



CHENGDU MEISHI INTERNATIONAL SCHOOL
INTERNATIONAL PROGRAMS



PARENT & STUDENT
HANDBOOK
2015 -16

Quality Education for a Better World

OUR STATEMENT

WE

- Accept students from around the world
- Offer the International Baccalaureate (IB) Diploma Programme
- Nurture global citizens

WE accept students from all the countries and regions, respect all cultures and races, develop a unique culture-driven influence, and facilitate world peace and sustainable development.

WE adopt a student-centered International Baccalaureate educational philosophy; we help students develop a balanced personality and achieve a global outlook. We educate students in accordance with their varied learning levels. Our students grow with a bucket full of happiness.

WE educate students to learn to be people with integrity, to learn to make wise choices, to learn how to learn, and to learn how to work with others. Our students will strive to be “inquirers, thinkers, communicators, principled, open-minded, caring, risk-takers, and reflective.”

You give Meishi your child **TODAY**;

Meishi gives you back a global citizen **TOMORROW**.

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Message from Head of School



Dear Students,

Welcome to the International Programs of Chengdu Meishi International School!

No matter which country or city you are from, it is our common mission that causes us to meet at Meishi. Our mission is about teaching and learning. You will learn how to live, work, and get along well with others.

We are in a unique and fantastic relationship for teaching and learning. Chairman Mao Zedong stated, “you are young students and full of enthusiasm”. As such, learning is always a nice and unforgettable experience. Chinese and western cultures are profound and fascinating. Meishi is a place where Chinese and western teachers share their vast array of teaching methodologies and experiences. At Meishi we will assist you in your aspirations to become an independent learner who reads extensively and observes the changing world in order to make wise decisions. This will allow you “to ordain conscience for Heaven and Earth and secure life and fortune for the people”, as the philosopher Zhang Zai stated.

We hope you will read extensively and inherit these profound traditional cultures as well as promote modern democracy. Meishi is also a place where free reign is given to the study of science, all styles of art, and all schools of thought. I hope that you work hard from now on so that you will have a bright future. The Roman statesman Julius Caesar said emphatically “I came, I saw, and I conquered!” From this point on, move forward towards embracing the world!

I know that I will be proud of you in the future!

Thomas Liu

Head of School

Message from the Vice Principal

It is with considerable pleasure and anticipation that I join the administrative team here at CMIS, though I'm not new to the school as a whole, having been an IB Diploma English and Theory of Knowledge teacher in the high school. I have many ideas for taking the primary and middle schools to the next level, and I look forward to sharing them with you as we proceed along together.



Our success truly depends on a unified team effort—students, teachers, parents, administration, the Chengdu and wider-China community. Feedback from all parts of our school family are accepted gratefully and taken seriously, so please let us know how we are doing.

We are uniquely positioned for success here in Chengdu, admitting both Chinese and international citizens, having both Chinese and international teachers, and combining Chinese values with a cutting-edge international educational approach. Our learning community can and will thrive in such an environment as our learners become happy, knowledgeable, and adaptable critical thinkers.

I invite our parents and community to feel like this is your home. Give us a visit, mingle with us, observe a classroom, accompany us on a field trip. We benefit by your presence.

I invite our learners to work hard, be organized, have fun, and make life-long friends. Take the road less traveled, do what is sometimes uncomfortable, extend yourself to the classmate from another region or country. To the degree you embrace these ideas, I believe you will not only benefit academically but also socially and emotionally.

I very much look forward to our journey together!

Kevin Blissett

Principal—Primary and Middle Schools

CMIS's Mission and Philosophy

CMIS has adopted “The aim of all IB programmes is to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.”**

Our challenging program of international education and rigorous assessment encourage our students to become active, compassionate, and lifelong learners who respect differences and can keenly evaluate others' perspectives.

CMIS's Objective

The aim of Chengdu Meishi International School “is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.”*

CMIS's Goals

All CMIS students will strive to be:

INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

CMIS's Basic Principles in Achieving Educational Excellence

Chengdu Meishi International School's International Programs operate on the following principles of behavior and work:

- 1. All students have a right to learn uninterrupted.***
- 2. All teachers have a right to teach uninterrupted.***
- 3. Everyone has to do their very best at all times.***
- 4. All students will respect cultural diversity, families, the environment, honesty, friendship, and school spirit.***

These basic principles guide all our efforts and apply to teachers, students, parents, and everyone involved in the educational process. A simple example of a common infraction that would violate most of these principles is being tardy to class or school. We have found that if the whole school community participates in following these principles the normal long list of prohibited negative acts and behaviors can be avoided. CMIS will provide all students with educational opportunities to achieve high academic standards in a safe and healthy learning environment. We are committed to academic excellence and partnerships between students, parents, community and staff that enable all students to be prepared for life challenges and future opportunities. Our programs enable all students to become contributing members of our changing global society.

Part 1: INTRODUCTION AND GENERAL BACKGROUND

Educating students to interact in today's global community by integrating the best of Chinese and Western education was the vision of our founders as they established Chengdu Meishi International School 13 years ago.

Our school is located on a beautiful 50-acre campus in the southern area of Chengdu in the High Tech Zone. Buildings are designed to accommodate both Western and Chinese teaching styles. Meishi strives for continuous improvement and ongoing expansion of programs to meet the needs of all our Chinese and International students. After the completion of course requirements, all students receive the standard **American diploma** and the courses offered are all college preparatory. The International Baccalaureate™ (IB) course selections may allow our students to take these respective examinations and receive **IB diplomas**.

Meishi Curriculum

- **American curriculum in accordance with California State Standards and the U.S. Common Core State Standards (Grades 1-8)**
- **IB Diploma Programme preparation courses**
- **International Baccalaureate Diploma Programme**
- **English Speakers of Other Languages (ESOL) for Grades 1-8**

The California Academic Standards and Common Core State Standards have been adopted as benchmarks for our grades 1-8 comprehensive curriculum. Students are provided with challenging content area studies, where all are expected to demonstrate proficient levels of mastery. Our computer laboratory and all of the classrooms are equipped with high speed internet access and wireless connections. Updated textbooks and ongoing professional development assist our experienced teachers in promoting higher-level thinking skills and progressive discovery including problem solving skills that are incorporated in their daily teaching and learning activities.

The entire CMIS campus is geared to students and to providing them the best possible education in an environment that encourages lifelong learning. The teaching of critical thinking and problem solving, personal and social responsibility, respect for others and the development of global views are responsibilities we take seriously.

In the primary school most subjects are taught by the classroom teacher. Exceptions include the courses taught by music, art, computer and physical education specialists. Subjects are departmentalized in the secondary school.

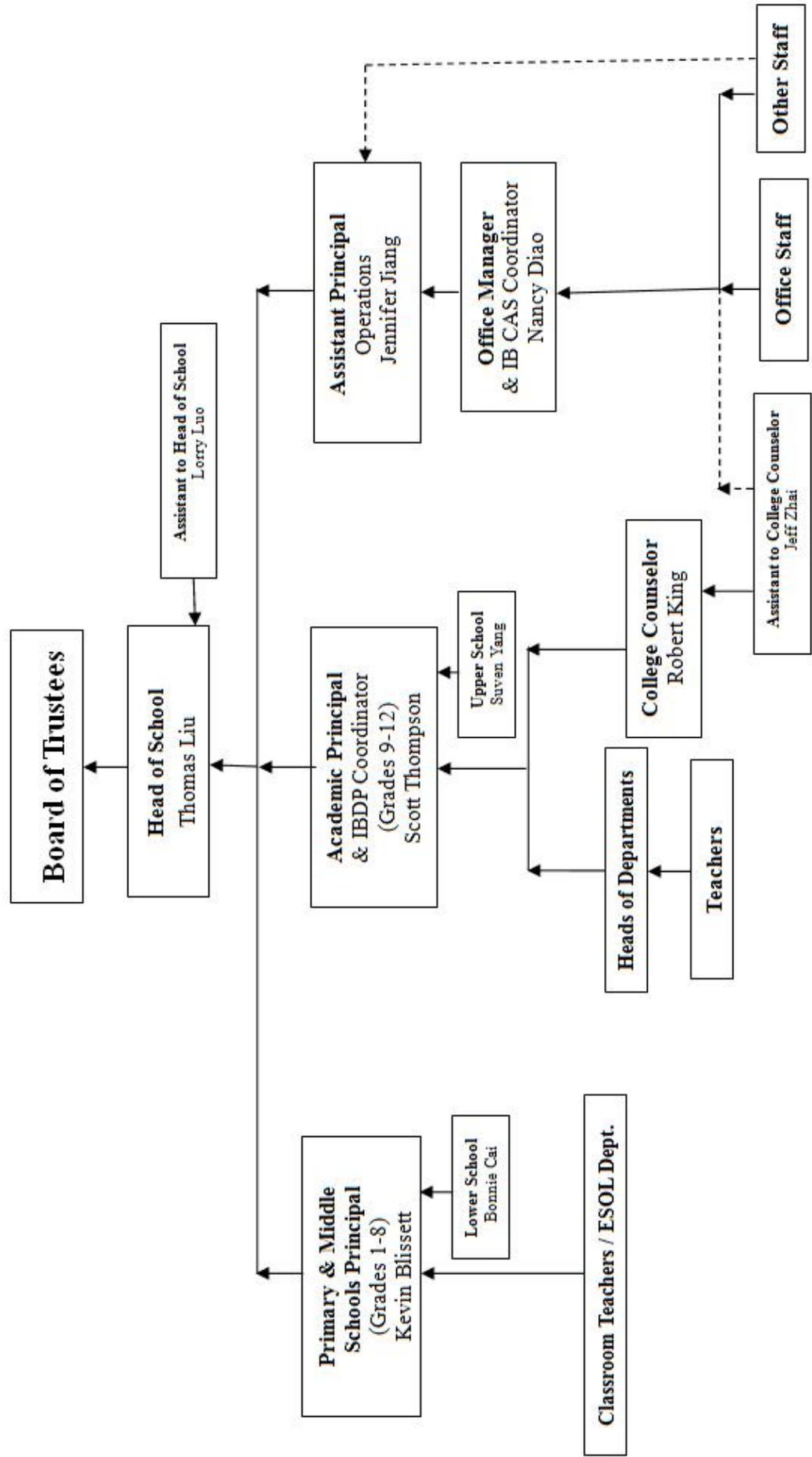
Students from Grade 1 to Grade 12 participate in a number of college preparatory and other mandatory courses. These include:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Mandarin Language and Chinese Culture (CLC)
- Physical Education
- Music and Fine Arts
- ESOL (as required)

Our school is accredited by The North Central Association Commission on Accreditation and School Improvement (NCA-CASI). In addition, our school is also accredited by Accreditation International (Ai), NCPSA(The National Council for Private School Accreditation), and the Middle States Association of Colleges and Schools(MSA). NCA is the only USA accreditor with a contract with the US State Department for the accreditation of over 100 American Department of Defense (DOD) schools located throughout the world.

Part 2: Whole School

CMIS' INTERNATIONAL PROGRAMS ORGANIZATION CHART



Please Note: This section has been arranged in alphabetical order to facilitate use.

Day-to-day procedures and systems

Absences

To report an absence

1. It is the responsibility of the student's parent or guardian to notify the Administration Office (by means of sending short messages, making phone calls, providing written notes, etc.) before 8:00 a.m. on each day of the student's absence.
2. On return to the school, a signed note/letter explaining the absence and any restrictions (medication, diet, participation in sports etc.) needs to be submitted to a member of the administration office staff. For example giving the note to a classroom teacher is *not* acceptable.
3. The school will contact the parent or guardian on the day of the absence whenever the school has *not* been notified. Therefore, it is important that we have current contact information for all parents at all times.
4. All records of telephone calls, absence letters, and doctor's certificates shall be retained by the school for future reference.
5. Note:
 - a. Students who are absent more than 20% of a class period, for any reason, shall be counted absent. For example a student who missed more than 9 minutes of a 45 minute class, would be considered absent for the entire time. Even though that student may have been present for 36 minutes of the 45 minute class they are considered to not have been present for any of that class period.
 - b. Students in attendance for any part of the day, are counted present for the day, but shall be counted absent for any class missed.
 - c. Students who are absent more than 10% of a class periods for any reason during any semester fail the subject. A student who was late by 10 minutes to 9 classes in a semester with 90 class days would fail that course, even though they never missed an entire class period.

Excused absences (for the purpose of being able to submit make-up work for credit)

Acceptable excuses are:

1. Illness of the student or a medical or dental appointment; a doctor's statement may be required by school officials;
2. An accident resulting in injury to the student;
3. A death in the immediate family of the student;
4. An observance of an established religious holiday;
5. A pre-planned absence for a personal reason that is acceptable to the principal or designee. To request consideration that a pre-planned personal absence be excused, a parent must make the request in writing to the principal or designee at least three days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be approved or they will be considered un-excused.
6. An emergency for a reason that is acceptable to the principal or designee is:
 - a. severe weather conditions;
 - b. a major personal or family problem;
 - c. fire, flood, or other major damage to the home;
 - d. an accident on the way to school; or
 - e. a problem with our school bus.

Make-up work

Due to the nature of class work, some assignment (class discussions and group reports) cannot be made up. In the case of an **excused absence** students will have the number of days absent plus one to make up work for full credit.

For a planned absence, teachers are not obligated to prepare work in advance for students.

Unexcused absences

Unexcused absences are absences that:

- a. are not accepted as excused;
 - b. are caused by truancy of the student;
 - c. are caused by an out of school suspension.
1. A student suspended out of school shall receive a grade of “0” for tests and/or graded work missed.
 2. A student who receives an unexcused absence shall receive a grade of “0” for tests and/or graded work missed.
 3. A student found truant from school or any class period(s) shall receive a grade of “0” for tests and/or graded work missed.

In the event that a student misses 10% of class time in a semester (in a given class) for any reason (*including late enrollment*), the Program Administration will convene a committee, including the class teacher, to consider whether that student can be awarded credit for that course. Each class will be considered separately and decisions may be different based on subject matter and the ability of the teacher to assign comparable make-up work for excused absence.

When students are absent from school, they are responsible for completing any work that was missed.

Time out of class is not encouraged, because students quickly fall behind in their course work when they are not in school.

- All CMIS students are restricted by the amount of time that is allowed away from school. A student must be in class for at least **90% of the semester classes**.
- A student will be considered as not having completed a course or grade level if they are absent for **more than 10% of the classes for any reason**.
- The administration and teacher(s) may determine, based on circumstances and academic performance, if the student warrants credit for the course/grade.

If the student is frequently late for evening study hall, the school administrators/teachers have the right to withdraw letters of reference, which will have a great impact on university applications.

Activities

In addition to field trips, CMIS offers many activities for our students including Creativity Action Service (CAS) activities that are a component of the IB program. Activities change each semester; please read the Newsletter and Announcements for currently planned activities. All activities are supervised by our staff; therefore, the Meishi code of conduct and rules are in effect.

Bus transportation

CMIS provides bus service to many parts of Chengdu. The school reserves the right to refuse service to any part of the city which is impractical because of its location relative to other pick-up points. The school also reserves the right to suspend or remove students from the bus service should they not adhere to the rules or those who have not paid the transportation fee.

Bus registration

The school offers a bus service as an option for those who desire transport to and from school. A bus service registration form should be given to the office at least one week before the desired commencement or address change for bus service. Every new address affects the routes of several buses; therefore, service cannot be started prior to this one-week period. Registration and change requests are filled in the order of payment made and are subject to seat availability.

Bus fees

Students will not be able to ride the school bus until the money for transportation is paid to the school financial office.

Basic bus rules

Parents are asked to review the regulations governing the bus service with students. *Students who do not adhere to these rules are subject to suspension and ultimately expulsion from the bus service.* The bus driver's primary responsibility is the safety of the passengers. Children must be respectful and follow instructions given by the driver and/or the bus monitor. Rude or disruptive behavior will not be tolerated.

To minimize distraction to the driver, students are requested to leave the front seats vacant unless there is no other seat available in the rear. *Distractions include, but are not limited to,* yelling, hanging out of window, loud noises including personal music, horseplay, fighting, and throwing **any** objects.

If there is an accident or the bus breaks down, students should listen for instructions from the driver or monitor. If you are told to leave the bus, stay with the other students as far from the road as possible until a service vehicle and/or another bus arrives.

Additional bus rules

Be on time. If your bus is late or early, please report this to the administration office staff, not a classroom teacher, so that the driver can be reminded to adhere to the bus schedule. Also, please check with the office if there is any doubt about your pick-up time. If your bus arrives too early, it will wait until your scheduled pick-up time, but check to make sure of that time because schedules change every time a new student is added to the bus system!

If your bus does not arrive, please telephone the school to see whether it is simply late. Please understand that the drivers cannot control unusual traffic conditions caused by the weather, road work, or accidents. If the bus has missed your designated stop, i.e., due to a substitute driver unfamiliar with the route, or some similar reason, the office can make other arrangements to transport your child.

Riding a bus with another student

Students (bus riders) who wish to ride home with another student must bring in a **WRITTEN AND SIGNED REQUEST FROM A PARENT WITH CONTACT TELEPHONE NUMBER.** This also serves as a parental permission letter to ride on a different bus. Any such request should be submitted to the school office; acceptance is contingent on availability of space. The earlier the request is submitted, the greater the likelihood it can be approved. We advise parents to call the office to confirm that the note has been received and permission has been granted for the day.

Students who have not obtained the administrative approval and are not able to board a later bus will have to wait at school until their own car can transport them or taxi transportation can be arranged at the parent's expense.

Change of address and/or telephone number

Please advise the school office of any change of address as soon as you can. **It is absolutely essential that the school have an accurate telephone number and emergency contact information for all children at all times!**

Communications

Any concerns about a student's progress at school should first be communicated to the teacher involved. If after such communication a parent feels that further attention is advisable, the parent should contact the principal for your child to discuss the matter further. **Teachers may not be contacted during class time.** If you want to arrange a meeting with the teacher, a time can be scheduled through the school office.

Creativity Action & Service (CAS)

International Baccalaureate students are required to participate in the CAS activities. Many of these activities are created by students and vary from term to term. All CAS activities must have an adult sponsor. All secondary teachers are required to participate as sponsors for a CAS activity each term, under the direction of the CAS Coordinator. If you have an idea for a CAS activity or questions please contact the CAS Coordinator.

Discipline Process

All adults who are working in the school are expected to support the discipline process. If the infraction is of a serious nature, the classroom teacher and/or the principal should be involved; but most of the behaviors that staff will experience with our students can be handled with friendly reminders and clarification of our expectations.

We expect teachers to try a variety of progressive interventions and consequences before they involve the principal in the discipline process. Warnings, withholding of privileges (such as recess) are effective examples. After these strategies have been tried, and the student is still having difficulties making positive behavioral choices, the administration may become involved.

With discipline procedures each situation is unique and therefore will be treated case by case. Consequences will be assigned based on the seriousness of the offense, the frequency of the student's inappropriate behavior, and the student's attitude during the discipline process.

All interventions for discipline by the principal and/or the Head of School will be documented in the principal's office for possible future reference. Teachers are required to also document all interventions with students. Please be aware that some offenses may result in serious consequence including suspension or expulsion for a first time offense.

Dress code / Personal grooming

Uniforms are provided by the school for use on specified days. Parents and students will be informed well ahead of time if uniforms are necessary on a given day.

Unsafe shoes, such as **slippers and/or flip-flops**, are not permitted for safety reasons. Laboratory, art and physical educational (PE) classes may require stricter rules than regular classes. Footwear for PE must be suitable for physical outdoor activity and may vary by activity, e.g., shoes for golf are not suitable for basketball.

While we accept a variety of hair lengths and styles, we will not permit certain hairstyles or ornaments that are inappropriate for our multi-cultural school community. If a hair style is a safety hazard to a student or others then arrangements for safety will be made. Hair shall be clean and neatly groomed. The general appearance of the student should reflect neatness and good personal hygiene. ***It is not acceptable for students to dye their hair multiple colors.***

Head coverings and hats shall not be worn in the building unless required for religious observance or health-related reasons. Please discuss any requirements with the administration office.

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which may provoke disruption in the school, shall not be worn. 'Revealing' clothing is not accepted at school or at school sponsored functions or trips.

Students who do not have the proper school attire will be sent to the school office where they can phone home and wait until they have proper clothing sent to school or return home through the parent's arrangements or by the school at the parent's expense.

Drugs, alcohol, and tobacco

CMIS has a "***zero tolerance***" philosophy when it comes to illegal drugs and alcohol. Student possession or use of illegal drugs or alcoholic beverages is prohibited. CMIS is a non-smoking environment. Students possessing or using tobacco are subject to discipline, which may include suspension or expulsion.

CMIS regards drug and alcohol offenses very seriously and students who do not abide by the drug and alcohol regulations are **subject to the laws of the Government of the People's Republic of China and the regulations set by the Ministry of Education.**

Electronic devices

Non-educational use of any electronic devices is prohibited. Electronic devices for the education use include laptop, e-dictionary, etc.

Entrance gate procedures

Private cars are not allowed through the gate at CMIS campus entrances. We have a parking area by the back gate for visitors. Visitors should note that entrance guards are instructed to stop each person entering the campus to ascertain the nature of their business on our campus. If a person presents documentation issued by CMIS, they will be allowed to enter. However, guards will ask all other campus visitors to register. We ask visitors approaching our entrance gates to treat the guards courteously and respectfully.

Off-site Education (Field trips)

Guidelines

We pride ourselves on developing well-rounded young adults. Experiential education can be as beneficial to the student as classroom time. Participation in activities is a healthy way to experience new perspectives and is looked upon favorably by universities. Students are encouraged to participate in extra-curricular activities.

Events and field trip permission

Parents will be informed in writing of any extracurricular event or field trip. In cases where a special permission slip is needed, we will not be able to accept phone permission. (Faxed permission slips are acceptable.)

CMIS' expectations and codes of behavior are in effect on all field trips, just as they would be on the campus. The school uniform requirement may be in effect on special trips.

Students are responsible for class work that they may miss and this absence will be counted as "excused." With administrative approval, individual teachers may deny a specific student from attending a field trip / event for academic reasons and administrators may deny a specific student from attending a field trip / event for disciplinary reasons.

Food & Drinks

Food and drink, other than tea or water, are not consumed inside the CMIS International Programs building and the school library except on special occasions and with prior administrative approval. Chewing gum is prohibited at CMIS.

Fire and evacuation drill procedures

Fire drills and safety evacuation drills are vital to ensure the safety of the students entrusted to the school's care. The cooperation of all adults on campus is needed and will be appreciated. Teachers will review procedures and the evacuation routes with their classes and stress the seriousness of emergency evacuation drills. Teachers are to ensure that an evacuation map is posted in their classrooms.

All CMIS employees including teachers, staff, and the administrative team will evacuate the building during fire drills. Everyone on campus, including parents and other guests, will participate in the fire & evacuation drills. **No exceptions!**

Grade level placement

Upon enrollment, students are placed in a grade or section based upon their previous academic history and their chronological age. **For the primary school, placement is strictly based on the child's age on September 1st.** 6-years-old for a 1st grader, 7-years-old for a 2nd grader, etc.

In some cases, students will be considered for placement ahead of their chronologically aged peers if they have previous academic history to justifying such placement. However, even in such cases, it is the

general policy for the new student to begin with his/her chronological peers. After a period of teacher assessment this placement may be reviewed. Social, developmental, and academic progress and status are equal factors in this assessment.

Repeat a grade

To repeat a grade is the formal notice that the student is not being successful at CMIS for academic reasons. At this point, a parent meeting is requested to clarify expectations, develop support mechanisms that can aim toward improvement. If conditions have not been met, the School will evaluate the specific situation and make a further recommendation to the Head of School regarding modified conditions, grade promotion/retention, and/or the capability of the school to serve the student's needs. This recommendation may include the termination of enrollment the student at CMIS.

Guardianship

If you leave Chengdu temporarily and leave your child(ren) in the care of someone else, you are required to notify the school giving all dates, names, numbers and pertinent information in advance. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

Health card

All students must have a health card on file in the office. A blank health card form is part of the admissions packet; copies are available in the office. **Of vital importance are the contact numbers for both parents or guardian so that we may contact you immediately in the event of illness or emergency.**

Homework assignments

Homework is a critical part of the educational program at CMIS. It provides students with opportunities for independent practice, skills reinforcement, and research; it also promotes good time management and aids in fostering responsibility.

Homework assignments are essential to the educational process for the CMIS, not only as part of the classes' preparation but also as part of our goal to prepare students for university level work. Therefore, HOMEWORK WILL BE INCLUDED AS PART OF THE STUDENT'S FINAL GRADE.

Homework Guidelines

The following Homework Guidelines have been developed to prevent students from being overloaded with homework:

Primary and Middle Schools

Homework is always a sensitive issue and one that sometimes divides parents and staff. In the CMIS Primary and Middle Schools, we believe that homework should be directly related to what is happening in the classroom and should be able to be completed independently by the children. All homework submitted should be marked and returned to the child in a timely manner.

While acknowledging that there is **little, if any evidence, connecting amount of homework to academic performance in primary schools**, we are aware that some parents equate copious amounts of homework with academic rigor and student achievement. As such a balance needs to be struck. The table below sets out **maximum** times that children in each year level should be spending on homework nightly.

Class	Homework	Class	Homework	Class	Homework	Class	Homework
Gr. 1	20 mins	Gr. 2	30 mins	Gr. 3	30 mins	Gr. 4	40 mins
Gr. 5	50 mins	Gr. 6	60 mins	Gr. 7	75 mins	Gr. 8	90 mins

Children in Grade 1 and up may be given nightly or weekly homework. Reading should make up the bulk of homework for students in Grades 1 and 2. Reading in both English and mother tongue should be encouraged and equally valued.

Homework for all years may include discussion and translation of key concepts and vocabulary linked to units of inquiry.

Occasionally parents may ask for extra homework to be given to their child. Teachers are not obliged to honor such requests although they may do so if they feel it would benefit a particular child. It is not our policy to give more homework simply for the sake of it, however.

Parents who are concerned about there not being enough homework should recognize the benefits of play for primary aged children, the importance of there being a balance in the life of a child, and the need for rest and “downtime.”

High School

Homework will be assigned as independent school work. Teachers may change the amount and regularity of homework but are **obligated** to assign homework. The following guidelines will be used in assigning homework:

1. Homework will be assigned as the difficulty of lessons and timeframe require for each subject.
2. A student should expect at least two and a half hours of homework per night.
3. Homework is for the preparation of learning for the next class lesson or the completion of learning started in the classroom or to reinforce skills and concepts already taught.
4. Homework is not punishment and should not be used as punishment.
5. Homework should not require that the parent be the teacher. The student should be able to complete their homework with minimal assistance.
6. If the student finds that they always need help, please notify your teacher so arrangements can be made for after school tutoring and/or evening study hall.

Parents are encouraged to inquire about homework assignments. Students for whom English is a second language or new students who are enrolled in either the 9th or 10th grade classes may require more time.

Homework Make-up

Students who are absent for any reason must arrange to get assignments. Students, who miss school for extended periods, whether for sickness or other reasons, can request a list of assignments and recommended work to make their re-entry to classes as smooth as possible.

Only students with excused absences can receive classroom credit for missed assignments. All students are required to make-up all missed work. Students who are absent for long periods due to illness or for approved reasons, may receive more extensive support for their effort to continue in the program successfully upon their return.

Hours of Operation

The School Office is generally open from 08:00 - 17:30, Monday through Friday.

(Lunch break: 12:00 - 13:00)

- Elementary & Middle school classes begin at 09:00.
- High school classes start at 08:00.

Any student arriving after the time mentioned above will be deemed as tardy unless the student is late because of the school bus.

The school buses will leave the school at approximately 16:40. After-school activities run on a schedule

that varies according to grade level and activity. Participation in after-school activities is optional for non-IB students and open to all students. However, we cannot guarantee transportation services for participants, and there may be an additional charge for transportation.

Leaving campus

Students are not allowed to leave campus before the end of the school day without permission from the administration office. Parents, who know a child will have to leave school before the end of the school day, should send a note and call the office in advance. In an unplanned situation, parents should report to the main office or the principal's office to obtain assistance from the school staff for dismissal of their child.

Library

Teachers in grade 1 through grade 5 will have regularly scheduled library visitation times. Students will use their library time for research on class projects, browsing or checking out books. It is expected that upper elementary and secondary teachers will insure that students spend time in the library as part of their course work.

The CMIS Library functions as a center of learning and enjoyment for students on a daily basis. The library also serves as a resource center with written, audio-visual, computer-based, and graphic resources.

The library program encourages students to use the library for both learning and leisure. As students become familiar with the system and learn the proper use and care of library resources, they will be able to select appropriate reference materials, in order to collect, organize, and present information effectively. In addition to print research material, all CMIS students have access to subscription research services.

The library is open from 08:00 until 17:00. Students are expected to abide by the procedures outlined by the librarian.

The library provides students with printing services. Students can print documents as long as they show print tickets provided by the administration office and hallway pass/note by their teachers (if during class hours).

Lockers

Lockers are school property and furnished for student convenience. The administration office will assign a locker to each student. Brass padlocks are sold for your convenience by the school. If you chose to bring your own lock then it must be of a similar size and shape to those of school's standard padlock. CMIS is not responsible for missing items and strongly discourages students from bringing anything valuable to school. Students must keep their lockers closed and locked when they are not physically present at the locker, or they may lose the privilege of a locker for safety reasons. The school reserves the right to inspect school lockers at the discretion of the school administration.

Students are prohibited to put soft drinks and food in the lockers. Before the end of a school year, students are required to empty their lockers.

Lost and found

Lost and found items are stored in or near the office area and are periodically displayed in the main entry area at the beginning and end of the school day. We strongly encourage parents to have their child's clothing and personal items labeled with name and grade when practical, as this allows us to return lost items directly to the student. Please remember that the Lost and Found service is a courtesy and the school assumes no responsibility for items found.

Lunchroom procedures and student etiquette for elementary students

Students are supervised while at lunch and recess. At least one teacher will be on duty during all lunch periods and assist children in moving through the line. Students are expected to remain seated at all times during lunch. Once students have selected their location for lunch they should remain in the same location until they are dismissed for recess. When necessary, students should raise their hand for

permission from the duty teacher to leave their seats or to leave the lunchroom.

Students are expected to use manners that are appropriate for their age level. Things like playing with their food, touching another student's food, or saying inappropriate comments about another student's food, are not allowed.

Students are not allowed to take toys along to lunch. Students who have toys at lunch can expect to have them taken by the teacher. They may collect the toy at the end of the school day from their teacher.

Students are expected to clean the lunchroom area where they sat at the end of the lunch period. Teachers will dismiss students by tables to discard their trash in the waste container and then go to supervised recess.

All students who bring a packed lunch are expected to eat their food in the lunchroom.

Lunchroom procedure for middle and high school students

No food should be consumed inside the classrooms of the International Programs building without teacher/admin permission. Middle school and high school students will eat in the lunchroom.

Medication

Any medication that will be administered to any student during the school day must be sent to the office along with full instructions and proper labeling.

Medical emergencies

In case of an accident involving serious medical emergency or injury, if the child needs to be removed to the hospital, he or she will be taken by school transport or ambulance (unless inadvisable, e.g., due to neck or back injury) to the nearest location where he or she can receive medical care. A representative from the school will accompany the child and remain with them until the parents arrive to assume responsibility.

The office will notify the parents and instruct them to proceed to the location where the child is being transported. When the parent arrives, the school representative will then depart after explaining all relevant circumstances.

Medical insurance

It is expected that parents will have medical insurance policies for their child to cover expenses for illnesses or accidents which may occur while he/she is at CMIS, whether on campus or off. The school does not provide medical insurance or reimbursement for any medical costs. As part of the registration process each student will have a medical file at the school.

The school provides students who were enrolled before October in an academic school year with "Student Accident Insurance". Parents need to pay all the medical expenses before the costs are partially reimbursed. Please keep all the medical documents for reimbursement.

Money, valuables and personal belongings

Students are strongly discouraged from bringing expensive items, large amounts of cash or personal items such as toys or electronic devices to school. **The school will not be responsible for lost or stolen valuables.** Please discuss these issues thoroughly with your child and encourage him or her to be responsible with their personal possessions.

Newsletter

The CMIS newsletter is an electronic publication distributed via our email network and posted on the school website – www.miscd.com.

Passport and Visa requirements based on Chinese law

Foreign, Chinese and international schools, may accept children of expatriates residing temporarily in China and traveling on a foreign passport (valid for at least three months). The school must see the original passport and visa of the student at the time of registration and will maintain photocopies.

Progress reports and records

Mid-semester progress report cards and final end of semester report cards are issued twice a year to CMIS students. Therefore, a total of four reporting periods, approximately ten weeks each, are established for student and parental guidance; each is given at the end of each quarter and semester.

The progress reports are a primary form of communication from teacher to student and parent. It also serves as communication between CMIS and another school to which the student might transfer. CMIS considers the former more important, but must be aware of the differing systems to which its students will transfer and thus the progress report must ensure a high degree of clarity and accuracy.

Additional means of communication include parent-teacher conferences, informal meetings between teachers and parents, and letters or notes sent to parents. Regular performance reports will be sent so parents are aware of student achievement on assignments; written comments may be included as needed for each student, which identify strengths and weaknesses and suggest strategies for continued improvement. These comments reflect the character and nature of the classroom experience for students and provide a good basis dialogue among parents, students, and teachers.

Students with outstanding fees, overdue library books, or other unsettled administrative matters will have official reports withheld until the matter has been settled.

Release of students

During school hours the principal or designee shall permit a child to leave school only in custody of one of the following adults:

1. parents of the student with photo ID or
2. person listed on emergency contact card, with photo ID

School telephone

Students may use the phone located at the main office for emergency calls with permission from a staff member. **Parents calling may leave messages for students or teachers.**

Sport philosophy and athletic policy

At CMIS our aim is to provide equal athletic opportunities to students that are enjoyable and safe. A healthy social and physical lifestyle through sports participation in a cooperative, friendly, enjoyable, and non-threatening environment will be encouraged. Any student who meets behavioral and academic requirements will be provided access to play. CMIS will provide equal opportunity to all students regardless of ability, sex, ethnic background or age. Emphasis will be placed on teamwork, sportsmanship and learning. Students must provide a signed consent form from a parent/guardian informing the school of any medical conditions that may apply before they can participate in a sports program.

Students will be encouraged to participate in a variety of team and individual sports based on the interest, needs and abilities of students as well as the school's ability to provide safe and appropriate facilities and equipment. CMIS players and coaches will stay within the "spirit of competition" by observing the specific sport's rules, the broader principle of sportsmanship and courtesy is expected at practices and games. Coaches have the freedom to change facilities, equipment, or number of players, to provide an equitable and fair sporting environment.

Coaches maintain the right to discipline students if students are misbehaving or acting inappropriately at any practice, game or any other time students are under the coaches' supervisory control. At the coaches' discretion, any disciplinary problem or concern should be brought to the CMIS administration.

Sickness

CMIS's office staff will contact the family of children who become ill or have accidents at school.

Students who are ill should not be sent to school as they pose a health risk to others. If a child comes to school sick, the parent will be requested to come to school to get their child immediately.

Sign-out procedure (pre-approved and emergency)

1. Once students arrive on campus, they may not leave without permission from an administrator or designee.
2. In the event a student must leave early, the parent must request in person to the administration office. A picture ID must be presented.

Excused sign-outs include the following:

- a. Medical or dental appointments (doctor's statement may be required)
- b. Deaths or funerals
- c. Emergency situations acceptable to the principal or designee
- d. Personal reasons acceptable to the principal or designee

Unexcused sign-outs include the following:

- e. Forgotten items (for instance, books, lunch, money, homework, projects)
- f. Violation of dress code (to obtain appropriate dress)
- g. Non-educational appointments.

Smoking

CMIS is a student smoke-free campus. Parents are requested to please refrain from smoking while at school both during the school day and at evening activities at our school when students are present.

Tardy to school procedure

1. Students who are tardy to school must sign in at the administration office. For safety reasons, younger students must not be dropped off at the gate.
2. An excused tardy exists when reasons acceptable to CMIS are delivered to the principal or designee.

Telephone

Students may use the school office telephones for important and emergency calls to parents only during school hours.

Textbooks and school materials

Textbooks, library books, and other school materials loaned to a student should be returned within the time allotted for borrowing, and in good condition; allowances will be made for normal wear and use. Students who lose or damage textbooks, library books, or other school materials are liable for their replacement; the parent will be billed for this cost.

All other classroom materials (pens, pencils, notebooks, calculators, binders, wood boards for printmaking, canvas, etc.) should be purchased by the student. Individual teachers will list the materials required for their course/class.

Tuition and fees

All fees must be paid prior to a student's starting school. The school requires that school fee payments be made in RMB. The school reserves the right for not accepting those students who have not paid all the fees. Students who withdraw or expelled before the end of any term will not receive a refund for that term.

Report cards and transcripts will not be issued for students with an outstanding balance due to CMIS.

Tutoring

It is recommended that parents who wish to provide a tutor to help their children with homework do so **only** after consultation with the classroom teacher. **Study hall tutoring is included in the cost of tuition.** Sometimes outside tutors are unaware of the nature or subtleties of what has been presented in class, which can add confusion, when instructing the child at home. The classroom teacher can make specific recommendations for areas on which to focus at home. CMIS teachers generally are not available for tutoring at home and may not tutor students in their own class. **Tutoring is provided for**

middle school and high school students during study hall from 19:00 to 21:30 Sunday through Thursday.

Visitation by non-enrolled students

CMIS is not prepared to accept supervision of and liability for visits by non-enrolled students. In rare cases, the principal may schedule a visit by a student who is not enrolled to see if he or she is suited for the CMIS school environment. In these cases, generally a parent will be present to supervise the student during the visit. If a parent of a non-enrolled student wants to bring him or her to see the school and stay for a brief visit over lunch, this can be arranged.

Visitors

Visitors to the campus must sign-in with the office; photo identification is required. Any individual considered a non-student must obtain administrative clearance prior to entering the building. A pass shall be issued to those persons who have legitimate business with the school.

- Persons without a pass are subject to trespass violation and possible arrest.
- Visitors must receive approval from the principal **before** they are allowed to visit a teacher or observe in a classroom.
- Teachers **cannot stop** classroom activities to have a parent conference.

Weapons

Students are prohibited from bringing weapons of any kind onto the campus, including real and/or imitation weapons. Any items that can be used as a weapon that might cause physical injury are forbidden. If a violation of law occurs the situation will be turned over to CMIS Security. Teachers will confiscate any items that fit the above description. The item will be returned to the student's parents after a meeting with the principal to insure there is a clear understanding of the regulation.

Withdrawal from CMIS

Students leaving CMIS should inform the office as soon as they know they will withdraw. This will enable the office to prepare the official transcripts. Before such documentation can be issued, a Withdrawal Form should be completed by the parent; the Student Exit Form must be signed by the CMIS staff. The Student Exit Form encompasses such things as library and textbooks being held by students, outstanding fees, etc. The Withdrawal Form includes reasons for withdrawal from CMIS and suggestions for improvement to our academic program.

PART 3: SECONDARY SCHOOL ACADEMIC GUIDELINES AND POLICIES

Grades will be based on mastery of skills and standards. Students will be informed of which skills will be assessed. Rubrics will be used as much as possible.

Note: Grades are not based on effort, working hard or good character, although all of these can and will improve your child's ability to learn and then improve his or her grade. Top students complete all of the assigned readings to the best of their ability and they challenge themselves by asking questions; their writing skills are improved through conferences, rewriting, and note taking. They annotate their reading assignments and journal on given writing prompts. We have also found that top students go beyond the ideas and work discussed in class and bring original ideas to the class discussions and writing assignments.

Plagiarism

Plagiarism is one of the most serious of offenses at an IB World School. Any allegations will be handled on a case-by-case basis. Expulsion is possible for a first time offense. An offense could also result in a failure in the class and removal from CMIS.

Secondary school admission policies

All questions regarding admission to the secondary school program should be forwarded to the principal. Secondary school admission requirements may change from year to year and include the following components that are different from elementary school admission:

Transcript review

Grade level placement and class scheduling are based on a transcript review that matches students to the classes at the appropriate level. This may involve placement in classes typically at grade levels above and/or below the student's age-appropriate grade level.

ESOL level

Students entering the sixth through twelfth grade must pass an entrance exam in reading, writing, math, and communication ability. After eighth grade, it is critical that students are able to function in a high school environment with minimal ESOL support. To this end, *students are rigorously tested to assure they meet CMIS minimum proficiency requirements.*

Letter of reference

One letter of reference addressing the student's potential for success in a college preparatory high school program is required and should be written by an educator who has first-hand experience with the student.

Academic guidance

All matters concerning registration, course selection, grading, credits/records, graduation, and testing are processed through the principal.

Drop/add

Students wishing to change classes must see the principal and receive a Drop/Add Form. This form must be filled out by all the relevant teachers, the administrator, and the student's parents. Attendance requirements limit the ability to add a class late.

Course Credits

To receive a course credit a student must meet the following conditions.

- Each class must have a minimum of 120 educational contact hours (7,200 minutes) for the school year for 1.0 academic credit hours, prorated by semester or 60 hours (3,600 minutes) for 0.5 academic credit hours.
- The student must have been present in the class for a minimum of 90% of the grading period, which is computed on semester basis. For example, a student must be in the correct class 9 out of every 10 days of class. So if a student attends misses 10 days out of a 93 day semester, they fail. Class periods are computed in whole numbers only. 0.3 of a class period missed in 1.0 of a class period missed. Any amount of a class period missed in excess of 20% of that class period the student has missed 100% of that period. For a 45 minute class if a student misses for any reason more than 9 minutes they have missed all of the class.
- The student must obtain a passing grade, based, attendance, class participation, quality of homework and class work, examinations results.

Grading Systems

Students will be given marks corresponding to the letter grades as follows:

<u>Percentage Grade Range</u>	<u>Letter Grades</u>
90 and above	A
80 to 89.9	B
70 to 79.9	C
60 to 69.9	D
0 to 59.9	F

Attendance and grading

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. If a student misses more than 10% of classes in a semester course they will not get credit for the course. A written appeal may be submitted to the school in all cases where a student fails because of poor attendance. Excessive tardiness may also result in failing grades. (See absence policy)

Grade reporting

The school year is divided into two semesters. Consequently, student reports are formally issued twice per year. Progress reports will also be issued. Grades for each semester are cumulative and credit is issued based on the semester grade. Therefore, progress report grades given at the end of the first or third quarter are indicators of student progress to date.

Example: A student earns 82% for the first quarter. They then start the second quarter with a grade of 82%, *not a new beginning*.

Other grades issued on the Report Card may include:

I = Incomplete

An 'Incomplete' indicates that the student has not completed all the required work for the course. The work must be completed in a predetermined time frame to earn a grade. If it is not completed, the student receives a zero for those assignments.

NG = No Grade

This No Grade=NG is given to a student whose teacher is unable to submit a grade usually due to inadequate information – perhaps a transfer student or a switch/change in a class schedule. This quarter

grade usually indicates that the semester average will be calculated exclusively or very heavily upon the upcoming quarter's (2nd or 4th) work. At the school's discretion, the semester grade for this course may be prorated.

Grade Point Average (GPA)

The following information will assist the student in calculating his or her Grade Point Average (GPA). The policies are established to deal with the most common cases in question. The administration reserves the right to determine exceptions to this policy if exceptional circumstances are apparent. Below is a table of graduation requirements for all graduates.

The minimum course requirements for graduation are shown below.*

High School Subject Area	<i>Minimum requirements for graduation</i>	Minimum Year Credits required
English	Four Credits , e.g. Text & Performance, World Literature, etc.	4
Mathematics	Three Credits e.g. Math, Advance Algebra, etc.	3
Social Science	Three Credits of history/social science e.g. geography, business, etc.	3
Science	Three Credits with lab e.g. biology, chemistry, physics, environmental system & societies, etc.	3
World Languages	Three Credits required. Two years must be in the same language.	3
Arts & Electives	Two Credits of visual and performing arts or substitute e.g. from film, music, visual art, drama/theater or dance. Plus four credits from any other elective classes	6
Physical Education	Two years or equivalent e.g. Marching Band, CAS, Drum & bugle, Team Sports	2
	Minimum Year Credits required:	24
	Completion of Extended Essay (EE), Theory of Knowledge (TOK), Creativity Action & Service (CAS), quality of work may be considered for credit on a case by case basis.	
*Many students will graduate with more than the minimum requirements.		

The new grading and grade point average policy has been implemented since September 2014, effective beginning with Grade 6-9 for the 2014-2015 school year. For 2015-2016, Grade 6-10 will use the grading system as below.

Grade	Percentage Range	Standard GPA	Honors GPA	IB GPA
A+	97.0<	4.00	4.50	5.00
A	93.0-96.9			
A-	90.0-92.9	3.67	4.17	4.67
B+	87.0-89.9	3.33	3.83	4.33
B	83.0-86.9	3.00	3.50	4.00
B-	80.0-82.9	2.67	3.17	3.67
C+	77.0-79.9	2.33	2.83	3.33
C	73.0-76.9	2.00	2.50	3.00
C-	70.0-72.9	1.67	2.17	2.67
D+	67.0-69.9	1.33	1.83	2.33
D	63.0-66.9	1.00	1.50	2.00
D-	60.0-62.9	0.67	1.17	1.67
F	<59.9	0.00	0.00	0.00

Courses Eligible for Weight

0.5 Point

Honors Courses / Grades 9-12

1.0 Point

All International Baccalaureate Courses

Transcripts

High school students will be issued transcripts that document the sum of their work at CMIS. For purposes of college applications the percentage scores reported on progress report will be converted to conventional GPAs. Refer to the conversion scale is below.

CMIS Grade Reference Conversion Key:

<u>Percentage Grade Range</u>	<u>Letter Grades</u>	<u>Standard Points</u>	<u>Honors</u>	<u>IB</u>
90 to 100	A	<u>4</u>	<u>+0.5</u>	<u>+1.0</u>
80 to 89.9	B	<u>3</u>	<u>+0.5</u>	<u>+1.0</u>
70 to 79.9	C	<u>2</u>	<u>+0.5</u>	<u>+1.0</u>
60 to 69.9	D	<u>1</u>	<u>0</u>	<u>0</u>
0 to 59.9	F	<u>0</u>	<u>0</u>	<u>0</u>

No credit is issued for a percentage grade below 60. In the case of failure in a class a **zero** grade will be added to GPA for purpose of averaging.

Credits and course work from other schools will be represented on the CMIS transcript. The addition of these credits for GPA will be determined on a case by case basis.

Academic Honors Policy

The International Programs academic honors are based on the standard (non-weighted) grade point average a student earns during each marking period. Three levels of honors are recognized on the basis of grade point average.

Principal's List- Students must earn a 4.00 grade point average, take a minimum of five classes, and have no grade below an A, and receive a Pass (P) in any courses taken on a Pass/Fail basis.

High Honor Roll- Students must earn at least a 3.50 grade point average, take a minimum of five classes, and have no grade below a B-, and receive a Pass (P) in any courses taken on a Pass/Fail basis.

Honor Roll- Students must earn at least a 3.00 grade point average, take a minimum of five classes, have no grade below a C-, have no D's or F's, and receive a Pass (P) in any courses taken on a Pass/Fail basis.

* Any of the following will make a student ineligible for academic honors:

an INC (Incomplete), a W/WF (Withdrawal), or any suspensions/behavioral referrals during the semester in view.

Transfer students and graduation requirements

Upon arrival at CMIS, the administration will determine the courses that receive credit toward graduation and communicate the courses needed to meet the CMIS graduation requirements.

Transferred and earned credits

Due to student transience and the multiple systems recording grade at international schools, a vast array of issues regarding the transferring credit must be considered. What follows are general guidelines regarding these decisions. In all cases, the CMIS administrative decision is final.

For cases involving students who have attended school systems with different school years or courses that do not have a similar number of weekly contact minutes as CMIS courses, the transfer of credits shall be determined by the administrator and communicated to the incoming student in a timely manner.

Only full semester, passing grades, 60% or higher or as determined by the other school's grading policy, will be eligible for credit.

Transferring students may be required to demonstrate reasonable knowledge on a placement exam in order to be admitted to CMIS.

At the discretion of the school administration, mid-year transfers seeking credit for a failed semester may be given the option of 'testing out of' the first semester of an equivalent CMIS course. That is, the student will be given an exam in the subject; if he or she passes the exam then each has passed the course. Students who fail a course at CMIS can still receive a full credit by repeating that course at a later time.

CMIS will not award credit to a student who takes a course for which they have previously received credit. For example, a student who passes the first semester of a course but fails the second semester of that course will earn 0.5 credits. To receive a full credit, the student must pass the second semester of that course, too.

.PART 4: CODE OF STUDENT CONDUCT

Philosophy

CMIS seeks to provide a safe and equal learning opportunity for students regardless of race, religion, color, creed, sex, national origin, or disability. CMIS will not tolerate behavior that disrupts or interferes with the education of other students. We shall offer various forms of assistance to parents and guardians including guidance services and peer mediation/conflict resolution, in order to ensure a safe and hospitable environment. Students are responsible for understanding and adhering to this Code of Conduct. Parents are responsible for helping students understand and abide by these policies and for recognizing that unacceptable behavior shall be subject to disciplinary action.

Academic Honesty

The school expects students to work cooperatively. We encourage a classroom environment where the ideas of students are valued both by the teacher and by fellow students.

Students may get help from a parent to understand an assignment or in solving a problem. Parents and students should realize that the purpose of the homework is to reinforce what the child has been doing in the class and to solidify understanding. Therefore, parents who help children with homework should ensure that the student is able, after receiving help, to solve the problems or complete the work independently. This same thinking applies when a student receives help from another student.

Tests, quizzes, and written assignments (compositions, research paper, and so forth) are **intended to be completed independently by the student**. Students who copy information from another, or allow another to copy their work, or who present work or ideas as their own, when that information is taken from someone or the source is not cited, have violated the code of academic honesty.

Students preparing compositions or papers must acknowledge any passages they quote verbatim or paraphrase, in whole or in part, from any source, according to guidelines that will be made clear by the teacher or will be considered guilty of plagiarism. ***This practice will insure that our students are not later disqualified from receiving their IB Diploma(s).***

Behavioral expectations

The faculty and staff of CMIS are entrusted to create a school environment that will meet the academic goals of the school and your rights. As such, each teacher may generate rules for their classes that match the subject they teach and the rights and needs of their students. Accepted penalties for unacceptable student behavior include detentions (during lunch or after school), suspension, and parental contact.

It is expected that you will follow all teacher (including substitute teacher) directions unless they are illegal, immoral, or unsafe. If a student wishes to take exception to a teacher, they should first do as they are asked and then set a time with the teacher to discuss the concern. If that does not successfully solve the student's concern, the student is welcome to see the principal.

All members of the school community will be respectful to each other in an environment that is safe. Minor violations (disruption of class, uniform, etc.) of CMIS policies will be treated in a consistent, progressive manner. When appropriate, these will be handled with classroom policies and consequences determined by the teacher. Repeated cases of minor violations may result in the student being placed on Disciplinary Probation. The use of foreign language to make inappropriate or derogatory statements is also prohibited and grounds for suspension.

In some circumstances, negative behavior off school grounds can affect the functioning of school and will not be tolerated. Some behaviors are deemed more disruptive to the school environment. The following behaviors are considered flagrant acts of disobedience and will be treated with immediate suspension and/or expulsion from school. This expectation includes behavior to and from school, on school trips, and during any school-affiliated function. These behaviors include, but are not limited to:

- Truancy (incessantly skipping of school or a class)
- Possession of alcohol, drugs, tobacco & paraphernalia, weapons (including realistic toys).
- Severe violations of the Academic Honesty policy (cheating and plagiarism)
- Stealing
- Fighting
- Vandalism
- Threatening or harassing another individual
- Violating safety rules, including bus safety/ bus monitor
- Repeated minor violations

Intimate behaviors, such as hug or kiss, for student lovers, are banned on campus.

Code of Conduct

The Code of Student Conduct enables the school to enforce its provisions consistently and uniformly. The principal, or designee, is responsible for discipline, determines the level of the offense and its appropriate consequence. The CMIS Board gives Head of School/Principals a reasonable degree of choice in determining the level of the offense and the resulting consequences.

The factors for consideration include, but are not limited to:

- a. age or disability
- b. seriousness of offense
- c. premeditation, impulse, or self-defense
- d. strength of evidence
- e. cooperation or remorse
- f. disciplinary history

Administering of discipline is limited to violations of the Code of Student Conduct occurring on school property, during transport to and from a school or during a school sponsored event. *Students may be disciplined for engaging in other objectionable conduct even if the conduct is not specifically described.*

Knowledge and observation of rules of conduct

Students have the right to be informed of the established rules and regulations that govern their conduct and discipline. Students have the responsibility of becoming informed and observing all the established rules and regulations that govern their conduct and discipline.

ALL students and parents are provided a copy of the Parent / Student Handbook 2015-16 to read and are expected to follow. Questions may be addressed to the administration office.

Respect for persons and property

Students are entitled to protect themselves and their property. To enjoy a safe environment, students must understand and respect people and the property of others.

Students have the right to:

- Be protected from bullying, threats, assaults, or physical injury.
- Be protected from conditions that may be harmful or injurious to their physical as well as mental health and safety.

Students have the responsibility to:

- Not intentionally bully, threaten, assault, or cause mental or physical injury to others.
- Not possess, handle, transmit, or use weapons, drugs or other materials that may be harmful to themselves or others.
- Report any of the above offenses, that have occurred to themselves or to others, to an administrator immediately or they may be considered a willing participant.

Zero tolerance offenses:

The CMIS Board has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of students or personnel; illegal activities are intolerable. When a zero tolerance offense is committed by a student, consequences will usually be as follows:

- Notification of parent or guardian;
- Referral to the Head of School with recommendation for expulsion or suspension.