

## ELEMENTARY SCHOOL STANDARDS OF CONDUCT

The following are rules and common courtesies that are expected of all students. Obviously, not every single rule or expectation is listed here, but this is the general standard of conduct that applies to all students in the Elementary School.

1. *Students are to be courteous and respectful to teachers, parents, members of our community, and fellow students alike. Foul, offensive or inappropriate language is never acceptable. Students are expected to respect the laws of Trinidad and Tobago. Student behavior on campus and in public must always reflect high standards that compliment the school.*

2. *There is to be no running, shouting, or roughhousing at school.*

3. *Students are to be in dress code from their arrival on campus until the end of the academic day. Shirt or blouse tails are always to be neat and tucked in. Ostentatious accessories or jewelry are not allowed.*

4. *There is to be no chewing of gum on campus.*

5. *Food and drink is to be consumed only during times and in those places when and where students are supervised by the faculty, such as break, or lunch areas. There is to be no food (**this includes candy, sweets, soft drinks, etc.**) during class time. Soft drinks are not allowed in Elementary.*

6. *Personal stereos (Walkmans), cell phones and electronic game boys are not during the school day.*

7. *Elementary School students may only stay after school if involved in an authorized sport, activity, homework pool, or music lesson. Permission to stay after school for any other reason must be arranged through the classroom teacher or the Principal of the Elementary School. All students not involved in any activities must be picked up immediately after being dismissed at 2:15 p.m.*

8. *Students **may not** at any time leave campus during the school day without specific permission.*

9. *Classrooms are to be kept clean and in an orderly fashion. Litter is to be thrown in the bins provided. There is to be no leaning back on chairs, and chairs are to be pushed in under your desk upon leaving the classroom.*

10. *In The International School community, students must always respect personal property and personal space. If you have any questions about what constitutes personal property or personal space, please consult the classroom teacher or the Principal...*

## **STUDENT SCHEDULES AND EVENTS**

### **Daily Schedule**

A copy of each classroom schedule is sent home at the beginning of the school year and parents should be aware when Physical Education classes are given to ensure the proper uniform is worn.

### **Birthday Parties**

Birthday parties are not allowed at school. A note to the class teacher should be sent a few days ahead if you wish to celebrate a child's birthday with a cake during lunch. Parents must be sensitive when handing out invitations especially when the entire class is not invited.

## **PARENTAL INVOLVEMENT**

### **Parents in the Classroom**

If you have free time during the school hours feel free to speak to your child's teacher about coming to visit, volunteer, or help with special class activities or field trips. Don't hesitate to get involved with your child. We strongly invite you to be an active participant in your child's education. Please contact the school office or arrange a schedule with the class teacher.

### **Parents Representative**

Each class has a parent's "rep", sponsored by the PTO that organizes phone calls to other parents and help with special class activities and field trips. Your child will bring home a notice asking for volunteers to be parent "rep".

The following guidelines have been established to make the volunteer experience better for parents, students and staff. Volunteers are expected to review these guidelines prior to participating in the classroom or other related activities.

- ◆ Please sign in at the front office immediately upon entering the building.
- ◆ All volunteers should wear identification badge provided by the school.
- ◆ The distribution of literature, without prior approval from the classroom teacher or school principal, is not permitted.
- ◆ When you volunteer, you are acting as a representative of the school. Always health and safety of students first. Please abide by all staff instructions and directions, and ask for clarification if you are unclear as to your responsibilities.
- ◆ Please dress appropriately at all times.
- ◆ Prior to leaving the building, sign out at the office.
- ◆ Please remember that the teacher is ultimately responsible for the children and activities in his/her classroom.
- ◆ When you arrive to begin your volunteer shift, please be sensitive to the learning that is taking place in the classroom. Enter the room quietly and wait until there is a break un the activity before communicating with the teacher and students.

- ◆ Please understand that classroom issues related to students are confidential matters. As a volunteer, you may not talk with other parents about the specific learning or discipline needs of any child other than your own.

### **WEEKLY NEWSLETTER**

The school's newsletter, elementary notes and classroom news are regular part of communication between the school and parents. All weekly news is usually sent home in the Friday Folder and should be read by parents.

## **HOMEWORK**

Homework is any assignment that is to be completed outside of class. It includes day-to-day tasks as well as long-range assignments. When homework is properly assigned and completed it will enrich, stimulate, and/or strengthen those concepts learned during class. The assignment should promote student growth in the ability to plan and organize independently. The amount and type of homework assigned will be affected by differences in individual students, subject content, grade level and teaching philosophies. Teachers are expected to assign homework and give it grade recognition.

*This recommended amount of time for homework is as follows:*

Kindergarten-	20 minutes
Grades 1 - 3	20 - 40 minutes
Grades 4 - 5	45 - 60 minutes

Elementary School homework assignments include assigned reading, review of class work, notes and written homework assignments at least twice a week.

*Each student is required to have a homework notebook starting in Grade 1. Homework notebooks are given out at school. Parents are expected to sign homework books.*

## **STUDENT PROGRESS REPORTS**

Progress reports will be issued to all students by their parents within eight weeks of the beginning of the school year or six weeks after the student's arrival at ISPS. These reports advise parents of the student's progress since their arrival in school. Progress reports are sent home with the individual student. Notification of this will be made in the Weekly Newsletter. In addition, teachers will contact parents anytime a student is not performing as expected.

## **STUDENT REPORT CARDS**

Student report cards are issued three times per year. Parents are asked to sign the card each time and return it to school. When the final report is made in June, the parent should keep the report card. Conferences are part of the school calendar but parents may schedule a conference with teachers when needed "see Parents/Teachers Conferences".

## **GRADING STANDARDS**

<u><b>GRADING (K1 &amp; K2)</b></u>	<u><b>GRADING (1-3)</b></u>	<u><b>GRADING (4-5)</b></u>
		A      95-

1	Beginning	E Excellent	100%
2	Developin g	VG Very Good	A- 90- 94%
3		Mastered	G Good S Satisfactory NI Needs Improvement F Below Class Standards
			B+ 87 – 89% B 84 – 86% B- 80- 83% C+ 77 – 79% C 74 – 76% C- 70 – 73% D 60 – 69% F below 60%

### STANDARDIZED TESTING

The Educational Research Bureau (**ERB**) **Writing Assessment Program** provides a direct measure of writing ability through evaluation of an individual writing sample from each student. It assesses different elements of the student's writing as well as the student's overall writing development. Students in Grade 3-5 take this test annually. The ERB test takes 50 minutes on two consecutive days.

Reports on both tests will be sent home for the parents to view their child's performance in relation to the norms for that age and grade level. Please remember that any testing data is only a 'snapshot' of your child on a particular day.

#### **What parents should know about testing:**

1. Students need to practice the skills and review the contents of the subjects they are learning in school in order to become proficient and comfortable with reproducing and applying them on tests.
2. Students need to practice test taking skills.
3. Students need to learn how to manage stress due to test anxiety.
4. Students need to be well rested and have a healthy nutrition before taking a test so as to minimize physiological discomfort.

5. Test data are indicators of the mastery or non-mastery of skills and the level of understanding that students have attained.
6. Testing provides information about what students know and are able to do, and therefore informs the teachers and parents about the progress or lack of progress in a particular field of knowledge.

## **SPECIAL EVENTS**

### **International Week**

Beginning in October, classes meet to discuss a theme. The entire community begins work on our traditional international fair. Classes study a country in depth. At the end of the exposure to that country, the entire school has a fair that includes food, music, cultural regalia and games from different countries. Parents assist with this multicultural event and are invited to share their culture with classrooms as speakers and presenters

### **Sports Event**

Sports Event gives students a chance to compete in sporting events with participation in several fun races. Students compete within their houses. Sports Event is usually held in May.

### **Swimming Gala**

Swimming Gala is the culminating event for the Elementary School Physical Education swimming program. Students compete in traditional swimming races and also in a number of fun races. The whole event is to give the students a chance to showcase their swimming abilities to their parents. This event takes place in Term 2.

### **Walk-A-Thon**

This annual charity event is sponsored by the Elementary School faculty and helps raise funds for children in need. Students are encouraged to seek sponsors and walk to earn money for the charity.

### **Carnival**

Students are exposed to the rich culture of Trinidad and Tobago. Carnival is the greatest expression of this culture. A theme is chosen and each class depicts some aspect of it. Field trips to various mas camps allows students to actively participate in what it takes to create a costume, mas camps are set up at school where by

students create their costumes for the Carnival Jump-Up which is held on the Friday before the official carnival celebrations. Parents, teachers, students and guests enjoy the culmination of this event.

**Coffee Mornings with Principal:** Parents are welcomed to attend the session to mingle and meet other parents. Also, parents can discuss programs or concerns about how the term is progressing. This forum is not to discuss personal student or teacher issues. The event is held at least three times during the academic year.

**Free Dress Day:** Students are given a free dress day based on an upcoming event or a special occasion. Parents are notified prior to the date for the event. Students are expected to wear casual clothing, for example skirts (2 inches above the knees), polo shirts, T-shirts and shorts or long pants. Halter tops are not allowed.

**Curriculum Night:** An evening for parents to be introduced to their child's academic program. Parents learn about the general running of the classroom and goals and objectives are outlined for the new school year.

**Family Reading Night:** This event is held during Term 1 for families to enjoy a night with their children reading in the library. At this event a local author is invited to share his/her book/s.

**Open Forum:** A general meeting held to discuss concerns about the school or to introduce parents to a new project or program that will be implemented.

**Town Meeting:** Each Friday the entire Elementary School meet in the cafeteria to discuss projects, activities and programs. Each class is scheduled weekly to present information on a topic or an event. At Town Meeting students are exposed to the diverse cultural programs offered at ISPS as well as our Character Education Program. We also encourage parents to participate by sharing their experiences.

### **Wazzup Newsletter**

Students in Pre-Kindergarten through Grade 5 contribute to the Newsletter which is distributed four (4) times a year. Topics include book reviews, and letters to the editors, science fiction stories, poetry and other items of interest.

## **GUIDANCE AND COUNSELING PROGRAM**

The Guidance and Counseling Program supports the social, emotional, and academic development of the students in age-appropriate ways. The counselor manages the guidance and counseling program from Pre-Kindergarten through grade 5.

ISPS is committed to a comprehensive program of services to students and parents. Among these services are the screening, placement and orientation of new students, liaison with parents, teacher, resource staff and outside support services, conducting individual and group counseling; organizing parent programs, facilitating the transition programs for students entering middle school and high school, serving on the elementary team, and administering our standardized testing programs. Counselors work closely with the faculty to identify and work with students at risk through grade level meetings. The Elementary School has a curriculum integrated Character Education program that is delivered in classroom guidance activities and weekly town meetings and is supported campus wide in all their endeavors.

### **The Four Themes of the Elementary School Counseling Program**

- Students to take responsibility for their actions
- Students exhibit mutual respect (respect for self and others).
- Students need specific training in basic life management skills (Communication, decision-making, problem solving, conflict resolution, etc.)
- Students who feel good about themselves and have positive relationships with others are more successful both in and out of school.

### **The Guidance Program is delivered in five ways**

- Classroom Guidance Lessons
- Small Group Guidance
- Counseling Individual Students
- Consultation and collaboration with teachers, parents, and administrators
- Training and supervision of peer helpers

### **Classroom Guidance Lessons**

- The lessons are scheduled for 40 minutes.
- Each class has about 18 lessons during the school year (alternate weeks)
- Pre-Kindergarten classes meet every other week for 20 minutes.

## **Elementary School Counseling**

**What is the School Counseling Program?** The school counseling program is a part of the total school program. The counselor's primary role is to help students deal with problems so that they may concentrate on developing their academic potential. Her unique role within the school setting is to provide: prevention, early intervention,

wellness and empowerment. The counselor's goal is to help students become healthy citizens and productive adults.

**What do Elementary School Counselors do?**

*Counselors help students:* feel good about themselves, set successful goals, develop positive relationships, learn decision-making and problem-solving skills, improve academic progress, become self-directive and responsible for their behavior.

*Counselors help teachers:* Create a positive learning environment, meet the individual needs of the student, and promote character development within students.

*Counselors help parents:* understand their part in their child's learning experience, and provides an ongoing parenting skills course.

**Why do we need Elementary School Counselors?** Elementary school counselors help students deal with issues such as: academic concerns, emotional pressures, friendship issues, moving away.

These can lead to: poor self-image, history of failure, poor relationships with adults and peers, few interests in school or community activities, poor decision making skills, and low frustration tolerance.

**How do Elementary School Counselors help?** Elementary school counselors conduct classroom guidance sessions, counsel with students individually and in small groups (when needed) consult with teachers and administrators, conduct parent conferences and workshops, coordinate efforts with school specialists and outside agencies, and they coordinate testing programs such as the IOWA and ERBs in grades 3, 4 and 5.