

# Caribbean International Academy

---

## Parent/Student Handbook

2019 - 2020



# Table of Contents

<b>MISSION STATEMENT</b>	<b>4</b>
<b>BELIEFS</b>	<b>4</b>
<b>VALUES</b>	<b>4</b>
<b>Acknowledgement form</b>	<b>5</b>
<b>SCHOOL SCHEDULES</b>	<b>6</b>
<b>CODE OF CONDUCT</b>	<b>7</b>
<b>ACCESS TO SCHOOL PREMISES</b>	<b>10</b>
<b>DAILY CONDUCT</b>	<b>11</b>
<b>OPENING EXERCISES</b>	<b>12</b>
<b>LUNCH HOUR</b>	<b>12</b>
<b>LIBRARY</b>	<b>12</b>
<b>CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR</b>	<b>13</b>
<b>HAZING AND BULLYING</b>	<b>14</b>
<b>ZERO TOLERANCE</b>	<b>15</b>
<b>ATTENDANCE</b>	<b>16</b>
<b>EXAMS</b>	<b>16</b>
<b>LATE POLICY</b>	<b>17</b>
<b>MESSAGES AND PHONE CALLS</b>	<b>17</b>
<b>CELL PHONE AND DEVICE POLICY</b>	<b>18</b>
<b>THEFT</b>	<b>19</b>
<b>PLAGIARISM</b>	<b>20</b>
<b>CHEATING</b>	<b>20</b>
<b>HOMEWORK</b>	<b>20</b>
<b>EXPECTATION SHEETS</b>	<b>21</b>
<b>LOCKERS</b>	<b>21</b>
<b>GENERAL DRESS CODE POLICY</b>	<b>21</b>

# Welcome

---

Dear Parents and Students,

We are pleased to welcome you to Caribbean International Academy, whether you are a returning family or new to our school community. Every new school year is full of adventure, exploration, and potential, and we wish our students success in their endeavors.

To help ensure student success, we have assembled this handbook to familiarize both parents and students with the vision and values of our academy. It contains information regarding important school policies and procedures.

Please review this material as a family to ensure you understand the expectations Caribbean International Academy upholds, and to put your children on the path to success this school year.

*Best wishes for a productive and exciting year!*

## **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 both post-secondary education and other pathways of 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 behavior 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 wellbeing in school as well as in community and after- school activities.*



## CARIBBEAN INTERNATIONAL ACADEMY FOUNDATION

### Parent/Student Handbook 2019-2020 Acknowledgement

Dear parents,

Teachers have spent time reviewing the Parent/Student Handbook and the school's code of conduct with our students. We are requesting that parents also review the Handbook on the school's website [www.ciaschool.com](http://www.ciaschool.com) with their child 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 to your child's teacher or administration office.

\_\_\_\_\_  
Students name (print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

## Contact Information

**School Telephone: 1-721-545-3871**

**Website: www.ciaschool.com**

<b>Principal</b>	Tom Brownhill	principal@ciaschool.com	Ext.23
<b>Admissions</b>	Myonie Richardson	admissions@ciaschool.com	Ext.24
<b>Library and Bookstore</b>	Ashley Halley	library@ciaschool.com	Ext.20
<b>Principle of Elementary</b>	Todd Chisholm	tchisholm@ciaschool.com	Ext.46
<b>Guidance</b>	Greg Link	glink@ciaschool.com	Ext.40

## School Schedules

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

<b>Intermediate - Grades 7 &amp; 8</b>	
<b>Period 1</b>	<b>8:30 - 9:15</b>
<b>Period 2</b>	<b>9:20 - 10:05</b>
<b>Period 3</b>	<b>10:10 - 10:50</b>
<b>Period 4</b>	<b>10:55 - 11:40</b>
<b>Lunch</b>	<b>11:35 - 12:15</b>
<b>Period 5</b>	<b>12:15 - 1:20</b>
<b>Period 6</b>	<b>1:25 - 2:30</b>

<b>Senior - Grades 9-12</b>			
<b>Period 1</b>	<b>8:30 - 9:50</b>	<b>Period 3</b>	<b>11:55 - 1:10</b>
<b>Period 2</b>	<b>9:55 - 11:10</b>	<b>Period 4</b>	<b>1:15 - 2:30</b>
<b>Lunch</b>	<b>11:15 - 11:50</b>	<b>Student Support</b>	<b>2:30 - 3:00</b>

# Conduct

---

## Code of Conduct

The 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 that has been contributed by teaching staff, Student Council, and the CIA 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 wellbeing 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 practices of the school.
- Hold all 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 foster self-worth.

- Make themselves available to students for academic support until 3pm each school day (teachers are available for senior students, and there is Peer Tutoring in the library for younger grades).
- Communicate regularly with parents, and seek feedback for achieving and maintaining good communications. 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 form on the Calendar 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.
- 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 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 and Guardians will:**

**(Note: parents may not enter classrooms during class time unless the principal gives permission)**

- Become familiar with the Code of Conduct and school rules **and sign the form in the Calendar** 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 child's teachers prior to report card periods.
- Help child to be neat, appropriately dressed, and prepared for school (this includes necessarily supplies not provided by the school).
- Especially in Grades 5-12, ensure child has access to appropriate technology at home to complete homework and assignments (i.e. computer, reliable internet, printer, personal hotspot, etc.)
- 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 issues.
- Report promptly to the school the child's absence or late arrival via telephone or email (545-3871 ext. 24, admissions@ciaschool.com)
- Encourage and assist child in following the rules of behavior, while refraining from disciplining children of other families.
- Assist school staff in dealing with disciplinary or academic issues.
- Ensure student has Health Insurance prior to the start of school, see below:

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

Volunteers will:

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

## Access to School Premises

***All visitors to the school are requested to report to the office to identify themselves before proceeding with their business. Parents may not enter the classroom without prior permission from the principal.***

### **Persons who are permitted on school premises include:**

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

### Opening Exercises

For **Grades 1-6**, the school day begins at 8:15am. Students in **Grades 7-12** should move to their First Period classes promptly at 8:15, and enter the class only if the teacher is present - classrooms will be open by 8:20am. Students are asked to sit quietly upon entering First Period to allow themselves and their classmates to hear school **announcements** and opportunities to participate in 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. Students below Grade 12 may only leave campus by authority of the Principal. Please see the **School Schedule** for lunch times by grade.

### Library

The library is open from 8:00am until 2:30pm 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 librarian is a valuable resource to ask questions about both sourcing material and properly documenting them. The use of library computers is for printing and research only.

**Printing: The teacher computer and photocopier 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 behavior

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.
- 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
  - In-school suspension from class for whole or part of the day
    - Appointment with Principal
  - Interview with parents and student
    - Suspension from school
    - Expulsion from school

## Hazing and Bullying

*Hazing* means doing or coercing another, 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 are sufficiently severe, persistent, or pervasive that it creates 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 engaged in via school computer and/or electronic devices are inconsistent with the educational process and are prohibited at all times.

### Consequences

Hazing and/or bullying behavior by any student in the Caribbean International Academy is strictly prohibited, and such conduct will result in disciplinary action, including 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 being brought 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, will face immediate expulsion.

### Mandatory Consequences and School Expulsion

Police will be involved, as indicated by the police/school protocol, and the student will be immediately suspended and proceed to an expulsion hearing for the following:

1. Commit Sexual assault
2. Acts of vandalism causing extensive damage to school property or property located on school premises. <sup>[[[]]]</sup>In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.
3. Cyber bullying and threats on Social media
4. Use 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; weapon
5. Be in possession of alcohol, cannabis. Provide others with alcohol, illegal drugs, or cannabis. Be under the influence of alcohol, cannabis or illegal drugs, Trafficking drugs
6. Inflict or encourage others to inflict bodily harm
7. Engage in hate propaganda or other types of behavior caused by hate or bias Engage in any form of bullying, whether it is in person or through technology, like email, social media or cell phones
8. Commit an act of vandalism that causes extensive damage to school property. 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.

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

- a) 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).
- b) All students returning from illness are required to bring a signed note from parents to give to Mrs. Myonie Richardson at the admissions office, or their Homeroom teacher.
- c) 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 Mrs. Myonie Richardson.
- d) If students become ill during the day, they should report to the office.
- e) 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.*
- f) All students are required to attend assemblies as part of the school day.
- g) Students in grades 7-12 are expected to be in Home Room class by 8:30am in the morning. Students in grades 4, 5, and 6 are expected to be in line outside the staffroom door ready to meet their teacher by 8:15 am. Grade 1, 2, and 3 students meet their teacher in the cafeteria area.
- h) 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.*
- i) 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.

## Exams

All exams are to be written, for both semesters, on the day and the time they are scheduled on the exam timetable. Do not schedule vacations during these dates. Exam schedules are given well in advance of writing.

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 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 should call the school before the exam to inform the office of an issue. A missed exam may be re-taken in these circumstances, but may be different in form to the one given their peers.



### Late Policy

Students **less** than 15 minutes late for periods 1, 2, 3, and 4 are to report directly to their classroom **NOT** to the main office. Students **more** than 15 minutes late for any class must report to the main office to obtain an admit slip. It is the responsibility of each teacher to help track and re-enforce the CIA late policy.

### 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 can be made through the main office: (1-721) 545-3871. Please do not call your child's cell phone during school time - this will result in consequences for the student (see phone policy). Calls to the teachers should be made after school between the hours of 2:30pm and 3:00pm. Teachers are not available to speak on the phone during class time.

If you are unable to call during these hours, a message may be left with the office and the teacher will return your call after school hours. Similarly, you are welcome to send an email to the teacher via their school email - this can be found at the school's website, under the 'Contact Teachers' tab.

# Devices

---

## Cell Phones and Headphones

Recognizing that cell phones have become a major distraction to learning, CIA will not allow the use on school property. When the students are at the school, the cell phones are to be turned off and out of site. This means the phones are not to be used at lunch time. If a student needs to make contact with their parent, they must go to Ms. Myonie's office, where under her supervision the communication with parents will take place.

***If the teacher in the classroom decides to use the student's cell phones for research, they will ask the students to take them out of their bags and use them as directed. They are not to be used for texting or social media.***

Students are expected to enter the school with phones and headphones turned off and left in school bags out of sight.

## Consequences

- In class, teachers will ask that the phone be left on their desk until the end of the class
- 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 2<sup>nd</sup> occurrence
- On the third occurrence, In-school suspension from class for whole or part of the day, student not allowed to bring the phone to school for a pre-determined length of time, interview with parents

## Further Possible Consequences

Confiscation of devices 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 parents and student.  
 Suspension from school

## Unacceptable Computer/Network/Social media Use

- The network and social media may not be used to annoy, threaten, offend, or bully other people.
- Non-educational activities such as games, chats, shopping, or video watching are prohibited
- Information may not be downloaded or uploaded without the permission of the teacher in charge.

- Vandalism or neglect of computer equipment, unauthorized 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 student safety, never provide personal information online, or agree to meet someone from online.

### 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 is responsible for making a report to the local police for further investigation. If school property is stolen, a report will be made at the local police station and an investigation will be made. We recommend that students do 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 legal prosecution by the authorities.

## 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 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 mill.
- Turning in another student's work without that student's knowledge.
- Turning in a paper a peer has written for the student.
- 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 of another).
- 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 your work is helpful too.**

### 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 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 MARKS.

In all cases above, the school 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.

### Cheating

Cheating is seen as a very serious offense. 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 behavioral and academic responses and consequences based on at least the following factors regarding the guilty student: 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 in some cases the 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 exercises most evenings. Parents and students (especially of younger grades) are encouraged to review the student's **agenda** each night to help organize work and complete tasks on time. 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.

## Expectation Sheets

For many 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 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 vandalize 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.

# Dress Code

---

All students attending the 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 colors 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/>).

## 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 regulations.
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 uniform must adhere to policy.
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 from the choices selected from the authorized school uniform supplier or the school store. Dress code is in effect anytime a student is on school grounds or is a member of a school activity off campus.
5. All clothing worn by students must be specified as appropriate by school administration. Any deviations in clothing must be approved. **Jeans of any color 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. No cargo pants with large pockets. No spandex/leggings. Undergarments are not to be visible.
6. There will be no exposure of midriff or hips.

7. All shirts are to be tucked in at all times other than during physical activity limited to the sports court.
8. Belts must be plain black, brown, white, or navy blue with plain buckles.
9. All clothing must be tastefully **tailored**. Over-sized 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.
10. **Pants** on both boys and girls will be worn above the hips. **Skirts** and Skorts for girls are to be of appropriate length (just above the knee) and not altered or rolled to be shorter.
11. 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.
12. **Shoes** must be navy, white, brown, or black with no other coloring. Shoes are not to have any patterns or color details. No open shoes. If appropriate shoes are not worn, a doctor's note is needed.
13. All shoes will be "traditionally" laced with a visible bow at the top of the shoe. All laces must be navy, white, brown, or black.
14. **Socks** are to be solid navy, black, brown, or white, and matching in color worn around ankle length.
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 colors navy, white, brown, or black.
16. Only natural hair colors 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 will be at the discretion of the teacher. No stockings, bandanas, or head coverings will be allowed for boys or girls. Hats are to be worn with the peaks facing forward squarely over the eyes and face.
19. **Jewelry**: for secondary school, jewelry in moderation and appropriately worn is acceptable. Administration will judge the appropriateness of any excess of jewelry.
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 authorized **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 colors 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 colors 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.

Note: for primary/junior students the following exceptions are made:

- 1) For safety, earrings may be worn but should be studs or small hoops. Chains and medallions must be worn inside the shirt. Students will be allowed one ring per hand and one bracelet. Students may also wear a watch of traditional style with a face no larger than 2 inches in diameter.
- 2) No make-up is allowed.

**The expectation is that while students are in uniform, 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

First, Second and Third infraction: A Dress Code Infraction Slip will be given. This is to be signed by your parent and returned to Mrs. Myonie Richardson or to the principal. If slip is not brought back the next day a detention will be served.

Fourth infraction: A Dress Code Infraction Slip will be given. This is to be signed by your parent and returned. Parents will be called into the office for a meeting and consequences will be given during the meeting.

After the Fifth Infraction you 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.

**Revised: July 2019**









