's education;
4. Students should wear the school's uniform and respect the school dresscode, including the aspects related to make-up and shoe wear;

Consequences for violations will be determined based upon the behaviour and in the best interest of the school and/or the student(s) involved to help improve discipline.

Consequences for inappropriate behaviour may include parental contact, or suspension.

- Respect – Students are expected to respect themselves, other people, school property, and the property of others. Students should always address and treat peers and school personnel in an appropriate manner.
- Offensive Language – Students are expected to respect others and not to use obscene or inappropriate language. Bad language will not be tolerated.
- Public Displays of Affection – Respect for younger students, classmates, parents, and other adults should be shown properly. Holding hands, walking arm in arm or public displays of affection are not considered appropriate.
- Theft – Students should not take or conceal property that belongs to another person without their permission.
- Vandalism – Students should not cause damage to school property or the property of others. When the individual causing vandalism is identified that student will be charged for damages. This includes writing or drawing on desks, chairs, and walls. Parents will cover the costs of the repair.
- Fighting – Students should refrain from engaging in fights or causing harm to another person. This includes “play fighting” and “horseplay.”
- Bullying – Students should refrain from bullying behaviours, which may include name-calling, taunting, threatening, mocking, making offensive comments, kicking, hitting, biting, punching, taking and/or damaging belongings, gossiping, excluding others from groups or spreading rumours etc.
- Possessing Dangerous Objects – Students should not bring any objects to school that pose a risk to themselves or to others. The Administration will determine whether or not an object is dangerous. Such dangerous objects include any size of penknife, sporting knife, or laser pens, weapons of any kind, and any other objects as determined by the administration.
- Smoking and other inappropriate habits – The possession or use of tobacco or tobacco products, smoking paraphernalia of any kind, alcohol, or other drugs are prohibited. Students are strictly forbidden to smoke both inside and in front of the school. Playing cards is not allowed on the school premises.
- Food, Drinking, and Chewing Gum – Two breaks allow for snack times each school day. Food and drinks must not be consumed during class time except in exceptional circumstances to be determined by the teacher. Chewing gum, energy drinks and fizzy drinks are strictly forbidden on school campus.
- Wheeled Transportation – Skateboards, rollerblades, or scooters are not permitted on school premises. Bicycles are allowed as a means of transportation but must be kept at the school gate at the designated bike rack.

POSITIVE BEHAVIOUR MATRIX

The matrix below summarises the main student behaviour expectations

Location	Take Care of Yourself	Take Care of Others	Take Care of the School
Playground	<ul style="list-style-type: none"> • Walk around swings • Sit down on swings • Sit on your bottom on the slides • One person per slide 	<ul style="list-style-type: none"> • Tell the teacher about if anyone gets hurt • Invite classmates to join your play 	<ul style="list-style-type: none"> • Tell the teacher if something is broken • Pick up trash and put it in the bin
Bathroom	<ul style="list-style-type: none"> • Wash hands • Speak quietly 	<ul style="list-style-type: none"> • Knock before opening stall door • Wait for your turn 	<ul style="list-style-type: none"> • Put your used tissue in the bin • Keep water in the sink • Keep pee in the toilet • Flush the toilet when finished
Hallway/ Stairs	<ul style="list-style-type: none"> • Walk quietly • Walk respecting the arrows • Follow teacher's directions • Hold onto railing 	<ul style="list-style-type: none"> • Keep safe distance 	<ul style="list-style-type: none"> • Pick up trash and put in bin
Assemblies	<ul style="list-style-type: none"> • Be quiet • Follow teacher's directions • Stay in your seat • Pay attention 	<ul style="list-style-type: none"> • Sit still • Remind friends to be quiet • Clap to show appreciation 	<ul style="list-style-type: none"> • Pick up trash and put in the bin
Cafeteria	<ul style="list-style-type: none"> • Serve your own food • Chew with your mouth closed • Talk quietly with an empty mouth 	<ul style="list-style-type: none"> • Stay in your seat • Keep hands to yourself • Use serving spoons for serving food 	<ul style="list-style-type: none"> • Keep food on your plate • When finished push in your chair

DISCIPLINE PROCEDURES AND CONSEQUENCES

Students may be asked to leave the class with a supervisor for behavioural issues.

SANCTIONS

- Verbal warning: at two given by the teacher or any of the school staff, a written report will be done by the observer.
- Incident report (IR): submitted to the School Counsellor by the teacher or any of the school staff, the IR will be notified to the parents by e-mail or other means. The parents will be called to school. School counselling sessions will be initiated.
- Corrective behavioural actions: upon issue of an IR, the student may be required to issue a verbal apology, to write a reflection, to work on a project, to change his/her seat, to be on-duty, he/she may be suspended from transportation by school bus, the parent may be required to accompany the student to school, a daily behaviour sheet may be issued to monitor his/her conduct.
- Duty day(s) (up to 3 days): the student assigned with duty day(s) will have to report to the School Counsellor office to be assigned a school duty.
- In-school suspension (1 to 3 days): the student will have to report to the School Counsellor's office where he/she will be staying for the duration of the suspension, the student will be assigned duties in the school and will have counselling sessions.
- Suspension 1 to 7 days, depending on the gravity of the incident.
- Emergency removal (1 to 2 days): when the student may be perceived as a danger to him/herself or others because of his/her behaviour, parents will be immediately required to take him/her home and return to school will be conditioned by receiving a report written by a specialist (doctor, psychologist, police etc.).
- Final and definitive exclusion. In extreme cases, as per the signed contract, the school may decide to definitively exclude the student from attending the institution.

COUNSELLING DEPARTMENT

At MISB, our progression guidance model, which emphasizes the cognitive, emotional, spiritual, and social development of each student and is determined by following the policies that are suitable for our students, is taken as a principle. With this approach, it is important for each student to be able to "become individuals who are able to recognize, accept, solve problems, establish social relations, adapt, explore interests and abilities, express emotions and thoughts accurately and on the spot, provide durable and responsive personal integrity in the spiritual direction". Individual and group activities are carried out in accordance with age group and developmental characteristics.

We explore important points about character qualities during individual counselling and career sessions and identify the approach to each student. Through group activities, our aim is to identify areas where our students struggle and help them improve using various methods and intensive work.

Our guidance and counselling services aim for our students to be unique individuals and to always influence everybody in society, no matter their social status, in a positive way and support them in becoming better. These values are and will be our goals.

Our aim is to monitor our students' improvements and the parents, who are our most important partners in the development of our students, will be frequently informed of their

progress. Guidance is the backbone of schoolwork and an important complement to our unique perspective.

The counselling activities in our school:

For Students:

- ✓ Initial psychological assessment
- ✓ Surveys
- ✓ Psychological assessment upon request
- ✓ Career counselling
- ✓ Individual and group counselling pertaining to academic, behavioural and emotional issues

For Parents:

- ✓ Individual and group counselling pertaining to academic, behavioural and emotional issues of their offspring

POLICIES AND INFORMATION

SAFEGUARDING CHILDREN

Safeguarding children—the action we take to promote the welfare of children and protect them from harm—is everyone’s responsibility.

MISB believes that every student, regardless of age, has the right to feel safe and protected from any situation or practice that might result in physical or psychological damage.

This includes any form of bullying.

MISB recognises its legal and moral duty to promote the well-being of our students, protect them from harm, and to respond to child abuse. We acknowledge our responsibilities to both protect students from maltreatment and prevent impairment. We will promote their welfare by creating opportunities for them to achieve their full potential, thus giving them optimum life chances in adulthood.

CHEATING

In situations where a teacher has determined that a student has cheated during an assignment, quiz, or exam, no marks will be recorded for the respective tasks and an Incident Report will be filed on the student’s record.

PLAGIARISM

MISB defines plagiarism as the intentional copying of outside sources in exams, assignments, or homework in order to pass the work of others off as your own, and thus it is considered a form of cheating. Plagiarism is defined and thoroughly explained at the start of each academic year to each of our classes. Students found to have plagiarised any assignment will be made to re-do the assignment. This decision is at the discretion of the MISB Administration.

SEATING PLANS AND SECTIONS

Students are placed in sections and assigned seats according to their needs. Changes of seating and sections are done by the classroom teacher when he/she considers it to be in the best interest of the student. Changes to a student’s group or seating arrangement may occur over the course of the academic year when deemed appropriate.

DRESS CODE

Students are expected to wear the school’s uniform: navy-blue trousers and skirts/dresses, with turquoise and white collared T-shirts during the day. For Physical Education lessons, children are required to have the school’s PE outfit and sports shoes with white soles.

If a student comes to school without wearing the uniform, or having the incomplete uniform, he or she will be issued a new uniform and the parent/guardian will be invoiced for it. Without proper attire, as per school dress code, students will not be allowed in class. This rule will apply every time the situation arises, regardless of the number of uniforms the student owns or has been issued but does not wear according to school policy.

In addition, students should always maintain a modest, neat, and clean appearance.

Boys should always have a neat and classic haircut and be cleanly shaved.

Girls must not wear make-up or nail polish. No high-heel shoes are allowed. Girls must wear their hair pulled back from their faces. Rings, necklaces, and long earrings are not allowed.

MOBILE PHONE USAGE

At MISB, we do not believe that allowing children to have their mobile phones in class is conducive to a successful learning environment, and, as a result, there is a strict no phones policy in all age groups throughout the school. Mobile phones may only be brought to school with prior consent from the appropriate Head of School for the purpose of arranging transport and must only be used outside of the school's premises.

Students will be required to hand in their phones during the first period, every day. The teacher will collect the phones and store them securely until the end of the day. Failure to hand in the phone as mentioned above will result in sanctions.

Sanctions

The first time a child is found to have a phone without permission it will be withheld for the remainder of the day.

If a child is caught with a phone a second time, the phone will be kept for a week and only returned to the parents of the child.

On the third occasion a child is caught with a phone, the school will keep the withheld phone for an indefinite period determined by the Principal or the Deputy Director.

MISB accepts NO responsibility for children's personal mobile phones and cannot be held financially accountable for any phones lost on school property.

SCHOOL BUS REGULATIONS

Bus transportation is provided for MISB students. Only students who are registered to ride the school bus may do so. Routes are established by the administrators and officials of the bus company. There are designated pick-up and drop-off points. Drivers are authorised to stop at official points only. Buses depart from the campus at about 3:30 pm each day. If there are any problems or concerns, please contact the administration.

Students who do not cooperate or conduct themselves in a manner conducive to the safety of themselves or others while on the school bus, may be suspended from bus transportation for 1 to 3 days, during which time the parent/guardian will be responsible for the transportation of the student. If the infractions are repeated, the student may be suspended from the bus transportation for the entire year. All students are expected to follow the safety directions of the bus driver.

School Bus Conduct Regulations

1. Students will:

- a. Get on/off the bus in an orderly, quiet, considerate manner, and will not interfere with the normal passage of other students.
- b. Be seated upon getting on the bus and remain seated using seat belts until it is time for them to get off the bus.
- c. Obey requests of the driver regarding their safety and the orderly operation of the bus.

- d. Be polite and courteous to the driver, to other students, and to other people on the road.

2. All school rules apply, and, in addition, students MUST NOT:

- a. Exhibit any part of the body or objects through the windows of the bus.
- b. Throw or shoot any objects or items on the bus.
- c. Interfere with the normal comfort of any other passenger.
- d. Willfully damage the school bus or property of the passengers.
- e. Use foul language or obscene gestures while on the bus.
- f. Wrestle, fight, push, strike, or threaten another person, or engage in horseplay while on the bus.
- g. Sit in the driver's seat or adjust any controls of the bus.
- h. Eat or drink on the bus.
- i. Stand or kneel on the bus seats or walk in the aisle of the school bus while the bus is moving.
- j. Argue with or distract the bus driver while on the bus.
- k. In case of repeated misbehaviour, the MISB Administration reserves the right to disallow a student's use of our school buses.

On-Campus After School Activities

Extra-curricular activities take place outside of the normal school day or classroom. Activities offered may vary from year to year. Some activities depend on having sufficient members. Once all the activities are established, a list will be sent home. Activities run from 15:30 to 16:30.

Off-Campus Activities Regulation

Students who are participating in a school activity or under the jurisdiction of the school must travel with a school approved chaperone. School rules apply during any extra-curricular or off campus activity.

INDOOR – OUTDOOR RULES

Rules—playground: You are expected to play safely in the designated areas. Students must enter the school buildings as quietly as possible and walk to class calmly.

Areas of recreation: Students can relax/play in the student allocated areas only.

Rules—in class: There will be a slight variance from lesson to lesson—for example, safety must be more heavily emphasized in Art and Design and Science than in Mathematics, but the core rule is that we respect each other. This shows itself as follows:

- Hands up to speak to the teacher or class
- Never interrupt someone who is talking—be it the teacher or another student
- Ask to borrow something
- Be careful with classroom property
- Be careful with another students' property
- Allow other students to do their work peacefully and safely
- Clean up your working space
- These rules are standard for every lesson

In general, students should:

- Be respectful to all teachers, premises staff, classmates, and visitors.
- Be responsible for your actions.
- Walk inside and outside of the building unless directed otherwise by adults.
- Speak in a quiet voice.
- Raise your hand if you need help or need to ask a question.
- Behave in a manner that is safe for all.
- Work hard and always do your best!

Students will not bring to school:

- Skateboards, rollerblades, or roller skates
- Electronic game toys or other electronic instruments or equipment
- Football, hardballs, softballs, or baseball bats
- Inappropriate publications or pictures

In the dining areas

- Keep all food inside the cafeteria
- Ensure that the table you use is left clean for the next group.

In recreational areas

- Use respectful and non-threatening language toward others
- Play only those games that allow everyone to enjoy break time safely
- Stay within the boundaries of the playground
- Must not pick up or throw rocks, sticks, mud, dirt, snow, etc.
- Use balls and jump ropes in appropriate areas away from buildings, equipment and other students who may not be in the game
- Report all accidents and injuries to one of the adults on duty immediately

At assemblies

- Remain quiet, unless told to do otherwise by the speaker or performer
- Look to the teacher for dismissal at the end of the assembly

Running: No running inside the building.

HOMEWORK

Parent's responsibilities:

- Recognize that the amount of time spent on homework will depend on a student's ability and work/study habits.

- Provide a well-lit, distraction-free study area where the student can read and write comfortably.
- Be positive, provide encouragement and make sure assignments are completed on time.
- Assist the student with budgeting his or her time.
- Provide a specific time period for daily study.
- Supervise the homework, make sure the student understands directions and works carefully and neatly.
- Talk to the teacher about any concerns or problems regarding homework.
- Help find materials and resources needed to complete homework assignments.
- Encourage the child to take responsibility for keeping track of school materials and assignments.

Student responsibilities:

- Listen carefully and follow the directions provided by the teacher.
- Use study aids and materials provided by teachers and parents.
- Use time efficiently. Plan ahead. Do not wait until the last minute to do long-range assignments.
- Complete your part of an assignment that involves the cooperation of one or more students.
- Study in a well-lit, distraction-free area.
- Study at a specific time daily.
- Discuss homework assignments with your parents
- Talk to the teacher if you have problems completing homework.
- Be neat, well organized, and keep track of school materials and assignments.

HEALTH CARE PROCEDURES

The school has developed health care policies and procedures. Some of the procedures pertain to the responsibilities of the medical officer while others describe the expected behaviour of teachers regarding health issues. The health care procedures that are directly relevant to the teachers are included in this section of the handbook.

An epidemiologic notice is required every summer, winter, and spring vacation.

Health Care Provision

The Medical Officer will be on site from 08:30 to 15.30 on school days.

First Aiders shall assist and attend to students with injuries or illnesses in the absence of the Medical Officer and assist the Medical Officer when necessary.

Health Care Procedures

- ✓ Students visiting the Medical Officer
- ✓ Teachers must accede to the students' request to see the Medical Officer.
- ✓ Teachers shall provide a Medical Pass to students when they require to visit the Medical Officer for minor illnesses or injuries.
- ✓ Teachers shall ensure that students are accompanied by an adult teaching staff/support member when they visit the Medical Officer.

Reporting within the school

- ✓ After treating each student, the Medical Officer will fill in briefly the Medical Pass.
- ✓ This form will be returned to the teacher whose class the student left.

Recording medical information

- ✓ The Medical Officer shall develop an individual medical file for each child.
- ✓ The medical file shall be accessible only by the Medical Officer, the administrators, and the parents.
- ✓ The Medical Officer shall report student visits to the parents.

Reporting to parents:

- ✓ The school's medical office must be kept updated about any medical conditions. A student who becomes ill at school must report to the school Nurse. Parents will be contacted to arrange for the student to be collected as soon as possible.
- ✓ The Medical Officer will notify the parents by telephone when the child is deemed unfit to participate in school.
- ✓ The school shall exercise the right to exclude children based on medical conditions.

Reporting Minor injuries to parents:

- ✓ The Medical Officer shall notify the parents in writing and keep a copy on file.

Reporting Intermediate injuries to parents:

- ✓ The Medical Officer shall report verbally to parents the injuries of intermediate severity verbally.
- ✓ The school will report major accidents immediately.

Administration of Medication

- ✓ The school will not administer any controlled medication.
- ✓ The school will not administer herbal or homeopathic medication.
- ✓ Administration of other medication is the responsibility of the Medical Officer.
- ✓ In case the student is under medical treatment, and we have the parent's consent to administer the medicine in the school's medical office, it shall only be done if we are given a photocopy of the doctor's prescription.
- ✓ Students shall not carry medication on their person in school.
- ✓ When possible, the medication shall be stored in the Medical Officer room.

Disseminating information

- ✓ The secretary shall record the medical information supplied by parents into the medical database.
- ✓ Homeroom teachers shall post a list in the class with allergies occurring in the class. The purpose of this list is to inform parents and teachers.
- ✓ The Medical Officer shall inform all teachers who teach the child and the principal if there is any medical information that school staff need to know.

Communicable diseases

- ✓ If teachers suspect students to have a contagious disease, they shall report this to the Medical Officer.

- ✓ In case the student is under medical treatment, and we have the parent's consent to administer the medicine in the school's medical office, it shall only be done if we are given a photocopy of the doctor's prescription.
- ✓ In case of fever, abdominal pain, flu, or allergies, the school's medical office needs the parent's approval. This will allow the nurse to administer medicine such as non-inflammatory, anti-pyretic, antispasmodic, or antihistamine medicine.
- ✓ In the case of Scarlet Fever – hemolytic streptococcal beta carrier confirmed by the transmittable disease hospital – the student shall not resume school without a swab for microbiological analysis of the larynx and an epidemiological notice.
- ✓ In the case of head lice, the student will remain at home for three days. During those three days, effective medicine should be administered to rid the child of lice. The day the student returns to school, he/she has the responsibility to stop by the school medical office for a check-up and will only be allowed back into the classroom if he/she clears the check. These three days shall be considered absence with leave.

Students who are ill or found to have lice may not attend exams. Make-up exams will be scheduled by the Exam Officer.

OFFICE HOURS

MISB's office hours are from 8:30 to 16:00 from Monday to Friday.

CHANNELS OF COMMUNICATION

The school recognizes the need for proper communication between and among students, parents, and school staff. To assist in achieving this objective, the following general procedures are recommended for all concerned.

Complaints or suggestions can be sent through the report form located on our website and sent to the office.

CHANGE OF ADDRESS

Parents are asked to report any changes of residence, mailing address, or telephone number promptly.

LOST AND FOUND

Parents are encouraged to label their children's clothing items and other belongings. Parents are required to contact the secretary's office in case their child has lost any item at school. Please check for missing items regularly. Unclaimed items are donated to charities at the end of the school year.

CONTACT

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