

Canadian International School of Phnom Penh



Parent Handbook

UNIFORMS

KP Students

Students are expected to be wearing a full CIS uniform each day. When students have PE, they should wear their PE uniforms and they are required to wear their dress uniform on the other days. Your classroom teacher will send home a schedule on the first day.



Students must wear their CIS hats each day when they are outside at recess and during PE. We will send hats home for washing over the weekend so they are ready to wear the following week.

Students should wear sports sandals or running shoes as shown in the picture above to allow them to run and play comfortably.

Be sure to label all of your child's uniform pieces. Names should be visible on the outside of their backpacks.

Should you need extra uniform pieces, please contact the school to purchase some.

Middle School

Middle School students are required to change into their PE uniform from their dress uniform before PE class. Students will also need to take their PE uniforms home to be washed after each PE class.

Water Bottles

Your child will need a water bottle everyday they come to school. Please send a clean, full, labeled water bottle with them.

SCHEDULES

Junior Kindergarten (JK) / Senior Kindergarten (SK)

Students may arrive at school between 7:45 a.m. and 8:30 a.m. and will be dismissed at 3:00 p.m.

Half day JK students will be dismissed at 11:30 a.m.

Grades 1-6

Students must arrive at school between 7:45 a.m. and 8:15 a.m. and will be dismissed at 3:15 p.m.

Middle School

Students must arrive at school between 7:45 a.m. and 8:05 a.m. and will be dismissed at 3:15 p.m.

Dismissal

Please make every effort to pick up your child on time. Parents who are consistently late may be charged a fee.

DAY-TO-DAY

Attendance

If your child will be away, please be sure to contact the school or the child's teacher to inform them as such.

If your child arrives after the bell, they will need to proceed to the office to get a late card before they join their class.

Illness

If your child is sick, please keep him/her at home. Your child will recover more quickly and will prevent the spread of illness to classmates and teachers.

If your child becomes ill at school, we will call you to have someone pick-up your child and take him/her home.

If your child is taking any medicine, be sure to send clear instructions about how and when it should be taken. Our school nurse will administer the medicine.

Personal Items

Students should not bring personal items such as toys or electronic equipment to school. The school is not responsible for loss or damage of personal items.

Food

Students may bring lunch from home or purchase lunch in the cafeteria. If food is brought from home, please send all necessary cutlery. It is best if lunches are sent to school with the student in the morning. If lunch is being dropped off, please label it clearly with their correct name and current classroom and leave it with the security guards by 11:00 a.m.

Because we have students with dietary restrictions and serious allergies, we do not allow students to share food. **Please do not send nuts or food made with nuts.**

We encourage healthy eating practices and provide a healthy snack for JK-Grade 6 students. Please do not send candy or sugary drinks to school with your child. Water is what their bodies need to stay hydrated. Healthy snacks might include fruit, vegetables, seaweed, cheese and crackers or yogurt. The snack should be something the children can eat quickly and easily with their hands.

English

Students are required to speak English at all times while in school except during additional language lessons. If your child is not making his/her best effort to do so, the teacher will arrange a meeting to discuss strategies to encourage consistent use of English.

Library Books

Students will be bringing library books home regularly. Please be sure the library books are used gently and are kept safe. If library books are lost or damaged, you will be asked to replace them.

[CLICK HERE TO VISIT OUR LIBRARY WEBSITE](#)**

Grade Level

Grade placement is determined by age and previously completed grades. If a student has not completed one full year in their current grade, they will be placed in the same grade. If your child has been assessed as gifted, please provide a copy of the educational assessment for review.

COMMUNICATION

Parent Meetings

Communication between parents and teachers is extremely important for the success of your child at school. If you have a concern about your child's learning, please contact his/her teacher directly.

After report cards are sent home, parents will be invited to either parent/teacher interviews or student-led conferences.

Notices Home

Check your child's bag daily for any notices or forms that are sent home. Please send back any forms necessary in their bag and the teacher or TA will collect them. Check our Facebook page to see what's going on around the school and sign up to the school newsletter.

[SIGN UP FOR PARENT EMAILS HERE](#)

OTHER

Birthdays

Birthdays may be celebrated at school, however the emphasis should be on the child, not on the food.

Students will have the special privilege of a dress down day on their birthday as well as other special activities throughout the day in order to celebrate. Because we have allergies and food restrictions, we will not have any food parties at school (ie: no cake). If you send invitations to a birthday party at your home while at school, please be sure to send an invitation to all students in the class.

Homework

Homework is an integral part of the school curriculum and is designed to emphasize what has been taught in the classroom and to give students an opportunity to practice those skills. Students may be assigned a reasonable amount of homework that should be completed in an atmosphere free from distraction.

- JK and SK: 15 minutes of parents reading to child
- Grades 1 to 3: up to 30 minutes
- Grades 4 to 6: up to 60 minutes
- Grades 7 to 9: up to 75 minutes

Extra-curricular Activities

Extra-curricular activities are offered three times a year for eight sessions each. Students in JK will be able to join beginning in January for the second session only as they adjust to school life.

Textbooks

CIS follows a very clearly laid out curriculum. The curriculum indicates what the students should learn but not how they will learn it. Our highly trained teachers tailor each lesson to the interests and special skills of their students. Teachers might not use textbooks at all or only for certain sections they think are useful to their students. We recognize that all students are different and we teach them in different ways.

Class Lists

Students are carefully arranged into classes to evenly distribute gender, language ability, and academic ability. The naming and numbering of classes is purely for organisational purposes (ie: 1A, 3B). Requests for moving students into particular classes will not be considered.

Security

Guards and other staff will require proof of identification and the security cards of parents, drivers, nannies and other caregivers. All caregivers will be signed in as visitors if they do not have a card. If you lose your card, you will be charged a small fee for replacement. If you require someone to collect your child who is not on the list, please send a note in writing along with your own security card with the person in question.

Anti-Bullying

CIS is pleased to announce a new anti-bullying program! Our grade 6 students will be learning how to be peacemakers in order to help students solve conflicts at school.

As well as this initiative, students will learn about making positive behaviour choices through classroom lessons, creating works of art art focused on peace, participating in our Peace Day and much more as the year unfolds!

Insurance

Students are covered by insurance while they are at school and on field trips. Ask Reception for more information.

After School

Children will be dismissed and can meet their parents in the entranceway. Parents may not go to their child's classroom.

Once you have met your child, you can decide to allow him/her to play on the playground until 3:30 p.m. After this time, there will not be any supervision and you must supervise your own child if you wish to stay later. This means that you are within a few meters of where they are playing at all times. The playground will be closed at 4:30 p.m.

Privacy

Parents will not be allowed to observe their child in the classroom or go into the halls during class time. We wish to respect the privacy of all children.

Tuition Refund Policy

45% of the School Tuition will be refunded if the school receives written notice before September 30th of the school year that the child will be leaving the school. No refund will be available beyond this date.

SCHOOL TUITION & FEES

SAFE, CARING, WELCOMING & INCLUSIVE ENVIRONMENT

Board Approval Date: October 5, 2016

POLICY

CIS is committed to creating a welcoming learning environment that promotes understanding and respect among all members of the school community.

GUIDELINES

1. The School believes that a responsive, safe, caring and inclusive school environment is necessary for students to learn and achieve high academic standards. It believes that equity of opportunity, and equity of access to programs, services, and resources are critical to supporting all students in realizing their full potential.
2. The School recognizes that individual and systemic biases related to race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, physical or mental disability, marital status, family status, source of income, socioeconomic status and sexual orientation exist in society and may exist within our school.
3. The School believes that such biases are intolerable. Biases result in behaviours that damage the physical, mental and emotional well-being of students and negatively impact their educational, social and career outcomes. Further, they damage relationships with peers, families and community partners. The School believes that staff play a central role in creating environments which acknowledge and promote understanding, respect and recognition of the diversity of students and families within the school community. As students learn by example, all members of the school community are expected to model respectful conduct, inclusive behaviour and an understanding and appreciation of diversity.
4. The School is committed to acknowledging, addressing, and eradicating discrimination, harassment, intimidation or bullying. The School has the responsibility to ensure that students and their families feel safe to share these issues and concerns. Within a safe and caring environment, students and their families have the right and responsibility to bring these concerns to the attention of the school staff. The School expects that staff will be respectful of the concerns of students and their families and will work with them to provide appropriate supports and resolve their issues in a timely manner.

PROCEDURES

The Principal shall:

1. Ensure all staff members share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments that acknowledge and promote understanding, respect, and the recognition of the diversity, equity and human rights of all students and families within the school community
2. Ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour, and an understanding and appreciation for diversity, equity and human rights
3. Provide equity of opportunity, and equity of access to programs, services, and resources to support all students in realizing their full potential
4. Receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying
5. Create a clear reporting and investigative process and a safe environment for students and parents/guardians to bring concerns forward in a timely manner
6. Provide information about these processes, including, if appropriate, supports and strategies to resolve complaints
7. Hold everyone under his/her authority accountable for his/her behaviour and actions such as discrimination, intimidation or bullying
8. Work alongside staff, students and families to provide supports and resolve issues and concerns in a timely fashion.

Teachers shall:

1. Help all students work to their full potential and develop their sense of self-worth
2. Assist students to be positive leaders in their classroom, school and community by building social, interpersonal, assertiveness, empathy, conflict resolution and leadership skills
3. Maintain consistent standards of behaviour for all students to contribute to a positive school climate
4. Communicate regularly and meaningfully with parents/guardians
5. Report all incidents of discrimination, intimidation, and bullying, and assist administration when conducting an investigation into such incidents.

Students and Families

Students and families play an important role in creating welcoming, caring, respectful, safe and inclusive learning environments.

- Students have the responsibility to meet the expectations as outlined in the Student Behaviour and Conduct Policy.

Professional Learning

The School will provide professional learning opportunities and recommend resources which support a comprehensive, systematic approach, and include evidence based strategies and processes for creating and maintaining a welcoming, caring, respectful, safe and inclusive learning environment.

Teaching and Learning Resources

Teaching and learning resources will be chosen and/or updated to promote critical thinking and include age-appropriate materials that reflect inclusive environments which acknowledge and promote understanding, respect and the recognition of the diversity of students and families within the school and greater community.

IMPORTANT DEFINITIONS

Bullying

Repeated and hostile or demeaning behaviour by a student where the behaviour is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation.

Discrimination

Negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Inclusive

A way of thinking and acting that demonstrates universal acceptance of, and belonging for, all students.

Intimidation

Intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

School Community

Means students enrolled in the school and their parents/guardians; children enrolled in an Early Childhood Services program at the school and their parents/guardians; the school staff; and other persons who have an interest in the school.

STUDENT BEHAVIOUR & CONDUCT

Board Approval Date: October 5, 2016

POLICY

The School believes that positive student behavior is a necessary condition for a welcoming, responsive, safe, caring and inclusive learning environment. Therefore, there are guidelines for behavior. These guidelines are based upon the consideration of safety, respect of others, and the provision of an environment conducive to learning and personal growth.

GUIDELINES

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students shall be treated with dignity, respect, and fairness by other students and staff.
2. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.
3. Students and parents shall be informed of the School's expectations for student behaviour within the school, on the school grounds, and during school activities.
4. In the event of student misbehaviour, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.
5. Students shall exercise their responsibilities to:
 - a. use their abilities and talents to gain maximum learning benefits from their school experiences;
 - b. contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and
 - c. attend school regularly and punctually.

Appropriate opportunities for student consultation and involvement in student related matters shall be provided.

STUDENT BEHAVIOUR AND CONDUCT

The School supports the endeavours of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the board expects parents and students to recognize their responsibility in developing student self-discipline.

- Students shall be responsible and accountable for their behaviour and conduct:
 - While involved in school-sponsored or related activities
 - While on school property
 - During any recess or lunch periods on or off school property
 - While travelling to and from school

- Beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or reputation of the school.
- Parents play a vital role in developing student behaviour and conduct. It is the School's expectation that parents:
 - Be aware of the policy and expectations for student behaviour and conduct
 - Review the policy and the expectations for student behaviour and conduct with their child(ren); work with the school to resolve student behavioural issues when they affect their child(ren)
 - Co-operate with the school recommended course of action prior to readmission of the student following a student suspension.
- Students shall show respect for:
 - School authority
 - Others and their property
 - Ethnic, racial, religious, and gender differences
 - School attendance and punctuality
 - Work habits, assignments and homework
 - School property
 - Textbooks and equipment
 - Fire alarms and safety equipment
 - The Safe, Welcoming, and Inclusive Environment policy
- Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:
 - Problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
 - Parental involvement
 - Temporary removal of privileges
 - Detention of student
 - Temporary exclusion of student from class
 - In-school suspension
 - Out-of-school suspension
 - Behaviour contract with student
 - Restitution for property damage to an individual or board
 - Assessment of student to develop appropriate programming
 - Involvement of police
 - Expulsion from school
- Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:
 - Conduct which threatens the safety of students and/or staff
 - Possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff. A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
 - Displaying or brandishing a weapon in a threatening or intimidating manner
 - Assaulting another person
 - Possession or use of illegal drugs, alcohol, or inhalants in school and on school property

- Contravention of the Safe, Welcoming, and Inclusive Environment policy
 - Theft
 - Willful disobedience and/or open opposition to authority
 - Use or display of improper or profane language
 - Willful damage to school or others' property
 - Interfering with the orderly conduct of class(es) or the school
 - Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.
- Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs. The Principal shall:
 - inform the parents of students involved; and/or
 - proceed with disciplinary measures which may lead to suspensions or expulsions.

The Principal shall develop and communicate to parents and students expectations for student behaviour and conduct.

ADMISSION OF STUDENTS

POLICY

The Principal will determine which students are eligible for admission.

GUIDELINES

1. The International School of Phnom Penh offers a rigorous program using English as the language of instruction. CIS uses the Alberta Programs of Study and is accredited by the provincial authorities. Alberta requires that CIS maintain high academic standards and achievements in its students. To maintain these high academic standards, CIS realizes that not all students would benefit from, or be successful in, the program that we offer. For the benefit of students in the School and in the interests of prospective students, CIS must be selective in its admission and placement of students.

2. In determining a student's admission and placement at CIS, the Principal will consider the following:

- the student's CAT (Canadian Achievement Test) scores and/or Admissions Test results;
- the student's past educational performance and experiences;
- the potential for the student to be successful in his/her future studies at CIS; and
- the grade in which the student is applying to enter.

3. Students will not be accepted into a grade beyond 1 year above/below their age-appropriate level unless reports from an educational psychologist can support that this is in the best interest of the child.

4. A student's acceptance may be conditional in that the student may be required to get ESL support for a determined period of time. The parent(s) will be responsible for all associated costs for these services.

5. The decision regarding admission and placement of students can be appealed to the Directors of the School.

PROCEDURES

1. Interested students wishing to apply to CIS will complete and submit an Application Form. These forms can be picked up at the office or downloaded from the [CIS website](#).
2. The application/test fee should accompany this form as well as all required documents.
3. All applicants must attend an admission interview and/or write an admission test. When necessary, parents will be required to be a part of the interview. Further details are provided on the Application for Admission form.
4. Parents will be notified of the test results and admission status.
5. Overseas or out-of-Province applicants may be granted conditional acceptance based upon previous student progress reports but an admission test will be required once the pupil reaches Phnom Penh.
6. Parents needing further information are encouraged to contact the School office.
7. Students may apply a maximum of 2 times per school year with a minimum of 3 months between applications. During this time it is expected that the parents will seek tutorial assistance for their child in order to increase his/her competencies and, thus, the likelihood of success on admission retesting.
8. Parents and students should also become familiar with the CIS policy on Student Placement and Promotion.

PUBLIC CONCERNS & COMPLAINTS

POLICY

Constructive criticism by the public will be welcomed whenever it is motivated by sincere desire to improve the quality of the educational programs or to equip the School to do its tasks more effectively. The School believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that staff should be given every opportunity to consider the issues and render decisions prior to involvement by the School administration or Directors.

GUIDELINES

So that the public may be informed on how to properly communicate their concerns, the School advises that complaints shall be channeled according to the sequence indicated in each of the following categories:

Category A: Instruction and discipline

1. Teacher
2. Principal
3. Directors

Category B: School Personnel

1. Employee
2. Employee's immediate supervisor
3. Principal
4. Directors

Category C: Transportation

1. Principal
2. Directors

Category D: School Operations and Policies

1. Principal
2. Directors

PROCEDURES

- 3.1 CIS expects staff to receive complaints courteously and to make a proper reply to the complainant.
- 3.2 A complaint should be made at an appropriate time and place, and in a civilized manner.
- 3.3 Complaints shall be made in private and not in front of students or during class time.
- 3.4 Complaints shall be made in private and not in front of an employee's co-workers.
- 3.5 An employee who is the object of a complaint shall be informed promptly, and be afforded the opportunity to present the facts as he/she sees them.
- 3.6 Matters referred to the Directors must be in writing and should be specific in terms of the action desired.
- 3.7 Anonymous complaints will not be directly addressed.
- 3.8 Parents should limit themselves to direct experiences involving their own children.
- 3.9 Appropriate confidentiality of students, staff, and parents will be maintained at all times.

3.10 All relevant parties will deal with each individual concern seriously and therefore there is no benefit to and/or advantage in submission of multiple signature petitions.

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OFF CAMPUS ACTIVITIES

POLICY

The School recognizes that off-site activities can be valuable educational exercises that provide opportunities to supplement and enhance school programs. The School's commitment to providing a safe learning environment at all times extends to off-site experiences. Off campus activities must be organized to maximize the educational benefit and protect the safety and well being of the participants.

GUIDELINES

School

1. Each field trip shall have a teacher designated as the lead teacher in charge.
2. Written parental permission is required for all local and international excursions.

3. In order to ensure informed consent, parents shall be provided by the lead teacher with the following information in writing:

- Purpose or educational goal of the field trip
- Proposed itinerary
- An indication of extraordinary or unusual hazards that may be encountered on the trip and safe procedures in place to deal with these hazards
- The need for additional travel insurance for international trips
- Method of transportation used
- Arrangements for supervision
- Any special clothing/items necessary to participate in all activities
- Cost to the student, including spending money if necessary

4. For School activities that involve more than one trip outside the boundaries of the school such as, outdoor education classes and inter school sports within a league, a single parental permission will suffice.

1.1 A single parental permission will suffice for scheduled and unscheduled walking field trips in the neighbourhood of the School.

1.2 Parental permission forms must:

include consent from parents authorizing the supervisors to arrange for necessary medical treatment
provide for parents to be able to consent to particular activities and withhold consent with respect to others in relation to the same field trip

1.3 While documented verbal permission by telephone may be obtained in very rare and emergent circumstances at the discretion of the Principal, this practice is strongly discouraged.

1.4 Lead teachers should not entertain any significant deviations to the proposed itinerary, unless circumstances warrant it, once parental permission has been received.

1.5 Contingency plans must be in place in the event of cancellation, adverse weather, or other conditions that may require a change to the original itinerary.

1.6 The lead teacher should have appropriate/up-to-date emergency information available including:

- Student names and emergency contact names/numbers
- Details of any additional health/medical insurance for foreign travel
- Student health/medical concerns and medications, as necessary
- Contact numbers for a School administrator or alternate staff member

1.7 The lead teacher must be in attendance for the duration of all international and overnight trips. The lead teacher on all international trips will provide a daily update (if feasible) by phone, email, or web blog, which can be shared with or accessed by parents.

1.8 The lead teacher must ensure that supervision is available at all times and that assistant supervisors are prepared to deal with any emergencies that may arise. The supervisory arrangements will depend upon:

- The number, age, maturity, needs and ability levels of the students
- The inherent risk of the activity
- The duration of the trip

1.9 Overnight excursions involving both male and female students require at least one male and one female supervisor in attendance.

1.10 The Principal may at any time cancel or alter any field trip.

1.11 It is the responsibility of the School to ensure that travel insurance as per government regulations is in place prior to the student excursion. The insurance coverage will be shared with parents. Parents may elect to purchase additional travel insurance through an insurance provider of their choosing and at their own expense.

1.12 All supervisors on the field trip must be fully aware of the travel insurance policy regarding coverage, limitations, and procedures.

Parents

1.13 A parent information meeting or briefing must be held for all overnight and international off-site activities.

1.14 The student's parent or guardian must attend the parent meeting to discuss the off-site activity itinerary and the student's responsibilities related to the rules, expectations and conduct expected of students.

If the student's parent or guardian does not attend the parent meeting, that parent must personally speak to the lead teacher about the trip and the student's responsibilities at the lead teacher's convenience.

1.15 Parents and students are responsible for ensuring that they have passports, if needed, with at least 6 months thereon before their expiry date on the last day of the excursion. Parents and students are also responsible for obtaining any necessary visas required to enter the destination country, if necessary, and the School may help in obtaining these documents.

Students

1.16 Each student participating in an off-campus activity must:

- comply with the School's expectations for students and the student code of conduct
- account to the lead teacher for their conduct
- cooperate fully with all supervisors, staff members, and volunteers at all times
- fulfill all the preparatory requirements up to an appropriate level of performance

dress appropriately according to the nature of the activities involved
participate in a responsible and cooperative manner during the trip
respect the rights of others
carry out all follow up procedures in an appropriate manner

1.17 Eligible students who are not participating in an off-campus excursion that occurs during School hours will be provided with meaningful in-school activities or, for international trips, a local excursion option.

1.18 The School can deny any child access to a particular activity.

SCHOOL VISITORS

POLICY

CIS is a caring and welcoming institution and we want parents and community members to feel comfortable in our new campus. However, to ensure the safety of all students and staff, ALL visitors to the School are required to use the School's main entrance and to make their presence and business known to the guard station. Visitors must wear a "Visitor's Pass" while in the building or on the playgrounds. These are acquired at the guard office and are to be returned when the visitor leaves the building. Individuals who are in the building without having followed appropriate procedures, may be asked to leave. A visitor is anyone who is not in the building as a student, scheduled parent volunteer, or employee of Canadian International School of Phnom Penh.

PROCEDURES

Student Pick up and Drop Off

2.1 Students are to be picked up and dropped off by vehicles in the designated areas only.

2.2 When it is necessary for a parent or caregiver to meet the student in the building, every effort shall be made to meet the student in the front foyer (not in hallways, classrooms, or other areas).

Parking

2.3 When necessary to park parents/caregivers should do this in the designated zones.

Caregivers

2.4 Caregivers may pick up and drop off students but shall not remain in the building unless for an appropriate appointment. Lunches and other materials may be dropped off at the office or guard station and the student or TA will be notified to pick them up.

2.5 Caregivers will not be given access to the school cafeteria.

Parent/Teacher Appointments

2.6 If a parent would like to meet with a teacher, please make a request through Administrative Office who will contact the teacher and make the appropriate arrangements.

School Volunteers

2.7 Individuals volunteering at the School for more than two days will be given a Volunteer ID to use during the duration of their volunteer work.

STUDENT ATTENDANCE

POLICY

CIS believes there is a strong correlation between attendance and effective education. The School also believes that the parents, students, and the School have a shared responsibility to ensure that students attend school in accordance with the directives of the Board of Directors.

GUIDELINES

2.1 Students shall attend school regularly and punctually.

2.2 Students shall attend additional learning opportunities as assigned by CIS such as, but not limited to, homework club and summer programs.

2.3 All students are expected to be in regular attendance during the school year unless excused for a valid reason.

2.4 CIS is a closed campus and, therefore, students are not to leave the school grounds during the school day.

2.5 A student is only excused from attending school on a day on which the School is open if:

- The student is unable to attend by reason of sickness or other unavoidable cause
- The day is recognized as a religious holiday by the religious denomination to which the student belongs
- There is a death or critical illness in the family
- The absence has been approved by the Principal.

2.6 At the beginning of the each school year, and at other times when necessary, the Principal shall communicate the School's attendance procedures to students, parents/guardians, and teachers.

2.7 Students are expected to make up all work associated with excused and unexcused absences.

2.8 The teacher shall refer to the Principal, all cases of excessive absence for which satisfactory explanations are not obtained, and all cases for which excessive absence has contributed to slow academic progress.

2.9 The teacher shall arrange a conference with the student and parents to discuss the situation and to find a mutually agreed upon solution.

2.10 If absences continue, the student shall enter into an Attendance Contract as developed by the Principal.

2.11 If the student is unable to meet to the terms of the Attendance Contract, he or she may be withdrawn from the School at the Principal's discretion.

2.12 If a high school student in a semestered course misses 10 periods of class or more, for any reason, that student will be unable to meet the hours of required instruction in that course and may be withdrawn from the course with no credits awarded.

PROCEDURES

3.1 When a student is noted as being absent, the Administrative Office shall attempt to contact the parents.

1.1 Students/parents shall furnish, when required by the teacher, a written/verbal explanation of absence or tardiness to be signed/communicated by the parents/guardians. The Principal shall determine if the absence/tardiness is excused or unexcused.

1.2 Teachers shall keep accurate attendance records for each of their students.

1.3 The record of a student's attendance shall appear on student progress reports and an annual summary of attendance shall be placed in the student's file.

1.4 For extended absences or for a pre-scheduled absence, the parents should make every effort to inform the School and teachers as early as possible and to arrange for missed work to be collected.