

# **Caribbean International Academy**

**Parent/Student Handbook**

**2022-2023 School Year**



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# Welcome Message from the Principal

*Dear Parents/Guardians and Students,*

*Welcome to Caribbean International Academy! It is a privilege to join the CIA in the role of Principal for 2022-23. I look forward to getting to know you and your child(ren). At CIA, we are proud to offer St. Maarten Montessori School, Primary to Grade 6, and our Kindergarten through Grade 12 CIA program, with the goal of awarding all students an Ontario Secondary School Diploma (OSSD).*

*Every new school year is full of adventure, exploration, and learning. Our priority is our students' success and well-being! To help ensure student success, we have assembled this handbook to familiarise students and parents with the vision, values and expectations of our Academy. It contains important information regarding school policies and procedures.*

*We believe you have enrolled your child(ren) at CIA in order to receive the best possible education. Research consistently shows that students perform better when the school community and the home communicate regularly, and when parents are engaged in their children's learning. Please know that I welcome your communication and feedback.*

*We ask that you review this information as a family to ensure everyone understands the expectations Caribbean International Academy upholds, and to ensure your child(ren) starts on a path to success this school year!*

***Students will be required to return the signed (by student and parent) Handbook Acknowledgement Form on page 4, by Wednesday, August 10, 2022. If you have any questions, please contact me.***

*Sincerely,*

*Jodie Baker, Principal CIA*

## **Mission Statement**

*Caribbean International Academy (CIA) is committed to promoting a caring goal-oriented environment that fosters academic excellence, personal growth and a love for lifelong learning. It is our goal to prepare students for post-secondary education and other pathways to success.*

## **Beliefs**

*At Caribbean International Academy, we believe that education must address the whole person. Our academy has been established to provide academic and extracurricular programs that support the development of students emotionally, physically, and intellectually.*

*CIA believes in partnership: together, students, parents/guardians, teachers and community create a partnership in education.*

*CIA believes that students should set and achieve annual education goals - each student is encouraged to aim each year to surpass their own previous 'personal best'.*

*CIA believes that students work best in a safe and supportive environment; CIA has a zero tolerance policy for violent or abusive behaviour from anyone within our educational community.*

## **Values**

*The Caribbean International Academy upholds a respect for human diversity, an acceptance of unique cultures and beliefs, and a compassion for others. CIA encourages individual and social responsibility within the academic community and beyond. Our academy promotes a balanced lifestyle that supports student well-being in school, as well as in community and after-school activities.*



## Parent/Student Handbook 2022-2023 Acknowledgement

*Dear Parents/Guardians,*

*Teachers will spend time reviewing the Parent/Student Handbook and the school's Code of Conduct with our students. We are requesting that parents also review this Handbook on the school's website [www.ciaschool.com](http://www.ciaschool.com) with their child(ren), and then sign below, along with your child to acknowledge and agree to support the school's beliefs, values and code of conduct.*

*Please return the signed Acknowledgement Form to your child's teacher or the Administration Office by Wednesday, August 10, 2022.*

***Student's Name (Print):*** \_\_\_\_\_

***Grade:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Parent's Name (Print):*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

# Contact Information

School Telephone: 1-721-545-3871

Website: [www.ciaschool.com](http://www.ciaschool.com)

<b>Principal</b>	Jodie Baker	<a href="mailto:principal@ciaschool.com">principal@ciaschool.com</a>	Ext.23
<b>Admissions</b>	Myonie Richardson	<a href="mailto:admissions@ciaschool.com">admissions@ciaschool.com</a>	Ext.24
<b>Head of Elementary</b>	Jamin O'Brien	<a href="mailto:jobrien@ciaschool.com">jobrien@ciaschool.com</a>	Ext.45
<b>Guidance</b>	Greg Link	<a href="mailto:glink@ciaschool.com">glink@ciaschool.com</a>	Ext.40
<b>Chromebooks</b>	Sabrina Redford	<a href="mailto:sredford@ciaschool.com">sredford@ciaschool.com</a>	

# School Schedules

<b>Primary/Junior Grades 1-6</b>	
<b>Class Begins</b>	<b>8:30</b>
<b>Recess</b>	<b>10:35-10:50</b>
<b>Lunch</b>	<b>12:15-12:55</b>
<b>Dismissal</b>	<b>2:30</b>

<b>Intermediate Grades 7-8</b>	
<b>Class Begins</b>	<b>8:30</b>
<b>Lunch</b>	<b>12:15-12:55</b>
<b>Dismissal</b>	<b>2:30</b>

<b>High School Grades 9-12</b>	
<b>Period 1</b>	<b>9:00-10:15</b>
<b>Period 2</b>	<b>10:20-11:35</b>
<b>Lunch</b>	<b>11:40-12:10</b>
<b>Period 3</b>	<b>12:15-1:30</b>
<b>Period 4</b>	<b>1:35-2:50</b>

# Conduct

## Code of Conduct

*Caribbean International Academy School Code of Conduct reflects the expectations of the Ministry of Education in Ontario, Canada. CIA is required to have a written Code of Conduct available to parents, students, and staff, and it ensures that our academy reflects the high expectations of our key stakeholders.*

*The following Code of Conduct applies to all individuals who are involved with CIA, including students, parents/guardians, staff members, volunteers, and partners, whether on school property, school buses, or at school authorized events or activities. The Code of Conduct has been revised with input contributed by teaching staff, Student Council, and the CIA School (Parent) Council. It will continue to evolve as the school and its experiences grow, and input is provided from staff, parents, students, and other stakeholders who have a commitment to the safety, health, and well-being of all those who are involved with the school.*

### CIA will:

- Ensure that all members of the CIA community are treated with respect and dignity*
- Promote responsible citizenship*
- Maintain environments where conflict and difference can be addressed through respectful and non-violent means*
- Promote the safety of all those at the school*
- Discourage the use of illegal drugs and alcohol*

### School staff members will:

- Support the Principal in maintaining the order and consistent disciplinary practises of the school*
- Hold all to the highest standard of respectful and responsible behaviour, and model such behaviour*
- Demonstrate care and commitment to academic excellence within a safe learning/teaching environment*
- Help students work to their full potential and foster self-worth*
- Make themselves available to students for academic support for one-half hour after school each school day (teachers are available for students unless they are supervising an extra-curricular activity)*

- Communicate regularly with parents, and seek feedback for achieving and maintaining successful communication. Ensure students are aware of daily key announcements*
- Demonstrate respect for all students, staff, and parents*

**CIA Students will:**

- Become familiar with the Code of Conduct and school rules; Co-sign the Code of Conduct Acknowledgement Form at the beginning of the school year*
- Come to school prepared, on time, and ready to learn*
- Approach school tasks with a positive attitude*
- Exercise self-discipline, be courteous, and accept such discipline as would be exercised by a kind, firm, and judicious parent*
- Practice good hygiene*
- Show respect for school property and the property of others*
- Refrain from bringing anything to school that, in the judgement of those in authority, may compromise the safety of others*
- Follow existing rules and take responsibility for personal actions*
- Be honest in all aspects of school life, including academic work*

**Parents/Guardians will:**

- Become familiar with the Code of Conduct and school rules and sign the form in this handbook at the beginning of the school year, indicating that the Code has been read and understood*
- Show an active interest in their child's schoolwork and progress*
- Communicate regularly with the school, and meet teachers prior to report card periods*
- Help their child to be neat, appropriately dressed, and prepared for school (this includes necessary supplies not provided by the school)*
- Ensure their child in Grades 5-12 has access to appropriate technology at home to complete homework and assignments (i.e. computer, reliable internet, printer, personal hotspot, etc.)*
- Ensure that their child attends school regularly and on time*
- Work with the school as appropriate to address a child's attendance, behaviour, or academic issues*
- Not enter classrooms during class time unless the principal gives permission*
- Report promptly to the school, the child's absence or late arrival via telephone or email (545-3871 ext. 24, admissions@ciaschool.com)***

- Support school staff in dealing with disciplinary or academic issues
- Ensure their child has Health Insurance prior to the start of school, see below:**

*All students are required to have valid health insurance from August 1st to June 30th of the school year. Coverage may be through the SZV, similar private coverage, or the NAGICO student group policy. If this information is not supplied, the student will not be able to attend school.*

**Volunteers will:**

- Abide by the School Code of Conduct
- Respect and model behaviour consistent with the beliefs of the Academy
- Refer issues that arise to teachers or the Principal
- Refrain from disciplining the students

## **Access to School Premises**

*All visitors to the school are required to check-in with Security, who will then direct them to the Principal's Office/Administrative Office where they will identify themselves. Anyone exhibiting symptoms of COVID should not visit the school.*

*Persons who are permitted on school premises include:*

- Students enrolled in the school
- Parents/Guardians of enrolled students
- Persons employed or retained by the school
- Persons engaged in lawful purposes such as deliveries
- Persons invited by the owners, Principal, or designate for a purpose or an event

***\*Authority to be on school grounds does not entitle a person to have access to all areas of the school premises.***

## **Daily Conduct**

*To protect the safety and welfare of all, and to maintain a positive school environment, **CIA students will:***

1. *Co-operate and demonstrate mutual respect for all members of the school community at all times*
2. *Comply with CIA's no-tolerance policy for bullying, both at school and through social media outlets*
3. *Refrain from hazing or any other forms of initiation of students new to the school*
4. *Respect school property and that of teachers, other students, and the community*

5. *Exhibit cleanliness in the classroom and cafeteria areas*
6. *Speak in the main language of the school, English, during class time. (Students may speak in other languages during lunchtime in the cafeteria area)*
7. *Be in compliance with the school uniform policy and dress code*
8. *Comply with the school and/or teachers rules with respect to the cell phone/device policy*
9. *Address teachers by Miss/Ms./Mrs./Mr. and the surname, as requested by the teacher*
10. *Refrain from using tobacco products, vaporizers, alcohol, or illegal drugs while on school property, within sight of the school, or while involved in any school- related activity*
11. *Refrain from being under the influence of alcohol or illegal drugs while on school property or involved in any school-sponsored activity*
12. *Conduct themselves at all times, including when participating in any authorised school trips or co-instructional activities, in accordance with all school rules*
13. *Stay off school Residence property at all times*

## **Opening Exercises**

*For **Grades 1-8**, the school day begins at **8:30am**.*

*Students in **Grades 9-12** should move to their First Period classes promptly at **9:00am**, and enter the class if the teacher is present. High School classrooms will be open by 8:45am. Students are asked to sit quietly upon entering the First Period to allow themselves and their classmates to hear school announcements, including opportunities to participate in school events and extra-curricular activities.*

*Students are asked not to congregate in the library and chat prior to class, as this is to remain a quiet study area.*

## **Lunch Hour**

*Only senior, Grade 12 students are allowed to leave the campus during lunch hour (upon signing a contract with Administration). Students may purchase lunches from the cafeteria online and before first period, or bring lunch from home. Please see the School Schedule for lunch times by grade.*

## **After School**

*Students are expected to leave for home or remain on school property after school while waiting for transportation.*

## **Library**

*The library is open from 8:00am until 3:00pm each day, including during lunch, unless indicated otherwise. The use of the library is a privilege and is intended for research, study, and quiet reading. The use of library computers is for printing and research only.*

*Printing: The teacher computer and photocopier in the library is for teacher use only. Permission for its use may be granted on a case by case basis by a supervising teacher based on teacher demand, but this should not be relied upon. Whenever possible, students should come to school with assignments already printed and ready to submit.*

## **Consequences for Inappropriate Behaviour**

*Individual cases are carefully assessed so that the school's response is appropriate to the age, actions, and circumstances of the student involved, and the goal of developing self-discipline and awareness of responsibilities is upheld.*

### ***Consequences may include:***

- Reminder or warning*
- Telephone call/Email home*
- Problem-solving sequence*
- Detention*
- Verbal or written apology*
- Loss of privileges*
- Assignment (extra-work or clean-up duties)*
- Behaviour report or behaviour plan*
- Student Contract*
- Confiscation of inappropriate items until the end of the day when they are to be taken home*
- In-school suspension from class for whole or part of the day*
- Appointment with Principal*
- Interview with parent/guardian(s) and student*
- Suspension from school*
- Expulsion from school*

## **Hazing and Bullying**

*Hazing means doing or coercing another person, including the victim, to commit any act of intimidation or harassment to another student or member of the learning community, that causes or creates a substantial risk of mental or physical harm.*

*Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another student more than once. Bullying can often be in the form of discrimination against others because of race, language, culture, religion, gender identity, or disability. Bullying causes both mental and physical harm, and is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the targeted student.*

*Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.*

*Prohibited activities of this nature via school computers and/or electronic devices are inconsistent with the educational process and are prohibited at all times.*

## **Consequences**

*Hazing and/or bullying behaviour by any student in the Caribbean International Academy is strictly prohibited, and such conduct will result in disciplinary action, and may include suspension and/or expulsion from school.*

## **Zero Tolerance**

*Caribbean International Academy has zero tolerance toward violence of any kind, the selling of drugs, and any instrument brought to school that is deemed to be a weapon or a threat to staff, students or parents. Any student who commits an act stated above on campus, school transportation, or while participating in a school-related activity, may face immediate expulsion.*

## **Mandatory Consequences and School Expulsion**

*Police will be involved, as necessary and as a response to a police/school board protocol. The student will be immediately suspended and a Principal's Inquiry may proceed to an expulsion for the following:*

- Committing sexual assault*
- Acts of vandalism causing extensive damage to school property or property located on school*

*premises. In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school procedures.*

- Cyber bullying and threats on social media*
- Use of any object to threaten or intimidate another person. Uttering a threat to inflict serious bodily harm; Physical assault causing bodily harm requiring professional medical treatment. Possession of a weapon, including, but not limited to firearms.*
- Possessing alcohol, cannabis, or providing others with alcohol, illegal drugs, or cannabis; being under the influence of alcohol, cannabis or illegal drugs; trafficking drugs.*
- Inflicting or encouraging others to inflict bodily harm*
- Engaging in hate propaganda or other types of behaviour caused by hate or bias*
- Engaging in any form of bullying, whether it is in person or through technology, like email, social media or cell phone*
- Committing an act of vandalism that causes extensive damage to school property and/or robbery*

## **Attendance**

*Students are expected to be in class each day other than when excused for illness or for a school-related activity. Attendance is taken in Home Room (first period) classes every day and reported to the office. One of our goals is to prepare our students for life beyond post-secondary school. Please support our efforts, by following the process below.*

- Parents are to inform the office about absences due to illness as soon as possible by phoning the school (545-3871) or via email to [admissions@ciaschool.com](mailto:admissions@ciaschool.com).*
- All students returning from illness are required to bring a signed note from parents/guardians to give to Mrs. Myonie Richardson at the Admissions Office, or their Homeroom teacher.*
- Students leaving school for any reason during the day must bring a note for their teachers, write their name and requested details before they leave in the Sign In/Sign Out book in the Academic Office. Students signing out must speak to the principal or Mrs. Myonie Richardson.*
- If students become ill during the day, they should report to the Administration Office/Ms Myonie's office where school staff will contact parents and make necessary arrangements.*
- Regular attendance at school is required. Prolonged absence from secondary credit courses may result in student withdrawal from a course, failure, or the inability to assess a student adequately.*
- All students are required to attend assemblies as part of the school day.*
- Students in Grades 1-8 are expected to be in Home Room class by 8:30am in the morning. Elementary students are welcomed into their classroom from 8:15 onwards. Students in Grades*

9-12 must arrive at their scheduled Period 1 Class by 9:00am. High School students are welcomed into their classroom from 8:45 onwards.

- Any student who is asked to leave a class by a teacher for any reason (dismissal from class) must report immediately to the principal's office.
- Students who miss assessments for legitimate reasons will be allowed to make-up assessments upon their return to school as directed by the teacher. Decisions for assessments missed without sound reason or communication will be left to the teacher's discretion, and may receive a mark of zero.

### **Late Policy**

- Students who arrive less than 15 minutes late for periods 1, 2, 3, and 4 are to report directly to their classroom NOT to main office.
- Students who arrive more than 15 minutes late for any class must report to the main Administrative Office to obtain an admit slip. It is the responsibility of each teacher to help track and reinforce the CIA Late Policy. Please support CIA's efforts to instil in your children the need to be in class on time.

### **Acceptable reasons for being late (accompanied with a parent note or phone call):**

- Medical, dental, and legal appointments
- Compassionate reasons
- Injury
- Illness

### **Unacceptable reasons for being late (even with a parent note):**

- Slept in
- Late lunch
- Missed the bus/ferry or late transportation from parent (without note)
- Working on a project or homework/ printing assignments

### **Consequences**

- For every 3 unacceptable reasons for being late, students receive a lunch hour detention
- After 3 detentions per semester parents will be contacted through the office and in-school suspensions will be considered.

# Messages and Phone Calls

*Any phone calls or messages should be made through the main office: (1-721) 545-3871. **Please do not call your child's cell phone during school time** - this could result in consequences for the student. Calls to the teachers should be made after school between the hours of 2:30pm and 3:00pm, or by leaving a message for a return call. Teachers are not available to speak on the phone during class time.*

*Parents/guardians are welcome to send an email to the teacher via their school email, which can be found at the school's website, under the 'Contact Teachers' tab. Our goal is to keep parents/guardians informed of their child(ren)'s progress..*

## **Exams**

*All exams are to be written, for both semesters, on the day and the time they are scheduled on the exam timetable. We ask that parents/guardians not schedule vacations during these dates. Exam schedules are given well in advance.*

*Once the exam has begun, students will not be able to enter or leave the examination room, unless given permission by the supervising teachers. A missed exam may result in a mark of zero (0) for the assessment, as determined by the teacher and principal.*

*Exceptions for absence will be made for bereavement and illness. A doctor's certificate will be required for missed exams due to illness, and parental communication for bereavement. Parents/guardians should call the school before the exam to inform the office of an issue. A missed exam may be written in these circumstances, but it may differ in form to the exam written by peers.*

# Devices

*At CIA, we value the use of technology as preparation for life in the world in which we live; however, students are expected to follow the classroom and school rules with respect to cell phone and device usage. Should teachers choose to allow cell phone use at their discretion for study purposes or course work, they will monitor usage.*

*Grades 7-12 students will be allowed to access their phone on lunch and during breaks in moderation and as long as the phone/device does not become a distraction.*

*If a student needs to make contact with their parents during the school day, they must go to Ms. Myonie's office, where under her supervision, the communication with parents will take place.*

*Students are expected to enter the school each day with phones and headphones turned off and left in school bags out of sight, so they can be welcomed at the school and have an opportunity to interact with their peers.*

## **Consequences**

- 1. In class, teachers will ask that the phone be left on their desk until the end of the class*
- 2. On the second occurrence in the same class, the student and the phone will be sent to the principal's office, where the phone will remain until the end of the day. Parents will be notified that this is the 2nd occurrence.*
- 3. On the third occurrence, In-school suspension from class for whole or part of the day, and the student will not be allowed to bring the phone to school for a predetermined length of time, and an interview with parents may be required.*
- 4. Should the behaviour persist, consequences will increase in severity and could lead to a suspension from school.*

## **Unacceptable Computer/Network/Social Media use**

- The network and social media will not be used to annoy, threaten, offend, or bully other people.*
- Non-educational activities such as games, chats, shopping, or video watching are prohibited. This*

*includes the use of streaming sites such as Netflix, watching youtube or playing video games.*

- Information may not be downloaded or uploaded without the permission of the teacher in charge.*
- Vandalism or neglect of computer equipment, unauthorised access to information, computer piracy, hacking, and tampering with hardware/software will be subject to disciplinary action.*
- Users may not use computers to view or send offensive messages, files, or pictures. Any accidental access to such material must be reported to the teacher.*
- For safety reasons, students should never provide personal information online, or agree to meet someone online in person. School staff/Police should be notified if there is any suspicion of this.*

### **Consequences**

*Misuse of school computers/devices may result in the following consequences depending on the severity of the act: suspension of computer privileges, school suspension, or school expulsion and/or legal prosecution by the authorities.*

## **Theft**

*The school will not be responsible for any personal theft, including lost or stolen cell phones or devices. The parent/guardian is responsible for making a report to the local police for further investigation. If school property is stolen, a report will be made and an appropriate investigation will occur.. We recommend that students not bring large sums of money or valuables to the school.*

### **Consequences**

*Depending on the severity of the act: school suspension, or school expulsion and/or possible legal prosecution by the authorities.*

## **Plagiarism**

*According to Webster's New World Dictionary, to plagiarise is to "take the ideas, writings, etc. from another and pass them off as one's own" (570). When you do this, you are committing a form of academic dishonesty. In actuality, plagiarism is a form of stealing and cheating, and is not an acceptable act at Caribbean International Academy. It is important that students learn and understand the consequences of plagiarism prior to post-secondary education or entering the workforce.*

## **Examples of plagiarism include:**

- Buying a paper, or acquiring one free, from a research service or term paper*
- Turning in another student's work without that student's knowledge.*
- Turning in a paper written by a peer or someone else.*
- Copying from a source text without proper acknowledgement.*
- Copying materials from a source text and supplying proper documentation, but leaving out quotation marks "" (indicating it was the writing/direct quotation of someone else).*
- Paraphrasing materials from a source text without appropriate documentation.*

*If you are at all unclear about how to properly cite or document information, inform your teacher with enough time prior to assessment due date for help and clarification. Having a peer look over work is helpful, as well.*

## **Consequences**

*All cases of suspected plagiarism will be investigated, and, where the work of one student clearly has been used by another in an attempt to deceive the teacher, both the student who does the copying and the person supplying the work may receive ZERO (0) MARKS for that item of assessment.*

*Similarly, any submitted work that contains unacknowledged blocks of text from published works (including web-based sources) in an attempt to deceive may receive ZERO (0) MARKS.*

*In all cases above, the school will consider involving CIA disciplinary procedures, which can lead to the plagiarism being recorded on a student's academic record, and, in extreme cases, to withdrawal from the course and loss of credit.*

## **Cheating**

*Cheating is seen as a very serious offence. Students may not cheat during examinations, tests, quizzes, and in everyday work/ assessments.*

## **Consequences**

*All cases of cheating will be investigated, and where it has occurred, there will be a continuum of behavioural and academic responses and consequences with consideration of the following factors regarding the student who has cheated: their grade level, maturity, the number and frequency of incidents, and their individual circumstances (taken from Growing Success - assessment, evaluation, and reporting in Ontario schools).*

*Teachers in all classes will outline to students, at the beginning of the year, strategies for the prevention of cheating and consequences for those who cheat. These consequences will be determined by the teacher and/or School Administration, depending on the four factors listed above.*

## **Homework**

*Homework includes not only assignments from teachers or uncompleted work during class time, but also continual review of pertinent concepts covered. CIA teachers include lesson and practice time in their lesson plans; however, parents should expect students to bring home homework throughout the school year.*

*Parents and students (especially of younger grades) are encouraged to review the student's agenda each night to help organise work and complete tasks on time. Elementary students receive a new agenda each year, and teachers will guide junior students on its use for success. It is expected that students will have adequate access to computers, printers, and reliable Internet (through a hotspot if need be) after school to complete their homework on time. Secondary students are encouraged to maintain a calendar/planner on their technology.*

## **Expectation Sheets - Courses**

*For many secondary classes, students will receive course expectations sheets and/or syllabi within the first week of school. Students are requested to share this information with parents.*

## **Lockers**

*Lockers are provided to secondary students and should be kept neat, tidy, and locked. Do not keep valuables in your locker. Students are to use only the locker they have selected. Your lock combination must be kept on file in the office. Students who deface or vandalise lockers will be required to clean or repair the locker, or pay to have it done.*

*NOTE: Lockers are the property of the school and may be opened at the discretion of Administration.*

# Dress Code

*All students attending Caribbean International Academy will be expected to **comply daily** with the school uniform policy . The uniform and its designated components can be purchased through our suppliers or in the online school store. Adherence to the styles and colours listed below will be strictly enforced. Current uniforms can be purchased locally at 0-14 store in Philipsburg, or online through our school website (at <http://ciaschool.com/uniform/>).*

*We are proud of our school and we want our students to feel a sense of belonging and pride. Uniforms convey this message and reduce distractions. Students are expected to follow the expectations below for Formal and all other school days.*

***Please see our Dress Code Policy on the following page.***

## **General Dress Code Policy**

- 1. Students will be expected to be dressed neatly and in the appropriate school uniform when they enter school property. Students will also be expected to maintain their uniforms in neat and proper fashion until the time they are off school property. Students arriving or departing outside of regular school hours will be required to comply with dress code expectations.*
- 2. The Dress Code Policy is in effect at lunch unless a student is actively engaged in a sports activity. Immediately after the activity, the student will be required to change into the school uniform.*
- 3. The school dress code policy is in effect during examination periods, school functions, and at all times other than when indicated by Administration.*
- 4. Each Monday will be a formal dress day. Tuesday through Friday, students will wear the school uniform as selected from the authorised school uniform supplier.*
- 5. All clothing worn by students must be specified as appropriate by school administration. Any deviations in clothing must be approved. Jeans of any colour are not allowed at any time. All clothing should be appropriately buttoned as is appropriate to conform to the school uniform policy. Clothing is to be clean and neat at all times.*
- 6. No cargo pants with large pockets. No spandex/leggings.*
- 7. Undergarments are not to be visible.*
- 8. There will be no exposure of midriff or hips on formal or other school days.*
- 9. All shirts are to be tucked in, other than during physical activity limited to the sports court.*
- 10. Belts must be plain black, brown, white, or navy blue with plain buckles.*
- 11. All clothing must be tastefully tailored. Oversized clothing worn loosely and undersized clothing worn tightly is not acceptable or allowed. Students with ill-fitting clothing will be considered out of uniform and appropriate corrective action will be taken following the school uniform policy procedures.*
- 12. Pants on both boys and girls will be worn above the hips. Skirts, shorts and skorts for girls are to be of appropriate length (just above the knee) and not altered or rolled to be shorter.*
- 13. Pants are to be of such a length that the hem falls straight to the top of the shoe. Slacks "bagging" or "bunching" at the shoe is not acceptable.*
- 14. Students will not wear open shoes/sandals.*
- 15. Good grooming is expected of all students. Hair is to be clean, trimmed, and of a length deemed appropriate by administration. Very long hair may be required to be bound for safety reasons. Only plain head accessories are allowed in the colours navy, white, brown, or black.*
- 16. Only natural hair colours are acceptable, as deemed appropriate by administration.*

17. *Ties are to be worn on Mondays or days designated as formal dress days. Ties will be knotted correctly at the neck, and its length should sit above the belt between one-three inches. Only navy blue and school uniform ties will be deemed appropriate.*
18. *Hats may not be worn in classrooms. Hats for the purpose of sun protection are allowed outside at lunch or on school outings. Permission to wear hats during physical education classes or outdoors will be at the discretion of the teacher. No bandanas or head wraps. Hats are to be worn with the peaks facing forward squarely over the eyes and face.*
19. *Jewellery: for secondary school, jewellery in moderation and appropriately worn is acceptable. Administration will judge the appropriateness of any excess of jewellery.*
20. *Piercings beyond the ear should be limited to small, tasteful studs, as deemed appropriate by administration. All tattoos must be covered.*
21. *Make-up may be used in moderation. Make-up that is deemed distracting or overdone will not be allowed.*
22. *School authorised physical education uniforms, including shorts and t-shirts, must be worn to all physical education classes. Personal sports clothing is not allowed. Appropriate athletic footwear is to be worn. For girls, all swimsuits must be one-piece athletic style (purchased via the school's online store or Tri-sport in Simpson Bay). Swimsuit colours are to be navy. Rash guards can be navy or white. Student athletes at team practices or tournaments are expected to wear either their team uniforms, physical education uniforms, or clothing in the school colours of appropriate length at the discretion of the coach(s) and administration.*
23. *Sweaters must be a CIA official sweater (purchased at 0-14, or via our online store) or solid school colour, with no visible logos or patterns. No hoodies are permitted.*
24. *For safety, earrings may be worn but should be studs or small hoops. Chains and medallions must be worn inside the shirt.*

*The expectation is that while students are in attendance at school or a school-related activity, they will abide by the dress code, whether they are at school, or in the community. Any deviation from the school uniform prescribed above will be a violation of the Caribbean International Academy Dress Code Policy and will be dealt with appropriately according to the procedures outlined in this Handbook.*

### **Consequences**

- Warnings** *Contact will be made with parents/guardians if an initial warning does not generate results.*
- Third/fourth infraction:** *Parents will be called into the office for a meeting and consequences may be assigned during the meeting.*

□ *After the Fifth Infraction* students will serve in-school community service or off school suspension.

*NOTE: The CIA Student Handbook and its policies are in continual development. The sections outlined to date are intended to make school life enjoyable and safe for everyone. A periodic review of the Code will occur when deemed necessary. As expectations are added to meet new and emergent issues, students, parents, and staff will be notified. We will all learn by working and learning together in the coming year.*

**We are delighted to have your child enrolled with us . We will hold our students to the highest standards possible while maintaining a safe and welcoming environment for all!**