



'LEARNERS TODAY, LEADERS TOMORROW'

Parent-Student Handbook

2017-2018



General School Information

School Name & Postal Address:

Canadian International School
SE-43
Khalifa City A
P.O. Box 3976
Abu Dhabi, U.A.E

School Contact Information:

Telephone: +971 2 556 4206
Facsimile: +971 2 556 4207
Website: www.cisabudhabi.com

Email for CIS staff (with some exceptions):

Type first initial of first name, plus full last name @cisabudhabi.com e.g. jdoe@cisabudhabi.com

School Operation Times:

Reception 7:30am – 4:00pm

	<u>Sun.-Wed. Timings</u>	<u>Thursday Timings</u>
KG1	8:00am – 1:20pm	8:00am – 12:20pm
KG2	8:00am – 3:05pm (3:05pm – 3:15pm Supervision)	8:00am – 2:10pm
Grade 1 – 6	8:00am – 3:15pm	8:00am – 2:20pm
Grade 7 – 12	8:00am – 3:20pm	8:00am – 2:20pm

Who to Call:

General Inquiries
Admissions

Reception
Teresa Cessford

Accounts (School Fee, Extra-Curricular & Transport)
Counselling
Health/Safety/Risk Management
Elementary (KG1-Gr. 6) Questions/Concerns
Registrar and Certified Documents
Senior School (Gr. 7-12) Questions/Concerns
Special Educational Needs
Student Transportation

Rowena Dela Rosa
Yvonne Lorne
Adelle Clark
Robyn Williams
Mona Salama
Leanne Hellman
Leanne Jacobson & Staci Kolko
Shannon Hughes

For contact information of our additional staff members, please go to the [“Our Staff” section](#) of the school website, located under the “Discover CIS” menu.



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Welcome to CIS!

A Message from the Administration

Welcome to our 11th year at the Canadian International School! We are very pleased to continue working with our returning families, and look forward to establishing warm, supportive relationships with those families that are new to our school community. At CIS, we pride ourselves on providing an environment where each student can make great strides in their intellectual, social, moral and physical development. As in all communities, certain guidelines are necessary to ensure that our school functions effectively and that all community members understand their rights and responsibilities. As communication between teachers, parents and students is vital, this handbook has been carefully prepared to help our families understand our policies, procedures and expectations. You are encouraged to keep this document in a convenient location for reference throughout the school year. It is your responsibility to ensure that you are familiar with all of the information contained in this handbook, including rules and regulations. Please read through this document and review it with your family and return the “CIS Parent/Student Handbook Agreement”, signed by both you and your child, to your child’s homeroom teacher.

Our faculty look forward to working closely with you and your family, and to creating a successful year at CIS. We are excited by all of the events planned for the 2017-2018 school year, and we look forward to the year ahead!



Overview of the School

The Canadian International School is a community that strives to respond to the needs of 21st century learners. We are living in an international community, so our school must provide a learning environment that cultivates the knowledge, skills and attitudes necessary to compete in an increasingly global society.

At CIS, the Alberta Program of Study provides the internationally renowned standards and curriculum framework to support Inquiry-Based Learning (IBL), a student-centered educational philosophy that has proven to increase students' abilities to problem-solve and think critically. Students are presented with a guiding question, and then must use their prior knowledge and skills to build direct and meaningful correlations to solve the problem. All subjects (Math, English, Social Studies, Science, Information and Communication Technology, Fine Arts) fuse as they are explored in real life contexts that demand and allow for multiple intelligences to shine.

The mission of Alberta Education is to ensure that inclusive learning opportunities enable students to achieve success as engaged thinkers and ethical citizens with an entrepreneurial spirit. Education in Alberta schools is based on the values of opportunity, fairness, citizenship, choice, diversity and excellence. Through the curriculum, competencies (interrelated sets of attitudes, skills and knowledge) are drawn upon and applied to a particular context for successful learning and living.

The more involved students are in the process of learning, the greater the depth and scope of their understanding. Engaging students' minds in the whole process means they are learning how to learn. They are discovering more about themselves and their world, and ultimately developing a sense of security and belonging.

Understanding that we are global citizens brings added responsibilities and challenges. Our children must be able to think, communicate, and succeed on an international scale. Our expectations of them are high and broad; therefore, our educational delivery must reflect and model these demands.



Our Vision, Mission & Values

“The Canadian International School is committed to providing educational excellence that meets each student’s interests, abilities and needs within a common curricular framework. CIS strives to continuously develop a learning environment which reflects and promotes an understanding of, and appreciation for, diversity in our community as an integral part of school life. CIS challenges each student to develop intellectual independence, creativity and curiosity to achieve their potential, pursue excellence and contribute responsibly in the world of today and tomorrow.”

1. Vision

CIS students embrace challenge, respect diversity, and achieve personal and academic excellence.

2. Mission

To provide a rich learning environment for students to develop the self-confidence necessary to achieve their potential, pursue excellence, and contribute responsibly in the world of today and of tomorrow.

3. Values

We believe:

- that all children can learn and are entitled to a safe and caring learning environment;
- that students from many countries and cultures can work together to create a unique and caring learning community;
- in the importance of developing students who become contributing citizens of the world and who have the abilities and attitudes to make our world a better place.



Safe & Caring Schools Policy

Students, parents, and staff have responsibilities for ensuring welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

Student Rights and Responsibilities

- **I have a RIGHT to learn in my school.**
It is my RESPONSIBILITY to listen to instructions, work quietly when appropriate, and to raise my hand if I have a question, concern or need to leave the classroom.
- **I have a RIGHT to be heard.**
It is my RESPONSIBILITY to listen and not talk, shout or make loud noises when others are speaking.
- **I have a RIGHT to be respected in my school.**
It is my RESPONSIBILITY to be respectful of all students, staff and parents by not teasing or bothering other people, or to hurt their feelings.
- **I have a RIGHT to be safe in my school.**
It is my RESPONSIBILITY not to verbally or physically abuse anyone else, and not to cause harm to anyone else by my carelessness.
- **I have a RIGHT to privacy and to my own personal space.**
It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.

General guidelines and expectations for a CIS student apply equally to all students. These guidelines encourage each individual to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered nor are they intended to be a complete guide to conduct. All guidelines reflect the responsibility that a student assumes when he or she agrees to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. Failure to comply with any of the guidelines will result in disciplinary action.



Academic Information

Alberta Education

The curriculum at CIS follows the Alberta Program of Studies in coordination with the UAE Ministry of Education. The CIS Academic Program will lead to an Alberta High School Diploma from the province of Alberta, which is one of the most renowned and respected curriculums in the world. An Alberta high school diploma will afford students the opportunity to enter post-secondary studies at prestigious universities and colleges anywhere in the world. Our curriculum has been designed to stimulate, motivate, and challenge students whose personal goals and love of learning allow them to thrive in an enriched environment.

For more information about the Alberta Curriculum for all grade levels, please visit:

<https://www.learnalberta.ca/content/mychildsllearning/>

Alberta Graduation Requirements

Below is a brief breakdown of the credit and course requirements for an Alberta High School Diploma.

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
<p>The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.</p>
<p>100 CREDITS</p> <p>including the following:</p>
<p>ENGLISH LANGUAGE ARTS – 30 LEVEL</p> <p>(English Language Arts 30-1 or 30-2)</p>
<p>SOCIAL STUDIES – 30 LEVEL</p> <p>(Social Studies 30-1 or 30-2)</p>
<p>MATHEMATICS – 20 LEVEL</p> <p>(Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)</p>
<p>SCIENCE – 20 LEVEL ¹</p> <p>(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)</p>
<p>PHYSICAL EDUCATION 10 (3 CREDITS) ²</p>



<p>CAREER AND LIFE MANAGEMENT (3 CREDITS) ³</p>
<p>10 CREDITS IN ANY COMBINATION FROM:</p>
<ul style="list-style-type: none"> ● Career and Technology Studies (CTS) courses ● Fine Arts courses ● Second Languages ⁴ courses ● Physical Education 20 and/or 30 ● Knowledge and Employability courses ● Registered Apprenticeship Program courses ● Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁵
<p>10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁶</p>
<p>These courses may include:</p> <ul style="list-style-type: none"> ● 30-level locally developed/acquired and authorized courses ● Advanced level (3000 series) in Career and Technology Studies courses ● 30-level Work Experience courses ⁷ ● 30-level Knowledge and Employability courses ● 30-level Registered Apprenticeship Program courses ● 30-level Green Certificate Specialization courses ● Special Projects 30

- ① The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ② See information on [exemption from the physical education requirement](#).
- ③ See information on [exemption from the CALM requirement](#).
- ④ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ⑤ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ⑥ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ⑦ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Further Notes:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark (70%) and the diploma examination mark (30%).
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).
- Mature students should consult the Mature Students section for applicable requirements.



Arabic Curriculum

The Canadian International School Arabic Department teaches Arabic, Islamic, and UAE Social Studies in accordance with the rules, regulations, initiatives, curriculum, and standards of the Abu Dhabi Department of Education and Knowledge, or ADEK (formerly known as the Abu Dhabi Education Council or ADEC). More information about Arabic curriculum requirements from the Ministry of Education can be found at <https://www.moe.gov.ae/Arabic/Pages/academicyear20122013.aspx>

For these courses, students are separated into two main groups, native Arabic speakers and non-native Arabic speakers, with non-native speakers split into beginner, intermediate, and advanced sub-groups. This division of learners allows the teaching staff to give more targeted lessons that are appropriate for students' previous knowledge and language levels. Supplementary curriculum and learning materials are developed by the Arabic Department to enhance the knowledge of the non-native Arabic speakers, including additional lessons, projects, and activities.

Arabic and Islamic Ministry Exam – Grade 12

All Grade 12 students have the opportunity to complete the Ministry Examinations for their Arabic and Islamic courses. Successful students will receive the High School Equivalency Certificate from the Ministry of Education, explained below. The Arabic Language exam is required for all students; non-Muslim students (Arab and non-Arab) are exempt from taking the Islamic Studies exam to receive the certificate.

Passing these exams is mandatory for students to receive the High School Equivalency Certificate from the Ministry of Education, which attests that the student has completed a foreign or private school course of study that is equivalent to the UAE Higher Studies Certificate. The Equivalency Certificate is required by all UAE universities for admission and in some cases is being asked for as part of some job applications within the country. Students who do not acquire this certificate may find it difficult to find jobs or admissions into UAE Universities in the future.



Homework Expectations

At CIS we recognize the need for children to have a well-balanced variety of experiences academically and socially, including quality family time and involvements available in the community. In recognition of this, teachers will endeavor to keep homework assignments reasonable in terms of frequency and quantity at the various grade levels.

The length of time spent by students on a specific assignment will vary depending on his/her ability, skills, and pace of work. Homework should be completed by the student independently, although parents are encouraged to monitor their child's homework and help when it is appropriate. The expectation is that homework must be completed by the due date as assigned by the teacher.

How Parents Can Help Their Children at Home

1. Establish a quiet space for your child to do homework and study away from the computer, television, smart phone, and other distractions.
2. Create and maintain a homework routine whereby your child has a set time each day for homework completion.
3. Keep updated on school activities by utilizing and checking school communication portals.
4. Post a calendar at home with dates for tests, school events, etc. to help your child plan and use effective time management strategies.
5. Encourage your child to take responsibility for starting and completing homework on his or her own. Show interest and concern for what they are completing, but provide help only when needed and encourage them to work out solutions on their own.
6. Read to, and with, your child; promote reading as a fun activity, and discuss books and stories that you read. Daily reading will help your child be a better reader!
7. Encourage writing at home (e.g. keeping a journal, thank you notes, and letters to friends).
8. Get actively involved in discussions about our world and how it works. Encourage your child to ask and answer questions.
9. Ask to see your child's homework, notebooks, and outlines of assignments.
10. Create and enforce consequences at home for incomplete homework.



Homework in Primary Grades (KG1-Grade 3)

Young children should be read to every night. Parents can engage their children in the reading process by having them anticipate endings, retell parts of the story and share reading. The goal is always to enjoy the story and the time together!

Teachers in Grades 1-3 may assign follow-up tasks for the students to do at home. Other possible activities might include practicing math facts through games, writing in journals, or collecting news.

Homework in Grades 4-6

Please keep reading aloud with your children. Older students benefit from being read to as much as younger children. Parents can select more advanced texts that students might not read on their own, and literature offers many opportunities to deal with themes of interest to children at this stage.

As students advance through the grades, homework becomes more important to success in school. A parent's goal should be to have their children move towards independence in completing homework tasks. Teachers need to know the extent to which homework is completed independently or with guidance. Some homework is structured to include parent participation and parents will receive hints on how to help their child in these situations. Students can sometimes expect 30-45 minutes of working independently on homework.

Homework in Grades 7-12

Starting in Grade 7, students should expect to have 30 minutes of homework per night. This amount will increase by approximately 15 minutes each year as the student advances through high school. It is recommended that students begin a homework routine early on and designate a specific time each day for homework completion. This designated time should be used for the following:

1. Completing homework as assigned by the classroom teacher.
2. Completing classroom work that was not finished by the end of class.
3. Studying and revising for exams and tests.
4. Silent reading.



Student Assessment & Evaluation

Instruction consists of the learning tasks, activities, and discussions a student experiences while in school that have been designed by a teacher. Assessment is a process of collecting and interpreting information about students' understanding and performance in response to instruction. This information can be gathered in a variety of ways. Research has identified assessment and instructional practices that are known to most significantly impact student success. These practices involve specific, descriptive, and constructive feedback between student and teacher.

Assessment and Evaluation:

- Guides the development of learning tasks
- Is shaped by the nature of the learning outcomes
- Engages learners in understanding and adjusting their approach to learning
- Leads to adjustments in instruction

The student participates in developing criteria for learning tasks, in gathering and reflecting on evidence of their learning and in identifying goals and strategies to support individual growth and progress. Classroom evaluation criteria will be sent out by teachers at the beginning of the year. Parent/Teacher Conferences are scheduled throughout the year. Please refer to the school calendar for the interview schedule.

Aside from formal grades and report cards, additional assessments may be made by your child's teacher using the following information as part of the student evaluation process:

Student Portfolio

Anecdotal records

Observations

Tests/quizzes

Presentations: written, oral, multimedia

Verbal and written feedback

Performances

Peer or self-assessment

Rubrics

Benchmarks

Report Cards and Grading

Report card grades are used to formally communicate student achievement of learning outcomes to students, parents, the school, ADEK, and Alberta Education. Grading for reporting requires teachers to summarize a term or semester's worth of learning. Grades or Descriptors are used to represent the extent to which the student has demonstrated achievement of learning outcomes. Report Cards are sent home with students at the end of each term/semester. Dates may be found on the [Official School Calendar](#), located on the website.



Alberta Diploma Examinations

Students in Grade 12 will write Alberta Diploma examinations at the end of core academic courses. These exams are mandatory and must be written on the date and time set out by Alberta Education. These exams count for 30% of a student's course mark and thus are extremely important. Missing a diploma exam will result in a mark of 0% and an overall failing grade in that individual course. These exams are written here at CIS and then sealed and couriered to Alberta Education where they are marked. Student results are sent back to the school and will be communicated to parents upon their arrival. If you have any questions about Diploma Examinations, please contact the Head of the Secondary School.

Course Change Deadlines

Students in Grades 7-12, under special circumstances and with parental approval, may request to change a course that they are currently in provided that they do so before the appropriate deadlines. Students wishing to change a semestered course must apply to do so by September 15th for Semester I and February 15th for Semester II. Students wishing to change a full year course must apply to do so no later than September 30th. Requests after these deadlines will not be considered. All requests to change courses must be addressed to and approved by the Head of the Secondary School.

Student Recognition

Academic success and personal growth are at the core of the CIS philosophy. Therefore, the celebration of that success is very important. The school will recognize the achievement and effort of students throughout the year, in our classes and in school assemblies. At the end of the year, students who have demonstrated exceptional achievement will be recognized at our end-of-year awards ceremony.

In the elementary school awards will be granted based on attendance, effort, progression, leadership, citizenship, and academic excellence. In addition, our elementary school continues its focus on student encouragement and recognition throughout the year with the "Bucket Fillers", "Leader in Me", and ADEK Student Competences, as well as regular highlighting of student success in assemblies and newsletters.



Honor Roll

Students will be recognized for their achievement and hard work at the end of each term:

Honors – students who achieve an overall average of 80-84.9%

Honors with Distinction – students who achieve an overall average of 85-89.9%

Honors with Great Distinction – students who achieve an overall average of 90% or higher

Year-End Awards – Grades 7-12

- Valedictorian (Grade 12): awarded to the student in Grade 12 with the highest overall average for the year.
- Outstanding Academic Excellence Awards (Grades 7-12): Based on overall average, one male and one female student in each grade will be awarded this trophy.
- Athlete of the Year (Junior & Senior High): Presented to the most outstanding athletes in Junior and Senior High.
- Combined Science Award (Grade 12): awarded to the Grade 12 student who has the highest combined average in Biology 30, Chemistry 30 and Physics 30.
- Leadership Awards (Grade 10-12): presented to one student in each grade for contributions to a positive school culture, developing a sense of community, and demonstrating initiative and innovation.
- Citizenship Awards (Grades 7-9): awarded to a student in each grade for contributions to a positive community through leadership, integrity, optimism and compassion.
- Honor Roll Pins (Grades 7-12): presented to students who have made the honor roll consistently through three terms.
- Subject Excellence Awards (Grades 7-12): presented to students achieving the highest grade in each subject and at each grade level.
- Student Council Certificates (Grades 7-12): presented to students who carry out their student council duties to contribute to our school community.



Parent Involvement at CIS

Parent Responsibilities

Parents play a vital role in their children's education and CIS believes that parental involvement in and support of the school and its staff helps to maintain a safe and happy environment for all of our students. In doing so, parents also help their children meet their own responsibilities (academic and otherwise) and enable them to become successful learners today and leaders tomorrow. Examples of ways that parents can do this include:

- Showing an active interest in their child's school work and progress.
- Communicating regularly with their child's teachers and other school staff (e.g. reception), including installation of and participation in the communication channels listed below.
- Helping their child to dress neatly in approved school uniform.
- Being familiar and complying with all school policies and procedures (located on the [CIS School Website](#)).
- Ensuring that their child arrives to school on time, well-rested, and having eaten a healthy breakfast. (See the "Healthy Eating at CIS" packet for more information)
- Encouraging and educating their child with respect to CIS behavior expectations.
- Modeling positive behavior and showing kindness and respect to all staff, parents, and students.
- Modeling peaceful and constructive problem-solving skills.
- Supporting the school staff with disciplinary actions and resolving conflicts.

Parent Communication Channels

CIS provides multiple avenues for parents through which they can communicate their concerns and ideas to teachers, administration, and other staff regarding their children's experience at school:

1. School Website: www.cisabudhabi.com
2. School E-mails
3. CIS School Facebook page: "[Canadian International School Abu Dhabi](#)"
4. Classroom Communications:
 - a. Class Dojo (KG1-Grade 3)
 - b. Edmodo (Grades 4-12)

For certain circumstances, bulk email and SMS communications are sent to parents using PowerSchool notifications. To ensure that the school is able to contact parents in the case of an emergency, it is essential that all parents keep the school updated with their most recent contact information.

To update the school with a new email, telephone number, or address, please contact Student Records at studentrecords@cisabudhabi.com.

Should parents have any questions or concerns regarding their child's classroom experience (grades, progress, behavior, etc.), they contact the classroom teacher directly prior to contacting the school administration.



Parent Council

The Canadian International School believes that parents are an important and integral part of a child's education. At CIS, the parent-staff committee is a volunteer group dedicated to providing opportunities for parents and teachers to work together for the benefit of all CIS students. This committee is known as **Parent Council**. The Parent Council meets regularly to coordinate various special events and exchange ideas throughout the year. Any interested parents are welcome to become a part of the committee.

Listed below are a few of the events that the Parent Council will plan, organize, and run throughout the year. In addition to these events, the committee also organizes a monthly Pizza Day and various bake sales which help fund our yearly activities.

- I. **Fall Festival:** At Fall Festival the children dress up in their favorite costumes and enjoy many exciting activities! This is an evening event and provides a great opportunity for the families in our community to meet each other and start establishing those all-important friendships.

- II. **Cultural Awareness Day:** This is a celebration of the diversity of nationalities at our school, including a Parade of Nations, student performances, and food and decorations provided by the parents.

- III. **Staff Appreciation Lunch:** The Parent Council organizes a buffet style lunch for all the staff of our school to say thank you to them for all their hard work throughout the year.

Any parents who are interested in getting involved with Parent Council should contact one of the team leaders. Contact information for these individuals is kept at the school.



School Calendar

Academic Calendar 2017-2018



August 2017						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 26 Back to School Progress Report (Elementary)

Sep 10 1st Day of School (Gr. 1-12)
Sep 18-19 KG Staggered Start
Sep 21 Hijra New Year*

November 2017						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 07 Start of Term 2 (Elementary)
Jan 09-10 Parent/Teacher Conference (Elem)
Jan 24-31 Final Exams (Gr.10-12)

Nov 02 UAE Flag Day
Nov 09 **End of Quarter 1 (Secondary)**
Nov 16 Q1 Progress Reports Go Home (Sec.)
Nov 21-22 Parent/Teacher Conf. (Secondary)
Nov 30 UAE Commemoration Day*

Dec 01 Prophet Mohammed's Birthday*
Dec 02 & 03 UAE National Day*
Dec 17-Jan 04 Winter Break
Dec 14 Elementary Report cards go home

February 2018						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Feb 01 Start of Semester 1 (Secondary)
Feb 15 NO SCHOOL (Staff development)

Mar 22 Term 2 Report cards go home (Elementary)
Mar 25 - Apr 05 Spring Break

Apr 08 Start of Term 3 (Elementary)
Apr 10-11 Parent/Teacher Conf. (Elementary)
Apr 12 Isra' wal Miraj*
Apr 19 End of Quarter 3 (Secondary)
Apr 26 Q3 Progress Report Go Home (Sec)
Apr 30 Parent/Teacher Interviews (Sec)

May 2018						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 03 NO SCHOOL (Staff development)
May 11 Grade 12 Graduation
May 17-Jun 14 Ramadan: Reduced School Hours*

Jun 15-17 Eid Al Fitr*
Jun 21-Jul 01 Final Exams (Gr.10-12)
July 02 Last Day of School (Gr. 1-12)
All Final Report Cards Go Home

July 02 Last Day of School (Gr.1-12)
All Final Report Cards Go Home

School Events: Exams, Photos, etc.

School Holidays (No School)

Term/Semester/Reporting Dates

*Islamic/National holidays may change and are subject to ADEC announcement.
The Holy Month of Ramadan is expected to occur from May 17th - June 14th. Expect reduced school hours for these dates.



Explanations of National and Islamic Holidays

***Eid Al Adha (Aug. 31-Sept. 3):** The Eid Al Adha holiday honors the willingness of [Ibrahim \(Abraham\)](#) to sacrifice his son, as an act of submission to [God](#)'s command. Before he sacrificed his son God intervened by sending his angel [Jibra'il \(Gabriel\)](#), who then put a sheep in his son's place. The meat from the sacrificed animal is divided into three parts: the family retains one third of the share; another third is given to relatives, friends and neighbors; and the remaining third is given to the poor and needy. To greet others during this time, you can say "Eid Mubarak" which roughly translates to "Have a blessed Eid."

***Hijra New Year (Sept. 21):** This holiday marks the time of the migration of Prophet Muhammad (PBUH) from Mecca to Medina and is the beginning of the Islamic calendar.

UAE Flag Day (Nov. 2): HH Sheikh Mohammed bin Rashid Al Maktoum (Vice President and Prime Minister of UAE and Ruler of Dubai) had this to say about Flag Day:

"It reminds us of our duty towards our country and our commitment to the flag, to do what we can to keep it flying in pride and dignity, motivate us to further our work and diligence in the glory of our country, and always maintain its position among the ranks of the greatest countries."

As part of the UAE Flag Day observance, the UAE flag is raised at noon throughout the country, including at CIS.

UAE Commemoration Day (Nov. 30): Previously known as "UAE Martyr's Day", this day recognizes the sacrifices and dedication of Emiratis who have given their lives in civil, military, and humanitarian service. The UAE flag is lowered and a minute of silence is observed.

UAE National Day (Dec. 2): This day celebrates the union of the seven Emirates (Abu Dhabi, Ajman, Dubai, Fujairah, Sharjah, Ras Al Khaimah, & Umm Al Quwain) to form the United Arab Emirates. This is a major Emirati celebration with festivals, parties, and celebrations occurring all over the UAE during this time.

***Prophet Mohammed's Birthday (Dec. 1):** Also referred to as "Mawlid", this day celebrates the birth of Prophet Muhammad (PBUH) in Mecca.

***Isra'wal Miraj (April 12):** This holiday marks the night that Allah took the Prophet Muhammad (PBUH) on a journey from Mecca to Al-Quds, and then to heaven.

***Ramadan (May 17-Jun. 14):** This is the ninth month of the Islamic calendar. While not a holiday, it is observed by Muslims worldwide as a month of fasting to commemorate the first revelation of the Qur'an (Holy book) to Prophet Mohammad according to Islamic belief. This annual observance is regarded as one



of the Five Pillars of Islam. The month lasts 29-30 days based on the visual sightings of the crescent moon according to numerous biographical accounts. During Ramadan, Muslims refrain from certain activities, such as eating or drinking, during daylight hours. Muslims are also instructed to refrain from sinful behavior that may negate the reward of fasting, such as false speech and fighting.

Please note that school will be in session during Ramadan, and students are expected to attend their classes.

***Eid al-Fitr (June 15-17):** Eid al-Fitr or “Festival of Breaking the Fast,” is a Muslim holiday and one of the biggest celebrations of the year that marks the end of Ramadan, the Islamic holy month of fasting (Sawm). It is celebrated on the first day of Shawwal, and it usually lasts for three days.

Typically, on the day of the Eid, Muslims generally greet each other, have a small breakfast before attending a special Eid prayer that is performed in congregation at mosques or open areas celebrate the day by dressing up in their new and nicest clothes, and visiting their beloved families, friends and neighbors. Influenced by Islamic teaching’s strong emphasis on the spirit of “sharing,” Muslims thank Allah’s blessing upon them by feeding the have-nots, and making donations (Zakat al-Fitr) to charities and mosques, in order to help the needy, feel their suffering and strengthen the brotherhood links among the strata of society.

*Please note that all Islamic/National holidays and days of observance may change and are subject to ADEK announcements.

Prayer Room

We encourage our Muslim students to perform their prayers during lunch break under the supervision of their Islamic teachers. Students are expected to respect the fact that this is a sacred place that is used for worship by the Muslim members of our school community.



Daily School Schedule

Being an elementary and secondary school, the school day is structured to enable time and use of all facilities by each grade.

Student Arrival and Dismissal

Morning Drop-Off

School gates will open at 7:30 am; therefore, students are not to be dropped off at school prior to 7:30 a.m. as they will not be allowed on school grounds before this time. Parents and children from grades 1-6 are asked to stay in the courtyard until the warning bell rings at 7:50 a.m. and these children will be encouraged to independently carry their belongings into the building.

All school buses will drop students off in the designated bus parking lot on the right side of the main building. Parents are asked not to obstruct the buses in any way. Parents who drive children to school are asked to park their car in a parking spot in the designated lot on the left side of the main building. Students must enter the school through the gate on the left or right side of the school building. Students must be in their classrooms before the UAE national anthem plays at 8:00 a.m. Any students arriving late to school must check in at reception and follow late arrival procedures.

KG1 & KG2 Morning Drop-Off

KG1 Parents are welcome to drop their children at the designated location (KG1 Playground) from 7:40 a.m. KG2 parents should drop their children at the designated location (as announced by the KG2 Staff) from 7:40 a.m. All children are encouraged to independently carry their belongings inside when the bell rings.



Afternoon Pick-Up

- KG1: The school day is completed at 1:20p.m. (12:20 on Thursdays). Parents are asked to meet their children in their classroom and to pick up their children promptly. Students who ride the bus home are escorted to the bus by their bus monitor.
- KG2: The school day is completed at 3:05p.m. (2:05 on Thursdays). Parents are asked to meet their children in the cafeteria at this time and to pick up their children promptly. Students who ride the bus home will be kept in the classroom until 3:15 (2:15 on Thursdays), at which time they will be escorted by the Teaching Assistant to the KG Gym to meet their bus monitor.
- Grades 1-6: The school day is completed when the final bell rings at 3:15p.m. (2:15 on Thursdays). Parents are asked to meet their children at the gate on the left side of the main building. Once the dismissal bell has rung, students going home with their parents in Grades 1-6 are asked to proceed directly to the gate on the left side of the building to meet their parents. Parents are asked to pick up their children promptly at 3:15pm. (2:15 on Thursdays). Students who ride the bus home are to proceed to the KG Gym to meet their bus monitor.
- Grades 7-12: The school day is completed when the final bell rings at 3:20p.m. (2:20 on Thursdays). Parents are asked to meet their children at the gate on the left side of the main building. Once the dismissal bell has rung, students going home with their parents in Grades 7-12 are asked to proceed directly to the gate on the left side of the building to meet their parents. Students who ride the bus home should proceed directly to their assigned bus.

Late Room

At 3:30 p.m., any uncollected elementary students will be escorted by their teacher to the Late Room where they will remain under supervision. Any parent arriving to pick up their child after this time is asked to proceed to the Late Room to sign out their child before departure from school. There is no late room on Thursdays due to early dismissal times.

Parking and School Entry Points

Parents/Guardians and visitors will not be permitted to enter the school grounds without a Parent/Guardian or Visitor Badge. Parent/Guardian Badges will be provided to all families when they register at the school and will be the responsibility of the person to which they are assigned. Non-Parent Visitors will be required to sign in with security, provide identification, and receive a Visitor Badge that they must wear at all times while on school grounds.

All visitors, including parents, are asked to park their vehicles in the designated parking lot, which is on the left side of the main school building. All visitors are asked to enter the school through the front entrance and follow the visitor sign-in procedures.



All students who are transported by their parents/guardians are to enter and exit through the gate on the left side of the main school building. Students traveling by bus are to enter and exit through the gate on the right side of the building. Students are not permitted to use the main entrance unless they are arriving at school late (after 8:00 a.m.).

Security Badges

All families are issued no more than four Parent/Guardian ID Badges that include the holder's name and photo. These badges are to be presented to security in order to gain access to the school grounds. Any visitors not in possession of a Parent or Guardian Badge will be asked to leave their Emirates ID with security and sign out a Visitor Badge.

Limited Access Times

No visitors will be permitted to enter the school building between 3:00 p.m. and 3:20 p.m. unless they have a pre-arranged appointment or are seeing Accounts or the Registrar.



Bus Transportation

CIS utilizes Emirates Transport, an ADEK-approved company, to provide students with school bus pick-up and drop-off services to and from the school. All buses are accompanied by a bus monitor to look after students and ensure that they are safe at all times while on the bus. Monitors also will liaise with parents regarding any delays or other student information.

If parents wish to register their children to use bus transportation, they must complete and submit a [Bus Use Rules and Registration Form](#) to the school. Hard copies may be submitted to CIS Reception, or a soft copy can be sent to studenttransport@cisabudhabi.com. The school cannot guarantee bus services to families as buses are allocated to certain areas based on demand and spaces are limited. Bus routes are established on a “first on, first off” basis; the first student picked up in the morning is the first student to be dropped off in the afternoon. Emirates Transport and CIS have the final say regarding bus pick-up and drop-off timings and these are non-negotiable.

General Rules and Guidelines

Riding the bus is a privilege, not a right. If students and/or parents are found to be violating the below rules, the student(s) in question may lose their bus riding privileges as detailed below. To avoid this, we ask that all students and their parents read and understand these expectations. Students are not permitted to use bus services if fees have not been paid.

General Rules for Riding the Bus

1. Children are only allowed to travel on their assigned bus unless they bring a note signed by a parent giving them permission to do otherwise (e.g. go home with a friend).
2. Parents must notify reception or the student’s bus monitor if the student will not be riding their normal bus home. Bus monitors should be notified if students are not riding the bus to school in the morning. Non-bus students are NOT permitted to ride home on the bus for any reason.
3. Children are not permitted to eat or drink on the bus – they are allowed to drink water only.
4. Children must use seatbelts at all times and remain in seatbelts for the entirety of their trip.
5. Students will show respect to the bus monitor and follow her instructions at all times to ensure the safety of all students and staff aboard the bus.
6. Parents will be financially responsible for any damage done to the bus by their child(ren).



Bus monitors will provide administration with written reports of any repeat or serious behaviors. If a student is found not to be meeting the behavioral expectations of CIS, the following procedure will be followed:

First report: Administrator will meet with student to discuss expectations.

Second report: Written warning letter from administration will be sent to parents.

Third report: Student(s) will be removed from the bus for one week. Fees will NOT be reimbursed.

Fourth report: Recommendation for permanent exclusion from bus service. Fees will NOT be reimbursed.

Morning Pick-Up (Home to CIS)

- Parents are asked to ensure that their children are at the pickup location on time. In order to keep the buses on time for all students, buses will not wait for late students at the bus stops for more than two minutes after the pre-designated departure time. It is important to understand that multiple delays in the morning can compound and cause late arrivals to school. We ask that all families please be considerate of the bus schedule to avoid making students late to school (and home in the afternoon).

Afternoon Drop-Off (CIS to Home)

- If for some reason your child(ren) will not be riding the bus home, please inform the bus supervisor or call CIS Reception no later than 2:45 p.m. (or 12:45 for KG1). If you call after this deadline, there will not be sufficient time to guarantee that your child will be kept off of the bus.
- Children must go to their bus (or waiting area) as soon as school ends to ensure that the buses are not delayed leaving the school. Repeated instances of tardiness may result in students being unable to continue using the bus service.
- Parents should ensure that there is someone at the bus stop on time to collect their elementary child from the bus unless the parents have provided a written note to the bus supervisor giving permission for their student(s) to walk home from their stop unattended. If no such note is provided, students who do not have an adult waiting for them will be returned to the school and parents will be responsible for providing transportation home.

Before and After School Supervision

Supervision at the school begins at 7:40 a.m. and ends at 4:00 p.m. except for students enrolled in extra-curricular activities. Parents are asked to note that although School Security is present on school grounds before 7:40 a.m., they are not responsible for the supervision of students.

Changes to Regular Home Transportation

If a child is going to leave school with a non-parent or guardian, a note must be sent to the school with the student providing the school with permission to release the student into the care of the individual picking him/her up. This note must be signed by the parent or guardian, and the individual picking the child up will be asked to show identification.



Policies and Procedures

Expectations of Students

1. Students are expected to behave responsibly in and out of school and to consider themselves as representatives of the school and its traditions at all times.
2. School property is to be respected.
3. Students will display good manners at all times, and be courteous to each other as well as staff members and visitors to the school.
4. Students are expected to be punctual and present for all classes unless ill.
5. The completion of all assigned schoolwork is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary, and completing any missed assignments due to being absent.
6. While on school property students must remain in designated areas, as determined by members of staff.
7. Adherence to the uniform code is required during the school day and when representing the school. Students are expected to wear the school uniform properly at all times, unless informed otherwise by the school.
8. Students are expected to comply with the directions of administrators, teachers, student teachers, teacher assistants, and other authorized school personnel.
9. Students are expected to move in a safe manner while in the school. We expect students to walk—not run—when moving within the building.
10. Students are strongly urged not to bring personal valuables to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.
11. Students and parents are expected to respect and celebrate personal, cultural, and religious differences.

Food in the Classroom—Secondary School

Secondary students are permitted to eat healthy snacks during class time within the following parameters:

- Food is not permitted in the science labs, computer lab, library, music rooms, drama room, art room or gymnasium.
- If students make messes, they are expected to clean up after themselves. Food cannot be left in desks.
- Snacks must be brought from home – students are not permitted to go to the cafeteria between classes or during class. Students will not be permitted to leave class to get food from their lockers.
- Food eaten in classrooms mustn't be a distraction or interfere with the lesson.
- The following will not be permitted: nut products, chips, pop, candy, gum or other junk food, or energy drinks. The only drink allowed in classrooms is water.
- Students may eat their snacks during the Homeroom period.



Academic Integrity

Optimum learning takes place only when students approach their work with intention and integrity. It is vital, therefore, that students are aware of situations that may arise whereby they are tempted to act dishonestly and of the consequences of these acts. In order to prevent situations where cheating or plagiarizing may take place, students will learn how to properly document sources (e.g. bibliography, endnotes, quotations) and will be taught effective study skills. Parents should also take care that when helping their students with projects, assignments, etc., that they encourage their students to do their own work and resist the temptation to do it for the student. Part of learning is making mistakes—it is important to allow your children to make them too!

Appropriate consequences (academic penalties, etc.) will apply to acts of plagiarism, cheating, collusion, or other acts through which a student unfairly misrepresents his/her effort or achievement.

- “Plagiarism” occurs when a student knowingly represents any idea or work of another person in any academic assignment, test, or examination as his or her own. A common form of plagiarism involves copying and pasting from electronic source materials.
- “Cheating” occurs when a student obtains an unfair advantage over other students in the context of preparation or performance of any academic assignment, test, or examination.
- “Collusion” occurs when a student knowingly allows his or her work to be submitted by another student, or allows another student to copy his or her work.

Disciplinary Action

CIS has a zero tolerance policy for physical or verbal abuse (e.g. rough play, wrestling, kicking, hitting, biting, bullying, teasing, name-calling, swearing). Such cases will be evaluated and addressed by CIS Administration on an individual basis. All disciplinary action policies at CIS comply with ADEK regulations, specifically “Policy 50: Student Behaviour Policy” of the [ADEK Private Schools Policy and Guidance Manual](#).

Discipline Procedure

All minor incidents are dealt with by a caring adult on the spot. In this way, inappropriate behavior is identified and corrected immediately and in a manner that allows our students to take responsibility for their actions and to learn from the situation. If an incident is a repeat offense, it would be escalated using the steps shown below.



More serious incidents and infractions may be escalated to a higher level of discipline, depending on the history and seriousness of the infraction/behavior. When incidents require the attention of a member of school administration, the following steps may be taken:

1. Verbal discussion between student/teacher. Administration may be involved.
2. Administration is formally involved in investigation and discipline procedures.
3. Student and parents will receive communication regarding the incident.
4. Students and parents are issued a written warning about student's behaviour which will be put on the student's permanent record.
5. Final written warning is sent to parents and the Ministry of Education. The student may be suspended for up to 5 days.
6. The student may be recommended to ADEK for expulsion, and a letter will be sent to the Ministry of Education.

Suspension

By deliberately choosing to act in ways that do not align with behavior expectations, students choose to suspend themselves from our school, which may result in them being sent home (suspended from classes) for up to five days. If a student decides to act inappropriately, formal suspension notices are made as per the CIS discipline policy above.

Offenses that could result in suspension:

- Smoking on school property;
- Theft of private or public property;
- Harassment of peers or intimidation of others;
- Physical aggression towards peers or staff members;
- Vandalism or willful destruction of property*;
- Chronic absenteeism;
- Defiance or non-participation in the activities of school;
- Use of obscene language;
- Inappropriate use of technology (please refer to Computer Use Policy);
- Bullying;
- Cheating/plagiarism (depending on severity);
- Inappropriate use of cellular phones;
- Frequent non-compliance with uniform requirements;
- Leaving school grounds without permission.

**** Cost of damage or replacement will be required.***



Expulsion

While CIS believes that it is more desirable to change the behaviour of a child, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to the Code of Conduct of CIS, students choose to expel themselves from our school. Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from CIS or the Principal may decide there are sufficient grounds to proceed with a recommendation for expulsion. Offenses that could result in expulsion:

- The use, possession, sale, or distribution of illegal substances;
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others;
- Chronic or severe bullying or unkindness (both verbal and physical) towards peers or staff members;
- Harassment of others;
- Cheating/plagiarism;
- Theft of property may result in the student choosing to be suspended or expelled, depending on the severity of the act;
- Vandalism of private, public or school property*;
- Use of, or possession of weapons;
- The involvement in flagrantly immoral or socially distasteful acts;
- Leaving school grounds without permission.

*** Cost of damage or replacement will be required.**



Attendance

CIS is always concerned about the safety and well-being of its students, staff, and visitors. The school has implemented specific procedures to record students' attendance and presence on campus. Students must remain on campus during the school day and may only leave the campus with their parents'/guardians' knowledge and permission.

Regular attendance and punctuality on the part of students is an important component of the learning process and the evaluation of student achievement. All teachers will keep records of attendance. Attendance and late records will be noted on report cards and reported to ADEK. Consistent tardiness and/or absenteeism may lead to discussions concerning a more suitable educational setting for the student.

Student attendance is recorded on PowerSchool and reported to ADEK daily. Students are marked as one of the following (secondary students have attendance for each block/class):

1. **Present**
2. **Absent—Excused:** Student is absent from school and provides official documentation of:
 - a. Illness or medical appointment (doctor's note required);
 - b. Death of a first- or second-degree relative (signed letter from parents or official documents required);
 - c. Official Community Task (signed letter from parents or signed letter from supervisor/official of event required);
 - d. Mandatory appearance before an official body (signed letter from parents or official documentation required).
3. **Absent—Unexcused:** Student misses school for any reason other than those listed above.
4. **Late:** Student arrives to school between 8:00 and 10:30 a.m. Students arriving to school after 10:30 a.m. without an official explanation (see above) will be deemed Absent-Unexcused.

In the event of parent notification, excused absences will be allowed for instances of student illness, family emergencies, etc. ALL absences must be reported to CIS Reception no later than 8:00 a.m. to be reported as excused. Any non-reported absences will be recorded as "Absent—Unexcused".

To report an absence to the school, please send the following information to absent@cisabudhabi.com:

- a) Student's Name
- b) Student's Classroom or Homeroom
- c) Date(s) of Absence
- d) Reason for Absence

(Any other official documentation for excused absences must be turned in on the student's first day back to school.)

Students should consult with teachers immediately upon return from any absences to arrange to make up any missed assignments. In the case of a lengthy illness, parents/guardians should advise the school and the student's teacher(s) so that work can be provided for home study when appropriate.



The Start of the School Day

The School Day begins at 8:00 a.m.

The first school bell of the day rings at 7:50 a.m. for both the elementary and secondary school. At 8:00 a.m., the UAE National Anthem will play over the Public Address system, and at this time students are expected to be in class. Teachers will then take attendance in PowerSchool. Any student that is not in his/her class at this time (without prior notification to the school) will be marked as “Absent—Unexcused.”

****All parents, students, and staff should show respect during the playing of the UAE National Anthem by standing still and quietly while the anthem plays.**

Late Arrivals

Students are expected to be on time for each of their classes. Any student arriving to school after the playing of the UAE National Anthem must sign in at reception, where they will receive a Late Slip before continuing to class. The receptionist will change the student’s attendance status from “Absent—Unexcused” to “Late” in PowerSchool.

Attendance reports are sent to ADEK at 10:30 a.m. every day. Any tardy student who arrives to school after this time will be reported to ADEK as absent for that day unless notification is sent to Reception by a parent or guardian.

If students are late to school due to their school bus being late, they are required to sign in at reception. These students will not be marked as late and do not need a pink slip to go to their class.

Causes for Delay

Tardiness that occurs on days of adverse weather conditions, such as heavy fog, will be excused and will not count toward students’ attendance.

CIS recognizes that traffic in Abu Dhabi can often delay trips to and from school, however “heavy traffic” will not be accepted as an excuse for tardiness (unless the student(s) in question are riding the bus), and these instances will count toward overall attendance. Parents driving students to school should leave ample time to allow for any delays.



Leaving Early

At CIS, we stress the importance of regular and consistent attendance for the full day in order to ensure the students' academic success. We acknowledge that on rare occasions, students must miss class for emergent reasons (e.g. medical appointments, family obligations). When necessary, students are permitted to leave school early; however, they must be signed out by a parent or guardian in order to leave. In such cases, parents/guardians must notify reception in person, and the student will be called from their class. A permission slip signed by the receptionist must be shown to security in order for the student to leave the school campus. Families are encouraged to book personal appointments outside of class time as much as possible.

Extended Absences

In cases of planned absences (3 or more consecutive school days), parents are asked to complete the 'Student Request for Leave of Absence' form in advance of the absence, and ensure it is signed by a school official. Parents should notify the school as soon as possible so that teachers may provide students with schoolwork. Upon the student's return to school, arrangements should be made to make up missed assignments/tests. Such absences may be due to sports events, extended school holiday, etc. It is recommended that, whenever possible, family vacations are scheduled during the school's holiday periods. Parents/Guardians should review the [Official School Calendar](#) (located on the school website) before planning extended vacations.

Extended absences could result in the inability to assess students' progress and promotion to the next grade, or in the achievement of credit points at high school level.

******Please note that the school is not able to re-schedule diploma exams; therefore, families are strongly discouraged from planning any extended absences during secondary final exams in January and June.***



Frequent Tardiness

Elementary School

1. If a student accumulates six (6) tardies in one class, a letter of notification will be sent home to parents/guardians. The student will meet with a school official to provide an explanation and an action plan will be created.
2. If a student accumulates twelve (12) tardies, a second letter will be sent home and the student and parent/guardian will be required to meet with a school official to discuss the adverse effects of the student's tardiness and create a plan to rectify the problem which could include a consequence (e.g. detention, community service, in-school suspension).
3. If a student accumulates eighteen (18) tardies, the student and their parent/guardian will be required to participate in a school conference at which time a discussion may take place concerning a more suitable educational setting for them.

Secondary School

When a student chooses to be late to a class three (3) times, the teacher of that class will have a one-on-one conference with the student. If the problem persists, then the teacher will call the parent or guardian of the student. Teachers will keep a record of any communication with parents or students. If the problem persists further, the Head of the secondary school shall be notified. Consequences will be multiplied for repeated tardiness after this point.

4. If a student accumulates six (6) tardies in one class, a letter of notification will be sent home to parents/guardians. The student will meet with a school official to provide an explanation and an action plan will be created.
5. If a student accumulates twelve (12) tardies, a second letter will be sent home and the student and parent/guardian will be required to meet with a school official to discuss the adverse effects of the student's tardiness and create a plan to rectify the problem which could include a consequence (e.g. detention, community service, in-school suspension).
6. If a student accumulates eighteen (18) tardies, the student and their parent/guardian will be required to participate in a school conference at which time a discussion may take place concerning a more suitable educational setting for them.

There are instances when students are late from previous classes due to no fault of their own. Reasons could include: receiving extra help, finishing an assessment, or some other requirement of the teacher. In such cases, the student should provide a note from the teacher they were with, excusing them for their tardiness. Upon receipt a note, the receiving teacher will correct the attendance record on PowerSchool.



Truancy/Unexcused Absences

Elementary School

1. If a student accumulates six (6) absences, a letter of notification will be sent home to parents/guardians. The student will meet with a school official to provide an explanation and an action plan will be created.
2. If a student accumulates twelve (12) absences, a second letter will be sent home and the student and their parent/guardian will be required to meet with a school official to discuss the adverse effects of the student's absences and create a plan to rectify the problem which could include a consequence (e.g. detention, community service, in-school suspension).
3. If a student accumulates eighteen (18) absences, the student and their parent/guardian will be required to participate in a school conference at which time a discussion may take place concerning a more suitable educational setting for them.

Secondary School

Unexcused absences will follow the same protocol as Tardiness. If a student has missed three (3) classes, the teacher will have a one-on-one conference with the student and will contact the parent/guardian. Teachers will keep a record of any communication with parents or students. If the problem persists, the following will occur:

1. If a student chooses to accumulate six (6) absences, a letter of notification will be sent home to parents/guardians along with a copy of the attendance policy. The student will meet with the Head of School to provide explanation and an action plan will be created.
2. If a student chooses to accumulate nine (9) absences, the student and parent/guardian will meet with the Head of School to reiterate the adverse effects of the student's absences and create a plan to rectify the problem that will include a consequence (e.g. detention, community service, in-school suspension).
3. If a student chooses to accumulate twelve (12) absences, the student and their parent/guardian will be required to participate in a school conference at which time a discussion may take place concerning a more suitable educational setting for the student.
4. After fifteen (15) *consecutive* absences, the student may be withdrawn from school.

If continued absences occur after the above events, CIS may proceed with a recommendation for expulsion.

The Ministry of Education requires any unexplained absences totaling over 20 consecutive days or 25 non-consecutive days in one school year to be reported by the school. This could result in a student's failing a school year and having to repeat. Further, excessive absences may prevent secondary students from being eligible for credits.



School Uniform

All students are encouraged to feel pride in being members of CIS, and their uniform identifies them as such. Appropriate dress is expected of all students and good grooming is equally important. Parents will be contacted if the uniform worn by the student is incomplete or inappropriate.

On designated theme days, students are permitted to wear non-uniform clothes; however they are expected to wear appropriate, modest dress on these days. Halter/tube tops, short shorts, and bare midriffs are considered unacceptable. Inappropriately dressed students will be asked to change promptly into a school uniform or will be sent home immediately.

CIS School Uniforms are to be purchased from the CIS Uniform Store, located in the school Cafeteria building. Store hours will be shared with parents via e-mail and on the school's website and Facebook pages.

Full uniforms must be worn on field trips, unless the activities involved warrant different attire.

The School Administration has final word on what constitutes appropriate uniforms.

Elementary (Grades KG1-6)

All elementary students are to wear their red CIS uniform shirt with the CIS logo, skort/shorts purchased from the CIS Uniform Store, and black closed-toe shoes. Sandals, flip-flops, etc. are not permitted.

Grades 1-3 will wear their PE uniforms to school for the entire day. Grades 4-6 will wear their normal CIS uniform to school, change into their PE uniforms prior to PE class, and change back into their normal uniforms after PE is over.



Secondary (Grades 7-12)

All secondary students must wear the white dress shirt with CIS logo that is provided at the CIS Uniform Store. In addition to this, students will wear the school uniform black dress pants. Dress shirts are to be buttoned up (to the second-last button) at all times while at school. Hats are not to be worn indoors. Any shirts worn underneath the dress shirts must be plain white. Students who wish to wear a sweater at school may only wear the school's red v-neck sweater available at the school store.

Acceptable footwear will consist of plain black closed-toe shoes of a formal or casual nature, including trainers, dress shoes, skate shoes, ballet flats, etc. (Flip-flops, Crocs, and other sandals/beach wear will not be permitted.)

Secondary students are expected to wear the correct school uniform every day. On days that students have PE, they will change into their PE uniform prior to PE class, and change back into their normal uniforms after PE class is over. The secondary PE uniform consists of a red v-neck CIS shirt and black CIS shorts; exceptions to the standard PE uniform will not be permitted unless sanctioned by school administration.

Uniform Infractions

Any student who demonstrates a uniform infraction, or demonstrates a chronic abuse of uniform guidelines, may be subject to a meeting with the Head of School and may be removed from class until the uniform infraction has been corrected.

Physical Education (P.E.) and Swimming

KG1 & KG2 students may wear their P.E. uniform to school on P.E. days but are not required to do so as they may wear their normal uniform during P.E.

All other students must wear the CIS P.E. Uniform (shirt and shorts) on the day(s) they go to P.E. class. External wear (jackets, undershirts, etc.) must be plain black and may not have any logos or writing. Grades 1-3 will wear their P.E. uniforms to school. Grades 4-12 will wear their normal CIS uniform to school and change into their P.E. uniforms prior to P.E. class.

For swimming, the following gear is required:

- Towel
- Goggles
- Swimming caps for students with long hair
- Swim suit: (Boys: Swimming shorts, board shorts, etc., Girls KG1-Grade2: One-piece suit. Girls Grades 3-12: One-piece suit plus swimming shorts (board shorts, etc.) and a swim shirt).



Student Safety

CIS has up-to-date and thorough Health and Safety procedures for emergencies on a variety of possible scenarios. Teachers will review and practice emergency procedures with their students, and drills for fire evacuation, earthquake evacuation, and school lockdown will take place at the beginning of each term. For more details regarding the school's health and safety policies and procedures, please see the [CIS Health & Safety Policy Manual](#), located on the school website.

Security

Procedures are in place so that students never leave the compound without knowledge of personnel in the main office or without parent/guardian knowledge and permission. All gates within the campus border will remain locked at all times during the school day. The front gate will be accessible to visitors who will be asked to sign in and out with Reception and wear a CIS Visitor's Badge. Parents/Guardians are required to present their Parent or Guardian Badge to be permitted access to the school grounds.

Please note that the security guards are not allowed to leave their duties to assist students or staff unless there is proper gate security coverage maintained. CIS administration expect that all parents, students, and staff demonstrate respect towards our security guards and follow their instructions when given to ensure the safety and security of our school and the students within it.

Daily Supervision

Teachers are assigned Supervision Duty to oversee the activities of students during all break and lunch times, including before and after school. Supervision begins at 7:40 a.m. and concludes at 3:30 p.m., except in the case of enrollment in after-school activities. Elementary students who are not collected by 3:30 will be supervised in the Late Room.

Emergency Procedures

When the alarm sounds or when an announcement is made, students must follow the directions of their teachers and move quickly and quietly to the exit as posted in each room. Students must remain with their teachers and classes in the designated area, and away from school buildings in the case of an evacuation, until they are instructed to return to their normal activities.

Any tampering with the school's security and fire protection system—including alarms and extinguishers—places the entire school community in a vulnerable position. Any such behavior or activity is strictly forbidden and will result in immediate suspension.



Power Outage

During a power outage all students will remain in the classroom unless directed otherwise by the administration. School activities will proceed as normal and students will follow their regular schedule. No calls are to be made to parents/guardians for pick-up unless announced by administration. The school must comply with ADEK directives regarding school closure and is unable to close the school without their explicit permission.

Sun Protection Policy: "No hat, no play"

Skin cancer and melanoma rates are on the rise all over the world, and overexposure to the sun during childhood and adolescence is an important contributing factor to the development of skin cancer later in life. In order to protect students from harmful ultraviolet (UV) rays of the sun, all elementary students (KG1-Grade 6) will be required to wear a hat while outside during recess and lunch breaks. Students who do not have a hat will be required to stay in shaded areas while outside.

Secondary students will be encouraged to wear hats, but will not be required to do so when going outside.

Prohibited Items at School

Weapons and Facsimiles of Weapons

Students are not permitted to bring any weapons or toy weapons of any nature (except those used in traditional Emirati practices, and on appropriate days) to school. The danger presented to the student body is such as to warrant suspension and/or expulsion.

Matches and Lighters

No matches or lighters may be brought onto school property by any student. Any student found in violation of this rule is subject to suspension or expulsion.

Smoking, Drugs, and Alcohol

The following are prohibited on school property and at all authorized school activities for students and for adults:

- Possession and/or use of alcohol;
- Possessions and/or use of illicit drugs;
- Possession and/or use of tobacco and/or electronic smoking products;
- Inappropriate use of prescription and non-prescription medication; and
- Persons under the influence of alcohol or drugs.



Lockers and Personal Belongings

All students from Grades 6-12 are assigned a locker at school. All lockers are numbered and designated to specific students. Students are not allowed to switch or change lockers without permission from the administration office.

Books and supplies should be collected for classes before the start of class, at break, or after lunch to ensure that students are on time for class. During the lunch break, books and other belongings should be left in the lockers and not in the halls. Students are encouraged to keep their lockers clean and locked (in the case of the secondary school) at all times and should never share their combination codes with others. Students are solely liable for the contents of their respective locker at all times.

Lockers are the property of CIS and the school administration reserve the right to enter a student's locker in the interest of safety and/or security at any time.

Combination Locks

CIS requires that students in the secondary school (grades 7-12) hire a combination lock from the school. Each lock and its combination will be logged and recorded. A deposit of 60 AED is required for lock hire, and students will keep their lock for as long as they are a student at CIS; 30AED of the deposit will be returned to the student once the lock is returned at the end of the year. Should a student lose or damage his/her assigned lock, a replacement lock will need to be hired. In such cases, the school will keep the original 60 AED deposit (for the first lock) and request a second deposit of 60 AED for the replacement. If a lock is found to be defective once it is received, the school will replace the lock at no additional cost.

Personal Belongings

Any personal belongings brought to the school by students are the sole responsibility of students. Students should secure their possessions in their assigned lockers or school bag at all times. The school is not responsible for any loss of or damage to personal property. Valuables such as phones, large amounts of money, etc. should be left at home.

Lost and Found

Lost items are turned into the Lost and Found located in the main foyer, next to the parrots. Any items of value such as wallets, watches, phones, jewelry, etc. will be given to the Reception Desk. The Lost and Found area will be regularly cleaned out and contents will be washed and donated to prevent large amounts of items from accumulating.



Student Health

The school has a nurse's room, located on the ground floor across from the administration offices, staffed by two nurses who are qualified and licensed by the Health Authority of Abu Dhabi (HAAD). The nurses are equipped with all essential first-aid supplies and are able to address and treat any immediate health issues until emergency services, if necessary, arrive to the school. Several staff members around the school hold current First-Aid and CPR qualifications and can be called upon as first responders when necessary.

Medical Files

The school nurses keep a medical file for each student, detailing up-to-date medical and emergency information that is referred to in the event of an injury and/or illness. Parents and/or guardians are asked to advise the school nurses (nurse@cisabudhabi.com) of any changes or updates in a student's medical status for these files.

Medication

The nurses will not administer any form of medication to students without prior, written parent/guardian consent. In cases where students require regular medication while at school, parents/guardians must provide the nurses with a "Parental Consent for Prescribed Medication" form (filled out by HAAD licensed physician), along with the medication in a re-sealable plastic bag that is properly labeled with the student's full name, classroom, date of birth, and dosage instructions.

Head Lice

If the school has reason to believe that a student has head lice and/or nits (eggs) the student will be checked by the school nurses. If lice/nits are confirmed, the student will be sent home to prevent spreading it to other students. Parents within the affected class will be notified so that they can check their children at home. Students will not be readmitted to the school until all evidence of head lice and/or nits (live or dead) is gone. CIS asks that parents notify the school if they find lice or nits on their child as soon as possible so that proper precautions can be taken to avoid their spread.



Illness

Any student who becomes ill at school should report directly to the school nurses. If the student is deemed too sick to remain at school, the nurse will contact the parents/guardians to arrange for them to go home. Parents are encouraged to not send their children to school if they are sick until the student is completely recovered in order to avoid the spread of illness to other students.

If a student is away for multiple days due to illness, it is recommended that the parent contact their child's teacher for any missed work that might be completed from home to avoid the child falling too far behind.

Accidents

Accidents occurring at school that result in injury of any student(s) will be reported immediately to the Administration Office, ADEK, and parents of the affected student(s). An incident form will be completed by the school Health and Safety Officer and filed for reference. If necessary, an investigation will follow to determine and address the source of any injuries.

Toilet Training

All students enrolled at CIS are expected to be toilet trained. While accidents can be expected with our younger learners, any student that consistently soils him or herself will be temporarily suspended from the school until they are able to use the toilet on their own. If a child is found to have a medical condition that limits his/her ability to use the bathroom, the school requires that medical documents confirming such be provided to the school administration.



Use of Computers, Technology & Personal Devices

School Computer and Technology Use

Computers are used by students and staff for educational purposes, to facilitate writing, research, promote communication and presentation skills, advance technology skills, enhance learning and teaching, and conduct valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical, and legal manner. Equipment is shared, and all users are asked to follow the user policy for everyone's benefit.

1. The school's technology resources should only be used for school-related tasks.
2. School computers will be used by students under supervision of a staff member.
3. Inappropriate computer use will result in revocation of privileges, temporary or permanent, depending on the gravity of the offense.
4. Parents/Guardians are liable to pay for any damage done to school technology/property that is willful, intentional, or as a result of negligence on the part of the student.

School Computer and Technology User Guidelines

1. **NO FOOD:** There is no gum chewing, drinking, or eating around the school computers, laptops or tablets.
2. **HANDLE EQUIPMENT WITH CARE:** Do not run with laptop or cart or use it any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and properly stored when finished using.
3. **DO NOT CHANGE ANY SETTINGS ON THE COMPUTERS:** Do not change the Homepage or any settings in the Browser, do not move, add or delete any items from the desktop.
4. **DO NOT PLAY GAMES ON THE COMPUTERS/TABLETS:** unless sanctioned for classroom use to achieve curricular outcomes by the teacher.
5. **DO NOT DOWNLOAD ANY SOFTWARE:** You must get permission to download any software on the COMPUTERS/TABLETS.
6. **NO DOWNLOADING OF SCREENSAVER/DESKTOPS:** If you do this, computers must be restarted. This takes time away from other students.
7. **SHOW RESPECT:** Show respect for the CIS equipment and supplies. Follow these guidelines. This means respecting privacy and a person's right to have a quiet work environment.
8. **SAVE YOUR WORK ON A MEMORY STICK/FLASH DRIVE OR ONLINE:** Use or create an online account to store your files. Example: Google a/c, Send to your EMAIL, Dropbox, etc. Files saved to the desktop will be deleted.
9. **SAVE YOUR WORK OFTEN:** Sometimes programs freeze or the connection to the server gets lost. When this happens any unsaved work will be lost. Protect yourself!
10. **USE THE INTERNET PROPERLY:** Playing games or using internet relay-chat is prohibited unless authorized by a teacher for classroom purposes. Do not access web sites featuring pornographic, discriminatory, or hate group content.
11. **FOLLOW E-MAIL PROTOCOL:** Electronic mail is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and will result in appropriate disciplinary measures
12. **MAINTAIN YOUR PRIVACY:** Never reveal your home address, home phone number, or the phone numbers of any other individuals. Notify your parent(s)/guardian(s) and teacher if any individual is trying to contact you for illicit or suspicious activities.
13. **HELP MAINTAIN YOUR WORKSPACE:** Wipe the machine screens with the provided cloth if you notice it is dirty or smudged. Wipe the keyboards with Lysol wipes to maintain a clean work



environment for yourself and to keep the machines in good working order. Report any problems you notice with software or hardware, and any evidence of vandalism or theft.

14. **UPHOLD COPYRIGHT LAW:** The Internet can be a great source of inspiration. Do not copy the work of others and give credit to all sources and references that you have used.
15. **PRINT ONLY WHEN NECESSARY:** Printer ink is very expensive and we encourage students and staff to save paper whenever possible.

Personal Electronic Devices (PED)

If a student chooses to bring a mobile phone or other PED to school, it is with the understanding that the device must be kept in the student's locker (or school bag for elementary students) and switched off for the entirety of the school day. Mobile phones are only to be used by students before 8:00am and after 3:20pm, and may be used during the student's lunch break as long as the use does not interfere with school operations or conflict with the Student Behavior and Conduct expectations. Mobile phones are not allowed during school time unless directed otherwise by their teacher. CIS is not responsible for any lost, damaged or stolen PEDs or mobile phones.