

# Student Information

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_

CISB ID #: \_\_\_\_\_

Student should make attempts to keep track of passwords and keep them private - this chart could be helpful in assisting students to do so. Please ensure that if you do, you take care of your agenda and are aware of its location.

Website	Username	Password

Canadian International School of Beijing  
38 Liangmaqiao Road, Chaoyang District  
Beijing, 100125, China  
Tel: (86-10) 6465-7788  
Fax: (86-10) 6465-7789  
[www.CISBeijing.com](http://www.CISBeijing.com)



# CANADIAN INTERNATIONAL SCHOOL OF BEIJING

## Our Mission

Our CISB community is committed to developing lifelong learners in an inspiring, safe and culturally diverse environment, to be responsible global citizens.

## Core Beliefs

We believe in:

- Building strong relationships with all CISB stakeholders
- Developing knowledgeable lifelong learners through formal and informal learning
  - Fostering personal and professional growth
- Creating a safe environment of understanding and respect
  - Contributing positively to the world community

## Motto

Commitment to Excellence



# **The Canadian International School of Beijing**

## **Chairman of the Board**

Dr. Francis Pang

## **Executive Director**

Dr. Charles Pang

## **Head of School/Superintendent**

Douglas K. Prescott

## **Principals**

Ann Marie Luce - Nursery/Preschool/Elementary  
Glen Woodburn - Middle/High

## **Vice Principals**

Dr. Jenny Sabin - Nursery/Preschool/Elementary  
Matthew Doige - Middle/High

## **IB Director (PYP, MYP, DP)**

Sophia Zhang

## **IB Coordinators**

Rebecca Doige - PYP Early Years  
Joey Creelman - PYP Upper Years  
Jade Harrold - MYP  
Anjali Tyagi - DP

## **Head of Admissions/Public Relations**

Cory Dickson

CISB School Calendar 2019/20								183 Days	Holidays	Weekend	PD	School Admin Days
	Sun	Mon	Tues	Wed	Thur	Fri	Sat	SCHOOL EVENTS *dates for events are subject to change				
Aug					1	2	3	5th-Admin arrives; 6th-Dept Heads & IBCs arrive; 7&8th Meetings;				
	4	5	6	7	8	9	10	8th-New Staff Arrive; 9&12&13&14th-New Staff Orientation/Meetings;				
	11	12	13	14	15	16	17	14th-Returning Staff Arrive; 15&16&19th-School Level PD/Meetings				
	18	19	20	21	22	23	24	20th - Orientation Day; 21st-First Day of Classes; 23rd-Community Building Day				
	25	26	27	28	29	30	31	28th - DP Launch/ASA Fair; 30th - School Spirit Day/ WWW Parent Session				
Sept	1	2	3	4	5	6	7	2nd - MSHS Principal Teatime				
	8	9	10	11	12	13	14	10th - Meet the Staff Night; 11th - G11 DP Orientation; 13th-Mid-Autumn Festival - No school for students				
	15	16	17	18	19	20	21	16th - MSHS Principal Teatime; 20th - MSHS Assembly				
	22	23	24	25	26	27	28	23rd~26th-G3-G5 ISA Testing; 25th-PYP Home and School Connection; 27th-School Spirit Day				
	29	30										
Oct			1	2	3	4	5	Golden Week (Sep 30th - Oct 4th)				
	6	7	8	9	10	11	12	11th - MSHS Last day for assessments / World Mental Health Day				
	13	14	15	16	17	18	19	14th - MSHS Principal Teatime; 15th-Family Fun Night; 16th-PYP Assessment Home & School Connection				
	20	21	22	23	24	25	26	21st~25th - G6-10 WWW Trip; 24th ~ 26th - ACAMIS Volleyball @ CISB; 25th- MSHS Progress Report /Term 1 ends				
	27	28	29	30	31			28th - Term 2 begins; 30th - G11 EE Fair; 30th - PSES Reports Home; 31st - PD Day - No school for students				
Nov						1	2	1st - PD Day - No school for students				
	3	4	5	6	7	8	9	7th - 4pm & 8th - Parent Teacher Meeting				
	10	11	12	13	14	15	16	11th-Semester 1 MSHS Mandatory Office Hours begin				
	17	18	19	20	21	22	23	20th~23rd - Drama Production 1 & 2; 22nd - Trimester 1 ends				
	24	25	26	27	28	29	30	25th - Trimester 2 begins; 29th - MSHS Assembly				
Dec	1	2	3	4	5	6	7	4th - I & S EXPO; 7th - SAT Testing; 7th & 8th- Ski Club Trip 1				
	8	9	10	11	12	13	14	9th-PreK, K-G2 Concert; 10th-MYP Service Fair; 11th-PSES Christmas Concert; 11th~ 19th-Semester 1 Exams G9-12				
	15	16	17	18	19	20	21	12th~20th - DP Art Exhibition; 20th - Last Day of Classes/School Spirit Day/MSHS Winter Concert				
	22	23	24	25	26	27	28	Winter Break - No School (Dec 23rd - Jan 3rd)				
	29	30	31									
Jan				1	2	3	4					
	5	6	7	8	9	10	11	11th & 12th - Ski Club Trip 2				
	12	13	14	15	16	17	18	14th - Chinese Family Fun Night; 17th - School Spirit Day; 17th - MSHS Report Card Semester 1/ Term 2 ends				
	19	20	21	22	23	24	25	Lunar New Year (20th - 31st)				
	26	27	28	29	30	31						
Feb							1					
	2	3	4	5	6	7	8	3rd- Semester 2/Term 3 begins; 5th-Home Language and Learning Home Connection Meeting; 7th-World Read Aloud Day				
	9	10	11	12	13	14	15	10th-Semester 2 Mandatory Office Hours begin; 11th-PSES Reports Home; 13th~15th-ACAMIS Basketball Tournament in ASU				
	16	17	18	19	20	21	22	15th & 16th - Ski Club Trip 3; 17th ~ 21st - Unity Week; 21st PSES Reports Home				
	23	24	25	26	27	28	29	26th - G6~8 Science Fair; 28th - School Spirit Day; 28th~1st - ISSCC				
Mar	1	2	3	4	5	6	7	5th - Techsperts Home and School Connection; 6th & 7th - ACAMIS AGM @ Keystone				
	8	9	10	11	12	13	14	13th - Trimester 2 ends				
	15	16	17	18	19	20	21	16th- Trimester 3 begins; 18th - DP Music Recital; 19th-Wellness Night and School Connection; 20th-Pink Shirt Day				
	22	23	24	25	26	27	28	21st & 22nd -Ski Club Trip 4; 27th-School Spirit Day/ MSHS Progress Reports-Term 3 ends				
	29	30	31					Spring Break (Mar 30th - Apr 3rd)				
Apr				1	2	3	4	4th - QingMing Festival				
	5	6	7	8	9	10	11	8th & 9th - G10 TOEFL Testing; 9th 4:30pm & 10th - Student Led Conferences				
	12	13	14	15	16	17	18	13th ~17th - MSHS WIDA Testing; 18th - International Food Fair				
	19	20	21	22	23	24	25	22nd - G10 Course Selection Fair; 23rd ~25th-ACAMIS Football Tournament @ YCIS Shanghai; 24th - School Spirit Day				
	26	27	28	29	30			24th & 25th - Drama Production 3 Senior Musical; 30th - DP Exams begin				
May						1	2	May 1st - Labour Day / DP Exams; 2nd - SAT Testing				
	3	4	5	6	7	8	9	4th~22nd - DP Exams; 6th - G9~10 Science Exhibition; 8th & 9th-ACAMIS Track and Fields @ ISB				
	10	11	12	13	14	15	16	13th-EE Cafe; 14th & 15th - G5 Orientation; 15th - G5/SC Campaign/Elections Assembly				
	17	18	19	20	21	22	23	21st - PYP Summer Slide Home and School Connectio Meeting; 22nd-Charity Quiz Night				
	24	25	26	27	28	29	30	23rd~27th- G12 WWW; 27th~29th-Semester 2 Exams G9~11 ; 25th-29th NB Pvincial Testing; 29th-School Spirit Day				
June	31							29th - Senior Class Graduation & Banquet				
		1	2	3	4	5	6	1st - Interntional Children's Day; 1st~5th - Semester 2 Exams G9~11; 6th- SAT Testing				
	7	8	9	10	11	12	13	8th~12th - G11 WWW Trip				
	14	15	16	17	18	19	20	16th-MSHS Awards Assembly; 17th-Last Day of Classes/Summer Concert/Final Report Card; 18th - Last Day for Staff				
	21	22	23	24	25	26	27					
	28	29	30									

\* Subject to Changes

# Daily Schedule

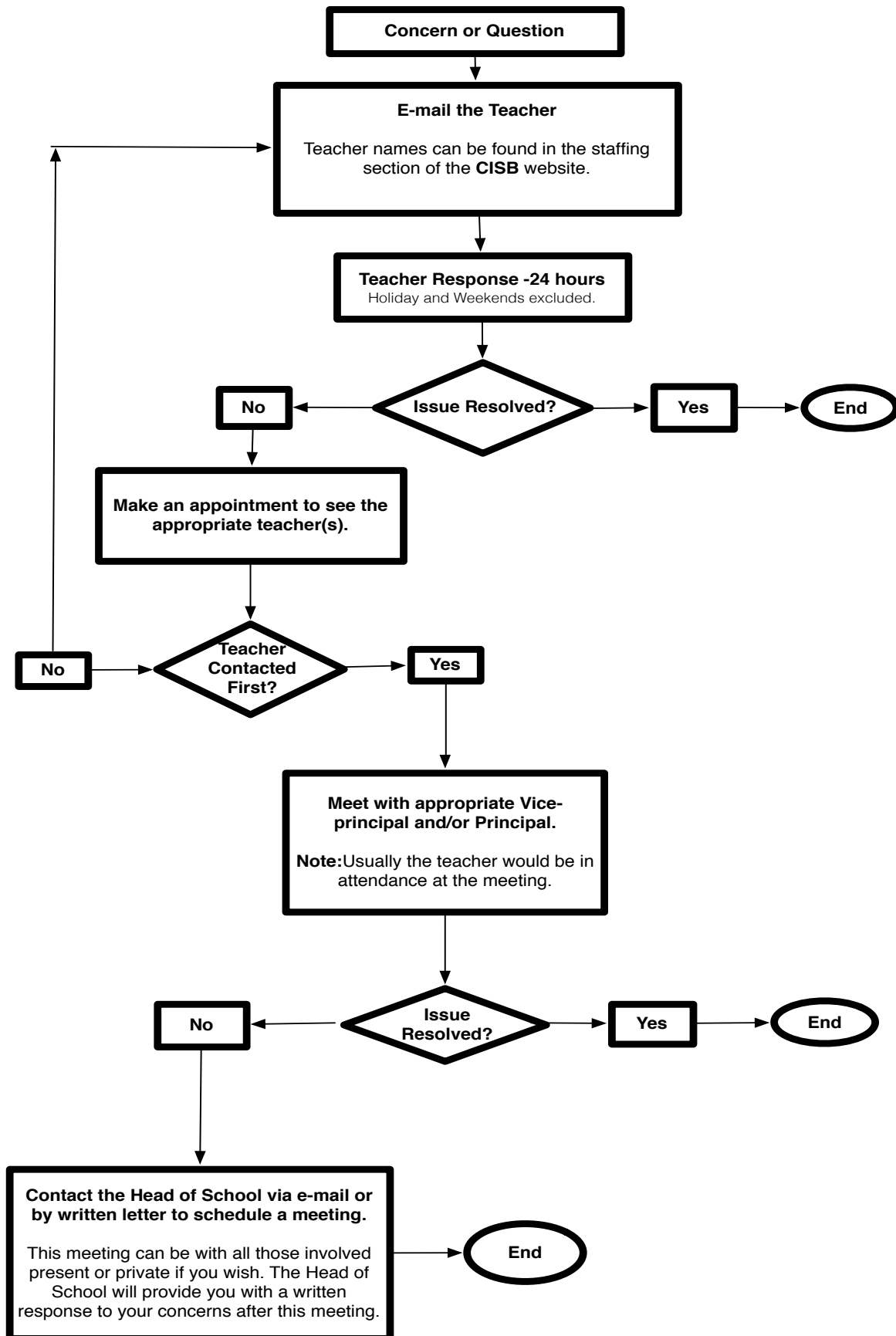
All middle and high school students are required to arrive in homeroom by 8:15 am. End of day dismissal is at 3:35 pm. Note: Friday Dismissal time is 2:30 pm.

Please make appropriate arrangements to arrive at the required time for the start of the school day and for pick up at the end of the day. This will allow for all students to participate in uninterrupted learning opportunities. Thank you for meeting this clear expectation.

Monday-Thursday Schedule		Friday Schedule		Alternate Schedule	
	Details		Details		Details
8:15	All students arrive	8:15	All students arrive	8:15	All students arrive
8:15–8:27	Homeroom	8:15–8:27	Homeroom	8:15–8:27	Homeroom
8:30–9:25	Period 1	8:30–9:15	Period 1	8:30–9:05	Period 1
9:25–9:30	Transition	9:15–9:20	Transition	9:05–9:10	Transition
9:30–10:25	Period 2	9:20–10:05	Period 2	9:10–9:45	Period 2
10:25–10:40	Nutri. Break	10:05–10:20	Nutri. Break	9:45–9:50	Transition
10:40–11:35	Period 3	10:20–11:05	Period 3	9:50–10:25	Period 3
11:35–11:40	Transition	11:05–11:10	Transition	10:25–10:40	Nutri. Break
11:40–12:35	Period 4	11:10–11:50	Period 4	10:40–11:15	Period 4
12:35–1:30	Lunch	11:50–11:55	Transition	11:15–11:20	Transition
1:35–2:30	Period 5	11:55–12:35	Period 5	11:20–11:55	Period 5
2:30–2:35	Transition	12:35–1:30	Lunch	11:55–12:00	Transition
2:35–3:35	Period 6	1:35–2:30	Period 6	12:00–12:35	Period 6
3:35	Dismissal	2:30	Dismissal	12:35–1:30	Lunch
<b>Friday Alternate Schedule: dismissal at 2:30</b>				1:35–2:30	Alt. Program
<b>Monday - Thursday Alternate Schedule: dismissal at 3:35</b>				1:35–3:35	Alt. Program

\*See attendance policy for additional details regarding late arrivals, absences, and extended leaves.

# Communication Chart



# Communication @ CISB

At CISB, we strive for communication that is:

- Positive
- Productive
- Respectful
- Efficient
- Balanced
- Confidential (When applicable)

At CISB, all stakeholders are expected to follow our communication expectations.

At CISB:

- We speak respectfully to each other.
- We don't yell at each other.
- We listen to each other.
- We use professional language.
- We consider different perspectives.
- We are open-minded.
- We communicate in a way that is respectful of each other's schedules and commitments.
- We use the communication flow chart to address concerns.

# CISB Middle/High School Uniform



Clarifications - Shirts must be tucked in, black tights or white stockings are to be worn with the skirt, skirt should reach the fingertips (when standing)



Clarifications - Shirts may be relaxed, no shirts, sweaters, pants, jackets or coats, other than official CISB clothing may be worn, any undershirt should be white in colour and free of logos, appropriate footwear is to be worn at all times (no flip flops, high heels, sandals).



## Uniform A & B

In addition to the options above, there are CISB polo, vests, cardigans and sweaters for sale in the school shop for added warm during colder weather.

## PE Uniform

All students from grades 6-10 must change into their PE uniform for PHE class. Students must also change at lunch break if they are planning to engage in physical activity.

## All Uniforms

Homeroom & classroom teachers will follow up with students who are not following the uniform policy. If there are further concerns, a member of the administration team will follow up.

## Exams

School uniforms are required to be worn during the writing of all examinations.



## Middle/High Student Discipline Process

At CISB we aim to develop the whole child...

The following is a list of steps to be taken when dealing with student behaviour and discipline. It is important to be mindful of the fact that some actions taken by students may require skipping steps due to the severity of the incident. It is also important to note that a student would follow steps from 1-8 if the behaviour escalates in a relatively short period of time. These steps are not meant to follow the student from August-June. For example, if a student reaches step 4 in October, shows positive behaviour May and then has another incident, they would not automatically go to step 5. They would start back at step 1 due to the amount of time where they had shown improved behaviour.

**Documentation** - Teachers are required to maintain accurate records of student behaviour issues. These records will be references and shared as necessary.

### Procedure and Process for all students Grade 6-12:

**1st incident** - Talk with student about the concerning behaviour/incident and make expectations for behaviour.

**2nd incident** - Student is assigned a detention and the teacher sends an email home.

**3rd incident** - Student is assigned a lunchtime detention and a meeting is set up with the parents, Vice-Principal, and teachers as appropriate. Student responsibility is reviewed and outlined during this meeting.

**4th incident** - Meeting with the parents, teachers, Vice Principal and/or Principal. An action plan and behaviour plan will be developed during this meeting.

**5th incident** - In-school-suspension of 1 or 2 days (Principal or VP's discretion). Meeting with the parents, teachers, student, Vice-Principal and/or Principal to review the action plan and behaviour plan.

**6th incident** - Out of school suspension of 1/2 days. Meeting between the parents, teachers, student, Vice-Principal and/or Principal to review the action plan and behaviour plan. Principals (or VP) discretion.

**7th incident** - Out of school suspension for 1 week. Students can reenter classes after there has been a meeting between the parents, teacher, Associate Vice-Principal and/ or Principal and a student behaviour contract has been signed. The principal may request that the student seek assistance from a 3rd party outside of the school.

**8th incident** - Recommendation to Head of School for long-term suspension/ expulsion






CISB has a high standard for student behaviour and does not tolerate any of the following behaviours:

- Uniform infractions
- Bullying
- Violence
- Physical Aggression
- Harassment
- Disrespect
- Theft
- Possession, distribution or use of alcohol or drugs
- Hazing
- Smoking
- Damage/Vandalism
- Fire
- Reckless Endangerment
- Weapons (possession/use)
- Trespassing
- Cell phone/electronic misuse
- Ordering off-campus delivery food during the instructional day

\*It should be noted that this is through all mediums (in person or online) and pertains to all students at school and when representing CISB.






# LEARNER PROFILE



What is it?	What can it look like?
<p><b>THINKER</b></p> 	
<p><b>COMMUNICATOR</b></p> 	
<p><b>REFLECTIVE</b></p> 	
<p><b>PRINCIPLED</b></p> 	
<p><b>KNOWLEDGEABLE</b></p> 	

# LEARNER PROFILE



What is it?	What can it look like?
<p><b>BALANCED</b></p> 	
<p><b>INQUIRER</b></p> 	
<p><b>CARING</b></p> 	
<p><b>RISK-TAKER</b></p> 	
<p><b>OPEN-MINDED</b></p> 	

# Attendance Policy

## Purpose and Application

Regular attendance is directly related to student success in school. Your attendance patterns often have a direct link with achievement. Educational research has shown that frequent absences and late arrivals can have negative consequences for academic performances. The CISB Student Attendance Policy mandates that unless children are ill, they must be in school on time every day. The following guidelines are designed to promote regular attendance. This policy applies to all students at the Canadian International School of Beijing.

**Note: Absence is defined as non-attendance for any reason.**

## Procedures

Teachers are responsible for recording attendance each day during homeroom and during each subject class throughout the day.

A student who misses 20 percent of a subject class period may not be retained as an active student for the remainder of the school year, unless "just cause" is provided. "Just cause" is defined as:

- Student illness
- Student medical appointment
- Bereavement
- School sanctioned activities
- CISB provided transportation interruptions

For any of the above reasons, parents/guardians must notify the school academic office within 24 hours. This can be done by calling (86-10-6465-7788) or submitting on Managebac. When the student returns to school, a written note can be submitted to the office explaining the absence.

Student who is tardy for five subject class periods is deemed absent for one class.

If a student is absent/tardy for 10 percent of class periods, a formal meeting shall be held with the student and a phone call to the parents and guardians along with a letter that will be sent home. A record of such letter will be kept. Corrective action may be initiated at this point by a referral to the school counsellor.

If a student is absent/tardy for 15 percent of class periods, a parent meeting will be held. This will include the student, parent and appropriate school personnel - Homeroom Teachers, Counsellor, Principal as needed. An intervention plan will be developed and implemented. Clear attendance expectations will be stated and a commitment will be given. Parents will receive second attendance letter a copy of which will be placed in the students file.

If a student is absent/tardy for 20 percent of any subject period is missed, a school conference will be held to make a recommendation to the Head of School, who will determine if the student will continue to study at CISB.

Please note that any student who is aware that they will be absent for 2 or more days must complete a extended leave form, which are available in the academic office.

# Attendance Policy

## Signing In

Students who arrive late for homeroom or a subject class must report directly to the academic office to sign in.

Students arriving late for homeroom period or subject classes are the responsibility of the teacher involved.

## Signing Out

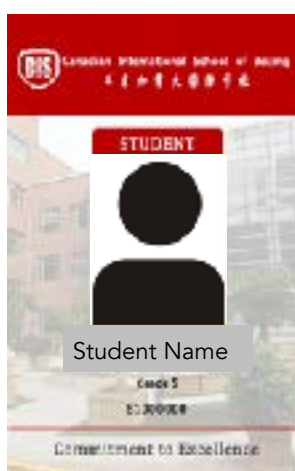
All students must inform their homeroom teacher or subject teacher before going to the office to sign out.

In all cases, except sudden sickness, a note written by the parent/guardian must be provided stating where the student is going and why. The excuse must be signed by the homeroom and subject teachers and submitted to the office at the time of signing out.

In cases of sudden sickness, the student will report to our health clinic. One of the nurses will phone to inform parents/guardian that the child is ill and that they need to make arrangements to have their child picked up as soon as possible. The student will remain in the clinic until they can be picked up. The nurse will inform the teachers and the academic office.

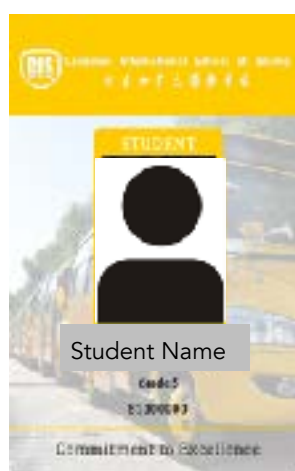
## Cards

ID cards are provided to all members of our school community. They ensure our campus safety. Students and parents/guardians are required to carry these cards and scan upon entrance/exit of campus. If a member of our community is missing their card, he/she must report to the academic office.



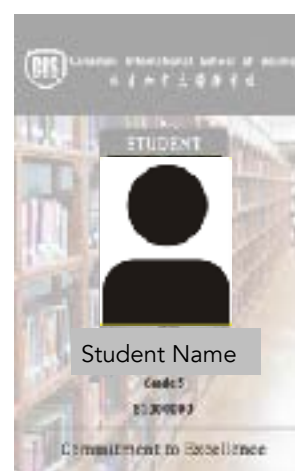
**Red Card**

This card is given to students who will be picked up and dropped off by their parents/guardians. Students must keep this card in their possession at all times during the school year.



**Yellow Card**

This card is given to students who take our school bus to and from school. Students must keep this card in their possession at all times during the school year.



**Grey Card**

This card is given to students who have permission to leave campus by themselves. This card must be requested and our 'Unescorted Departure Authorization and Release' form must be signed by a parent/guardian before this card can be issued. Students must keep this card in their possession at all times during the school year.

## M/H Student Extended Leave Form (Absent Excused)

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date:     /     /     (dd/mm/yyyy)

Reason: \_\_\_\_\_

Date of Departure:     /     /     (dd/mm/yyyy)

Date of Return:       /     /     (dd/mm/yyyy)

How many days absent? \_\_\_\_\_

MYP	Subject	Teacher	Work to be covered	Pre-Initial	Return Initial

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*Below to be filled out by M/H Academic Office*

Leave application:           **Approved / Not Approved**

Date and time of Decision:     \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_     Time:\_\_\_\_\_

**Pre-Departure**

Principals Signature: \_\_\_\_\_

**Return**

Principals Signature: \_\_\_\_\_

## **Student Services**

### **School Counsellor**

A school counsellor's role at CISB is to strengthen, empower and support students to become the best they can be, by providing them with tools and strategies such as problem-solving skills to improve their situation and achieve their desired outcomes.

Through collaboration with the student, their social and emotional wellbeing is addressed which may include:

- - Friendships and relationships issues
  - Family home and support
  - Bullying and behavioral issues
  - Exploring feelings of depression, anxiety and other mental health issues
  - Major changing life experiences
  - Personal safety and self-care
  - Grief and Loss
  - Academic concerns
  - Organisation and exam preparation
  - Developing short and long-term goals

### **University and Career Counselling**

The University and Career Counselling office is an AKD Education Group support service provided to the Canadian International School of Beijing, which they own and operate. The support services offered, involve Life Skills development, providing the students the necessary abilities to explore career occupation options and the required academic program exposures in High School and University or College. The office also provides consulting services in University and program course selection, University application preparation and workshops for students and parents. The office also provides liaison with 15 other support service activities within the AKD Education Group, from visa applications, accommodation arrangements, university liaison, summer and winter camps, etc.

Contact - Bob Barss

CVP/ Head University and Career Consultant

AKD Education Group

Canadian International School of Beijing.

Email: [bob.barss@cisbeijing.com](mailto:bob.barss@cisbeijing.com).



### **Philosophy**

As principled learners, CISB expects all students to demonstrate academic integrity. This expectation of academic honesty extends to all members of the CISB community. Further details can be found in the IBO publication *Academic Honesty in the IB Educational Context* (IBO, 2016).

Primary Years Programme teachers aim to develop an understanding and respect of academic honesty. In the Middle Years Programme, teachers aim to develop independent practice of paraphrasing, referencing, citing and all other areas of academic honesty. In the Diploma Programme, students are expected to demonstrate academic honesty and avoid any form of malpractice.

### **Defining Malpractice**

The IBO defines malpractice as:

Behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

(Diploma Programme: Academic Honesty, 2011)

### **Students are responsible to:**

- ensure all work submitted is an authentic piece of work. An "authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged." (Diploma Programme: Academic Honesty, 2011)
- use correct forms of citation and request help when necessary. In all languages we use Modern Language Association (MLA) formatting
- comply with all aspects of this academic policy

### **Teachers are responsible to:**

- be familiar with *Diploma Programme: Academic Honesty, 2011*; *Academic Honesty in the IB Educational Context, 2016*

- teach students what constitutes academic honesty, malpractice and ensure that student work is authentic (Diploma Programme: Academic Honesty, 2011)
- adhere to this academic policy in instances of malpractice

### **Academic Honesty Scope and Sequence**

**Kindergarten – Grade 3:** With teacher support, students acknowledge the ideas of others.

**Grade 4:** Students will begin to independently acknowledge the work and ideas of others.

**Grade 5:** Students will independently acknowledge the work and ideas of others.

**Grade 6:** Students are expected to list the sources they used. Students should appreciate that knowledge is built and comes from sources (books, websites, personal interviews, etc.).

**Grade 7:** Students are expected to complete the list of sources in the form of a Works Cited in MLA format. These sources do not need to be cited in the work or referenced in-text.

**Grade 8:** Students are expected to complete a Works Cited in MLA format and refer to sources in the body of the project. The in-text referencing may not be in MLA, but students appreciate where in-text references go and why.

**Grade 9:** Students are expected to complete in-text and the Works Cited in MLA.

**Grade 10 – 12:** Students use MLA format.

### **Process of malpractice investigation for internal evaluation**

In the instances of malpractice:

**First offence** – student will receive a grade of zero for the piece of work. In addition, the concerned teacher will write a letter to the student’s parents outlining the incident and how it has been dealt with. A copy of this letter must be forwarded to the appropriate IB coordinator. The concerned teacher will provide extra support to the student.

**Second offence** – student will receive a grade of zero for the piece of work. A panel consisting of, but not limited to: the student, subject teacher, appropriate IB coordinator, and/or principal, and parents/guardians will convene. Based on the panel’s findings, consequences may vary from academic probation to suspension. The coordinator and/or librarian will provide extra support to the student.

**Third offence** – student will receive a grade of zero for the piece of work. A panel consisting of the student, subject teachers, IB coordinator, principal, and parents/guardians will convene. Based on the panel’s findings, consequences may vary from in-school suspension to withdrawal from the school or programme.

### **Process of malpractice investigation for external evaluation**

In the case that external assessments (such as exams, Personal Project, Theory of Knowledge and Extended Essays) are proven to be works of malpractice, they will not be sent to the IBO and the IBO may deny the student their IB certificate or diploma pending the result of an external investigation.

If misconduct is suspected on an external evaluation, the IB coordinator will report the incident to the IBO which will then be investigated by the IBO final award committee. The IB reserves the right to withhold the results of a candidate or group of candidates until an investigation is completed. "An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established." (Diploma Programme: Academic Honesty, 2011)

To review other CISB policies, please go to our school website: [www.CISBeijing.com](http://www.CISBeijing.com)

Language Policy - <http://www.cisb.com.cn/img/doc/CISB%20Languages%20Policy.pdf>

Assessment Policy - <http://www.cisb.com.cn/img/doc/CISB%20Assessment%20Policy.pdf>

Inclusion Policy - <http://www.cisb.com.cn/img/doc/CISB%20Special%20Educational%20Needs%20Policy.pdf>

## CISB Technology Acceptable Use Policy

### Overview

As an IB world school we see the use of technology as essential to student learning. The use of information and communication technologies (ICT) provide students with powerful tools with which to engage in learning, develop skills in critical thinking, research and analysis, collaboration and communication. CISB is a 1:1 laptop school in grades 4-12. Students enrolled in those years will need to possess a laptop with core software installed. Core software for Apple laptops is available from the CISB IT office.

### Digital citizenship, Academic Honesty and the IB Learner profile

The development of IB Learner profile attributes and appropriate digital citizenship skills are crucial factors in allowing students to develop responsibility toward their own learning. Digital citizenship, netiquette and responsible use of digital resources needs to be practiced by all in the school community. It is an expectation that all CISB students practice exemplary digital citizenship in line with attributes of the IB Learner profile and the schools code of conduct.

#### Attributes of positive digital citizenship:

- maintaining a positive digital footprint
- protecting your online identity and reputation, and the reputation of CISB
- communicating appropriately through digital means
- Respecting the intellectual property of others, and of your own creative rights
- Being principled in your engagement with technology

### Essential Agreements

#### Students need to:

- practice exemplary digital citizenship and academic honesty
  - o only access, possess or post, appropriate material online
  - o practice academic honesty and protect the intellectual property of others
  - o follow appropriate publishing protocols when sharing digital work
  - o not use pirated software
- communicate appropriately through digital means
  - o practice appropriate netiquette and follow email or posting protocols
  - o post online only what you would say in person
  - o maintain a positive 'digital footprint
  - o be aware that any form of cyber-bullying has serious consequences at CISB
  - o recording, videoing or using an image needs express permission of the subject
- use digital devices effectively in an educational context
  - o develop an understanding that their laptop, along with other digital devices, are to be used primarily for educational purposes while on campus
  - o carry their laptops and chargers daily and be prepared to use them in class per their teacher's expectations
  - o use a file naming protocol (eg: name, task, subject and date)
- be aware of cyber security
  - o protect passwords and online identity
  - o understand that the use of personal VPN's, P2P, Torrents and any form of monitoring or hacking software are/is prohibited from student use at CISB
  - o take responsibility for their digital devices and accounts and ensure they cannot be used by others
  - o understand that they are held accountable for any malicious use of their devices or accounts
- care of laptop and other digital devices
  - o set a screen lock and password
  - o purchase a protective cover & have identification on your laptop/digital devices
  - o clean the screen with a recommended screen cleaner and cloth
  - o carry correctly (in a closed position)
  - o maintain and update core software programs and the OS
  - o take care around food and drink
- use of fixed CISB computer facilities
  - o respect equipment and use appropriately
  - o leave all settings and attached peripherals as set up by the IT department
  - o not consume food or drink near fixed computers

CISB networks and IT services are protected by firewall and security packets to maintain the digital safety and security of the CISB community. Students should in no way subvert these security systems through the use of VPNs or other means. This policy has been put in place to ensure students understand their individual responsibilities toward maintain a secure digital environment.

**Electronic devices** are mobile phones, laptops, music players, and tablets, etc. Note: this is not a full list.

**Mobile phones are only permitted to be out/used prior to 8:15, from 1:00-1:30pm, and after 3:35.** Grade 12 students are permitted to use mobile phones in the DP lounge during nutrition break.

**Gaming is permitted from 1:00-1:30pm (outside only) and after 3:35pm.** Games must be school appropriate, eg. no violence or sexual content etc. Students are encouraged to use their time for face-to-face socializing and completing schoolwork.

**Electronic Devices in the Classroom.** Electronic devices are to be used for instructional purposes while in the classroom. Teachers are expected to set and post clear expectations for electronics use in their classroom. These expectations are designed to suit the nature of the teacher's subject material and teaching strategies. When students do not follow the expectations set out by the teacher, the teacher may use the disciplinary steps outlined below. Teacher defined expectations apply during class time, before homeroom, and during breaks.

**Electronic Devices in the hallways.** For safety reasons, students are not allowed to use their electronic devices in hallways or stairwells except with the permission of a teacher or at designated work tables.

**Electronic Devices in the Cafeteria.** Electronic device use is not permitted in the cafeteria from 12:35-1:00pm. After 1:00pm, students are permitted to use electronic devices to complete schoolwork.

**Electronic Devices Outside.** Students are permitted to use electronic devices outside during lunch.

**Electronic Devices in the Library.** While in the library, students may use their laptops for educational purposes. Mobile phones are not permitted in the library at any time.

#### **Disciplinary Steps for Misuse of Electronic Devices**

**Level 1: Non-habitual and/or compliant with consequences:** The student will be given a detention, which is logged as Electronics Misuse in ManageBac. The teacher may confiscate a device in class at any time and return the device at their discretion.

**Level 2: Habitual and/or non-compliant:** The device will be confiscated and will be held in the vice-principal's office for the student to pick up at the end of the day. A second detention is issued. A device ban during the instructional day may be implemented for students with repeated misuse.

**Level 3: Referred to Administration:** The device will be confiscated and held in the office for the parent/guardian to pick up. The student will receive three detentions. Further violation may result in a device ban or suspension from school.

Failure to surrender devices when asked to do so by a member of staff will result in a referral to the administration office. Students who have had their computers confiscated for the day are not excused from completing their work.

The student is responsible for using their electronics appropriately during school time. Students are encouraged to ask a teacher if they are unsure whether they are using their electronic device appropriately.

# My Timetable

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Period 1										
Period 2										
Period 3										
Period 4										
Period 5										
Period 6										

August 2019

S	M	T	W	T	F	S
				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

## Weekly Goals and Priorities

Monday - 19

Tuesday - 20

Wednesday - 21

Day 3

Thursday - 22  
Day 4

Friday - 23  
Day 5

Saturday - 24

Sunday - 25

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



August 2019

S M T W T F S

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

Weekly Goals and Priorities

Monday - 26  
Day 6

Tuesday - 27  
Day 7

Wednesday - 28  
Day 8

Thursday - 29  
Day 9

Friday - 30  
Day 10

Saturday - 31

Sunday - Sep. 1

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

September 2019

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Weekly Goals and Priorities

Monday - 2  
Day 1

Tuesday - 3  
Day 2

Wednesday - 4  
Day 3

Thursday - 5  
Day 4

Friday - 6  
Day 5

Saturday - 7

Sunday - 8

Reflection/Check-in/Up Next

September 2019

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Weekly Goals and Priorities

Monday - 9  
Day 6

Tuesday - 10  
Day 7

Wednesday - 11  
Day 8

Thursday - 12  
Day 9

Friday - 13  
Day 10

Saturday - 14

Sunday - 15

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

September 2019

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Weekly Goals and Priorities

Monday - 16  
Day 1

Tuesday - 17  
Day 2

Wednesday - 18  
Day 3

Thursday - 19  
Day 4

Friday - 20  
Day 5

Saturday - 21

Sunday - 22

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



September 2019

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Weekly Goals and Priorities

Monday - 23  
Day 6

Tuesday - 24  
Day 7

Wednesday - 25  
Day 8

Thursday - 26  
Day 9

Friday - 27  
Day 10

Saturday - 28

Sunday - 29

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

October 2019

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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

### Weekly Goals and Priorities

Monday - Sep. 30

Tuesday - 1

Wednesday - 2

Thursday - 3

Friday - 4

Saturday - 5

Sunday - 6

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

October 2019

S M T W T F S

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

## Weekly Goals and Priorities

Monday - 7

Day 1

Tuesday - 8

Day 2

Wednesday - 9

Day 3

Thursday - 10  
Day 4

Friday - 11  
Day 5

Saturday - 12

Sunday - 13

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

October 2019

S M T W T F S

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

### Weekly Goals and Priorities

Monday - 14

Day 6

Tuesday - 15

Day 7

Wednesday - 16

Day 8

Thursday - 17  
Day 9

Friday - 18  
Day 10

Saturday - 19

Sunday - 20

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



October 2019

S M T W T F S

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

## Weekly Goals and Priorities

Monday - 21

Day 1

Tuesday - 22

Day 2

Wednesday - 23

Day 3

Thursday - 24  
Day 4

Friday - 25  
Day 5

Saturday - 26

Sunday - 27

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

October 2019

S M T W T F S

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

### Weekly Goals and Priorities

Monday - 28

Day 6

Tuesday - 29

Day 7

Wednesday - 30

Day 8

November 2019

S M T W T F S

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

Thursday - Oct. 31

Day 9

Friday - 1

Day 10

Saturday - 2

Sunday - 3

Reflection/Check-in/Up Next

November 2019

S M T W T F S

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Weekly Goals and Priorities

Monday - 4  
Day 1

Tuesday - 5  
Day 2

Wednesday - 6  
Day 3

Thursday - 7  
Day 4

Friday - 8  
Day 5

Saturday - 9

Sunday - 10

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

November 2019

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10	11	12	13	14	15	16	
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24	25	26	27	28	29	30	

### Weekly Goals and Priorities

Monday - 11  
Day 6

Tuesday - 12  
Day 7

Wednesday - 13  
Day 8

Thursday - 14  
Day 9

Friday - 15  
Day 10

Saturday - 16

Sunday - 17

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



November 2019

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Weekly Goals and Priorities

Monday - 18  
Day 1

Tuesday - 19  
Day 2

Wednesday - 20  
Day 3

Thursday - 21  
Day 4

Friday - 22  
Day 5

Saturday - 23

Sunday - 24

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

November 2019

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### Weekly Goals and Priorities

Monday - 25  
Day 6

Tuesday - 26  
Day 7

Wednesday - 27  
Day 8

Thursday - 28  
Day 9

Friday - 29  
Day 10

Saturday - 30

Sunday - Dec. 1

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

December 2019

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Weekly Goals and Priorities

Monday - 2  
Day 1

Tuesday - 3  
Day 2

Wednesday - 4  
Day 3

Thursday - 5  
Day 4

Friday - 6  
Day 5

Saturday - 7

Sunday - 8

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

December 2019

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Weekly Goals and Priorities

Monday - 9  
Day 6

Tuesday - 10  
Day 7

Wednesday - 11  
Day 8

Thursday - 12  
Day 9

Friday - 13  
Day 10

Saturday - 14

Sunday - 15

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



December 2019

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29	30	31				

Weekly Goals and Priorities

Monday - 16  
Day 1

Tuesday - 17  
Day 2

Wednesday - 18  
Day 3

Thursday - 19  
Day 4

Friday - 20  
Day 5

Saturday - 21

Sunday - 22

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

December 2019

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Weekly Goals and Priorities

Monday - 23

Tuesday - 24

Wednesday - 25

Thursday - 26

Friday - 27

Saturday - 28

Sunday - 29

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

January 2020

S M T W T F S

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

### Weekly Goals and Priorities

Monday - Dec. 30

Tuesday - Dec. 31

Wednesday - 1

Thursday - 2

Friday - 3

Saturday - 4

Sunday - 5

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

January 2020

S M T W T F S

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

Weekly Goals and Priorities

Monday - 6  
Day 6

Tuesday - 7  
Day 7

Wednesday - 8  
Day 8

Thursday - 9  
Day 9

Friday - 10  
Day 10

Saturday - 11

Sunday - 12

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



January 2020

S M T W T F S

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

### Weekly Goals and Priorities

Monday - 13

Day 1

Tuesday - 14

Day 2

Wednesday - 15

Day 3

Thursday - 16  
Day 4

Friday - 17  
Day 5

Saturday - 18

Sunday - 19

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

January 2020

S M T W T F S

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

Weekly Goals and Priorities

Monday - 20

Tuesday - 21

Wednesday - 22

Thursday - 23

Friday - 24

Saturday - 25

Sunday - 26

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

January 2020

S M T W T F S

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

Weekly Goals and Priorities

Monday - 27

Tuesday - 28

Wednesday - 29

Thursday - 30

Friday - 31

Saturday - Feb. 1

Sunday - Feb. 2

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

February 2020

S M T W T F S

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

### Weekly Goals and Priorities

Monday - 3  
Day 6

Tuesday - 4  
Day 7

Wednesday - 5  
Day 8

Thursday - 6  
Day 9

Friday - 7  
Day 10

Saturday - 8

Sunday - 9

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



February 2020

S M T W T F S

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

## Weekly Goals and Priorities

Monday - 10  
Day 1

Tuesday - 11  
Day 2

Wednesday - 12  
Day 3

Thursday - 13  
Day 4

Friday - 14  
Day 5

Saturday - 15

Sunday - 16

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

February 2020

S M T W T F S

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

### Weekly Goals and Priorities

Monday - 17  
Day 6

Tuesday - 18  
Day 7

Wednesday - 19  
Day 8

Thursday - 20  
Day 9

Friday - 21  
Day 10

Saturday - 22

Sunday - 23

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

February 2020

S M T W T F S

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

## Weekly Goals and Priorities

Monday - 24

Day 1

Tuesday - 25

Day 2

Wednesday - 26

Day 3

Thursday - 27  
Day 4

Friday - 28  
Day 5

Saturday - 29

Sunday - Mar. 1

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

March 2020

S	M	T	W	T	F	S
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				

### Weekly Goals and Priorities

Monday - 2  
Day 6

Tuesday - 3  
Day 7

Wednesday - 4  
Day 8

Thursday - 5  
Day 9

Friday - 6  
Day 10

Saturday - 7

Sunday - 8

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



March 2020

S	M	T	W	T	F	S
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				

**Weekly Goals and Priorities**

Monday - 9  
Day 1

Tuesday - 10  
Day 2

Wednesday - 11  
Day 3

Thursday - 12  
Day 4

Friday - 13  
Day 5

Saturday - 14

Sunday - 15

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

March 2020

S	M	T	W	T	F	S
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				

**Weekly Goals and Priorities**

Monday - 16  
Day 6

Tuesday - 17  
Day 7

Wednesday - 18  
Day 8

Thursday - 19  
Day 9

Friday - 20  
Day 10

Saturday - 21

Sunday - 22

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

March 2020

S	M	T	W	T	F	S
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				

### Weekly Goals and Priorities

Monday - 23

Day 1

Tuesday - 24

Day 2

Wednesday - 25

Day 3

Thursday - 26  
Day 4

Friday - 27  
Day 5

Saturday - 28

Sunday - 29

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

April 2020

S	M	T	W	T	F	S
		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		

Weekly Goals and Priorities

Monday - Mar. 30

Tuesday - Mar. 31

Wednesday - 1

Thursday - 2

Friday - 3

Saturday - 4

Sunday - 5

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



April 2020

S M T W T F S

			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		

**Weekly Goals and Priorities**

Monday - 6  
Day 6

Tuesday - 7  
Day 7

Wednesday - 8  
Day 8

Thursday - 9  
Day 9

Friday - 10  
Day 10

Saturday - 11

Sunday - 12

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

April 2020

S	M	T	W	T	F	S
		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		

Weekly Goals and Priorities

Monday - 13  
Day 1

Tuesday - 14  
Day 2

Wednesday - 15  
Day 3

Thursday - 16  
Day 4

Friday - 17  
Day 5

Saturday - 18

Sunday - 19

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

April 2020

S	M	T	W	T	F	S
		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		

Weekly Goals and Priorities

Monday - 20  
Day 6

Tuesday - 21  
Day 7

Wednesday - 22  
Day 8

Thursday - 23  
Day 9

Friday - 24  
Day 10

Saturday - 25

Sunday - 26

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

April 2020

S M T W T F S

			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		

Weekly Goals and Priorities

Monday - 27

Day 1

Tuesday - 28

Day 2

Wednesday - 29

Day 3

Thursday - 30  
Day 4

Friday - May 1  
Day 5

Saturday - May 2

Sunday - May 3

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



May 2020

S M T W T F S

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

## Weekly Goals and Priorities

Monday - 4  
Day 6

Tuesday - 5  
Day 7

Wednesday - 6  
Day 8

Thursday - 7  
Day 9

Friday - 8  
Day 10

Saturday - 9

Sunday - 10

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

May 2020

S M T W T F S

					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						

## Weekly Goals and Priorities

Monday - 11  
Day 1

Tuesday - 12  
Day 2

Wednesday - 13  
Day 3

Thursday - 14  
Day 4

Friday - 15  
Day 5

Saturday - 16

Sunday - 17

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

May 2020

S M T W T F S

					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						

## Weekly Goals and Priorities

Monday - 18

Day 6

Tuesday - 19

Day 7

Wednesday - 20

Day 8

Thursday - 21  
Day 9

Friday - 22  
Day 10

Saturday - 23

Sunday - 24

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

May 2020

S M T W T F S

					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						

## Weekly Goals and Priorities

Monday - 25

Day 1

Tuesday - 26

Day 2

Wednesday - 27

Day 3

Thursday - 28  
Day 4

Friday - 29  
Day 5

Saturday - 30

Sunday - 31

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_



June 2020

S	M	T	W	T	F	S
	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				

**Weekly Goals and Priorities**

Monday - 1  
Day 6

Tuesday - 2  
Day 7

Wednesday - 3  
Day 8

Thursday - 4  
Day 9

Friday - 5  
Day 10

Saturday - 6

Sunday - 7

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

June 2020

S	M	T	W	T	F	S
	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				

Weekly Goals and Priorities

Monday - 8  
Day 1

Tuesday - 9  
Day 2

Wednesday - 10  
Day 3

Thursday - 11  
Day 4

Friday - 12  
Day 5

Saturday - 13

Sunday - 14

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_

June 2020

S	M	T	W	T	F	S
	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				

Weekly Goals and Priorities

Monday - 15  
Day 6

Tuesday - 16  
Day 7

Wednesday - 17  
Day 8

Thursday - 18

Friday - 19

Saturday - 20

Sunday - 21

Reflection/Check-in/Up Next

Signatures - \_\_\_\_\_