

# **BCCIS PARENT HANDBOOK OF EDUCATIONAL POLICIES, PROCESSES AND EXPECTATIONS**



**2021/2022**

## Table of Contents

<b>Welcome to the British Columbia Canadian International School-School Philosophy</b>	<b>2</b>
<b>Hours of Operation</b>	<b>3</b>
<b>Admissions Policy</b>	<b>4</b>
<b>BCCIS Calendar 2021-22</b>	<b>8</b>
<b>BCCIS Bell Schedule 2021-22</b>	<b>9</b>
<b>Secondary School Thursday Rotation Schedule</b>	<b>10</b>
<b>Assessment</b>	<b>11</b>
<b>Honour Roll</b>	<b>12</b>
<b>B.C. Ministry of Education Course Requirements for Graduation</b>	<b>13</b>
<b>Behaviour Policy</b>	<b>14</b>
<b>Attendance and Lates</b>	<b>15</b>
<b>Appeal Process</b>	<b>18</b>
<b>School Uniform Policy</b>	<b>20</b>
<b>Communication</b>	<b>21</b>
<b>Parent Teacher, Parent Advisory, Homework, Field Trips, Mosque</b>	<b>22</b>
<b>Textbook Policy, Extra-Curricular, After School, Academic and Personal Honesty</b>	<b>23</b>
<b>Health and Hygiene</b>	<b>24</b>

## Welcome to the British Columbia Canadian International School

This handbook provides parents a comprehensive description of the educational policies, procedures and expectations for British Columbia Canadian International School (BCCIS). Please go through this handbook with your children so everyone becomes familiar with the information. This is not a complete document as content may be revised and updated as the school year progresses. Any revisions will be communicated to students and parents at the appropriate time.

### School Philosophy

At **BCCIS** we have three broad goals that guide us as we make decisions with respect to our school. These goals are:

1. To encourage the pursuit of **excellence** in all endeavours and the acceptance of **responsibility** for the enrichment of oneself and society.
2. To provide students with an exceptional and comprehensive environment in which to achieve their aspirations and **make a positive contribution to the global community**.
3. To foster the holistic development of students and to develop a harmonious, updated, globally connected learning environment that inspires students to envision new possibilities and empowers them to achieve their aspirations through a partnership of motivated students, caring staff, and involved parents within a **dynamic British Columbia, Canada educational system**.

### WE believe that all students can learn to:

- be independent
- confront and overcome problems
- be decision makers
- access, analyze, and apply information
- use technology to facilitate learning
- be active and responsible participants in learning
- use every day experiences to achieve their full potential
- be dynamic contributors to society

### WE believe that all students are entitled to:

1. The **highest educational standards** that foster intellectual and individual growth.
2. A stimulating, joyful education that embodies **internationally respected values qualities**.

### Our Mission Statement:

*Striving for excellence today; preparing students to succeed in a challenging world tomorrow.*



## HOURS OF OPERATION

**Reception desk** - Sunday through Thursday from 7:45 a.m. to 2:30 p.m.

**Days of Instruction** - Sunday through Thursday. The number of days of instruction range between 176-182 days per year depending upon the holidays of the particular year.

**Hours of Instruction** - 8:00 a.m. to 2:30 p.m. Students are encouraged to be on site 10 minutes before school begins and need to be seated in their first period class by 8:00.

After school activities will begin at approximately 2:40 and will end no later than 3:40.

**School Year** - the elementary school year runs on a linear basis and is divided into three terms: September to mid-November, November to mid-March, and mid-March to the end of June. The high school runs a combined linear and semester system with first semester running from September to early February and second semester running from February to June. Four formal reports are issued throughout the year.

## **BCCIS Student Admissions Policy**

The B.C. Ministry of Education School regulates the delivery of the B.C. curriculum to students who are studying at BCCIS with the purpose of graduating with a B.C. Dogwood Diploma. As a result, the BCCIS Admissions Policy must reflect the requirements as outlined in the '*British Columbia Global Education Operating Manual for Offshore Schools*'.

Specifically, with respect to 'Student Admissions' the Manual states that:

*If the laws of the jurisdiction in which the school operates prohibit students from enrolling before grade 8, an owner/operator must request approval from the Ministry to allow students to enter after grade 8. In this case, student may not begin the program after grade 10. They must also be provided English language learner supports to enable success in the program.*

*Students who have previously been instruction in English on a full-time basis may be admitted after grade 8, provided that they have met all English language requirements as identified under English Language Skills ...*

With respect to 'English Language Skills' the Manual states that:

*Students in B.C.- certified offshore schools are required to have a minimum level of English language skills to meet B.C. curriculum standards.*

*Students starting after Grade 7 must have an English language assessment before they can be admitted to the B.C. education program. The assessment must be administered by the principal or the principal must directly supervise a B.C.- certified teacher in administering the assessment. If a student does not meet the English language requirements for entry into the B.C. program (after Grade 7), the owner/operator must ensure that the student receives the necessary English language learning support.*

*Language assessment results and language learning supports must be included in the permanent student record. The assessment results and admission decision must be signed off by the principal. This information will be reviewed as part of the ministry's inspection process.*

BCCIS Admissions is open to applicants at grade levels beginning at early childhood to Grade 12 depending a number of factors including:

- student assessment and social, emotional, developmental and academic readiness for the desired grade level;
- the availability of space at a specific grade level and the consideration of class size and composition
- the ability of the school to meet special learning needs
- the ability of the parent/guardian to pay student fees
- the enrollment of siblings at BCCIS
- previous English education
- previous BC or Canadian education
- probability of attaining required course credits to meet the BC graduation requirements.

## Admissions Process

Action	When	Who
Parent(s) complete the application form on the BCCIS website	December until Admissions cut-off date	Parent
Parents(s) schedule an orientation session, tour, interview, and assessment online through the school website	Immediately following submission of application	Parent
Parent(s) emails the completed application form to admissions@bccis.ca for processing	January until Admissions cut-off date	Admissions Reception
Parent(s) receive a scheduled orientation and tour of the facilities	As soon as possible following the reception of the application	Admissions
Parent interview appointment scheduled	Following orientation	Admissions
Parent (s) pay assessment fees	On the scheduled appointment date	Admissions Finance
Pre/KG1 assessments are administered	Ongoing as required	Admissions ECE Director
KG2 to Grade 10 Math, reading comprehension and composition, writing assessments are administered	Ongoing as required	Admissions Education Admin
Individual student interview/academic assessment files are reviewed and approved/not approved by the Principal or Vice Principals	Ongoing as required	Education Admin
Graduation Program course equivalency determined by Principal or Secondary Vice Principal as per the ' Course Equivalency Policy'	Ongoing as required	Education Admin
Parents are notified of the assessment results through a direct phone call and/or email.  An 'Acceptance Letter' is issued to the parents of successful applicants.	Upon review and acceptance by Principal or VP	Admissions
Parent(s) sign the 'Student Behaviour – Code of Conduct' policy form	After acceptance decision has been made	Admissions

<b>Parent(s) complete the Transportation Inquiry document the transportation dept.</b>	After acceptance decision has been made	Transportation Department
<b>Parent(s) sign Tuition Fees acknowledgement to Finance Department</b>	After acceptance decision has been made	Admissions
<b>Parents meet with Finance Department to receive the bill and installments</b>	After acceptance decision has been made	Finance Dept.
<b>Registration and bus seat reservation fees to be paid within 3-5 working days after acceptance.</b>	After acceptance decision has been made	Finance Dept.
<b>Parent meets with Student Affairs Office to submit and complete the required documents:</b> <ul style="list-style-type: none"> <li>- completed application form</li> <li>- pictures</li> <li>- e-birth certificate</li> <li>- report cards from previous 2 years</li> <li>- coloured copy of passport</li> <li>- behaviour certificate</li> <li>- transfer forms</li> <li>- parent(s) ID</li> </ul>	After acceptance decision has been made	Student Affairs
<b>The Admissions process is completed upon fulfillment of all of the above steps and the student is timetabled into the appropriate grade/courses/support.</b>	Prior to the end of the school year	Education Admin

## Screening, Assessment and Acceptance of New Students

As stated above, the *B.C. Ministry of Education Global Education – Offshore Schools Operating Manual* requires that assessment and/or review of new students at all grade levels take place to ensure appropriate program and grade placement and the identification of student support at all grade levels.

In addition to a file review of previous school history, the BCCIS Admission Process involves assessment in:

- English language proficiency
- numeracy
- functional behavior

Specific tests in these areas will be identified and reviewed as needed by BCCIS education staff. Implementation will be in collaboration with the Head of Admissions.

### Guidelines for Admitting Students:

1. Assessment is not required for new students arriving from:
  - a. Schools in Canada
  - b. Canadian schools in Egypt
  - c. Canadian schools in any other country
2. Returning students who have left BCCIS for **one academic year or less** will not be required to do an assessment.
3. Students who are enrolling in Pre-K, KG1 and KG2 will have an initial assessment and then go through a planned classroom observation with the Director of Early Childhood Education prior to admission.
 

**Note :The above is based upon the verification and review of report cards and other documentation for the previous 2 years by the Principal or Vice Principal. If learning or behavioral questions occur as a result of the review, assessment may be required.**
4. Applications of students to the Graduation Program (Grades 10 – 12) will considered as follows:
  - a. Students who apply for Grade 10 prior to the beginning of the school year may be accepted but not during the school year.
  - b. Students who apply for Grade 11 or Grade 12 will not be accepted unless they come from a Canadian school. Acceptance is based upon the verification and review of report cards and other documentation for the previous 2 years by the Principal or Vice Principal;
  - c. Student course credits will be examined in view of the '*BCCIS Course Equivalency Policy*' to ascertain grade placement with respect to graduation on the Dogwood program.

**Note: Assessments may take place during the summer months but acceptance will not take place until the Principal or Vice Principal is available.**

5. Acceptance of new student is dependent on available space. The class size guidelines are as follows:
  - Pre-K                      12 students per class
  - KG1                        16 students per class
  - KG2                        18 students per class
  - Grades 1 - 3            22 students per class
  - Grades 4 - 12          25 students per class
6. Students who are dismissed from BCCIS due to lack of effort or poor behaviour will be considered for re-enrolment only if reviewed by the Principal

## BCCIS Calendar 2021-2022

### 2021/2022 Calendar

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

  

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**

- 18 Admin back at school
- 23 New Teachers arrive
- 26 Returning Teachers arrive
- 29th - 2nd Planning/Pro-D

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January**

- 1 - 6 Winter break
- 27 Revolution Day
- 31 End of Semester 1

**September**

- 5 First Day of School

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**February**

- 17 Pro-D - no school

**October**

- 7 Armed Forces Day
- 21 Prophet's Mohamed's Birthday

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**March**

- 13-17 Spring break

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**November**

- 18 Pro-D - no school

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**April**

- 24 Coptic Easter Sunday
- 25 Sinai Lib Day

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**December**

- 19 - 31 Winter break

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**May**

- 1 Labour Day
- 2 - 3 Eid Holiday
- 4 - 5 School Holiday

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**June**

- 2 Pro-D - no school
- 21 Last Day for Elem students
- 23 Last Day for Sec students
- Graduation Ceremony
- 27 Last day for teachers

## BCCIS Bell Schedule 2020-21

### ECE Schedule (Prek-KG1)

Period	Time
1 <sup>st</sup> Period	8:00-8:30
2 <sup>nd</sup> Period	8:30-9:00
Recess	9:00-9:25
3 <sup>rd</sup> Period	9:25-10:00
4 <sup>th</sup> Period	10:00-11:10
5 <sup>th</sup> Period	11:10-11:30
6 <sup>th</sup> Period	11:30-12:00
Lunch	12:00-12:40
7 <sup>th</sup> Period	12:40-1:15
8 <sup>th</sup> Period	1:15-2:00
Snack	2:00-2:10
9 <sup>th</sup> Period	2:10-2:20

**Elementary**

### Schedule (KG2-Gr.7)

Period	Time
1 <sup>st</sup> Period	8:00-8:54
2 <sup>nd</sup> Period	8:54-9:48
Recess	9:48-10:08
3 <sup>rd</sup> Period	10:08-11:02
4 <sup>th</sup> Period	11:02-11:56
Lunch	11:56-12:36
5 <sup>th</sup> Period	12:36-1:30
6 <sup>th</sup> Period	1:30-2:24

### Secondary Schedule (Gr.8-Gr.12)

Period	Time
1 <sup>st</sup> Period	8:00 – 9:23
Recess	9:23 – 9:43
2 <sup>nd</sup> Period	9:43 – 11:08
3 <sup>rd</sup> Period	11:13 – 12:35
Lunch	12:35 – 1:05
4 <sup>th</sup> Period	1:05 – 2:30

### Thursday Rotation (HS only)

(Sunday - Day 1, Monday - Day 2, Tuesday – Day 1, Wednesday – Day 2)

<b>HS THURSDAY SCHEDULE DAY 1</b>	<b>HS THURSDAY SCHEDULE DAY 2</b>
September 16	September 23
September 30	October 14
October 28	November 4
November 11	November 25
December 2	December 9
December 16	January 13
January 20	February 3
February 10	February 24
March 3	March 10
March 24	March 31
April 7	April 14
April 21	April 28
May 12	May 19
May 26	June 9
June 16	

## ASSESSMENT

At the primary level, updates will be sent home at the end of each month. These updates will give you information about how your child is doing as well as information regarding what the students will be learning for the next month. In addition, teachers will keep you up to date with what is happening in the class on a weekly basis.

### Report Cards

#### Primary – KG2 to Grade 7

Parents of students in KG2 will receive two formal report cards each year. Parents of students in grades 1 through grade 3 will receive three formal report cards each year (the middle of November, in February, April and at the end of the year). Parent/Teacher and Parent/Student/Teacher conferences will be held prior to the report card in both October and in March. Report cards will include comments in relation to:

- What the student is able to do.
- Areas in which the student requires further attention or development.
- Ways of supporting the student in his or her learning.
- Information about student behaviour, attitude, work habits, effort and social responsibility

The primary report card indicates the student's level of performance in relation to the Competencies set out in the B.C. curriculum for each subject and grade. For Kindergarten, performance is described in terms of Approaching expectations, Meeting Expectations or Exceeding Expectations and for Grades 1, 2, and 3 performance is described in terms of Not Yet Meeting Expectations, Approaching expectations, Meeting Expectations or Exceeding Expectations.

#### Intermediate and Secondary Report Cards Grades 4 to 12

Intermediate students (grades 4-7) will receive 3 report cards throughout the year and secondary students (grades 8-12) will receive 4 report cards throughout the year (November, February, April and June) with parent conferences prior to the November and April reporting periods. Grades in Grades 4 – 12 indicate the student's level of performance in relation to the Competencies set out in the B.C. curriculum. Both letter grades and percentages appear on Secondary report cards.

Letter Grade	Percentage Range %	Notes
A	86 – 100	The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade.
B	73 – 85	very good performance
C+	67 – 72	good performance
C	60 – 66	satisfactory performance
C-	50 – 59	minimally acceptable performance
I		(In Progress or Incomplete) not demonstrating minimally acceptable performance
F	0 -49	has not demonstrated, or is not demonstrating minimally acceptable performance



## Honour Roll and B.C Principal's Honour Roll

Grade Point Averages (GPA) are calculated as follows:

- A = 4 points
- B = 3 points
- C+= 2.5 points
- C = 2 points
- C- = 1.5 points
- F = 0 points

## Honour Roll/Academic Excellence

### Middle/Secondary Grades

Students in Grades 6 & 7 will receive a certificate for Excellent Academic Achievement based on the 4 core academic subjects of ELA, Math, Science, and Socials, with a 3.0 GPA in all assessed curricular competencies.

Students in grades 8 - 12 having a 3.0 GPA or better in all BC subjects will be awarded an Honour Roll certificate. Certificates will be awarded each term and for the final mark of the year. An incomplete mark in any subject prevents the awarding of an honour roll certificate.

### B.C Principal's Honour Roll

#### Middle/Secondary Grades

Grade 8 - 12 students who maintain a 4.0 GPA in all BC subjects will be awarded the Principal's Honour Roll. These certificates will be awarded each term and for the final mark of the year. An incomplete mark in any subject prevents the awarding of a Principal's Honour Roll Certificate.

## Student Support Services

### Connections

As an inclusive school, BCCIS serves the academic and socio-emotional needs of all learners. To ensure every student is able to reach their full potential, we have developed a Connections department that offers academic and behavioural supports in and out of the classroom. Our model of intervention provides clear guidelines to teachers when they are experiencing challenges with students in the classroom setting.

### School Based Team

The SBT is made up of both Connections Department teachers, HS and ELE Academic Counsellors, and all three Educational Administrators. Teachers are encouraged to bring forward the names of students that are struggling in their classes for a variety of reasons through this forum. Weekly meetings are held to discuss strategies and solutions in order to best serve the needs of the student and the teacher.

### Integrated Support Person (formerly called "Shadow Teachers")

In the rare event that a student still cannot be successful after SBT intervention and Connections supports, parents may be required to hire an Integrated Support Person to allow their child to experience success in the classroom.

## B.C. Ministry of Education Course Requirements for Graduation

The Graduation Program at BCCIS is administered through the British Columbia Ministry of Education. In order for students to graduate with a Dogwood Diploma, each student must pass compulsory core subjects as well as complete a minimum number of optional elective subjects as outlined here.

Students require a minimum of **80 credits** to graduate.

Of these 80 credits:

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12
- At least 28 credits must be elective course credits
- 52 credits are required from the following:
  - Career-Life Education (4 credits), and Career-Life Connections (4 credits)
  - Physical and Health Education 10 (4 credits)
  - Science 10 (4 credits), and a Science 11 or 12 (4 credits)
  - Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits)
  - A Math 10 (4 credits), and a Math 11 or 12 (4 credits)
  - A Language Arts 10, 11 and a required 12 (12 credits total)
  - An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total)

In addition, students must also complete three new graduation assessments:

- The new Grade 10 Graduation Numeracy Assessment was introduced in 2018
- The new Grade 10 Graduation Literacy Assessment will be introduced in 2019/20
- The New Grade 12 Graduation Literacy Assessment will be introduced in 2020/21

### Electives

Students must complete a minimum of 28 elective credits. These 28 credits may be from Ministry-authorized or Board/Authority Authorized (BAA) courses, post-secondary courses or external credentials, but not Locally Developed courses. Once the credits for required courses have been met, additional courses in that subject area count as elective credits.

*Egyptian National Students must successfully complete **Arabic through grade 12** along with five grade 12 courses (Capstone not included) in order to be eligible for entrance to University in Egypt.*

## Behaviour Policy

The BCCIS Board believes that the school must provide students with a safe environment for purposeful learning. The Board recognizes that appropriate student behaviour, which is based on respect for oneself, for others and for private and public property is essential to the development of responsible global citizens. Appropriate behaviour is a shared responsibility among students, their parents and the school staff. This policy and regulation emphasizes a positive approach to student behaviour and a progressive, developmental, preventative and restorative approach to student discipline.

The Board believes that, pursuant to the BC School Act, the BC Human Rights Act, the Canadian Charter of Rights and Freedoms and Egyptian law, students have certain rights and responsibilities.

### BCCIS CODE OF CONDUCT

**Fighting of any kind including play fighting is not allowed at BCCIS or any school sponsored events. Infractions will result in suspension.**

STUDENTS HAVE THE RIGHT TO	STUDENTS HAVE THE RESPONSIBILITY TO
Learn in an orderly environment free from unnecessary interruptions or delays	Arrive on time and attend all classes, be prepared with appropriate learning tools, work to the best of ability and exhibit a positive attitude towards learning.
Live and work in an atmosphere of mutual respect and courtesy	Be truthful and honest, take responsibility for own actions, show respect to students, parents, teachers and to our school.
Be safe and secure from threatening and abusive behavior	Be involved in positive conflict resolution, respect and support, the health and safety of others
Live and learn in an atmosphere free of foul language, harassment and discrimination	Conduct themselves in a manner worthy of respect of others
Live and learn in a school environment that is free from vandalism and litter	Recognize that vandalism of school facilities is a crime against our school community and it will be treated as such.
Privacy and security of personal space	Respect and support the rights of others and their property
Be informed of the standard of behavior expected of them and the consequences of misbehavior	Learn about the standard of behavior and accept fair and logical consequences for misbehavior.

The BCCIS Board expects that students will comply with rules, policies and regulations established by the Board and the school. The Board also expects that students and their parents will act respectfully and with due regard to the authority and responsibility vested in school employees

### The BCCIS Code of Conduct

The BCCIS Code of School Conduct will be clearly communicated annually to students and parents/guardians and taught and reinforced at appropriate times throughout the school year.

This Code of Conduct will apply to students while:

- attending school
- travelling to and from school
- attending a function and/or program organized or sponsored by a school
- on BCCIS property

The standard of discipline applied to students shall be kind, firm and judicious but shall not include corporal punishment. Consequences will be logical, fair, consistent, and, when possible, carried out immediately. This student disciplinary action shall consider the developmental and unique needs of students and will not discriminate on the basis of gender, race, colour, ethnic or national origin, language, or religion, except as required to take into appropriate consideration all of the relevant circumstances.

The BCCIS Board supports a continuum of discipline that may, in some cases, include in-school and out-of-school suspensions and loss of the privilege to attend BCCIS when a student has refused to comply with:

- the school rules authorized by the principal
- the Code of School Conduct
- the requirement to apply oneself to a satisfactory level of work and achievement

### Implementation of the BCCIS Code of Conduct

We believe that most students demonstrate appropriate behaviour most of the time. When, however, a student displays unacceptable conduct, consequences will be implemented based upon the severity and frequency of the behavior.

***Prior to the beginning of the 2020 – 2021 school year individual classroom teachers will develop a classroom management plan that will be based on the concepts of the Code of Conduct. These plans will be taught to students and communicated to parents.***

### ATTENDANCE AND LATES

The policy at BCCIS is to assist students in maintaining regular attendance in order to provide the maximum opportunity for learning. Regular and punctual attendance in all classes is therefore required of BCCIS students as a condition of enrollment at our school. Research shows a strong correlation between poor attendance and lower academic achievement and we find it difficult to assist a student who does not attend regularly. Attendance and punctuality policy implementation are the shared responsibility of the student, the parent, the staff and the administration.

## Attendance Procedures

- It is expected that students will attend every class of every school day and that teachers will keep a record of absences and tardiness.
- It is the responsibility of the parents to inform the school in advance if the student will be away.
- Make-up work will be required for absences and it is the student's responsibility to check with the teacher to acquire and complete the required make-up work.
- It is the responsibility of the student to provide to the school parental/guardian verification of absence within a day of the absence.
- If a student has to leave school prior to the end of the day, he/she is to check out at the front desk after checking with his/her teacher for homework.
- Students who are absent from their scheduled classes on the day of a co-curricular activity (i.e. athletics, etc.) shall not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments or where prior approval is obtained through the administration.
- Absences will be classified as *Excused* or *Unexcused*

### *An Excused Absence*

An excused absence is an absence that involves parent or school consent.

### *An Unexcused Absence*

An unexcused absence is an absence that occurs without valid parental or school consent and normally to be treated as a truancy.

## Absence – Prior Arrangement

BCCIS strongly discourages students from taking vacations during the school year, especially during exam periods. Students who miss classes lose essential instruction and place increased demands on their teachers and classmates. When planning for an absence, parents and students must understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed.

## Chronic Absences

Chronic absences will be referred to the Vice Principal and will result in a student/Parent/ Vice Principal Conference. Absences, whether daily or by class, of 10 or more, shall place a student 'at risk' and may result in one or more of the following:

- required to attend an after school or make-up session
- placed on an attendance contract
- forfeit his/her right to sit the final examination in the course concerned; or
- lose credit for a course that does not have a final examination; or
- be asked to withdraw from the school

## Late Procedures

It is expected that all students will be at school and in class on time. Students who are late disrupt teacher lessons and negatively impact student learning. Please carefully read the following policy/process regarding lates.

### *Late to School in the Morning*

This is a significant change and it is important that you discuss this at home. In an attempt to greatly reduce the number of students arriving late for school the following policy has been created:

- All students arriving after 8 am will have to enter through the main gate and sign in.
- A student is allowed 4 unexcused lates. On the 5<sup>th</sup> late the student will not be admitted and will have to return home. The student needs to return the next day **WITH** a parent to discuss a plan to get to school on time. The student is responsible for any missed work.
- If these 4 days are exceeded a second time then and same process happens **AND** the student is asked to attend 5 after school sessions (2:30-3:30).
- An excused absence includes a medical appointment (note required), illness, family emergency or pre-arranged event (picking someone up at the airport). Sleeping in, slow annoying little brothers and sisters, bad traffic, etc. are **NOT** excused absences.
- Parents must call the school reception if their child will leave the school early for whatever reason. Only calls from a recognized number will be accepted. All numbers must be on file with BCCIS for verification. An email will no longer be accepted.
- Students are responsible for meeting with teachers during the break times before leaving to find out any work they will be missing.

### *Late to Class*

Arriving late to a class means missing out on valuable instructional time. It creates a disturbance to the classroom and quite often the school in general. In order to encourage students to arrive on time a policy has been developed.

Teachers will deal with students who are late for class. Consequences might include the following: student conference, lunch detention, parent phone call, counsellor referral, VP referral, parent meeting with administration or behaviour contract if the problem is chronic.

### *Leaving School during the day*

- If a student has to leave school during the school day, parents must phone the school and make a request expressing the time of the departure
- The student should speak to all their teachers prior to leaving.
- If a student needs to leave the school due to illness, she/he should visit the school doctor who will diagnose the student and contact the parent and the principal or head of Administration if the student needs to go home.

## Appeal Process

### Preamble

BCCIS seeks to resolve complaints and disputes as close as possible to their point of origin, with minimum of formality and in a way that a neutral and reasonable observer would find reasonable in all circumstances. Escalation to a formal appeal should not occur until all other avenues have been thoroughly explored.

Where a parent/guardian and/or student disagrees with a major academic, safety or discipline decision and wishes to appeal this decision, the parent/guardian and/or student must have access to an unbiased review of the decision.

A parent/guardian and/or student in the school may appeal a decision of an employee or employees if that decision **significantly affects the education, health or safety of the student.**

### The Process prior to a formal appeal

Before an appeal is brought to the owner/operator, the parent/guardian and/or student shall discuss the decision under appeal with the teachers involved. These discussions should be focused on ways to resolve the conflict, or to allow both parties to reach an agreement.

Where practicable, there shall be an expectation that each step in the sequence of discussions will take no more than three working days, but this may be waived by formal agreement of both parties. The discussions would normally occur in the following sequence:

- **Step 1:** The parent/guardian and/or student will meet with the teacher(s) involved with the decision. If there is no resolution;
- **Step 2:** The parent/guardian and/or student will meet with the Vice-Principal. If there is not resolution;
- **Step 3:** The parent/guardian and/or student will meet with the Principal and appropriate staff member(s). If there is no resolution;
- **Step 4:** The parent/guardian and/or student will meet with the Superintendent and appropriate staff member(s). If there is not resolution;
- **Step 5:** The parent/guardian and/or student may give written notice of appeal to the owner/operator.

### The process of the formal appeal

The appeal shall state:

- The name and address of the student and/or parent/guardian bringing the appeal;
- The decision which is being appealed and the date the student and/or parent/guardian was informed of the decision;
- The name of the employee(s) who made the decision being appealed;
- The grounds for the appeal or the area of difference and the solution or relief sought;
- The steps that the student and/or parent/guardian have taken to attempt to resolve the matter directly with the employee(s) involved.

The owner/operator reviews all cases where the parent/guardian and/or student disagree with a decision that affects their standing in the school. The owner/operator provides a non-biased second look at the decision and will review the evidence considered and procedures used to make the decision. Among the things to be considered are the following:

- Was the decision biased in any way?
- Were the policies and procedures of BCCIS Canada followed correctly?
- Was all available evidence considered?

- Are the consequences to the student reasonable and consistent with other similar situations?
- Are there any mitigating circumstances to consider?

If the decision of the Owner/operator varies from the original decision, the reasons for the variance must be clearly outlined in the written decision and any recommendations for procedural changes should be directed to the Principal. The report should provide the parent/guardian and/or student with a concise but complete statement of reasons for the decision at the time the decision is handed down.

### **Hearings**

Hearings are to be conducted in a professional manner while according courtesy, respect and consideration to all participants. Hearings are to be conducted *in camera* with no electronic recording devices permitted. The owner/operator shall remind the hearing that the academic, safety or discipline issue at hand concerns a decision made by the School, not by an employee. Accordingly, there is no place in the hearing for personalizing the matter to any individual. At the hearing, the owner/operator will consider written and oral submissions from the parties involved in the dispute. The parent/guardian and/or student is expected to be his or her own spokesperson. In case where there may be extenuating circumstances that compromise the parent/guardian and/or student ability as spokesperson, a written request for an alternative spokesperson may be made.

The employee will be afforded the opportunity to provide the employee with a written response to the appeal.

### **Appeal Timeline**

The decision of the owner/operator shall be final and shall be promptly conveyed, in writing, to the student and/or parent/guardian bringing the appeal as well as to the employee whose decision was appealed. They have a right to have their concerns dealt with quickly and without undue delay. The timeline provided here outlines the maximum length of time it should take for the appellant to receive a decision.

Within ten business days of receiving the request for appeal, it shall be considered.

### **The decision of the owner/operator**

Shall be final and shall be promptly conveyed, (within 7 days of the Hearing) in writing, to the student and/or parent/guardian bringing the appeal as well as to the employee whose decision was appealed.

The owner/operator may refuse to hear an appeal where the appeal has not been commenced within one week from the date on which the student/parent/guardian became aware of the decision; or the student and/or parent/guardian has refused or neglected to discuss the decision under appeal with person(s) directed by the owner/operator or his/her designate; or the decision does not significantly affect the education, health or safety of the student.

## School Uniform Policy

BCCIS requires all students to wear the approved school uniform. It is the parent's responsibility to ensure that student complies with the following:

- pants, shirts, shorts, skirts, and jumpers will be red, white, beige, or black and must be the official uniform as described and shown in the **BCCIS Uniform Flyer**. No substitutes are permitted.
- Secondary Uniforms pants/shorts are to be with BCCIS logo. We will accept solid black or Navy-blue pants and shorts. **Absolutely no logos are to be seen other than BCCIS logo**
- uniforms must be clean and worn neatly.
- undershirts must be plain white with no print and must cover the stomach.
- sneakers are the preferred footwear and flip-flops, high heels or "roller" shoes with wheels are **NOT** acceptable. Socks must be worn.
- the uniform is to be worn as it is designed with pants and shorts at the waist level.
- hair is to be kept neat and tidy.
- with the exception of 'theme' days as determined by the administration, the school uniform must be worn at school and all school related functions, including field trips.

If a student does not meet the uniform requirements when he/she arrives at school, he/she will not be allowed to attend classes. Parents will be required to supply a uniform and, if the parents are unable to do so, the student will wait in the Consequence Room to be picked up and taken home. If this becomes a pattern of behaviour a parent meeting will be arranged to discuss the issue.



## Communication

Parents, students, teachers and administration need to work together as partners to ensure ongoing and positive communication. At BCCIS we have a number of ways to ensure that this occurs.

### Visiting the School

If you wish to visit someone at the school the best way to ensure that the person is available at a specific date and time is to book an appointment under the 'Parent' tab on our website. Please note that when you do come to BCCIS for your appointment you will need to sign in and receive a visitor's pass from the security office at the front entrance of the school. From there you will report to the front desk so that they can assist you in connecting with the person you wish to see.

### PowerSchool

Parents with students in Grades KG2 through 12 will be able to access information about their child's performance, attendance and behaviour through the PowerSchool access on our website which is [www.bccis.ca](http://www.bccis.ca)

### Email

All staff members have a school email address that may be found at [www.bccis.ca](http://www.bccis.ca). This is probably the best means of ongoing, regular contact with your child's teacher and/or other school personnel.

### **Student Led Parent Teacher Conferences**

Parent-Teacher conferences will occur before the end of the first and second term for primary and intermediate students, and first and third term for secondary students. These conferences are important in that they supply an opportunity to meet your child's teacher in a face-to-face situation. Additional conferences can be scheduled as needed throughout the year when necessary.

### **Parent Advisory Committee**

The purpose of the Parent Advisory Committee shall be to support education and to contribute to a sense of school community at the British Columbia Canadian International School in Cairo.

#### **Objectives**

- To advise the School Principal and staff on parental views with regard to school programs, policies and activities.
- To communicate with parents, and to promote and enhance cooperation between the home and school in providing for the education of students attending BCCIS.
- To assist parents with accessing the system, and to advocate on behalf of students and parents.
- To create equal opportunity for all students attending BCCIS.
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

For more information, please contact Ms. Lesley. ([l.lacroix@bccis.ca](mailto:l.lacroix@bccis.ca))

### **Homework**

Regular homework at the middle and secondary levels helps to develop self-discipline, study habits, reading skills and the ability to complete assignments independently. It is a good opportunity for students to review what they learned at school and practice skills. It is also an excellent opportunity for parents to inquire as to what their child is doing in school. Homework for primary students should be limited to daily reading for pleasure at home with parents.

### **Field Trips**

Field trips are designed to enrich classroom learning as teacher-organized field trips are curriculum related. All of our BCCIS field trips go through an application process and are fully supervised to ensure the safety of our students. Written parent/guardian consent is required via the 'Parent Consent Form'.

Please note that some students may be refused the opportunity to participate in a field trip if there is a behavioral or an academic issue. Students who are denied participation may expect a refund equal to the amount of money the school is able to have returned on their behalf.

### **Mosque**

Students have the opportunity to visit the Mosque for prayer during free time but not during instructional time. It is important to note that shoes must be removed before entering and that the Mosque should be left clean after use.

## **Textbook Policy**

BCCIS will furnish each student with British Columbia authorized textbooks at no extra cost. It is the responsibility of each student to ensure that the textbooks issued to them are not lost or damaged. Students will be charged the cost of replacement for lost or books that are damaged beyond repair. Please note that student report cards will be held by the school until the costs have been paid.

## **Extra-Curricular Participation**

BCCIS understands the importance of extracurricular activities and participation by all students is encouraged. Criteria for participation in extracurricular activities include:

- demonstrating consistent effort in all classes; completing and turning in assignments
- demonstrating respect and responsibility in class, in the school and in the community;
- demonstrating good sportsmanship at all times.

Subject and classroom teachers will be consulted with regards to a student's performance with respect to the above criteria. If the criteria are not met but a student demonstrates significant improvement, the student may be allowed to participate on a probationary or week-to-week status.

## **After School Activities**

Each year we plan after school activities two days a week that are based on the interests of our students and the skill sets of our staff. Information regarding the activities and sign up forms will be sent home for students and parents to peruse and make decisions as to which to be involved.

## **Academic and Personal Honesty**

Academic honesty is expected of all students at BCCIS. Each student is responsible to practice high standards of academic honesty, personal honesty, and moral character. Dishonest academic behaviour will be dealt with fairly and firmly. Academic dishonesty is defined to include, but is not limited to, cheating, representing others' work as one's own work (plagiarism), lying, inappropriate collaboration, dishonesty in examinations or the writing of papers, interfering with other students' work, dishonesty in producing homework, deliberately falsifying data and copyright violations.

## Health and Hygiene

### PERSONAL MEASURES

#### 1. Stay Home When Sick

- All students and staff who have symptoms of COVID-19, OR travelled outside Egypt in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
- School Administrators must develop a local protocol that: - Clearly communicates with parents and caregivers their responsibility to assess their children daily before sending them to school. - Establishes appropriate conduct and process for school drop-off and pick-up. - Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- Staff and students who are ill, including children of essential service workers, should not be permitted to attend school (Note: Students and employees should stay home until deemed healthy to return).

#### 2. Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents, caregivers and staff can teach and reinforce these practices amongst students. How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- To learn about how to perform hand hygiene, please refer to the BCCDC's hand washing poster. Strategies to ensure diligent hand hygiene:
- Hand hygiene stations should be set up at the school entrance, so everyone can perform hand hygiene when they enter and throughout the day (e.g. placing alcohol-based hand rub dispensers at the front entrance; put up posters to promote the importance of regular hand washing).
- Regularly remind staff and students about the importance of diligent hand hygiene.
- Incorporate additional hand hygiene opportunities into the daily schedule.

### 3. Respiratory Etiquette

**Students and staff should:**

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils.

Cloth or homemade masks are not recommended, particularly for children. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19). Wearing a mask will be required as deemed necessary by health authorities. It is important to treat people wearing masks with respect. Parents, caregivers and staff can teach and reinforce these practices amongst students.