



Middle School/High School Family Handbook

WELCOME TO MIDDLE SCHOOL AND HIGH SCHOOL (MS/HS)

Dear CISB Community,

Welcome to MS/HS at CISB. This year, we proudly celebrate CISB's 20th anniversary—a testament to two decades of fostering excellence in education, shaping future leaders, and building a vibrant, globally-minded community.

At CISB, our mission is to develop learners into passionate leaders who are confident, resilient, and compassionate. Through rigorous academics, enriching co-curricular activities, and a commitment to character development, we empower our students to thrive and make meaningful contributions to the world. As part of our continued journey with **CIS and WASC accreditation**, we are dedicated to upholding the highest international standards while remaining true to our mission and vision.

Our community is built on collaboration, care, and a shared commitment to student success. Whether you are a returning family or new to CISB, we are excited to partner with you for the 2025–26 school year.

Thank you for being an essential part of the CISB community. We look forward to working together as we celebrate this exciting year in our school's history.

Warm regards,



Flynn Boyle
MS/HS Principal



David Bremner
MS/HS Vice Principal

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CISB GUIDING STATEMENTS

<p>Mission</p> <p>Developing Learners into Passionate Leaders</p>	<p>Vision</p> <p>Compassionate Inquisitive Successful Balanced</p>	<p>Motto</p> <p>Together is Better</p>
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<p>Learning Statements</p> <p>Learning at CISB is... Internationally-minded Inquiry driven and engaging Collaborative and experiential Continuous and reflective Differentiated and rigorous Balanced and fun</p>	<p>School Values</p> <p>Community Integrity Resilience Respect Trust</p>
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KEY CONTACTS

Whole School

Head of School: James McCrory (james.mccrory@cisbeijing.com)

Middle School/High School (MS/HS) Leadership Team

MS/HS Principal: Flynn Boyle (flynn.boyle@cisbeijing.com)

MS/HS Vice Principal: David Bremner (david.bremner@cisbeijing.com)

MYP Coordinator: Luke Ramsdale (luke.ramsdale@cisbeijing.com)

DP Coordinator: Paul Johnson (paul.johnson@cisbeijing.com)

MS/HS Support Services

Social-Emotional Counsellor: Daisy Guevara (daisy.guevara@cisbeijing.com)

Head University Guidance Counsellor: Yena Wang (yena.wang@cisbeijing.com)

School Librarian: Judy Qiu (judy.qiu@cisbeijing.com)

MS/HS Academic Office

Academic Officer: Amy Wang

Academic Assistant: Crystal Zhao

General Enquiries: mshsoffice@cisbeijing.com

Student Information Systems Administrator: Emma Liu (emma.liu@cisbeijing.com)

CISB POLICIES

The best place for our families to stay up to date with finalized policies is to visit our school website. We have tried to highlight the most important aspects of each policy in this handbook, but for a fuller picture, we invite you to scan this QR code to take you directly to the policies page on our website.



GRADUATION PATHWAYS

CISB offers graduates the opportunity to obtain a Canadian (New Brunswick) High School Diploma as well as the International Baccalaureate (IB) Diploma.

The Canadian High School Diploma is very well recognized by universities and colleges around the world. To obtain this diploma, students must complete a total of 20 credits (including compulsory credits) and successfully complete the New Brunswick English Language Proficiency Assessment.

The IB Diploma Programme (DP) is an internationally recognized, academically challenging, two-year pre-university program for students in Grades 11 and 12 that is well known, respected and rewarding. It offers students the opportunity to choose a curriculum that best fits their interests and skills and can be tailored to meet their post-secondary educational goals. Students who successfully complete the IB DP automatically qualify for the Canadian High School Diploma.

HOME/SCHOOL COMMUNICATION

CISB values strong partnerships between home and school. Our official communication channels are Toddle and WeCom.

Our [Communication policy](#) is available on our website.

DAILY SCHEDULE/TIMETABLE

All middle and high school students are required to arrive in Advisory by 8:15 am. End of day dismissal is at 3:40 pm. In 25-26, student also finish the day in Advisory. 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.

Day 1-4/6-9	Details		Day 5/10	Details
Morning Advisory	8:15 - 8:25		Morning Advisory	8:15 - 8:25
Transition	8:25 - 8:30		Transition	8:25 - 8:30
Period 1	8:30 - 9:25		Period 1	8:30 - 9:10
Transition	9:25 - 9:30		Transition	9:10 - 9:15
Period 2	9:30 - 10:25		Period 2	9:15 - 10:00
Nutrition Break	10:25 - 10:45		Nutrition Break	10:00 - 10:20
Period 3	10:45 - 11:40		Period 3	10:20 - 11:00
Transition	11:40 - 11:45		Transition	11:00-11:05
Period 4	11:45 - 12:40		Period 4	11:05 - 11:45
Lunch (cafeteria)	12:40 - 1:00		Transition	11:45 - 11:50
Lunch (outside)	1:00 - 1:30		Period 5	11:50 - 12:30
Transition	1:30 - 1:35		Lunch (cafeteria)	12:30 - 12:50
Period 5	1:35 - 2:25		Lunch (outside)	12:50 - 1:25
Transition	2:25 - 2:30		Transition	1:25 - 1:30
Period 6	2:30 - 3:20		Period 6	1:30 - 2:10
Transition	3:20 - 3:25		Transition	2:10 - 2:15
Afternoon advisory	3:25 - 3:35		Afternoon advisory	2:15 - 2:30
Release	3:35		Early Release	2:30
Early Bus	3:45		Early Bus	2:45

ATTENDANCE

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. Unless children are ill, they must be in school on time every day. The following guidelines are designed to promote regular attendance and maximise learning opportunities.

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

Procedures

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

A student who misses 15 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 Toddle. When the student returns to school, a written note can be submitted to the office explaining the absence.

Regular and punctual attendance is crucial for student success. MS/HS takes a proactive approach to supporting students and families with attendance.

When students are regularly late or absent, their Advisor will follow up to understand the reasons and develop strategies to improve on-time arrival and attendance. The Advisor will communicate with parents/guardians to collaborate on solutions.

In line with the Responses to Intervention framework, the Advisor will refer ongoing attendance issues to the Grade Level Leaders. The Grade Level Leaders will then liaise with the Vice Principal to provide further guidance and support to the student and family.

This may include temporary loss of privileges, such as lunch passes for Grade 11 and 12 students, or assignment of detentions. In-school suspensions would be a last resort measure.

CISB expects all students to attend school a minimum of 90% of school days. Students who fall below this threshold will meet with the Vice Principal to develop an attendance improvement plan. Failure to improve attendance may impact a student's promotion to the next grade level, as per the [CISB Promotion Policy](#).

The school is committed to working closely with students and families to identify and address any barriers to regular attendance. Open communication and a collaborative approach are keys to student success.

Extended Leave

For extended periods of leave (more than 3 days), parents/guardians are expected to apply in writing to the MS/HS Vice Principal, Mr. David Bremner (david.bremner@cisbeijing.com) requesting the leave and outlining the reason.

Extended leave will be given for the following reasons:

- Serious medical conditions
- Family bereavement
- Elite sporting representation
- Visa/passport requirements
- Educational opportunities (e.g. educational/academic conferences, study abroad programs)
- Exceptional circumstances (e.g. unforeseeable travel disruptions, personal/family milestones)

For reasons that fall outside of these categories, parents/guardians are expected to contact the MS/HS Vice Principal.

Attendance Categories on Toddle

Attendance is taken every period using the following attendance categories:

- Absent
- Present
- Late
- Fieldtrip (for sporting trips and class fieldtrips)
- Excused Absence (when staff are notified by the MS/HS Academic Office of extended leave)
- Other (for in-school events during class time)

These categories are reflected on your child's school reports.

Signing In

Students are expected to be on time for all their classes.

Students who arrive late to school must report directly to the academic office to sign in, sign the late sheet and take a dated late slip to the teacher of class scheduled during the period in which they arrive.

Signing Out

All students must inform their advisory 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.

TEXTBOOK/SUPPLIES RESOURCES

CISB provides all necessary textbooks and learning materials for students. Families are responsible for purchasing general school supplies, such as notebooks, pens, pencils, and other personal items.

The MS/HS office can provide a comprehensive list of required supplies for each grade level. Families are encouraged to label all personal items with the student's name.

ELECTRONIC DEVICES

CISB students must have an Apple device at school to support their learning.

MATHEMATICS

Students in Grades 6 and 7 need either a basic or scientific calculator, and a geometry set.

Students in Grades 8-12 need a Graphics Display Calculator (TI-84 or TI n-spire non-CAS version) and a geometry set.

PHYSICAL & HEALTH EDUCATION (PHE)

PHE is an essential part of the CISB curriculum, promoting physical, mental, and social-emotional well-being.

Expectations for Participation, Uniforms, and Hygiene

Active participation is expected in all PHE classes. Students must come prepared with the appropriate PHE uniform, which includes:

- A school-approved t-shirt
- Sport shorts or sport pants (fashion or designer shorts/pants are not permitted)
- Athletic, non-marking sports shoes (crocs, sandals, and flip-flops are not appropriate footwear for PHE)

To maintain hygiene and respect for others, students are expected to change clothes after class. Showers are available in changing rooms. Students must also change back into their regular school uniform after PHE.

Students attending other classes in their PHE uniform will be marked as “not in correct uniform” and expected to change.

Policies Related to Injuries, Medical Exemptions, and Accommodations

All PHE teachers are First Aid trained, and the school has a nurse on-site at all times to provide medical support. For minor illnesses or injuries that affect a student's ability to participate, a note from a parent or guardian is required. This must be given to the student's PHE teacher on the day that they are not participating in class.

For extended periods of non-participation (more than two lessons), students must provide documentation from a medical provider outlining the condition and any necessary accommodations. The school will work closely with these students to ensure they can still meet the learning objectives through modified activities or alternate assessments.

In some cases, a temporary or permanent medical exemption from PHE may be granted based on the healthcare provider's recommendations.

SUPPORT SERVICES

CISB offers a range of support services to meet the diverse needs of our students. This section will include information about:

Social-Emotional Counselling

Role of the School Counsellor

The social-emotional counsellor at CISB plays a vital role in supporting the overall wellbeing and development of our students. They are responsible for addressing a range of mild to severe mental health and behavioural challenges that students may face, including anxiety, depression, trauma, and social skill development.

Counselling Services and Referral Process

CISB's social-emotional counsellor provides both individual and group counseling sessions to students in need of support. They work closely with parents to understand home dynamics and collaborate on strategies to promote student wellbeing. The

counsellor also observes students in the classroom setting to assess social-emotional functioning and provide teachers with tailored recommendations.

In cases where more intensive support is required, the counsellor refers students for psycho-educational assessments and monitor the implementation of resulting Student Support Plans. Detailed case notes are maintained, and all counselling-related policies and procedures are strictly followed.

Support for Personal, Social, and Emotional Development

In addition to addressing specific mental health and behavioural concerns, the social-emotional counsellor also plays a key role in the school's social-emotional learning (SEL) program. They advise and support teachers in implementing the SEL curriculum during advisory periods, ensuring that all students have the opportunity to develop essential personal, social, and emotional skills.

The counsellor also evaluates the effectiveness of the SEL program and makes recommendations for improvement, helping to foster a nurturing and supportive environment that enables students to thrive both academically and personally.

University Guidance Counselling

CISB's university guidance counsellor plays a crucial role in supporting students from middle school through their final years of high school as they navigate the path to post-secondary education.

In Grades 8 and 9, the counsellor lays the foundation by organizing informational sessions for students and parents. These sessions provide an overview of the university application process, graduation requirements, and the importance of developing a strong academic and extracurricular profile. In 25-26, our Gr 8, 9 and 10 students will work through a University Guidance program as part the Advisory program.

As students progress to Grade 10, the counsellor works with them individually to map out their graduation pathway and explore potential university majors aligned with their interests and abilities. The counsellor also advises on subject selection to ensure students take necessary prerequisite courses.

In Grades 11 and 12, the counsellor's role becomes more comprehensive. They guide students through the university application process, assisting with research, personal statements, and documentation submission. They also organize guest speaker events featuring university representatives.

Regardless of grade, the counsellor maintains open communication, addressing questions and ensuring a smooth transition to post-secondary education. They are committed to empowering students to make well-informed decisions about their futures.

School Library

The school library is open for students from 7:45am – 3:45pm, Mondays to Thursdays, and 7:45am – 2:45pm on Fridays (excluding school holidays).

While MS/HS students do not attend regular library classes, they are encouraged to borrow books and make use of our digital resources. The librarian is available to support students with research, academic integrity inquiries, and selecting books for personal reading.

Borrowing Guidelines

- Students may borrow up to 4 items at a time.
- The loan period is 2 weeks, with the option to renew items for an additional 2 weeks.
- All items must be checked out through the circulation desk in the library.

ENGLISH AS A SECOND LANGUAGE (EAL)

The MS/HS EAL (English as an Additional Language) program at CISB provides targeted support for students in Grades 6 to 8 whose native language is not English. These students are identified as EAL learners at the point of admission based on their performance on English proficiency assessments.

The EAL curriculum is designed to develop students' English language skills across reading, writing, listening, and speaking. Instruction utilizes a combination of push-in and pull-out support, allowing students to practice English within their mainstream classes while also receiving dedicated EAL lessons tailored to their needs.

As students progress through the program, the EAL team closely monitors their English language development and provides guidance to ensure a smooth transition to the more academically rigorous Grades 11 and 12, as well as university-level coursework. The goal is to prepare EAL students for success in their future studies.

ADVISORY

The advisory program at CISB serves as a structured support system to promote students' academic, social, and emotional well-being. It is designed to foster a strong sense of community by providing students with regular opportunities to build

relationships with their peers and advisory teachers. The program also helps students navigate school life, set personal goals, and develop essential skills for success in both academic and personal realms.

Advisory lessons cover a wide range of topics that are crucial for the holistic development of students. These topics include academic planning, social-emotional learning, digital citizenship, and character education, among others. The curriculum is designed to be flexible, allowing for the inclusion of current events or specific needs that arise within the student body, ensuring that the content remains relevant and engaging.

The role of the advisory teacher is central to the success of the program. Advisory teachers act as mentors and advocates for their students, guiding them through the challenges of school life and helping them to achieve their academic and personal goals. They create a supportive and inclusive environment in which students feel safe to express themselves and seek guidance on any issues they may face.

WITHDRAWALS FROM CISB

If a family needs to withdraw their child from CISB, they should follow these steps:

- Notify the MS/HS office and Admissions department as soon as possible.
- Complete the required withdrawal forms, available from the Admissions office.
- Ensure all outstanding fees and charges have been paid.
- Arrange for the return of all textbooks, library books, and other school property.
- Request the final report card and any other necessary documentation.

REQUESTS FOR DOCUMENTATION

CISB can provide the following types of documentation upon request. Requests for documentation by made to the MS/HS Academic Office (mshsoffice@cisbeijing.com).

High School Transcripts

CISB provides official high school transcripts for current and former students. When making the request, please ensure that the email address or link of the educational organisation that requires that transcript is included in the original request.

CISB will only supply transcripts directly to educational organisations, rather than to requesting individuals.

Please request high school transcripts no less than 4 working days prior to educational organisations deadline.

Letters of Recommendation (Reference Letters)

CISB staff (both teachers and school leadership) can write letters of recommendation for university or high school application upon request. When making the request, please ensure that the email address or link of the educational organisation that requires that letter of recommendation is included in the original request.

CISB will only supply letters of recommendation directly to educational organisations, rather than to requesting individuals.

Please request letters of recommendation no less than 5 working days prior to educational organisations deadline.

Attendance Certificates

CISB provides certificates verifying a student's attendance record and the relevant dates. If specific wording is required, please include this in the original request.

Please request attendance certificates no less than 3 working days in advance.

Other documentation

If additional documentation is required from CISB that does not fit into the categories above, please contact the MS/HS Academic Office (mshsoffice@cisbeijing.com) and include requirements from the organisation that needs the document. We will endeavour to assist where we can.

ID CARDS

ID cards are provided to all members of our school community to ensure campus safety. Students and parents/guardians are required to carry their ID cards and scan them upon entrance and exit of campus. Students are expected to carry their ID cards at all times while on campus.

Uses of Student ID Cards:

- Entry to and departure from campus
- Identification on campus
- Riding the school bus
- Borrowing books in the library
- Purchasing food in the cafeteria

Card Colours & Permissions

Each student has one of three different coloured ID cards (as shown below).

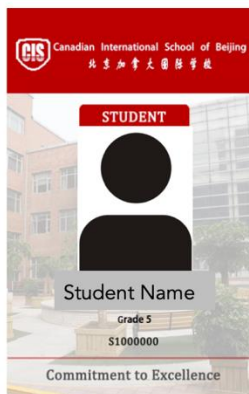
If parents wish to change the colour of the card or authorize their child to depart by a different method, they must provide written permission to the Admissions Office (admissions@cisbeijing.com). The Admissions Office will then issue a new card.

Forgotten Cards

If a student forgets their ID card when departing campus, a parent/guardian must email the MS/HS Academic Office (MSHSoffice@cisbeijing.com) to confirm consent for the student to leave.

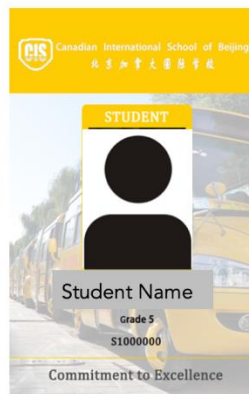
Lost Cards

Lost cards must be reported to the Academic Office so that access can be managed until a replacement is issued.



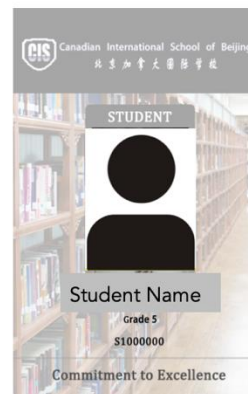
Red Card

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.

USE OF LOCKERS & PERSONAL ITEMS

CISB provides lockers for students to store their personal belongings. Students are responsible for:

- Keeping their locker clean and organized
- Ensuring the locker is locked at all times
- Reporting any locker issues to their Advisor

Students should only bring necessary items to school and avoid bringing valuable personal belongings.

DAMAGED/LOST PROPERTY

CISB is not responsible for any lost or stolen items.

Non-valuable items (e.g., water bottles, sweaters, lunch boxes) are kept on the shelves near the Elementary School exit, beside the water fountain.

Valuable items (e.g., phones, wallets, keys) are collected and held securely at the appropriate school office.

VISITORS TO CAMPUS

CISB maintains a secure campus environment. All visitors, including parents, must register prior to arrival by making an appointment with a relevant staff member, check in at the main gate and obtain a visitor's pass before entering the school grounds.

Visitors are expected to follow all school policies and procedures while on campus.

STAYING AFTER HOURS

CISB offers a range of after-school activities (ASAs) and sports programs. Students staying after school for these activities must be supervised by a teacher or coach.

All students need to exit campus at 5:30 pm on weekdays, unless they have direct supervision from a teacher or other academic staff member.

BOBCAT TEAMS

CISB Bobcats participate in the core sports of basketball, volleyball, soccer, and a range of other sports such as badminton, cross country, golf, swimming, and table tennis.

ACAMIS

The ACAMIS (Association of China and Mongolia International Schools) sports program provides opportunities for students at CISB to compete in various sports with other international schools across China and Mongolia. It focuses on promoting sportsmanship, teamwork, and personal growth through organized athletic competitions. The program also encourages cultural exchange and fosters connections between students from different international communities.

ISAC

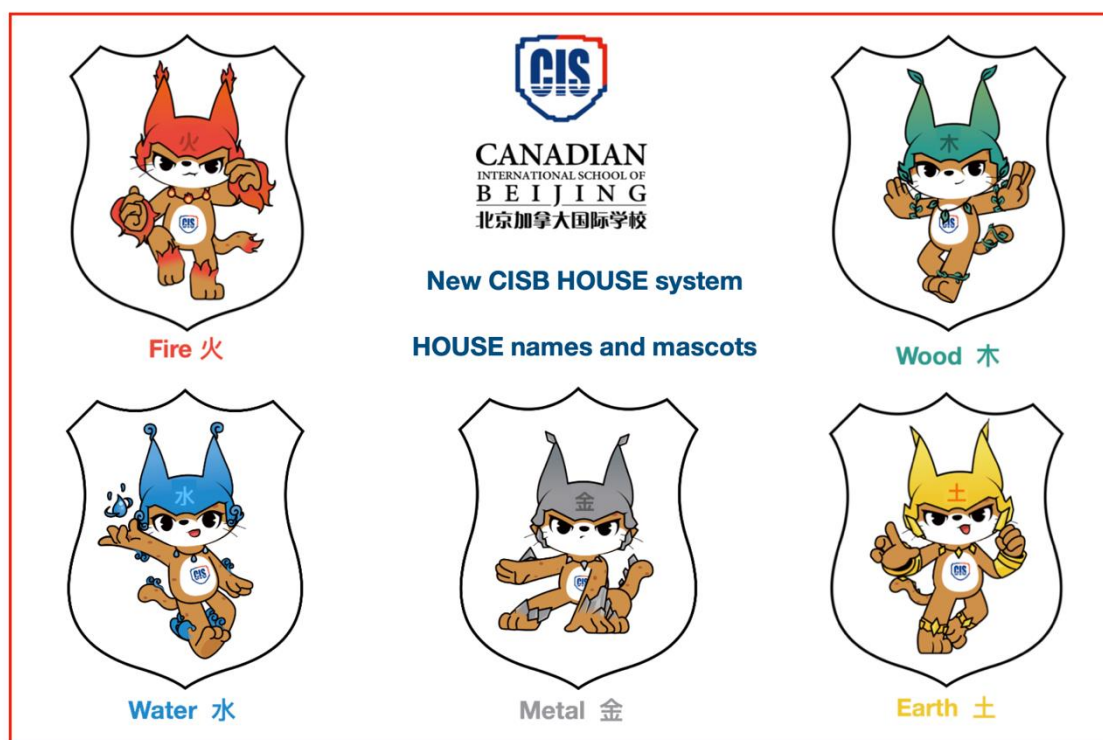
The ISAC (International Schools Athletic Conference) sports program allows CISB students to participate in a wide range of competitive sports events with other international schools in Beijing. It emphasizes skill development, sportsmanship, and camaraderie, offering students the chance to compete at a high level within a structured and supportive environment. Through ISAC, students can engage in regular athletic competitions, promoting physical fitness and fostering school spirit.

For further information, students should contact the MS/HS Athletic Director: Brett Mitchell (brett.mitchell@cisbeijing.com).

HOUSE SYSTEM

Starting in the 2024-25 school year, CISB is excited to introduce a new House System for all students from Early Years through Grade 12. The House System is designed to foster a greater sense of community, healthy competition, and student engagement across the school.

Upon enrolment, each student will be randomly assigned to one of five Houses. These Houses will serve as key communities within the larger school, providing opportunities for collaborative activities, team-building exercises, and friendly rivalries.



House-based events and competitions will be held throughout the academic year, covering a range of areas such as academics, athletics, arts, and service. Students will have the chance to earn House points for their achievements, which will contribute to an overall House championship at the end of the year.

The House System aims to cultivate leadership skills, school spirit, and a strong sense of belonging among the CISB student body. It will complement the school's existing extracurricular programs and provide additional avenues for students to get involved, make new connections, and develop their talents.

Health and Safety

CISB is committed to maintaining a safe and healthy environment for all students. Air quality is regularly monitored, and specific protocols are in place based on the Air Quality Index (AQI), such as restricting outdoor activities when pollution levels are high. The school also has comprehensive safety measures, including emergency drills and health services, to address any incidents or health concerns that may arise. Parents are encouraged to keep the school informed of any health issues their children may have to ensure their well-being. For more information, please see our [Health and Safety policy on our website](#).

Academic Integrity

Academic integrity at CISB is crucial to maintaining a fair and honest academic environment. Academic dishonesty includes plagiarism (using someone else's work without proper acknowledgment), collusion (allowing your work to be copied by others), and cheating (using unauthorized materials during exams). For example, copying text from a website without citation or sharing your completed assignment with a peer is considered academic dishonesty.

Consequences for violating academic integrity are serious and can include receiving a zero on the assignment, detention, and a record of the violation in the student's file. Repeated or severe offenses may lead to more significant disciplinary actions, including suspension. For full details of how CISB views Academic Integrity, [please see the full policy on our website](#).

Use of Artificial Intelligence (AI)

CISB recognizes that AI tools are becoming increasingly available in education. While AI can be a valuable resource for learning, using AI to generate assignments or assessments without acknowledgment may constitute academic dishonesty. Students are expected to use AI appropriately and responsibly, and to give credit when AI tools

contribute to their work. CISB is currently finalizing a comprehensive policy on AI use, and further guidance will be shared with students and families.

Student Code of Conduct

Expectations for Student Behaviour

Students at CISB must show respect, responsibility, and integrity in and out of the classroom. This includes speaking respectfully to peers and staff, using professional language, and considering different perspectives. Students must follow all school rules, complete assignments honestly, and use digital devices appropriately during school hours. Outside the classroom, students are expected to represent CISB positively, whether online or in the community.

Consequences for Violations of the Code of Conduct

Violations of the Code of Conduct are taken seriously and can result in a range of consequences depending on the severity of the offense. Minor infractions might lead to warnings or detention, while more serious or repeated violations can result in suspension or expulsion. The school administration will review each case to determine the appropriate disciplinary action.

Bullying and Harassment

CISB has a zero-tolerance policy for bullying and harassment. Bullying is defined as repeated aggressive behavior intended to hurt another individual, physically or emotionally. This includes verbal taunts, physical assaults, social exclusion, or spreading rumors. Harassment involves unwanted behavior that makes someone feel intimidated or humiliated, which can be based on race, gender, religion, or other personal characteristics.

Instances of Cyber Bullying should also be reported and may result in consequences.

Clear Definitions and Examples

Bullying: For example, repeatedly mocking a student's appearance or spreading harmful rumors about a peer.

Harassment: Examples include making derogatory comments about someone's race or sending threatening messages online.

Procedures for Reporting and Addressing Bullying and Harassment

Students and parents are encouraged to report any incidents of bullying or harassment to a teacher, school counsellor, or administrator. The school will investigate all reports promptly and confidentially. Appropriate actions will be taken to address the situation,

which may include counselling for the victim, disciplinary action against the perpetrator, and ongoing monitoring to prevent further incidents. The school is committed to providing a safe and inclusive environment for all students.

Parent involvement

Parent involvement at CISB is highly encouraged and considered essential for student success. We value the home-school partnership and know that successful relationships between school and parents are crucial to student success. Parents are expected to maintain open communication with teachers and staff, participate in school events, and support their children's learning at home. Regular updates on student progress are provided through report cards, conferences, and ongoing communication, allowing parents to stay engaged in their child's education. CISB also encourages parents to share any relevant information about their child's needs to help the school provide appropriate support.

After School Activities (ASAs)

CISB offers a wide range of After School Activities (ASAs) to enhance students' educational experience beyond the classroom. These activities provide opportunities for students to explore new interests, develop skills, and build friendships in a supportive environment. ASAs include options such as sports, arts, music, language clubs, and academic enrichment programs, catering to a variety of student interests and age groups. Participation in ASAs is encouraged as a way for students to grow socially, emotionally, and academically, with all activities supervised by qualified staff to ensure a safe and enjoyable experience.

More information is available on our website:

<https://www.cisbeijing.com/after-school-activities-asa/>

Technology Responsible Use policy

At CISB, students are expected to use technology responsibly, ensuring that their digital actions reflect the school's values of integrity and respect. The Technology Responsible Use Policy requires students to practice good digital citizenship by maintaining a positive online presence, protecting their personal information, and respecting the intellectual property of others. Students must use their devices primarily for educational purposes while on campus and are prohibited from accessing inappropriate content or engaging in cyberbullying. Violations of this policy can result in disciplinary actions, including the

confiscation of devices or further consequences depending on the severity of the infraction.

At the beginning of each school day, during morning Advisory, students need to store their phone in the storage locations provided and collect at the end of the school day. If students are leaving early, they will need to inform their Advisory teacher and then collect from the MS/HS Academic Office when they are departing.

Full information is available as part of our [IT Acceptable Use Policy](#).

Student Leadership opportunities

At CISB, we believe in nurturing leadership qualities in our students through various engaging opportunities. Students have the chance to take on leadership roles as prefects of four distinct houses, where they can demonstrate responsibility, teamwork, initiative as well as motivation. Additionally, students can actively participate in the student council, serving as the president, vice-president, or grade representatives. These roles empower students to voice their ideas, act as role models, and drive positive change within our school community. Through these leadership positions, students gain valuable skills in communication, organization, and decision-making, preparing them for future challenges and successes beyond the school environment.

The House system also provides opportunities for students serve in leadership roles as House Captains. House Captains are responsible for organising their teams for House events, organising House events as well as generally promoting House spirit.

Student Support Sessions

Students Support Sessions are academic supports provided by teachers to students outside of class time at CISB. They are designed to support students who are struggling academically and are at risk of not meeting the CISB Promotion Policy requirements.

They can be assigned shortly after key assessments where students demonstrate performance below certain levels.

They can last until the teacher assesses that the student has improved sufficiently and no longer requires intensive support. A minimum of 2 weeks attendance is required. If assigned by a teacher, attendance at these sessions is mandatory and tracked. There are academic consequences for non-attendance.

The days for Student Support Sessions are as follows:

Monday: Math & Arts

Tuesday: I&S & PHE

Wednesday: Science & Design

Thursday: English, EAL & Chinese