



**CANADIAN INTERNATIONAL SCHOOL**  
THE EXPERIENCE OF EXCELLENCE ♦ THE HONOUR OF ACHIEVEMENT

## *Student Policies (Parents and Students)*



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**CIS TOKYO**



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# Canadian International School

## Student Policies

### Philosophy

CIS is focused on maximizing student achievement and personal growth. We believe that everyone has the right to a safe, supportive and caring learning environment. Students work best in an environment where they are treated with respect and have a clear understanding of expectations, rules and consequences. This process will encourage students to take ownership for their own behavior and academic progress, thereby fostering lifelong learning.

### Guiding Principles

- Effective discipline in a school directly impacts achievement levels.
- Students, teachers, administrators, directors, parents, and the community play a role.
- Clear expectations for standards of acceptable behavior and consequences for breaching these rules are necessary.
- The discipline policy needs to be communicated to staff, students, and parents on a regular basis.
- Serious student misconduct involving violent or criminal behavior will result in involvement of the police.

### Student Conduct in General

The guidelines for student conduct provide a school climate and environment which encourages student learning. Students learn best in an environment where there are clear guidelines and student expectations. The order and clarity created by this policy helps students focus on the academic material. These guidelines have been established to encourage academic excellence and appropriate student behavior.

Acceptable behaviors as specified in all parts of the student conduct policy are expected to be followed whenever and wherever a CIS student is wearing a CIS uniform. Also, in several parts of this document the terms “vicinity of CIS” and “CIS area” are used. This area would generally include that bounded by the four CIS buildings A, B (Osaki), C (Meguro), and D (Gymnasium). Also included

would be the area of Osaki Station and the surrounding neighborhoods.

Generally, the conduct of students is based on the underlying principles of respect, co-operation, and problem-solving strategies. In situations where there is a conduct item which requires a more specific response a progressive discipline plan is also used.

Exceptions to the plan requiring immediate attention from school administration would be harassment, use or distribution of drugs, verbal threats, searing, bullying, extortion of money etc, smoking on or near campus and/or while wearing a CIS uniform. The school administration may adjust the plan from time to time to better respond to a specific situation or needs of a student.

#### CIS Progressive discipline plan

Step1. Notification of the problem and actions taken to date by the teacher/administrator will be provided for the parent by phone, with written notice, and / or in a meeting. The teacher/administrator involved will contact the parent either for a discussion or a meeting.

Step2. A letter/e-mail, signed by the administrator, may be mailed to the parent and a meeting held with the parent. Teachers involved, including homeroom teacher and administration may attend. In addition, a student plan to remediate the difficulty will be developed in consultation with the parent, student, teacher, and administrator.

Step3. A suspension from school attendance may be applied to the student depending on the severity of the issue. The student will be returned to school after this accompanied by the parent, since an intake meeting with the administration or delegate will be required before the student resumes classes.

Step4. Expulsion. Expulsion from school will be used only as a last resort. This will apply particularly where a student's conduct is regularly affecting the classroom learning environment for other students and / or the teacher's instructional effectiveness.

#### Other Discipline measures

Depending on student age, nature of a behavioural issue and cause for it, various consequences and support measures may be applied.

Depending on the nature of the difficulty and/or age of the student more productive strategies may be used. Examples would include written reflections, service activities, and discussions with teachers or administrators. In certain cases, guidance counsellor involvement will be included.

Detention when appropriate may be used as a response to certain behaviours. If a student is assigned a detention on a day in which they have an in school or out of school extracurricular activity, they are not permitted to miss their detention.

If a student fails to serve an assigned detention a phone call is made to the parent/guardian to inform them that their son/daughter missed detention. The school will endeavour to work with the parent to establish a time for detention and ensure that it is served.

(Teachers document this phone calls in Power School using the Conduct section of Details.)

### Student Assessment and Evaluation

Teachers will consult grade level student outcomes as described in the Canadian subject area curriculum guides. These outcomes will be used to establish the required achievement levels for each grade level.

Students in grades 6-12 will usually complete three to six-chapter tests per semester depending on the subject. These tests are usually given once, and the mark obtained is recorded as a partial or full measure of the student's level of achievement for that unit of work. Other methods of evaluation and assessment as listed below may be combined with test results to provide a valid evaluation for the subject area. Teachers provide all students with this information. While the minimum pass mark for these subjects is 50%, CIS students are expected to achieve a minimum 70% mark in all subject areas.

Other acceptable methods of student assessment and evaluation at CIS are:

Research projects	Science Laboratories
Work Samples	Homework
Student / Teacher Interviews	Student presentations
Debates	Anecdotal records
Journals	Seatwork
Group Work	Student self assessment
Assessing student notebooks	Student portfolios

### Academic Integrity / Cheating

All schoolwork submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited. Academic dishonesty, cheating, and plagiarism are defined as:

- Copying or stealing another's work and submitting it as one's own

- Allowing another person to copy work and submit it as his/her own
- Doing another person's work for him/her
- Buying or selling work or answers
- Providing another person with answers to homework, tests or quizzes
- Copying or stealing teacher's answer keys, or teacher's edition texts
- Copying work from books or the Internet without proper documentation

Any student caught cheating will receive a zero for the assignment, quiz or test involved. Parents/guardians will be notified, and a report will be placed in the student's discipline file. Subsequent offenses may result in a suspension.

### Homework

Canadian curriculum is designed with a requirement that students support classroom time with regular homework and study sessions. For students in grades 6 to 12 homework time should be about 1.5 (Grade 6) to 3 (Grade 12) hours a minimum five times a week. Occasionally more time will be required. This schedule of regular study will help ensure that a student will have academic success. At all grade levels homework is required, both from the perspective of establishing good homework habits, particularly in younger students and to achieve course expectations for more senior students.

### English Language Policy

All grade 6- 12 instruction, except for Japanese classes, is carried out in English.

CIS is an international school and, in that role, has a responsibility to require that students from different cultures learn to communicate with and understand one another. Thus, all students are required to communicate during class times, homeroom periods, recess, lunch, extracurricular activities and at all other school events in English only. Canadian grade level achievement in English language and Literature is required for all students. Disciplinary consequences may be assigned as preliminary measures to curb use of other languages by students.

### Lateness

Students will be in their homerooms by 8:30 a.m. Students arriving late will be admitted by the home room teachers and recorded in Power School as late. Students are required to check in late at the school office in the morning.

Students are given two (2) minutes to move from one class to the next. Students who arrive late for class will be recorded in Power School as late by the subject teacher.

Students may be excused for their lateness if they present a note providing an acceptable reason. (written by a parent or teacher).

Students who are observed by their teachers as habitually late for homeroom or class without a note will be subject to the following procedures:

Assignment of an after-school detention

A call home to a parent/ guardian (Teachers will document the date in Power School and notify the office to call the parent)

If a student continues to be late, he/she will not be permitted in any classes and will be referred to the administration. An intake meeting will be held with parents prior to the return of the student to classes. Results of the meeting will be communicated to teachers.

Repeated student lateness will be recorded in the Power School details module conduct tab.

### Student Absences

If a student is absent, he/she must present a note from a parent/guardian upon return or the parent may call the school office staff. If a student must leave school early, he/she must notify the office in advance. Students who do not attend prescribed classes without acceptable reason will receive a phone call to parents/guardian, a detention, or a suspension depending on the severity.

Students who are observed by their teachers as habitually absent from class without a note or call from the parent will be subject to the following procedures:

Classroom teachers will assign a detention to any student who misses class without permission. (Teachers will document this in Power School using the Conduct section of Details.)

Office staff when notified by the teacher will call home to inform parent/guardian of absence after a student has missed a class

without a note. (Teachers will document the date and phone call to the parent/guardian using the Conduct Section of Power School.)

If a student continues to miss class, he/she will not be permitted in any classes and will be referred to the administration. A meeting will be held with parents prior to the return of the student to classes.

### Dress Code

Students must follow uniform guidelines as stated in the uniform outline. In addition to the basic uniform these guidelines include statements related to the use of hair color, earrings, bracelets and other accessories.

#### School Uniforms

Full uniforms are always required for CIS students. Physical Education uniforms are also required for the PE classes. The uniforms for male and female students are outlined below. Also, students are asked to note regulations regarding the use of accessories and hair color.

#### Male:

Blazer	Navy Blue
Winter Slacks	Gray
Summer Slacks	Gray
Long Sleeve Shirt	White
Short Sleeve Shirt	White
Necktie	Dark Red
Sweater	Navy Blue
Socks	Navy Blue
Shoes –inside	White “Ballet” or approved athletic
–outside	Black leather

#### Female:

Blazer	Navy Blue
Winter Skirt	Gray
Summer Skirt	Gray
Long Sleeve Blouse	White
Short Sleeve Blouse	White
Necktie	Dark Red
Sweater	Navy Blue
Socks	Navy Blue
Shoes –inside	White “Ballet” or approved athletic
–outside	Black leather

Male & Female Physical Education Uniform;  
Training Shirt  
Training Pants  
CIS White Short Sleeve Shirt  
Short Pants

**Other:**

No hats, coats, jackets or scarves are to be worn in school during the day.

Earrings – “stud” earrings only permitted.

Hair color – natural colors only

Hair styles – standard business cuts only for males and females.

**Other student conduct guidelines**

**Hair Coloring / Dying**

Students are strongly encouraged be well groomed. Boys should not wear their hair over their eyes and keep it trim. Girls should keep their hair tied in the back and keep their bangs clear of their eyes. Dyed hair especially unusual or unnatural colorings are not permitted.

**Obscene Language**

Any form of obscene language will not be tolerated on the school premises or areas within the immediate vicinity of the school and may result in a suspension.

**Media Players**

Students are not permitted to wear headsets or use media players during class. Failure to comply will result in confiscation of the player by the teacher. The player will then to be stored in the school office to be picked up by the parent/guardian.

**Cell Phones**

Students are not permitted to use cell phones during class. Failure to comply will result in confiscation of the cell phone by the teacher and returned to the parent.

**Weapons & Other Hazardous Materials**

Weapons or any other hazardous materials are not permitted on school property. Objects will be confiscated by school personnel, the police will be called, and the

student will receive a suspension. In this case expulsion is also possible.

### Drugs & Alcohol

Students are not permitted to possess, use or be under the influence of drugs or alcohol while on school property or while in attendance at any school related function. Also, students are not permitted to discuss anywhere in the school with other students the unauthorized distribution or purchase of drugs or alcohol. This also includes the misuse of any substance (prescribed or non-prescribed). An offence of this nature will result in a suspension, contact with parents, and possible involvement of the CIS Board of Directors and the police.

### Smoking

Students are not permitted to smoke inside the school nor any place in the vicinity of the school. Students are not permitted to smoke while wearing the CIS uniform at any time. A suspension will be assigned to students caught smoking in the school or anywhere in the vicinity of the school.

### Gambling

Gambling is not permitted in the school or in the vicinity of CIS.

### Violent Aggressive Behavior (Verbal/Physical)

Violent/aggressive behavior will not be tolerated at CIS. The following actions can be taken depending on the severity:

- A warning
- Phone call home
- Suspension
- Law enforcement officials shall be notified, and charges may result.
- Expulsion

### Food outside the CIS cafeteria

Students are not permitted to eat food in classrooms unless permission is

granted by administration, or for medical reasons.

Food is to be eaten in the cafeteria. Students who have activities and/or meetings within the building at lunchtime must finish their lunches in the cafeteria before continuing to their activities. Students may eat lunch during a club or committee meeting with the permission of the teacher moderator.

### Fire Equipment

Tampering with fire safety equipment is a criminal offence thus students caught tampering with fire/safety equipment will be subject to the following penalties:

- A minimum of three (3) to a maximum of five (5) day suspension.
- Law enforcement officials may be notified, and charges initiated as appropriate/

### Bullying and Harassment

“Bullying/harassment is unsolicited, one-sided, and/or coercive behavior that is comprised of comments, gestures or physical contact that the individual knows, or ought to reasonably know, to be unwelcome, objectionable or offensive”.

Examples of behavior that can constitute bullying or harassment include, but are not limited to:

1. Unwanted and unnecessary physical contact
2. Suggestive remarks or innuendoes
3. Inappropriate remarks, jokes, or other gestures causing embarrassment or humiliation
4. Inappropriate or unwelcome focus/comments on another student's physical attributes, mannerisms, or characteristics
5. Leering or suggestive or insulting sounds
6. Unwanted questions or comments about one's private life
7. Display or distribution of offensive material such as pictures, cartoons and graffiti in schools

Resolution for many of these incidents may occur informally at a personal level.

Students are encouraged to be assertive and state their objections to people who tease, harass or discriminate against them. Sometimes, in cases involving a student, this may require the intervention of an adult, most likely a teacher.

If issues are not resolved at the informal level, or they persist, parties are required to report the problem to an administrator.

### Parent/Teacher Interviews

CIS Parent Information Sessions will be scheduled at regular times during each school year from September to June as follows:

Mid November	Parent/Teacher Individual Student Conferences and mid semester 1 Progress Reports
Early February	Parent/Teacher Individual Student Conferences and mid semester 2 Progress Reports
End of June	Year End Report Cards Parent/Teacher Individual Conferences will be scheduled as necessary

### CIS Student promotion

Year end grade level promotion guidelines have been established for all students.

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| K- 5  | Students are moved forward to the chronological age appropriate grade level. Recommendations at the end of the year may include tutoring summer school etc. during the summer for those who are not performing at grade level.  |
| 6-9   | Students must pass (50 %+ ) Math and English and three other subjects one of which must be Science or Social Studies. Other Subjects include Japanese, Art/Music and P.E. Students who do not meet these requirements may have the option to attend summer school and/or write supplementary exams (Gr. 6-9) in August. |
| 10-12 | Students at this grade level are on a credit system where they must accumulate 20 academic credits towards graduation through their three high school years. Required courses must be completed with a minimum 50 % mark.   |

## CANADIAN (PEI) GRADUATION REQUIREMENTS

A student who is enrolled in the CIS PEI program must have completed the course credit requirements to be granted a Senior High Graduation Diploma. The student must have successfully completed twenty (20) course credits as indicated below:

(a) at least five (5) course credits from courses designated in the Senior High Program of Studies and List of Authorized Materials as Grade 12 courses (600 or 800 level courses)

(b) at least twelve (12) course credits from the compulsory course credits

The compulsory course credit requirements include:

(a) 3 English credits, one of which must be ENG 600 level;

(b) 2 mathematics credits;

(c) 2 science credits;

(d) 2 social studies credits, one of which must include Canadian content as listed in the PEI Senior High School Program of Studies

(e) 1 physical education credit, which must be PED401A;

(f) 1 career education and personal development credit, one of which must be CEO

(g) 1 credit from a course identified as a creativity or innovation course in the PEI Senior High Program of Studies

The minimum number of credits required for senior high school graduation including the above courses and PEI electives is 20. CIS offers students the opportunity to complete 8 credits/year, thus providing the possibility of 24 credits.

*Canadian International School  
Student Rights and Responsibilities  
And Code of Conduct*

Every CIS student has the right to:

- Be educated in an environment with mutually respectful relationships
- Attend school in a safe and secure environment
- Participate in school activities
- Provide input into the conduct of all members of the school community
- Be supported in areas of academic difficulty and challenged in areas of academic strength
- Be fairly assessed and evaluated

Every CIS student has the responsibility to:

- Recognize that English is always the language of communication during the school day, except for scheduled Japanese classes
- Take ownership of his / her education by being actively involved in learning
- Treat others in the school community with respect and dignity
- Promote a safe and positive school environment
- Be aware of activities that are available for student participation
- Always respect the integrity of all members of the school community
- Follow school rules and guidelines as determined by the school community
- Follow academic honesty guidelines as outlined in school policy