

# CANADIAN INTERNATIONAL SCHOOL of GUANGZHOU



**ELEMENTARY, JUNIOR HIGH AND HIGH SCHOOL**

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# MESSAGE FROM YOUR PRINCIPAL

Dear Parents and Students,

Welcome to the new school year.

## LEARN TODAY, LEAD TOMORROW

We nurture our students to become confident, compassionate, and enthusiastic about the many opportunities that the world has to offer. They become resilient problem-solvers who see the world with discerning, thoughtful and compassionate eyes. They are true global citizens ready to take on the world and accept any new challenges that the world will throw at them. They learn today, so that they will lead tomorrow.

Our impressive school campus and world leading Alberta curriculum offer our students an unmatched educational choice. Your child will explore a large range of activities and subjects and will be inspired to develop his/her gifts and talents. They **COLLABORATE** daily with peers and master teachers to achieve their very best. While our students gain valuable knowledge and expertise in English, Mathematics, Science and Social Studies, they also exercise and develop their talents in Art, Music, Drama, and Physical Education to become truly well-rounded students of the world. Our CIS graduates have received offers from some of the top Universities in Canada, the UK, Asia, Australia and the USA. Our recent graduates are now attending Universities ranked in the top 10 in the world!

Our STEAM Idea Lab is a place of imagination and design thinking. Our students and staff **INNOVATE** in the classrooms and in the Idea Lab to create projects and solve challenges to better navigate our ever-changing world. Students at CIS become critical thinkers as they learn through these inquiry-based projects and experiences. They learn to risk, to fail, and to learn again. They care deeply about their own academic achievements and as a result, they become true life-long learners.

Our students **SUCCEED** because they care deeply about their learning and their community. They want to be of service to those around them and their classroom lessons become life lessons. We are proud of our CIS Grizzlies as we know they have the stamina and desire to go out and change whatever part of the world in which they will choose to live.

At CIS, we have high standards and expect our students to achieve their personal best. Our teachers and educational assistants educate and transform our students to be our future leaders. You should be proud of the decision you have made.

Thank you for choosing CIS and for being active members of our school community. Go Grizzlies!

Gary Rehman  
Principal of CIS

# CANADIAN NATIONAL ANTHEM

**O CANADA!**

**English Version**

Oh, Canada  
Our home and native land  
True patriot love in all of us command  
With glowing hearts we see thee rise  
The True North strong and free  
From far and wide, O Canada  
We stand on guard for thee  
God keep our land glorious and free  
O Canada, we stand on guard for thee  
O Canada, we stand on guard for thee

**French Version**

Ô Canada!  
Terre de nos aïeux,  
Ton front est ceint de fleurons glorieux!  
Car ton bras sait porter l'épée,  
Il sait porter la croix!  
Ton histoire est une épopée  
Des plus brillants exploits.  
Et ta valeur, de foi trempée,  
Protégera nos foyers et nos droits.  
Protégera nos foyers et nos droits

# GENERAL INFORMATION

## **Office Hours**

The school office is open from 8:00am to 5:00pm.

## **School Hours of Operation**

- For the beginning of the year, regular student hours are from 8:00am. to 3:30pm, Monday to Friday.
- After-School Activities will take place Monday-Thursday from 3:06pm - 3:56pm. After after-School Activities take place from 4:15pm - 5:15pm
- Students are not permitted to be on campus prior to 8:00 a.m. Only students that are registered in after-school activities may remain on campus past 3:30 p.m.
- Student arrival and dismissal times may change due to special school events or inclement weather. Parents will be made aware of any changes to the school day in a timely manner.

## **No Tobacco School**

No student, staff or school visitor (including contracted workers) are permitted to smoke, inhale, va pe, dip, or chew tobacco at any time, including non-school hours:

1. In any building, facility, or vehicle owned, leased, rented or contracted by the school district;
2. On school grounds, athletic grounds, or parking lots;
3. At any school-sponsored event off campus.

## **Registration Criteria**

- All students must make a formal application to CIS.
- All graduate students of CIEO or children of CIEO employees are eligible for admission to CIS after an entrance assessment.
- Parents requesting enrollment of their children to CIS must:
  - Attend an interview with the Principal and/or Assistant Principal, Learning Support Teacher
  - Submit a foreign passport, foreign residency permit, educational history and supporting identification documents
  - Upon acceptance, the parents must remit the annual tuition, material, lunch, and bus (optional) fees
- The Principal reserves the right to limit enrolment.

## **School Uniform**

Wearing a uniform is an important part of the school culture, it creates a personality for the school and is an imperative piece of being a school student. Wearing school uniforms gives one a sense of togetherness. Uniforms show all are equal and wearing it gives students a sense of pride and belonging.

- Students are required to wear 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. Secondary students will change into their PE uniforms for PE and change back into FULL uniform for the remainder of the day.

- Students who come to school without wearing their uniform will need to see administration. Multiple infractions will result in the student being sent home for to change into their school uniform.
- K-9 students are encouraged to wear their CIS hats each day when they are outside at recess and during PE.
- Students should wear shoes that allow them to run and play comfortably. Flip flops are not suitable footwear.
- Be sure to label all your child's uniform ITEMS. Names should be visible on the outside of their backpacks.
- Should you need extra uniform items, please contact the school to purchase some.
- In winter, please add layers for warmth under their uniform, if necessary, and not over.
- The classrooms are fully air-conditioned (heating and cooling) and students are welcome to wear their CIS jackets in class in order to maintain comfort.
- Your child will need a water bottle every day they come to school.

### **Bus Information (see Addendum)**

Appropriate student behavior on school buses is essential to the safe operation of the school bus. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction for bus misconduct.

The goal of the bus regulations is to keep students safe and maintain good habits. The students or parents who disobey the regulations over three times or have serious misbehaviours will lose the privilege to take the school bus.

### **Boarding**

Boarding is available to students from Grade 6 onwards. CIS provides boarding services with fully equipped facilities. In order to maintain the safety, cleanliness and comfortable environment of the student dormitory, the student dormitory management system is specially formulated, and the accommodation students must strictly abide by and implement.

### **Field Trips**

Parents will be notified of all field trips requiring public transportation prior to their occurrence. A completed returned permission slip is required for each child before he/she can attend. Permission forms will be sent home with each child.

**It is a requirement for written consent to be provided on the appropriate permission form. Permission will be denied if the proper consent is not in place.**

Students not returning permission slips will be accommodated in other regular classes.

## **Attendance**

Academic success requires regular attendance and punctuality at school;

### **Absences**

- If a student is ill and unable to attend school, parents will please call the office at: 020 – 3993 9333 or contact the Student Service WeChat (WeChat ID: cisAttendance)
- If a student becomes ill during the day, the student must report to the school office to Sign out and parents will be contacted.
- When a child's absence at school is unexplained, parents will receive a telephone call. The purpose of the "absentee check" program is to be sure no child has become lost or suffered some accident between home and school. In order for us to monitor sickness trends in our school, we ask parents to report the reason and be fairly specific for all absences.

### **Lateness**

Students arriving late to school are to first check in at the office, to receive a late slip, and then proceed to their classroom. If a student is consistently late, this is a disruption to others and the principal may contact the parents.

### **Illness**

- All children are expected to participate in outdoor recess or outside activities. If children who are too ill to go outside for recess they are too ill to be at school.
- If a student becomes ill during school hours, parents are contacted to arrange for the child to be taken home. Students will wait in the office or will lie down in the nurse's room until they are picked up.
- Please use the following guidelines and keep your child at home if any of these symptoms are present:
- Fever of 100 degrees Fahrenheit (37.2 degrees Celsius) or greater (before medication)
  - an undiagnosed rash
  - an earache or draining ear
  - diarrhea or vomiting
  - severe sore throat
  - persistent or severe cough
  - persistent or severe headache
  - any known communicable disease
  - evidence of head lice
- If your child has a fever of 100 degrees or greater, they must be fever free without medication for 24 hours before returning to school. A child also needs to be free of diarrhea for 24 hours to return to school.
- If your child's doctor diagnoses them with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. Communicable diseases include chicken pox, Coxsackievirus (hand, foot, mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies.

### **Leaving School Grounds and Early Departure**

- Students are not permitted to leave the school grounds during class time or recess breaks. A student who has a note giving them permission to leave the school will first show the note to the teacher and then present it to the school office for permission to leave. The school is responsible for the students. It is essential that we know where they are at all times.

### **ECE Pick-up & Drop Off**

- Drop off is 8:15 am to ECE for medical check bring to the classroom then teachers will bring the children to breakfast.
- Pick up at the school gate is 4 pm sharp. Anyone that is late your child will be in the guard station
- All children need to be off-campus for 4:30pm unless your child is in an after-school activity

### **First Aid / Medication**

Basic first aid is administered for bumps and bruises. Parents are contacted immediately for more serious injuries. If parents cannot be reached, the emergency contact person will be notified. If we cannot reach someone responsible for the student, the student will be taken to the nearest hospital.

***Note: If it is necessary to have staff administer prescription medication to a child at school or for a child to bring prescription medication to school, the parent must provide a signed request from the parent and physician indicating the type of medication, dosage and action to be taken in the event of possible hazards or side effects. This includes the following: inhalers, EPI-pens, etc. A non-prescription medication form must be signed by a parent if a child is to have medication such as Aspirin, herbal medicines etc. at school. The required forms are available from the school office. All medication must be kept in the nurse's stations.***

Teachers may dispense medications to students on field trips and overseas excursion where prior parental permission has been obtained. Exceptions to this policy can only be made with the Principal's approval. Parents are asked to advise the school if their child is taking medication, and if there are any special requirements regarding dosage or diet.

Authorization is required for dispensing medication. Whenever possible, medication should be given at home, and every effort should be made to avoid administering it during school hours. Vitamins and supplements should be taken at home.

Medication for minor symptoms can only be given if there is signed documentation in the student's Medical Examination Form/Health Record. For prescriptive medication, the parent or guardian must provide the Health Care Coordinator with a signed 'Oral Medication Authorization Form' to allow the Health Care Coordinator to dispense any medication that a student needs to take during school hours. The school Health Care Coordinator is the only school employee authorized to dispense medications to students on campus.



Parents of children requiring emergency medications to be kept in the Health Care Coordinator's Office will be asked to fill out annual questionnaires about their child's condition. It is the responsibility of the parent to provide the medication to the Health Care Coordinator along with the appropriate paperwork.

### **Emergency Registry**

The school maintains an emergency registry for each family. The information is kept on file so that a contact person is available in the event of an injury or illness when parents are unavailable. Please make the necessary arrangements with the contact person prior to using their name and phone number. The emergency registry will be updated each year in September. If during the school year, the address, telephone number or other important information regarding a student changes, parents must inform the school in writing. Emergency numbers, in particular, must be kept current.

### **Progress Reports**

For students in K-9, written progress reports of student achievement are issued three times during the school year, in November, March and June. Students are evaluated according to the grade level of achievement in four core areas and quality of performance in each of the subject areas.

In High School, there will be 1 mid-semester progress report and one at the end of each semester, for a total of 4 during the school year. Evaluation will be in the form of a percentage grade in relation to the outcomes from the appropriate Alberta Program of Studies.

### **Marks** (Measuring and Communicating Student Growth in Relation to the Curriculum)

1. Course marks are given in grade levels;
2. Teachers gather information in a variety of methods to assess student achievement and growth as measured in relation to outcomes from the Alberta Program of Studies, including:
  - a. Individual work
  - b. Group work
  - c. Tests and quizzes
3. Teachers use various methods to determine student growth in relation to the Alberta curriculum:
  - a. Teacher observation;
  - b. Oral and written tests;
  - c. Performance assessment;
  - d. Teacher-developed quizzes or tests; and,
  - e. Externally developed standardized tests.

The Alberta Program of Studies promotes the use of higher order thinking skills enabling students to become analytical, critical thinkers. Demonstration of the learning skills of responsibility, organization, independent work initiative, collaboration and self-regulation will also help to ensure success.

### **Homework**

The role of homework is to:

- help support your child's learning;
- reinforce what your child learned in school; and
- provide your child additional practice.

At CIS, homework is not considered new learning but rather the completion or reinforcement of material already learned during class time. Home reading is very beneficial to students and is also considered homework. Homework develops strong study habits that support success in future academic work and are an essential part of the school routine. Our homework policies include:

- completion of work not finished in class
- working on long-term assignments (teachers ensure that longer projects have achievable segments, and that regular monitoring of progress occurs)
- study review of learning for exams and tests
- reading (length of reading time dependent on student's age)

### **Communication**

1. Communication between the teacher and the home is central to the success of our program and to the success of our students. Classroom emails will be used as well as WeChat to celebrate the classroom successes as well as to provide important information for the parents/guardians. ALL classroom concerns and questions should be directed to the **teacher first**. There is translation service available for all of our parents to speak directly with the teacher. If an issue still cannot get resolved then the **next step is to approach the Principal**, with the **last step being to contact the Director of International Schools**.
2. Important information about ongoing events is contained in the quarterly school newsletter (Grizzly Gazette), posted to the school webpage: [www.cisgz.com](http://www.cisgz.com) and the school's WeChat page (ID: CIS-GZ). The purpose of the newsletter is to keep parents and students informed of upcoming events at school. Classroom emails may be sent home on an occasional basis. These e-mails will be specific to the classroom and the information will pertain to specific grades.
3. WeChat is not a forum for complaints or concerns, especially in the classroom groups, only information about daily running's of your child's classroom and celebrations of success. As we are an international school, all communication in WeChat needs to be in English as your teachers cannot read Chinese and the translation does not work well.
4. WeChat class group classroom expectations: Unless it is an emergency, there is not posting in the classroom group or to your child's teacher privately after 7pm. WeChat hours are from 6am until 7pm, Monday to Friday. No messages can be sent on the weekend.
5. Students will be provided ongoing feedback about their level of achievement in relation to the Alberta Program of Studies.
6. Information will be sent on the school's preferred communication platform/channel.

7. Grades 1-6: Monday week at a glance, Wednesday photos, Friday week in review.

Grades 7-12: Monthly digital newsletter. Teachers can also be reached by email for questions.

8. Strong educational relationships grow from communication. We encourage students and parents to speak with teachers to clarify questions or concerns related to student progress and achievement. The Principal can be called upon if necessary; and,
9. Parent Advisory Council (PAC) meetings are held 5-6 times a year and PAC members are invited to attend.

## STUDENT PROGRAM PLANNING

### Program Planning

Students choose CIS to earn an Alberta international education with a focus on applying to an international post-secondary institution after high school.

### Educational Advice and Assistance

Our Principal and our Counselors are available to provide advice and assistance to students regarding their school program and post-secondary applications. In their senior year (Grade 12), students will receive ongoing assistance and programming to allow for applications towards international Post-secondary study.

### Who Do I Talk To?

- a. A particular course—see your teacher
- b. Program advice, career and post-secondary counselling—U-GO, School Principal, Counselling.

### The Alberta High School Diploma

The requirements indicated below are the minimum requirements for a student to attain an Alberta high school diploma. (The requirements for entry into postsecondary institutions and workplaces may require additional and specific courses.)

1. With an Alberta High School Diploma, there is no need to meet an English language competency test such as TOEFL or IELTS when applying to post-secondary institutions when 4 years of English instruction has occurred at CIS.
2. Alberta High School Diploma Requirements
  - a. Grade 10 (successful completion of a 10-level course is required to take the next level of course)
    - i. English 10

- ii. Math 10
  - iii. Science 10
  - iv. Social Studies 10
  - v. Physical Education 10
  - vi. Grade 10-level options
- b. Grade 11 (successful completion of a 20-level course is required to take the next level of the course)**
- i. English 20
  - ii. Math 20
  - iii. Biology 20
  - iv. Chemistry 20
  - v. Physics 20
  - vi. Social Studies 20
  - vii. Career and Life Management 20
  - viii. Grade 11-level options
- c. Grade 12**
- i. English 30
  - ii. Math 30
  - iii. Math 31
  - iv. Biology 30
  - v. Chemistry 30
  - vi. Physics 30
  - vii. Social Studies 30
  - viii. Grade 12-level options

Source: <http://education.alberta.ca/students>

## **BENEFITS OF AN ALBERTA EDUCATION AND A HIGH SCHOOL DIPLOMA**

A student centered, inquiry approach to teaching and learning is emphasized, where students are involved in their learning by formulating questions, investigating widely through a variety of resources and mediums, and then building new understandings, meanings and knowledge. Through the inquiry process, our students are taught important critical thinking skills that will be the basis for all their learning.

1. Achieving an Alberta Diploma is recognized by all international post-secondary institutions.
2. World-wide recognition of the high standards for achievement. The province of Alberta is recognized as an international leader in education, thus providing CIS students and graduates with a competitive advantage when making application to post-secondary institutions.

## Class Lists

CIS provide inclusive, heterogeneous classes. Students are not placed in classes by ability, commonly referred to as 'streaming'. Every attempt is made to make each homeroom in a grade level as similar to other classes at the same grade level. Each year, class lists are developed with the following considerations:

- Male and female ratio;
- Ratio of native English speakers and English learners;
- Diverse academic abilities;
- Relationships between children;

The school develops homeroom and class lists. **Parental requests for preferred teachers are not considered.**

# CIS University Guidance and Careers Office (U-GO)

## Purpose and Objective

The education journey is unique for every student and their family, and it is our belief that each student should receive full support and professional guidance on their application paths. CIS U-GO advises all secondary students and parents on university choices that are best fit for them, the admission standards, procedures and trends. The team facilitates the application process by advocating on behalf of the students and providing the universities with accurate and complete information on students' qualifications for admission.

## U-GO Goals

- To provide professional counselling services
- To arrange university fair each year
- To ensure students receive supports for IELTS, TOEFL, SAT, etc.
- To assist students applying to multiple universities
- To facilitate students in accepting the most suitable offer
- To support the CIS Alumni activities and share graduates' university story

## How could You Benefit from U-GO?

- University Application Services - We will ensure every student has applied for best-suitable University, and 100% of students have got offers and all applicants have multiple offers on hands.
- Academic Counselling Service - We aim to improve students' academic performance and enhance their English level to be qualified and meet the entry requirements to get in the

University.

## STUDENT EXPECTATIONS

1. Students and staff shall be treated with dignity, respect and fairness by others.
2. Students and staff shall be provided with a learning environment that is free from physical, emotional, and social abuse.
3. 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.
4. Appropriate opportunities for student consultation and involvement in student related matters shall be provided.
5. Students and parents shall be informed of the school's expectations for student behaviour within the school, the school grounds, and during school activities.
6. 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.
7. Students should ask themselves if this action is:
  - a. Safe?
  - b. Legal?
  - c. Respectful?
  - d. Responsible?

### **Expectations for Student Behaviour and Conduct (see Addendum)**

1. CIS supports the endeavors of staff, students, parents, and the community to ensure positive student behavior and conduct. In addition, CIS expects parents and students to recognize their responsibility in developing student self-discipline.
2. Students shall be responsible and accountable for their behavior and conduct:
  - a. While involved in school-sponsored or related activities;
  - b. While on school property;

- c. During any recess or lunch periods on or off school property;
  - d. While travelling to and from school;
  - e. Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school; and,
  - f. In person or on the Internet; i.e. verbal or physical intimidation or online confrontation, bullying or cyberbullying (WeChat, texting, etc.).
3. Parents play a vital role in developing student behavior and conduct. It is the school's expectation that parents:
- a. Be aware of, review, and agree to the policy and regulations and the school's expectations for student behavior and conduct;
  - b. Work with the school to resolve student behavioral issues when they affect their child(ren); and,
  - c. Co-operate with the school's recommended course of action prior to re-admission of the student following a student suspension.
4. Students shall show respect and consideration for:
- a. School authority;
  - b. Others and their property;
  - c. Student differences;
  - d. School attendance and punctuality;
  - e. Work habits, assignments and homework;
  - f. School property; and,
  - g. CIS policies relating to smoking, alcohol, drugs and inhalants.

### **Progressive Discipline Policy**

1. Minor and major infractions are dealt with on an individual basis, initially by the classroom teacher, and then, if the problem persists, by school administration. Parental involvement is essential when dealing with major infractions. Every situation is different.
2. Failure to meet the expectations for behavior and conduct could result in some or all of the following consequences:
  - a. Problem solving, monitoring or reviewing behavior expectation with student and reprimand;
  - b. Parental involvement;
  - c. Temporary removal of privileges;
  - d. Detention of student;
  - e. Temporary exclusion of student from class;
  - f. In-school suspension;
  - g. Out-of-school suspension;
  - h. Behaviour contract with student;

- i. Restitution for property damage to an individual or CIS;
  - j. Assessment of student to develop appropriate programming;
  - k. Involvement of police; and,
  - l. Expulsion from CIS.
3. Serious behavioral concerns may warrant immediate out-of-school suspension. These include:
- a. Bullying, threatening or harassing another person
  - b. Conduct that endangers the safety of students and/or staff
  - c. Intentional threats to hurt or actual hurting by fighting, hitting, kicking or spitting
  - d. Use of profane language or disrespectful gestures
  - e. Continuous disruptive behavior that interferes with another student's right to learn
  - f. Willful defiance, disobedience or open opposition to those in authority
  - g. Vandalism or willful damage to others or school/community property
4. Grounds for disciplinary action that could lead to removal from a course, suspension or expulsion from CIS exist where a student has demonstrated unacceptable behavior such as:
- a. Cheating, copying, or otherwise knowingly representing another's work to be one's own;
  - b. Conduct which threatens the safety of students and-or staff;
  - c. Threatening or intimidating any person;
  - d. Possession, display or brandishing a weapon in a threatening or intimidating manner;
  - e. Assaulting another person;
  - f. Possession or use of illegal drugs, alcohol or inhalants in school and on school property;
  - g. Contravention of CIS policies and regulations;
  - h. Theft;
  - i. Willful disobedience and-or open opposition to authority;
  - j. Use or display of improper or profane language;
  - k. Willful damage or vandalism to the property of others or of the school;
  - l. Interfering with the orderly conduct of class(es) or the school;
  - m. Trespassing, loitering, and causing a disturbance; and-or use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.
5. The Principal shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs OR involved in theft or other illegal activity. The Principal shall:
- a. Inform the parents of students involved; and/or,
  - b. Proceed with disciplinary measures, which may lead to suspensions or expulsions.
6. CIS will communicate to parents and students' expectations for student behaviour and conduct
7. The Principal shall communicate annually, to students and parents, CIS policy and regulations and the school's expectations for student behavior and conduct.



### **ACCEPTABLE USE OF TECHNOLOGY (See Addendum - ECD Policy)**

1. Students will be given access to school technology for educational purposes that include:
  - a. Achieving the learner outcomes of the Alberta Program of Studies;
  - b. Participating in learning activities selected by the teacher; and,
  - c. Participating in alternate school programs such as online programs.
2. Appropriate use of school technology is defined as that which is intended for educational purposes and for business activities in the operation of the school.
3. Personal use of technology must not interfere with or conflict with its use for work purposes;
  - a. Compromise network integrity, privacy or effectiveness;
  - b. Online safety;
  - c. Hacking.
4. School technology, including services such as e-mail, WeChat, texting, etc., cannot be used for purposes that are illegal, unethical or immoral; i.e., bullying or threatening.
5. All users shall be responsible and accountable for the use of school technology.
6. Students who use school technology inappropriately shall be subject to some or all of the consequences listed in the CIS behavior policy.

### **Electronics Device Policy (See Addendum – ECD Policy for each Division)**

Canadian International School of Guangzhou maintains a strict policy regarding cell phones, laptops, as well as recording and music devices. It is the school's intention to hold firm to the expectations and consequences listed below if the rules and guidelines for responsible use of technology is not followed.

1. No student shall be permitted to use cell phones, laptops, as well as recording or music devices during the school day without the express consent of Canadian International School staff and prior approval by school administration.
2. Any student deemed to be using these devices between 7:45am and 4:30pm without meeting the guidelines of responsible use could have those devices temporarily confiscated by CIS staff members. Devices may be kept for a short period of time up to permanent removal of technology privileges and parents needing to pick up the device.

3. CIS maintains this policy for the benefit of its community. Any student who refuses to surrender their phone/device when asked to by a staff member will be referred to administration for further disciplinary action.
4. Under the guidelines listed below and with the supervision of a teacher there are two principle categories of technology that students will be permitted to use: laptop computers and cell phones.
5. The first and most important policy consideration when considering technology in the classroom is and will remain teacher preference. Therefore, teachers at Canadian International School will have the right to set a more restrictive but not a more liberal technology policy for their classrooms than what is prescribed below.
6. The use of cellular and smart phone technology (including tablets) and computers will be restricted to the following parameters. We consider these parameters to be what we term responsible use. The use of cellular and smart-phones shall be permitted in classrooms, under the following conditions:
  - a. Cellular and smart phones shall be permitted if and only if the classroom teacher has given an explicit instruction that permits their use.
  - b. Cellular and smart phones use shall be permitted only for relevant learning-based activities, examples of which range from internet-based research, email, image search, or other clear and explicit teacher-directed uses.
  - c. Teachers shall reserve the right to withdraw permission for and use of this technology if misuse occurs.
  - d. Students will risk loss of privilege if they are found to be misusing the technology. This includes but is not limited to taking inappropriate photos, videos, sending messages or any form of cyber-bullying. Students caught participating in these or other inappropriate activities risk the most severe consequence allowable.
  - e. It is expressly forbidden to take photos or make video or audio recordings in a classroom without the teacher's permission.
  - f. All students will read, discuss and sign the Responsible Technology Use policy before being permitted to use technology in the classroom.
  - g. Students assume absolute liability for any and all technology-based items that they bring to school, use or borrow. Canadian International School of Guangzhou and individual teachers take no responsibility for the private property of students in this regard.

## **CIS SCHOOL YEAR CALENDAR**

In order to strengthen greater cultural exchange, CIS will follow local customary holidays and special events. To further foster greater understanding of Canadian culture, and to better prepare students

for university life, CIS will also observe, where practical, Canadian special events or days. The school calendar can be found on the school website or on our WeChat account.

## ESSENTIAL CONTACTS

The Student Affairs WeChat account will form parent WeChat groups of all classes. The purpose of the account and parent group is to send school notices to the parents.

If you have any questions related to your child's performance in class or about the class management, you can contact the homeroom teacher. For school operation inquiries please contact the relevant department below by email or phone.

### **Current Student Services** (Uniform/Parent Access Card/Student Information):

Phone number: 3993 9333

Email: [student@cisgz.com](mailto:student@cisgz.com)

### **Finance Department:**

Phone number: 3993 9333, extension 8011

Email: [finance@cisgz.com](mailto:finance@cisgz.com)

### **Admission:**

Phone number: 39939920

Email: [info@cisgz.com](mailto:info@cisgz.com)

### **Logistics Department** (School Bus Lines, etc.):

Phone number: 3993 9333, extension 8036

### **Health Department:**

Phone number: 3993 9333, extension 8009



Student service WeChat



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