

Canadian International School of Phnom Penh



**Parent Handbook
2019-2020**

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1. UNIFORMS

1.1 Dress Uniform

Students at Koh Pich campus are expected to wear a full CIS uniform each day. This includes school shirt, shorts, and hat. JK and SK students can wear their PE uniform every day as they have play time and/or PE daily.

Parents will be asked to bring a uniform for students not wearing their uniform, with the exception of scheduled dress down days.

Shoes must allow students to walk, run, and play safely. Flip flops, slippery shoes such as Crocs, or shoes that may fall off easily are not recommended. Students must be able to independently put on and take off the shoes they wear.

Please label all uniform pieces, including hats and backpacks. This will assist to find any lost uniform items.

Extra uniform pieces can be purchased through the school office.

1.2 PE Dress

JK and SK students can wear their PE uniform every day.

Elementary students (Grades 1-5) should wear their PE uniform to school on the days they have PE. The classroom teacher will send home a schedule on the first day of school.

Middle School students (Grades 6-9) should change into their PE uniform from their dress uniform before PE class.

PE uniforms should be taken home to be washed regularly.

Students should wear sports sandals or running shoes for PE that allow them to run and play comfortably and safely.

1.3 Hats

Students must wear their CIS hats when they are outside at recess and during PE. Hats should be taken home and washed over the weekend so they are ready to wear the following week.

2. SCHEDULES

2.1 Arrival/Drop-off

Students may arrive at school after 7:30 a.m. Students will not be allowed in the school building before that time.

Parents may leave their child in the foyer or take them to where they line up for class. Parents may not go to their child's classroom for reasons of security.

2.2 Class Times

Junior Kindergarten (JK): 8:30 a.m. - 3:00 p.m. (full day); 8:30 - 11:30 a.m. (half day)
Senior Kindergarten (SK): 8:30 a.m. - 3:00 p.m.

Grades 1-5: 8:15 a.m. - 3:15 p.m. The bell to line up for class rings at 8:10 a.m.

Grades 6-9: 8:00 a.m. - 3:15 p.m. The bell to proceed to class rings at 7:50 a.m.

2.3 Dismissal/Pick-up

Students are dismissed at 3:15 p.m. (3:00 p.m. for JK/SK). Parents are requested to wait in the foyer until the bell rings at 3:10 p.m. and then can proceed to the designated pickup point for each class. Parents may not go to their child's classroom.

Please make every effort to pick up your child on time after school, ECAs and sport activities. There is no supervision provided after school, ECAs or sport activities.

Parents who have not picked up their child by 3:30 p.m. will be contacted by the office. If there are repeated late pickups, parents will be contacted by the school administration.

Once you have met your child, you can decide to allow him/her to play on the playground. You must supervise your own child, staying within a few meters of where they are playing at all times. The playground will be closed at 4:20 p.m.

3. ATTENDANCE

3.1 Expectations

Students are expected to attend school every day unless illness or another valid reason prevents them from attending.

Please inform reception or the child's teacher in advance for planned absences or in the morning for illnesses. The school will contact parents for any unexplained absences.

See the Board of Directors policy on student attendance at <https://www.cisp.edu.kh/policies/>

3.2 Late Arrival

Students are expected to arrive for class on time. Late arrivals interrupt the learning time of other students, as well as that of your child. Late arrivals form part of records kept by the school.

Elementary students arriving after 8:15 a.m. and Middle School students arriving after 8:00 a.m. should go to reception to get a late card before they join their class.

3.3 Illness

Please keep your child at home if he/she is sick, and inform reception or the classroom teacher that he/she will be staying home. Recovery will be quicker and the spread of illness to classmates and teachers will be prevented.

If your child becomes sick at school, you will be called to have him/her taken home.

If your child is taking any medicine, please send clear instructions about how and when it should be taken. All medicine, whether prescribed or otherwise, should be brought to reception and a Medical Administration form will need to be signed. The school nurse will administer the medicine according to the instructions provided.

4. COMMUNICATION TO AND FROM THE SCHOOL

4.1 School Contacts

For any questions or information needs, please call Reception at 023 900 399 or send an email to info@cisp.edu.kh. Your email or call will be connected to the appropriate person.

4.2 Provision of Parent Contact Information

Families are required to have at least one working and active email address for school communication purposes.

Parents are responsible for ensuring that the school has up-to-date contact information including email address, mobile number and home address. This is necessary for the school to be able to communicate for any problems or emergencies, as well as for general updates and information. If your contact information changes, please inform reception or send an email to info@cisp.edu.kh.

4.3 Parent-Teacher Meetings

Communication between parents and teachers is important for the success of children at school.

Parents of Elementary students can contact their child's teacher directly via Seesaw, email or by making an appointment with reception.

Middle School parents can contact the various subject teachers via email or Google Classroom. Meetings with teachers to discuss student progress are encouraged.

During the year, parents will be invited to attend either parent-teacher interviews or student-led conferences.

4.4 School Communications (notices, email, newsletters, Seesaw, Google Classroom, Facebook)

Verbal and written communication with the school and teachers is in English. Translators can be organized upon request for verbal communications.

Notices may be sent home in your child's bag for information or signature. Please check school bags daily and return any forms as needed for collection by the classroom teacher.

Email is an important communication tool for the school. Please ensure the school has your email address and that you read emails from the school in a timely manner.

Seesaw is updated regularly with information and activities for kindergarten and Elementary parents. Please review it daily.

Google Classroom is updated regularly by Middle School teachers.

Newsletters are sent by email once a week with important information. Please be sure to read them.

Facebook is updated regularly with activities, photos, information and events. Follow or like our page "Canadian International School of Phnom Penh" to receive updates.

5. IN THE CLASSROOM

5.1 Curriculum

CIS is accredited by the province of Alberta, Canada, and teaches its curriculum. It is a world renowned curriculum with high ranking test results compared to other countries. Documents and information on activities and outcomes for each grade in the Alberta curriculum are available here: <http://www.learnalberta.ca/content/mychildslearning/>

The curriculum indicates what the students should learn but not how they will learn it. Teachers are trained to tailor each lesson to the interests and special skills of their students. It is recognized that all students are different and so they are taught in different ways.

Textbooks are considered a resource but are not necessarily used daily.

Curriculum information sessions will be organized throughout the year for parents.

Any questions related to curriculum should be directed to the classroom teacher.

5.2 Grade Level Placement

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

See the Board of Directors policy on admission of students at <https://www.cisp.edu.kh/policies/>

5.3 Class Composition

Students are carefully arranged into classes to distribute gender, nationality, language ability, and academic ability in the best interests of teaching and learning. Requests for moving students into particular classes will not be considered.

5.4 Privacy

In order to ensure the safety of all students, parents are not allowed into classrooms or hallways during class time without prior permission from school administration.

See the Board of Directors policy on school visitors at <https://www.cisp.edu.kh/policies/>

5.5 Personal Items

Kindergarten and Elementary students should not bring personal items to school such as toys, sports equipment, trading cards or electronic equipment.

Middle School students will bring Chromebooks and other equipment needed for academic purposes.

The school is not responsible for loss or damage of personal items.

5.6 English Language

In order to promote English language development and the inclusion of all students, students are expected to speak English while in school except during Mandarin, French or Khmer classes.

5.8 Homework

Homework is a 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 with the child
- Grades 1 to 3: up to 30 minutes
- Grades 4 to 5: up to 60 minutes
- Grades 6 to 9: up to 75 minutes

5.9 Library

The library is located on the third floor of the Koh Pich campus. Students at Koh Pich have one library period per week with their class. During this time, students may take out books for a 2-week period, as follows: JK: 1 book; SK-G3: 2 books; G4-9: 3 books.

Additionally, all students and parents from all CIS campuses are invited to visit the library between 3:15 - 4:00 p.m. every weekday except Thursday (library is closed after 3:15 p.m.). Up to a total of 5 books may be borrowed at a time for a 2-week period if students are accompanied by a parent or guardian with the parent's school ID badge.

Students can only take out a new book if previously borrowed books have been returned. There are no late fees for books that are returned after their due date. If a book is not returned by the end of a trimester or is damaged or lost, then the parent will be asked to pay the replacement cost for the book. Outstanding library fees will result in report cards or other being withheld by the school.

More information on the library, including activities and its book catalogue, can be accessed from the library's website: <https://sites.google.com/cisp.edu.kh/libraryhubcis/home>

5.10 Food, Drinks, Allergies and Healthy Eating

We encourage healthy eating practices and provide a healthy morning snack for students in JK to Grade 5. Healthy snacks sent from home might include fruit, vegetables, seaweed, cheese and crackers, or yogurt. Snack food should be easy to eat. Candy or sugary drinks are not permitted. Students are to drink water with snacks and lunch.

Lunches may be purchased from the cafeteria or brought from home. Payment for school lunches can be made by contacting the school office.

Home lunches should be sent with students in the morning and should include all necessary cutlery. Lunches dropped off at a later time should be labelled with the student's name and current class, and left with the security guards by 11:00 a.m. We do not have a microwave oven available for the use of students.

Please send any snacks and lunches from home in reusable containers to reduce the amount of plastic waste produced at the school.

Many students have dietary restrictions and serious allergies, so we do not allow students to share food.

Please do not send nuts or food made with nuts. We are a nut-free school.

5.11 Water Bottles

Students should bring a clean, full, labeled, reusable water bottle to school every day. Students can refill their water bottles as needed at water dispensers located around the school. Please send water in reusable bottles, not single-use plastic bottles, to reduce the amount of plastic waste produced at the school.

5.12 Birthdays

Birthdays may be celebrated at school, however the emphasis should be on the child, not on the food. Please do not send any food or cake to school as many students have allergies and food restrictions. Classroom teachers will send home information with specifics on celebrating birthdays in their class.

Elementary students will have the special privilege of a dress down day on their birthday. If invitations to a birthday party are sent while at school, please be sure to send an invitation to all students in the class.

6. OTHER

6.1 Extracurricular Activities (ECAs)

Optional extra-curricular activities (ECAs) are offered three times a year for eight sessions each for students in SK and up. ECAs are not part of the school curriculum; they are offered to provide an opportunity for students to learn new skills and be exposed to new sports and activities. Further information on ECAs, including fees and activities, is circulated before each ECA block.

Parents should pick up their children on time when ECAs finish at 4:20 p.m. There is no supervision provided after this time. After two late pick-ups, the child will miss the following week's ECA and there will be no refund.

6.2 School Bus Service

The school offers an optional bus service for a fee, paid by semester. Please contact the school office if you are interested in making use of this service.

6.3 CIS Parents Organization (CISPO)

The CIS Parents Organization (CISPO) was started in 2018 to provide parents with a forum to contribute to the school and create a parents community. To date, CISPO has held monthly meet-ups at the school, participated in events, and discussed various topics of interest to parents. CISPO is open to all CIS parents. If you would like to get involved or receive emails with information on CISPO activities, please contact the Parent Relations Officer, stacie.johnston@cisp.edu.kh.

6.4 Insurance

Students are covered to a limited amount by insurance for accidents while they are at school and on field trips. It is recommended that parents arrange for additional comprehensive medical and accident insurance for their child.

Parents grant permission to CIS to obtain emergency medical treatment for their child in the event that the parent cannot be contacted and agree to reimburse the school for the cost of any treatment.

Parents understand that recess and physical activities occur during their child's academic studies on the school premises. Staff members and other responsible adults will exercise all reasonable caution

and supervision while on the school campus. However, the parents agree that the school cannot accept liability for accidents during the activity itself, on the school grounds.

Parents understand that classes may go on field trips to take advantage of cultural and environmental resources in Cambodia as part of a rich educational program. Staff members and other responsible adults will accompany students to supervise the activity and will exercise all reasonable caution to maintain the safety of the students. However, the parents agree that the school cannot accept liability for accidents, either en route to or at the activity of the outing itself. Parents will be notified in advance of any such activities and will be asked to sign a permission form.

The school will arrange for additional insurance for students attending international school-related trips.

6.5 Anti-Bullying

Bullying is defined by the Board of Directors as “repeated and hostile 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.”

Students learn about making positive behaviour choices throughout the year. Any cases of bullying should be reported to classroom teachers or the school counsellor immediately. This includes cyberbullying.

Please refer to the Board of Directors policy on student behaviour and conduct at <https://www.cisp.edu.kh/policies/>

6.6 Air Quality Monitoring

Air quality is monitored regularly. If the air quality reaches an unhealthy level, outdoor recess, PE and sporting events would be limited or cancelled/postponed.

6.7 Student Withdrawal

If you wish to withdraw your child(ren) from CIS, please contact Reception or email info@cisp.edu.kh to request a Student Withdrawal Form. The form should be returned to the school well in advance of the intended last day of school to allow for student records to be processed. Any outstanding school fees must be paid, and library books and/or other school equipment returned, before the official records for your child(ren) will be released.

See the document *Tuition and Other Fees* for the refund policy: <https://www.cisp.edu.kh/admissions/school-fees/>

The school may exclude a student due to repeated poor and/or dangerous behaviour choices, extended periods of unexcused absences, accounts in arrears, or other.

See the Board of Directors policy on student behaviour and conduct at <https://www.cisp.edu.kh/policies/>



Canadian International School of Phnom Penh

Main campus:
Elite Town Street
Diamond Island (Koh
Pich)
Phnom Penh, Cambodia
Tel: 023 900 399

Bassac Garden preschool:
Preah Norodom Blvd. (41),
Bassac Garden City,
Khan Chamkarmorn,
Phnom Penh, Cambodia
Tel: 023 727 788

Olympia City preschool:
Olympia City,
Building S3/C4, Floor 5 &
5A,
St. 182, Khan 7 Makara,
Phnom Penh, Cambodia
Tel: 023 901 933

Email: info@cisp.edu.kh Web: www.cisp.edu.kh

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