

Parent Handbook



The Canadian International School of Bangladesh Canadian Program – Nova Scotia Department of Education



Nova Scotia is a Province in Canada that borders on the Atlantic Ocean. There are 13 universities within its boundaries, and it offers premium educational programs to its students. Graduates with the Nova Scotia Diploma will find the doors to these universities as well as others in the English-speaking world open to their further studies.

International Baccalaureate – Candidate for World School



The International Baccalaureate Diploma Program is world renowned for excellence in education. This is a premium program for exceptional students. Upon approval, CISB will begin offering this program to Grade 11 students in August of 2022. Universities throughout the world welcome IB World School Graduates.

Vision:

“Betterment of Self for Society”

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Mission Statement

Through the promotion of academic excellence, CISB strives to develop individuals for our society who, through understanding, tolerance, and respect, will help to create a better world community. We aim to create a safe place where children become lifelong learners, where excellence is tempered with compassion, and where success is moderated by spiritual understanding.

STUDENT CODE OF CONDUCT

Student learning is the heart of Canadian International School Bangladesh. At CISB, we subscribe to the Responsive Classroom approach to discipline.

Our goals are to:

- Establish a calm, orderly and safe environment for learning
- Help children develop self-control and self-discipline
- Teach children to be responsible, contributing members of our Cove community
- Promote respectful, kind and healthy staff-student and student-student interactions.

We believe that discipline can be taught and children learn best when they are actively constructing their own knowledge. Students learn about mindfulness and other specific tools to help self-regulate and increase focus.

Rules are connected to students' and teachers' goals for social and academic learning. Rules are created collaboratively between students and teachers in the early weeks of school. Students learn why rules exist and their role in keeping everyone safe and helping them achieve their learning goals.

Our school rules are:

- Show respect to yourself, others and school property
- Solve problems with words and conscious thought and communication
- Make good decisions, you are in charge of your learning so be ready, prepared and engaged with the course work

BEHAVIOUR EXPECTATIONS

At CISB the basic premise is:

- Respect yourself
- Engagement in class improves learning
- Try your best and your best everyday

- Be punctual and prepared for your classes
- Uniforms must be worn in all classes
- English only – this is a Canadian curriculum school and thus students are expected to speak English during Canadian classes, other than language classes, and in the hallways

ACADEMIC HONESTY

The students and staff of Canadian International School Bangladesh believe that academic integrity is an important aspect of education. This view is shared by other learning institutions around the world and is central to producing work that is true, independent, and reflects the original ideas and research of all learners. Therefore, CISB strives to establish a learning environment in which students produce original work, **practice honesty** in all environments, instructional as well as assessment, and **show respect** for the work of others.

Academic Honesty can be maintained in two ways:

- Submitting work that is original, authentic, and correctly citing sources where required
- Completing testing or other forms of assessment, without the use of any fraudulent means to gain an advantage or give a disadvantage to others

Academic Malpractice may occur in several ways, including, but not limited to:

- Intentional plagiarism – passing off the words or ideas of others as one’s own
- Unintentional plagiarism – plagiarism that occurs due to lack of knowledge of correct procedures
- Insufficient or improper citations
- Copying the work of another student and submitting it as one’s own
- Submitting work which has previously been submitted in another course
- Using any fraudulent means to gain an advantage in any assessment (cheat notes or talking during a test)

Consequences for Academic Malpractice

The policy of Canadian International School Bangladesh is that **any submission for assessment cannot receive marks if there is evidence of Academic Malpractice**. This may apply to all or part of the submission depending on the extent of the malpractice. Once Academic Malpractice has been identified in a particular course, the following steps will be taken:

- 1) The teacher will contact the principal with the details of the malpractice.
- 2) The student will receive a zero as a score on the project, assignment, or test.
- 3) The principal will inform the parents of the student.

First Incident

A behaviour contract will be signed by the student, the parents, and the principal to acknowledge that any further instances of Malpractice will result in a suspension. The students' work will not be given a mark.

Second Incident

The student will be suspended from school for two days. The students' work will not be given a mark. A behaviour contract will be signed by the student, the parents, and the principal to acknowledge that any further instances of Malpractice may result in the student being removed from the course.

Subsequent Malpractice in the course may result in the removal of the student from the course which may mean the student would have to repeat the Grade.

Resubmission: For students in Grades 10 and 11, on a first incident of malpractice involving plagiarism, the teacher may, at her or his discretion, allow a student to resubmit an assessment. Extenuating circumstances shall be presented to, and decided upon by, the principal.

BOOK POLICY

During virtual school, Canadian International School Bangladesh students will be provided some books online. There is a fee for using these online books. However, students also need to purchase the hard copies of these books. Once the semester is over, they can return the books and received a refund of 30% of the cost of books if the books are not lost or damaged. In the case of lost or damaged books the full amount will be forfeited. Book cost will be added with the semester fees.

ATTENDANCE

All students are expected to be present and prepared for the beginning of class. Teachers will record student attendance every day. If you have an excuse to be absent (doctor's appointment, IELTS test, etc.) have a parent contact the school and inform the office. **If your son or daughter should miss a test day, the teacher reserves the right to give a zero if a valid excuse is not provided.**

Loss of Credit for Grades 10 to 12:

During the COVID-19 crisis, schools may be required to provide lessons online rather than in the school classrooms. During this time, Nova Scotia Department of Education has mandated that student attendance must be 95% in each class. Failure to do so may result in no credit being given for the course. It is also required that students maintain camera on during the entire class, if not it may result in an absence recorded.

During normal school-based classes, students are expected to be present for at least **85 per cent of class time**. A teacher can recommend loss of credit when a student has missed 15

per cent of class time due to any absences, and strong efforts have been made to improve the student's attendance, but no improvement has been demonstrated by the student.

Upon receiving the recommendation of a teacher, the Principal will make the final decision around loss of credit.

TIME SCHEDULE

Daily classes start as follows:

Period 1: 7:40 – 9:00
Period 2: 9:10 – 10:30
Period 3: 10:40 – 12:00
Lunch: 12:00 – 12:30
Period 4: 12:30 – 1:50
Period 5: 2:00 – 3:20
Period 6: 3:20 – 5:00

Depending on the Grade and what courses are offered will dictate the start and end of the day. Grades will be provided at least 1 study class per day.

NOVA SCOTIA ACADEMIC INFORMATION

ASSESSMENT & GRADING

Many different types of assignments are used to assess students' final marks including projects, presentations, quizzes, tests, textbook work, and exams. A student must receive a 50% in the course to pass. Examinations are written in January and June. No exam shall be worth more than 20% of a student's final grade except for the Grade 10 Math and English Government Exams which are worth 30%.

A **credit** is awarded in recognition of the successful completion of a course. In courses defined through curriculum outcomes statements, students are expected to have demonstrated achievement of the out-comes at an acceptable level of proficiency. Credit is earned for a mark of 50% or greater.

Grading Scale:

90-100%. The student demonstrates excellent understanding and application of concepts and skills in relation to the learning outcomes.

80-89% The student demonstrates very good understanding and application of concepts and skills in relation to the learning outcomes.

70-79% The student demonstrates good understanding and application of concepts and skills in relation to the learning outcomes

60-69% The student demonstrates satisfactory understanding and application of concepts and skills in relation to the learning outcomes.

50-59% The student demonstrates minimal understanding and application of concepts and skills in relation to the learning outcomes.

Less than 50% The student has not met the minimum requirements of the course.

High School Students will receive four report cards showing your marks: one in November, January, April, and June.

EXAMINATIONS

Two examination periods are held each year: one at the end of semester 1 in January and another at the end of the year in June. Nova Scotia provincial exams are written in English 10 and Mathematics 10 in June.

All students are required to write the final examination. These exams are 2 hours long and comprise no more than 20% of a student's final mark. No electronic devices or food is permitted in the examination room. Paper dictionaries are permitted during the English 10 exam. In other courses, the teacher(s) will communicate what materials/resources are allowed.

GRADUATION REQUIREMENTS

A high school graduation diploma issued by the Department of Education and Early Childhood Development is awarded to students who have successfully completed the graduation requirements as de-scribed below.

Students require a minimum of **18 credits to graduate. The following are compulsory credits for graduation:**

Language, Communication, and Expression

- 3 English language arts, one at each grade level
- Visual Arts 10

Science, Mathematics, and Technology

- 3 mathematics, one at each grade level (Mathematics 10 is a two-credit course. Once credit counts for the level 10 mathematics credit; the other credit from Mathematics 10 may be counted towards the 2 others from mathematics, science and/or technology)
- 2 sciences: one Science 10, Biology, Chemistry, or Physics, and one other approved science course
- 2 others from mathematics, science, and/or technology:

Personal Development and Society

- Physical Education

- Canadian History 11
- Global Geography 12

. MANDATORY SUBJECTS

- Math 10, Math 11, Math 12 or Pre-Calculus 12,
- English 10, English 11, English 12,
- Canadian History 11, Global Geography 12,
- 2 Sciences,
- P.E., Visual Art 10, Tech/Math/Sci

Students who do not pass the above courses will need to repeat that course. Please review the graduation requirements on page 7 for more information regarding mandatory courses for graduation. Students need to pass one Math and one English course from each Grade to graduate.

DISPUTE RESOLUTION PROCESS

Email and Communication Protocol

- As our parent community, you deserve the best and most responsive communication we can provide. To that end, we have created a communication protocol for our parents. We believe:
- Students and learning are the focus of our work, and communication that concerns student well-being and progress is a priority.
- Parent communication regarding their child/ren should first and foremost occur with the child's teacher.

The first step for a parent to communicate a concern or information about their child should be to contact the teacher. [The best way to reach your child's teacher is through their work email. Please contact the teacher before emailing or copying information to the principal or others. This refers to all school-related issues, including those that may occur before/after school or at recess. Teachers will return your contact within 24-48 hours (during the workweek). In emergencies, please immediately contact the office staff who will locate a site administrator if necessary.

If there is a concern that cannot be addressed or resolved between the teacher and the parent, please follow the steps below in communicating with the principal:

1. All requests for scheduling a meeting time should be directed to the administration +880 1841 461000, to coordinate schedules. The administrator is normally most available before and after school to spend time during the day in classrooms providing instructional coaching. Please do not email the administrator to set up an appointment.

2. Email may be used to relay necessary information and should be succinct. Email cannot be used as a vehicle for sharing confidential information.
3. Information for student records should be updated by the parent annually. During the school year, please give updated information to the school office.
4. If the website does not contain the information you need regarding school activities, questions should be directed to the school administration.
5. Copying a site administrator is meant to inform but not to receive a response. Please include one person in the addressee line and those who are not expected to respond should be in the cc line.

These protocols allow the principal to be timelier in responding to parent concerns. By following these protocols, you will allow us to focus our work on teaching and learning.