



Student and Parent Handbook

Welcome to the 2019-2020 school year at the International School of Latvia (ISL). Please read this document carefully to ensure you are familiar with all ISL rules, procedures and beliefs. Should you have any questions, please contact a member of the faculty, Elementary School Principal, Mr. Steve Vis (svis@isl.edu.lv) or Secondary School Principal, Mr. Mark Robertson-Jones (markrobertsonjones@isl.edu.lv).

Vision Statement

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

Mission Statement

As a community, we empower each student to embrace opportunities, pursue passions and contribute thoughtfully to the world.

Community Values

- **Caring**

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

- **Honesty**

We act with integrity.

- **Respect**

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

- **Open-mindedness**

We act with the understanding that people are equally different, with their own ideas and beliefs. We encourage open-ended discovery, while promoting the development of personal principles.

Habits of a Learner

- **Growth Mindset**

*Embraces opportunities to learn with flexibility
Shows resilience and creativity in the face of challenges
Recognizes feedback and mistakes as opportunities to learn
Reflects on learning and sets clear goals*

- **Collaboration**

*Contributes positively towards common goals
Listens openly to others and expands on ideas and thinking
Demonstrates awareness of self and impact on others*

- **Engagement**

*Comes to class on time with the tools for learning
Actively participates in class activities
Manages class time well
Demonstrates responsibility and follows through on obligations*



All Students, Parents and Staff at ISL:

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

All students and/or parents sign that they have read and understood the following:

- [Academic Honesty Agreement](#) (Secondary School only);
- [Acceptable Use of Technology Agreement](#) (Secondary School only);
- [Field Trip Permission Form](#);
- [GDPR Parent Consent Form](#);
- [Medical History Form](#);
- [Parent and/or Guardian Agreement](#);
- [Student and Parent Handbook](#);

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

ISL Calendar

The school calendar 2019-2020 has been posted on the school website. Please plan your vacations based on the school holidays as missing too many days of school may jeopardise a student's promotion to the next grade. The link to the school calendar is [HERE](#). Paper copies of the school calendar are also available at the front desk.

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The School Day

School **begins at 8:30am and ends at 3:30pm.***

The Elementary School day is divided into class periods, with the number of periods varying by grade level. All Elementary School students have a 60-minute lunch/recess break and a 30-minute morning snack/recess break. PreKindergarten and Kindergarten students have an extended morning outdoor recess break.

The Secondary School day is divided into four class periods. All Secondary School MYP students have a 45-minute lunch break, with DP students having a 35 minute lunch break. All students have a 5-minute morning break and a 20-minute afternoon break in addition.

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

Arriving and Leaving School

- The **doors open at 8:00am**. Supervision by teachers will begin at that time.
- Whether dropping off students or picking up students, parents/drivers are encouraged to use the curb service. **Cars are never to be parked in this area!**
- When students are dropped off in the morning, they may go to the cafeteria, where they will be supervised until 8:20am when they are released to classrooms.
- By 8:20am, all High School students should be inside getting ready to be in their classes, which **start promptly at 8:30am**.
- To ensure the safety of our students, any parent or visitor who enters the school after 8:30 am should wear a **Visitor Pass** available from security.
- **Any students who arrive after 8:30am will be marked late once they arrive in their class.**
- **If a student has to be picked up earlier, parents must inform the school by calling or emailing Front Desk at least 30 minutes before pick-up time.** Changes to the child's attendance will be made accordingly.
- The **school day ends at 3:30pm**. If a student attends After School Activities, these end at 4:50pm.
- All Elementary School students will walk out to the front of the school for dismissal with their teacher and wait by a posted grade-level sign.
 - All students Pre3-G5 must have an agreed-upon physical signal with the teacher or TA (high five, fist bump, etc.) which must take place before a student leaves proximity of the teacher. Elementary students may only be released to a parent, legal guardian, adult authorized by the parents (nanny, driver, etc.), or sibling in secondary school. Any elementary student that walks home without an adult or older sibling must have written permission from a parent, which can be sent by email to frontdesk@isl.edu.lv.
 - Students Pre3-G1 who participate in an ASA or ride the bus must be escorted by a teacher or TA to the correct location. Those students being picked up must have a parent or guardian walk up to the pick up area for the student to be released. These students may not walk unaccompanied to a car.
 - Students in Grades 2-5 walk with their teacher or TA to the front lobby. From there, students participating in an ASA can be released to the cafeteria to wait. From outside, students riding the bus can be released to walk to their bus. Those students being picked up can be released once the parent or guardian has made eye contact with the teacher and the agreed-upon physical signal has taken place.



These students may walk unaccompanied to a car, but only once the parent/guardian has made eye contact, and only if the car is in the pick up lane nearest the Media Center. Only students in Grade 5 may be released to walk unaccompanied to a vehicle in the parking lot, and again only after eye contact has been established between parent and teacher/TA.

- Any students who are not picked up by 3:45 pm will be taken to the Front Desk where their parents will be called. They will wait there for your arrival.

Detailed Pick-Up and Drop Off procedures can be found [here](#).

Transportation

The International School of Latvia provides a bus service to drive students to the School from the city of Riga, Jurmala and Marupe.

The annual School bus fee per student is EUR 1 850 (inc. VAT). For those riding the school bus just a few times a year the price per route will be EUR 6.00 and the price per day per round trip will be EUR 12.00.

Bus Coordinator **should be notified about any changes to bus service no later than noon (12:00)** on the day of the change. Please know that the school may not be able to accommodate every change or request.

To find out more and sign up for the bus service, please visit our website:

<https://www.isl.edu.lv/school-life/bus-service>

Bus Coordinator Dace Bondare:

dbondare@isl.edu.lv

+371 67755146

Attendance Guidelines

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

- For **every absence, parents must notify the front desk and/or teacher by 9:00am**. They may email frontdesk@isl.edu.lv or call +371 67755146.
- If a student is absent for three days in a row or a total of 10 school days, the Front Desk staff will contact parents.
- Elementary School: if a student **misses 20 percent of school days**, parents will be asked to attend a meeting to discuss their child's eligibility for the coming school year.
- Secondary School: If a student misses 20 percent of subject contact time in class in any semester, you will be asked to attend a meeting to discuss your child's eligibility for the coming school year. The discussion may expand to include the potential need for credit recovery via an outside online ISL approved provider.



- In the event that your child is absent from any class for 30 percent or more of the class time in any semester for any reason, ISL will not be able to issue credit in the secondary school for the subject and you will be asked to attend a meeting where discussions regarding credit recovery will begin via an outside online ISL approved provider.
- Please be aware that Latvian Law also expects students to attend school.

Parents who choose to schedule their vacations outside of the scheduled ISL vacations jeopardise their child's promotion to the next grade. The school [calendar](#) is published at least 6 months ahead of the new school year and is available on the school website.

Elementary School Daily Outdoor Recess

All Preschool and Elementary School students spend **recess time outdoors every day**, weather permitting. Therefore, it is important that students come to school with proper outdoor clothing for daily outdoor recess. If a student is too ill to participate in daily school activities such as recess or Physical Education (PE), then they should not attend school until able to participate.

Food Service

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

Healthy Food Guidelines

- Everyone at ISL is encouraged to follow a healthy, well-balanced food plan and **parents are strongly encouraged to send healthy snacks and lunches from home.**
- Our Food Service providers follow local Latvian Law which provides strict guidelines and limitations for food content and preparation that offers food and drinks that are healthy, low in salt and low in sugar.
- Other food sales by students and the Parent Teacher Organization (PTO) will be encouraged to promote healthy food item sales and will need to be approved by the appropriate Principal and School Nurse at least 2 weeks before each event.
- All food is to be consumed in the Cafeteria only during designated times.
 - **Elementary School: Snack (10:00-10:30), Lunch (12:30-13:30);**
 - **Middle School: Lunch (11:45-12:30), Break (13:50-14:10);**
 - **High School: Lunch (11:45-12:30), Break (13:50-14:10).**
- All students and staff members respect all school rules associated with the use of the cafeteria, respect cafeteria support staff, property and help to keep it clean.
- Everyone is encouraged to limit food waste and to recycle whenever possible. Students are expected to have their own water bottles at school that they can refill when necessary.

Dress Code

ISL students are expected to dress cleanly, neatly and comfortably. Clothing should be suitable for the activities that are undertaken during the school day, including closed toed shoes for Science experiments.

Students should not wear on the outside of their clothing any slogans, jewelry or artifacts that are obscene or related to drugs or alcohol. Political and religious statements are generally inappropriate.



Beginning this year, PHE shirts will be available for purchase. Students will be expected to wear an ISL PHE shirt during Physical and Health Education (PHE) classes once those orders arrive. For hygiene purposes, secondary students are asked to bring clothes to change into after PHE. Elementary students may elect to change for PHE, or to wear their ISL shirt for the duration of the day.

Lost and Found

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



Communication

Chain of Communication

At ISL, everyone is encouraged to speak freely with each other. It is best to speak to the person directly responsible for whatever you want to talk about. For instance, a discussion about homework or something that has occurred in class should be had with the subject teacher. If further discussion is required, speak with the Principal. If necessary after speaking to the teacher and the Principal, see the Director. Following the chain of communication is the best way to promote our community values.

Contact Information for Staff

School's main email address is frontdesk@isl.edu.lv and phone numbers are:

+371 67755146

+371 67755108.

All staff can be reached via email by using their first initial and last name, followed by @isl.edu.lv. (example John Smith would be jsmith@isl.edu.lv). For a complete listing of school staff, please visit ISL [website](#).

Financial Obligations

It is essential that school fees are paid promptly for the smooth operation of the school. Tuition and other fees are set annually, generally in the Spring, for the coming academic year. Parents paying full school fees themselves may apply for a semi-annual or quarterly payment schedule that is accepted by the school's Council. Fees for students who leave school before the end of the year are based on the percentage of school attended. Additional information on the financial obligations of attending ISL is available on the ISL [website](#).

Health and Safety

ISL has a full-time nurse. For any health-related issues, the School Nurse, Mrs. Karina Muzikants can be reached at kmuzikants@isl.edu.lv or by phone +371 67811195.

Fire and emergency information is posted in every classroom and in common spaces. In an emergency situation or during a drill, everyone must follow the instructions posted as well as directions provided by the staff. ISL regularly practices fire, lockdown and evacuation drills. More information regarding the drills will be shared with the community throughout the year.

Everyone's health is important to ISL. Feel free to ask for help when needed from any staff member. No one is allowed to bring any dangerous items to school which may harm them or other members of the community such as: weapons (or replicas) of any kind, alcohol, cigarettes, vaping devices and/or drugs. If a person chooses otherwise, they may be asked to leave our community.

Please note that ISL is a non-smoking campus. Smoking and/or vaping is not allowed anywhere on the school campus.

For the safety of the community, ISL is a closed campus. Students are supervised by staff during school hours (between 8:00am and 3:30pm) and during After-School Activities (ASA) (until 5:00pm). Parents are responsible for supervising their children on campus at all other times, especially during ISL community events such as: International Day or Parent-Student-Teacher Conferences.



If a student would like a friend to visit the school, they must complete the [Permission Form](#) at least one day before their friend comes to school. To complete the form, a student should enter all classes they would like their friends to visit, ask each teacher's permission and collect their signatures. Then, the student should check with security and the Principal and finally, hand the form in to the Front Desk.

All parents and visitors are asked to register with security and wear their visitor badge at all times.

Elementary School Behavior Philosophy and Guidelines

The International School of Latvia works to establish a positive and supportive learning environment in which our students feel safe, secure, and have maximum opportunities to learn. Our desire is to empower students to learn about their responsibility in building and maintaining a respectful environment. An important component of ISL's approach to behavior management is to strengthen and teach by providing students opportunities to reflect and apply strategies to correct their mistakes. In order to promote and maintain a positive learning environment we have established some bottom lines which protect our school beliefs.

These bottom lines are:

Bullying (all forms)	Vandalism
Violence	Unsafe behavior
Use of weapons	Use of profanity
Severe disrespect towards another individual or the school	Defiance of a school employee

We recognize that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to take into account individual circumstances. Factors to be considered include, but are not limited to:

- Seriousness of the offense
- The student's age
- The frequency of misconduct
- The effect or potential effect of the behavior on the school environment

Depending on the situation, logical consequences may have to be administered such as: missing some time during recess and lunch; in school or out of school suspension, or expulsion. Our focus is on building a strong partnership between home and school to reinforce our school's community values. As a result, communication with parents is an important intervention strategy. While parents may not be notified every time a child commits a minor infraction of the behavior policy, a staff member will promptly notify the parent when a serious



infraction or disruption to the classroom environment occurs. We appreciate your support in maintaining a learning environment that is positive and supportive for all learners.

Discipline in the Secondary School

In dealing with any issues regarding student discipline, in line with the ISL's commitment to Restorative Practices, the intention will always be to bring about a positive behavioural change in the student.

ISL uses the following definitions to distinguish infractions:

- **Verbal:** includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent, threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening, electronic communications, anonymous notes
- **Physical:** includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, setting fires, assault with a weapon, stealing
- **Social / emotional** includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares
- **Digital** sending offensive /humiliating /threatening messages or images via computer or cell phone

The levels of consequence are guided by both the frequency and severity of infractions as follows:

High Frequency	Level 3	Level 3	Level 3
	Level 2	Level 2	Level 3
Low Frequency	Level 1	Level 2	Level 3
Frequency of infraction/ Severity of infraction	Low Severity		High Severity



Levels	Consequence	Contact/ follow-up	Action
One	Depending on the severity of the offence and at the discretion of the Principal, the consequence may include a warning, detention and/or a one (1) day in- or out-of-school suspension.	A phone call is made to the parents informing them of the behaviour and the consequence, with a follow-up letter for home and school files.	Parent/Student/Administration/Teacher Conference may be held at which time a solutions oriented Action Plan may be developed
Two	Depending on the severity of the offence and at the discretion of the Principal the consequence is a 1 to 3 day in- or out-of-school suspension.	A phone call is made to the parents informing them of the behaviour and the consequence, with a follow-up letter for home and school files.	Parent/Student/Administration/Teacher Conference is held at which time a solutions oriented Action Plan will be developed, reviewed, or revised.
Three	Depending on the severity of the offence and at the discretion of the Principal, the offence will be a 3-5 day in or out of school suspension.	A phone call is made to the parents informing them of the behaviour and the consequence, with a follow-up letter for home and school files. A meeting will be arranged with school officials and the parents to discuss action plans to mediate the behaviour.	Professional intervention is mandatory. This may take the form of counselling by the appropriate grade level school counsellor or other mutually agreed upon educational specialist(s) at the parents' expense.

Note: The Director must be consulted and fully briefed in the case of any proposed out-of-school suspension.



Medical Emergencies and Health Services

Medical Emergencies

In the event that a student becomes seriously ill or injured, the staff will initiate ISL's *Medical Emergency Procedure*. All staff at ISL have been trained in CPR and basic first aid. ISL is equipped with a portable Automated External Defibrillator (AED) located in the gym and all staff have been trained in its use. Detailed health information and medical procedures can be found on the school's [website](#).

Parents should notify the Front Desk when a student is unwell. **Students who are ill for more than three days require a doctor's note explaining their absence.** Parents will be notified in the event of an ISL student being diagnosed with a contagious illness. ISL respects and maintains all students' medical confidentiality.

Medical Problems

It is the parent's responsibility to notify the School Nurse, Mrs. Karina Muzikants (kmuzikants@isl.edu.lv or +371 67811195), of any current medical problems (allergies, asthma, etc.) that a student may have, as well as any daily medications that (s)he may need. The School Nurse is the only person who can dispense medication during the school day. If your child has any medical issues, you must fill out additional forms which can be found on the school's [website](#).

Medical Information Requirements

Each student must have their **medical information updated before the start of every school year** which includes:

- a complete set of Medical Forms with a current physical exam;
- updated vaccinations for: Hepatitis B, *H. influenza* Type B (HiB), diphtheria, tetanus, pertussis, measles, mumps, rubella, polio; and
- proof of a negative tuberculosis test (BCG vaccine, chest X-ray or PPD).

All medical forms can be downloaded from the school's [website](#). All student health records are kept confidential and locked in the Nurse's Office.

Child Safeguarding Guidelines

The safety and wellbeing of students is our highest priority. As a school we are required both morally, and by Latvian law, to report any suspected physical, emotional or sexual abuse. If you suspect anything of this nature, please contact the School Counselor or Principal. If you have any questions, please contact the School Counselor.

Reporting of Child Safeguarding Concerns

In accordance with Latvian Law, if an ISL staff member suspects a student is being physically, emotionally or sexually abused, she/he is required to immediately notify the School Counselor or direct supervisor.



Steps following this initial reporting may include:

1. School Counselor will meet with student.
2. School Nurse may be called in to check for any physical marks and to document this.
3. Principal is informed.
4. As soon as possible, convene a meeting with the Director, Principal, School Counselor, involved classroom teacher, and School Nurse to discuss further steps on a case-to-case basis that are in the best interest of the child. During this meeting, a well-thought out plan will be formulated that may involve notifying the local police, the Latvian Orphan court or other healthcare professional.
5. Parents/Legal guardians will be called in to meet with the Principal and School Counselor to discuss what the School will request of the family in a combined effort to support the child as defined by Latvian Law.

- **Physical abuse** – is the knowing use of force that directly threatens the health or life of a child. Examples of physical abuse may include:
 - talk of or witnessed displays of physical violence like kicking, slapping, biting, pinching, shaking, using a belt, or throwing objects;
 - physical evidence of suspicious bruises, marks, abrasions or repeated injuries.
 - sexual abuse is any sexual act or sexual contact with a child performed by an adult or an older child.

It should be noted that physical abuse can be identified without the presence of obvious marks.

- **Emotional abuse** – is any act that causes a diminished sense of identity, self-worth, and dignity. Also referred to as psychological abuse. Examples of emotional abuse may include:
 - verbal harassment, threats, swearing, jeering, unduly criticizing, humiliating, etc.
 - refusal of the child's emotional needs in the form of rejection, isolation, and neglect.

For more detailed information regarding the Latvian Law on child abuse, please see [this link](#).

GDPR: General Data Protection Regulations

The European Union has implemented regulations for the protection of data. ISL is GDPR compliant. ISL Parent Privacy Notice can be found [here](#).



School Counseling and Advisory

School Counselor

The primary function of the School Counselor of The International School of Latvia (ISL) is to promote the academic, personal and social development of all students. The Counselor's office is a safe, confidential, non-judgmental place for anyone in the ISL community to share thoughts, concerns or problems. The School Counselor collaborates with parents and teachers and provides individual counseling, group counseling, school wide programs and classroom lessons.

For additional information on our School Counselor click [HERE](#).

Advisory

ISL promotes a student-centered learning environment, and is committed to a holistic approach through our advisory program. This program fosters strong relationships, focuses on social and emotional learning and is both planned for and responsive to the needs of our community.

The Advisory program:

- ensures that each student is well known by a teacher;
- helps students be successful in academics and in life;
- promotes healthy communication.



Academics

Student Support

ISL has a vibrant English as an Additional Language (EAL) program with staff specifically assigned to work with our students and colleagues to support English language learning. ISL also has a Learning Support Program designed to help students with special needs. For additional information on the [Learning Support program](#) and [EAL](#) please click on the links.

College Counseling

The College Counselor works with all High School students to provide guidance in successfully applying to their universities of choice. For more information, please visit the [College Counseling site](#).

Promotion/Retention of Students

To best support student's learning needs, ISL place students according to previously completed years of school. In order to be promoted to the next grade, students need to successfully learn the content and skills covered that year. If this does not happen, ongoing discussions will be held with parents, teachers, the Principal, Counselor and other staff members. In some cases, it might be in the student's best interest to spend another year in the same grade. Though the final decision is the school's, our partnership with parents ensures we will be able to reach the best decision for each student.

Graduation Requirements for the ISL High School Diploma

All students are ISL High School Diploma candidates, and subject to the following graduation requirements:

To obtain an ISL Diploma, a student must:

- Successfully complete all courses that meet ISL's credit requirements from Grades 9 to 12 ([See link](#)). In Grades 11 & 12, this means achieving at least a 3 in each subject each semester. In Grades 9 and 10, this means earning at least a 3 in all subjects at the end of each semester. If a student fails a class, they must make up the credit. This can be done by successfully completing an online course with the approval of the Academic Counselor and Secondary Principal;
- Complete and pass an Extended Essay/ Senior Project in Grades 11 & 12. If a student is not doing the Extended Essay, they will work in conjunction with the EE Coordinator and the DP Coordinator to determine a suitable Grade 12 project;
- Complete the Personal Project in Grade 10 with a passing grade of 3 (if attending ISL for Grade 10);
- Fulfil Creativity Action Service (CAS) requirements and Theory of Knowledge (TOK) requirements (essay and presentation) in Grades 11 & 12;
- In the event that your child is absent from any class for 30 percent or more of the class time in any semester for any reason, ISL will not be able to issue credit in the secondary school for the subject and you will be asked to attend a meeting where discussions regarding credit recovery will begin via an outside online ISL approved provider.



Option 1: ISL Diploma

A student may choose to pursue an ISL Diploma, completing ISL classes without registering for IB Course Certificates. The ISL Diploma is well-recognized by many universities around the world. This would be most suited for a student with needs for more customized course options, e.g. an online course that ISL does not offer, a course taught by a private tutor liaising with the school, or a modified course within the school.

For the ISL Diploma student, an Extended Essay is **not** required. Instead, a Grade 12 Project will be determined together with the student's advisor and DP Coordinator and completed by May 1st of Grade 12. CAS progress and TOK assessments will not be sent to the IB. They will, however, be assessed internally by the CAS Coordinator and the TOK teacher in order to meet ISL's graduation requirements.

Option 2: ISL Diploma + IB Course Certificates

In addition to being candidates for the ISL High School Diploma, students in Grade 11 taking IB courses may be considered IB Course Certificate candidates in the IB courses that they choose. This means that they may be registered for one or several Higher Level/Standard Level courses, based on which levels provide an appropriate balance of challenge and success. For example, a student may choose to do all their subjects at Standard Level. They will complete IB exams and IB assessments, and receive certificates and grades for each course completed. They do not need to be full IB Diploma candidates in order to receive these certificates.

In order for a student to continue in a course at Higher Level past the first semester of the IB Diploma Programme, a student must earn at least a 3 in the subject for their Semester One grade. If a student receives a 3 or less in Semester One, the Diploma Coordinator, College Counsellor, parents and the student will begin a dialogue to ensure a success plan is implemented that may result in a change in the pathway through Grades 11 and 12.

This option is designed for the student that will be applying to university based on their ISL High School Diploma, but who desires certification and recognition that they have taken and completed a selection of IB courses and met the external requirements of the IBO.

Just as for the ISL Diploma student, an Extended Essay is **not** required. Instead, a Grade 12 Project will be determined together with the student's advisor and DP Coordinator and completed by May 1st of Grade 12. CAS progress and TOK assessments will not be sent to the IB. They will, however, be assessed internally by the CAS Coordinator and the TOK teacher in order to meet ISL's graduation requirements.

Option 3: ISL Diploma + Full IB Diploma

If a student wishes to pursue the full IB Diploma, they will need to be registered for at least 3 Higher Level subjects out of their 6 subject choices. They will also need to meet IB requirements for the Extended Essay, Theory of Knowledge and CAS.

Qualified ISL students who would like to pursue the full IB Diploma are officially registered as full IB diploma candidates with the IBO in September of their 12th grade year. Until this time, all students pursuing the full diploma are considered to be **Conditional Diploma Candidates**.



Students must complete all requirements below in order to qualify to become **Registered Diploma Candidates**.

Requirements to Become a Registered Diploma Candidate:

1. Students must have completed $\frac{2}{3}$ of their CAS requirements by September 1st of their 12th grade year. All CAS progress and reflections must be correctly documented on *ManageBac* and approved by the CAS Coordinator.
2. Students must maintain a semester grades of 3 or above in all of their HL courses and semester grades of 3 and above in their SL courses at the conclusion of Grade 11.
3. Students must meet all deadlines and requirements relating to the TOK course.
4. Students must meet all deadlines and requirements relating to the Extended Essay.
5. Students must not have any significant violations of the *ISL Academic Honesty Agreement*.
6. Students must not have any major disciplinary infractions.

Before any school records can be shared, all tuition fees and other school fees must be paid in full.

Students Joining ISL in Grade 12

If a student joins ISL in Grade 12, they must complete a minimum of four school courses, combined with a maximum of two approved online/correspondence accredited courses. All ISL Diploma requirements are applicable except for Theory of Knowledge (TOK), since the bulk of the TOK course is taught in Grade 11. Your student will also be required to successfully complete a Senior Project, planned in conjunction with the EE Coordinator and the DP Coordinator. Finally, students will complete a modified CAS program planned in conjunction with the DP Coordinator and CAS Coordinator.

Homework

Elementary School

At ISL, students are engaged in purposeful learning activities for seven hours every school day. Based on educational research, we do not regularly assign homework for elementary school students at ISL. In instances where individual students may benefit from additional practice at home to reinforce a particular concept or skill, some additional work may be provided to complete at home. Any such homework should be optional and occasional.

At ISL, we believe:

- **Reading is important.** Research demonstrates that children who read independently every day for at least 20 minutes in English and/or their mother tongue achieve greater overall academic success. Research also shows benefits when an adult, or other fluent reader, reads to a child.
- **Family time is important.** Research in education, psychology and sociology identifies a strong connection between solid family bonds and academic success.
- **Play is important.** Research shows play - unstructured play or organized team play - fosters social development, creativity and persistence, and also helps children consolidate and strengthen learning.



- **Pursuing passions is important.** Children should use their imaginations, find and develop their passions, and have a choice in what they pursue. Research shows that passion pursuit is key to innovation, creativity, and problem solving.

Secondary School

At ISL we believe that homework strengthens knowledge and practices skills acquired in class, re-engaging students in the content of a lesson. Homework, as independent practice, informs students and teachers about the student's developing understanding and prepares them for future instruction by fostering strong study habits.

We believe that homework is most effective when:

- It is differentiated and developmentally appropriate for each learner;
- The learner engages in the work independently;
- It provides feedback for the teacher and informs teaching;
- It provides feedback for students to check their understanding;
- It includes student driven inquiry and exploration ;
- It provides opportunities for enrichment ;
- Expectations are clear between teacher and students (how long, not about completion but engagement).

In general, we commit to maintaining the general guideline that students should have a maximum of 10 minutes of homework per grade level per night on average. For example Grade 6 = 60 minutes maximum, Grade 7 = 70 minutes maximum.

Academic Honesty

Academic Honesty is an integral part of who we are. Academic dishonesty is not tolerated. All Secondary School students are required to follow the Academic Honesty Guidelines. All Secondary School students sign a copy of the [Academic Honesty Agreement](#) to ensure they have read and understood the guidelines.

Use of Technology at ISL

Technology at ISL is used meaningfully to enhance education. It is important to note that technology used during classes is for educational purposes only. We work with our students to develop appropriate mobile phone and wireless network use. The full [Acceptable use of Technology at ISL](#) document can be found [HERE](#).

Bring Your Own Laptop Program in Secondary School (BYOL)

Every Secondary School student will be required to bring in a laptop computer and a charger that can be used in school on a daily basis. Participation in the [BYOL program](#) is not optional.



The system requirements/hardware specifications for student laptops are as follows (attached physical keyboard):

Windows:

Processor: Intel i5-7xxx processor or equivalent
Operating system: Windows 10 64bit
Storage: 256 GB (or larger) hard drive required (SSD drive preferred)
Memory: 8 GBs or more of RAM
Network Adapter: 802.11ac 2.4/5 GHz wireless adapter
Ports: 2 or more USB 2.0 / 3.0 slots.
Battery: 4 hours

Mac:

Processor: Intel Core i5 or higher
Operating system: Mac OS X 10.14
Storage: 256 GB (or larger) hard drive required (SSD drive preferred)
Memory: 8 GBs or more of RAM
Network Adapter: 802.11ac 2.4/5 GHz wireless adapter
Ports: 2 or more USB 2.0 / 3.0 slots or the ability to use a c type adaptor.

If there are any questions about purchasing a laptop, or questions about whether the laptop your student is currently using will do, please contact ISL's Tech Department at administrator@isl.edu.lv. Please see the [Frequently Asked Questions \(FAQ\)](#) section on the ISL website.

Parent-Student-Teacher Conferences

Any day can be a Parent-Student-Teacher conference day with prior arrangement. The conferences in the Fall and Spring give the opportunity to discuss your child's progress. Student-Led Conferences for Elementary School in the Spring are student-led and are an opportunity for your child to demonstrate her/his own learning.

Field Trips

Field trips are an important part of a student's education. They provide opportunities to explore the local culture and community, and to take part in activities. There may be additional costs for these activities. At the beginning of the year, you will sign a general [Field Trip Permission Form](#), allowing your child to participate in field trips throughout the year. Parents will be informed by the teachers in advance of any field trips their child will be taking. Special trips such as overnight trips may involve separate permission forms.

Personal Accident Insurance

ISL does not provide personal accident insurance for its students. Please also be advised that the school has no liability insurance for students riding the bus, both on field trips and trips to and from school.



Student Records

Student information is treated in a confidential manner. If you need school records because your child is applying to another school, please provide ISL with contact details for that school so that the records may be sent directly to that school. We are also happy to provide hard copies for you to take with you. No student's records, transcripts or ISL/IB Diploma will be released unless all school fees have been paid.

Use of Student Images in Videos, Photographs

The School may wish to photograph, film or record students for certain events within the context of their school education. These images may be used in printed or online publicity materials, including School brochures or other publications, on the website, on the School's social media platforms or around campus. The School may also use video footage or web camera recordings during inter-school conferences or educational projects. Use of Student Images in Videos, Photographs will be organized according to the Policy of Use of Images and Recordings of Students by the School. This Policy of Use of Images and Recordings by the School which establishes the framework in which the International School of Latvia may take and use the photos or recordings of its Students. You will be asked to sign the [GDPR Parent Consent Form](#).



The International School of Latvia

Association

The International School of Latvia is an Association regulated by Latvian Law and Articles of Association. The Articles of the Association are filed with the Register of Enterprises and nothing in this handbook shall supersede the Articles. The Association is governed by the Members General Meeting (hereinafter – “MGM”), the Council and the Board (Director).

The major functions of the Association include electing members of the ISL Council and approval of the Annual Report. One of the parents or guardians under whose guardianship are children, registered for attendance of the International School of Latvia, becomes a member of the Association for the period of time which their child/children is/are students of ISL and exercise their rights at the Members General Meeting (MGM).

More information can be found on the ISL [website](#).

Parent Teacher Organization (PTO)

Parent support is essential to ISL’s success. The PTO is a group of parents and teachers who help the school by arranging community activities and fundraisers. To take part in PTO activities, please contact the PTO for details or visit the ISL [website](#).

Parent Information Sessions

School Principals and the School Counselor, along with other faculty on occasion, will hold meetings with parents to share information about school activities, and discuss topics that are important to student learning. Announcements will be made to let you know when and where these sessions will be held.

After-School Activities and Athletics

ISL is a member of the Central and Eastern European Schools Association (CEESA). After-school activities provide a wide variety of wonderful opportunities for students. A full list of this season’s offerings are available on the ISL [website](#).

If you have any questions regarding ASA program, please contact the ASA Coordinator
Sergejs Baltmanis

asa@isl.edu.lv

+371 25938188

Student Council

Participating in the Student Council provides: leadership opportunities, promotion of school spirit, and a forum to express opinions about school related issues. Students are encouraged to take part in activities organized by the Student Council.



Student and Parent Handbook Acknowledgement Form

After reading and discussing all the information in the handbooks, parents and students must sign and return this form no later than the first week of school for the student. Your signatures denote that you have read, understand, accept, and will follow the rules and procedures in this Handbook and support the Mission and Community Values of The International School of Latvia.

Family Name _____
(Please print)

Printed Name of Student

Grade

Signature of Student

Date/Year: _____

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date/Year: _____

Acceptable Use Agreement (only Secondary School students must complete)

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

Accepted and Agreed: _____

Date: _____

Signature of Student: _____

Accepted and Agreed: _____

Date: _____

Signature of Parent/Guardian: _____