



**CANADIAN
INTERNATIONAL
SCHOOL**
DJIBOUTI

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STUDENT & PARENT HANDBOOK

School Policies, Rules & Community Guidelines

Academic Year: 2026-2027
Canadian International School of Djibouti

Welcome! Please read this handbook carefully and sign the form at the back.

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Section 1: Welcome & Our School Values

Dear Students and Parents,

Welcome to our school! We are committed to providing a safe, inclusive, and excellent learning environment for every student. This handbook explains everything you need to know about our rules, expectations, and how we work together as a community.

We ask that every student and parent read this handbook carefully. Your signature on the acknowledgment form at the back confirms that you have understood and agreed to these policies.

Our School Values

- Respect — for all people, property, and differences
- Responsibility — for your own learning and actions
- Honesty — in all your work and relationships
- Kindness — to everyone in our community
- Excellence — giving your best every day

Section 2: Student Code of Conduct

2.1 Expected Behavior

- Treat all staff, peers, and visitors with respect and courtesy.
- Come to school every day, on time, and prepared with required materials.
- Follow instructions from all school staff promptly and respectfully.
- Take care of school property and the physical environment.
- Represent the school positively both on and off campus.

2.2 Prohibited Behavior

- Bullying, threatening, or intimidating any person — physical, verbal, or online.
- Fighting or any form of physical aggression.
- Possession of weapons, alcohol, tobacco, drugs, or any harmful substance.
- Theft, vandalism, or deliberate damage to school or personal property.
- Cheating, plagiarism, or any form of academic dishonesty.
- Unauthorized use of mobile phones or electronic devices during class.
- Leaving school premises without authorization during school hours.

2.3 Disciplinary Levels

Level	Examples	Consequence
Level 1 — Minor	Disrupting class, dress code violation	Verbal warning from teacher
Level 2 — Repeated Minor	Repeated warnings, disrespect	Written warning; parent notified

Level 3 — Moderate	Defiance, damage, cheating	Detention; parent meeting
Level 4 — Serious	Bullying, fighting, theft	Suspension 1–5 days; formal record
Level 5 — Severe	Weapons, drugs, assault, gross misconduct	Expulsion; authorities notified

2.4 Mobile Phone Policy

- Phones must be switched off and stored during all class hours.
- Phones may be used in designated areas during breaks only.
- Phones used inappropriately will be confiscated and returned to parents.

2.5 Student Rights

- The right to learn in a safe and respectful environment.
- The right to be heard fairly in any disciplinary process.
- The right to appeal any disciplinary decision.

Section 3: Attendance & Punctuality

- Students are expected to attend school every scheduled day.
- Minimum required attendance is 85% per term.
- Students below 85% unexplained attendance may repeat the academic year.

3.1 Absence Procedures

- Parents must notify the school by 8:00 AM on any day of absence.
- Written note required upon return for absences up to 2 days.
- Medical certificate required for absences of 3 or more consecutive days.
- Planned absences must be requested in writing at least 5 days in advance.

3.2 Punctuality

- Students must arrive before the start of the school day.
- Late arrivals must report to the reception office before going to class.
- Repeated lateness will result in a parent meeting.

3.3 Attendance Monitoring

Attendance Level	Action
90% and above	Excellent — no action
85% – 89%	Attendance letter sent to parents
75% – 84%	Parent meeting with teacher and counselor
Below 75%	Formal review — possible year repetition

Section 4: Academic Integrity & Grading

4.1 Academic Integrity

- All submitted work must be your own original effort.
- Plagiarism — copying text or ideas from any source without credit — is prohibited.
- Cheating during exams is prohibited.
- Use of AI tools must be disclosed and approved by your teacher.

4.2 Consequences for Academic Dishonesty

Offense	First Occurrence	Repeat Occurrence
Copying homework	Zero on assignment; warning	Detention; parent notified
Cheating on a test	Zero on test; parent meeting	Suspension; academic review
Exam fraud	Zero on exam; suspension	Possible year repetition

4.3 Grading Scale

Grade	Percentage	Description
A — Excellent	90% – 100%	Outstanding achievement
B — Good	75% – 89%	Above average performance
C — Satisfactory	60% – 74%	Meets expectations
D — Needs Improvement	50% – 59%	Partially meets expectations
F — Fail	Below 50%	Does not meet minimum requirements

4.4 Report Cards & Appeals

- Report cards are issued at the end of each term.
- Parents may request a grade review within 10 days of receiving the report card.
- Students who fail two or more subjects may be required to repeat the year.

Section 5: Anti-Bullying & Harassment

Every student has the right to feel safe, respected, and valued at school. Bullying of any kind is not tolerated.

5.1 What is Bullying?

Type	Examples
Physical	Hitting, pushing, taking belongings
Verbal	Name-calling, insults, threats
Social	Excluding, spreading rumors
Cyberbullying	Harassment via social media or messaging apps

5.2 How to Report

1. Tell a teacher, counselor, parent, or principal — or report anonymously.
2. The school will investigate within 5 school days.
3. Both parties will be heard separately and confidentially.
4. Parents of all involved students will be informed.

5.3 Consequences

- First confirmed incident: formal warning, parent meeting, counseling referral.
- Second incident: suspension, behavior improvement plan.
- Continued or severe bullying: expulsion and possible referral to authorities.

Section 6: Health, Safety & Emergency Procedures

6.1 Student Health

- Parents must submit a health form at enrollment noting medical conditions, allergies, and medications.
- A school nurse is on site during all school hours.
- Students with a temperature above 38°C will be sent home.
- Medication must be submitted to the school nurse with written parental consent.

6.2 Fire Emergency — What to Do

5. When the alarm sounds, stop all activity immediately.
6. Leave the classroom in an orderly manner via the nearest emergency exit.
7. Assemble at your class assembly point.
8. Do not re-enter the building until authorized.

6.3 Medical Emergency

- Report any injury or illness to the teacher or school nurse immediately.
- Do not administer any medication to another student.

6.4 Lockdown

- Follow the teacher's instructions immediately.
- Move to the nearest secure room; lock the door and silence all devices.
- Do not open doors until the clear is given.

6.5 Canteen & Food Policy

- The school canteen provides meals and snacks that meet basic nutritional standards.
- Students with food allergies or dietary requirements must have this documented in their health form at enrollment.
- The canteen staff are informed of all known student allergies and take reasonable precautions.
- Students are permitted to bring packed lunches from home. All food brought to school must be healthy and nut-free.
- Sharing food between students is discouraged due to allergy risks.
- Students must eat only in designated eating areas — not in classrooms or corridors, unless authorized by a teacher.
- The canteen operates during designated break times only.
- Any concerns about food quality or allergic reactions must be reported to the school nurse immediately.

Section 7: Dress Code & Uniform

Item	Requirement
School Uniform	Worn every school day — clean, fitted, and in good repair
Footwear	Clean, closed-toe shoes in school-approved colors
Sports Uniform	Worn on designated physical education days only
Hair	Natural colors; neat and tidy
Jewelry	Small stud earrings only; no distracting accessories
Makeup	Not permitted (minimal for senior high school)

- Medical or religious exemptions must be submitted to the admin office.
- Non-compliance results in a warning; repeated non-compliance involves parents.

Section 8: Technology & Acceptable Use

8.1 Personal Devices

- Mobile phones must be off and stored during all lessons.
- Personal devices used without permission will be confiscated and returned to parents.
- The school is not responsible for lost or stolen personal devices.

8.2 School Technology

- School computers and devices are for educational use only.
- Do not install unauthorized software on school devices.
- Report any damaged or malfunctioning school equipment immediately.

8.3 Internet & Online Safety

- The school internet is filtered and monitored.
- Do not access inappropriate, harmful, or illegal content.
- Cyberbullying through any device is treated the same as in-person bullying.
- Do not share personal information of other students online.

8.4 AI Tools

- Disclose the use of AI tools when used for any school assignment.
- AI use is only permitted when explicitly approved by the teacher.
- Submitting AI-generated work as entirely your own is academic dishonesty.

Section 9: Parent Communication

- Official communications are sent via school letters, the school app, or email.
- Keep your contact information updated with the admin office at all times.
- Parent-teacher meetings are held at least twice per academic year.
- To meet with a teacher, book an appointment through the admin office.
- The school responds to parent inquiries within 2 working days.

9.1 Complaints Procedure

9. Raise the concern with the relevant teacher informally.
10. If unresolved, submit a written complaint to the principal.
11. The principal acknowledges within 3 working days and resolves within 10 working days.
12. If still unresolved, the matter may be escalated to the school board.

Section 10: Enrollment & Fees

10.1 Enrollment Documents Required

Document	Required For
Birth Certificate	All new students
Previous School Report	Transfer students
Vaccination / Immunization Record	All new students
Medical / Health Form	All new students
Passport or National ID	All new students
Completed Enrollment Form	All new students

10.2 Fees

- School fees are due at the beginning of each term.
- A late fee applies 10 days after the due date.
- Non-payment may result in suspension of enrollment.
- Families experiencing financial hardship may apply for a payment plan.
- Fee schedules are published before the start of each academic year.

payment Schedule:

- School fees are divided into three semesters with the following due dates:

Installment Plan	Due Date	Payment Required
1st Installment Plan	20th September	50% of annual tuition
2nd Installment Plan	10th December	30% of annual tuition
3rd Installment Plan	10th March	20% of annual tuition

- All payments must be made through official school channels
- Official receipts are issued for every payment received.

Consequences of non-payment:

- Payments not received by the due date will result in a formal written notice to the parent or guardian.
- If payment is not received within 10 days of the written notice, the student will be suspended from attending classes.
- Students with outstanding fees will not be permitted to **sit semester examinations or receive their report cards** until the balance is cleared.
- Continued non-payment may result in permanent suspension of enrollment.

Discounts Available:

Discount Type	Condition	Amount
Sibling Discount	2nd child	10% discount
Advance Payment Discount	Full annual fee paid upfront before 20th September	Additional 5% discount
Referral Discount	Parent refers to a new family who enrolls	One-time 5% discount.

Section 11: Child Protection & Safeguarding

Every adult and student in this school is responsible for keeping children safe. If you ever feel unsafe, please tell a trusted adult immediately.

11.1 What is Abuse?

Type	Description
Physical Abuse	Any act causing physical pain or injury
Emotional Abuse	Behavior that harms a child's emotional wellbeing
Sexual Abuse	Any unwanted sexual behavior toward a child
Neglect	Failing to meet a child's basic needs

11.2 What to Do If You Are Unsafe

- Tell a trusted adult at school — a teacher, counselor, or the principal.
- You may also report to the Designated Safeguarding Officer (DSO).
- You will be listened to, believed, and supported.
- Reports are handled with care and confidentiality.

11.3 Rules for Adults Around Students

- No adult should be alone with a student in an enclosed space.
- All communication with students must be through official school channels.
- Any inappropriate behavior by an adult must be reported immediately.

Section 12: Equal Opportunity & Inclusion (Students)

Every student belongs here. We celebrate our differences and stand against all forms of discrimination.

- All students are treated with equal dignity and respect.
- Discrimination based on race, gender, religion, disability, or background is prohibited.
- Students with special educational needs receive support through individual learning plans.
- Language support is available for non-native speakers.
- Report any discrimination to a teacher or the principal — it will be taken seriously.

Section 13: School Trips & Excursions

- School trips are organized as part of the educational program and are announced at least 2 weeks in advance.
- A signed permission slip from a **parent or guardian** is required **before** a student participates in any school trip.
- Students who do not submit a signed permission slip will not be permitted to attend the trip.
- All school rules and the Student Code of Conduct apply during school trips.
- The cost of each trip will be announced at the time of the announcement.
- Students who **misbehave** during a trip may be excluded from **future trips**.
- The school is not responsible for personal items lost or damaged during trips.

Section 14: Photography & Media Consent

- The school may photograph or film students during school events, activities, and trips for use in school publications, the school website, and official social media channels.
- A separate Media Consent Form will be provided at enrollment. Parents must sign this form to indicate whether they give or withhold consent.
- If a parent does not give consent, their child will not be photographed or filmed for any school publication or media.
- Students and parents must not post images or videos of other students on social media without the consent of the other student's parents or guardian.

Section 15: Lost & Found

- All lost items found on school premises must be handed in to the school reception immediately.
- Parents and students may inquire about lost items at the reception office.
- The school is not responsible for personal items lost or stolen on school premises.
- Items not collected within **4 weeks** will be donated or disposed of.
- Students are advised to label all personal belongings including bags, water bottles, and stationery.

Section 16: Examinations

- Examination timetables are published at least **2 weeks** before the exam period begins.
- Students must arrive at least **10 minutes** before the start of each examination.
- No student will be admitted to an examination room more than **30 minutes** after it has begun.
- Mobile phones and unauthorized materials are strictly prohibited in examination rooms.
- A student who misses an examination due to illness must provide a medical certificate within 48 hours. The school will decide whether a make-up exam is granted.
- Any student found cheating during an examination will receive a **zero** for that paper and the matter will be referred to the administration.

APPENDIX A — Canadian International School Djibouti

Parent & Student Acknowledgment Form

Student & Parent Handbook | Academic Year 2026–2027

By signing this form, both the parent/guardian and the student confirm that they have received, read, and fully understood the Student & Parent Handbook of Canadian International School Djibouti. Both parties agree to comply with all school policies, rules, and community standards for the duration of the student's enrollment.

SECTION 1 — STUDENT INFORMATION

Student Full Name (As per birth certificate): _____

Date of Birth: / /

Nationality: _____

Grade / Class: _____

Academic Year: _____

SECTION 2 — STUDENT DECLARATION & SIGNATURE

I have read and understand the Student & Parent Handbook. I agree to follow all school rules and policies.

Student

Name: _____

Signature: _____

Date: _____

SECTION 3 — PARENT / GUARDIAN INFORMATION

Full Name: _____

Relationship to Student: _____

e.g. Mother / Father / Guardian

National ID / Passport No. _____

Phone Number: _____

WhatsApp Number: _____

Email Address: _____

Home / Work Address : _____

SECTION 4 — EMERGENCY CONTACT

Please provide a second contact person if you are unreachable during school hours.

Emergency Contact Name

Relationship with Student: _____

Emergency Phone Number: _____

Alternative Number: _____

SECTION 5 — PARENT / GUARDIAN DECLARATION & SIGNATURE

I confirm I have read and understood the Student & Parent Handbook. I accept full responsibility for ensuring my child follows all school policies. I also confirm all information provided above is accurate.

Parent / Guardian**Name:** _____ **Signature:** _____**Date:** _____

SECTION 6 — SCHOOL ADMINISTRATION — FOR OFFICIAL USE ONLY

Received & Filed by: _____**Date Filed:** / /**Student File Reference No.** _____**Filed In:** _____ *e.g. Student File / Admin Digital System***Admin Officer****Name:** _____ **Signature:** _____**Date:** _____**IMPORTANT NOTES FOR PARENTS**

- Always keep your contact details updated with the Admin Office.
- In an emergency during school hours, the school will attempt to reach you on the numbers provided in **Appendix A**.
- If you cannot be reached, the Emergency Contact listed in Appendix A will be contacted.
- For non-urgent matters, please contact the Admin Office during school hours: **7:30 AM – 3:30 PM**.