

Anti-Bullying and Non-Academic Discipline Policy

Table of Contents

<i>PHILOSOPHY</i>	1
<i>PROCEDURE & PROCESS FOR THE CISH COMMUNITY</i>	2
<i>BULLYING</i>	2
<i>ANTI-BULLYING PHILOSOPHY AT CISH</i>	2
<i>CELL PHONE POLICY</i>	3
<i>CISH UNIFORM POLICY</i>	3
<i>APPENDIX A: VAPING/SMOKING</i>	6

PHILOSOPHY

At CISH we aim to develop the whole child and part of that development is to ensure a safe space for learning and development. Each and every member of the CISH community should feel safe and welcome whenever they enter the school grounds and the staff at CISH will do their best to ensure that this standard is met.

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.

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

- Bullying
- Violence of any kind
- Physical or mental abuse
- Harassment
- Hazing
- Damage/Vandalism
- Theft
- Possession, distribution or use of weapons, alcohol or drugs
- Smoking/Vaping (see Appendix A)
- Uniform infractions
- Cell phone/electronic misuse



- Refusing to do work in class
- 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 CISH.

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

PROCEDURE & PROCESS FOR THE CISH COMMUNITY

Step 1: Student-Teacher communication.

If unresolved:

Step 2: Involve Parents. Parent-Teacher communication.

If unresolved/or significant (skip step 2):

Step 3: Involve Guidance and Vice-Principal.

If unresolved/or significant:

Step 4: Involve Head of School.

BULLYING

Bullying is defined as aggressive behavior that is repetitive and intentional in which a power differential exists between the victim and bully.

The guidance counselor and administration will be involved with any situation that includes bullying. Depending on severity and frequency, this behaviour will quickly lead to suspension and then to expulsion from our school. We will not allow this kind of abuse to be inflicted on any member of the CISH community.

ANTI-BULLYING PHILOSOPHY AT CISH

Staff at Canadian International School will do the following things to prevent bullying and to help everyone feel safe at our school:

- We will maintain an anonymous reporting mechanism.
- We will ensure anonymity.
- We will closely supervise students in all areas of the school campus. "Hotspots" will be monitored and tracked throughout the school year.
- We will track and monitor the bullying incidents using ManageBac, Toddle, and administrative records
- We will respond quickly and sensitively to bullying reports.
- We will teach all students about bullying, effects of bullying and consequences.
- We will take parents' concerns about bullying seriously.



- We will encourage and train the bystanders to support the victim and to decrease the bully's power.
- We will provide immediate consequences for retaliation against students who reports bullying.
- We will assign consequences for bullying based on the Non-Academic & Anti-Bullying Policy. Using the following guidelines will ensure consistency in reporting and efficiency in dealing with bullies, victims and bystanders.

Students at CISH will do the following things to prevent bullying:

- We will treat each other respectfully.
- We will refuse to bully others.
- We will refuse to let others be bullied.
- We will refuse to watch, laugh or join in when someone is being bullied.
- We will report bullying.
- We will support the victim
- Serious offenses should be reported immediately to the school administration.

CELL PHONE POLICY

Cell phones are not to be used at CISH by students during school hours unless explicitly allowed by a teacher for educational purposes. If a student is caught using a cell phone without explicit permission, it is up to the teacher's discretion to give a warning or take the phone away for the day. Confiscated phones will be brought to the Vice-Principal to be collected at the end of the school day.

If a student needs to contact a guardian, they need to go to the main office to initiate contact with their respective guardian.

CISH UNIFORM POLICY

- Students are expected to wear a school uniform at all times during the day.
- Uniform A - referred to as CISH Official Dress Uniform.
- The CISH Official Dress Uniform will be worn on specific, identified occasions and on Fridays:[examples-Foreign dignitaries visiting - such as a Prime Minister, Member of Parliament, Ambassador, school wide photo day; special assembly days recognizing student award winners; guest speakers].
- Shirt [are expected be tucked into the pants], tie and jacket are to be worn by all boys.
- Blouse [are expected be tucked into the pants or skirt], tie and jacket are to be worn by all girls.



- Girls who choose to wear a skirt are to wear black stockings, leotards, and tights with their skirts or short white socks as the weather dictates.
- All students are to arrive neat in appearance for these special occasions.
- The “official dress uniform” is specific to grades –K-12 and our nursery/prekindergarten students will be expected to be dressed accordingly to specific school attire.
- Uniform B - referred to as CISH Official Daily Uniform
- Shirts and blouses may be tucked in to the pants or skirts or left out/relaxed look.
- Shirts and blouses may have long or short sleeves, depending on the weather.
- CISH ties, vest, sweater and/or jacket will be considered optional for daily uniform requirement. [Exception-when required to wear CISH Official Dress Uniform].
- No other shirts, sweaters, pants, jackets or coats, other than official CISH clothing may be worn in the classrooms.
- CISH grey tailored pants are expected be the appropriate size, worn at the waist, not below. CISH grey tailored pants may be worn by girls in lieu of the official skirt.
- Skirts are expected be worn no shorter than the top of the knee.
- Girls may wear black stockings, leotards, and/or tights with their skirts or short white socks as weather dictates.
- Students choosing to wear shirts under their CISH official shirt are expected take note that all under shirts are expected be solid white in color, free of logos.
- Appropriate footwear is required for all students. Safety are expected always be a priority and as such, students are not permitted to wear sandals, flip-flops, high-heeled shoes. No winter boots are to be worn in the classroom. During the cold months/winter time, the students will change to shoes upon arrival.
- Students may wear sneakers.
- Students in grades K-5 may wear the regulation PE uniform to school only on days that they participate in PE classes.
- Students in years 6-12 are not permitted to wear their P.E. uniform to school. They are expected to change into their P.E. uniforms prior to the start of the class and to change back into their uniform following the completion of P.E. class. Time is provided for the same.
- PE uniform consists of regulation CISH shorts or pants, T-shirt and optional jacket.
- Uniforms will be worn on all school field trips except with the authorization of the Principal/Vice-Principal for a specific activity that requires alternative clothing.



- Students are not permitted to change out of their uniform at the end of the school day while still being involved in activities as a CISH student. The exception is for those involved with programs that require alternative clothing—for example--sport practices/games.
- School uniforms are expected to be worn during the writing of all examinations.
- At all times, the school administration reserves the right to decide if clothing and/or appearance conveys a message contrary to the philosophy of the school uniform code.



APPENDIX A: VAPING/SMOKING

In the event that, a student is found engaging in vaping or smoking at school or a school sponsored event, or found in possession of vaping paraphernalia, a student is discovered in the proximity of a group where others are vaping or smoking (the admiring circle)

the consequences will be as follows:

- **Immediate suspension from school for a duration of 3 days.**

