

# Elementary School Student Handbook

Welcome to the 2016-2017 school year at the International School of Latvia (ISL).

We are staff, students and parents who work together in our school community and in the world around us.

## Vision Statement

**Learn here. Use everywhere.**

## Mission Statement

**We are a community, learning for an ever-changing world.**

- *We are an inclusive **community** that believes in being **equally different**.*
- *We encourage everyone to strive for **personal excellence through the IB framework**.*
- ***We teach for understanding** rather than knowing, and we guide rather than instruct.*
- *We recognize the world is a dynamic place which demands a **growth mindset**.*

## Community Values

### Caring

*We support people around us and act on behalf of those in need.*

### Honesty

*We act with integrity.*

### Respect

*We behave in a way that is courteous and mindful of our environment and each other.*

### Open-mindedness

*We act with the understanding that people are equally different, with their own ideas and beliefs.*

*We encourage open-ended discovery, while promoting the development of personal principles.*

## All Students, Parents and Staff at ISL...

- take personal responsibility for their actions;
- use English as a common language;
- are involved in activities in our school community; and
- arrive on time to school and class.

Members of our school community who choose to act otherwise will have consequences determined by the staff.

## All students sign:

- our Academic Honesty agreement;
- our Acceptable Use of Technology agreement; and
- our Student Handbook document.

**This signifies that they have read, understood and agreed to both the content and spirit of these documents.**

## ISL Calendar

The [school calendar](#) is posted on the school website. Please ask your parents to plan your vacations based on the school holidays. Paper copies of the school calendar are also available at the front desk.

## The School Day

School begins at 8:30 am and ends at 3:30 pm.\* The Elementary School day is divided into eight class periods. All Elementary School students have a 30-minute morning break and a 60-minute lunch break.

*\* except for professional development days and other special days as marked in the school calendar.*

### Morning Drop-Off Procedures

- The doors will be open at 8:00 am. Supervision by teachers will begin at that time.
- When you are dropped off in the morning you can go to either the cafeteria or to the playground, depending on the weather and time of year. In case of bad weather, you can go to the gym.
- By 8:20 am, you should be inside getting ready to start your classes.
- All visitors who enter the school after 8:30 am have to check in with Security and wear a Visitor pass all day
- If you arrive after 8:30 am you must go to the Front Desk for a tardy pass.

### Attendance Guidelines

Your attendance at school is essential; nothing can replace working in school with teachers and fellow students. Promotion to the next grade is contingent upon several things and one of those is attendance. A significant amount of absences, whether excused or unexcused, will impact your learning.

- For every absence your parent/guardian must notify the front desk by 9:00am. They may email [frontdesk@isl.edu.lv](mailto:frontdesk@isl.edu.lv) or call +371 67755146.
- If you are absent for three days in a row or a total of 10 school days the front desk staff will contact your parent/ guardian.
- If you miss 20 days of school, your parent/guardian must attend a meeting to discuss your eligibility the coming school year. Please be aware that Latvian Law also expects students to attend school.

This means parents/guardians who chose to schedule their vacations outside of the scheduled ISL vacations jeopardise your promotion to the next grade. [The school calendar](#) is published at least 6 months ahead of the new school year and is available on the school website.

### Afternoon Pick-up Procedures

- The school day ends at 3:30 pm. If you attend after-school activities, these end at 4:50pm.
- All students will walk out to the front of the school for dismissal with their teacher. Once the teacher has made eye contact with your parent/guardian then you will be allowed to leave their line with your parent/guardian.
- Any Elementary School students who are not picked up by 3:45 pm will be taken to the Front Desk where your parents will be called. You will wait there quietly until your parents arrive.

### Food Service

The school has a cafeteria that serves a healthy, delicious choice of breakfast, lunch and snacks. For more information, visit our school website under [About Us, Cafeteria](#).

### Healthy Food Guidelines

- Everyone at ISL is encouraged to follow a healthy, well-balanced food plan and parents are strongly encouraged to send in healthy snacks and lunches from home.
- Our Food Service providers follow local Latvian law which provides strict guidelines and limitations for food content and preparation that offers food and drinks that are healthy, low in salt and low in sugar.
- Other food sales by students and the Parent Teacher Organization will be encouraged to promote healthy food item sales and will need to be approved by the appropriate Principal and School Nurse at least 2 weeks before each event.
- All food is to be consumed in the Cafeteria only during designated times.
  - Elementary School: Snack (10:00-10:30), Lunch (12:30-13:30)
  - Middle School & High School: Lunch (11:35-12:20), Break (13:50-14:10)
- We are respectful of all school rules associated with the use of the cafeteria, respect cafeteria support staff, property and help to keep it clean.
- Everyone is encouraged to limit food waste and to recycle whenever possible. Students are expected to have their own water bottles at school that they can refill when necessary.

### **Lost and Found**

A Lost and Found bin is located by the stairs on the first and second floors of the school building. Lost and found items are displayed regularly in the lobby. If items are not claimed at the end of each quarter, they are donated to a local charity.

## **How to Contact Your Teachers**

You can always go up and talk with anyone who works here at school. If you need to reach your teacher outside of school ask your parents to help you email them. There is a complete list of people who work at the school on the school website [www.isl.edu.lv](http://www.isl.edu.lv).

## **Who to Talk to If You Need Help**

At ISL, everyone is encouraged to speak freely with each other. It is best to speak to the person directly responsible for whatever you want to talk about. For example, if it is about homework or something in class talk with your teacher. If you need help talking to someone you can always ask your teacher, the counselor, your Principal, or anyone who works at the school.

## **Child Safeguarding**

Here at ISL, we take safeguarding the needs of every student very seriously. As students, please know that you can talk to any adult at school about these issues and we will support you because your safety is our number one concern. Teachers will report any concerns to the school counselor.

## **Health and Safety**

Fire and emergency information is posted in every classroom and in common spaces. In an emergency situation or during a drill, follow the instructions posted as well as directions provided by the staff. We regularly run fire, Lock-down and evacuation drills. More information regarding the drills will be shared with you.

Your health is important to us. Feel free to ask for help when you need it from any staff member.

No one is allowed to bring any dangerous items to school which may hurt you or anyone else in the community such as: weapons of any kind, alcohol, or drugs. If you choose otherwise, you may be asked to leave our community.

For the safety of the community, ISL is a closed campus. You will be supervised by staff during school hours. Parents must look after you at events outside the school day.

ISL is a non-smoking campus.

All visitors are asked to register with security and wear their visitor badge at all times. If you see someone you do not recognise without a badge, tell your teacher as soon as you can.

## **What to do If You are Sick or Hurt**

If you get sick or hurt yourself we will take care of you. Tell your teacher you feel unwell and we will take you to the nurse. The school nurse is the only person that can give you medicine during the school day.

## **School Counselor**

### **Love Latvia Transition Program**

We help students, parents and teachers arrive, stay and leave well. This keeps everyone happy and healthy.

### **Elementary School Counselling**

In the Elementary School the Counselor meets with the students every other week to talk with you about important things. If you ever feel sad or scared, or if people are being mean to you, ask your teacher to help you go and see the Counselor.

## **Learning**

### **Homework**

Every night you will be given some homework and it is important that you do it. If you have any questions about homework, go talk to your teacher.

### **Academic Honesty**

At ISL, we are honest in our school work. Always do your own work. You should not copy other people's work and pretend it is your own.

### **Using Technology at ISL**

We use technology to help our learning at ISL. It is important that you use your technology only for learning when you are in class. Your teachers will work with you to help you practise good manners when using technology.

### **Parent/Student/Teacher Conferences**

Any day can be a Parent/Student/Teacher conference day. Two times a year, we spend a whole day doing conferences, and in the Fall we talk about your progress. In the Spring, you will lead the conference with your parents to show your learning.

## **After School Activities**

After school activities are a wonderful thing for you to do. We offer lots of different activities and a list of them is on the school website.

## **Elementary School Student Council**

Being on the student council is a chance for you to be a leader. You can help organise the school and arrange fun events for other people in your class.

# Elementary School Student Handbook

## Acknowledgement Form

After reading and discussing all the information in the handbooks, parents and students must sign and return this form no later than the first week of school for the student.

Family Name \_\_\_\_\_ (Please print)

\_\_\_\_\_  
Printed Name of Student                      Signature of Student                      Date

\_\_\_\_\_  
Printed Name of Parent                      Signature of Parent                      Date

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### Acceptable Use Agreement (all students must complete)

**Student:** I have read, understand, accept, and will follow the rules and procedures regarding my use of the Internet and the computer technology at ISL. I understand that the computer use is designed for educational purposes only. I understand the failure to follow the procedures listed above may result in suspension or loss of the right to access the Internet and/or use the ISL technology and may result in other disciplinary or legal actions as noted above. I will not hold my teacher, other ISL personnel, or ISL responsible for or legally liable for materials distributed or acquired from the Internet or network. I also agree to report any misuse of the Internet or network to a teacher or administrator.

Accepted and Agreed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Student

Accepted and Agreed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent/Guardian