

## JULES VERNE RIGA FRENCH SCHOOL

### Internal Procedure Regulations

Riga

*Issued pursuant to:*

*Clause 6 and 7 of the Regulation No 1338 of the Cabinet of Ministers as of November 24, 2009 "The Procedure on Providing Safety of Educatees in Educational Institutions and Their Organized Events"*  
*Clause 4 of the Regulation No 89 of the Cabinet of Ministers as of February 1, 2011 "The Procedure on how Educational Institution Informs Educatees' Parents, Municipalities or State Institutions, if the Educatee does not Attend the Educational Institution without Reasonable Cause"*

*Article 70 (2) of the Children Rights Protection Law*

*Clause 15 of the Regulations No 890 of the Cabinet of Ministers as of September 17, 2013 "Hygiene Requirements for Childcare Providers and Educational Institutions Implementing Pre-school Education Program"*

*Clause 9 of the Regulations No 277 of the Cabinet of Ministers as of March 23, 2010 "The Procedure on Ensuring the Preventive Health Care of the Educatees and Availability of First Aid at the Educational Institution"*

*Clause 7.<sup>3</sup> of the Regulations No 7 of the Cabinet of Ministers as of January 5, 1999 "The Procedure on Registration of Infectious Diseases"*

*the circular No. 2014-088 of the Ministry of Education of the Republic of France, dated on July 09, 2014*

### 1. General provisions

1. Jules Verne Riga French school (hereinafter referred to as the Educational Institution) is an educational institution established by the association "APECEF", reg. No. 40008120468 (hereinafter referred to as the founder) and accredited by the Education Ministry of France and the State Service of Education Quality of Latvia. The Educational Institution has signed agreement on partnership with the Agency for French Education Abroad AEFÉ (Agence de l'Enseignement du Français à l'étranger), providing that the curriculum of the Educational Institution corresponds with the educational system of France.
2. The regulations determines the following rules regarding buildings of the Educational Institution located at Stabu street 22, Riga and Patversmes street 20, Riga:
  - 2.1. general rules on behaviour in the Educational Institution, its territory and organised events;
  - 2.2. educational process and the work organization of the educatee in the Educational institution;
  - 2.3. safety and protection of rights of educatees, incl.:
    - 2.3.1. training rules on safety and evacuation, including location of the evacuation plan and information on calling of an operational service at the Educational Institution;
    - 2.3.2. rules on action in the event of a fire, an emergency or an accident;
    - 2.3.3. the prohibition of acquisition, use, storage and sale of alcohol, cigarettes, narcotic drugs, toxic, psychotropic and other substances that cause addictiveness, (hereinafter referred to as the addictive substances), gas cylinders, gas pistols, firearms and cold weapons in the Educational Institution, its territory and organized events;
    - 2.3.4. behaviour of an educatee in case he notices in behaviour of any person threats to his or other person's safety;
    - 2.3.5. behaviour if emotional and physical violence is detected or if the educatee does not attend the Educational Institution without a valid reason;
    - 2.3.6. operation of medical room and provision of emergency medical assistance;

- 2.4. procedures for filing and reviewing educatees' complaints (Annex 2);
- 2.5. the actions of the Educational Institution and of the legal guardian of the educatee in case of infectious diseases or suspicion thereof;
- 2.6. an action plan for action to be taken if the Educational Institution finds that the educatees have used, stored or distributed addictive substances;
- 2.7. on acquaintance with the regulations;
- 2.8. responsibility;
- 2.9. procedure on amending the regulations.
3. The regulations are binding to and they should be observed by educatees, members of their family, incl., legal guardians, visitors of the Educational Institution (hereinafter referred to as the visitors), all employees of the Educational Institution (incl. the director, the head of administration and other employees of the administration, pedagogues and support personnel). Compliance with the regulations ensures the security of educatees and their rights observance.

## **2. General provisions on behaviour in the Educational Institution, its territory and organised events**

4. The employees, educatees, their family members, the visitors shall treat with respect the State of Latvia and society, symbols and attributes of the State and the Educational Institution, other employees, educatees, their family members and the visitors, and shall observe socially accepted standards of communication and politeness.
5. Behaviour, gestures, expressions or other actions that may demonstrate disrespect or may offend educatees, their family members, the employees, or may demonstrate indifference or contempt against an educatee or his family, the employees shall be prohibited. The visitors, family members of educatees are not allowed to resolve conflicts between educatees in the Educational Institution.
6. The employees, educatees, their family members and the visitors shall observe the principle of secularism.
7. Educatees shall have the rights to freely express and defend their opinions and views, to express attitude toward work organization of the Educational Institution, educational process and to express proposals on improvements in performance of the Educational Institution, and the rights to discuss with the employees their concerns.
8. Educatees are prohibited:
  - 8.1. to arbitrarily leave the premises, territory or event of the Educational Institution;
  - 8.2. to damage belongings of others, to deprive or borrow belongings of others;
  - 8.3. to play games in order to gain material or other benefits;
  - 8.4. to use swearing words and act violently;
  - 8.5. to meet with unauthorized persons, receive from them or deliver to them various items, products, substances;
  - 8.6. to place posters, pictures and photographs on the walls of the Educational Institution's premises without a consent of an employee.
  - 8.7. to take pictures or a video and to record the course of events during lessons, incl. playing classes (for the relevant educational programmes), other classes, meetings, extracurricular activities and events, except if it is provided within the learning process and prior accept from the director is received.
  - 8.8. to carry out any other activities that may harm themselves or other educatees (incl., without permission and presence of pedagogue to handle sharp items), the employees, the visitors, property values of the Educational Institution or otherwise do not comply with the rules of conduct specified by the Education Law or other legal norms;
  - 8.9. other prohibitions under these or other regulations of the Educational Institution.
9. Unauthorized persons are not allowed to enter premises of the Educational Institution without permission of an employee from the administration. The employee shall accompany unauthorized persons who attends the Educational Institution, its territory or organised event.
10. When arriving at the Educational Institution, family members and other visitors inform an employee of the administration or a person on a duty about the purpose of the visit, as well as wait for an educatee and/or employee in the lobby together with the person on a duty without disturbing the learning process and the work of the Educational Institution. Family members of an educatee from the first day of the

school year are asked not to come in the classroom together with an educatee, except with the permission of pedagogue of the class. Any person entering or leaving the territory of the Educational Institution shall close the gates (including with locker if such provided).

11. Educatees, their family members and the visitors are obliged to comply with legal requirements of the employees.
12. The Educational Institution is entitled to restrict the rights of an educatee to inviolability of private property if the interests of an educatee, interests of other educatees, their family members, the employees or the visitors, the educational process, internal procedure of the Educational Institution, property of the Educational Institution are compromised or is otherwise related to any infringement of rights.
13. The Employees, educatees, their family members and the visitors shall treat a property of the Educational Institution with due care.
14. The Employees, educatees, their family members and visitors shall keep clean and observe sanitary hygiene requirements in the Educational Institution, incl., its common areas (such as toilets).
15. The Educational Institution eliminates the violation (if possible – also prevents possibility of occurrence of violations), if it is possible, by eliminating it voluntarily by the educatee. The Educational Institution decides on a necessity to report to representatives of state or municipal institutions (orphan's court, police, etc.) and legal guardians of the educatee in order to resolve the situation if the educatee does not voluntarily prevent or continue the violation.
16. Educatees shall immediately notify the employees on established violations of these regulations, in particular on the violence against themselves or other educatee, on use or distribution of narcotic or psychotropic substances, on damage of material property of the Educational Institution.

### **3. The organization of the educational process and the work of educatees**

#### **3.1. General provisions**

17. Studies at the Educational Institution shall take place each working day (usually five days per week), except weekends, public holidays (in Latvia and in France) and holidays determined by the Educational Institution, in accordance with the relevant school year calendar approved by the director of the Educational Institution.
18. During the school year, there are the following school holidays: autumn holidays, Christmas holidays, winter holidays, spring holidays and summer holidays. The exact beginning and end dates of the holidays are included in the calendar of the school year. As far as possible and depending on the number of interested persons, child supervision (childcare) service may be provided during holidays.
19. The exact date of the beginning and the end of the school year, dates of the beginning and the end of the compulsory study classes, incl., playing classes (for the relevant educational programmes) (hereinafter referred to as the lessons), holidays, weekends and public holidays, their division in the calendar are indicated in the calendar of the school year.
20. Daily work at the Educational Institution is being organized by dividing lessons, optional classes and educatees' supervising service (childcare)/expanded day group. The basic form of educational work organization at the Educational Institution is a teaching hour lasting for 45 minutes. The teaching hours are combined into blocks, which are separated with breaks for eating and relaxing. The lessons timetable approved by the director reflects the division of teaching hour load per day. During the day, walks (plays, games) are organized in the territory of the Educational Institution (in the building of the Educational Institution at Stabu street 22, Riga – and also outside it in accordance with the developed routs for getting to the lessons, for example, sport lessons). Classes of the interest related education, optional and extended groups are held according to the lessons timetable approved by the director.
21. The Educational Institution has a library and a reading room available to educatees according to the Library common-use schedule held by the class teachers.
22. There is a dining room in the Educational Institution. Educatees go for breakfast, lunch and afternoon snack together with a pedagogue or a supervisor at a time scheduled according to the lessons timetable. Legal guardian shall notify the Educational Institution in writing on any allergy affecting an educatee,

- by submitting a doctor-allergologist's approval to the class teacher, the director or the head of administration who ascertains that the educatee's needs are considered.
23. Legal guardian shall provide that the child's state of health is good and suitable for attending the school. Only healthy educatees are allowed to attend the Educational Institution. Legal guardian has an obligation to immediately inform the Educational Institution in writing (by e-mail) on the child's illness and symptoms of disease. The legal guardian shall inform the Educational Institution in case the educatee has been diagnosed with chronic illness; in such a case the Educational Institution (its medical practitioner) shall agree in cooperation with the legal guardian on the medical care of the educatee according to the instructions of the attending physician; the medical practitioner shall inform other employees accordingly if necessary.
24. In case in the morning an illness of the child is established, including, but not limited to diarrhea, vomiting, infectious rash or elevated temperature, the obligation of the legal guardian is to keep the child at home and to contact a doctor in order to commence the child's treatment. In case lice are discovered or, in the case symptoms of an infectious disease (incl. in the case of reasonable suspicion of such a disease), the Educational Institution shall immediately inform the legal guardian of the respective educatee, and it is the obligation of the legal guardian to take the educatee out of Educational Institution immediately, but not later than upon the first notice received from the School. The Educational Institution is not suitable for caring for a sick child. If necessary, in order to protect other educatees, the Educational Institution may temporarily isolate the respective educatee from other educatees with the aim of not exposing other persons to the risk of infection/ infestation. The director shall provide the information to the epidemiologist of the relevant regional unit of the Center for Disease Prevention and Control by telephone if there is a suspicion of group illness (there are two (or more) persons with the following signs of the infectious disease at the Educational Institution - diarrhea, vomiting, jaundice of the skin, mucous membranes or eyeballs, raised body temperature, rash or other skin lesions). The medical practitioner shall provide information to the Center for Disease Prevention and Control on the illness of educatees with flu, if the Educational Institution is included in the influenza monitoring program.

### 3.2. Organization of the school day

25. In the school day, educatees arrive at the Educational Institution in the way to be able to properly prepare for the lesson, but not later than 10 minutes before the beginning of the classes (in order to be present at the beginning of the lessons, not to delay the lessons and not to disturb work of other educatees and pedagogue, as well as not to disrupt daily rhythm). At the premises of the Educational Institution's building located at Patversmes street 20, Riga, educatees are brought to the lesson by pedagogue or supervisor of educatees. Educatees of collage classes at Stabu Street 22, Riga (from 6eme/5<sup>th</sup> grade) are going to the classroom according to the lessons timetable, educatees from the primary school classes are expecting their teacher in the waiting room to bring them to the classroom.
26. The lessons starts at 8:00 am in the building of the Educational Institution at Stabu Street 22, Riga, at 08:30 am - in the building of the Educational Institution at Patversmes Street 20, Riga. The lessons end at the time specified by the lessons timetable. When the lessons begin, the doors of the Educational Institution is closed; for opening the doors, the visitors shall use the doorbell button in order the employee would open the door. At the end of the lessons, the doors of the Educational Institution are opened.
27. The Educational Institution organizes childcare service (supervision of child, a help in homework) in spare time from the lessons. As well as classes of interest related education are organized (for an additional fee and according to the schedule of classes).
28. Working hours of the Educational Institution:
- 28.1. The Educational Institution, building at Stabu Street 22, Riga: 7:30 until 18:00
- 28.2. The Educational Institution, building at Patversmes Street 20, Riga: 8:00 until 18:30
29. The working hours of the Educational Institution is shortened taking into account regulatory enactments of Latvia, as well as it may be shortened due to special circumstances or other independent cases on which the Educational Institution informs legal guardian of an educatee as soon as possible. The director may change the beginning/the end time of lessons, consultations, extra-curricular activities, classes of interest related education and other events and may change a time in a day before

holidays, it can be done due to special circumstances or other independent occasions on which the legal guardians are informed as soon as possible.

30. When leaving the Educational Institutions, a person who withdraw the educatee from the Educational Institution or the educatee himself if his/her legal guardian has submitted to the Educational Institution the permission allowing the educatee to leave the Educational Institution alone, sign in the list of those who has gone home, the list is located at the entrance to the Educational Institution. In accordance with the Agreement concluded between the Association and the Legal Guardian, for each withdraw of educatee from the Educational Institution after the end of the period of care, a fee may be applied in the amount specified by the management board of the Association for each case of a late withdraw.
31. A time and content of events are coordinated with the director. Educatees and a class teacher shall be responsible for maintaining order in the premises during class events. After event, the classroom shall be put in order.

### 3.3. Work organization of educatees and related provisions

32. An educatee has the rights to receive quality education, to participate in the offered extra-curricular activities, interest related educational programmes and other events organized by the Educational Institution.
33. An educatee is obliged to learn according to his abilities, trying to improve his performance. During the lessons, an educatee works diligently and actively participates in the learning process, executes the instructions and assignments given by a pedagogue, does not disturb other educatees and pedagogue.
34. An educatee is obliged to attend and participate in all lessons regularly, incl. sport, art and music classes, in full extent in accordance with the lessons timetable, except in case of illnesses or other particularly justified circumstances. A legal guardian shall follow that an educatee attends all lessons. If an educatee delays lessons, that impedes his successful integration into the collective, as well as hinders acquiring learning subject and successful learning process in the class. For any exemption from the lessons, a legal guardian shall notify the Education Institution in a timely manner, submitting a statement issued by the doctor. The Educational Institution (its pedagogue of sports) shall, on the basis of the information provided by the legal guardian and the doctor's instructions (recommendations), organize the division of educatees in health groups for sports lessons.
35. An educatee has the rights to undisturbed learning work. An educatee shall observe the rights of other educatees to undisturbed learning work. It is prohibited in the territory of the school to eat outside the dining room. During the lessons, as well as in a spare time from the classes it is prohibited to chew chewing gum, to use a mobile phone, radio, other types of players in the territory of the Educational Institution.
36. The use of any electronic devices and gadgets (mobile phones, smartwatches, photo cameras, cameras, tablets, gaming consoles etc.) is strictly forbidden in the premises of the school, unless a pedagogue specifies otherwise for educational purposes.
37. The educatee shall deposit the electronic smart devices mentioned in the paragraph 36 of these regulations on arrival at the school for storage with the employee of the Educational Institution. The stored devices are returned to an educatee at the end of the school day before he/she is going home.
38. An educatee has the rights to receive consultation from pedagogue in all learning subjects, as well as motivated assessment of his knowledge and skills, to receive information on examinations and other questions related to the educational process in a timely manner.
39. An educatee has the rights to engage in a learning research work, receiving all necessary consultations and support from employees of the administration and pedagogues, as well as to represent the Educational Institution at events, competitions, and olympiads of a different scale.
40. An educatee has the rights to participate in social life of the Educational Institution, in the activities of the council of the Educational Institution and the self-government of educatees, in accordance with their regulations and taking into account age of an educatee. An educatee has the rights to defend his rights through the self-governing bodies of the Educational Institution.

41. An educatee may use resources of the Educational Institution for acquiring the education, including premises of the Educational Institution, library, reading room, other information repositories and educational materials.
42. An educatee shall take care of his health, including observing personal hygiene.
43. An educatee shall arrive at the Educational Institution in a clean and suitable clothing that may not create conditions for injuries. A clothing of educatee should not promote violence, drugs, smoking and alcohol and other addictive substances.
44. An educatees shall place an outdoor clothes and outdoor shoes in the wardrobe. It is prohibited to wear an outdoor clothes and outdoor shoes in the premises of the Educational Institution.
45. An educatee shall be responsible for tidiness, order and maintenance of his place of learning, the Educational Institution's inventory and premises. If any item of inventory has been lost or damaged, an educatee shall inform the class teacher or pedagogue of the respective learning subject or other employee. If the Educational Institution's inventory has been damaged or lost as a result of the educatee's activity, the educatee shall, personally or through legal guardians, prevent the consequences of the damage or compensate the value of the loss.
46. Children can bring games or toys to the Educational Institution upon prior agreement with the pedagogue. In such a case, the Educational Institution shall not bear liability in event of a loss or damage to the game or toy that has been brought.

### **3.4. Attendance of the lessons. Non-attendance of the lessons**

47. An educatee shall arrive at the Educational Institution in time before beginning of the learning process, as well as shall be at the Educational institution for period of all lessons, except in case of illnesses or particularly justified circumstances.
48. An educatee may be withdrawn from the Educational Institution (or an educatee may leave the Educational Institution by himself pursuant to the provisions of paragraph 30) before to the end of the lessons only in exceptional cases and only after coordination with the class teacher and employee of the administration.
49. The following shall be considered as a justified non-attendance:
  - 49.1. non-attendance due to illness which is approved by the statement issued by the doctor;
  - 49.2. non-attendance due to family reasons which is approved by the statement of legal guardian to the Educational Institution;
  - 49.3. non-attendance due to other justified reason which is approved by the statement of legal guardian to the Educational Institution.
50. A family member of an educatee shall notify the Educational Institution on unplanned educatee's non-attendance of the lessons (e.g., illness) as soon as possible, but not later than until 08:00 am (if the educatee is studying at the Educational Institution's building at Stabu street 22, Riga) or not later than until 08:30 am (if the educatee is studying at the Educational Institution's building at Patversmes street 20, Riga) in the morning of the respective non –attendance day, by sending an e-mail or calling to employee of the administration who informs the class teacher and other pedagogues, as well as other employees as necessary, on the absence of the educatee.
51. Pedagogue shall register present and absent educatees when the lessons starts.
52. In case an educatee has not arrived at the Educational Institution at the beginning of the learning process or to a lesson and the Educational Institution has no information on the reasons of the absence, employee from the administration immediately but not later that within the respective day contacts the legal guardian of educatee in order to clarify the reasons of the absence of the educatee.
53. A legal guardian shall inform in writing the class teacher and an employee from the administration on a planned (previously known) absence of an educatee in a timely manner (at least 10 days prior), by notifying time and reasons of the absence. During the absence, an educatee shall study independently.
54. Upon resumption of the attendance of the Educational Institution after absence, legal guardian shall submit to the class teacher or the head of administration documents justifying the absence of educatee (doctor's statement if the absence of educatee is related to the deterioration of the state of health; written notification if the educatee's absence is related to other reasons (the doctor's statement is mandatory if the reason of educatee has not attended the Educational Institution because of infectious

- disease, as well as if the absence related to the deterioration of the state of health has been longer than 5 (five) working days)). Such documents shall not be submitted in case of a planned absence.
55. In case documents justifying the absence are not submitted in terms specified by these regulations, the absence is considered as unjustified. Unjustified absence is a violation of these regulations.
56. In case non-attendance is related to a family reasons (for example, traveling during study period), pedagogue is not obliged to provide the educatee with the materials or homework of non-attended studies.
57. A class teacher is responsible for keeping records on absence, analysis and on information provision to legal guardians (incl. on unjustified absence) in case of systemic problems.

#### **4. Security and rights protection of educatees. Provision of emergency medical assistance.**

##### **4.1. General provisions**

58. The educatee has rights to safe conditions for life and health in the Educational Institution, its premises and organized events.
59. The Educational Institution in cooperation with the relevant department of the Embassy of France has developed a Plan for implementation of individual security measures (*Plan Particulier de Mise en Sécurité*, hereinafter referred to as "PPMS") for each building of the school, which is presented annually to the Council of the Educational Institution. The PPMS is designed to enable the director and other employees to organize themselves while awaiting assistance in case of severe nature or technical disaster. PPMS is regularly updated and provides security for all persons in the building.
60. A legal guardian shall ensure that educatee has a valid insurance of civil liability (to cover the damage caused by the educatee) and an accident insurance (injuries that may occur to the educatee without the involvement of other persons), taking into account the requirements established by the Educational Institution for insurance. Legal guardians shall submit to employee of the administration a copy of the document certifying the insurance. Legal guardians may carry insurance through the Educational Institution.
61. Educatees and employees shall observe fire safety, road traffic regulations, security and safety of equipment regulations in the Educational Institution, in the classrooms, sport lessons and competitions, excursions and other events organized by the Educational Institution.
62. Educatees and employees shall refrain from any action that may endanger the life, health and safety of themselves and others. An educatee shall not engage in doubtful or unknown companies of people, actions and conversations.
63. If social or psychological assistance is needed, an educatee or his legal guardian addresses the class teacher, support personnel, employee of the administration or any other employee.
64. An educatee shall inform employees immediately if an educatee notices in behaviour of any person threats to his or other person's safety;
65. In the event of emotional and physical violence or other threats to the safety of one's or others, an educatee shall not agree with the actions of the person causing the threat, immediately shall call an adult for help (any employee), timely shall ask for help from a family member, class teacher or other employee.
66. The procedure on the actions of the manager and pedagogues in case physical or emotional violence against educatee is established in detail in Annex 1 of this regulation, and it provides the prevention of violence at the Educational Institution in details.

##### **4.2. Training on a safety and an evacuation**

67. Safety and evacuation training for educatees and employees shall be provided by the Educational Institution on a quarterly basis. The purpose of the training is to train the model of behaviour of educatees and employees in the event of a fire and other emergency situations. Provisions of the training and estimated time of evacuation are set out in PPMS.
68. The Security regulations, the evacuation plan, as well as the telephone numbers to be called in urgent cases, are placed in a visible place on the walls of the Educational Institution and in each classroom, and they are presented to employees.

### **4.3. Action in case of emergency**

69. In the event of an accident, the director or other employee calls for help and warns legal guardians on happened. Persons who were responsible for an educatee at the time of the accident and witnesses of an accident shall give a written report on what happened.
70. In an emergency, an alarm is played and evacuation of educatees is performed; educatees shall execute the instructions of the responsible employee and shall act in accordance with the Evacuation Plan and Procedure of the Educational Institution (PPMS) approved by the director. Educatees and employees are required to accurately follow specified emergency requirements.
71. Educatees shall immediately report on a fire or other emergency or accident to an employee and comply with their instructions. In case employees are deceived about a fire or emergency situations, an educatee shall be liable according to the provisions of regulatory enactments.

### **4.4. Prohibition of the acquisition, use, storage and sale of addictive substances, gas cylinders, gas pistols, firearms and cold weapons in the Educational Institution, its territory and organized events**

72. It is strictly prohibited for educatees, their legal guardians, employees and visitors to smoke, bring in, use, store, sell and / or encourage the use of addictive or other intoxicating substances, objects, materials, substances that endanger the life, health of educatee or other person or that is not required for the process of studies (including gas cylinders, gas guns, pyrotechnics, firearms, and cold weapons) in the Educational Institution, its territory and organized events.
73. If information is received or there is a reasoned suspicion on unauthorized bringing, use, storage, sale or encouragement of the use the substances, objects or materials referred to in the paragraph 72 of these regulations, an educatee, his legal guardian, visitor, employee shall report to the head of administration who carries out all further necessary the steps. If there are suspicious on the use of addictive substances, the Educational Institution shall report to legal guardians and emergency medical service. An action plan for action if the Educational Institution finds or suspects that educatees are using, storing or distributing addictive substances is set out in Annex 3 of this regulation.

### **4.5. Medical room and provision of emergency medical assistance**

74. Educatees shall be entitled to receive free preventive health care and emergency medical assistance to the extent specified by regulatory enactments. In case of injuries or sudden health disorders, educatees shall turn to the medical room of the Educational Institution.
75. Medical room is operating in the Educational Institution, which is equipped with the minimum amount of medical materials of the first-aid kits. An emergency medical assistance is provided by medical practitioner in the medical room of the building of the Educational Institution at Patversmes street 20, Riga; In the medical room of the building of the Educational Institution at Stabu street 22, Riga, emergency medical assistance is provided by an employee trained for providing emergency medical assistance in accordance with the training programs specified by the regulatory enactments (hereinafter together referred as to employees of the medical room).
76. If an educatee has suffered a minor personal injury and his health and life is not endangered, the emergency medical assistance to an educatee is provided in the medical room, by notifying legal guardian of educatee and in case of necessity also the emergency medical service. If an educatee has a serious injuries or illness, the emergency medical service team is called and information to legal guardian of an educatee is provided. The medical room provides emergency medical assistance to an educatee until the emergency medical service team arrives.
77. The Educational Institution shall report to law enforcement authorities in cases of suspected violence against an educatee.
78. If an educatee becomes ill at the Educational Institution, he shall be exempted from the lessons, but not more than for one school day, in order an educatee could attend a doctor. Legal guardian of an educatee is informed on exemption from the lessons.

79. The director shall provide the presence of a medical practitioner in an extracurricular sports events organized by the Educational Institution.

## 5. Acquaintance with the regulations

80. The educatees shall be familiarized with the regulation:
- 8.1. by the legal guardian before the agreement on provision of education is concluded with the Educational Institution/its founder, and the legal guardian certifies it signing the respective agreement;
  - 8.2. by a class teacher:
    - 80.2.1. once per year (in September),
    - 80.2.2. in case the regulations are amended during the school year.
    - 80.2.3. educatees who have applied for the Educational Institution during the school year shall be familiarized with the regulations upon their arrival.
81. Presentation of the regulations to educatees is recorded in the respective register (logbook of the class or group), where they – if it is appropriate to the abilities and skills of educatee – certify that by entry “get acquainted”, indicating the date and by placing signature (if it is not possible, the introductory entry is made by the class teacher).
82. Employees shall be familiarized with the regulations by representative of the administration when commencing an employment legal relationships with the Educational Institution (before commencing work duties), as well as on a regular basis once per year at the beginning of the school year and in case the regulations are amended during the school year. Employees with the signature confirm that they have got acquainted with the regulations, indicating as well the date.
83. Legal guardians of educatees are being acquainted with the regulations before the agreement on provision of education is concluded with the Educational Institution/its founder and confirms that, by signing the respective agreement. Legal guardians of educatees are informed on amendments of the regulations by sending information via e-mail or by placing the new edition of the regulations on the notice board of the Educational Institution.
84. Visitors are being acquainted with the regulations on the notice board of the Educational Institution and on the home page of the Educational Institution.
85. The regulations are published on the home page of the Educational Institution.

## 6. Responsibility

86. The director manages upbringing work by monitoring and implementing in the life the requirements determined in the regulations that enables the Educational Institution to provide the educational mission for which it is established.
87. A legal guardian of educatee shall be immediately notified on violation of the regulations. In case employee violates the regulations, the director shall be immediately notified.
88. In case a violence or criminal offense is suspected, employee of the administration shall immediately report it to the law enforcement authorities.
89. If behaviour of an educatee has caused a lasting conflict situation in the class and adversely affects the emotional and psychological climate of the class, or for particularly serious violations that violates the fundamental right of others to life, health, inviolability of privacy, etc., the director shall act in accordance with the procedure on action prescribed by the regulatory enactments if an educatee endangers the one's or others' safety, health and life.
90. An educatee and his legal guardians shall be liable for loss incurred to the Educational Institution as a result of fault of educatee and shall pay for the caused damage.
91. Employee has a right to express oral remark to an educatee in case the order of the Educational Institution is not respected. For educatees of respective age (Article 91) multiple oral remarks may lead to school sanctions.
92. If the educatee does not perform or breaches the obligations, two kinds of sanctions can be applied: school sanctions and disciplinary sanctions. Sanctions can be applied to educatees, starting from class CM1 (French system) or 3<sup>rd</sup> grade (Latvian system). Sanctions are intended to promote a responsible

attitude of the educatee and to promote that educatee questions (considers) his/her conduct by becoming aware of his/her actions. The sanctions can only be individual, and not collective. The person applying the sanction has to take into account the degree of responsibility of the educatee, his/her age and his/her involvement in the alleged breaches as well as his/her history of discipline. There has to be a dialogue between the person applying the sanction and the respective educatee and such a dialogue must allow everyone involved to express their point of view, to explain themselves and to defend themselves.

93. School sanctions may be applied in case an educatee does not perform or breaches his/her obligations with the Educational institution. School sanctions can be applied the by the director, pedagogue and employees of the administration. They are necessarily of an educational nature, and adapted to the gravity of the fault.

94. The following school sanctions can be applied:

94.1. the additional duty (for example, retention, additional homework etc.);

94.2. written observation for the legal guardians.

95. In more severe cases of breach of the obligation by the educatee disciplinary sanctions can be applied. Disciplinary sanctions can be applied by the director after consultation with the class teacher and any other involved employee of the Educational institution, involving legal guardians in the dispute resolution. Disciplinary sanctions need to be announced to the legal guardian of the respective educatee.

96. The following disciplinary sanctions can be applied:

96.1. written warning;

96.2. the blame (written warning with corrective measures);

96.3. the accountability measure (the participation of educatee in solidarity, cultural or educational activities for educational purposes).

97. In cases prescribed by legal acts, the director acts according to the procedure stipulated by the regulatory enactments in cooperation with the local government, the Orphan's court, children's rights protection institutions and other law enforcement agencies.

## 7. Final provisions

98. Confidentiality shall be observed in dealing with problem situations of educatees. Information obtained by an employee of the Educational Institution regarding the educatee is limited access information, and information that could in any way be detrimental to the educatee's future development or to maintain his/ her psychological balance shall not be disclosed. All documents related to the investigation of conflicts are kept by the head of the Educational Institution.

99. Amendments and additions to the regulations may be proposed by the self-government of educatees, the Pedagogical Council, the Council of the Educational Institutions, the director and the founder. Amendments and additions to the regulations are approved by the director and coordinated with the founder.

100. The Internal Procedure Regulations of the Educational Institution No. 2019/\_ as of February 01, 2019 shall be deemed void.

101. These regulations comes into force on June 19, 2019.

Director

June 19, 2019

Discussed by the Council of the Educational Institution on June 19, 2019

COORDINATED:

Association APECEF

Chairman of the Management Board

**The actions to be taken if physical or emotional violence against the educatee is detected or if the educatee does not attend the Educational Institution without a valid reason**

**1. General questions**

1. The purpose of the regulation of this Annex is to prevent physical or emotional violence against the educatee by creating an environment for the development of a good and honest person.
2. The following terms are used in the Annex:
  - 2.1. emotional violence – ignoring the educatee's emotional needs, infringing self-esteem or psychological influence, affecting his/her emotional development;
  - 2.2. physical violence – deliberate use of force against educatee's health or life;
  - 2.3. conflict – collision of opposing desires, interests, opinions, positions and goals, race or a quarrel between differently thinking individuals
3. Compliance with the procedures prescribed in the Annex ensures the safety of the educatees and respect for their rights; and the Annex determines:
  - 3.1. the actions of employees if physical or emotional violence against the educatee is detected;
  - 3.2. action, if there is a conflict between educatee and employee;
  - 3.3. action, if the educatee does not attend the Educational Institution without a valid reason.
4. In prevention of violence against educatees the educational institution shall additionally follow the methodological recommendations of the State Inspectorate for the Protection of Children's Rights "Competence of an Educational Institution, Social Service, Orphan's Court and Other Institutions in Interinstitutional Cooperation, Performing Preventive Work and Addressing Violence Against Children", which establishes action plans and measures to be taken in cases of suspected violations of children rights in connection with violence against the educatee.

**2. Conflicts between educatees**

5. If there is a conflict between educatees with the presence of physical or emotional violence, the following steps will be taken:
  - 5.1. class teacher or any other employee who has identified the situation, immediately assesses the situation and eliminates the threat, if any, evaluates whether it is necessary to receive support from the support staff, clarifies the situation, listens to those involved in the conflict and solves the situation, incl. in accordance with Chapter 6 of the Internal Procedure Regulations;
  - 5.2. if the situation is significant (e.g. a conflict or its consequences are material, damage is caused):
    - 5.2.1. the person referred to in subparagraph 5.1 of this Annex shall report to the director on the detected conflict;
    - 5.2.2. the director shall immediately report the conflict to the legal guardian of the educatee;
  - 5.3. if the conflict situation is not resolved, the class teacher reports it to the director.
  - 5.4. When receiving the report referred to in subparagraph 5.2.1. or 5.3., the director decides on the involvement of psychologist of the Educational Institution in order to solve the situation. The director invites the legal guardian of the educatee, who is involved in the conflict, to a face-to-face discussion at the Educational Institution, during which they try to resolve the conflict and agree on an action plan. The director determines the employee responsible for the implementation of the action plan (usually – the class teacher), who reports to the director on the implementation of the action plan, periodically negotiating with legal guardians.
6. After the evaluation of the event, if it is established that the educatee's behavior threatens the safety, health and life of his/her other educatees, the director shall decide on the provision of education in another room and the application of support measures as prescribed by the Regulation No. 1338 of the Cabinet of Ministers as of November 24, 2009 "The Procedure on Providing Safety of Educatees in Educational Institutions or Events Organized by Them".

### 3. Conflict between the educatee and employee

7. If there is a conflict between the educatee and the employee with the presence of physical or emotional violence against the employee, the following actions shall be taken:
  - 7.1. the conflicting employee concerned shall address the director with a written description of the situation;
  - 7.2. the director shall clarify the view of the educatee involved regarding the conflict situation and shall communicate with the legal guardian of the educatee and conduct negotiations, if necessary, also on the premises of the Educational institution;
  - 7.3. if necessary in order to resolve the conflict, the director shall organize a conversation (meeting) with the participation of the parties involved in the conflict, the legal guardian; the psychologist of the Educational Institution or other employee shall be involved, as appropriate, to resolve the conflict.
8. If there is a conflict between the educatee and the employee and the educatee has informed his/her legal guardian and the legal guardian has assessed the employee's behavior as non-pedagogical (non-pedagogical violation of professional ethics), the following actions shall be taken:
  - 8.1. the educatee's legal guardian shall immediately inform the director in writing, and the director shall arrange negotiations between the legal guardian and the employee involved in the conflict, in the presence of the director, during which the legal guardian shall negotiate with the respective employee. If necessary, other employees and the educatee may be invited to participate in negotiations;
  - 8.2. if the conflict cannot be resolved by negotiation;
  - 8.3. the educatee's legal guardian shall submit a written application describing the incident, to the director for detailed assessment;
  - 8.4. the director shall request a written explanation from the employee concerned;
  - 8.5. the director shall by order set up a commission to evaluate the conflict. A director, at least one representative from teachers and at least one administrative or representative of support personnel shall be included in the commission;
  - 8.6. negotiations shall be conducted separately with the educatee's legal guardian and employee involved in the conflict; if necessary, a representative of the founder, the local Orphan's court or the Social Service shall be invited to the final negotiations;
  - 8.7. after the evaluation of the event, depending on the results of the evaluation, the director shall have the right to impose disciplinary sanctions on the employee (remark, reprimand), suspend or dismiss the employee;
  - 8.8. if no fault of the employee is detected, the Educational Institution shall send a reasoned explanation to the legal guardian regarding the evaluation of the employee's activity and compliance with the regulatory acts and principles of ethics.

### 4. The educatee does not attend the educational institution without a valid reason

9. In cases where the educatee does not attend the Educational Institution without a valid reason, the following actions shall be taken:
  - 9.1. a teacher who has the first lesson the respective class shall inform the employee of the administration who shall immediately, but not later that during the respective day, contact the legal guardian in order to determine the cause of absence. The teacher of the respective class is also informed about the absence;
  - 9.2. when the educatee arrives at the Educational Institution, the class teacher shall hear out the view of the educatee regarding the situation;
  - 9.3. a class teacher, in cooperation with other staff, carries out the observation of the educatee;
10. A class teacher shall immediately notify the director and the psychologist of the Educational Institution (other employee shall notify the class teacher), and the legal guardian in case of:
  - 10.1. suspicion that the educatee suffers from emotional, physical or sexual abuse;
  - 10.2. information has been received that the educatee has not stayed overnight at home;

- 10.3. the behaviour of the eductee has substantially changed (for example, the behaviour has become defiant, rude, the educatee has shrank into himself/herself, has become gloomy);
- 10.4. the educatee does not have appropriate seasonal clothing, teaching aids, or the educatee has not eaten.
11. If the legal guardian has been informed of the problem situation, but the unjustified delays continue, the class teacher shall regularly inform the director of delays.
12. The director shall determine the responsible employee (usually – the psychologist of the Educational Institution) to analyse the problem situation. The responsible employee in collaboration with the class teacher, other staff and the educatee's legal guardian analyses the causes of the educatee's unjustified delays, using different methods (e.g., the educatee's explanations, questionnaires and individual conversations; home visits can also be done).
13. When implementing the provisions referred to in Paragraph 12 of this Annex, several possible causes of the problem shall be assessed, incl. that may be related to:
  - 13.1. problems within the Educational Institution;
  - 13.2. the individual situation of the educatee (health problems, learning and behavioural disorders, individual problems or experiences related to the development or traumatic crisis, etc.);
  - 13.3. problems in the family.
14. After summarizing the information, the responsible employee shall hand it over to the director, who shall decide on the communication with the educatee's legal guardian and the involvement of the responsible children's rights protection authorities in the resolution of the situation. If there is no improvement in the behaviour of the educatee and the legal guardian does not wish to cooperate with the Educational Institution, but wants to involve other specialists in solving the situation, the director shall forward this information to the relevant local government. In this case, according to the regulation of the Cabinet of Ministers, the local government is entitled to convene an interinstitutional meeting, which decides on further support measures for the educatee by inviting the responsible specialists of the Educational Institution, the legal guardian of the educatee, the municipal education specialist or representatives from the relevant local government education authority, social service, orphan's court, State Inspectorate for Children's rights and other specialists.
15. If an educatee has not attended the Educational Institution and has not completed a pre-school education program for more than three days or the general education program – for more than 20 lessons per semester of study, and the Educational Institution has no information on the reasons of the absence, or the reason is not considered justified, the administrative director shall provide non-immediate input of information in the education and information system on the educatee's delays and their causes (if known), as well as actions to prevent them.

## Procedures for filing and reviewing children complaints

*Issued pursuant to Article 70 (2) of the Children Rights Protection Law*

1. The Annex determines the procedure for submission and review of educatees' complaints (hereinafter – the procedure). The purpose of the procedure is to identify and prevent the invasion or harm to the educatee's interests.
2. The educatee may lodge an application with the complaint orally or in writing:
  - 2.1. the educatee describes the situation for an employee of the Educational Institution orally;
  - 2.2. a written application shall be submitted in a free form, indicating in the application the applicant's given name, surname, class, telephone number, address for communication. A written submission shall be submitted primarily to the class teacher; it can also be submitted to any other employee of the Educational Institution who shall further submit the application to the director. The educatee can also submit the application electronically by sending it to the e-mail: [administrateur@ecolejulesverne.lv](mailto:administrateur@ecolejulesverne.lv).
3. An oral application shall, if necessary, be made in writing by the staff member together with the educatee.
4. It is the duty of each employee of the Educational Institution to listen to the educatee's oral application and to deal with it according to the competence of the employee. If the application is related to the immediate elimination of the violation of the rights of a child, the employee shall report it to the director or support staff as appropriate.
5. The oral submission (complaint) may, depending on the nature of the matter, be dealt within individual discussions, discussions in a classroom, telephone conversation or meeting with the educatee's legal guardian, meetings with the director and / or administration.
6. A written application shall be examined by the management of the Educational Institution, involving the necessary employees of the Educational Institution. The response to the submission shall be made in writing and on its merits. The legal guardian of the educatee shall also be informed about the response to the educatee.
7. The response to a written application shall be given within a reasonable time, taking into account the urgency of resolving the issue referred to in the application, but not later than within one month after the receipt of the application. If there is a need for longer time to study the question mentioned in the written application and it is not related to the immediate prevention of violation of the rights of the educatee, the director shall determine the responsible employee in the examination of the complaint.
8. The application related to the protection of the rights of the educatee and the immediate prevention of violation of the rights of the educatee shall be examined immediately, but not later than within three days.
9. The Educational Institution is entitled to leave the application without consideration in the following cases:
  - 9.1. the name, surname of the applicant has not been indicated in the application;
  - 9.2. the content of the application is clearly offensive and provocative;
  - 9.3. the text of the application is objectively not legible or understandable.

## **Action plan on dealing with the situation if it is established or suspected of the usage, storage or distribution of addictive substances in the Educational Institution**

*Issued Pursuant to Clause 9 of the Regulations No 277 of the Cabinet of Ministers as of March 23, 2010  
"The Procedure on Ensuring the Preventive Health Care of the Educatees and Availability of First Aid at the Educational Institution"*

1. This action plan regulates the action of the employee of the Educational Institution, the educatee or his/her family member, as well as actions of other persons involved, if:
  - 1.1. it is established by the Educational Institution that educatee uses addictive substances;
  - 1.2. in case of suspicion or the information received that educatee uses addictive substances;
  - 1.3. in case of suspicion that addictive substances are distributed within the Educational Institution, incl. its territory and/or surroundings;
  - 1.4. it is established that alcoholic beverages or tobacco products are sold to the educatees in the point of sales near the Educational Institution.
  
2. The implementation of this action plan at the Educational Institution is executed by:
  - 2.1. the director – examines the results of the control of the implementation of the action plan and decides on the necessity of its improvement, as well as organizes the informing of the legal guardian and, if necessary, the competent state institutions (e.g., the Orphan's Court, State Police, Social Service);
  - 2.2. class teacher – organizes the educational work of the educatee, cooperates with the legal guardians in order to prevent further use of addictive substances, as well as observes educatees;
  - 2.3. medical practitioner of the medical room – participates in the development and improvement of this action plan, as well as executes control over its implementation; performs assessment of the health condition of the educatee, as well as educational work with the legal guardians of the educatees;
  - 2.4. all employees of the Educational Institution – observe educatees, report to the director in case of suspicion that any of the cases referred to in subparagraphs 1.1.-1.4. of this action plan have occurred;
  - 2.5. educatees, their family members and other persons involved – inform the Educational Institution in case of suspicion that any of the cases referred to in subparagraphs 1.1.-1.4. of this action plan have occurred. When receiving such information the employee of the Educational Institution shall immediately inform the director.
  
3. The medical practitioner of the medical room of the Educational Institution is responsible for the coordination of the implementation of the action plan and for preventive measures.
  
4. The employees of the Educational Institution perform the following preventive measures according to their competence, with the aim to change the educatees' attitude towards addictive substances and the educatee's behaviour:
  - 4.1. primarily the class teacher, also any other employee of the Educational Institution – educate educatees and inform izglītotojamais izglītotojamais about the indications of the use of addictive substances and their damage to health, prohibition on use, storage and distribution and statutory liability;
  - 4.2. primarily class teacher in cooperation with the medical practitioner – carries out work with educatees in a potential risk group;
  - 4.3. primarily medical practitioner in cooperation with class teacher and parents' representatives – carries out educational work for legal guardians, providing information on the indications of the use of addictive substances and health damage upon request;
  - 4.4. medical practitioner in cooperation with the director – at least once a year performs the assessment of the works and plans the future tasks.
  
5. The Educational Institution shall take the following actions in order to prevent the use of addictive substances, taking into account the age of the educatees:
  - 5.1. monitor the level of educatees' school results;
  - 5.2. cooperate with legal guardians;

- 5.3. periodically organize the preventive measures at the Educational Institution in cooperation with employees of other institution;
- 5.4. cooperate with the representatives of the competent authorities in dealing with specific cases of use, storage or distribution of addictive substances.
6. If an educatee is found or suspected of using, storing or distributing addictive substances, employees of the Educational Institution shall, within their competence, take immediate necessary measures:
  - 6.1. the employee who has established or has suspicion that an educatee has used addictive substances, shall, if possible, by involving the medical practitioner or employee trained for providing emergency medical assistance, assess the medical condition of the educatee, and, if necessary, call the emergency medical team;
  - 6.2. the employee who has established or has suspicion that an educatee has used addictive substances, shall immediately inform the class teacher of the respective educatee and the director of the occurrence;
  - 6.3. the director shall immediately inform the legal guardians of the respective educatee. In case of necessity the legal guardian is obliged to arrive at the Educational Institution immediately;
  - 6.4. the class teacher and the psychologist of the Educational Institution shall have discussion with the respective educatee;
  - 6.5. the director shall organize provision of information to the State Police, if it is established or there are suspicions of the unauthorised acquisition, possession or sale of drugs or psychotropic substances or the use of drugs or psychotropic substances without doctor's prescription;
  - 6.6. director shall organize the provision of information to the National Agency for Sports Medicine (Sporta medicīnas valsts aģentūra) on possible cases of the usage of doping.
7. In each case, when addictive substances are used, stored or distributed, the director shall determine the employee of the Educational Institution responsible for the resolving of the situation (hereinafter referred to as the responsible employee). The responsible employee shall document the situation and the process of resolving, recording all activities, persons and institutions involved. When dealing with the situation, the responsible employee shall follow the principle that the educatee needs not only have consequences, but it is also needed to promote positive changes in the behaviour of the educatee. The responsible employee shall deal with the specific situation at stake in close cooperation with the educatee's legal guardian. The responsible employee shall periodically inform the director on the progress of solving the situation.
8. In particularly difficult situation (e.g., if the legal guardian is informed that the educatee needs to be assisted by a specialists, but the legal guardian has not fulfilled this obligation; if the employee establishes or has grounded suspicions that the necessary supervision and care is not provided to the educatee within his/her family) director shall inform the competent authorities (e.g., social service of the municipality).
9. If an employee, educatee, his/her family member or other person involved establishes or suspects that alcoholic beverages or tobacco products are sold to the educatees at the point of sale near the Educational Institution, the respective person shall immediately inform the administration of the Education Institution, who in turn shall inform the municipal police.

**The action of the employees of the Educational Institution, if an educatee endangers the safety, health or life of one's own or of other person**

1. If an educatee endangers the safety, health or live of one's own or of other person:
  - 1.1. the pedagogue informs the director on the behaviour of the educatee;
  - 1.2. director shall provide the education of the respective educatee in another room in the presence of the psychologist of the Educational Institution or other teacher. Educational work in another room can last from one lesson to the end the respective day;
  - 1.3. director shall inform the legal guarding in writing about the behaviour of the educatee as well as shall inform the lega; guardian on the necessary cooperation of the legal guardian with the Educational Institution;
  - 1.4. in the specific situation the director, by order, determines the duties of the employees in order to promote further cooperation with the educatee and his/her legal guardian and to develop support measures according to the educatee's needs and the respective situation;
  - 1.5. the director shall have right to invite necessary specialists to improve the educatee's behaviour and studies.
2. If there is no improvement in the educatee's behaviour and the legal guardians of the educatee do not wish to cooperate with the Educational Institution, but want to involve other specialists for solving the situation, director shall forward this information to the relevant local government.
3. Where the information referred to in paragraph 2 of this Annex has been received, the local authority is entitled to convene an interinstitutional meeting to decide on further support measures for the educatee. Responsible specialists of the Educational Institution, legal guardian of the educatee, municipal education specialist or representatives from the educational administration of the relevant local government, social service, orphan's court, State Children's Rights Protection Inspectorate and other specialists may be invited to the meeting.