



The Canadian International School
Learning to Understand

Student Handbook

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ABOUT CIS

In a very special way, the Canadian International School embodies some of the best aspects of private education. In recent years, both the elementary and middle school divisions have ranked at the very top, in terms of its academic achievement and overall reputation, Canadian International School is compared very favorably with some of the most prestigious private schools in Erbil, and the region.

Canadian International School uses a unique collaboration between both conventional and modern techniques of teaching the students enrolled. With an enrollment of around 700 students, the school offers a complete curriculum of academic studies for Grades K to 10, including English, Arabic & Kurdish language, social sciences, mathematics, and science(s). In addition, through a unique enriched program, students can broaden their studies beyond the traditional curriculum and classroom setting.

The Canadian International School has worked vigorously in order to successfully become a Cambridge Associate School. Over the past two years, the students have undergone IGCSE examinations and have attained respectable results.

While meeting the highest standards of the school board and the Erbil Ministry of Education, the curriculum is also distinguished by a strong, supportive sense of community, with individual attention, small class sizes, and a focus on preparing for secondary enrollment. Students learn in ways that are appropriate for their needs. Teachers encourage students to develop skills in critical thinking, creativity, and communication in preparation for a world that rewards analysis, initiative, and leadership

MISSION STATEMENT

The Vision of The Canadian International School (CIS) is to inspire learners of today to become positive members of their society and world in general

VISION STATEMENT

Our Mission is to inspire excellence, cultivate character, stimulate creativity and innovation, and embrace a cross-cultural and global perspective while fostering meaningful participation locally and globally.

HOW WE MEET THE DIVERSIFIED NEEDS OF OUR STUDENTS

At the Canadian International School, children will learn in an environment that gives them every opportunity to excel. We offer an enriched academic program that provides a solid foundation in core subjects such as English and Mathematics that will afford the students the necessary skills to study selected subjects in greater depth. The Canadian International School is unique in that the complete academic program is integrated with today's technology environment that reinforces the values of education. The Canadian International School community operates on the premise that education is guided by encouragement and assistance. Central to these values is the idea that each person has great dignity and deserves the highest respect.

Our students will acquire the skills and discipline necessary for success in life after graduation. They earn a place in the university they choose and many go on to professional and graduate degrees. It is our hope that our graduates will also be well-rounded individuals -- confident, caring, and committed to the well-being of those around them, with the knowledge that

they belong to a community that will be with them throughout their life. Finally, we believe that the education of our students is a partnership of parents, school faculty and the parish community. Together, we share the responsibility for the formation of our students. Our parents are committed to the mission of the school. They soon come to realize that the Canadian International School is a very special place for their children to learn, grow, and thrive. Our parent community is very active in the life of our school and collectively supports the school by volunteering, fundraising and providing a warm and nurturing home environment for their enrolled children. Canadian International School is a caring and exciting community with a clearly stated set of values.

SCHOOL ORGANIZATION

Canadian International School is exclusive in its administrative and instructional organization. The school is a partnership with the Canadian High School (Lebanon), represented by the Director, and the Canadian International School, represented by the Head of School. It extends from Grade k through to Grade 12. Creative learning is at the center of the school's busy life.

It is a condition of enrolment at Canadian International School that the students participate fully in the educational and co-curricular obligations of the school. The educational program of the school is provided by the Academic Board and is under the authority of the Director acting on behalf of the Canadian International School. The instruction of these courses is provided for the most part by private school teachers. The Head of School and staff members work jointly to ensure that the courses taught and the credits granted meet Board and Ministry requirements.

GENERAL REQUIREMENTS

- 1** · Students will abide by the school hours and the daily schedule.

- 2** · Students will attend all classes at their proper times. This includes regular classes as well as supplementary, laboratory, and physical education classes. When entering the room, students must not congregate or stand by the windows. They must proceed immediately to their seats, sit down and quietly get ready for the class.

- 3** · Students may not leave class unless issued a hall pass by the teacher allowing them to do so.

- 4** · Students must leave the school promptly after the last bell unless they are working with a teacher, studying in the library, involved in a school activity, or detained. Students must obtain written permission from their parents and from the attending supervisor in order to remain on school premises after the last bell. Students should keep this permission with them to show school officials when asked.

- 5** · Students are not exempt from physical exercise unless they present a report from a medical doctor clearly stating the reasons for the exemption.

- 6** · Students may not leave the school grounds during school hours for any reason without the written permission of the attending supervisor in accordance with the parent's consent.

SCHOOL HOURS

Days of the week	Grades 1 to 3	Grade 4 to 10
Sunday to Thursday	8:00 School Bell Rings	8:00 School Bell Rings
	8:05 Assembly	8:05 Assembly
	8:05 First period	8:05 First period
	8:55 First break	8:55 Second period
	9:20 Second period	10:10 Third period
	10:10 Third period	11:00 Fourth period
	11:00 Fourth period	11:00 Fourth period
	11:50 Second break	11:50 Fifth period
	12: 30 Fifth period	12: 40 Second break
	1:20 Sixth period	1:20 Sixth period
	2:10 Seventh period	2:10 Seventh period
	3:00 End of the school day	3:00 End of the school day

In order to reduce students' congestion on the stairs and in the hallways, grades 1 - 3 set off 5 minutes earlier for their class after breaks and are dismissed 5 minutes earlier at the end of the school day.

T A R D I N E S S

- 1 · Students arriving late must report to the supervisor and obtain a written permission slip to enter the classroom.

- 2 · Students arriving after 8:00 am must be accompanied by a parent or bring a note from their parents explaining the reason for their tardiness.

- 3 · When a student is late three times in one term, the school will invite the parents to meet with the Division Head and determine ways to resolve the problem.

- 4 · If, after the parent meeting, the student is still late, that student shall not be allowed onto school property unless accompanied by a parent.

A B S E N C E

- 1 · In most cases, supervisors call parents before 9:30 am if a student is absent. Alternatively, parents may report the absence of their child by telephone.

- 2 · Students who miss the first three class sessions cannot rejoin their class without obtaining the permission of the administration.

- 3 · Students, with the teachers' help, are responsible for the lessons and the assigned homework that they missed during their absence. Parents should call the administration or the supervisor during the day to ensure their child gets the information needed to complete their assignments.

EXCUSED ABSENCE

IMPORTANT: ABSENCE DOES NOT RELIEVE THE STUDENT OF RESPONSIBILITY

For lessons missed and homework assigned. Students remain responsible for all work missed even when their absence is excused.

BEHAVIOR

Note: students should know that all teachers, as well as administrative staff, have the authority to intervene in any incident they deem to be a behavioral situation. General principles

CIS students will:

- 1** · Respect and obey teachers, supervisors, and administrators.
- 2** · Use courteous and appropriate language. Profanity and abusive language of any kind or form are considered a severe violation that shall not be tolerated. Punishment on the first and each subsequent offense is suspension from school for a time to be determined by the Administration.
- 3** · Refrain from fighting, wrestling, play fighting, rough play, running, and any other behavior that exposes others to physical harm. Fighting of any kind - even when the student did not initiate it, - is a severe violation of school policy and will result in suspension or expulsion from school.
- 4** · Respect school property. Students may not write or carve on school equipment, furniture, walls, floor, or ceiling. Students who damage or

vandalize school property will pay appropriate compensation and will be subject to the applicable disciplinary measures.

5 · Respect other people's property. Refrain from touching, “hiding” or stealing other's possessions even if it is a prank.

6 · Keep the school clean and dispose of trash in designated wastebaskets

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7 · Limit eating or drinking to designated locations and playgrounds. Consumption of food is not allowed in the buildings.

8 · Ascend and descend stairs to and from their classrooms in a quiet and orderly manner and without delay.

9 · Refrain from participating in demonstrations or other political activities while on school property, in the vicinity of the school, or while wearing the school uniform.

10 · Restrict their internet access to appropriate sites. Students may not access sites containing profanity or sexually explicit materials.

11 · Refrain from distributing or selling publications or periodicals and from collecting contributions for any cause or event inside the school.

12 · Post announcements only on designated bulletin boards and only after obtaining prior permission from the administration.

13 · Obtain prior permission from their supervisor to use cameras or video equipment in school.

CLOTHING AND APPEARANCE

The following statements apply to all in-school activities.

- 1** · Students will come to school with proper attention to personal cleanliness, grooming, and neatness of dress.

- 2** · Students will wear only school uniforms during school hours and on school trips and activities. Only the administration can exempt students from this requirement during certain occasions.

- 3** · When exempted from wearing school uniforms, students will wear proper attire. Clothing may not contain obscene, drug-related, or other inappropriate wording or images. Girls may not wear sleeveless, see-through, or low-cut blouses, tight or short skirts, or clothing that reveals the midriff.

- 4** · Students will tag their coats with their name, class, and section for proper identification.

- 5** · Students may not wear any scarves, caps, or headgear. No slippers or flip-flops are allowed at school. Students shall wear socks at all times.

- 6** · Articles of clothing, accessories, pendants, or bracelets with political or religious slogans or statements are not permitted.

- 7** · Girls may not wear lipstick, nail polish, or any form of makeup. Except for simple earrings and bracelet, they may not wear any jewelry.

- 8** · Tattoos, body piercing and other forms of body art are not allowed.

9 · Sunglasses may not be worn indoors.

ITEMS BANNED ON SCHOOL PREMISES

The school has the right to search students and their possessions if they are suspected of carrying banned items. The following list of banned items will be confiscated from students and may not be returned:

1 · The possession and use of cigarettes, tobacco, alcohol and illegal drugs. All possession and use of tobacco, alcohol, or drugs must be documented and reported to the Head of School as well as the parents.

Note possession of these items even if they belong to others is cause for severe disciplinary action.

2 · Chewing gum and seeds.

3 · Guns, knives, blades, and weapons that may threaten general safety.

4 · Matches matchboxes and lighters.

5 · Fireworks, smoke bombs, stink bombs, explosives, water and rubber guns.

6 · Noisemakers and noisy games.

7 · Radios, tape recorders, electronic games, and laser effects.

8 · All CD's with offensive language and symbols.

9 · Ordinary and atomized paints and permanent markers.

10 · Obscene or pornographic materials.

11 · Political publications.

12 · Mobile phones.

Note: exceptions may be permitted by the supervisor based on a written request from parents. Such permission is given only for emergencies or in very exceptional circumstances. All mobile phones are to be kept with the supervisor for safekeeping during the day. They must all be turned off.

13 · Playing cards.

COLLECTIVE DISOBEDIENCE

Students may not engage in disruptive group behavior such as skipping a class, missing a school day, refusing to take a test or a quiz or handing in blank answer sheets. Peer pressure may force some students to participate in disruptive group behavior against their interests. Measures designed to discourage such actions will be taken including the following:

- 1 · Students who were collectively absent, late, or collectively skipped class will be refused re-entry into their classes unless accompanied by a parent who will be asked to ensure that such behavior will not recur.
- 2 · Students who collectively refuse to take a test or hand-in blank papers will receive a zero on the test.
- 3 · Students who are collectively engaged in other disruptive behaviors will face double the sanctions stated in this handbook.

PUBLIC DISPLAY OF AFFECTION

Relationships with students of the opposite sex should be courteous, respectful and within the bounds of classmate friendship and the traditional bounds of the society we live in. Public displays of affection and intimacy with the opposite sex including kissing, hugging, holding hands, or other forms of intimate contact are not allowed in the school and its vicinity, on school trips, or during extracurricular activities.

DETENTIONS

Breaking school rules will result in disciplinary consequences as determined by the supervisor. The school does not permit the use of corporal punishment. Collective punishment is also not allowed except in limited circumstances and with the knowledge of the Head of School. The disciplinary consequences include school detention and/or exclusion from school activities.

DISCIPLINE RECORDS

All violations are recorded in the student's file. Students receive a grade for conduct on their report card each grading period.

- Students placed on afternoon detention are to report to the detention hall within five minutes of the last bell. If late, they will automatically receive increased time and/or repeated time on the following detention day.
- Eating, talking and group work are not permitted during detention.

- A missed detention will result in the time doubled and may be moved to the following detention day.

DISCIPLINARY PROBATION

Disciplinary probation is a last-chance trial period for students who continue to flaunt school discipline policies during which they are required to prove that they are willing and able to respect and abide by them.

1 · Students are placed on disciplinary probation based on the recommendation of the Class Teacher and the approval of the Head of School.

2 · The probationary period will not exceed one academic year.

3 · Parents and students are required to sign a probation letter issued by the school

4. Parents and students are required to meet with the administration to discuss practical assistance and follow-up measures.

5 · Parents are required to communicate with the administration on a weekly basis regarding the progress of the student.

6 · Disciplinary probation students are placed under a severe disciplinary regime allowing the school to impose severe penalties including expulsion without awaiting the accumulation of the otherwise required points as might be decided by the Division Head.

7 · Disciplinary probation students will be refused re-enrollment for the following year if their behavior does not exhibit marked improvement during the probationary period as determined by the administration.

COMMUNITY BEHAVIOR

Student conduct outside the school has a direct bearing on its reputation. All the school's rules of conduct apply to students while present in the school's vicinity. School rules also apply during trips and other extra-curricular events.

SCHOOL TERMS

The school year is divided into three terms. At the end of every term, students sit for a term exam. Results are incorporated into the term average.

ASSESSMENT AND GRADES

The CIS assessment policy ensures that students have met the specified goals and competencies for every level and subject. Assessment classifies student performance to determine if he/she meets promotion standards and is continuous during the school year. It consists of tests, quizzes, projects, recitations, class participation and homework in addition to term exams which cover all material from the term.

FAILURE

1 · Any student who does not meet the conditions for promotion detailed in this handbook fails his or her class.

2 · Students who fail their classes over two consecutive years will be asked to leave the school.

3 · Students whose annual absence exceeds 27 consecutive school days fail their classes unless the Head of School judges the case exceptional

HOMEWORK AND ASSIGNMENTS

Homework is assigned to reinforce the skills and concepts taught in class. Homework is assessed and its grade is included in the student's average. Not completing homework may lead to disciplinary measures. Students are expected to bring school books, copybooks, and stationery to school. Parents should check to ensure that their children have all the needed materials before they leave for school.

SPORTS

The school pays special attention to physical education, providing fitness specialists and coaches. It also provides adequate facilities for popular sports and encourages students to partake in athletic competitions in and outside school

LOST AND MISSING ITEMS

1 · Students should write their names and class on books, copybooks, bags and all uniform items, in order to identify items lost.'

2 · Students should submit items they find on campus to the receptionist without delay.

3 · The school is not responsible for items lost on school premises or buses. Students should carry minimal amounts of money and valuable objects.

PARENT-TEACHER CONFERENCES

1 · CIS encourages parents to meet with the teachers and staff on a regular basis, as this enhances the educational process and helps both parties handle problems proactively.

2 · The school assigns a weekly schedule for each teacher. The Heads of the Division have their own schedule. These schedules are sent home at the beginning of each year.

3 · All parents are welcome to meet with the teachers during the appointed hours. Parents of new students are especially encouraged to visit the school during the first month of the school year to meet the teachers and to familiarize themselves with the school rules and policies. Parents may call the school to set an appointment.

4 · We discourage parents from coming in without an appointment as they may have to wait for a long time. We also discourage teachers from talking with parents on the stairs, in the teacher's room or while on supervision duty as these are not appropriate locations or time for meetings.

5 · At the end of each term, a special parent-teacher meeting is scheduled. During this time, grade reports are distributed and subject teachers are available to meet parents to discuss disciplinary affairs and their children's academic progress

REGISTRATION

Students should register for the coming academic year during the current year within the timeframe specified by the administration. Students who fail to register and pay the registration fee during the specified time may lose their right to a place for the next school year. Registration becomes valid only after the student achieves the required academic and behavioral standards at the end of the school year.

ADMISSION OF NEW STUDENTS

CIS admits new students based on available space and the qualifications of the applicant. The following procedures are followed:

1 · Applicants for admission to CIS will need to submit the following documents:

- An application form obtained from the school's admissions office and completed with the required information.
- Certificate of promotion issued by the previous school and certified by the Ministry of Education.
- Official grade transcripts of the past two years.
- Photocopy of passport.
- 4 passport size photos (6 months or less)

2 · Applicants and parents meet with the admissions officer accompanied by the required documents.

3 · Applicants are evaluated based on their academic and behavioral history and the results of their interviews with the admissions officer. Those who

are deemed eligible for admission are assigned an entrance exam date and given a list of exam subject requirements.

4 · Pay Entrance fee.

5 · Sit for the entrance exam on the assigned date.

MEDICAL SERVICES

The school provides first aid for students injured during play or for any other medical condition that arises while at school. Students who need a doctor or hospital care are sent to a hospital (should the school doctor feel the necessity) after informing the parents of the condition. Students are encouraged to visit the medical office or the office of the Division Head if they don't feel well.

BUS TRANSPORTATION TO AND FROM SCHOOL IMPORTANT: STUDENTS WHO MISBEHAVE ON THE BUS, DISOBEY INSTRUCTIONS GIVEN BY THE BUS DRIVER, OR VIOLATE THE BUS RULES WILL BE SUBJECT TO DISCIPLINARY MEASURES THAT MAY INCLUDE TERMINATION OF THE STUDENT'S RIGHT TO USE THE SCHOOL BUS.

1 · At the end of the day, students will board the assigned bus immediately. Students may not board a different bus.

2 · Students will sit in the seat assigned by the bus driver and will remain seated during the entire journey.

3 · Students will be calm and well behaved and will abstain from playing or yelling while on the bus. Students will behave responsibly with fellow students.

4 · Because of safety concerns, students will keep their arms and head inside the bus at all times.

5 · Students will respect bus furnishings and the property of others.

6 · Students may not throw any items from the bus windows.

7 · Students who use school transportation and wish to return home by other means will submit a written permission from their parents to the Supervisor.

8 · Suggestions or complaints regarding the operation of the school buses may be submitted to the school's transportation supervisor.