



# **Cedar International School**

## **Student/Parent Handbook**

**2009 - 2010**

For more information on any of the items in this document, please refer to the full policy manual on the school website [www.cedarschoolbvi.com](http://www.cedarschoolbvi.com).

## Key Contacts

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### Telephone Numbers

Main Office: 494-5262

Development Office: 494-9312

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## Mission Statement

The mission of Cedar International School, a non-profit private school, is to provide each student we serve the opportunity to achieve his/her academic best with an international curriculum within a culturally diverse environment; to encourage leadership, character, creativity, and community service; and to nurture inquiring minds and caring personalities in all students.

### We believe that:

- Everyone learns more effectively in a positive environment.
- All individuals are entitled to an education to achieve their maximum potential provided the school has the resources to meet their needs.
- The family is the primary influence in the development of the individual.
- Everyone has freedom of choices, provided the choices made do not interfere with the rights of others.
- Understanding and empathy are necessary to foster an environment of harmony and growth.
- Everyone should have the opportunity to continually learn, grow and change.
- Mutual respect and dignity is the right and responsibility of every individual.
- At the core of our philosophy is the belief that our school should encompass those who delight in learning and are ethical; thoughtful, knowledgeable; principled; caring; open minded; balanced; reflective; inquirers; thinkers; communicators and who embrace new challenges and opportunities both at school and in society.

# The School Day

**The school day begins at 8:45 AM and ends at 3:00 PM.** Students arriving after 8:45 AM must report to the office before reporting to class. They will not be admitted to class without a late slip from the office.

**Supervision** of students in **grades 1 and above** is provided **starting at 8:00 AM**. No student should be dropped off prior to 8:00 AM as there are no adults scheduled on campus before this time. Between 8:00 and 8:30 Primary students must be in supervised areas. In case of rain, they should sit on the benches outside Grades 4 and 5. **Supervision of children in the kindergarten area is from 8:30 only.** Parents arriving with students prior to that time should stay with their children until 8:30.

Students must be picked up promptly at the close of school. Kindergarten parents please pick up your children from the classroom. G1-5 parents, please collect your child(ren) from inside the atrium and ensure that they remain with you after collection. After 3:15 PM Primary students who are not in after school activities will be sent to **after school care** and parents will be charged accordingly. There is no supervision for Secondary students who are not in clubs after 3:15 and the school cannot assume responsibility for these students. They are permitted to work in the library (Monday-Wednesday 3:00-4:00 PM only) or to sit in the atrium or at the picnic tables in the lunch area. Due to the lack of supervision and to the extensive co-curricular clubs programme, they will **not** be permitted to use the pitch, handball courts or basketball court.

Parents/guardians collecting students from school before 3:00 PM must sign them out at the front office, and sign them back in should they return. If a student is to be picked up by someone other than a parent or guardian, the school office must be notified either through a note or a phone call by the child's parent or guardian.

## **After School Care**

After school care is available for children in grades LK to 5 between the hours of 3:00 PM and 5:30 PM on school days. A light snack is provided. There is a supplemental cost for this service.

## **After School Co-Curricular Clubs**

Cedar provides a diverse range of after school co-curricular clubs. Each term a list will be sent out for student sign up. Please ask at the main office about after school clubs if joining the school mid-term. If a club begins later than 3:15, then students in Grade 5 and below will have to go into after school care for the interim period.

## **Cancellation of School**

When an emergency condition makes it necessary to cancel school, it will be announced on radio station ZBVI (780 AM). Whenever possible, this announcement will be made before 8:00 AM.

## **Attendance**

1. An absence, early dismissal or late arrival is considered 'excused' when caused by sickness, family emergency, medical appointment or a recognised religious holiday. If known in advance, parents should notify the office when a student will be absent for more than two school days. Extensions of vacation trips or excursions are not considered excused absences, and parents are strongly discouraged from taking family vacations during scheduled school days.
2. Parents should encourage their children to take the responsibility to see that homework and/or tests, which have been missed due to an absence, are completed or made up.
3. If the absences of a particular student reach 20% of the term and the student fails to complete and submit the make-up work in a timely manner, he/she may be at risk for retention.
4. Any secondary school student who misses an end of term exam due to an unexcused absence will be charged a \$50 per exam fee. This fee will cover teacher time needed to develop and proctor a separate exam for the student.

### **Late arrival/accumulation of absences (Secondary only)**

1. Secondary students accumulating over five late arrivals to school in one trimester will receive a one-hour detention. This will be accompanied by a letter home to be returned and signed by the parent.
2. The second time such a situation occurs a meeting will be scheduled with parent(s) to discuss the causes and possible solutions to the problem.

## **Academic Programmes and Services**

### **Grades 11-12**

Cedar currently offers the **International Baccalaureate (IB) Diploma Programme (DP)**. Students select from subjects including Math Studies, English, Spanish, Sciences, Humanities and Visual Arts. Students are required to select 3 subjects to study at a Higher Level and 3 subjects at a Standard Level. Three additional graduation requirements are completion of a Theory of Knowledge course, writing an Extended Essay and completing 150 hours of creativity, action and service (CAS). Additionally, the school continues to offer two levels of the Cedar International School Diploma. These are the High School Diploma and the College Preparatory Diploma.

## **Grades 6 -10**

Cedar currently offers the **IB Middle Years Programme (MYP)**. Students receive instruction in the eight subject groups: Mathematics, Language A (English), Language B (Spanish), Sciences, Technology, Humanities, Arts, Physical Education.

The MYP makes links between the subjects using five Areas of Interaction. These are: Approaches to Learning, Community and Service, Human Ingenuity, Environment, Health and Social Education.

During Grade 10 students carry out a personal project which focuses on one or more Areas of Interaction.

## **Grades K – 5**

Cedar is a candidate school for the **IB Primary Years Programme (PYP)**. The teachers are fully implementing the programme, and the school expects to host an authorisation visit in the spring of 2010. The curriculum is organised into 6 transdisciplinary themes: Who we are, Where we are in time and place, How we express ourselves, How the world works, How we organize ourselves and Sharing the planet. Each year each grade level explores units covering all of these themes encompassing the six subject areas: Language, Mathematics, Sciences, Social Studies, Arts, and Personal, Social and Physical Education. The Programme of Inquiry (POI) is posted on the school's website and in our atrium.

**For more information on the IB programmes please visit [www.ibo.org](http://www.ibo.org).**

## **Student Support Services**

There is a learning specialist and a part-time counsellor. Students who are having difficulty accessing the curriculum will be referred to student support services and an initial assessment will be done within school. If further assessment information is required by the school, the learning specialist will refer parents to an appropriate external assessment service. Once all assessment information has been reviewed, an individual education plan will be set up in consultation with parents and teachers. Parents of students with learning, behavioural and/or emotional needs that cannot be met by our in-school services will be counselled to seek appropriate external educational services.

## **Security, Health and Safety**

All vehicles are to enter the parking area from the East side and exit from the West side. Please take extra care when entering and exiting the parking area.

Cedar is a closed campus. Students may not leave campus during the day unless accompanied by their parent or other adult designated by their parent.

## **Visitors**

Visitation by parents and other interested community members is encouraged. Visits to individual classrooms must be arranged in advance by contacting the office to schedule a visit. Please do not ask a teacher to have a discussion with you when he/she is on duty or is supposed to be teaching class. This puts the children's safety at risk and/or takes away precious instructional time.

Students wishing to have visitors need to complete a **Student Visitor Form** and have it signed by the appropriate school personnel at least 24 hours in advance.

With the Area Head's permission (at least 24 hours in advance), prospective students may visit a classroom. These visits will be arranged by the Director's assistant or the Development Director.

**All visitors are required to register at the front office as soon as they arrive on campus.**

## **Emergency Contact Forms**

Emergency Contact forms should be submitted by 15 September or within two weeks of joining the school. Failure to do so will result in the student being excluded from school until such time as the completed form has been submitted. This is for the safety and security of your child. **When changes occur in your contact information, please advise the school immediately.**

## **Photographs**

If a parent prefers that he/she or his/her child NOT be shown in any photo or video for media use or informative and promotional materials, communications or publications, written notice must be provided to the school administration.

## **Food and Drink**

In this climate, students need a lot to drink. Please send a large container of water daily. Cedar is currently a 'peanut free zone' due to students with severe allergies. Please bear this in mind when sending snacks and packed lunch.

A hot lunch is offered and may be ordered in advance. Details are available from the main office. For students bringing packed lunch, we recommend nutritional foods and drinks. Food and drink with high sugar and fat content not only impact learning in the short term but can cause serious health problems in the long term.

## **Illness**

**No student is to attend school with an infectious disease or fever. A normal temperature** is considered to be between the ranges of 36.5 – 37.2 Centigrade or 97.7 – 99 Fahrenheit. When a fever is present, this often marks the onset of an infectious disease. It is usually very difficult to determine exactly what that disease or illness is until hours after, when other symptoms have manifested themselves. Since so many illnesses are at their most infectious stage before other symptoms appear, we ask that you consider

this before sending your child to school with a fever. We will contact parents when a child reports to the infirmary with an elevated temperature to ensure their well being and for the safety of others.

Please note the following conditions that should warrant keeping your child home from school:

- Fever within the past twenty-four hours, including a fever that requires control with medications, such as Tylenol or Advil
- Diarrhea and/or vomiting within the previous 24 hours
- Sore throat that is severe, accompanied by fever and/or feeling ill, or after known exposure to a confirmed case of Streptococcal throat infection
- Impetigo (honey-crusted sores around the nose, mouth or body) until treated with antibiotic medicine for 24 hours
- Undiagnosed rash or spots
- Conjunctivitis (pink eye, watery or pussy) until treatment has been in effect for 24 hours
- Untreated head lice. Your child should be treated with a proven hair treatment and report to the office with the lid of the box the day of return.

**Absence caused by a suspected or diagnosed communicable disease or parasite should be called into the school immediately. After having been sick, students should not return to classes until at least 24 hours after the last fever.**

### **Medication**

We ask parents to administer medication outside of school hours if at all possible. All medication administered in school, including prescription medicine, over the counter medicine, alternative medicine and supplements, must be brought to the school by the student's parent/legal guardian and accompanied by written instructions describing the medicine, dosage, storage instructions and time for it to be administered. All medication must be administered by an adult in the front office

### **Field Trips**

Field trips will happen throughout the year and parents will be required to sign the necessary permission slip. No student will be allowed off campus during the school day without signed parental consent. For field trips, students are often transported in private vehicles. When transporting Cedar students for a school sponsored field trip, vehicles will not be over-loaded beyond the manufacturers' recommended seating capacity and seat belts will be worn.

### **Computer Usage**

Students must follow the policy outlining computer usage (see full policy manual). Any computer/electronic communications misuse, including any unauthorised use of computer, software, or internet/email; accessing inappropriate websites; or any other violation of the school's acceptable use policy, is prohibited and will result in sanctions.

### **Student Property**

Bringing personal, nonessential belongings to school is discouraged. These items include toys, video games, cameras, I-pods, MP3 players and other items that may become easily lost and/or disrupt the educational environment. Any personal items brought into school are not the responsibility of the school or the teachers.

Students should not use **cellular phones** during school hours. Cell phones should be switched off at all times during school hours. Students caught with a cell phone switched on during school hours may have it confiscated for an appropriate period of time. Taking and/or transmitting photographs or video of others without their permission, with a cell phone or any other device, is an invasion of privacy and may also result in sanctions.

**Personal computers may be used in class to support student learning with the permission of the class teacher.**

### **Lost and Found**

Please label all personal items, including clothing with the student's name. If items are found in school, they will be placed in the lost and found basket which is available in the atrium during the school day. Items unclaimed for one month will be given to charity.

## **Communication**

### **School Newsletter/Parent Bulletins**

The school sends a school newsletter once a month. There will be other communications from the Director, teachers and heads of sections. For the most part, newsletters and other communications will be sent out electronically. Please contact the Development Office if you experience difficulty in downloading the newsletter and/or messages.

### **School Calendar and Policies**

All current information can be downloaded from the school website [www.cedarschoolbvi.com](http://www.cedarschoolbvi.com)

### **Assessment and Reporting**

**Primary School:** Parents will receive three formal, written reports on their children's progress per year. There are three trimesters per school year and a report will go home at the end of each. Parents are encouraged to attend the Parent / Teacher conference scheduled in early October and the student-led conference scheduled in the spring. Additionally, parents may meet with their child's teacher at any time during the year to discuss student progress; appointments should be made in advance by contacting the teacher. If necessary, the teacher may also call for a conference if there are concerns.

**Secondary School:** Parents will receive three formal, written reports on their children's progress per year. There are three trimesters per school year and a report will go home at the end of each. Parents will also receive a more brief mid-trimester report during

trimesters one and two. Parents are encouraged to attend the Parent / Teacher evenings in trimesters one and two. All students will sit formal **examinations in June**. In addition to internal assessment, external assessment is required for certain IB Diploma Programme courses by IB assigned examiners.

### **Communication with Faculty, Administration and the Board of Trustees**

We strive to encourage open communication between parents and teachers, administrators and Board members. Please follow the guidelines below to determine with whom you should discuss your concerns:

<i>If you have a concern regarding</i>	<i>please contact</i>
<b>your child's performance or a classroom issue</b>	<b>the teacher in question</b>
<b>the academic programme(s), disciplinary procedures, a specific teacher, or an issue affecting one of the two sections of the school</b>	<b>Mr. Cusbert (Primary) Mr. Jenkinson (Secondary)</b>
<b>a school-wide issue, or a concern about an administrator</b>	<b>Mr. Scott Hibbard</b>
<b>a financial matter</b>	<b>Mrs. Natasha Nicholas</b>
<b>an issue concerning the board or school director</b>	<b>Mr. Richard Starkey</b>

Teachers are often very busy before school and during the day. If you need attention, it is important that you make an appointment, preferably by e-mail or by sealed note. Teachers will not answer phone calls whilst they are teaching and so if an emergency situation arises, please contact reception.

Please note that it is awkward when parents make comments to a teacher about another teacher, administrator, or member of staff. It puts the teacher in an uncomfortable position. These concerns are best directed to the appropriate Area Head or the Director. In addition, please keep in mind that the Board of Directors does not deal with operational issues of the school.

We will always strive to respond to your concerns in a professional manner and to offer you the solution(s) and guidance needed to work through difficulties. **Every problem is an opportunity to learn something** about communication, understanding others, understanding ourselves and coping with frustration. The parent-teacher relationship is a vital part of your investment in your child's education.

### **Changes in Family Circumstance**

Parents are encouraged to contact the school regarding changes that may affect their child's performance or social/emotional adjustment to school. Such changes may include death, divorce, remarriage, new sibling, hospitalisation, illness, etc.

# Discipline

Our goal is to help students become responsible young adults who regulate their own behaviour and who respond positively to situations in which they have not behaved well. We will point out poor behaviour when we see it, will offer counsel when asked, and will try to provide guidance in helping students learn how to respond most constructively to difficulties.

## **What Does Good Behaviour Look Like?**

Here are some examples:

- It is being inclusive – letting someone else join your group.
- It is being respectful of yourself – making good judgments about what you eat, how you conduct yourself and how you fulfill your responsibilities.
- It is being compassionate – making sure you help someone who has had an accident or has been hurt or upset.
- It is being responsible – taking care of your belongings.
- It is being respectful of your environment – making good decisions about minimizing waste.
- It is being honest – even if it means you have to accept consequences for your actions.
- It is being fair – doing your share in a group situation.
- It is being respectful of others – being kind, polite and using ‘please’ and ‘thank you.’
- It is all of this and much more!

## **Primary School**

In the Primary School, teachers work with students to build understanding of the following common expectations of behaviour in our school:

- **Be Respectful**
  - Use polite language.
  - Respect your own and other people’s feelings, bodies and possessions.
  - Treat others’ property with care.
- **Be Responsible**
  - Consider the consequences of your actions.
  - Be prepared for class.
  - Listen actively and follow instructions.
  - Share resources and space.
  - Walk sensibly and quietly when moving around the school.
  - Wear hats during PE and break times.
  - Wash hands after the bathroom and before eating.

## **Minor Rule Infractions**

The homeroom teacher will speak with the student about such incidents and keep track of each student’s general pattern of behaviour, attitude and effort; concerns will be

communicated to parents as needed. A teacher may use his or her professional discretion in assigning a reasonable consequence.

### **Repeated and/or Serious Infractions**

Students with consistent behavioural challenges will be placed on a behaviour improvement programme involving goal setting and monitoring by all teachers. Parents will be informed and involved at this stage.

Serious behavioural infringements such as fighting, swearing, biting or threatening behaviour will be referred to the Primary Head for appropriate action. Repeated severe behaviour will involve a four way meeting with the parents, the student, the teacher and the Primary Head and will result in sanctions ranging from the development of a behaviour contract to exclusion from school for a period of time.

### **Secondary School**

Student misbehaviour in the classroom is managed using the following warning/consequence system:

- **1 warning C1:** (consequence 1) student is requested to stop misbehaviour
- **2 warnings C2:** student is warned again and moved to an alternate seat
- **3 warnings C3:** Head of Secondary informed, one hour detention assigned
- **4 warnings C4:** Head of Secondary informed, appropriate consequence assigned. This may include a temporary exclusion from school.

Students will receive an **automatic C3** for the misbehaviours listed below:

- Using inappropriate language
- Using racially or sexually abusive language
- Over 5 minutes late to class without a note
- Chewing gum

Students will receive an **automatic C4** for any form of violent behaviour towards either a student or a teacher and/or for being abusive towards, or using inappropriate language, with a teacher. Parents will be advised if their child receives a C4.

### **Major or Chronic Rule Infractions**

Students who are guilty of major rule infractions, or of chronic rule infractions, will be referred to the Head of Secondary and assigned a consequence appropriate to the nature of the offence.

Students whose behaviour indicates that they do not wish to be a positive member of our school community may be suspended internally or externally. Examples of behaviours that may lead to suspensions include cheating, being off-campus without permission, physical aggression, bullying and possession and/or use of cigarettes, alcohol or any other harmful substances.

### **Homework Detention (Secondary only)**

Homework is a vital component of students' learning. As such, failure to complete assigned work will result in the following consequences:

- If students do not have their completed homework, they will receive a lunchtime detention.
- Students will go to the next available lunchtime detention.
- Once there, students will sign up with the member of staff on duty and complete the missing work.
- Students will be given a slip to take home for their parents to sign and return to the teacher who assigned the detention.

If a student receives 3 lunch time detentions in one week, they will be referred to the Head of Secondary.

## **School Uniform**

As part of the Cedar International School identity, all students are required to wear a school uniform as clarified below. Our preferred supplier is Land's End. Should you choose to use another supplier please ensure that the colour and style are equivalent. Cedar's 'Land's End Preferred School No' is 900041328/Logo No' 0837695K. Please label uniform items with your child's name.

**Please note that hats must be worn by students from Lower Kindergarten through Grade 6 when in the sun, for long-term safety reasons. Hats should be removed when inside the building, even on Free Dress Days.**

### **Uniform Tops**

Type: Short-sleeved polo shirt with embroidered Cedar logo  
Color: Evergreen or white

### **Uniform Bottoms**

Type(girls): Skorts, Chino-style Shorts, Chino-style Long Pants, A-line Skirts

Type(boys): Chino-style Shorts, Chino-style Long Pants

Color: Khaki

Skirts/pants must be worn on the waist. Skirts/shorts must not be shorter than mid thigh.

### **Sweaters**

Types: Plain or Solid Cardigan, Crewneck Sweater or Sweatshirt

Color: Evergreen, white, khaki or tan

### **Socks**

Type: Plain evergreen, white, khaki or tan

**Shoes**

Grade K-12 closed-toe shoes only. For safety concerns, heels higher than two inches must not be worn. No crocs or other similar footwear deemed inappropriate by the Director will be permitted.

**Hats**

Students in lower kinder through grade 6 must wear hats while on the field or playground. Secondary students in grades 7 to 12 are encouraged to wear hats for sun protection.

**PE. Uniform**

Shirt: Plain white short-sleeve cotton t-shirt  
Shorts: Khaki or tan shorts  
Shoes: Closed in sneakers

**Grade 12 Student Dress Code**

Grade twelve students are exempt from the uniform requirements set out above, other than with respect to footwear, providing the following dress code is adhered to:

1. No muscle shirts (sleeveless men's shirts);
2. No spaghetti straps or tank tops;
3. No cut-off jeans;
4. Midriffs must be covered;
5. No see-through clothing;
6. No offensive logos or slogans; and
7. Skirt length must not be any shorter than mid-thigh.

**Free Dress Days**

The last Friday of the month is Free Dress Day, providing student attire follows the Grade 12 Student Dress Code. Closed-toe shoes only.