

# REACHING FOR THE STARS!



A book of Rights, Responsibilities and  
Behavioral Expectations for Elementary  
Students and their Parents

CAISL 2024 - 2025

## CONTENTS

CAISL's Mission .....	3
Core Value .....	3
Values Statements .....	3
Profile of the Learner .....	3
Parent-Teacher Partnership.....	3
After School .....	4
Attendance .....	4
Behavioral Expectations.....	5
Bus Routines .....	5
Clothing.....	5
Communication .....	5
Confidentiality of Academic Achievement.....	6
Counselor .....	6
End of Day Procedures .....	7
Field Trips.....	7
Food in School and Food Allergies.....	7
Leaving the School Campus .....	7
Medications in School .....	8
Methods of communication .....	8
Parties and Celebrations .....	8
Punctuality.....	9
Safety and Supervision.....	9
School Bags and Possessions .....	10
School Books and Equipment .....	10
Sickness.....	11
Student Access to Social Media .....	11
The Hidden Curriculum .....	12
Trusted Adults .....	13
Guidelines regarding the use of AI at CAISL (adapted from the AISIS protocols).....	13
Rights and Responsibilities for CAISL Elementary Students .....	17
The Hidden Curriculum .....	19
A Safe Environment.....	20
Expressing Opinions .....	20
School Books and Equipment .....	20
Fair Treatment.....	20
Your Education .....	21

# **CAISL's Mission**

## **Core Value**

CAISL is a student-centered community in which we challenge ourselves and each other to do our best and to make positive contributions to our diverse and ever-changing world.

## **Values Statements**

CAISL is committed to

- Providing an enriching, varied and effective program of academics, arts, and athletics that inspires learners to strive for individual and collective excellence.
- Promoting life-long learning in a meaningful context through active inquiry, collaboration, creativity, critical thinking, and problem-solving.
- Providing a caring and safe environment that supports diverse learner needs.
- Promoting active, responsible local and global citizenship.

## **Profile of the Learner**

The CAISL community includes everyone who shares an interest in the success of our learners. All members of the community strive to help our learners become

- Life-Long Learners who reflect upon their experiences and actively seek the knowledge and skills necessary for continuous personal growth.
- Creative Problem Solvers who use a wide variety of resources and strategies to meet life's challenges.
- Effective Communicators who express and interpret ideas using appropriate means.
- Conscientious Contributors who are committed to service, show empathy, and act to make a positive impact on the lives of others.
- Principled Individuals who take responsibility for their choices, act with integrity, and demonstrate respect for themselves, others, and the environment.

## **Parent-Teacher Partnership**

At CAISL we know that children respond better to issues of responsibility and discipline when they understand that their parents and teachers communicate about their behavior as well as their academic achievements. Teachers at CAISL work very hard to provide learning experiences for our Elementary students that will prepare them thoroughly for their role as cooperative, active and participative learners as they continue through to

Middle School and beyond. Other important aspects of becoming a successful student are the ability to show respect, work cooperatively with others, accept responsibility, and organize time, work and school materials efficiently. To help students achieve these, we need to work in close collaboration with the parents of each student. From Grade 1 through Grade 5, students are expected to accept increasing responsibility for their own work, and consequences for their actions. In the early grades students still need a great deal of active support from their parents to fulfill responsibilities. As the years go by, and students grow in independence, we still rely on and seek the support of parents to reinforce important lessons about being responsible students.

This part of the rights and responsibilities handbook outlines some of our behavioral expectations and our school routines. Using these as a guide, parents and teachers can work together to help our children grow and develop a sense of responsibility for all they do.

### **After School**

The regular school day is from 8:20am to 3:45pm. After-hours care is available daily for students in Grades 1 & 2 and Homework Clinic is available from Tuesday to Friday for students in Grades 3-5. Parents may sign up for occasional use of the after-hours supervision each week via the school's website. After-hours care is free of charge for parents who sign-up or advise us in a timely manner.

### **Attendance**

Regular, daily attendance at school is the best way for children to become settled in their school environment and to learn schedules and routines. Parents should NOT withdraw students from school for holidays or days out with family members when school is in session. Full participation in class activities and projects is just as vital to a student's education as completing assigned work.

Absences for reasons of health or emergency are **excused**. Absences due to extended vacation, family trips or other non-essential reasons are strongly discouraged and are **unexcused**. Work and assessments missed during absences from school will be made up at a time, place, and in a manner of the teacher's choosing. However, any absence is likely to have an impact on your child's performance in school.

Promotion to the next grade is in jeopardy for any student who fails to make adequate or appropriate progress. Absences from school can be very damaging to a child's learning. Board policy states:

A student with a pattern of frequent unexcused absences is not fully benefiting from nor committed to the CAISL core values. This will be taken into account in the school's decision on whether or not the student is invited back for the subsequent year.

Special arrangements can be made in the case of prolonged illness, contagious disease, or family emergency. Please contact the Elementary Principal.

### **Behavioral Expectations**

Each homeroom and specialist teacher will spend the early part of the year establishing rules and guidelines for student behavior. These are usually phrased in a positive rather than negative way, as lists of “Do not” rules can seem a little oppressive. Elementary students are still learning about the world around them and how to interact with others in a respectful and positive way. Teachers tend to celebrate achievement and successes in preference to highlighting bad behavior.

All Elementary students in Grades 3-5 are expected to sign an Essential Standards of conduct contract at the beginning of the academic year.

### **Bus Routines**

Many of our students travel to and from school on the buses. It is vital that we have correct information about bus requirements by 2:00p.m. in order to ensure that our lists are updated and amended in a timely manner. Therefore, if you need to request changes to your child’s usual bus route or intend to collect them from school yourself, please email [accounts@caislisbon.org](mailto:accounts@caislisbon.org), copy [elementaryoffice@caislisbon.org](mailto:elementaryoffice@caislisbon.org) by 2:00p.m. at the latest.

### **Clothing**

The “dress code” for students requires that their attire be neat, clean, in good repair, modest, respectful, and safe. On days when they have PE class, students are expected to wear comfortable, loose-fitting clothes which are appropriate for physical exercise. Track suits, jogging pants, t-shirts, sweatshirts and sneakers or trainers are ideal. We specifically request that all shoes should have a built-in back strap or cover the heel and sit securely on the feet. Flip-flops, sliders and beach shoes are not appropriate for the school environment.

At CAISL we share the responsibility for encouraging students to take care of their personal belongings. However, in spite of our best efforts, many items of clothing are “lost” during the school year and very few are ever reclaimed. If items of clothing are clearly labelled with your child’s name, we can safely return many lost items to their owners. Please help us by labelling your child’s clothes, particularly jackets and coats.

### **Communication**

Establishing and maintaining a positive atmosphere within the school and among all segments of the school community is the responsibility of each person associated with CAISL.

Communication is only productive when it is

- Addressed directly to the proper person, the one who is most likely to be able to answer the question, provide the insight, or correct the problem.

- Assumes good intentions and goodwill on all sides.
- Is at all times courteous and polite.

In almost all situations, questions or concerns are best addressed at the level at which they arise: between student and teacher or between parent and teacher at the classroom level. Ideally most issues would be first raised by the student to the teacher especially as the student grows up and begins to take responsibility for his/her learning.

### **Confidentiality of Academic Achievement**

CAISL takes seriously the need to protect the privacy rights of the students in this school. Specific information about individual academic achievement is available only to the student him/herself, to his/her parents or guardians, and to those employed by CAISL with a need to know in their professional capacities. The academic achievements of other students, with or without name identification, are not made available to others. Composite scores (i.e., a grade-level's overall testing results) will be shared with parents who request them as long as there are a sufficient number of students in the statistics to make the results both confidential and valid.

### **Counselor**

The Elementary Guidance Counselor, Ms. Sarah Bento, is always happy to work with children who are experiencing difficulties with their behavior in school. You should speak directly to her if you feel that a short program of intervention and counselling might help your child with emotional or behavioral difficulties. Information you share about your child will be treated in confidence and only shared, if necessary, with those directly involved with his or her school welfare. At the same time as we ensure confidentiality of records and information about your child, we ask you to understand that we cannot discuss with you the behavior or academic progress of any student other than your own child.

### **Discipline in School**

Behavior is an important issue at CAISL. It is essential that we help our students, not only strive in their academic development, but also, demonstrate exemplary behavior so that they are able to grow as respectful and responsible members of our society.

In Elementary School we focus on and reward the seven main principles of positive behavior outlined in the Hidden Curriculum.

Unwelcome and disruptive behavior is checked, but if it persists a student may receive a "Think Sheet" to reflect on undesirable behavior. All Think Sheets will be sent home to be read, discussed and signed. Parents will be contacted by the teacher or the Guidance Counselor about any student displaying persistent disruptive, disrespectful or aggressive behavior.

### **End of Day Procedures**

Classes end at 3:45p.m and all students traveling by bus are dismissed first. Once buses have left campus students are dismissed. Students in Grades 1 and 2 should be collected from the exterior classroom doors. Students in Grades 3-5 are dismissed to parents via the Elementary covered area at the front of the building. Once your child is dismissed to you, please leave campus as quickly as possible to avoid overcrowding. Please note that indoor and outdoor areas are dedicated to students in the After-Hours programs.

Prior to 3:45p.m, you will need an exit pass (“*Autorização da Saída*”) to leave campus with your child. Please inform the Elementary Office by 2:00p.m if you need an exit pass for your child at the end of the day.

Children who have not yet been collected from class are dismissed to “After Hours” care (Grades 1 & 2) or Homework Clinic (Grades 3-5) from 4:00p.m. onwards.

### **Field Trips**

The students usually go on a number of day field trips during the school year. The classroom teachers inform the parents in advance of taking a field trip, usually by email. A one-time permission slip for students going on field trips is signed during enrollment at the school. For all field trips, students in Grades 1&2 are required to wear a red baseball cap. In addition, before leaving school for a field trip each student is given a wristband showing the school’s contact information. Red baseball caps with a CAISL logo may be purchased from the Admissions Office.

### **Food in School and Food Allergies**

In our school we have students with such severe allergies to nuts that even a tiny amount of dust or residue from any kind of nut which enters the eyes, nose or mouth, or even touches the skin, could be life threatening. We ask that you make sure that your child washes his or her hands very carefully before coming to school each morning, because we need to take extra precautions to keep these students safe.

CAISL strives to provide a safe environment for all students. **In order to reduce risks, we ask that you take extra care in selecting snacks and foods that you send to school and avoid sending any foods that contain any kind of nut or nut oil. Eating in the hallways, corridors and on the school buses is not permitted.**

The school provides the students with a snack each morning. You may want to provide another snack for your child to eat in the afternoon.

### **Leaving the School Campus**

Sometimes you will need to collect your child from school before the end of the school day. The safety of our students is our highest priority. For this reason, we issue an exit pass, or “*Autorização de Saída*”, to be given to the gate guard when your child leaves

campus. If you need to take your child for any other reason, you should inform the Elementary Office ([elementaryoffice@caislisbon.org](mailto:elementaryoffice@caislisbon.org)) so that an exit pass can be prepared in advance. If you authorize another parent to collect your child for any reason (a play date, for example), you must also inform the Elementary Office, and they will also be issued with an “*Autorização de Saída*” for your child.

### **Medications in School**

For safety reasons students are not permitted to carry medications with them during the school day. If a student requires any prescription medication the parent will need to bring the medication to school and supply a note giving the school nurse permission to administer the medication as needed.

Any medication sent in by a parent to be given during the day **MUST** have written instructions attached to them in order for them to be given. Written instructions should include;

- name of the child,
- name of the medication,
- amount of medication and
- time(s) it is to be administered.
- The container of medication should also be labeled with the student’s name.

Medications sent to school improperly packaged and/or without information as listed above will NOT be administered and the parent or legal guardian will be notified.

### **Methods of communication**

While there are some specific times during the year for scheduled parent-teacher conferences, contact between parent and teacher is not—and should not be—restricted to these times. Often an email to a teacher is sufficient to resolve a question or query but it is possible to make an appointment for a meeting with a teacher according to their schedule. The best way to do this is for parents to email the teacher directly and for a meeting date and time to be established via email. Teachers’ emails can be found in the Contacts section of the [Parent Portal](#). When contacting a member of staff via email, please recognize that it is not possible—nor desirable—for staff to be monitoring their emails at all times. Teachers will respond to emails within 24 hours (on work days); there is no expectation that they do so more often.

### **Parties and Celebrations**

We are happy to celebrate each child’s birthday in class by sharing a special, individual snack such as a cupcake, provided by the parents. As time is always limited with a full and busy schedule in school, please arrange these celebrations with the homeroom teachers in advance and keep the celebration simple. No invitations are necessary for these

occasions and children should not expect to receive gifts from other students. At school we aim to include EVERY homeroom child in such celebrations.

If you are planning a separate birthday celebration for your child outside school, AND you have invited all the students in your child's class, we will be happy to give out invitations on your behalf. **If you are unable to invite everyone, we ask that you contact parents of other students, individually, to make arrangements.** We know that many parties need to be limited in size. We also know that children who are not invited to birthday parties often feel hurt and disappointed. We aim to minimize unnecessary and hurtful experiences for our younger students and ask for your cooperation and discretion in this respect.

To facilitate arranging parties, parents are offered the opportunity to sign up to a class contact list, indicating permission for us to share your email contact details with other parents. Please note that, unless you sign up to this contact list, we will not share those contact details with you.

### **Punctuality**

The school day begins promptly at 8:20a.m. when all students should be in class for registration. This first session of the day is an important part of the daily routine for teachers and students. Persistent lateness is very unsettling for students and does not help them to feel comfortable in their school environment. It also results in a significant loss of learning over time. Children in Grades 1-5 who are persistently tardy may have one day of absence added to their attendance record for every four days of tardy arrival.

### **Safety and Supervision**

Ensuring a safe environment for our students is a key priority and responsibility. During the school day, CAISL staff work hard to ensure that children are adequately supervised at work and at play, in order to minimize the risks of accidents and injuries. For the same reason, some simple rules apply to students moving around the school building. These include not running or sliding in the hallways, and not swinging items around their heads. We expect the children to keep these simple rules all the time they are in school, and ask that, once parents collect their child from class, they provide similar supervision while they remain on the premises.

Most children are collected from school by a limited number of trusted adults, and teachers soon recognize familiar faces. If you need your child to be collected by an adult unknown to the school or have arranged for your child to go home with another student, please let us know the name of the person you have authorized. We may request to see identification documents of people who collect your child on your behalf. If you have not given your verbal authorization, we may phone for clarification of your instructions.

### **School Bags and Possessions**

It is absolutely required that every backpack, computer bag, PE bag, lunch box (and similar item) be labeled. A simple luggage tag such as one uses when traveling is sufficient. This will help us help your son/daughter stay in possession of his/her property but—and more importantly—assist with security measures which necessitate being able to identify the owner of such bags.

### **School Books and Equipment**

Students frequently take home classroom materials, textbooks and reading or library books. We ask parents to ensure that these items are returned to school in good condition and in a timely manner. Many of our books need to be ordered from overseas suppliers and it is not simple to replace lost items. While we usually ask parents to pay for books that are lost or damaged at home, we would much prefer to maintain our current stock of educational materials.

### **School to Home Communication**

Each Friday the Elementary Principal sends out a weekly newsletter to parents by e-mail, containing important information about field trips and school events. It is vital that parents let us have their current e-mail addresses so that they can receive this newsletter.

The Elementary Newsletter is also published on our school website, [www.caislisbon.org](http://www.caislisbon.org). On our website you will also find archived copies of the newsletter, up-to-date calendar information and news about school events.

All children in the Elementary section of the school have a “Friday Folder”. This folder is sent home with students every Friday and often contains graded work and important information about individual class or homeroom events. We expect parents to look at the contents of the Friday folder during the weekend, read the information sent home by the school and return the folder to school on Monday morning.

In addition to the Friday folder, each homeroom class in Grades 1 & 2 has a Seesaw page containing information about class projects, units of study and other resources. Classes in Grades 3-5 have their information on Microsoft Teams. These sites are passworded for privacy, but the class teachers will share information about access to them early in the year. If you experience problems with accessing the sites, please contact our IT team at [1to1support@caislisbon.org](mailto:1to1support@caislisbon.org)

Whenever a teacher has any special concerns about a child’s learning or behavior, he/she will call, email or suggest a meeting with parents. It is the school’s responsibility to inform you of any concerns we have in respect of your child’s health, safety, emotional state, behavior or learning. Similarly, we ask you to inform the teacher if you have any reason

to believe that your child may be suffering because of any social, family or school situation. If you need to talk with the teacher, please make an appointment for a time when you can speak privately and without interruptions. These conversations should not take place at the beginning of the school day or at dismissal time when the teacher is too busy to give you his/her full attention.

### **Sickness**

When children are sick, they must be kept at home until they are well enough to participate in the full school day. This includes recess times and, in most cases, PE lessons. All absences from school should be reported as soon as possible by email to [studentabsence@caislisbon.org](mailto:studentabsence@caislisbon.org) or send a text/SMS to 961 731 998. If your child has an illness which is likely to spread to other members of the homeroom class, you should also inform the school nurse directly on 21 923 9836 or [nurse@caislisbon.org](mailto:nurse@caislisbon.org) so that we can alert other parents.

### **Student Access to Social Media**

Social Media (Facebook, Instagram, Snapchat, WhatsApp and other similar tools) have become so widely used that, as adults, we sometimes do not recognize how these tools can present children and adolescents with temptations which they are not sufficiently mature enough to resist and expose them to comments and images they are not mature enough to understand nor process appropriately.

All Social Media sites are blocked on the school network. The only way a student would access such sites at school is through a private cellular connection and this is one of the reasons that use of such private connections is banned at school.

The law also acknowledges and has put in place restrictions on children's and adolescents' access to social media:

#### European law

- Prohibits absolutely access by any individual to any "social media" prior to the age of 13. Parents who give their under-13 children permission and/or access to social media sites are breaking the law.
- Individuals from the age of 13 up until they turn 16 may have social media but only with parental permission. The intent here is that parents supervise their children's use and ensure that their children use these adult tools thoughtfully and carefully and not send or receive anything which is inappropriate.
- From the age of 16, students are legally allowed to have social media accounts without parental permission.

Please be respectful of the law and not give your child access to social media sites until he/she is of legal age to have such access and you judge your own child mature enough to handle the challenges which will result.

Much of the conflict, hurt feelings, misunderstandings, and inappropriate interactions between children and between young adolescents occurs online, particularly via social media sites. While it is always CAISL's goal to help children through difficult times, CAISL does not take responsibility for incidents resulting from social media use as this does not happen at school and at times occurs among children who are legally prohibited from having social media access at all.

### **The Hidden Curriculum**

We aim to encourage children to recognize when they have done something wrong and to take responsibility for putting things right again. The basic rules for behavior at CAISL are these:

As a CAISL Community we will...

- Be respectful, welcoming, and well-mannered to everyone.
- Tell the truth and take responsibility for our actions and inactions.
- Leave the space we use BETTER than we found it.
- Return what we borrow in good condition.
- Use resources mindfully.
- Be on time, present, and prepared.
- Give thoughtful consideration to the opinions of others.

Students who persist with undesirable behaviors that impact safety or learning may be asked to complete a Think Sheet which will be shared with parents and kept on file.

There are certain serious and unacceptable behaviors that we will not tolerate from CAISL students. These include fighting or violent outbursts, swearing, bullying, dishonesty or racism. There are no set consequences for incidents of serious bad behavior. If your child displays any of these behaviors, you will be notified immediately by phone, email or letter. The consequences for the child will depend heavily on the child's intention, their maturity level and their age. Consequences range from withdrawals from class or recess, lunch detentions, in-school suspensions and fixed suspensions from school. When it is clear that parents are supportive and cooperative in these matters, or willing to impose consequences at home, the message and expectations are also much clearer to the child. However, if a student continues to demonstrate unacceptable behaviors in spite of the consequences he or she receives, then the school reserves the right not to invite the student back for the following academic year.

## **Trusted Adults**

If you need your child to be collected by an adult unknown to the school or have arranged for your child to go home with another student, please let the school know the name of the person you have authorized. We may request to see identification documents of people who collect your child on your behalf. If you have not given your verbal authorization, we may phone for clarification of your instructions.

## **Guidelines regarding the use of AI at CAISL (adapted from the AISIS protocols)**

### Identification of Risk

Systems classified as unacceptable risk (clear threat to the safety, livelihoods, and rights of people) are banned.

With regard to education and schools, we must consider:

- High Risk
  - a) Educational or vocational training that may determine the access to education and professional course of someone's life (e.g. scoring of exams).
  - b) Employment, management of workers, and access to self-employment (e.g. CV-sorting software for recruitment procedures).
- Limited Risk
  - a) Any AI use that is not high risk but lacks transparency, such as an AI chatbot that is not identified as such or AI-generated text that is not labeled as artificially generated.
- Minimal Risk
  - a) Spam filters and predictive technologies.

### Identification of Benefits and Drawbacks

- The main benefits of AI can be summarized as:
  - a) Personalized education: Tailoring learning experiences to individual student needs and preferences.
  - b) Efficiency for Teachers and Administration: Streamlining administrative tasks and enhancing educational delivery, freeing time for more personalized instruction.
  - c) Creativity Aid: Providing tools that support and enhance creative processes among students.
- Cautions and considerations:
  - a) Academic Integrity: The potential for AI to facilitate cheating and undermine the assessment of genuine student performance.
  - b) Substitution of Critical Thinking: Over-reliance on AI might diminish students' ability to think independently and solve problems.
  - c) Invisible Bias: AI systems can perpetuate and amplify existing biases if not carefully monitored and corrected.
  - d) Privacy: The risk of exposure of sensitive student information due to data breaches or intrusive data collection practices.

## Educational Uses of AI at CAISL

- Personalized Education
  - a) Utilization in the Classroom: AI may be used to help students achieve their full potential through tailored learning experiences.
  - b) AI Literacy: Teachers will educate students about AI, including the risks, benefits and drawbacks listed above, to enhance understanding and responsible use.
  - c) Exploration and Interests: Teachers may create opportunities for students to use AI to explore their interests within their subjects (assuming that the use of the platform is appropriate for the age of the student and there are no concerns regarding GDPR).
- Professional Development
  - a) Staff Training: CAISL will continue to ensure that all faculty have appropriate training to use AI as a tool in their lesson design.
- Fostering Creativity
  - a) Exploratory Learning: CAISL will encourage students to explore topics of interest through the use of AI.
  - b) Open-Ended Projects: Projects may be designed with support from AI tools to be open-ended and incorporate inquiry based cross curricular learning.
  - c) Alternative Assessments: Teachers may choose to design alternative assessments using AI which allows students to demonstrate their knowledge in innovative ways.
- Improve Academic Integrity
  - a) Guidelines on AI Use: Activities will indicate the permitted level of AI use, ranging from no AI to full AI integration.
  - b) Adherence to Integrity Policies: AI usage must follow the CAISL's academic integrity policy and sources be appropriately cited.
- Student Agreement: Students Will review and sign an Acceptable User Policy.
- Enhance Critical Thinking
  - a) Evaluation of AI Results: Students should be given opportunities to critically evaluate AI outputs.
  - b) Ethical Considerations: Encourage students to consider the ethical implications of their activities and understand their societal roles.
- Remove Bias
  - a) Questioning Assumptions: Students will be encouraged to question underlying assumptions in AI outputs.
  - b) Critical Awareness: All stakeholders should maintain a critical perspective on potential biases.
  - c) Use of Multiple AIs: Utilize various AIs to highlight and address differing biases.
- Maintain Security and Privacy
  - a) Data Sharing Restrictions: Staff and students will not share personal data with any form of AI.

- b) Anonymization of Data: If AI analysis of data is necessary, it will be anonymized first.
- c) Supervised Usage: Student use of AI will always be supervised by adults while on campus.
- d) Transparency and Compliance: AI use will align with the CAISL's privacy policy and GDPR guidelines.
- e) AI tools assessment: The school will regularly audit, monitor, and evaluate AI tools in use to ensure compliance with applicable laws at any regional, national, or even international level.
- f) Vetting AI Tools: Only AI tools that have been thoroughly vetted by the school will be used.
- g) Restrictions on Grading: AI may not be used to grade summative assessments.
- h) No bullying: AI tools should not be used to cause harm.

## Student Section

### Essentials of Student Conduct

1. I will be respectful, welcoming, and well-mannered to everyone.
2. I will tell the truth and take responsibility for my actions and my inactions.
3. I will be respectful and practice appropriate behavior in both "real life" and "virtual life."
4. I do not need to bring any personal electronic device to school. What I need for class will be provided.
5. I am completely responsible for any personal electronic device I bring to school and the school has no responsibility if the device is lost, stolen, or broken.
6. I will only use electronic devices at school for educational purposes, as directed by my teachers. Only teachers can decide when and how electronic devices and programs are to be used in class. In the classroom, laptops must be turned off. The teacher will decide when computers can be on or off.
7. I will not share my username or password(s) to any school-provided sites, and I will change my password(s) to these sites at least once a year.
8. If I know any other user's login information, I will not use it and report it to the person in question and to the IT office.
9. The IT Office will reset my username or password if I forget either.
10. I will not take any visual or audio recordings of any CAISL student or adult, unless asked to do so by my teacher. Any recording will be made with school-provided equipment, and I may not share it externally.
11. I am not allowed to bring or share disrespectful or offensive recordings, messages, images, movies, etc. Any posts that promote, suggest, or show violence or inappropriate images are against the school's ethics and are forbidden.
12. I will not create or accept unknown users on Teams or on any other CAISL resource except as part of a class/club activity approved in advance by the Division Principal in writing.
13. I understand that my activity on the school network, Microsoft 365, and internet activity is monitored.
14. I will not use the CAISL name or logo.
15. I will not share any photos of the school community without the permission of the principal.
16. I understand that the Principal or Counselor may, for the purpose of investigating student discipline issues, collect and secure my electronic device, whether school-issued or personal, including cell phone, which will be returned only in the presence of one of my parents, guardians, or Tutors (Encarregados de Educação).
17. All tools shall be used in accordance with the school's mission and values, aiming to improve learning, collaboration and care.

## **How Generative Artificial Intelligence (AI) can support learning at CAISL:**

### **Using AI Responsibly**

#### **1. Use AI as a Tool**

AI tools are there to assist you in your work, not to do it for you. You can use AI to get ideas, do research (citing your source), and to solve problems. But do not rely on AI to complete your assignments. For example, do not ask a tool like ChatGPT to give you answers to your homework questions and then just copy them down.

#### **2. Use AI Ethically and Wisely**

When using AI, examine the credibility and usability of the results. Consider errors and biases. Always cite your sources.

I must acknowledge and cite the use of AI as a source in any form related to my schoolwork: text, image, multimedia, etc.

#### **3. You are Responsible for Your Work**

Ultimately, you are accountable for the quality and accuracy of your research.

#### **4. Protect Personal Data**

Don't input any personal or private information in any AI tool.

## **Rights and Responsibilities for CAISL Elementary Students**

These are your rights and responsibilities:

You have the right to a safe environment.

You have the responsibility to follow the rules.

You have the right to voice your opinion.

You have the responsibility to respect the opinions of others.

You have the right to use school books, materials and equipment.

You have the responsibility to take proper care of school materials.

You have the right to fair treatment.

You have the responsibility to treat others fairly.

You have the right to a good education.

You have the responsibility to do your best.

Read on to find out more!

## The Hidden Curriculum

The Hidden Curriculum is posted in the classrooms and around the school to remind us all of our behavioral expectations for all members of the CAISL community

*As a member of the CAISL Community,  
I will:*

- Be respectful, welcoming, and well-mannered to everyone.
- Tell the truth and take responsibility for my actions and my inactions.
- Leave the space I use **BETTER** than I found it.
- Return what I borrow in good condition.
- Use resources mindfully.
- Be on time, present, and prepared.
- Give thoughtful consideration to the opinions of others.

PRINCIPLED INDIVIDUALS  
CONSCIENTIOUS CONTRIBUTORS  
CREATIVE PROBLEM SOLVERS  
EFFECTIVE COMMUNICATORS  
LIFE-LONG LEARNERS

Here are some examples of how following these simple guidelines helps us all to have a positive and fulfilling experience in every area of our school lives.

### **A Safe Environment**

- ✓ Walk quietly and calmly when you are inside the building
- ✓ Take care to watch where you are going
- ✓ Be creative in your play. Don't play dangerous games or pretend to be fighting
- ✓ Listen carefully and think before you act
- ✓ Tell an adult if equipment is broken
- ✓ Tidy up after yourself
- ✓ Throw trash in the trash cans provided

### **Expressing Opinions**

- ✓ Listen patiently to the opinions of others
- ✓ Ask questions to know why other people may have a different opinion from you
- ✓ Respect the opinions of others, even when you do not agree
- ✓ Remember that there will always be people who have different opinions from you
- ✓ Different opinions do not need to get in the way of our friendships

### **School Books and Equipment**

- ✓ Treat textbooks with care; do not mark or bend them
- ✓ Carry books home in a proper bag and bring them back to school the next day for class work
- ✓ Return and renew library books by the due date
- ✓ Treat school equipment carefully; if it is damaged, it is not always easy to replace
- ✓ Use school computers properly, as you are taught to by your teachers
- ✓ Bring your uniform back to school, washed and ironed, as soon as your team coach asks you to return it

### **Fair Treatment**

- ✓ Accept people who are new in school, or are different to you; be ready to be friendly and helpful to them

- ✓ Use kind words; would you like to hear what you are about to say?
- ✓ Remember to take turns and share
- ✓ Be ready to cooperate and work as a team
- ✓ Always tell the truth
- ✓ Try to understand the other side of the story

### **Your Education**

- ✓ Show respect in class by listening at the right times
- ✓ Listen carefully and allow others to listen
- ✓ Ask your teacher if you are unsure about your work
- ✓ Write down your homework and be sure to do it
- ✓ Always try your best, even when it's hard!
- ✓ Make the best use of time in class
- ✓ Compliment others when they do well
- ✓ Arrive on time, ready to start work straight away

### **CAISL Citizenship Challenge**

The Hidden Curriculum outlines ideals which are the key to success and happiness in the adult world. We want all our students to assume these behaviors in every area of their lives. To keep our focus on these, we have a CAISL Citizenship Challenge. Teachers and staff may award Hidden Curriculum Tickets to individuals or whole classes who are consistently demonstrating Hidden Curriculum behaviors. These tickets are collected in the homeroom class. Each week the homeroom teacher will review with students how they are doing in each area. They will record the total of tickets accumulated for each of the behaviors and log the total of tickets received. At this time, the teacher will announce the student or students of the week to the class and explain the selection.

At the end of each quarter the total of tickets for each homeroom will be calculated to see if they have met the "CAISL Citizenship Challenge". Classes who are doing well will receive special recognition for their achievement.

We want students to work together as a team to be the best they can be.

### Doing Our Best – The 3Rs of Good Behavior

Behavior is an important issue at CAISL. It's essential that we help our students to do their best at all times and become respectful and responsible members of our society.

We will focus on three main principles that will help us in school. These are the 3 R's: Respect, Responsibility and Readiness.

	<b>Respect</b>	<b>Responsibility</b>	<b>Readiness</b>
<b>Classroom</b>	<p>Listen carefully.</p> <p>Raise your hand.</p> <p>Be kind with your words and actions.</p> <p>Work quietly.</p> <p>Respect school and personal property.</p>	<p>Always do your best.</p> <p>Follow directions promptly.</p> <p>Keep hands and feet to yourself.</p>	<p>Be prepared - Have homework and materials ready.</p> <p>Use time wisely – line up quickly and quietly.</p>
<b>Library</b>	<p>Use quiet voices.</p> <p>Respect property.</p> <p>Use computers appropriately.</p>	<p>Return/Renew books on time.</p> <p>Keep food and drinks outside.</p>	
<b>Bathroom</b>	<p>Respect privacy.</p> <p>Use quiet voices.</p>	<p>Leave the bathroom the way you would like to find it.</p>	<p>Use time wisely – Go, flush, wash hands and leave.</p> <p>Go only with the teacher's permission.</p>
<b>Hallway</b>	<p>Walk silently.</p>	<p>Maintain personal space.</p>	<p>Use time wisely.</p>
<b>Cafeteria/Snack-Bar</b>	<p>Use inside voices.</p> <p>Leave your space tidy.</p>	<p>Walk calmly.</p> <p>Make healthy food choices.</p>	<p>Wait quietly at your table until it is time to go outside.</p>
<b>Recess/Break</b>	<p>Cooperate and include others.</p> <p>Take care of school equipment.</p> <p>Use appropriate language.</p>	<p>Keep hands and feet to yourself.</p>	<p>Line up promptly when the bell rings.</p>

### **When Things Go Wrong...**

When you sign your contract, agreeing to follow our “Essentials of Student Conduct” you are promising to keep to the guidelines you have read here.

During this year, perhaps you will forget some of the things you have promised. To help you, all teachers will give you a verbal reminder. If you continue to show a lack of respect, responsibility or readiness, then you will be invited to complete a Reflections sheet to help you focus on the problem and correct the situation. You will need to take the Reflections sheet home to be signed by a parent.

There are some behaviors that we will not tolerate at CAISL and can have serious consequences for you. These are:

#### **Bullying**

Bullying can include any kind of behavior that makes others feel bad. It could be deliberately ignoring someone, calling them names, talking badly about them with your friends, hurting them physically, or posting unkind comments or pictures on social media. Sometimes we are unaware of the things we do that hurt or offend others. If such behaviors are called to your attention, we expect them to stop immediately. If you continue to hurt others in an intentional or deliberate way this IS bullying, and you can lose your place at CAISL as a result. We do not want students in our school who are harmful to others in any way.

#### **Dishonesty**

Lying is unacceptable. You must always tell the truth, including if you have made a mistake and are in the wrong. If you lie and we discover that you have lied to us, the consequences will be more severe, and we will not be able to trust you in the future. Cheating on assignments and tests is also a form of lying and is unacceptable. If you lie by cheating, then teachers cannot give you the support you need, and you will be losing out on your education.

#### **Racism**

CAISL aims to provide all its students with a safe and happy environment in which to work. Your classmates come from many different countries and backgrounds, and part of your learning is to get to know your fellow students, to learn how they are different from you, and to accept, embrace and value those differences. Racism is a kind of bullying consisting of negative behaviors directed at others on the basis of their race, nationality or even religion, and reflects a student’s failure to accept and value his or her peers. Just like bullying, CAISL will not tolerate racism from its students at any level. Consequences for persistent racism will be severe and can include losing your place at CAISL.

**Fighting**

As CAISL students you are expected to use words to solve your problems. Conflicts must be resolved peacefully. Physical acts of aggression are unacceptable in any setting; fighting in school will not be tolerated. Students who pose a danger to others are not welcome at CAISL.

**Swearing**

Most of us hear people swearing around us in the world outside our school. It is sadly quite common to hear bad language used in films, on television, in restaurants and shopping malls, and even watching sports. Just because it is commonplace does not make it correct, and it is not clever or big to use such language at all. In CAISL we have a simple rule – if you wouldn't use a word in front of a parent, then you shouldn't use it in front of anyone.

Sometimes things go wrong that really aren't your fault. If you feel that you need to talk to someone about a situation that's making you sad, try to find a quiet time when you can talk to your homeroom teacher. He or she will try to help you to solve your problems. If problems persist, they may ask Ms. Sarah to talk with you and try to help.