Our Mission

CISB will be a kind, caring, and environmentally sensitive school, known for its academic excellence. We will work for the development of the whole child. We will do this by using up-to-date Canadian curriculum, proven teaching methodology, and leading-edge technology. CISB will provide the foundation for our graduates to become successful citizens of the world.

Our Core Beliefs:

Individual accountability

A positive belief in people

Respect and dignity for all

The power of teamwork and cooperative learning

An organized, respectful environment within which learning is nurtured
THE SCHOOL AS A COMMUNITY

HIGHLIGHTS OF THE
STANDARDS, REGULATIONS AND GUIDELINES

Code of Honour

In all our actions at CISB, we encourage students toward a life governed by the values of personal integrity. All students must pledge to uphold our Code of Honour:

- **Personal Honesty and Truthfulness**
- **Academic Integrity**
- **Respect for Others**
- **Respect for the Property of Others**

All violations of the Code of Honour are subject to review by the Discipline Committee.

Code of Conduct

A Code of Conduct defines the expected conduct for both students and staff so that all who share in the School environment can do so in safety and with the confidence that they will be treated as valued individuals. This Code of Conduct is intended to benefit parents, students and staff members. It is essential that parents know what behaviour the School expects so that this behaviour can be reinforced at home. Parents should be prepared to discuss the Code of Conduct with their child to ensure there is understanding and acceptance. **Parents need to know what consequences will follow if their child breaches the Code of Conduct.** Students need to understand the Code as it establishes the ground rules for their daily interaction with other students with teachers and other staff members.

Teachers rely on the Code of Conduct to ensure consistency in staff responses to behaviour issues.

Students should expect a disciplinary response from the School for a serious violation of the Code of Honour or Code of Conduct when such violation occurs on School property or while off-campus:

a) on an official School-sponsored trip;
b) on a School-sponsored event during a day leave; 
c) when returning from an off-campus trip or event.

CISB Discipline Philosophy:

- The purpose of discipline is to help students maintain a positive learning atmosphere in the School and to modify unacceptable behaviour.
- The School will encourage students to develop self-discipline.
- Each student will be treated as an individual and the unique aspects of each situation will be considered within the overall framework of consequences and consistency of expectations, as outlined in this Code of Conduct.
• Rights and responsibilities will complement each other.

**Students have the Right:**
- To be treated fairly, consistently and with respect by other students and the staff of the School,
- To be safe from verbal and physical abuse or actions and behaviour which are detrimental to the positive learning environment at our School,
- To expect that their property will be respected,
- To expect a positive learning environment in which their feelings and opinions will be respected,
- To expect that others in the School will exercise self-control.

**Students have the Responsibility:**
- To treat others with compassion and with respect, accepting different points of view, different heritages, and different racial or national origins as valuable and adding to the richness of the School environment,
- To accept the authority of the staff of the School,
- To refrain from verbal and/or physical abuse of others in the School,
- To respect School property and that of others,
- To contribute to a positive learning atmosphere in their classes and to respect the feelings and opinions of others in the School,
- To exercise self-control while on School property.

**Harassment**

Sensitivity and mutual respect are basic values of the CISB community. In all its programs, the School prohibits discrimination against or harassment of any individual or group based upon factors such as age, gender, race, colour, national origin or religion. The School is fully committed to respecting and protecting the personal dignity and human rights of our students and staff. Harassment in any form is against everything for which the School stands as an educational institution and will not be tolerated.

The School has a moral and legal obligation to provide a safe environment. It cannot tolerate harassment of any kind. The Board of Governors has directed that harassment be dealt with promptly with clear procedures in place to be followed in the event of a complaint. Students who feel they have been victims of harassment should report the incident to a teacher in the first instance. At all times, complaints will be treated with sensitivity and confidentiality.

**Violence and Bullying**

The School will not tolerate violence, physical aggression or bullying. Each student at CISB has the right to a safe and secure environment where learning can take place.

**School Rules**

School rules, including the Code of Honour and Code of Conduct, arise out of the need to maintain the health, safety and legal responsibilities for all members of the CISB community. They represent basic expectations of how we conduct our lives to ensure a proper environment for study and healthy social interaction. It is a privilege to be a part of the School and we expect all students to observe the basic rules for maintaining order and decorum while they are enrolled. We hope that adherence to these rules at CISB will encourage good citizenship throughout their lives. Violations of any of the major School rules will be adjudicated by the Discipline Committee in the following manner.

*The following conduct is forbidden and is grounds for suspension or dismissal:*

1. Purchase, Possession, Distribution or Use of Controlled Drugs or Drug Paraphernalia
2. Theft

3. Purchase, Possession, Distribution or Use of Alcohol

4. Tobacco Use

5. Hazing or Initiation

Student Responsibility

All student members of the CISB community are expected to conduct themselves in accordance with the terms of these rules. Any conduct that deviates from the requirements of these policies will result in appropriate corrective action, up to and including dismissal.

Attendance

Good attendance is vital to the learning process and is an essential component of every course and activity. Students are expected to attend all classes regularly and punctually. It is the responsibility of the student and his/her family to inform the school about planned absences. The School must also be informed as soon as possible of absences that result from unforeseen circumstances.

Note: "Absence" means any absence that occurs on a scheduled school day.

Unauthorized early leave before semester and other breaks is not permitted. The School has given considerable attention to planning breaks that accommodate the needs of families, even taking into account students who are travelling great distances to be at the School.

Punctuality and Preparedness

Arriving for classes and other School activities prepared and on time shows a positive commitment to learning. Students must be punctual. Students are expected to bring the necessary materials/equipment to every class or activity.

A student who arrives late for School must report to the Receptionist to be signed in.

Damage and Vandalism

Any student found responsible for incidents of damage, abuse or theft of School property or the property of others will be subject to payment of restitution.

Discipline Committee

Any student who commits a serious breach of School Rules or is guilty of repeated infractions which may result in expulsion or suspension will appear before a Discipline Committee appointed by the Principal.

Disciplinary Actions:

The School will employ a range of disciplinary actions guided by what is in the best interests of the student and the School. Any of the following disciplinary actions may be recommended by the Discipline Committee and/or applied by the Principal:

- **Sanctions**: Various sanctions proportionate to the offence and suitable for the purpose of correcting the student’s behaviour.
• **Suspension**: Suspension for whatever length of time the Principal deems to be appropriate. The student is responsible for all assignments and tests missed during this time.

• **Dismissal**: Removal of the student from the School on a permanent basis and the recording of the offence and penalty on the student's records. A student may be allowed to withdraw from the School at the Principal’s discretion and the offense will not be noted on the student's records. A student who has been asked to withdraw from the School may apply to be re-admitted in the following year.

**Disciplinary Probation**

A student may be placed on Disciplinary Probation by the Principal on the recommendation of a School Guidance Counsellor, a teacher or the Discipline Committee. The letter of probation will make clear the grounds for probation and specify the conditions the student must achieve for lifting disciplinary probation.

**Dress Code**

CISB requires all students to wear the approved School uniform while attending classes and organized School events, unless otherwise instructed. The School expects that a student will be neat and clean in dress at all times and that clothing is in good repair and appropriate to the activity or occasion.

**Litter**

There are litter and recycling containers provided around the School. The School values its reputation in the community and expects all students and staff to be conscious of the need to maintain a neat and tidy campus.

**School Grounds.**

Students are to walk only on designated walkways or sidewalks in the School grounds. Games are to be played only in designated areas. No walking or games are permitted on lawns and other landscaped areas. At certain times of the year students will be asked to keep off posted areas of the School grounds so that preparations can be made for School events.
**Academic Policies**

The Canadian International School of Beijing provides education programs from Kindergarten to Grade 12. The Kindergarten program is based upon Montessori education principles and practices. Grades 1 to 8 are standard education programs using the Canadian curriculum of the New Brunswick Ministry of Education. The New Brunswick curriculum is also used for the High School program from Grades 9 to 12 providing students with the academic qualifications to enter universities.

**Guidance Counsellors**

The School provides a Guidance Counsellor Program. Its goals are:

*To strengthen, support and allow students to realize more fully their potential to become “the complete person, the well-rounded citizen”, where success is measured equally by personal growth in the areas of a healthy Mind, Heart, Spirit and Body.*

The program has a dual purpose. Its first role is to support the cognitive growth of the student and support him/her through the rigors of the academic program and to lend assistance to support the student through coursework problems. The second role involves guiding the student through an educational program that focuses on his/her effective growth in areas outside the academic program.

**Academic Integrity**

Education presupposes a context in which honesty is a cardinal virtue. The student is expected to honor this virtue at all times. The following are some examples of a lack of academic integrity:

1. Plagiarism (the unacknowledged use of another’s words or ideas):
   a) The use of another’s words must be identified by the use of quotation marks and the original author must be identified.
   b) It is not sufficient to merely change the words of a source. Credit must also be given for the ideas obtained from any source.
   c) Sources that must be credited include not only published works, but also the work of any other person.
   d) Computer programs must be acknowledged as their use is covered by plagiarism rules.

2. Using unauthorized notes or other aids in a test or exam or copying from or being influenced by another student’s work during an evaluation.

3. Giving unauthorized aid to another student; allowing another student to copy or use one’s test, exam, paper, or homework.

4. Assistance with homework or take-home tests that is beyond the limits specified by the teacher constitutes plagiarism by the student who avails himself or herself of such assistance.

5. Using translating software or translations of texts studied in class without the permission of the teacher.

6. Submitting the same work for credit to more than one teacher, unless both teachers give their permission.

Those found to have violated the Code of Academic Integrity will be subject to any of the following range of disciplinary actions:

a) Receiving a zero on plagiarized work
b) Notification of the student’s parents and teachers
c) Placement on Academic Probation
d) Appearing before the Discipline Committee
e) Removal from the course; or
f) Dismissal from the School

**Language of Instruction**

The language of instruction at the School is English, which must be spoken in all classroom situations, traveling from class to class, and in all other scheduled activities, such as sports, except for those classes in which a foreign language is being taught. The only exception would be during the time the student is attending his/her Chinese Culture class.

**Library**

Library Hours are Monday to Friday: 8:00 am to 4:30 pm during the academic term.
Computer and Network Policies

Computer and Network Code of Conduct
The Computer and Network Code of Honour and Code of Conduct embody the guiding principles for all conduct at the School including laptop, desktop and network usage. The computer and network access made available to students is provided for constructive, educational and leisure usage; yet all parties must be aware that undesirable material is accessible on the internet. Students are expected to conduct themselves with integrity while using their laptop computers and while online.

Stickers: Stickers are not allowed on any computers.

Hardware Problems: Students should not try to repair hardware problems. Students should never open up the computer casing or remove any screws.

Care and Control Policy:
Peripherals Theft: Students must not take computer parts from other students. The School considers this theft. Students may lend or borrow parts but they must ensure these peripherals are returned to the students they belong to. Any parts found unattended are to be brought to the Help Desk. The replacement cost of peripherals lost or stolen will be charged to the student.

Computer User Policy
Students Agree:
- To use any computer provided for use solely for delivery and support of their courses.
- Not to give out information about themselves or other people, such as passwords, name, address, phone number, age, sex, or photo.
- To use information/software on the hard drive of the computer provided for use without intentional modification (add, save, edit, delete) without the permission from the teacher.
- Not to download or access personal on line journals, personal web sites, games, chat rooms.
- To refrain from infringing on a person’s or organization’s copyright. Activities include but are not limited to using text, sound or visual material without permission. Give references and credit when creating, using, or altering electronic information.
- Not to copy or destroy data or information on any network or stand-alone site.
- Not to access, store or send material that is unlawful, abusive, obscene, harassing, demeaning, or otherwise objectionable.
- Not to bring in or take out any files on external storage devices from the school without the permission of the teacher.
- To report any system faults that compromise the function, security, or use of the system.

Content Restrictions: Students are not allowed to have installed on their computers or to share or distribute files which offend community standards, break laws, compromise the school’s computer systems or violate academic policies. Files may be in the form of executable, text, sound, image or video. The following constitute the types of files students should not have on their computers:
- Pornography in the form of image, videos, or cartoons;
- Music which offends community standards such as swearing, promotion of drug use, treatment of women, or racism;
- Hacking utilities which may be used to compromise the School’s network security, such as port scanners, key loggers, password crackers, decompilers, network administration tools, sniffers, tracers, protocol analysers, etc.

Personal File Sharing: Students are responsible for any files they make available to others. Methods of sharing include but are not limited to CD/DVD, USB Memory Keys, USB External Drives, hard drive shares, etc.
Network Usage Policy

Network Policies: Student computers are managed, tracked and monitored on the School’s network. Students must not interfere in this process.
- Students cannot disable the Domain Administrator access to the computer;
- Students cannot remove the machine from the school’s domain;
- Students cannot disable any computer “services”.

Chatting Online: No time will be allowed in the school on MSN Messenger, ICQ, Yahoo chat, AOL Instant Message, etc.

Network File Sharing: If any private storage space on a central file server is provided to a student to save his academic and personal files they will be held accountable for the content of this material. Methods of network file sharing include but are not limited to private emails, conference postings, websites, file server storage, FTP, local hard drive share.

Open Shares: Students are allowed to share folders on their laptop hard drives with other users. Unrestricted shares do not have to be registered with the I.T. Department. Students must ensure they are not violating the Content Restriction guidelines.

Internet Usage Policy

Violation of internet usage policies and other policies will result in consequences being applied to the student.

Community Standards: Sites unacceptable to the School’s standards must not be visited. If there is any question as to the acceptability of a site, the student must enquire of the School’s information technology staff. The internet is largely a communications medium with new forms available monthly. Students must make every effort not to embarrass the School, their parents or themselves in their online conduct.

Web Filtering: The School’s internet gateway performs website filtering which restricts the sites that students can visit on the World Wide Web. Web filtering is used to restrict student access to pornographic, gambling, hate, racist and weaponry sites. Parents should recognize that laptops have no built-in web filtering, therefore, while off campus, laptops have no restrictions on website surfing. Students who are found to have inappropriate sites on their laptops may be subject to the School’s disciplinary procedures.

Internet Network Security: A computer firewall sits between the network and the internet to protect the School’s computers from outside hackers. Students should in no way try to subvert this security or provide others with a means of attacking the network.

E-mail Usage Policy

Net Etiquette: Students should obey rules of net etiquette at all times. Failure to do so could result in the restriction of public and private e-mail privileges.

Flaming: Online bullying happens and the School will take steps to deal with it. Sending abusive messages to anyone is not acceptable. This applies to people in the School community, other schools or anywhere in the world.

Conferences: Community standards apply to conference messages. The tone of an e-mail conference must be within the standards of the School.

Responsibility: Students are responsible for messages sent using their account, whether or not they wrote the messages.
Cheating: E-mail is not to be used to obtain copies of other students’ work for the purposes of plagiarism or cheating.

Chain Letters: Forwarding or authoring/initiating a chain letter is not acceptable.

Attachments: Games, hacking utilities, pornography or any unacceptable material (executable, text, sound, image or video) must not be sent via e-mail.
Electronics Policy

1. Cell phones

Mobile phone use is only allowed before school, after school, at noontime or with a teacher’s special permission. During the school day, phones should be either put on silent mode or turned off, and left in your locker or backpack until after school.

All teachers shall put phones on silent or turn them off and refrain from using cell phones during teaching time. Cell phone use may be permitted in an emergency situation.

Most cell phones serve a number of functions (phone, camera, music player, etc.). For the purpose of this policy they shall be considered a cell phone only and are subject to the rules governing cell phone use.

2. Portable Music Players (Tape, CD, MP3, MP4, Radios, etc.) and Video Devices

Students are allowed to use the above devices at the following times only: prior to the start of the school in the morning, during recess, the lunch hour, and at the end of the day. Students may be permitted to use the above devices in classrooms on approval from the teacher and administration for educational purposes.

The use of electronic translators and calculators shall be left to the discretion of individual subject teachers.

Failure to comply to the above policies will result in the following consequences:

**First offence**: The device will be confiscated and held in the main office. A warning referral will be written and the student may pick up the device at the end of the school day.

**Second offence**: The device will be confiscated and it will be held in the main office for the parent/guardian to pick up. The student will receive a second written warning.

**Third offence**: The device will be confiscated and it will be held in the main office for the parent/guardian to pick up. The student will receive a detention. Any further violation will result in out-of-school suspension.

*Failure to surrender the items when asked to do so will result in student referral to the office immediately.*
Food Delivery Policy

Food can be delivered to the school only under these conditions:

1. Parents/Guardians can bring/have food delivered for their children. This food must be brought to the Academic Office.

2. Students who have food allergies or because of religious beliefs may order food at lunchtime. In order to do so written permission from parents/guardians must be submitted to the Academic Office for this privilege.

   A copy of the student’s name and ID number will be given to the front desk and the security guards. Students must pick up the food at the front desk.

3. Teachers who wish to have food delivered must pick this up at the East gate.
Athletics

Athletic Philosophy and Objectives

The **Guiding Philosophy** of the Athletic program is to provide students with important life skills whether they play on competitive or intramural teams. Teams and individual sports play a vital role in developing physical, intellectual, social and emotional well-being.

The main **Objective** of the coaching staff is to provide a safe and non-threatening environment for practice and games. Despite the School’s best efforts in this regard, there is a possibility of injury. CISB and its staff will take all reasonable precautions to ensure student safety including proper practice and game warm up.

**Code of Sportsmanship**

A Code of Sportsmanship requires the following code to be upheld by all players and spectators:
- The rules of any game must be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
- No advantages are to be sought over others, except the advantage of superior skill.
- Officials and opponents must be regarded and treated as honest in intention.
- Decisions of officials, must be accepted absolutely by players and coaches.
- Visiting teams and spectators are honoured guests and should be treated as such. They should also behave as such.
- To win is always desirable, but to win at any cost utterly defeats the purpose of the game.
- Every team must learn that losing can be a triumph when their best has been given.
- Coaches, players or spectators who do not fully support this code have no place in our representative matches.

**Code of Behaviour for Student & Parent Spectators**

Athletic events are tests of skill, fitness, teamwork and training. They provide challenging encounters for athletes and exciting entertainment for student and parent spectators. Being a spectator at School events is a privilege, not a right, which may be withdrawn for inappropriate behavior. Spectators are expected to:
- Treat the premises, students, staff, players of the participating schools and the officials with respect and courtesy.
- Abide by the decisions of the officials, whether or not they are in favour of your team.
- Respond politely to the requests of the officials.
- Remain in the areas designated for spectators and leave the playing surface clear at all times.
- Be polite and courteous and use only appropriate language.
- Refrain from behaviour that might distract the athletes or interfere with the progress of the game.
- Applaud good plays and never make derogatory remarks about the officials, players or coaches of the opposing teams.

Good athletes exert all their effort to compete to the best of their ability and limits of their training. Good spectators respect the commitment of the athletes to cheer every good play and appreciate the effort, time and dedication by members of both competing teams.
Student Safety and Security

Unsafe Practices or Possessions:

Students may not place themselves or others at risk by their actions or their possessions. The following are some guidelines concerning personal and community safety:

- **Fires**: A student may not light a fire or cause a flame on the campus or during School-sponsored events or trips without specific permission. Any evidence of fire violations such as burned matches, candles, burning of incense, etc., will be considered proof of violation of this rule.
- **Fireworks**: Fireworks may not be brought to the School.
- **Weapons**: The use or possession of ammunition, guns, or knives on the campus is forbidden. The use or possession of air rifles, paint guns, pistols, sling-shots or other such items are also forbidden as they may constitute a danger to others.
- **Reckless Endangerment**: Students may not engage in dangerous pranks or other activities that may pose a threat to the personal safety of themselves or others.

Any violation will be considered a serious breach and subject to the School’s Disciplinary procedures.

Bicycles, Skateboards, Roller Blades

Bicycles and Skateboards are not permitted on the grounds. Roller blades may not be used inside any building or on the courts.

Book Bags

CISB students are to keep their book and computer bags with them at all times or put them in their lockers when not required. Students should print their name on their book bag with an indelible marker. Any book or computer bags left unattended will be removed. School bags will be brought to Reception; computer bags will go to the Help Desk.

Fire and Fire Drills

Special fire orders are posted on the bulletin boards throughout the campus, including each classroom and in each room of the residence. It is against Chinese law to misuse ANY fire fighting equipment, whether alarms, hoses, smoke detectors or extinguishers. The School is prepared to prosecute any student who violates these regulations. The School is required by law to conduct Fire Drills.

The following procedures must be followed any time an alarm is sounded:

- **Classrooms**: Students must exit the building in an orderly fashion via the nearest exit and collect as a group a minimum of 60 meters from the building. Students will remain outside the building until the "ALL CLEAR" is sounded.

Guests

Given the busy nature of the average day and to ensure the safety and security of students, visits to the School are not encouraged unless by prior arrangement with a School official. Guests may only use the designated School areas and must report to the School Reception.
Health Centre

Scheduled Times
8:00 - 8:30 a.m. Scheduled lunch and dinner times.
A qualified nurse is on call at all times when classes are scheduled.

Lost and Found

THE SCHOOL IS NOT RESPONSIBLE FOR A STUDENT’S POSSESSIONS. APPROPRIATE PERSONAL INSURANCE COVERAGE FOR EXPENSIVE ITEMS (CAMERAS, COMPUTERS, ETC.) SHOULD BE ARRANGED BY PARENTS. STUDENTS ARE DISCOURAGED FROM BRINGING EXPENSIVE PERSONAL ITEMS TO THE SCHOOL ESPECIALLY WHEN THEY ARE NOT RELEVANT TO THE SCHOOL’S EDUCATIONAL PROGRAM.

Out-of-Bounds Areas

It is a serious breach of School policies to be found in an Out-Of-Bounds area without permission. The following are restricted for reasons of safety, risk of damage or protection of the privacy of students and staff and their personal information.

• all School administrative offices
• all roofs
• the heating plants and workshops
• staff quarters and grounds
• classroom buildings after 10:45 p.m. (this includes the fitness centre, squash courts, gymnasium, Gallery)
• the property behind and beside the Staff’s Residence
• the swimming pool, unless under supervision
• the Staff Room
• photocopier area, unless under supervision.
THE CANADIAN INTERNATIONAL SCHOOL OF BEIJING TEAM

Chairman of the Board
Dr. Francis Pang

Principal
Jill Jollineau

Vice-Principal
Charlie Dillon
Ann Chedore

Head of Montessori Kindergarten
Elizabeth Liu

Executive Director
Charles Pang

Head of Admissions / Director Public Relations
Laurianne Gidrol