



CARIBBEAN INTERNATIONAL ACADEMY

**4 Tigris Road
Cupecoy,
Sint Maarten**

Tel: 721-545-3871 Fax: 721-545-3872
www.ciaschool.com

Mr. Herbert Klassen Principal
Caribbean International Academy

Faculty List

2016-2017

Teaching Staff			
Name		Main Subject	Room/ Ext
Barnard	Trudy	Spanish/Special Education/Independent Studies	
Chisholm	Todd	Grade 7-8 Math/Science	
Callsen	Sylvia	Grade 6	
Langill	John	Grade 7-8 English/Social Studies/Art	
Davis	Steve	Grade 11-12 Physics/Chemistry	
Osorio-Becerra	Beatrice	Grade 7-8 Spanish	
Fense	Jerry	Grade 9-10 Math/Business	
Gloor	Brett	Grade 5	
Gomez	Sebastien	Swimming K-8	
Guillemer	Gaelle	Grade 1-8 French	
Schnobel	Stephanie	History/English/French	
Horton	Patricia	Grade 9-12 English	
Cull	Michael	Geography/Applied Science	
Van Dodewaard	April	Physics/Health	
Meyer	Mary	Grade 3	
Minthorn	Michelle	Grade 4/Primary Head	
Neville	James	Grade 1-8 Music	
Oosterhof	Alexandria	PE/Science	
Langill	Rita	Guidance/Business	
Powell	Meghan	Grade 1 / Grade 2	

Rodney	Greta	Library	
Sikkes	Cor	Visual Arts	
Taylor	Danielle	Grade 9-12 English/Drama/World History	
Wigman	Mirjam	Grade 1-6 Dutch	
Wiens	Rob	Grade 10-12 Math	

Administrative Staff			
Name		Position	Room/ Ext
Fremont	Guerda	Database Administrator	ext 26
Jagger	Simran	Accounting Office	ext 25
Peterson	Carolina	Montessori Office	ext 22
Richardson	Myonie	Principal Assistant/Admissions	ext 24
Issaint	Fritz	Security	



School Code of Conduct

August 2016 – June 2017

Mission Statement:

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

The CIA School Code of Conduct reflects the expectations of the Ministry of Education of Ontario. CIA is required to have a written Code of Conduct available to parents, students and staff. CIA wants to reflect the high expectations of parents, staff and students attending CIA. The following Code of Conduct applies to all individuals who are involved with Caribbean International Academy, 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 during the past school year. Input has been contributed by Teaching Staff, Student Council, and the CIA Parent Council

The Code of Conduct will continue to evolve as the school and its experiences grow and it may continue to change with input 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.

The Code of Conduct is in effect from the first day of school in its current form. A periodic review of the code will occur when deemed necessary. As expectations are added to the code to meet new and emergent issues, students, parents and staff will be notified.

CODE OF CONDUCT

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 respect and non-violent means.
- Promote the safety of all persons in school.
- Discourage the use of illegal drugs and the abuse of alcohol.

School staff members will:

- Support the Principal in maintaining the order and consistent disciplinary practices of the school.
- Hold everyone to the highest standard of respectful and responsible behavior and model such behavior.
- Demonstrate care and commitment to academic excellence within a safe learning/teaching environment.
- Help students work to their full potential and develop self worth.
- Communicate regularly with parents and seek feedback from parents for achieving and maintaining good communications.
- Demonstrate respect for all students, staff and parents.

CIA Students will:

- Come to school prepared, on time, and ready to learn.
- Become familiar with the Code of Conduct and school rules. Co-sign the Code of Conduct form and return the form to the school at the beginning of the school year.
- Exercise self-discipline, be courteous and accept such discipline as would be exercised by a kind, firm and judicious parent.
- Exhibit cleanliness in person and habits.
- Show respect for school property and the property of others.
- Show respect for all others including those in authority.
- Refrain from bringing anything to school that, in the judgment of the Principal may compromise the safety of others.
- Follow the existing rules and take responsibility for personal actions.
- Be honest in all aspects of school life.

Parents and Guardians will: (parents may not enter classrooms during class time unless permission is given by the principal)

- Show an active interest in the child's school work and progress.
- Communicate regularly with the school.
- Help the child be neat and appropriately dressed, and prepared for

school.

- Ensure that the child attends school regularly and on time.
- Work with the school as appropriate to address a child's attendance, behavior or academic problems.
- Report promptly to the school, the child's absence or late arrival.
- Become familiar with the Code of Conduct and school rules and sign and return the form to the school at the beginning of the school year indicating that the Code has been read and understood.
- Encourage and assist the child in following the rules of behavior.
- Assist school staff in dealing with disciplinary or academic issues.

Volunteers will:

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

The School Code of Conduct upholds the Mission, Beliefs and Values of Caribbean International Academy as written in the School Course Calendar. School Guidelines and Procedures reflect daily application of the Code of Conduct. Support the Code of Conduct, live by the School Guidelines and Procedures.

SCHOOL GUIDELINES AND PROCEDURES

Dress Code Policy and Rules

There is a separate document for the dress code.

The Authority of the School Administration

Acknowledging that fads and fashions change quickly in society, and accepting the difficulty of anticipating fashion changes, administration maintains the right and authority to ban any article of clothing or accessory not mentioned in the general dress code policy, including hair color, deemed to be inappropriate to the good of the school.

Access to School Premises

Persons who are permitted on school premises include:

- Students who are enrolled in the school.
- Parents and 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 premises does not entitle a person to have access to all areas of the school premises.

All visitors to the school are requested to report to the office to identify themselves before proceeding with their business.

All parents may not enter the classroom without permission from the principal.

Opening Exercises

First period each morning will begin with a moment of silent reflection followed by morning announcements. Students will be asked to stand for the duration of the silent reflection.

Daily Conduct

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

- i. Co-operate and demonstrate mutual respect for all members of the school community at all times.
- ii. Refrain from hazing or any other forms of initiation of students new to the school.
- iii. Respect school property and that of teachers, students, and the community.
- iv. Be in compliance with the school uniform policy and dress code.
- v. Refrain from using tobacco products, alcohol or illegal drugs while on school property, or within sight of the school or while involved in any school related activity.
- vi. Refrain from being under the influence of alcohol or illegal drugs while on school property or involved in any school sponsored activity.
- vii. Conduct themselves at all times, including when participating in any authorized school trips or co-instructional activities, in accordance with all school rules.

Consequences:

Individual cases are carefully assessed so that the school's response is

appropriate to the age, actions and circumstances of the students and the goal of developing self discipline and awareness of responsibilities.

Consequences for inappropriate behavior may include:

- Reminder or warning.
- Problem solving sequence.
- Detention.
- Verbal or written apology.
- Loss of privileges.
- Assignment (extra work or clean up duties).
- Call home.
- Behavior report or behavior plan.
- Student contract.
- Confiscation of inappropriate items until the end of the day when they are to be taken home.
- Appointment with Principal.
- Interview with parents and student.
- In-school suspension from class for whole or part of the day.
- Restitution.
- Suspension from school.
- Expulsion from school.

Attendance will change

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 classes every day and reported to the office.

For any discrepancies of student attendance of any kind, the following notes apply:

- i. Parents are to inform the office about absences due to illness by phoning the school (545-3871).
- ii. All students returning from illness are required to bring a signed note to give to their Home Room teacher.
- iii. Students who forget notes will be asked to bring one on the next day.
- iv. Students leaving school for any reason during the day must bring a note for their teachers and before they leave, write their name and requested details in the Sign In/Sign Out book in the academic office. Students signing out must speak to the principal or vice principal. Parents are asked not to call the office in lieu of a note.
- v. If students become ill during the day, they should report to the office and someone there will help.
- vi. Regular attendance at school is required. *Prolonged absence from secondary credit courses may result in student withdrawal from a course, or failure, or the inability to assess a student adequately.*
- vii. All students are required to attend assemblies as part of the school day.

- viii. Students in grades 7-12 are expected to be in Home Room class by 8:25am in the morning. Students in grades 5-6 are expected to be lined up outside their classroom door or in the cafeteria ready to enter by 8:15 am. Grades 1-4 students meet their teacher in the cafeteria.
- ix. Any student who is asked to leave a class by a teacher for any reason (dismissal from class) must report immediately to the *office*.
- x. All exams are to be written on the day and the time they are scheduled on the exam timetable. Do not schedule vacations during these dates. Exceptions will be made for bereavement and illness. A doctor's certificate will be required for missed exams due to illness. Parents should call the school before the exam to inform the office of a medical problem.
- xi. Students who miss tests or class presentations for legitimate reasons are required to write make up tests or do the presentation upon their return to school or as directed by the teacher.

Plagiarism

According to Webster's New World Dictionary, to plagiarize 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 type of stealing. The person whose ideas or sentences you are passing off as your own has worked hard to write down his or her ideas. If you just copy another's work, you are not really working at all, you are not learning anything, you are not processing the information in any way. In fact, you are just copying. Teachers want you to do more than that in your research papers. They want to know that you have processed the information in some way. To show them that you understand the material, you want to put the ideas that you are learning into your own words. You can do this by summarizing or paraphrasing the material. To further avoid plagiarism, you will also want to document where you found your information.

Examples of plagiarism are;

- Buying a paper from a research service or term paper mill.
- Turning in another student's work without that student's knowledge.
- Turning in a paper a peer has written for the student.
- Copying a paper from a source text without proper acknowledgment.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate documentation.
- Turning in a paper from a "free term paper" website

Please refer to the article "How Not to Plagiarize" @ <http://www.utoronto.ca/writing/plagsep.html>

The penalties imposed:

1. 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 whose work is copied will receive **ZERO MARKS** for that item of assessment.
2. Similarly, any submitted work that contains unacknowledged blocks of text from published works (including web-based sources) in an attempt to deceive will receive **ZERO MARKS**.
3. In all cases above, we will consider invoking 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.

If you have any questions about a specific paper, sources, foot notes, references, etc please discuss it with your teacher before handing anything in for assessment.

Cheating

Cheating is seen as a very serious offense. All cases of cheating will be investigated and where it has occurred there will be a continuum of behavioral and academic responses and consequences, based on at least the following four factors: 1) the grade level of the student, 2) the maturity of the student, 3) the number and frequency of the incidents, 4) the individual circumstances of the student. (Taking 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, how detection of cheating can occur and consequences of students who cheat. These consequences will be determined by the teacher and in some cases the School Administration depending on the four factors listed above.

Late policy

You are late if you are not in class when class starts. Persistent lateness will result in disciplinary action. If you arrive late for school, you are required to enter your name and requested details in the Sign In/Sign Out book in the academic office.

Computer Policy and Computer Use

The use of the school's computers, computer networks, computer software,

Internet access, electronic mail, and related resources is a privilege and is intended for educational purposes only. Routine maintenance and monitoring of the network may lead to discovery of violations to this policy.

Acceptable Computer Network Use

It is the responsibility of the person using school computers and systems to abide by the following rules:

- i. Recognize and honor intellectual property of others.
- ii. Comply with legal restrictions regarding plagiarism and citation of information resources. Plagiarism is defined as taking ideas or writings from another person and offering them as one's own. Credit should be given to the person who created the article or idea.
- iii. The schools Code of Conduct applies also to technology use.
- iv. Make responsible use of school resources.

Unacceptable Computer Network Use

- i. The network may not be used to annoy, threaten, or offend other people.
- ii. Non-educational activities, such as games, chat, or unauthorized file sharing are prohibited.
- iii. Files may not be downloaded without permission of the teacher in charge.
- iv. Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with the hardware or software will be subject to disciplinary action.
- v. Users may not use the computers to view or send offensive messages, files or pictures. Any accidental access to such material must be reported to the teacher.
- vi. The initiation or continuation of chain letters is prohibited.

On-line Safety Considerations

- i. Never provide personal information on line.
- ii. Never agree to meet in person with people you have met on line.

Consequences of Violations

Violations of the computer policy will include but not be limited to:

1. Suspension of computer privileges.
2. School suspension.
3. School expulsion and legal prosecution by the authorities.

Expectation Sheets

Students should receive from teachers in the first few days a set of expectations for their courses. You are requested to share that information with your parents.

Homework

Homework includes not only assignments from teachers but also constant review of work covered. It should be noted that because of the length of instructional periods, some time will be provided for homework. However parents should expect students to bring work home most evenings. Homework is also available from each teacher's Renweb site on our website, www.carib-international.net. Use the Faculty and Staff link to access the relevant teacher.

Library

The library is open and supervised from 7:45am until 2:30pm each day, including the lunch hour. The use of the library is intended for research, study, and quiet reading. The use of the library computers is for research only. Depending on demand, individual use may be limited to a specific amount of time.

Lockers

Lockers should be kept neat and tidy and locked. Do not keep valuables in your locker. Students are to use only the locker assigned to them. Your lock combination must be kept on file in the office. Students who deface lockers will be required to clean or repair them or pay to have it done. Lockers are the property of the school and may be opened at the discretion of Administration.

The School Day

Grades 7-12: The school day begins with period 1 classes at 8:30am and ends at 2:30pm followed by extracurricular activities. Classrooms will be open by 8:20am for students.

Grades 1-6: The school day begins at 8:15am and ends at 2:15pm.

Because we are running a junior school and a senior school, we discourage students from loitering on the property unless they are in organized after school and extra-curricular activities.

Lunch Hours

Students are not allowed to leave the campus during lunch hour. Students may purchase lunches for the cafeteria on line or bring their lunch from home.

Smoking

The CIA campus is a smoke free campus. Students are requested not to smoke within sight of the school. We ask those students who do smoke to consider not smoking at any time while in school uniform. There will be no smoking during school sponsored activities or events.

Student Health Insurance

All students are required to have valid health insurance from August 1, 2013-June 30, 2014. Coverage may be through SZV or similar, private coverage or through the Nagico student group policy. If it is not supplied, the student will not be able to attend school.

Teacher Names

Students will address teachers by Miss/Mrs./Ms or Mr. and the surname as requested by the teacher.

Theft

The school will not be responsible for any personal theft. The parent is responsible for making a report to the local police for further investigation. If school property is stolen, a report will also be made at the local police station and an investigation will be made. We recommend that you do not bring large amounts of money or valuable items to school.

Walkmans, iPods & Electronic Equipment

Electronic equipment of any kind other than that authorized by the teacher is not allowed at CIA. It is recommended that you leave all such equipment at home. The school is not responsible for the loss of this property.

Zero tolerance

CIA has a zero tolerance towards violence of any kind, towards the selling of drugs, towards any instrument deemed to be a weapon and a threat to

staff and students. Violent physical behavior against another, the possession of illegal drugs for purposes of selling or consumption, the possession of a weapon on school property or while on a school related activity will result in immediate expulsion.

Note:

The CIA School Guidelines and Procedures is policy in development. The sections outlined to date are intended to make life enjoyable and safe for everyone. We will all learn by working and learning together in the coming year.



Revised August 2016

PRESCHOOL TO GRADE 8 CALENDAR 2016-2017

August							September							October						
Su n	M on	Tu e	W ed	Th u	Fri	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23/30	24/31	25	26	27	28	29
November							December							January						
Su n	M on	Tu e	W ed	Th u	Fri	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February							March							April						
Su n	M on	Tu e	W ed	Th u	Fri	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23/30	24	25	26	27	28	29
May							June							Classes begin						
Su n	M on	Tu e	W ed	Th u	Fri	S at	Su n	M on	Tu e	W ed	Th u	Fr i	S at	Last day of classes						
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	Professional Activity days						
14	15	16	17	18	19	20	11	12	13	14	15	16	17							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	School holidays						
28	29	30	31				25	26	27	28	29	30								

GRADE 9 TO GRADE 12 CALENDAR 2016-2017

August							September							October							
Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23/3	24/	25	26	27	28	29	
November							December							January							
Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					
February							March							April							
Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	
			1	2	3	4					1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28					26	27	28	29	30	31		23/3	24	25	26	27	28	29	
May							June							Classes begin							
Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Examination Days							
	1	2	3	4	5	6					1	2	3								
7	8	9	10	11	12	13	4	5	6	7	8	9	10								
14	15	16	17	18	19	20	11	12	13	14	15	16	17								
21	22	23	24	25	26	27	18	19	20	21	22	23	24								
	29	30	31				25	26	27	28	29	30									