



2019/2020

Handbook

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SECTION 1: INTRODUCTION

1.1 A WELCOME FROM OUR HEAD OF SCHOOL

Dear Students,

Welcome to Carlsbad International School (CIS), your home away from home.

CIS is an amazing international learning community and our goal is to help you to reach your full potential.

The policies and guidelines in this handbook were developed to enrich your experience and to help you understand the school and local culture.

In this handbook you should find all the information you need to enjoy your time in Carlsbad, which I am sure would be a fulfilling life experience.

Should you have any questions or doubts, do not hesitate to contact one of your teachers or me.

Sincerely,

Davi Sanchez Netto Head of School

1.2 OUR MISSION

We commit ourselves to helping each student in their journey towards reaching their full potential, providing opportunities for lifelong learning, inspiring academic success, developing inquiring minds, and growing our students as positive members of our local and global communities, demonstrating acceptance, tolerance and compassion for all.

1.3 OUR VISION

Our vision is to produce fine young men and women who are highly prepared for post-graduate education and, most importantly, ready to become positive and productive leaders in today's global society.

1.4 OUR PHILOSOPHY

We believe every student has a large part to play in his or her education. We do not just give our students facts and figures 'on a plate'. Our students learn how to learn through problem solving, active contemplation and practical activity. We teach them to think, reason, debate, investigate and inquire.

We teach using a blended programme of teacher-led learning and self-directed learning. Our teachers inspire and stretch their student's minds, helping them to achieve their potential. When students are involved in self-directed learning online, their teachers are still involved, available to mentor, encourage and supervise them.

1.5 ACADEMIC PHILOSOPHY

Connections Are The Key To Learning

Whatever you call it... learning, curriculum, programme, activities, performance, leadership or teaching... we believe that so much of our learning happens when we establish friendships, build mentorships, develop partnerships and cultivate interaction. In short, so much of it is about making lasting connections. Every day at Carlsbad International School (CIS) is built around opportunities to connect.

Each student's day is structured around classes where teachers use innovative methods to communicate fact, theory and ideas, leading to understanding and knowledge. Alongside teacher-led learning, our students develop skills in discussion, analysis, evaluation, and managing their own learning, just as they will have to do at university and in later life.

This innovative blend of traditional teaching and modern learning tools and techniques suits all students with their diverse range of learning styles and aptitude.

While other schools struggle to 'individualise' learning for the benefit of their students, Carlsbad International Boarding & Day School can provide a productive learning and teaching environment for all students. From those students who need individual pacing of lessons and a step-by-step review of the subject matter to those who require accelerated learning and development and early college credits, all students are encouraged to fulfill their potential at Carlsbad International School.

Our students are given a range of assignments from across the curriculum.

These include written and digital assignments, as well as formative and summative assessments. Grades awarded by our teachers take all aspects of the programme into consideration. Parents have real-time access to student grades through an online portal.

Active healthy students perform better academically, psychologically and emotionally. Physical Education (PE) runs separate to our activities programme for Grades nine and ten. The activities programme is strongly influenced by PE related sports. Our students have the opportunity to participate in a wide range of activities and sports at all levels, whether just for fun and recreation or to a high level if they have the ability and desire to excel in one or more sports.

SECTION 2: RESIDENTIAL LIFE

2.1 THE RESIDENTIAL LIFE TEAM

2.21 PASTORAL CARE AND SUPERVISION

Our in-house Residential Life Team ensures each student is well supported during their time at CIS. We have separate dormitory buildings for boys and girls.

Each Dorm at CIS has two Dormitory Supervisors, live-in faculty members who oversee the pastoral and live-in care of each student. The Dorm Supervisors share on-call duties in their dorms at night and are the primary contact for boarding students. The Dorm Supervisors are supported and coordinated by the Director of Residential Life/Dean of Students. The Residential team manages the following aspects of residential life at CIS:

- Provides pastoral care to each student.
- Ensures students get adequate sleep and nutrition.
- Supervises study hall and help with homework.
- Organizes weekend activities and social trips.
- Assists with the travel arrangements.
- Monitors student dress.
- Cooperates with nurses on health needs.
- Determines consequences for misbehaviour on campus.
- Monitors student check-in and check-out system.
- Ensures that students develop the necessary life-skills to lead an independent life after high school.

2.22 RESIDENTIAL LIFE CURRICULUM

CIS has created a Residential Life Curriculum as we strongly believe that education continues after the bell rings. Students are expected to attend weekly Dorm Meetings and engage in a Pastoral Curriculum with Residential Life staff. The Residential Life team creates focused lessons to encompass a wide variety of modules which aim to help students grow as responsible global citizen. Topics reflect the developmental tasks and needs of adolescents, as well as being responsive to the needs of community living and a global community. Students may also suggest topics they would like to see covered.

2.2 ARRIVING AND DEPARTING CIS

2.21 OFFICIAL TRANSPORT DAY

We have many students arriving and departing campus each term, holidays and cultural trips, and we work to help make student transport as smooth and safe as possible by using our own vehicles, drivers and staff supervisors. CIS schedules one official transport day for arrivals and departures on either side of school breaks. We can arrange transport to and from the Prague Airport and Train/Bus stations within these areas. School transport WILL NOT be provided outside of the stated official travel days as we expect every student to be in class on every teaching day. Parents are asked to provide detailed transportation information for their child at least one month before an arrival or departure, or upon request of the Residential Life Team, to ensure that CIS can adequately meet all students transportations needs.

Late or last minute travel information from families may create conflicts that will prevent CIS from meeting its travel objectives. If a student wants CIS transport outside of the official transport dates then we can book private transport for them, for the following cost:

- Individual trip for 100 EUR
- Group, the whole van for 140 EUR

2.22 WHAT TO BRING

Knowing what to bring to boarding school can be difficult, especially if it is the first time living away from home. We have compiled a list, which will help you remember all you need:

Items of clothing

- School Uniform and dress shoes for school (See section 2.4 on CIS Dress Code)
- Formal clothing for special occasions
- Dress shoes
- Winter Jacket
- Warm sweatshirts
- Windbreaker
- Winter footwear
- Hat, gloves, scarf for winter
- Hiking boots / sturdy outdoor shoes
- Indoor non-marking sneakers for indoor sports/activities
- Casual wear for all seasons
- Shorts and T-shirts for activities and sports
- Socks and under garments
- Pajamas
- Swimsuits (Appropriate)

Technology

We require all students to have a 2015 or later Macbook Pro/Air. Personal televisions are not allowed in the dormitory.

Additional items

- Food storage containers (e.g. "tupperware"), mug, and water and/or thermos bottles

- Special equipment (Ski/snowboard, helmet, tennis, rackets, musical instruments, climbing gear, etc.)
- Alarm Clock
- Sleeping Bag for trips
- Large pack for trips (45 litres +)
- Day pack / Book bag for daily use and day trips
- Umbrella
- Hair dryer (be careful with voltage conversion, CZ is on 220-240v)
- Scientific Calculator (TI-Nspire CX Graphing Display Calculator)
- General school supplies
- Toiletries, laundry supplies, and sunscreen
- Room decorations
- Towels

2.3 DORMITORY LIVING

2.31 DORM FACILITIES

Each student will share a room with other students, depending on the available apartments in which students are allocated (see section 2.33). Our dorms are furnished to the highest standards and provide the students with a comfortable living environment in which to relax and study. Students will be provided with the following:

- Single bed or bunk bed and bed linen
- Incorporated desk and desk chair
- Large bedside cabinet and wardrobe
- Shared shoe racks
- Large shared shower room and bathroom

In each Dorm, students share a common Recreational Room, which includes a living room with a TV and fully equipped kitchen.

2.32 ON CAMPUS SECURITY

ECIS is a secure campus and it has a 24/7 security system to ensure safety and peace of mind. Electronic Fobs are used to gain access to buildings and specific rooms. Each student is given a bracelet Fob for his or her room and individual dorm building. Students are expected to have their Ffob at all times. Fobs are the responsibility of the student and they will be charged for a new one should they lose it. The Dorm staff can also provide students with keys for the cabinets in the rooms to keep important personal items safe.

2.33 ROOMMATES

We are an international community with an array of nationalities. We aim to create a multicultural family during every student's time here and part of that is specific rooming. Rooming assignments take into consideration age, nationality and past experiences. Rooming changes will not be considered until after the students involved have made every attempt to create a workable living environment. It may take some time for students to get use to each other, which is why we do not consider room changes in the first six weeks of living together. After this trial period, students with a sound and credible reason may submit a written request to the Dean of Students for room reallocation. Rooming changes, if granted, are determined by the Director of Residential Life/Dean of Students.

2.34 CLEANING ROOMS

Students will learn many extra curricular and life skills whilst at CIS, including maturity and independence. We help to teach the students how to be organised, starting with their rooms. Basic rules for the dormitory living are:

- Students must make their beds each morning.
- Student desks must be tidy and free from rubbish.
- Clothes and shoes, must be stored in wardrobes or on shoe racks
- Dirty laundry must be adequately stored in laundry baskets and laundered at least once a week.
- Once dry, laundry must be kept and away from shared areas.
- Shared bathroom areas must be kept clean with nothing left out.

The Cleaning and Residential staffs will make daily room checks encouraging students to be as tidy as possible, including the Recreational Rooms. Failure to comply to the rules may result in consequences. Food and beverage deliveries are NOT permitted without the expressed consent of Dorm Staff; ordering without such consent will result in confiscation of all deliveries and other possible restrictions.

2.35 USE OF ELECTRONIC DEVICES IN THE DORM

Technology inventory taken at Orientation: Phones, Laptops, E-readers and other electronic information devices may be used in the dormitories during free time and in the evenings.

During study hall, these devices may only be used for work and research purposes. Dorm staff may confiscate devices at any time subject to, but not limited to the following reasons:

- Watching unsuitable content.
- Using social media during academic work times.

Use of any electronics after lights-out (22:00) and Technology Restriction: Students have access to the internet for the duration of the school day. The internet is turned off during the night to encourage students to get a good night sleep. Specific times are at the discretion of the Dorm Staff and Head of School. Any unsanctioned technology use after 22:30 will result in Tech Restriction.

2.36 DORM DECORATION

Any decorations MUST first be approved by the Dorm Supervisors. Any electrical items (ei.g. fairy lights) should be communicated to the maintenance team by the Dorm Staff and may be subjected to a check from an electrician or a fire safety marshal.

2.37 FRIENDSHIP HALL

The CIS campus houses its own catering facility, Friendship Hall. Quality, healthy meals are served 7 days a week. Students will have a wide variety of food available to them for breakfast, lunch, dinner, and snacks, during the week and brunch and dinner served on the weekends.

2.4 CIS DRESS CODE

As a premium international boarding school, CIS places emphasis on a professional and disciplined approach to academics. This is reflected in our dress code, which has been designed to ensure that our students are able to concentrate on their academics whilst sporting a comfortable and tidy look.

Students must be in full uniform dress every school day. Students should be prepared to be in compliance with the uniform from the beginning of the school year until the end.

2.41 REGULAR DRESS

Boys - worn during academic hours:

- white, red or maroon short sleeve polo with logo
- white or maroon long-sleeved polo with logo
- navy or maroon fleece vest (maroon fleece jacket) with CIS logo
- navy or dark trousers
- deep red V-neck sweater with CIS logo
- maroon cardigan with CIS logo
- hoodie with CIS logo
- Western business attire dress shoes

Girls - worn during academic hours:

- white, red, or maroon short sleeve polo with logo
- white or maroon long-sleeved polo with logo
- navy or maroon fleece vest (maroon fleece jacket) with CIS logo
- navy trousers or skirt
- deep red V-neck pull-over sweater with CIS logo
- maroon cardigan with CIS logo
- hoodie with CIS logo
- Western business attire dress shoes

2.42 FORMAL DRESS

Students may be required to dress in formal dress uniform for special school events. The formal dress consists of a blazer with CIS crest, school tie, and white button-downed shirt with CIS logo.

2.43 OTHER NOTES REGARDING DRESS CODE

- Only clothing that meets the dress code requirements outlined in the Student Handbook may be worn as acceptable uniform during academic hours. CIS staff reserves the right to send students who are not dressed to code back to their dorms to change at any point during the school day. If a student is in repeated violation of dress code, CIS also reserves the right to introduce consequences proportionate to the violation.
- Skirt hems should touch fingertips when arms are at their sides.
- Hats/caps and unofficial coats or jackets are not permitted indoors during academic hours, including in Friendship Hall.
- Sport shoes, sandals and boots are prohibited during academic hours, but are acceptable for activities and leisure wear. CIS reserves the right to classify acceptable footwear on an individual basis.
- While outside of academic hours, CIS students are still expected to dress in a manner that benefits them as ambassadors of their community. Clothing depicting sexual content, violence, profanity, or references to alcohol and/or drug use are prohibited. CIS reserves the right to question the appropriateness of student clothing at any time.
- On the last Friday of every month, students are allowed to dress casually (Casual Fridays), notwithstanding the rules for casual dress outside of academic hours. The school administration and residential team may cancel Casual Fridays, at their discretion.

SECTION 3: STUDENT LIFE

3.1 ACTIVITIES

The regular participation in a range of activities, including sports, and service and creative projects that encourage students to form a sound knowledge about the skills the activity provides, a healthy lifestyle, and determination to succeed and enjoy. While we aim to keep our students physically active, experiential learning can come from all forms of individual and group activities, especially when a passionate and experienced teacher or instructor is there to lead, coach, train, instruct or simply encourage connection and reflection.

No previous experience is required to join an activity and all students are welcome regardless of skill level, age or gender.

3.11 WHAT DO WE OFFER AT CIS?

Three strands ,Creativity, Activity, and Service options that prepare students for the IB and activities that students will be capable of having the skills for later on at university and in life. Students can also merge their activities with a CAS project as well. Example; developing an outdoor fitness area, planning, funding, equipment, safety, and instruction). Each trimester has approximately 20 to 25 various activities to choose from. This includes; archery, self defence, weight training, yoga, and cooking to name but a few. Activities are mainly chosen by the teachers and where their strengths lie. Instruction from outsourced English speaking professionals also play a big part in the activities.

If there is other activities students wish to pursue, the activities team will help the students contact the correct person. The private activity cost will be the student's responsibility. Students may choose from several non-physical activities in addition to physical activities. Other activities may be offered if there is interest from students. Our dedicated Activities Team ensures that the activities are well structured, fun and ever evolving. Should a student wish to pursue another activity that is not currently offered, he or she is encouraged to speak to the Activities Director.

3.12 GOALS

1. Produce a Safe, Fun and Challenging program.
2. Focus on specific skills to increase quality/skills of activity.
3. Understanding the benefits of healthy competition and organized games and sport.
4. Developing confidence and trust through individual, team sports, and recreational activities.

3.13 REQUIREMENTS

Students will have the opportunity to choose between three different strands or groups. This will help students to prepare for their time in the IB and CAS. They can choose between Creativity, Activity and Service. Students must follow the same attendance requirements as for the academic attendance policy.

Grade 11 and 12 IB students: 3 activities a week and TOK.

Grades 11 and 12 non IB students: 4 activities a week.

Grades 9 and 10: 5 activities a week.

3.14 ACCOUNTABILITY

It is crucial that every student is on time and prepared for activities. Consequences may be issued for poor student attendance and/or participation. These consequences are in line with Res Life rules and not academic. 85 percent attendance is deemed necessary every semester for a Grade Point for the students GPA.

Day students will be accountable to the academic detentions if need be.

3.15 ATTENDANCE & ATTIRE

If a student misses an activity, the student must have an excuse from either a dorm staff or a nurse. If no excuse is given and a skip has occurred, the student will be required to follow through with issued consequences. With every non excused activity, a Friday night Res Life restriction occurs. Students must come prepared for all activities wearing proper footwear, clothes that do not prohibit the activity, a water bottle, and anything else that an activity may need. Day students are able to use the dorm recreation rooms to change and leave their belongings.

3.16 ILLNESS POLICY

If a student is sick and believes he or she will be unable to participate in his or her activity, it is his or her responsibility to visit the nurse and discuss the situation. The nurse may choose to excuse the student from activities or some other course of action will be taken. Students who are too sick to participate but can still attend school must also attend, as they can observe others, referee, etc. The activities director reserves the right to excuse students if he deems them unwell for the activity.

Students who are at the health center, in their dorm, or at home for more than two periods of the day may not participate in activities or competitions that day, and may be restricted to campus on the weekend to ensure proper recovery from the illness or injury. If a student wishes to visit the Health Centre during the school day, they should inform their teacher within an acceptable time-frame. Outside of school hours, the student should inform Dorm staff within an acceptable time frame. The Nurse will then pass the relevant information onto Dorm staff.

3.2 CIS HOUSE COMPETITION

At CIS, we created international 'houses' to promote a close-knit community. These are comprised of 2-4 staff members and between 10 to 14 students. House assemblies will take place each month and attendance by both students and staff is mandatory. Students are expected to find the best solution possible to gain house points for the monthly competitions. At the end of the each semester, there is a prize for the winning house.

3.3 FREE TIME AT CIS

3.3.1 SOCIAL DAY TRIPS

CIS staff work hard to create a variety of day trips for our students to ensure that they are able to thrive socially as well as academically, which may include sightseeing, shopping or other recreational and cultural activities.

Social day trips organised by CIS staff are covered in the fees. Students will require money for extras such as food or other items they wish to buy on a trip. Other trips may require an added cost, such as a concert, the cost of which should be paid by the student

3.32 LEAVING CAMPUS

Students are allowed to do Short Leaves and Long Leaves of campus.

Short Leaves

Types of Short Leaves may include:

- Check-out from school on weekdays and weekends;
- Extended Check-outs for Seniors and Juniors until 23:00 on Friday and Saturday evenings;
- Solo Check-outs for Seniors with parental permission;
- Daytime Study Period Check-outs for Seniors;
- Solo Exercise Check-outs for all students with parental permission (see description paragraph below);

Students have to follow Regular Check-Out Procedure at all times, consisting of the following steps:

- Students must be accompanied by at least ONE other student.
- Students must have their school ID and insurance card, and credit on their Czech phones.
- Students will be allowed to check out for up to 4 hours at a time.
- Boarding students must not travel in another student's car under any circumstance.
- Upon return to campus, students must inform duty person of their return.

Students must request approval for Short Leave through Boardingware in advance (deadline to be determined by the Residential Life Team).

All students, regardless of their age, are allowed to check out by themselves, for a limited time, to do physical activities (Exercise Check Out), provided that they have previous and written parental authorization. The Residential Life Team reserves the right to determine the times in which students are allowed check out for exercise. This is based on the season and daylight hours. Students may be restricted from doing Exercise Check Outs if they do not use this time for physical activities. The duty staff further may request that the students provide proof that they had been exercising, for example, activity trackers and apps.

Long Leaves

Overnight trips:

Students may leave for a weekend overnight trip, but only under strict conditions. CIS will only release students to parents, family members and friends, who are over 25 years old and approved by parents in writing and confirmed by phone.

Students must request approval for Long Leaves through Boardingware by Wednesday of the same weekend, at 5 p.m.. The Dean of Students will approve requests before the weekend, if all the necessary information about the trip is provided and verified. Regular check out procedure applies. Students are only allowed to leave campus for their trips after academic hours. Any student on Disciplinary Restriction, who is off-campus for the weekend of said restriction, will need to serve double their restriction.

Students over the age of 18 may, with parental permission, travel alone, without supervision. CIS reserves the right to refuse weekend permission to any student in situations that are deemed inappropriate or if students are under academic or disciplinary restriction.

Day trips:

Students may leave for a day trip under the same conditions as the overnight leaves, but are not required to have a guardian for the trip. Regular check out procedure applies. Students are only allowed to leave campus for their trips after academic hours.

3.4 SNOW SPORTS PROGRAM

As the campus is located just 30 minutes from a handful of ski areas, CIS organises a Snow Sports Program which runs for 10 weeks during the winter. Our certified ski instructors will be responsible for each student receiving high quality training and fun experiences on the slopes. Snow Sports participants are required to have the following equipment:

- Ski pants and jacket
- Ski gloves, helmet and hats
- Goggles/ Sunglasses
- Ski socks
- Multiple base layers
- Backpack

The following equipment may be rented:

- Skis/Snowboard
- Ski boots

We require all students to wear helmets, which can be either purchased, rented or borrowed.

Students can pay for weekly, monthly, bi-monthly, and entire season ski packages.

Student lead CAS projects are also available, they include organizing trips, events, races and tuition.

3.5 HEALTHCARE AT CIS

3.51 ON SITE HEALTH FACILITY

Here at CIS we have a dedicated healthcare team who are available 7.30 am -10 pm. Nurses head up our medical care and are able to provide many services for the students including basic medical examinations and services, medical advice and continual assessment when ill, and transport to the doctor/hospital, should it be required.

As the campus is located just 30 minutes from a handful of ski areas, CIS organises a Snow Sports Program which runs for 10 weeks during the winter. Our certified ski instructors will be responsible for each student receiving high quality training and fun experiences on the slopes. Snow Sports participants are required to have the following equipment:

- Ski pants and jacket
- Ski gloves, helmet and hats
- Goggles/ Sunglasses
- Ski socks
- Multiple base layers
- Backpack

The following equipment may be rented:

- Skis/Snowboard
- Ski boots

We require all students to wear helmets, which can be either purchased, rented or borrowed.

Students can pay for weekly, monthly, bi-monthly, and entire season ski packages.

Student lead CAS projects are also available, they include organizing trips, events, races and tuition.

3.52 FIRST AID

All of the CIS Activity staff have been trained in basic first aid. A staff member takes first aid equipment, medical cards and emergency contact details whenever students are taken offsite.

All of the CIS Activity staff have been trained in basic first aid. A staff member takes first aid equipment, medical cards and emergency contact details whenever students are taken offsite.

There are first aid kits in both the girls and boys dorms. The dorm staff also have access to medication to help treat conditions such as fever, headaches, coughs and colds and minor digestive troubles. If a student requires medication which is stored in the nurse's office, then CIS staff are able to gain access by calling the on-call nurse.

3.53 HEALTH INSURANCE CARDS

All CIS students are supplied with a Czech insurance card. This card must be in a student's possession whenever they are off campus. It is recommended that parents carry travel and home insurance as well. The Insurance company does not cover teeth treatment, rehabilitation, some medication and cases which existed before the insurance agreement started. All examinations at the doctors have to be reported to the agent of the insurance company in advance. Sometimes it is a paid negotiable price at the doctors (pediatrician, specialists etc.) but the insurance company coverage will be according to their reimbursement guidelines which could be lower than the cost. The outstanding amount must be paid by the student.

SECTION 4: STANDARDS OF BEHAVIOR

4.1 CODES OF CONDUCT

CIS expects students to behave in an appropriate manner and follow school rules at all times, inside and outside of the classroom environment. Codes of conduct and behaviour have been established to permit our diverse community of students and staff to live together in a harmonious environment of mutual respect. Expectations regarding academics, shared living spaces and healthy lifestyle choices are described throughout this document and will be communicated clearly and consistently to students upon arrival. In this section, CIS students will find a brief overview of expectations for different aspects of school life as well as descriptions of anti-social behaviour which will result in disciplinary action from CIS. Not all rules fit each student perfectly, but in order to be consistent and fair we ask all students to abide by the rules. If a student violates a rule then they will receive a consequence.

4.2 ACADEMIC/CLASSROOM EXPECTATIONS

The IB programme is among the most rigorous academic programmes in the international community. Successful IB students are respectful, prepared, focused and engaged. Students are expected to come to class prepared with their materials and work, and to engage in fruitful discussions during class. Students must use technology responsibly whilst in class and refrain from using their phones and social media on their computers whilst in class. This expectation extends to study hall which takes place in the evening, on Friday afternoons and on weekends for students who are unable to manage their time responsibly. These sanctioned hours are not the only hours that students will need to work to enjoy success. A successful IB student must be self motivated and focused.

Students are also expected to engage in healthy dialogue, yet treat teachers with respect both inside and outside the classroom. While a student may have a reasonable objection to raise with a teacher or peer, it is a crucial life skill to be able to do this in a way which is respectful. It is possible to disagree without being disagreeable.

4.3 ATTENDANCE AND CREDIT POLICY

Course Credit Policy (Grades 9-12): Students must attend at least 85% of all classes during any one semester shall receive a final semester grade of 1 and will not receive course credit for that semester. For course credit purposes all absences (including unexcused illness, visa, personal travel, religious, or other) will be counted. The decision to grant or deny course credit shall be the responsibility of the Head of School and the Academic Programs Coordinator. The Head of School or the Academic Programs Coordinator will inform the parents via ManageBac of any ongoing concerns regarding students' attendance.

4.6 DORM EXPECTATIONS

As CIS is a boarding school, teaching does not stop in the classroom. Some of the most valuable lessons students learn revolve around getting to know their classmates in a residential setting. Invariably, disagreements will take place and the Residential Life team is here to equip students with the soft skills to resolve differences amicably and facilitate discussions when necessary.

Students can avoid most disagreements by keeping their personal space and communal spaces clean and organised. CIS employs a number of ways to help students do this including regular dorm checks and chore wheels.

Students who damage dorm/school property will be held financially responsible if the damage is determined to be the result of inappropriate behaviour.

4.7 TECHNOLOGY USE

As a 21st century school, CIS weaves technology into the classroom and students are expected to use their computers to enhance learning and understanding. There is also an expectation that students will monitor their use of social media and technology unrelated to academics during their time in the classroom and during independent study time. If there are issues with proper focus, staff will help students by providing them with strategies and supervision, within reason. If students are unable to use technology responsibly, a more individualized intervention plan will be set forth with Residential Life and Academic staff working together. Internet access is curtailed during late night hours during the week so students can 'unplug' and get a healthy amount of sleep and free time from screens. Gaming systems is allowed but CIS reserves the right to confiscate systems if students do not use them responsibly. Images and/or decorations on technology devices that depict sexual content, violence, profanity, or references to drug, alcohol and tobacco use are prohibited.

4.8 STUDENT HEALTH

CIS promotes a healthy and active lifestyle. Students choose from a number of activities that take place before or after classes throughout the week. In addition to staying active, students are expected to eat a balanced diet, stay hydrated and get an adequate amount of sleep. CIS provides support and supervision in all these areas and can also accommodate the interests of students within reason.

4.9 SCHOOL TRIPS

Students are expected to be on their best behaviour during all trips that CIS facilitates. In the case of cultural trips, they take place far away from school and having students meet their expectations is critical to ensure their safety. Especially important is that students remain in their lodgings during the night and do not consume alcohol or other prohibited substances. CIS reserves the right to the following actions for malfeasance on school trips:

- If students put themselves or the group in danger or cause the group to miss a scheduled event, the student may be held financially responsible for rescheduling transport, events or other arrangements set forth on the itinerary for all affected persons.
- If students are hospitalised or incarcerated, parents will be expected to immediately come to their location and take responsibility for their child so CIS staff members can move forward with previously laid plans for the entire group.
- If CIS members are required to reschedule travel and incur any extra expenses for transport, food or lodging as a result of a student being hospitalised or incarcerated, the student/family will be held financially responsible until such a time that the parent takes over and the CIS staff member rejoins the group or returns to CIS.
- If students act in a way that does not reflect the values of CIS on any trip, CIS reserves the right to follow through with consequences once students return to CIS.
- Laws vary from country to country but the values of CIS are universal. There are no exceptions to the rules set forth in this section nor any rules which are 'relative' based on where students happen to be visiting.

CIS students are expected to conduct themselves in a manner which positively reflects the school, their family and their community at all times.

SECTION 5: ANTI-SOCIAL BEHAVIOUR

The following section outlines some of the different sections of behaviour that will not be tolerated at CIS. It is in no way meant to be an exhaustive list. Expectations of students will be communicated clearly and consistently to students upon arrival and throughout the year but the foundation of positive behaviour lies in the understanding that the items listed below will not be tolerated in the CIS community. The Dean of Students oversees the discipline system. At the students' arrival at CIS, they will be asked to sign a contract stating that they are aware of the school's stance on the Disciplinary Infractions and Consequences and that they understand the policies and are prepared to accept the consequences should they be found in violation of the rules covered in this and other sections of this Handbook. The Disciplinary Infractions and Consequences will be made easily accessible to students and staff, at all times. The Residential staff reserves the right to review this system twice a school year, if deemed necessary.

5.1 BULLYING

Bullying is defined as verbal or physical contact, which has the purpose or effect of harming an individual's education, work performance or personal well-being.

CIS is committed to maintaining a school environment where bullying has no place. Furthermore, any form of coercion or harassment If students act in a way that does not reflect

the values of CIS on any trip, CIS reserves the right to follow through with consequences once students return to CIS.

Laws vary from country to country but the values of CIS are universal. There are no exceptions to the rules set forth in this section nor any rules which are 'relative' based on where students happen to be visiting. That insults the dignity of others or interferes with their capacity to learn or work is unacceptable. This commitment requires consideration and tolerance of differences between peoples. At CIS, students and faculty come from different backgrounds and cultures and practice different religions. Each person has his or her own standards for personal behaviour. These differences, however, do not excuse inappropriate or offensive behaviour. Instead, they call for particular awareness and sensitivity to other people's rights and dignities. Continued incidents will lead to the offending student's dismissal from CIS.

5.11 TYPES OF BULLYING

CIS identifies four types of bullying as defined by stopbullying.org, as well as 'virtual bullying'

- **Social bullying** involves hurting someone's reputation or relationships. Examples of social bullying include intentional exclusion, spreading rumours, public shaming, or exerting social control over someone through such means.
- **Verbal bullying** includes teasing, name-calling, inappropriate sexual comments, taunts, and threats of physical to cause harm. This also includes remarks made that demonstrate bigotry or intolerance and discrimination on the basis of gender, race, ethnicity, religious beliefs or sexual orientation.
- **Physical bullying** involves hurting a person's body or possessions. This includes any form of physical violence, the destruction of a person's property, or using body language and gestures to intimidate someone. Invading space of others, including being in suite or room of other students without expressed permission
- **Virtual bullying** is the use of technology and various forms of social media or technology to negatively impact another person. For instance, recording audio/video or taking photos without expressed consent of other students or staff. At CIS, we teach our students to be responsible 'digital citizens' and the use of technology in this manner can have lasting consequences for everyone involved. As such, virtual bullying is taken as seriously as any other form and may result in significant restrictions on the use of technology by students until such a point that they realize how to use it in a responsible manner.

5.2 SEXUAL HARASSMENT

Sexual harassment is conduct which creates a tense or hostile environment, and includes what reasonable persons would judge to be unwelcome physical contact or unwelcome verbal taunts, often in the guise of jokes, based on a person's gender or sexual orientation. Examples of possible sexual harassment include, but are not limited to, the following:

- Unwanted physical contact such as touching, pinching, brushing against, or rubbing a person's body.
- Touching a person anywhere or in any way after that person has objected to such physical contact.
- Intimidation, taunts, slurs, jokes or condescension based on a person's gender or sexual orientation.
- Gesturing obscenely or suggestively with hands, face or other body part
- Unwanted attention in the form of badgering, especially, after a person has objected to such behaviour.

- Pulling, ripping or removing clothing or exposing someone's body in any way.
- Behavior such as laying down suggestively in hallways, classrooms, common areas or school vehicles which intimidates or prevents others from comfortably using these areas.

5.3 BROTHELS/NIGHT CLUBS

It may surprise some to note that prostitution is legal in the Czech Republic and nearby countries (Germany, Austria, Hungary, Switzerland, and others). CIS, however, unequivocally will not allow students to engage in or support this activity in any way. Furthermore students are completely prohibited from patronizing cabarets and other establishments featuring sex workers or nude/semi-nude entertainment regardless of age or legal status. If a student is found to have patronized one of these locations, the student will immediately be scheduled a doctor's visit to test for STI's at their own cost.

5.4 GAMBLING

Among the healthy habits CIS actively promotes, the responsible use of money is an important lesson many adolescents must learn whilst away from home. As such, CIS prohibits the use of money in bets, card games or any other form of gambling that may take place. If students are found to have been gambling or wagering money in any circumstance, they will be placed on immediate restriction. Any materials found to have been used for gambling (such as cards, dice or poker chips) will be confiscated and a letter to the parents will be sent with the recommendation that the student's pocket money be suspended.

5.5 FIGHTING & VIOLENCE

Use or possession of firearms, including blank firing guns, air-soft rifles & paint guns and starter pistols will result in immediate withdrawal from CIS. While students may possess Swiss army style knives, blades bigger than 6 cm are not allowed and will be confiscated. In case of any incident of use of firearms or weapons, a thorough investigation will be conducted by the Dean of Students and consequences will be applied.

5.7 USE OF PROHIBITED SUBSTANCES

CIS students are prohibited from consuming or possessing, at any time, alcohol, tobacco/nicotine, drugs, or any other substances described under this section.

The Residential Life team reserves the right to inspect or search personal belongings or dorm rooms at any time, for the possession of substances. In these cases, students may be asked to turn out their pockets or have their jacket pockets searched.

CIS also reserves the right to conduct testing (i.e. breathalyzing) or request a confidential medical examination (such as urine analysis) of any student at any time, and without prior warning. Medical examination will take place through the Health Center and the results communicated to the Dean of Students. A positive result may be tested a second time to make sure that it is not a false positive. If the second test confirms that the sample is positive, the student will be considered as having used the prohibited substances. Students' refusal to take the tests requested by CIS staff will also automatically be considered as a positive and in violation of CIS policies.

CIS may refer a student to a professional substance abuse counsellor. Should this option be exercised, the financial responsibility of the counsellor would be placed on the student and his or her family.

5.71 ALCOHOL POLICY

Students are breathalysed at the dorm check-ins on weekends and CIS reserves the right to breathalyse at random where it is deemed necessary. If a student blows a positive then the student will have been considered to have consumed alcohol. This also applies to possession of alcohol.

5.72 TOBACCO

It is against CIS policy for all students to smoke regardless of their age. Tobacco is extremely harmful to a young person's health. Furthermore, vape pens, IQOS, electronic cigarettes, hookahs/shisha or other types of ingesting tobacco/nicotine are covered under this section.

WITH A GROUP OF STUDENTS USING TOBACCO

If a student is with a group of smokers and if it cannot be determined if they are one of the smokers then they will receive a smoking infraction nonetheless.

TOBACCO IN THE DORM

Using tobacco in the dorm is extremely dangerous, as it poses a fire hazard for the entire dorm. If a student is discovered using tobacco in a dorm or if there is overwhelming evidence that using tobacco is occurring in a room, all tobacco, IQOS and/or vaping paraphernalia confiscated by school authorities will be destroyed. then the student will be immediately placed on 'social probation status'. A second offence of this nature may result in the student being withdrawn from CIS. If there are cigarette butts OR any cigarette vapor paraphernalia inside the room, on the balcony or outside of the window, or if cigarette marks are in the bathroom, all of these are considered reasonable evidence that smoking is occurring in the room.

5.73 SLEEPING AIDS

CIS is committed to promoting healthy lifestyle for our students, which includes actively encouraging students to maintain good sleeping habits. We acknowledge that a number of factors may impact students' sleep quality, such as stress, lack of physical activity, and technology use. However, CIS does not sanction the use of sleeping aids, including natural aids (e.g. melatonin and CBD or cannabis derived oils) without the express parental consent and medical recommendation. Any such items recovered in students' possession may be confiscated by the Residential team.

5.74 DRUGS, DRUG PARAPHERNALIA & TESTING POLICY

CIS has a zero tolerance drug policy. This means that if a student is found to be using or in possession of drugs whilst enrolled they will immediately be dismissed.

Students participating in the use of illicit drugs or in possession of drug related paraphernalia or masking agents, will be immediately dismissed. If a student refuses to submit to a drug / alcohol test then the student would be considered in violation of the drug/alcohol policy and will face immediate dismissal.

New drugs / behaviour patterns continue to develop, like 'Spice', 'Monkey' or 'K2' - a synthetic cannabis or 'huffing' - the inhalation of aerosols. CIS reserves the right to amend this list as new drugs, stimulants and substances become available on both legal and illegal markets.

The list of drugs above is not considered static or exhaustive. It can and will be amended to reflect the changing nature of the world in which we live. CIS reserves the right to classify any of these products / activities as drugs or drug use and students may be subject to immediate dismissal if found to be involved in these activities.

CIS provides drug awareness education in the Residential Life curriculum to support this policy.

5.8 LIST OF INFRACTIONS

The following is a list of infractions for some common rule violations. In no way does this list constitute the only infractions for which a student might receive a consequence. Furthermore, consequences for repeated offences can be higher. This is not an exhaustive list of infractions and CIS reserves the right to modify or amend the list as needed to meet the challenges presented by developments in technology, dynamic and fluid situations and a diverse student body with ever-changing needs.

5.8.1 OFFENCES THAT MAY RESULT IN A VERBAL WARNING OR POINTS:

- Messy Room
- Trading Key Fobs with other students
- Dress Code Violation
- Tardiness
- Defiance/Disrespect
- Talking back/arguing with a teacher or staff
- Being rude to facility and/or dining staff
- Leaving a mess in the dining hall/common spaces
- Late dorm check in
- Lights out violation

5.8.2 OFFENCES THAT MAY RESULT IN IMMEDIATE RESTRICTION (MULTIPLE POINT VIOLATIONS) OR DISMISSAL:

- Fighting
- Theft
- Destruction of school property
- Possession of weapons
- Leaving the dorm at night after check in
- Being in unapproved places on campus (boys in girls dorm or girls in boys dorm)
- Unapproved check out or disregarding restriction
- Travel in unapproved transport (Students are allowed to ride with authorized CIS drivers, taxi drivers and family friends who have been approved by parents and are experienced drivers. Under no circumstances does CIS allow students to ride with local student or any other student, regardless of parental consent, even if they have a driving license.)
- Drinking/Smoking/Drugs
- Lying and Deception
- Possession of weapons or firearms
- Extreme defiance/disrespect *
- Harassment/Bullying

* CIS classifies "extreme defiance or disrespect" as instances in which the nature of the disrespect or defiance shown is of an unacceptably blatant or aggressive nature. It may also be applied in the case of repeated offences without change in behaviour from the student. CIS staff reserve the right to judge whether an instance of defiance or disrespect should be considered extreme.

5.8.3 SYSTEM OF DISCIPLINARY CONSEQUENCES

For every infraction, CIS staff may determine a disciplinary consequence for the student. This may include one of the following, according to the severity of the violation and reincidence, as established in the Disciplinary Infractions and Consequences.

1. Warning: A student will receive a warning verbally and/or via email about the rule they have violated.
2. 3 hours limited check out 1-hour early check-in: A student is allowed to do a short leave only once per day and must check into campus the dorm one hour earlier. aton a weekend night.
3. 2 hours limited check out 2-hour early check-in: A student is allowed to do a short leave only once per day and must check into campus the dorm 2 hours earlier. at night on the weekend.
4. Weekend restriction: Students will be restricted to campus for Friday evening, Saturday, and/or Sunday. Restricted students must report to duty staff at 9am in Friendship Hall.
5. Technology Restriction: Residential Life reserves the right to confiscate technology when deemed necessary. Should a student refuse to turn in their technology, they will incur in further consequences, and be requested to attend a meeting with the Dean of Students. Students may use their electronics in an academic capacity under supervision of the campus or dorm duty persons throughout the weekend structured times.
6. Suspension: Dean of Students and Head of School will determine the duration of suspension. Student must remain off campus for the duration of their suspension.
7. Dismissal

CIS staff may also attribute points to behavioral issues or incidents throughout the week, and which will add up to determine the amount of time on the weekend that a student has to serve.

- 1 point = 1 hour early check in Friday night
- 2-3 points = 2 hour early check in Friday night and Saturday Night
- 3+ points = Weekend Restriction

When a student reaches a combined points total of 35 or higher during one semester an off-campus suspension is in order due to continued behavior violations. If a student blatantly disregards serving their infraction then they will receive, at a minimum, double the amount of restriction time and a right to escalate is reserved by CIS on a case by case basis.

Students serving any of the above consequences are allowed to do exercise check out, once a day.

5.9 CONSEQUENCES FOR DAY STUDENTS

In CIS, Day students have to uphold the same standards of behavior, formality and respect than Boarding students, which means abiding to the policies herein stated.

If Day students do not follow the Uniform policy the school will:

- immediately inform parents that the student is breaching the uniform policy
- either send the student home to change his clothes to proper uniform or parents will have to bring the items of uniform to school for the student
- the student will be suspended from classes until their parents bring the uniform to school

If Day students go unprepared to class (e.g.: students that do not bring their laptop charged ,a charger, materials,etc..) school will:

- The first offence: inform parents that the students do not go prepared to classes
- The second offence: either send the student home to take the missed stuff or parents will have to bring it to school for the student

If day students are late for classes during a given week, the following will apply:

- 3 Ls: one day in school detention (ISD); parents will be informed
- 4-5 Ls: 2 days in school detention (ISD); parents will be informed
- 6+- Ls: one day in school suspension and meeting with the Dean of Students; parents will be informed

5.10 PROFESSIONAL REFERRAL

If the resources at the disposal of CIS do not seem to be helping, CIS might recommend the services of an affiliated professional be brought on to help a student succeed. The responsibility for the cost of these services will be placed upon the family of the student and might be conditional if a student would like to continue at CIS.

5.11 CONTRACTS

If a student has repeated infractions, an individualized contract will be created to give parameters for the students and consequences if they are not met. This contract will be signed by the student and sent to the parent. Contracts may include any agreement made by the student to perform restorative tasks such as writing a paper or providing a presentation on the subject of their infraction, or doing community service in order to lessen their amount of discipline points.

SECTION 6: ACADEMIC INTEGRITY POLICY

6.1 INTRODUCTION AND POLICY

Personal honesty must be seen as a value and skill that promotes personal integrity and good practice in teaching, learning and assessment. The IB Learner Profile is at the heart of this belief in both our Pre-DP and IB Diploma Programme, as a clear and concise statement of aims and values that embody a creative, challenging, and supportive learning environment. The Academic Staff is committed to upholding the fundamental values of honesty, principled, respect, and individual and collective responsibility.

Each student must abide by the following principles set forth by the administration at CIS:

- Submit work that their own;
- Identify the work others when using their work which include but are not limited to using direct quotations, paraphrasing, summarizing, and the use of a bibliography;
- Each student should adhere to the instruction given by the teacher in regards to permissible materials in the classroom at the time of formative and summative assessments whether they be completed in class or after academic hours;
- Students must adhere to the examination procedures set forth by the IB Program and the CIS administration. Students must not accept or give assistance during summative exams by means of any form of communication;
- Students must refrain from distributing any content of the exam without the permission of the teacher. If a student finds content exams, quizzes, or homework assignments (i.e., answer keys), the student must inform the teacher immediately;

- Students must complete all laboratory observations and reports based on their own observations of the experiment, unless otherwise instructed by the teacher;
- Students must submit their own work, either whole or in part, only once unless told otherwise by the teacher;
- Students must represent data and sources appropriately and honestly in the citation style set forth by the administration.

Students are responsible for following and meeting these standards for the entire academic year. Not being familiar with these standards and procedures does allow for students to be held accountable. Additionally, students are encouraged to report known violations of the aforementioned policies of the Academic Integrity Policy to the appropriate staff at CIS.

6.2 VIOLATIONS

Violations of academic integrity include, but are not limited to, the following:

1. Plagiarism: this is the intentional or unintentional use of another person's work as one's own. Examples include, but are not limited, the following:

- a) Quoting, summarizing, or paraphrasing content without the appropriate use of citations and a bibliography in the citation style dictated by the administration;
- b) Using content from another person without acknowledging the source;
- c) Submitting another's work - either copied or purchased from third parties - as one's own

2. Cheating on Formative or Summative Assessments:

a) Looking at another student(s)' work, using or bring unauthorized material to the classroom not permitted by the teacher, communicating in any form with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices or applications and obtaining content of any form of assessment without the permission of the teacher.

3. Multiple Submissions:

a) Students should submit their work only one time unless authorized by the teacher to do so.

4. Facilitating Academic Dishonesty

a) Looking at another student(s)' work, using or bring unauthorized material to the classroom not permitted by the teacher, communicating in any form with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices or applications and obtaining content of any form of assessment without the permission of the teacher.

6.3 CONSEQUENCES OF VIOLATING THE ACADEMIC INTEGRITY POLICY

Though teachers are given the discretion as to what is considered academically dishonest, the Academic Programs Coordinator has the authority to determine the final consequence of academic integrity infractions and the order as to which the student the disciplinary action(s) takes place. Consequences may include, but are not limited to, the following:

- A verbal or written warning to the student;
- A phone call or written letter to the parents or guardian of the student;
- A meeting with the Academic Programs Coordinator;
- A meeting with the Academic Programs Coordinator and the Head of School;
- Successful completion of an Academic Honesty tutorial from a third-party source;
- Deduction of points or an automatic failure of the assessment;

If a student continues to not adhere to the above policy, the administration has the right to suspend the student for one or two weeks at a time. If the student continues to be academically dishonest after such suspensions, the Head of School, Dean of Students, and Academic Programs Coordinator has the authority to expel the student from campus grounds indefinitely.

The Academic Programs Coordinator is responsible for documenting evidence of such infractions as they appear on a case-by-case basis. The Academic Programs Coordinator is responsible for disseminating the evidence and cases to the Head of School and Dean of Students as they occur.

The Academic Integrity Policy was adapted for use from the Fulton-Montgomery Community College