

**CANADIAN INTERNATIONAL SCHOOL
of Guangzhou**

**PARENT / STUDENT
HANDBOOK**

**ELEMENTARY, MIDDLE AND SECONDARY
SCHOOL**

No. 122 of Dongyi Road, Panyu District
Guangzhou, Guangdong Province
Telephone: 020 3993 9920
Website: www.cisgz.com



2018 - 2019

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Principal Message

Dear Parents and Students,

Welcome to the 2018-2019 school-year. We are all excited to be spending our first full-year on our brand new campus. The year ahead will provide incredible opportunities to expand your child's educational horizons within our exceptional new facilities. You should be proud of your decision to choose CIS.

At the Canadian International School of Guangzhou, we nurture students to become confident, compassionate, and enthusiastic about opportunities everywhere in the world.

We shape our students to be globally aware citizens, eager to make a deep and long-lasting contribution to society. Our community is home to many different cultures and nationalities, and our Alberta curriculum and teaching teaches students to become "problem solvers", who pause for thought, appreciate different perspectives and are genuine global citizens.

At CIS, we understand that every child has potential, and that it is the school's aim to inspire students to discover and pursue it. Our teaching, facilities and world-class Alberta Curriculum all allow us to offer unmatched choice. Your child will be able to explore a large range of activities and subjects, and will be inspired to develop their gifts and talents.

When students graduate from CIS, they know that humanity and compassion are as necessary as the understanding of science, math or social studies. They possess a resilience that gives them the courage to take risks and the stamina to succeed in a highly competitive world. Our students are critical thinkers, that learn through inquiry based projects and experience. We create students that care about their academic achievements and about life-long learning.

At CIS, we maintain high standards and expect our students to achieve their personal best. Our teachers and educational assistants educate and form the future leaders of our world, from our youngest students at two-years old all the way through to Grade 12.

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

Tanya Thiessen

CIS STAFF LIST

ADMINISTRATION

Mr. Howard Stribbell
Ms. Tanya Thiessen
Ms. Kim Romyn
Mr. Matthew Turner
Mr. Philippe Bureau

CIEO Director of International Education
Principal
Assistant Principal, Early Childhood Education and Elementary
School Counsellor
ESL Lead Teacher

TEACHING STAFF

Elementary

Ms. Laura Stachniak
Ms. Xijie Yang
Ms. Janel Daugela
Ms. Anna Keltz
Ms. Namrita Amarnani
Ms. Maria Fawcett
Ms. Wendy Dingwall
Ms. Alexandria Fortis
Ms. Inae Lee
Mrs. Kelly Mallak
Ms. Natasha Johnson
Ms. Brett Fawcett
Ms. Nicole Larsen
Ms. Carmen Gee
Mr. Justin Rankin
Mr. Andrew Herman
Mr. Megan Leung
Ms. Liam Kay
Ms. Marissa Bush
Mr. Anthony Mattia
Mr. Bradley Volk
Ms. Melissa Guzzo
Mr. Elijah Keltz
Mr. Su Hun Lee
Ms. Holly Hu
Ms. Cindy Shi
Ms. Jolie Fang
Ms. Star Xlao
Mr. Ryan Hornblower
Mr. Sidney Bartlett
Mr. Andrew Bowden

Pre-school Teacher
Pre-school Teacher
Pre-school Teacher
Pre-school Teacher
Pre-school teacher
Kindergarten Teacher
Kindergarten Teacher
Grade 1 Teacher
Grade 1 Teacher
Grade 2 Teacher
Grade 2 Teacher
Grade 3 Teacher
Grade 3 Teacher
Grade 4 Teacher
Grade 4 Teacher
Grade 5 Teacher
Grade 5 Teacher
Grade 6 Teacher
Grade 7 Teacher
Grade 8 Teacher
Grade 9 Teacher
Makerspace Lead
Music/Drama Teacher
Art Teacher
Mandarin Teacher
Mandarin Teacher
Mandarin Teacher
Mandarin Teacher
Physical Education Teacher
Phys Ed Coach
Phys Ed Coach

Secondary

Mr. Ben Stone
Ms. Aiyanna Dryden
Ms. Jessie Hongya Gu
Ms. Emily Liao
Mr. Blair Marshall
Ms. Kelsey Zacharias
Mr. Justin McFadyen

English Language Arts Teacher
Science Chemistry Teacher
Mathematics Teacher
Mandarin Teacher
Mathematics Teacher
Biology and Science Teacher
Social Studies Teacher

Administrative Staff

Ms. Lucy Bertrand
Mr. Simon Chen
Mr. James He
Mr. Luo Guangchao
Mrs. Gao Xiangyi
Mrs. Luna Yang
Mrs. Susan He
Ms. Summer
Mr. Leo Luo
Mr. Alvin Zheng
Mrs. Ivy Yang
Ms. Joel Cajipe
Ms. Shweta Goyal
Mrs. Rola Zarzour
Mrs. Najla Yahia
Mr. Matthew Cross
Mr. Adam Mallak
Mrs. Sarah Benslaimi
Mr. Dustin Thiessen
Ms. Sapphire Lee
Mrs. Rene Uren
Ms. Xenia Liu

Human Resource Manager
Operation Director
Marketing Director
Marketing Manager
Marketing Officer
Admission Officer
Admission Officer
Bookkeeping
Logistic Manager
IT Officer
School Nurse
Educational Assistant
Educational Assistant

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

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.**

GENERAL INFORMATION

Office Hours:

The school office is open from 8:00 a.m. to 5:00 p.m.

School Hours of Operation

- Regular student hours are from 8:00 a.m. to 3:19 Monday to Friday.
- Early Dismissal Staff Meeting (one Friday per month) student hours are from 8:00 a.m.-1:54pm
- After-School Activities will take place Monday-Thursday from 3:30pm-4:30pm (Beginning early September 2018 to June 2019)

- 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.

Registration Criteria

- All students must make 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

- 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.
- 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 pieces. Names should be visible on the outside of their backpacks.
- Should you need extra uniform pieces, 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 heated and students are not permitted to wear their jackets in class.
- Your child will need a water bottle every day they come to school.

School Bus Information

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.

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 - 39939920 or WeChat the school at ID: 13924025321
- 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.

Lates

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 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 the School

- 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.

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 school office area.

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 School, 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. Important information about ongoing events is contained in the quarterly school newsletter (Grizzly Gazette), posted to the school webpage: www.cisgz.com and the school's WeChat page (ID: cisgz) The purpose of the newsletter is to keep parents and students informed of upcoming events at school. Classroom E-mails 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.
2. Students will be provided ongoing feedback about their level of achievement in relation to the Alberta Program of Studies.
3. 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,
4. School Council meetings - School Council meetings are held monthly and all parents/guardians 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

Ms. Thiessen and Mr. Turner 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—Ms. Thiessen and Mr. Turner

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 within Alberta.
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 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>

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 of others 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)

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; or,
 - 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.

Portable Electronics Policy

Canadian International School 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 and individual teachers take no responsibility for the private property of students in this regard.

CIS SCHOOL CALENDAR 2018 – 2019

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 in Canada, CIS will also observe, where practical, Canadian special events or days.

2018 – 2019 School Calendar

Aug 20 – 24	Teacher Organizational Days
Aug 27	High School Classes Begin
Aug 28	Junior High Classes Begin
Aug 29	Preschool-Grade 6 Classes begin
Sept 3	Curriculum Night/After-School Activity Sign-up
September 24	Mid-Autumn Day-No School
Oct 1-Oct 5	National Holiday-No School
Nov 9	Teacher Professional Development Day
Nov 23	Parent Teacher Conferences
Dec 22	Teacher Professional Development Day
Dec 24 – Jan 2	Winter Holiday
Feb 4 – Feb 22	Chinese New Year Holiday
Mar 8	Teacher Professional Development Day
Mar 22	Parent Teacher Conferences
Apr 1-5	Qing Ming Day / Spring Break
May 3	Labor Day
May 17	Teacher Professional Development Day
June 7	Dragon Boat Festival-No School
June 28	Last Day of Classes

NUMBER OF DAYS

SEMESTER 1	Operational Days	Instructional Days	Professional Development Days
August	10	5	
September	19	19	
October	18	18	
November	22	20	1
December	15	15	
January	21	21	
TOTAL SEMESTER 1	105	98	1
SEMESTER 11			
February	5	5	
March	21	19	1
April	17	17	
May	22	21	1
June	19	19	
TOTAL SEMESTER 11	84	81	2
TOTALS	189	179	3

Canadian International School

Grade K to 9					
	Month	Operational Days	Instructional Days	Instructional Minutes Per Day*	Total Teaching Minutes Each Month
1	August	10	5	365	1825
2	September	19	19	365	6935
3	October	18	18	365	6570
4	November	22	20	365	7300
5	December	15	15	365	5475
6	January	21	21	365	7665
7	February	5	5	365	1825
8	March	21	19	365	6935
9	April	17	17	365	6205
10	May	22	21	365	7665
11	June	19	19	365	6935
12	July	0	0	0	0
TOTAL/Yr		189	179		65335

* Monday to Thursday have daily instructional minutes of 365. Friday has 320 instructional minutes. Total teaching minutes each month have been calculated by taking this into effect.

Professional Development Days	3 throughout the entire school year
First Day of Operation	August 20, 2018
First Term Begins	August 27-29, 2018
Second Term Begins	November 19, 2018
Third Term Begins	March 18, 2019
Last Day of Instruction	June 28, 2019

Canadian International School of Guangzhou

Grade 10 - 12

	Month	Operational Days	Instructional Days	Instructional Minutes Per day	Total minutes for each Month
1	August	10	5	430	2150
2	September	19	19	430	8170
3	October	18	18	430	7740
4	November	22	20	430	8600
5	December	15	15	430	6450
6	January	21	21	430	9030
7	February	5	5	430	2150
8	March	21	19	430	8170
9	April	17	17	430	7310
10	May	22	21	430	9030
11	June	19	19	430	8170
12	July	0	0	0	0
TOTAL/Yr		189	179		76970

* Monday to Thursday have daily instructional minutes of 365. Friday has 320 instructional minutes. Total teaching minutes each month have been calculated by taking this into effect.

Professional Development Days	3 throughout the entire school year
First Day of Operation	August 20, 2018
First Semester Begins	August 27, 2018
Second Semester Begins	January 28, 2019
Last Day of Instruction	June 28, 2019