



International School Saint Lucia

Student Handbook

2024-2025

School Motto: Diversity . Unity . Leadership . Excellence

Respect is the foundation to our rules: Respect Self, Respect Others, Respect Property

Dear Parents and Students,

ISSL is first and foremost an academic community built on respect. The academic program works in cooperation with the St. Lucia Ministry of Education and is organized to meet standards provided by the Departments of Education of Ontario and New Brunswick, Canada. Academics, athletic and extracurricular activities are provided within a safe, nurturing, caring environment.

This handbook is just one of many opportunities for communication between the school, students and parents. We encourage parents to become involved with the ISSL community—parents are welcome to meetings, assemblies, activities and field trips or to become a member of our PTC, Parent/Teacher Collaboration. Each year students of all ages are encouraged to contribute their time and efforts towards community in various forms of volunteer services, clubs and activities. Together, we can make a difference. School assemblies are held at various times throughout the school year and everyone is welcome and encouraged to attend. They typically begin with the singing of the [National Anthem](#) and include many interesting presentations, announcements and celebrations. Look forward to seeing and hearing you at the events!

Best wishes to all for a most successful school year.

The School Day

Begins at 8:00 am and ends at 2:30 pm. After School Academic Support and Clubs 2:30 pm to 3:30 pm.

Grade K – 12

07:45 am – Homeroom

08:00 am – Period One

09:05 am – Break

09:20 am – Period Two

10:30 am – Period Three

11:35 am – Lunch

12:15 pm – Period Four

1:25 pm – Period Five

2:30 pm – Dismissal (Pick-up before 3 pm)

2:30 pm to 3:30 pm - After School Academic Support and Clubs (Pick-up by 3:30 pm)

Students waiting for parents after 2:30 pm are asked to remain quietly on the balcony. Parents are reminded to prepare a daily plan with their children and expectations for the time after dismissal. Students just 'hanging-out' around the school after 2:30 pm can be easily tempted by poor choices that are distracting to those in the study rooms.

Academic Individual Support (2:30 pm to 3:30 pm) Teachers are available daily after 2:30 pm to consult with students and provide academic assistance. Parents and students are encouraged to schedule in advance this extra support with staff. Parents will be notified by teachers if extra assistance is needed. Students will be dismissed by staff when the academic support time has finished. Study rooms have also been arranged for students needing to complete work independently. They will be required to sign-in to these rooms and remain dedicated to their work at hand.

School Clubs (2:30 pm to 3:30 pm) The school arranges various Clubs which are available to students at no additional charge from 2.30 pm to 3.30 pm Monday to Friday. Extracurricular activities are available depending on the talents, skills and interests of the students and staff. Parents and community members are encouraged to volunteer to assist in these activities.

Some examples of clubs are as follows:

- **Student Activity Council (SAC)**
- **Dance Club**
- **Homework Club/Peer Tutoring**
- **Prefects**
- **Drama**
- **Chess**
- **French Club**
- **Volunteer Club**

ISSL Late Pick Up Students who are not signed up for After School Academic Support or Club are due to be picked up before 3:00 pm. If these students have not been collected they may be placed in After School Academic Support and will be required to sign out upon departure. Students signed up for After School Academic Support and Clubs should be collected by 3.30 pm.

Student and Parent Contact Information

Updated contact information is important. Please notify the office immediately if family contact information changes.

Visitors

Visitors are welcome to the school and must begin their visit at the office and sign in. Visitors to the school are encouraged to call the school to arrange a visitation prior to their arrival.

Admission Policy

The International School of St. Lucia accepts students who have the ability to successfully participate and complete the programs provided. The program is designed to challenge students seeking access to universities and also accommodate the needs of students who are willing to learn in developing life-long literacy, numeracy and thinking skills to be a productive and responsible member of society.

Attendance, Punctuality and Daily Record of Attendance

Parents must notify the school if a student is late or absent. Parents will be contacted if their son/daughter is away from class and the school has not been notified. Parents are encouraged to review the School Year Calendar before planning extended family vacations and avoid planning activities on school days. Students who are ill should remain home. Students will consult with teachers on their return from any absence to arrange for missed work. In the case of a lengthy illness, parents must advise the school so that required work could be provided. A doctor's note may be requested.

Punctuality to all classes is also essential to academic success. Students are expected to be in their classroom before the class begins. Please note that awards can be affected by poor punctuality and attendance. If a student is frequently absent or late, parents will be contacted to help resolve the issue.

Permission To Leave School

Students are not permitted to leave the school during the day (e.g. to go to Massy). If a student has an appointment, parents arrange with the school to give notice that the student is leaving the premises. Students in grades 11 or 12 may go to Massy; they are required to sign out/in during breaks/lunch time only and return on time. This is a privilege, and may be revoked at any time. They are not permitted to leave the premises during lunch or break. At no time should students who are leaving school act as purchasers for those remaining in the building.

Detentions

Parents will be informed if their child is required to serve a detention after 2.30 pm. If detentions do not serve to correct the misbehaviour then a parent meeting will be requested and a Learning Plan will be developed.

Suspension from School

Students may be suspended from school for one or more days when the principal or after meeting with parents, determines that the student has done any of the acts listed:

- Persistently late or absent from school or continuously oppose authority
- Wilfully destruct school property
- Use of profane or rude language
- Choose to harm the physical or mental well-being of others or harm the moral tone of the school
- Commit theft or receive stolen property at school

If the suspension provides no change in the student's behaviours in question an expulsion would be warranted.

Code of Conduct

In the interest of maintaining a school dedicated to student learning and to make the most of the educational opportunities, a code of conduct has been developed which outlines the responsibilities and expectations of the members of the ISSL community. The demonstration of respect for oneself and others, property, and authority is expected (e.g. no chewing of gum in school or writing on desks etc.). Students will respect their teacher's instructions, classroom rules and expectations. Classroom rules and routines will be based on the following guidelines:

Respect Self – Respect Others – Respect Property

ISSL recognizes that the majority of students are self-disciplined; that corrective action will need to apply only to a minority of students; and that motivation and self-control are essential for positive growth to occur. Staff members are role models and will convey to students that they are being helped to learn to be cooperative, fulfilled citizens, while maintaining their own individuality. To serve the interests of students, a variety of strategies are employed. Students who do not exhibit self-discipline are counselled by school personnel to ensure that the standard of behaviour expected is clearly understood. Disciplinary actions include: interview with the principal, withdrawal of specific privileges, involvement of parents, and suspension/expulsion from the school.

Harassment or Discrimination

The diversity of the school body at ISSL offers a special opportunity to learn and practice understanding, tolerance and compassion. Impinging on the well being or violating rights of others is totally unacceptable. Any incidents involving sexual or emotional harassment, racial, religious, or ethnic intolerance or physical abuse or threats will be dealt with as serious disciplinary matters. All members of the school community, no matter what race, colour, religion, or ethnic origin will have equal rights, privileges, programs and activities. All students have the right to study, learn and participate without experiencing intimidation, verbal abuse, or any kind of discrimination. Any student who has experienced any form of bullying or sexual harassment are required to report the incident to the Principal or other member of staff.

Uniforms and Community Appearance

The official uniform must be worn properly at all times. Our school is always judged by the way in which our students wear their uniforms as it sets a tone and image. It is important that all students, parents and staff make a concerted effort to ensure that the uniform is worn correctly at all times.

Kindergarten to Grade 6 students wear a blue polo shirt with school logo, which is worn outside of navy blue knee-length shorts/skorts for class time and for Physical Education. Grade 7 to Grade 12 students wear a blue button up shirt with school logo, which is worn outside of the navy blue pants and skirts; skirts must be at or below the knee. Grade 7 to Grade 10 Physical Education uniform includes an ISSL sports polo shirt worn on PE days and navy blue knee length shorts (changed into before class). Undershirts must be plain white.

Shoes must be only black with black soles, low back, and sports grade with visible black socks. Jewellery and make-up must be worn minimally so that they do not draw unnecessary attention to the individual—only small studs or small hoop earrings, nail polish must be clear. Hair colouring, skin marking or tattoos should not be visible or noticeable. Hair ribbons may be worn in school colours. If a sweater is needed it must be navy blue, zip up, no pull over sweaters.

Report Cards, Final Grades, Transcripts and Diplomas

Student report cards are provided to parents four times during the year; at the middle and at the end of each semester. There are two semesters per year.

Student conferences with parents and teachers can be scheduled at any time during the year and participants are guided with the ISSL 3-Way Conference Form. Report cards, final grades, transcripts and diplomas are provided to students and parents when all administrative matters and accounting fees are reconciled.

Academic Honesty/Plagiarism Policy ISSL is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold our students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offence and will not be tolerated by ISSL. It is an expectation that all staff and students adhere to and enforce this policy. Teachers should instruct students about Plagiarism and the use of AI and school expectations frequently and communicate any concerns to the principal and parents immediately.

If students are using a translation program to generate their final work, they must also include the original work in their stronger language and indicate that a translator was used.

Definition of Plagiarism

- Copying another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities Teachers should provide the following as they introduce an assignment of an essay or project:

- An assignment sheet with detailed instructions; with success criteria based on expectations
- A rubric (that reflects achievement chart and success criteria) outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults. In addition, teachers are responsible for:
 - Assistance to students who are having difficulty in the location and evaluation of information;
 - Assistance to students on how to manage time and deadlines throughout the research process;
 - Conferencing with students on formatting and composing the project or paper.

Student Responsibilities

- Submit authentic work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, peers);
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately; as directed by the class teacher

Plagiarism Violations If a teacher has sufficient reason to believe that a student has plagiarised, the teacher must determine the level of plagiarism according to the criteria below.

Degrees of Plagiarism

N.B. Submitting AI generated work as your own is Academic Dishonesty

1. A **first-degree violation** may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work. Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

- A make-up assignment
- Redo assignment.

2. A **second-degree violation** is considered a more serious plagiarism offence. A second offense by an individual student would be considered at this level. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and has not been referenced. Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

- A grade reduction on the original assignment.
- A 'First incident' letter in the student's academic file detailing the offense.

3. A **third degree violation** is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. A third offense by an individual student would be considered at this level. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actual sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

- A recommendation that no credit be given for the original assignment.
- A 'Second Incident' letter placed in the student's academic file detailing the offense.
- A reduction in overall course grade for the term or year.
- Disciplinary action taken by administration.

Dishonesty

With our foundation built on respect, an atmosphere of trust and honesty must prevail. Lying or stealing will not be tolerated. The definition of stealing includes taking possessions from a student, teacher or the school without permission. Cheating is not excusable under any circumstances.

Student Council

Elections are held at the beginning of each year to choose a council of students who will lead student activities and build team spirit in the school. A president, vice president, secretary, treasurer and PRO will be elected, and representatives from each class will be chosen to assist.

School House Program

Each student will be assigned to a 'house', to encourage participation in sports and other student events. This program allows students to work with other students of various ages and build team spirit. Student leadership, organization and management skills are also developed in participating in the house system. House names are **Red Roosters**, **Blue Sharks** and **Green Geckos**.

Accidents

All accidents of any nature must be reported to the office. A report will be completed with their statement and the student will be asked to sign the accident report.

Field Trips

Class field - trips are important to the well-rounded education of our students. All expectations about behaviour and responsibility are the same in or out of the classroom. Parents will be notified of trips in advance and are welcomed to assist. A "Field Trip Consent Form" signed and returned promptly assists to facilitate a successful event.

Student Sign - Out Sheet

Students leaving school during the day must be signed out at the office by parents. If possible, parents are encouraged to notify the office a day before needing to leave school before 2:30pm.

Fire Drills

When the Fire alarm sounds, students must follow the teacher quietly to the exit as indicated in each room. Students must remain with their classes and teachers and remain in the designated area away from the school buildings until advised to return to the buildings.

Hurricane or Tropical Storms, Earthquakes, Power outages

Students will move into the classrooms away from windows if a dangerous storm arises quickly. School will close if storm warnings warrant that safety measure. Email communication and phone calls will notify parents of changes in the school day. If tremors are felt, students will remain in their rooms until the movement stops. When it is safe to leave the building, students will do so calmly and wait in a safe place.. A lengthy power outage would

prevent the school from operating safely and comfortably. Parents would be contacted to assist with student dismissal if needed.

Vandalism

Any wilful act of damage to the school property is viewed as Vandalism. Which includes and is not limited to sticking gum on the furniture and drawing on the desks. These actions are considered serious and warrant significant consequences.

Lost and Found

Society depends on the honesty of its members; any articles found in the school are to be taken to the office. Unclaimed items are placed in the lost and found storage area. The school is not responsible for lost or stolen items. We urge all students to label their belongings.

Smoking/Alcohol/Drugs/Illegal Substances

Smoking is not permitted on school property and students must not smoke at any time while in uniform. No alcohol, drugs (unless prescribed), cigarettes, marijuana, vapes or like devices, lighters or matches are allowed on campus. Students may be suspended if found in their possession.

Weapons and Replicas of Weapons

No weapons or replicas of weapons of any nature are allowed at school.

Internet and Technology User Policy

ISSL is a **Bring Your Own Device (BYOD)** school as the use of technology confers many benefits which enhances teaching and learning using blended learning. Device use encompasses completing homework, supporting student learning, conducting research and communicating with others for educational purposes. Technology can provide a valuable educational tool, in a structured, responsible format.

Students are responsible for their actions when using technology, whether in a classroom or corridor. All those who use computers and personal devices at International School Saint Lucia must agree that while the use of the technology and the internet is an integral part of the education community at the school;

"It is also a privilege and not a right. The use of technology requires responsibility."

Thus, to exercise this privilege, all students are required to comply with ISSL's technology use guidelines below. Failure to follow these guidelines will result in disciplinary action. **Parents and students are advised to read the guidelines carefully.**

1) All students and parents must agree to this ISSL Student Internet and Technology User Policy on the ISSL Registration Agreement.

2) This policy refers to all technology including but not limited to iPads, mobile phones, tablets, laptops, smartwatch, apps and websites, PCs, Google Apps, third party apps and mobile phones.

3) Students are expected to conduct themselves as **Digitally Responsible Citizens**.

4) Students agree that **access to the internet will only be made via the authorised ISSL Wifi** whilst at school and that passwords will not be disclosed to anyone or any attempt made to access another user's account. No one will install proxy software to bypass the network's firewalls. All computer activity is monitored by the school.

5) **Activity which threatens the integrity of the school's IT systems, or activity which attacks or corrupts other systems, is strictly forbidden** (e.g. installation of software / downloading inappropriate files). No one will tamper with the wiring, setup or configuration of the computer network.

6) Students are prohibited from using IT in relation to cyberbullying:

"An aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend him/herself."

7) No student will purposely enter sites that are unrelated to the curriculum or are known as inappropriate sites. A common sense approach should guide choices that are appropriate for use.

8) No student will create a web site or put any information on the internet which would be harmful to any other member of the learning community (e.g. students, staff, families etc).

9) No student should enter into any newsgroups, 'chat' or interactive messaging, discussion areas or file sharing services without written permission from a member of staff.

10) Students are to inform a member of staff at once if they encounter inappropriate or offensive material.

11) No student is to respond to unpleasant emails. Instead, students are required to report them.

12) **Misuse of technology or non compliance of the policy** will result in disciplinary action, including loss of privilege and/or suspension and expulsion. Examples of misuse by students include but are not limited to:

- Disseminating material without permission
- Taking photographs without permission
- Making recordings without permission
- Engaging in any activity in furtherance of cyber-bullying
- Gaining access to inappropriate internet sites
- Engaging in any irrelevant/non-educational activity during lessons, such as playing games
- Communicating electronically in lessons with other students without permission
- Using the Internet to create, distribute, store or access inappropriate matter, such as pornographic, racist or offensive material is strictly forbidden

- Giving out personal information about yourself or others
- Attempt to advertise, buy or sell goods, gamble or advertise using the internet

15) ISSL Cell Phone Policy: Students are not allowed to have cellphones in class at ISSL, unless under specific conditions which are the same guidelines as the Ontario Ministry of Education.

Students under Grade 7 should not have cell phones at school.

September 2024 (Based on Ontario Program Memorandum 128- May 2024 and the Feb. 19, 2024 Cell phone ban in schools in the UK.)

1. Students below grade 7 will not be allowed to have a cell phone at school. They should not be brought to school. If found at school they will be locked in the office until a parent retrieves them.
2. Students grade 7-12 will not need their cell phones on school premises for any reason.
3. Upon arrival at school, all cell phones will be collected and locked safely in a designated area.
4. When students are leaving the school at the end of their day, after class and/or after extracurriculars, cell phones will be returned to students on the balcony for their departure.
5. Cell phones can only be picked up by their owners or their parents/guardians.

For communication with the school and students, during the school day, parents are asked to use the school Whats App or the school landline.

16) Headphones and earbuds: Headphones/earbuds are only permitted in class under a teacher's instruction for particular learning activities. Headphones/earbuds must also be kept in students' bags when not in use.

17) Students using New Brunswick online courses receive a New Brunswick username and password to be used with their computer only. Students will be required to complete a separate System Access Policy Agreement from New Brunswick before starting the online programme. There is to be no sharing of username and passwords with other students.

18) Copyright of materials and intellectual property rights must be respected, if unsure students must seek advice from staff. Students must always honestly and accurately cite all sources to avoid plagiarism.

19) ISSL cannot take responsibility for loss or damage to students' personal computers, Ipads or mobile devices. These are brought to school at the risk of the student and are under the student's safe keeping. We encourage students not to leave devices visible or unprotected in school, for example on bag racks or in desks.

20) Parents should be aware of potential risks such as theft, bullying and inappropriate contact, including grooming by unsuitable persons. Parents are encouraged to ensure that suitable filtering systems are activated on mobile technology used by their child(ren).

21) Efficient Word Processing Skills can greatly benefit student learning. Free Online Support is available from GCF (Goodwill Community Foundation) [Free Online Support](#). All learners are encouraged to review the material to find ways to improve their skills.

22) Disciplinary Action For Misuse Of Technology:

As A Class - In cases where technology is being misused, or used inappropriately by many students in a class, the Principal at her/his discretion can ban all computer technology in the affected class for no set period of time. Technology will be re-introduced to the class after an education programme with the students (involving parents if deemed necessary), with the aim of making students Digitally Responsible Citizens. In these cases, parents are to be informed.

On An Individual Basis - If the Technology Agreement rules are broken, depending on the severity, appropriate disciplinary action will be taken that can vary from loss of use of technology in the school for a period of time, to suspension or expulsion in severe cases. Consequences will be determined at the discretion of the Principal and will be placed on the student's file. In extreme situations, where it is deemed that the student may have broken the law, the police will be called in by ISSL to assist in what may become a criminal investigation.

Examples of major incidents include (but not limited to) bullying, accessing unacceptable material/websites, hacking, taking unauthorised photographs etc.

Updated August 27, 2024