



Parents / Students Handbook 2011 - 2012

Dear Parents and Students,

Welcome to the International School of Port of Spain (ISPS). As an accredited, private, independent school, I believe you will find ISPS to be a “Community of Learners” involved in serious academic pursuit. We have a dedicated, experienced, multinational faculty that brings a wealth of experience to the education provided at ISPS.

The primary purpose at the International School is educating our students to be productive members of a global society. The common goal for parents, students and faculty involved in ISPS is to promote well rounded individuals who have demonstrated academic excellence. To this end we are committed to providing a safe, caring environment, quality facilities and a well-designed and challenging curriculum.

The school’s website (www.isps.edu.tt) and this Parent/Student Handbook provide you with an overview of the school’s purpose, procedures, and practices. Time spent studying this information will help you learn about our programs while understanding our school community. Please feel free to contact the school administration for clarification on any of this information.

On behalf of the faculty, staff and students, I welcome you to be a part of our school and your children’s education. If you would like to share your comments on this handbook or our program, please feel free to drop in or e-mail me.

We look forward to a great year of learning at ISPS.

Sincerely,

Eric Larson
Director
elarson@isps.edu.tt

PARENT/STUDENT HANDBOOK
2011-2012
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THE INTERNATIONAL SCHOOL OF PORT OF SPAIN, TRINIDAD & TOBAGO
a community of learners

**Parent / Student Handbook
2011-2012**

Important Numbers

School Phone: 633-ISPS ⁽⁶³³⁻⁴⁷⁷⁷⁾ or 632-4591 or 632-4592
School Fax: 632-4595
Web Site: www.isps.edu.tt
E-mail: firstinitiallastname@isps.edu.tt (For Example: elarson@isps.edu.tt)
PTO: pto@isps.edu.tt
Absences: Call 633-4777 Ext. 224

The International School Administrative Team 2011-2012

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Principal Middle School

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Principal Elementary School

Mrs. Suzette Julien sjulien@isps.edu.tt

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Finance Manager

Ms. Nadine Pereira npereira@issp.edu.tt

INTRODUCTION

Founded in September 1994, The International School of Port of Spain (ISPS) is owned and operated by the International School of Port of Spain Limited. The limited liability company is governed by a Board of Directors consisting of corporate directors, appointed by the shareholding corporations, and parent directors elected by the members of the parent Teacher Organization (PTO). ISPS is a private non-profit organization, and the Board's primary function is to ensure that ISPS is continually making progress towards the stated vision of the school, fostering academic excellence and fiscal responsibility.

The Administration promotes the highest quality education with the help of a well-qualified, multinational teaching and administrative staff. The school offers grades Pre-Kindergarten through Grade 12 and the instructional program is driven by an American philosophy of education. ISPS is accredited by the Southern Association of Colleges and Schools (enabling graduates to leave ISPS with a US High School Diploma) and is registered with the Ministry of Education in Trinidad and Tobago.

The school's structure, curriculum, and activities reflect the belief that each individual's intellectual, esthetic, physical, moral and social growth is best fostered in an environment characterized by a balance between academic challenges, culturally enriching experiences and a commitment to community service. Students at ISPS are encouraged to develop an appreciation of cultures other than their own and show a genuine concern for the welfare of every person. Small classes, academic and personal guidance, clear disciplinary guidelines, parental involvement and close student-faculty relationships have become hallmarks of this international community of learners.

The student body consists of students from local families, families stationed here with the diplomatic corps, and members of the international business community.

ISPS proudly assumes its role as a highly qualified institution designed to fulfill the educational requirements of a diverse international community. Through the provision of the facilities, curricula, and programs consistent with private independent schools around the world, ISPS provides students with a solid foundation for university studies and the challenges beyond.

ACCREDITATION

The Southern Association of Colleges and Schools, based in the USA and recognized worldwide, accredits the International School of Port of Spain. This process of school evaluation requires an annual report regarding the status of the school in meeting international educational standards. ISPS completed a full review by SACS in the 2008-09 academic year and was again awarded full accreditation.

VISION

A collaborative community creating a vibrant environment that enriches character, while inspiring a passion for learning and personal excellence.

MISSION

ISPS develops independent learners who strive for academic excellence, pursue their unique potential and meet challenges with confidence and integrity as they prepare for global citizenship.

EDUCATIONAL PHILOSOPHY

The International School of Port of Spain (ISPS) provides a college preparatory, holistic education for children in grades Pre-Kindergarten through Grade 12, providing them with the skills, knowledge and values necessary to be productive individuals in an interdependent world. Focusing on Programs of study and requirements of universities in North America and abroad, ISPS strives to meet the needs of both International families and long-term residents of Trinidad & Tobago.

Acknowledging that each learner is unique and valuable, the ISPS nurtures love of learning, high self-esteem and appreciation for human diversity in a manner that supports high quality education. The school's Board of Directors works closely with the school's administration to meet the needs of the school community, while actively inviting parent, faculty, and student participation in school life. ISPS offers an international education based upon a US curriculum model. The International School of Port of Spain utilizes the rich and diverse environment of Trinidad and Tobago and draws on the special qualities of the ISPS community to prepare young people for the challenges they will face as citizens of the twenty-first century.

BOARD GOALS

Please refer to the website – <http://www.isps.edu.tt/Goals.aspx>

GENERAL INFORMATION

ARRIVAL AND DISMISSAL TIMES

Arrival

School starts promptly at 7:30 am for all grades, including Pre-K and K. Early and Late arrivals disrupt established routines and classroom schedules and therefore as parents you need to make every effort to have your child at the school between 7:15 a.m. and 7:25 a.m.

Dismissal

Pre-K and K are dismissed at 2:00 p.m. All other students are dismissed at 2:15 p.m. Pick-up after school should be no later than 10 minutes after your son's/daughter's last activity of the day. **Students should not stay at the school after dismissal unless they are participating in a supervised afterschool activity.**

Generally students are allowed to stay after school if;

- They are in the library
- They are with a teacher receiving extra help
- They are involved in an activity which has adult supervision. Otherwise, we ask that students remain in the area in front of the school, where security can supervise their activities.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Policy

Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to attend school and be on time for classes in order to benefit from the instructional programs offered and to develop habits of self-discipline and responsibility. Any absence from school counts as a non-attendance day and will be reflected on a student's attendance record.

Students in the Elementary and Middle Schools who are absent more than 15% of class time during a grading period will be given credit only upon the approval of the teachers involved, Principal and Director of the school.

High School students who miss more than 6 classes in any one subject in a semester (15% of class time) will be brought before the Academic Standards Committee, which may vote to revoke credit for the course. In order to graduate, lost credit may need to be made up during the summer, or through correspondence courses.

A. Reporting Student Absences and Tardiness

A parent/guardian has the responsibility to report a student's absence by contacting the Assistant to the Principals (Ext . 224) by 9:00 am on the day of the absence. The information which needs to be given to the office is:

- 1) Student's name
- 2) Grade of student
- 3) Reason for absences or tardiness
- 4) Length of absences, if known
- 5) Who is calling?

If the length of absences is not known, daily calls are requested.

If a parent does not report the absences by 9:00 am, the student **must** bring a note from the parent upon his/her return to school. If no phone call or note has been received, the absence will be considered unexcused.

B. Excused/Unexcused Absences

Absence from school is excused for illness, funerals and family emergencies, or when the Principal has approved an absence in advance.

Family vacations which require absence from school are discouraged. If a vacation must require school absence, prior school approval (at least five (5) school days in advance of the absence) will permit students to make up work missed. For school approval to be granted, a student must be in good standing and not in danger of failing any classes. No vacations will be approved during the last five days of each semester. With prior school approval, work may be made up with no penalty, in accordance with the make-up/missed work policy below.

If a student has an unexcused absence, it is the school's policy that assignments missed, including tests and projects, will receive a score of 0 and calculated as such when determining grades.

C. Make-Up/Missed Work

Make-up work will be provided only in the case of excused absences. On all make-up work, it is the student's responsibility to check with the appropriate teacher(s).

If a student is absent, assignments that were given before they were absent are due on the day they return. It is the student's responsibility to see that they are handed in to the teacher.

For assignments given while the student was absent the student will be given two days to do make up work for every day missed.

In the event of extended illness (two or more days), parents should request homework from the Assistant to the Principal by 9:00 a.m. The packet may be collected from the front desk after 2:15 p.m. If the request is made after 9:00 a.m., the packet may be collected on the following day. Parents should turn completed homework in as soon as possible for teachers to grade and provide feedback to the student. The Principal may allow additional time to complete work in the case of extended absences.

D. Arriving at School after 7:30am

The student must sign-in at the front desk with the receptionist upon arriving late to school. The Middle/High School student will not be allowed to enter class without a late slip signed by the receptionist or the assistant to the Principals.

E. Leaving School Grounds During Class Hours

No student shall leave school at any time during class hours without first receiving permission from the office. Students who must leave school during the day shall bring a signed note from their parents or guardian stating the reason and time the student is to be excused. This note must be taken to the school office before school begins so that a pass may be issued for the appropriate dismissal time. Students who forget to secure their pass before school begins will not be dismissed in the middle of a class for their appointment. Students who leave school without school approval will be considered absent. At the time the student leaves school, the students shall sign-out at the front desk. Students returning to classes before school is dismissed are to sign back in when they return.

F. Student Illness During School

Students who become ill or injured at school will be taken to the nurse's office. The nurse will assess whether the student is able to return to class and will contact the parent, if necessary. The student may only leave campus after having secured the approval of the nurse.

G. Attendance at Extra-Curricular Activities

Since a student's health is of paramount importance, students who are absent due to illness the entire school day or at the end of the school day, should not participate in any extra-curricular activity on that day to help insure the student's recovery. In the event of extenuating circumstances, which may seem to justify an exception to this policy, students must secure the approval from the Principal in advance.

Attendance is taken at all Extra Curricular activities and these records are passed to the front desk once the activity has finished.

H. Special Circumstances

The Principal reserves the right to evaluate and grant exceptions to the preceding policies for all extended absences due to injury, chronic illness, or special circumstances. Parents are requested to consult, in person, with the Principal if there is a request for an exception to these policies and procedures.

DRESS CODE AND GUIDELINES

ISPS has a dress code and all students K-12 wear a uniform. Uniforms in each section of the school differ slightly yet it is expected that all students convey school pride and spirit in how they look. In Middle and High School dress should reflect a business atmosphere and boys should be clean shaven. Teachers and administrators will enforce reasonable standards of cleanliness and neatness and therefore the school reserves the right to ask students to remove distracting jewelry, make up or nail polish and/or cut long hair or change hair style if it is not reflective of a business atmosphere.

Elementary School: Pre-Kindergarten-Grade 5

- **Girls**
 - Checkered, culottes' skirt (blue and white)
 - White polo shirt with school logo
 - Totally black shoes or sneakers and white socks (must be visible)
- **Boys**
 - Navy blue shorts: Grades 1-5, or
 - Navy blue (long) slacks: **Grades 4 & 5 Only**
 - White polo shirt with school logo
 - Totally black shoes or sneakers and white socks (must be visible)
 - Navy blue or black belts

Middle & High Schools: Grades 6-12

- **Girls**
 - Light blue polo shirt with school logo to be worn un-tucked
 - Khaki A-line skirt (no shorter than 2" above the knee) or pants totally black shoes or sneakers and white socks (must be visible)
 - Jewelry – one pair simple earrings, watch, one other piece of simple jewelry
 - Grey sweatshirt with school logo
- **Boys**
 - Light blue polo shirt with school logo to be worn un-tucked
 - Khaki pants with pleats
 - Totally black shoes or sneakers
 - Jewelry – one earring, watch, one other piece of simple jewelry
 - Grey sweatshirt with school logo

Kindergarten through Grade 12: Physical Education

Grey T-shirt with school logo
Blue Shorts with school logo
Elementary students are encouraged to wear house shirts (available at the school) on Fridays.

NB: All uniforms are available from Esprey at West Mall. For students who are cold during the day, a grey school sweatshirt is available. No other sweaters or jackets are part of the school dress.

Free Dress days are a tradition at ISPS for students who have earned the privilege. On these days, students may come to school out of uniform. Free dress days are usually announced at least a week in advance. Common sense standards of cleanliness, neatness and appropriateness are expected and students should not wear any clothing associated with alcohol or drug use.

STUDENT SUPPORT SERVICES

The International School of Port of Spain (ISPS) has a commitment to developing the individual potential of each student as outlined in our school philosophy. Therefore, ISPS aims to provide a comprehensive, sequential framework for meeting individual student differences while simultaneously promoting high standards of academic achievement. Through differentiated instruction in the classroom, limited pull-out for specific skills, and in-class support from Teaching Assistants, ISPS provides services to:

- Students with limited learning gaps or processing difficulties (LD)
- English language learners (ESOL)
- Students with attention difficulties (ADD/ADHD)
- Students who are not maximizing their potential because of behavior or motivational problems

Staff within Student Support Services uses a multi-disciplinary team approach to assist students in grades pre-K to 12 primarily through an inclusion model of support. The inclusion model promotes socialization skills, as well as learning/re-teaching the content of the topic/subject.

The Student Support Team provides support using a variety of methods to meet the learning needs of all students such as:

- small group settings
- supportive teaching (classroom teacher takes the lead role, the support personnel rotate among the students)
- consultation (support personnel work in collaboration with the teacher)
- limited one-to-one or small group instruction on specific skills

Within these methods, we are able to:

- provide alternative formats for test taking
- adapt or modify the curriculum and/or instructional techniques
- differentiate the instruction and/or content
- provide positive academic and/or behavior supports for identified students
- teach students strategies for their unique learning style

If your child has an IEP, ILP, or an educational assessment recommending one-to-one support (i.e., remedial instruction or personal tutor) ISPS may be able to offer this support, yet there will be an additional cost to the parent for this service.

Elementary and Middle School students who are functioning academically above grade level may receive enrichment activities and assignments in addition to the general curriculum. High school students may enroll in Advanced Placement courses.

Student Support Team

In cases where students exhibit difficulty, or if their skills and strengths are discrepant from grade level expectations, their progress may be reviewed (for academic and/or behavioral reasons) at a grade level meeting. The Student Support Team reviews the student file, the specific areas of concern and decides on a plan of action.

The Student Support Team includes: (1) Teachers [homeroom, core subjects & specialists], (2) Student Support Staff (SOS), (3) Principals and (4) Guidance Counselors. Teams are at the Elementary, Middle, and High School levels. The focus is on a collaborative, problem-solving approach blending the expertise, services, and resources of the general education and support staff.

This process consists of:

- Pre-referral for support services stating the area (s) of concern
- Individual screenings (developmental and/or behavioral) may be administered in order to gather data to assist teachers in developing a support plan.

- Suggested teaching strategies, interventions, and accommodations to curriculum, along with positive behavioral student support
- Occasionally the team may recommend the student have a full educational assessment administered by an outside professional.

This assessment is to determine the student's specific areas of academic difficulty, and would be the financial responsibility of the parents.

- An Individualized Learning Plan (ILP) or Academic Improvement Plan may be developed, focusing on the student's unique learning style, and identifying student goals and objectives. Parent and teacher input are essential in developing the ILP. Parents are asked to attend a meeting to review the plan, as their support is critical to student success.

English for Speakers of Other Languages (ESOL)

The International School of Port of Spain provides limited support to English language learners. Content instruction is within the general education classroom to allow full immersion in a content-based language approach where students learn academics, vocabulary, and language patterns simultaneously. Students with no English language background may require intense language instruction prior to inclusion in a full academic day. Upon application for enrollment into the school, students who have limited English skills meet with the Admissions Team. The admissions team will:

- Make an assessment of English Language skills.
- Determine the level of ESOL services needed based on the student's English language skills

Each applicant will be reviewed by the admissions team to determine the student's eligibility to attend the International School of Port of Spain and appropriate grade placement. Depending on the level of ESOL services required during school hours, there could be additional financial responsibility for the parents. Parents may be advised to seek additional support outside of school to assist the student with homework and building language proficiency.

ESOL pull-out programs often supplement regular, mainstream classroom instruction with lessons in a small group setting aimed at developing English language skills. The support teacher conducts instruction exclusively in English with the emphasis on acquisition of basic skills. Second language teaching strategies, such as visuals, use of resources, read aloud, repetition, paraphrasing and focusing on key content areas assist the student with language acquisition. For these students, an Individual Learning Plan (ILP) may be developed to focus on language arts skills and content standards for learning. Computer-assisted instruction is also used to enhance language development and acquisition.

GUIDANCE AND COUNSELING PROGRAM

The guidance and counseling of ISPS is aimed at facilitating students' educational journey from childhood through adolescence into adulthood. Therefore, a developmental approach to the guidance and counseling program has been adopted. This program provides students with the opportunity to learn more about themselves and each other, as well as to explore various issues that are important for them as they strive to fulfill their inherent potentials. Providing these opportunities in a structured format will make their journey both successful and enjoyable.

The Guidance and Counseling program will help all students develop:

- Educational/Vocational/Career goals
- Social Skills
- Personal Strengths
- Self Awareness
- Drug and Alcohol Awareness
- Conflict Resolution

In order to achieve these objectives the school guidance and counseling program will provide the following services to the school's community:

- Orientations
- Individual and small group counseling
- Education on issues such as drug/alcohol abuse etc.
- Parental support/consultation
- Peer counseling program (students for students)

Student Conflict Resolution Peer Counselors

When conflict between students occurs, it can be referred to the student conflict management team. The students will go to a place that is conducive for discussion. The process is:

- Each person involved in the conflict tells his/her story without interruption, and then gives his/her recommendations for resolution.
- The management team facilitates negotiation and compromise so that each party is satisfied. A form of restitution for the offending party is suggested and agreed upon. Restitution may be in the form of a detention, contract, counseling referral, or some other student-generated solution.
- The team produces a written report as a follow up to the effectiveness of the resolution.

If resolution of the problem is unsuccessful, the situation will be referred to the Counselor, Homeroom teacher or Principal.

COMMUNICATION

The smooth operation of our school is dependent upon a clear line of communication so that questions and concerns can be acted on quickly at the level of closest contact to the question or concern. Therefore, please use the following guide when resolving questions or concerns:

- Please schedule a meeting with your child's teacher when you have a concern. The teacher is in the best position to know and understand your child's needs. Most problems can be resolved at this level. Teachers can be contacted through email or the Assistant to the principals will be happy to schedule a meeting.
- When your question or concern is not resolved with your child's teacher, please make an appointment to discuss the matter with the Principal. If you are still not satisfied after meeting with the Principal, please make an appointment to meet with the School Director.
- When the issue cannot be resolved with the Director, the following Board Policy applies:

- a) Questions and problems are submitted in writing to the Director, together with a request for referral to the Board for resolution.*
- b) The Board will take such questions and problems under advisement, including meetings with the parent if appropriate, and issue a response after due deliberation, usually no later than the next Board Meeting."*

Parent Teacher Conferences

Parent/Teacher conferences are formally scheduled twice a year, one after the first quarter and again after the third quarter. A conference can, and should, take place at any time the need arises. Teachers welcome discussions with parents throughout the school year. If you would like a conference with a teacher, please telephone the office at **633-ISPS (4777) or 632-4591/2** for an appointment so that the teacher is prepared and free to spend time with you.

Back to School Programs

All parents are invited to attend the annual Back to School programs in September. Faculty will inform parents about what they plan to teach, how they plan to achieve their goals, and what they will require of their students for the school year. Back to School programs take place on separate evenings for the Elementary, Middle and High School. These are parent only events.

TEXTBOOKS

Teachers will assign students textbooks while enrolled in the school. Lost books must be paid for at the actual replacement cost plus shipping. Textbooks may be borrowed from the school during the summer. A deposit of US\$80.00 is required for each book borrowed, depending on the text, and should be arranged through the principal of the appropriate school.

SCHOOL CODE OF CONDUCT

ISPS believes that in order to deliver a high quality programme students, staff and parents should be held accountable to the highest levels of conduct.

Therefore, at ISPS, we expect that all students will:

- Uphold the fundamental rights of all ISPS community members by treating others and their property with respect and dignity.
- Practice tolerance and respect diversity.
- Behave in such a way that brings honour upon ISPS' name.
- Be responsible for your own conduct both in and out of school and understand that improper conduct has consequences.
- Resolve conflicts in a peaceful, rational manner.
- Be honest, always tells the truth and don't take what does not belong to you.
- Care for others physically, psychologically, and emotionally.
- Give of yourself to your community.
- Do your best every day; strive for excellence in everything you do.
- When you see others violating this Code of Conduct, speak out.

DISCIPLINE PHILOSOPHY

- We believe that students learn best in an atmosphere in which appropriate behavior is expected of everyone and is based upon mutual respect and trust.
- We believe that all students have the potential for behaving positively, that they choose and are responsible for their behaviors and students can be guided and taught to make appropriate choices.
- We believe that an environment, in which appropriate behavior is consistently expected and recognized, creates a sense of security, increasing student attention to learning and to self-responsibility.
- We believe that discipline procedures should be based upon what is ultimately best for the student directly involved as well as the most positive impact upon others. Therefore, discipline procedures reflect options that permit a range of consequences.
- We believe students benefit directly from the education process best when parents support and reinforce school regulations by demonstrating follow up with students at home when misbehavior occurs at school.
- We believe in rewarding appropriate behavior.

GENERAL DISCIPLINARY PROCEDURES

The Subject Teacher, Counselor, Homeroom Teacher, or Principal will confer with the student(s). The parents may be conferred with in person or by phone. A meeting may include other appropriate people. Several conferences may be required before further action is taken. As a result of the conferencing process, one or more of the following consequences may occur as a result of a student's inappropriate behavior:

a) Detention

Students may be required to serve one or more lunchtime detention periods for of 20 to 35 minutes. If the entire period is taken, the student will be given lunch in the detention room that is supervised by a staff member. A behavior detention is assigned only through the Middle School or High School office.

b) Behavior Contract

A formal written contract between the school, parents, and student may be required which specifies expectations and consequences of behavior.

c) Counseling Referral

The school may require professional counseling or diagnostic evaluation as a requirement for continued enrollment. The results of any testing and/or professional recommendations for school action would also be required.

d) Grade Loss

A student who chooses to cheat or plagiarize material may receive reduction or loss of grade for that assignment. An unexcused absence from class may also result in a reduction of an academic mark.

e) Financial Reimbursement

A student and his/her parents may be required to reimburse individuals or ISPS for the loss, damage or destruction of property.

f) Suspension

Suspension is the removal of a student from classes and activities for a short time.

There are two types of suspension utilized depending on the nature of the misbehavior as well as the student's behavior history.

• In-school suspension

Students may receive one to two days of in-school suspension, which means they are isolated in a supervised area of the school. A student is expected to work on schoolwork during this time. Lunch and breaks are monitored.

• Out-of-school suspension

In serious situations when it is felt best to remove a student from school to emphasize the seriousness of the behavior, a suspension, supervised by the parents, may be given for a period ranging from one day to three weeks. In this situation, it is the responsibility of the student and/or parents to obtain the academic work missed during the student's absence.

g) Expulsion

In extreme cases of misbehavior or recurring behavior problems, a student may be permanently dismissed from attendance at ISPS. Decisions made concerning the expulsion of a student will be made by the Director of the School.

ISPS DRUG AND ALCOHOL POLICY

The purpose of this policy is:

- 1) To ensure that all community members – students, parents, guardians, teachers, and support staff – are educated about the dangers of the use-of tobacco, alcohol, controlled and illegal drugs.
- 2) To establish such preventative measures, including urine testing of students perceived to be at risk, as will ensure that the school is seen not to tolerate the misuse of controlled and/or illegal drugs or any form of substance abuse.
- 3) To ensure that firm and consistent disciplinary measures will be taken against students who possess, use or sell any of the following: tobacco, alcohol, controlled drugs or illegal drugs.

Prevention

The school's curriculum will each year provide age-appropriate education, including counseling services, for all students about the nature of tobacco, alcohol, controlled and illegal drugs and the dangers of their use/misuse.

Students found possessing, using or selling these substances within the school will receive mandatory education and counseling by the counselor in addition to disciplinary action.

The school will provide opportunities for teachers, parents, and support staff to learn about these substances and the dangers of their use.

Definitions

Substances not tolerated for student use or possessions are as follows:

1. All tobacco products;
2. All alcoholic beverages;
3. All illegal and controlled drugs

(This is not applicable to students who are taking medicines as legitimately prescribed by a physician. In this case, a letter is required from a doctor and medication taken at the school needs to be regulated by the school nurse.)

Areas of the School's Jurisdiction

The area of the school's jurisdiction includes school property and its surroundings, school sponsored functions held off campus, and all other school-related events including field trips. The school's jurisdiction extends beyond the above if a student's misuse of alcohol, controlled or illegal drugs places him or others at risk or brings the school's name into disrepute.

Violations and Consequences (During any given school year)

1. Tobacco – Smoking or Possession
1st Offence: warning letter sent home; counseling/education;
2nd Offence: one-day suspension; parent conference;
3rd Offence: three-day suspension; parent conference; probation and contract.
2. Alcohol – Possession, Drinking or Being Under the Influence
1st Offence: three-day suspension; parent conference; counselling/education;
2nd Offence: one-week suspension; probation and behavioral contract (possibly including professional assessment);
3rd Offence: possible expulsion or extended suspension.
3. Controlled and Illegal Substances
Possession 1st Offence: two-week suspension; parent conference; counselling/education; probation and contract, and/or possible expulsion at the discretion of the School's administration;
Possession 2nd Offence: expulsion;
Being Under the Influence 1st Offence: two-week suspension; parent conference; counseling/education; probation and behavioral contract; possible expulsion;
Being Under the Influence 2nd Offence: expulsion;
Sale and/or distribution 1st Offence: expulsion.

Procedures

1. A student suspected of substance misuse has the right to privacy, yet in all cases, the student's parents or guardians will be informed unless the student is 18 years of age or older.
2. Given reasonable cause for suspicion, a student's clothing, possessions, and locker may be searched by two persons, one of whom will be of the same gender as the student and one of whom will be an Administrator. Tobacco products, alcoholic beverages and controlled or illegal drugs found in the possession of a student will be confiscated.
3. Given reasonable cause for suspicion, a student may be required to undergo a urine test for illegal drugs. If the student has not previously violated this policy, a positive urine test will be considered by the school to be a first offence and appropriate disciplinary consequences will ensue. Refusal to submit a urine sample for testing will be considered as a positive test result.
4. A student who has violated school policy on controlled or illegal drugs will be subject to random urine testing for a period of not less than six months.
5. If a positive urine test is recorded and this constitutes a "second offence" the school will re-administer the test within 24 hours of the first test. If the re-test is a "confirmed positive" this will result in an expulsion.
6. Any evidence of tampering with the sample (dilution of sample, abnormal temperature of sample, etc.) will be considered a positive test.
7. Tuition refunds will not be granted to families or companies following disciplinary consequences from a violation of this policy.

Reporting of Use of Prohibited Substances

It is expected that students, parents, teachers and support staff will report suspected cases of violation of this policy to a school counselor and a member of the school's Administration.

ISPS WEAPONS POLICY

No student or non-student, including adults and visitors, shall possess, carry, keep, use or distribute any weapon when in a school location, or while attending or participating in any school activity, including transporting to or from any such activity.

Definitions:

A **weapon** means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or injury.

A "**deadly weapon**" is any weapon used in a violent or threatening manner.

A "**firearm**" is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant.

"**School location**" includes school buildings, school grounds, school activities or trips, school vehicles or vehicles hired for the purpose of transporting members of the school.

"**Possession**" means having a weapon on one's person or in an area subject to one's control in a school location.

Consequences:

For students:

Weapon

1st Offence: Minimum 5-day out of school suspension.

2nd Offence: Minimum 10-day out of school suspension with recommended expulsion.

Deadly Weapon - Minimum 10-day out of school suspension with recommended expulsion.

Fire Arm – Expulsion

For non-students:

Any member of the public who violates this policy shall be informed of the policy, and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations.

An employee who violates the policy is subject to disciplinary action, including termination, suspension or non-renewal.

Exceptions:

It shall not be a violation of this policy if:

- the non-student is a licensed police officer, or military personnel on official duty.
- students are using objects which are a natural component of any approved school programme/activity.

Administrative Discretion:

While the school will generally take a “zero tolerance” position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether a course of action other than the minimum consequences is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET

The use of the computer technology and the Internet at the ISPS is a privilege and not a right. Inappropriate use may result in suspension or cancellation of this privilege. Furthermore, certain inappropriate uses may also be unlawful.

The student and his/her parent(s)/guardian(s) may be liable if unlawful deeds are performed while using the Internet at ISPS.

Acceptable Internet Use

The following are representative (but not all inclusive) of how the Internet is to be used as determined by the ISPS:

The use of your account must be in support of education and/or research and be consistent with the educational objectives of the school.

- Use for commercial activities is not acceptable, including entering contests.
- Use of the school network to purchase products is not permitted.
- Use for product advertisement or political lobbying is prohibited.
- Users shall not use school computers or networks for any not-instructional or non-administrative purposes. This includes such programs as games.
- Access to specific resources such as IRCs (Internet Relay Chat) will be limited to activities in direct support of educational goals and only as authorized by the teacher for instructional purposes.
- Sending of Chain Letters or broadcast messages (spamming) to lists or individuals, and any other types of use that may cause congestion of networks or otherwise interfere with the work of others is prohibited.
- Transmission of information that violates or infringes on the rights of any other person or information, which may be abusive, profane or sexually offensive, is prohibited.
- Software and data (including music files) shall not be downloaded to individual user accounts or computers without the express permission of a teacher.
- Access to pornographic, violent, profane or racist material is forbidden.
- If a student accesses a site with such information, he or she is to exit from the site immediately and inform a teacher.
- Students may be asked by a teacher or librarian to print out a copy of the history of sites that have been accessed during any specific Internet session.

Network Etiquette (Netiquette)

Netiquette is a term describing the generally accepted rules of behavior on networked systems. School staff and students are expected to abide by these rules and access may be revoked for violation of these rules.

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number or those of students, teachers, or staff members.
- Note that electronic mail (e-mail) is not guaranteed to be private. System administrators' have access to all mail.
- Do not use the network in such a way as to disrupt the use of the network by other users.
- All communications and information accessible via the network is assumed to be the property of the publisher and/or sender. Such communication and information may be copyrighted and should not be distributed or copied without permission.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Network Administrator.

- You are responsible for the protection of your password to your account. Do not give your account name and password to other individuals. If you suspect that others are using your account, notify the Network Administrator or teacher immediately.
- Attempts to log on to the Internet as the Network Administrator or to perform system administration tasks may result in cancellation of user privileges.
- Students are not to reveal their personal home address, home phone number, or the phone numbers of any other individuals. Your personal signature on any e-mail must use the school address only. You must notify your parent(s)/guardian(s) and Network Administrator immediately if any individual is trying to contact you for illicit or suspicious activities.
- If unacceptable or illegal activities take place using your account, you will be held responsible, regardless of whether you personally took the actions, which may result in loss of access to the Internet or other disciplinary actions.

Responsible use of computing and communication facilities and services requires that the student shall:

- Not play computer games.
- Respect the legal protection provided by copyright and license to programs and data.
- Respect the rights of others by complying with all school policies regarding sexual, racial, or other forms of harassment, and by preserving the privacy of personal data to which you have access.
- Respect the privacy of others by not tampering with their files, passwords, or accounts, or representing others when messaging or conferencing.
- Use only computer IDs or accounts and communications facilities that you are duly authorized to use, and use them for the purposes for which they were intended.
- Use only software provided by the ISPS.
- Not develop programs (such as viruses) or make use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
- Not install software on the computers without the consent of the Network Administrator or a computer teacher.
- Not delete or rearrange files on the computers.
- Use only Usenet groups set up and authorized by teachers as part of the curriculum. Chat rooms are specifically NOT TO BE ACCESSED over the school's Internet connection.
- Neither eat nor drink in the Computer Laboratory or around any computer hardware.
- Upon completion of a session, properly exit all programs and log off the system.
- Inform the classroom teacher or Librarian of any hardware or software problems that he/she encounters. They will notify the Network Administrator who will assist the student.
- Not change the desktop properties of the workstations.

HEALTH POLICY

Parents whose children are on routine daily medication should indicate this in the "Student Health Record for Registration" form, which is part of the Application Package.

It is the goal of ISPS to provide the safest and most health conscious environment possible for students and staff. Therefore, we ask you to keep your child home and inform the school if he or she:

1. Has a fresh respiratory illness, i.e. a runny nose, wet cough or requires frequent medication.
2. Has a fever or has had a temperature >100F/38 degrees C in the last 24 hours.
3. Is vomiting or has diarrhea.
4. Is on the first 24 hours of antibiotics for strep throat or other related streptococcal infection. If symptoms are not markedly improved, he/she should stay home for the first 48 hours of antibiotic therapy.
5. Has lice. (see Head Lice Policy)
6. Has any contagious skin rashes such as impetigo or infected draining wounds.
7. Has any communicable childhood illness.

A doctor's letter of fitness to attend classes should be submitted on return to school.

Report to the nurse before returning to class. It is important to complete the health card with all appropriate phone numbers and to update these phone numbers as they change. Please also list a friend or neighbor who knows your child in case we cannot reach you. It is important to list any drug, food or environmental allergies as well as any health problems on the card provided. This card will be taken with the student as a guide to the medical staff at the hospital. It is imperative that you identify any special health problems such as diabetes, seizures, asthma, frequent nosebleeds or ADHD. We need specific instructions for care and medications. These should be discussed with the nurse early in the school year if possible. If your child becomes ill during the day, we will contact you to pick up your child. In case of emergency, the school staff will attempt to reach a parent but if the situation cannot wait, we will transport the student to Westshore Hospital/your Requested Hospital and continue to try to reach you.

We realize that children will have some minor discomforts and injuries at school. You have the option of having the Nurse give the medication you have given consent for or giving you a call. It is our policy that only the medications on the form be kept and administered at school and will only be done with your permission.

Students may bring routine oral medications and give them to the nurse to be administered. A note from the parent must accompany the medication identifying the medication, the time it should be given, and special care (such as refrigeration) needed.

Cuts and scrapes at school will be cleaned with soap and water, disinfected with acriflavine and then covered with a bandage. If your child has any sensitivity to the treatment or you disagree with any part of the procedure, please indicate it on your emergency card. If your child has sensitivity to bee or wasp stings and has ever had a severe reaction, please indicate this on your card. This could be very important on field trips.

Head Lice

Head lice is a common problem for school children. Complete eradication is impossible, but prompt detection, effective treatment, and prevention can maintain control. If you suspect that your son/daughter has head lice, we suggest the following:

1. Check all other members of the family.
2. Call your doctor.
3. All persons in the household who have head lice must be treated. If there are any known allergies, consult a physician before using any treatment.
4. When shampooing:
 - (a) Use shampoo only as directed on the label
 - (b) Remove all nits
5. Everyone who is treated must be re-treated in 8 to 10 days.
6. Wash (using very hot water) all clothing, towels, and bed linens. Dry these in the dryer. All clothing and personal items like brushes and combs should be washed separately, in hot water and/or dry-cleaned.
7. Vacuum carpet and upholstered material frequently.

The school requires that a child's treatment be judged suitable before being re-admitted to school and the child must be checked by the school nurse before being readmitted to class.

LIBRARY-MEDIA CENTER

The operating hours of the library- media center are Monday through Friday, 7:15 a.m. until 4:00 p.m.

The library is intended to be a resource center for staff as well as students and parents. The librarian is assisted by one assistant and parent volunteers. They work with classroom teachers to teach information skills to students.

Information skills include:

- Research skills for using the Internet
- Locating periodical articles
- Using CD-ROM reference programs
- Finding information in print encyclopedias and books
- Using multimedia materials
- Locating and appreciating literature for recreational and personal interests

Teachers plan with the librarian prior to class visits in order to maximize success. Individual students and small groups may use the library unaccompanied by a teacher. These visits do not need to be pre-planned with a librarian. Space in the library (including computers and the audio-visual room) is reserved through the use of a sign-up sheet at the circulation desk.

All students are welcome to use the library after school hours, yet if they do not adhere to the school code of behavior, this privilege may be suspended.

Audiocassette recorders, headphones, slide projectors; screens, video cameras, overhead projectors are available through the library for instructional purposes. Televisions with VCRs are on large carts and are located throughout the school, available on a sign-up basis. Assistance operating any of the audiovisual equipment is available through the Library-Media center.

ATHLETICS AT ISPS

Volleyball, Basketball and Football (soccer) form the core of our School Team Sports programme, but we also participate in Rugby School League tournaments, Tennis, Swimming, Cricket and Golf with great success.

Students from all grade levels sign up to participate in training and try out for the various teams.

These sports involve league and tournament play, limiting student participation based on skill level and an expectation of a high level of commitment to practices and to “the team”. Students are not charged a fee to participate in this program. ISPS fosters and encourages good sportsmanship, cooperation, integrity and citizenship amongst all its athletes.

CAISSA

Our school is a member of the Caribbean Area International Schools Sports Association (CAISSA). This organization is made up of the International Schools in the Caribbean area and strives to promote the exchange of sport activities between member schools.

CAISSA has three distinct sporting seasons and provides a high level of competition. Member schools compete in Volleyball, Basketball, and Football. Each member school takes turns at hosting one of the tournaments.

Students who travel to CAISSA tournaments need to ensure that assignments are not missed. Travel to a CAISSA tournament is an additional cost to individual parents.

AFTER SCHOOL SPORTS AND ACTIVITY PROGRAMS

This is a broad-based activity program that strives to provide a wide variety of enjoyable, valuable learning experiences that cater for the physical, intellectual, and social needs of the students of ISPS. Activities are conducted by instructors and coaches who are all specialists in their areas. The students are charged a minimal fee to offset the cost incurred in running the program. The after school program is organized into three sessions held throughout the school year.

Some of the activities offered:

Chess, Community Service Club, Drama, Soccer, Gymnastics, Karate, Modern Dance, Steel Pan, SCUBA Club, Spanish Club, Strings (Violin, Viola, Cello), Environmental Club, Yearbook Production, Tap Dance, Dance Group, Elementary Basketball, Archery, Track and Field, Table Tennis, Badminton, Elementary Volleyball, Drawing and Craft and Computer Club.

The Athletic Director coordinates a schedule of sports and activities over the academic year based upon student interest.

CAFETERIA

ISPS has a computerized system to monitor the delivery of food services. In order to ensure the smooth operation of the system, the following guidelines will be followed:

- Parents will be asked to pre-pay their accounts (minimum of 500\$TT) either at the front desk or in the business office. This is done via cash, cheque or Lynx. Parents will be advised via e-mail or note from the student's café balance once it reaches \$100.00 or less. Café accounts are not allowed to carry negative balances.
- Students should monitor their café account balances regularly after making purchases.
- When a student's café account reaches zero, no further purchases will be allowed by the student, until a deposit is made to the account either at the front desk or business office.
- Under no circumstances will the cafeteria staff bypass the system by entering "cash transactions" or recording in a book purchases for later entry into the system for students whose accounts have zero balances.

COMMUNITY SERVICE

All students, especially in the Middle and High Schools, are encouraged to participate in some form of community service. Community Service activities and projects are held throughout the academic year.

RESPONSIBILITIES OF PARENTS IN CASE OF EMERGENCY

It is imperative that parents and guardians ensure that the school has up-to-date contact information as well as medical history on their children.

ISPS has an up to date and thorough Health and Safety Manual with emergency plans for a variety of possible events including fire, earthquake, flood, and civil disturbance or threat. The manual can be accessed in the school library. Parents should establish emergency procedures for home and outside the school; they should review and reinforce these procedures with their children on a regular basis.

Open house meetings and other school-wide gatherings (e.g. parent-teacher conferences) are important communication vehicles for parents to voice concerns they have about safety and learn more about school plans for emergencies. Suggestions for ways we can improve school safety are always welcome and encouraged.

Parents must understand that foremost in the minds of school administrators and staff, especially in the event of an emergency, is the safety of the children. It will be important for parents and guardians to be patient, but alert observers until the school has communicated information and possible directives to them. If, however, parents have accurate and useful information that could help the school emergency team, they should make the effort to contact the school-designated spokesperson.

Rumors tend to spread rapidly through the school community and can create unnecessary problems. We ask that you do not engage in speculation in the event of a situation at the school and await accurate information from the school.

PHONE TREE

The school, in conjunction with the PTO, organizes a phone tree to be used in the event of an emergency. Emergency contact information is requested upon admission to the school. The information is shared with the PTO who will create a phone tree to contact all parents or guardians of the school.

This phone tree is usually tested once in the year to confirm the information provided.

The phone tree is only initiated by the schools' administration in the event of an emergency.

It is important that our parent body update the school's admission department with any changes to contact information. Notice is given via the school's newsletter when testing is scheduled to take place.

WHAT PARENTS SHOULD DO WHEN AN EMERGENCY SITUATION OCCURS

1. ISPS will implement a phone tree immediately. When parents receive a call from the phone tree, if you are not at your home, please go there immediately.
2. **DO NOT CALL THE SCHOOL** Your incoming calls tie up our lines and keep us from making the calls needed to communicate with all parents.
3. We expect all students to stay at ISPS or the designated safe haven until dismissed, either by the regular method, or to the custody of an identified parent or guardian, or a designee you have listed on the information form. Please do not arrive at the school and expect to collect your child. This will only delay the evacuation of children

If you have any questions regarding the phone tree or the duties of parents, please contact the school.

FIELD TRIPS

Field trips play an important part in a student's education and will be included in the curriculum when appropriate. Parents will be notified in advance and must give written permission before their children can participate. Parents may be asked to help transport the children. Every precaution is taken to safeguard the children on these trips, but neither the school nor the parents furnishing the car for the trips can assume complete responsibility for participating students. We require that each field trip driver be certain that his or her car is in excellent driving condition, that he/she has proper insurance coverage, and that each child wears a seat belt.

HOUSE SYSTEM

A House System is in place for all grade levels in the school. The house system promotes spirit and identity through sports, community service and other types of friendly competitions. The school is divided into four houses: Maraval, Caroni, Mayaro, and Nariva. Students from each grade are placed in one of the houses upon admission to the school. T-shirts can be purchased from the Sports Department.

LOST AND FOUND

There are three lost and found boxes: one in the Cafeteria for lunch kits ONLY, the second in the PE department, for items left in and around the Gym area, and the third outside the Principals' Administrative Assistant's office for items found in the Middle School and High School. All items found will be placed in the lost and found boxes. Any item of value found, for example money, cell phones and spectacles should be given to the Receptionist or Security immediately. The Lost and Found boxes are cleared regularly. Items not collected are discarded or given to a charitable organization.

We strongly discourage bringing expensive items to school (cell phones, cameras, ipods etc). The school will not accept responsibility for the loss, theft or damage of such items.

TELEPHONES

The school has a limited number of telephone lines, so student calls will be limited during the day to emergencies only. Parents should avoid calling the school to speak to their child (ren) unless it is an emergency. Communicating after-school plans is not considered an emergency. Messages can be left with the school's Receptionist for delivery to your child, but please be sure that these messages are important. Students may not use personal cell phones and pagers during the academic day.

We understand that cell phones are an important "security link" for parents, yet we do not encourage students to bring them to school. The use of cell phones is not permitted during the school day and if a student is found using it, it will be confiscated.

VISITORS ON CAMPUS

An appointment to visit the school should be made through the office. Parents and visitors must proceed to the office and sign in upon arriving at the school. Prior to 2:15 pm, all visitors must wear a visitor's badge issued at the Security Booth or the Front Desk.