



# EARLY CHILDHOOD HANDBOOK

## 2024-2025

 345-945-4664

 [www.cis.ky](http://www.cis.ky)

 95 Minerva Drive, Camana Bay

 [cis@cis.ky](mailto:cis@cis.ky)

CAYMAN INTERNATIONAL SCHOOL  
CONNECT | INSPIRE | SERVE

# Table of Contents

<b>School Description</b>	<b>4</b>
History and Governance	4
Accreditation	4
<b>CIS Mission, Beliefs, Outcomes, and Parameters</b>	<b>4</b>
CIS Learning Principles	4
Language of Learning	4
Ownership of Learning	4
Nature of Learning	4
Contexts of Learning	4
CIS Community Principles	4
The Good Intent Principle	4
The Kindness Principle	5
The Partnership Principle	5
The Sustainability Principle	5
Parameters	5
<b>General Information</b>	<b>5</b>
After School Care	5
After School Activities	5
Arrival Procedures	6
Arrival (same for regular & rainy days)	6
Dismissal (note changes for regular & rainy days)	6
Field Trips	6
School Hours	6
School Address, Phone, Email and Website	7
<b>School Policies and Procedures</b>	<b>8</b>
Allergies	8
Animals/Family Pets	8
Assemblies	8
Attendance	8
Birthdays and Celebrations	8
CIS Newsletter	8
Civies Days and Other Alternate Dress Days	8
Class Groupings	9
Class Newsletters	9
Classroom Parties and Events	9
Code of Conduct and Philosophy	9
Dismissal Procedures	9
Email	9
Emergency Preparedness	9

Form Requisitions and Confidential References	10
Guardians During Parent Absences (in loco parentis)	10
Hair & Accessories	10
Hats	10
Health	10
Labeling of Clothing and Items	11
Library	11
Lost and Found	11
Parent Teacher Conferences	11
Part Time Students	11
Photos & Video	12
Questions or Concerns	12
Report Cards	12
Room Parents	12
Screen Time and Use of Technology	12
School Uniform	12
Security Procedures to Enter Campus	13
Snacks and Lunch	13
Supplies	13
<b>Swimming</b>	<b>13</b>
Toilet Training	14
Tuition and Finance	14
Withdrawal	14
<b>Appendices</b>	<b>15</b>
A. Behavior Expectation & Policy	15
<b>B. CIS Email Etiquette Guidelines</b>	<b>16</b>
C. Food Allergy Policy	17
D. Ministry of Health Illness and School Attendance Policy	19
E. Fundraising Guidelines	20

## **School Description**

### **History and Governance**

Cayman International School began as Faulkner Academy with high ideals in October of 1994. The school was purchased by ISS (Cayman), Ltd., on December 12, 2002, with the name of the school changed to Cayman International School (CIS) in 2003. The Board of Directors hires a Director to oversee the day-to-day running of the school, create, approve and maintain policy, and to see that the school carries out its stated mission and objectives. CIS is a private, college preparatory, non-sectarian, co-educational school for students from two years old through Grade 12. It was established to provide an American/International educational program for the dependents of the multi-national professionals living in Cayman.

### **Accreditation**

The Middle States Association of Colleges and Schools (MSA), an American accrediting agency, accredits CIS through Grade 12. As an IB World School, CIS is authorized to present the Diploma Programme of the International Baccalaureate Organization (IBO). CIS is registered with the Cayman Islands Ministry of Education, who approves the licenses for schools on the island. CIS works with the Cayman Islands Education Standards and Assessment Unit (ESAU), the Cayman Islands Early Childhood Unit, MSA and the IBO to maintain high quality, challenging programs for its students. CIS is an invitational member of the Association of American Schools of Central America, Columbia, Caribbean, and Mexico.

## **CIS Mission, Beliefs, Outcomes, and Parameters**

### **CIS Learning Principles**

The CIS Learning Principles articulate the foundational concepts of our Definition of Learning. Their purpose is to guide all of our work and provide clarity in important decision making.

#### *Language of Learning*

We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.

#### *Ownership of Learning*

We understand that we are all able to learn and ultimately responsible for our own learning.

#### *Nature of Learning*

We understand that learning is emotional as well as cognitive and is both an individual and social experience.

#### *Contexts of Learning*

We understand that learning transfer happens best in rich, relevant contexts.

### **CIS Community Principles**

#### *The Way We Do Things 'Round Here*

#### *The Good Intent Principle*

We trust that members of our community have what is best for students at heart. When we have disagreements about what is best for children we talk with people, not about people.

### *The Kindness Principle*

We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with staff, with teachers, with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.

### *The Partnership Principle*

We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.

### *The Sustainability Principle*

We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.

## **Parameters**

- CIS shall always meet the requirements for private schools under the Cayman Ministry of Education
- We will only allow policies, procedures, or behaviors that promote the growth and achievement of students
- All energies will be focused on instructional and extra-curricular programs
- CIS shall always remain accredited by a U.S. regional agency and other recognized international agencies
- We will not tolerate behavior that diminishes the dignity, self-worth or safety of any individual
- All programs and services must be consistent with the strategic plan
- CIS will only accept and retain those students for whom there is an existing appropriate educational program
- All decisions will be made based on assuring the school remains fiscally responsible and operates within its own resources
- As a proprietary school, CIS may differ from non-profit institutions in its decision-making processes and its policy-making

## **General Information**

### **After School Care**

In addition to the regular school day, CIS offers after school care, also known as Pack-Up-&-Play (PUP). Students who remain in [After School Care](#) will be transitioned to that classroom or activity by a CIS teacher or assistant teacher. For an additional fee, this service is offered from the end of the school day until 5:30 Monday through Friday, following the school academic calendar. Sign-up and costs are available on the CIS website. After school care is exclusively for CIS students.

### **After School Activities**

CIS provides a full day Early Childhood Educational Program for the students in Pre-K3 through Pre-K4. Cognizant that this can be a long day for our youngest students, our After School Activity offerings start in Pre-K4 and continue through High School. Three terms are held during the school year (see current academic calendar). An online sign-up for activities occurs before every new session begins.

## Arrival Procedures

Doors open at 7:45 AM and classes begin at 8:15 AM.

### Arrival (same for regular & rainy days)

Grade Level	Location
Pre-K2	Pre-K2 Teaching Terraces
Pre-K3/4	Front Door

### Dismissal (note changes for regular & rainy days)

Grade Level	Regular	Rainy Day
Pre-K2	Pre-K2 Teaching Terrace	Pre-K2 Teaching Terrace
Pre-K3	Pre-K3 Teaching Terrace	Pre-K3 - Parent Patio Door
Pre-K4	Pre-K4 Teaching Terrace	Pre-K4 - EC Library gate

Late Arrival: When students arrive after 8:15, they are marked tardy, and parents are asked to fill out a Google Form noting the time and reason.

## Field Trips

Field trips will be scheduled during the school year. Notice and details of the trip are sent home in advance. Pre-K3 and Pre-K4 students should wear school uniforms, unless otherwise notified. Transportation information will be provided to parents prior to the field trip. Students can use school transportation, or ride with their own parents. Carpooling is not permitted. Occasionally teachers may request parent volunteers to assist during a field trip. Unfortunately, we are unable to accommodate younger siblings on these excursions.

## School Hours

The CIS main Administrative Office and Early Childhood Reception Office are open for business from 7:30 am through 4:30 pm daily, Monday through Friday, during the regular school year.

	DROP OFF	START	END	Pack-Up & Play
½ Day Pre-K2	7:45 - 8:15	8:15	11:30-11:45 (pick up window)	N/A
Full Day Pre-K2, Pre-K3 & PreK4	7:45 - 8:15	8:15	2:45	2:55 - 5:30

## **School Address, Phone, Email and Website**

Director: Jim Urquhart  
EC Principal: Aleksa Moss  
EC Program Coordinator: Anna Haydon  
Address: 95 Minerva Drive, PO Box 31364, Grand Cayman,  
Cayman Islands KY1-1206  
Phone/Fax: 345-945-4664 (Phone)  
E-mail: [cis@cayintschool.ky](mailto:cis@cayintschool.ky)  
Website: [www.caymaninternationalschool.org](http://www.caymaninternationalschool.org)

## **School Policies and Procedures**

### **Allergies**

Cayman International School is committed to providing a safe school environment for its students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. CIS is not an allergen free campus. The school's aim is to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction.

If your child has a severe or potentially dangerous/life threatening allergy, the school requests that you provide an allergy treatment action plan signed by your child's doctor, as well as any necessary medications, to the school office. An example of an allergy treatment action plan can be found in Appendix C of this handbook.

Every classroom may have different allergies; your classroom's teachers will let you know what those are so that those items do not make their way into the classroom.

### **Animals/Family Pets**

No animals or pets are allowed on campus without prior approval by administration.

### **Assemblies**

Early Childhood assemblies occur periodically throughout the year. Dates are provided on the in class newsletters, and in [The CIS Weekly Current](#). Parents are welcome to attend these assemblies. If siblings attend the event they must sit with an adult throughout the assembly.

### **Attendance**

For Early Childhood absences please contact the Early Childhood front office at 640-9700 or email [attendance@cis.ky](mailto:attendance@cis.ky) and your child's teacher.

### **Birthdays and Holidays**

Birthdays are a special time and we do recognize these milestones in class. Please inform your child's teacher if you wish to bring a simple treat to celebrate a birthday. This treat should be either pre-cut or individually wrapped. By checking with your child's teacher several days in advance, they will be able to advise you about any dietary concerns in your child's class. Your child's teacher will determine the appropriate class time to share the birthday treat, to best align with instructional programming.

For holidays and celebrations, please do not bring candles, gift-bags, gifts, or balloons to the class. Invitations for parties will only be distributed in school if there is one for each member of the class. Thank you for your support and sensitivity to these issues.

Due to the nature of this age group and to keep celebrations simple and child-friendly, parents are asked to host parties for their child outside of school hours.

### **CIS Newsletter**

A school newsletter titled [The CIS Weekly Current](#) is sent electronically each week to parents. It is also posted on the website.

### **Civvies Days and Other Alternate Dress Days**

Students do not have to wear the school uniform on Civvies Day, but must wear closed-toed



shoes that they can remove independently.

### **Class Groupings**

Each Spring, classroom teachers, specialists, and administrators work collaboratively to develop class lists for the upcoming academic year. Classes are developed to be balanced across each grade level using several data points including social emotional, academic learning, teacher observation and assessments. When creating groupings, a primary focus is to create a positive learning community for all children in the class. Taking into consideration the needs of every student, parent requests often cannot be guaranteed.

### **Class Newsletters**

Newsletters are sent out electronically each week, by your child's teacher. These provide information about the most recent classroom learning experiences and upcoming calendar events. It is important to read these to stay abreast of classroom events.

### **Classroom Parties and Events**

As an international school, students will have many opportunities to celebrate and learn about different holidays and traditions during the academic year. Families are encouraged to share important holidays and traditions with their teacher, to help celebrate the diversity within our school community.

### **Code of Conduct and Philosophy**

CIS strives to maintain a safe and positive environment that fosters student learning and responsible behavior. At the Early Childhood level, teachers use multiple strategies to guide and model behavior. Children are learning how to work and play in social settings, which can present new challenges and learning opportunities. Faculty will talk and work with the child(ren), in a caring and non-threatening manner in-line with positive discipline practices. Students are supported through HighScopes Six Steps of Conflict Resolution.

Should certain behaviors persist, consequences for misbehavior may result in a student being removed from the group, a phone call to parents, and/or a parent conference. Suspension and expulsion are a last resort but are possible consequences for severe or chronic situations that may jeopardize the safety and learning of others.

### **Dismissal Procedures**

Parents or legal guardians are asked to provide clear and updated dismissal plans on PCR and over email for any last minute changes. Families can indicate emergency contacts on enrollment contracts on PCR to authorize pick-up for their child(ren). Should there be a change in authorized pick-up status, parents or legal guardians must notify the child's teacher and update the school in writing.

Pick-up locations are outside each classroom on the teaching terraces. One side gate will be opened at 2:45. Teachers will dismiss students to authorized parents or guardians only.

### **Email**

Faculty and staff are working with students during school hours. Responding to email during that time is often not possible. Emails should be replied to within 48 hours. The CIS Email Etiquette Policy is noted in Appendix B of this handbook.

### **Emergency Preparedness**

The school maintains appropriate emergency procedures to ensure speedy evacuation of the premises in the event of an emergency or lockdown. Regular practice drills are held at intervals during the school year to ensure all students are familiar with the procedures.

Should an island emergency occur (e.g., an approaching storm), please check the school website and local radio/television for information regarding school closings. Should an emergency occur during school hours, students will be kept on campus until parents can collect them.

### **Form Requisitions and Confidential References**

Parents who wish to have a teacher fill in confidential forms for evaluation or school transfers must do so through the Early Childhood Principal. He/she will process these forms with your child's teacher. Teachers are not able to accept forms directly from a parent.

### **Guardians During Parent Absences (in loco parentis)**

If it is necessary for parents to travel and leave their children in Cayman, the classroom teacher and the Early Childhood Receptionist must be informed in writing, in advance. Please contact the office with the following information:

- Date parents will be gone
- Name and phone number of the adult who is responsible for the student during the parents' absence
- Name and phone number of a second contact

### **Hair & Accessories**

Hair must be clean, well-groomed and out of the eyes. Safe jewelry is permitted. Jewelry must not be a distraction or offensive.

### **Hats**

All EC students must wear a hat of their choice when playing outdoors.

### **Health**

Below are our "Staying Healthy" strategies, which are best practices to protect our school community members.

*What we do in the Early Childhood Classrooms:*

- All tables are cleaned before and after each meal with a disinfecting solution
- Staff and children wash their hands before and after snack, when they come in from outdoors, after using the toilet (and diaper changes), and after wiping noses (or handling bodily fluids)
- Sleep mats, blankets and hats used in Early Childhood classrooms are sent home weekly to be laundered.
- Shelves and toys are cleaned with a disinfectant weekly (or daily if needed)

*What families do:* It is difficult to prevent all germs and colds from being passed on to one another, especially as young students' immune systems are developing. When young children are ill they require sufficient time to recuperate completely. Keeping an ill child home is not only good for your child, but also good for the other students and the classroom teachers.

Your child **should not be at school** if he/she is experiencing a fever of 100.4 or higher or has registered a fever within the past 24 hours. Children sent home from school with a fever will be asked to stay home for an additional school day.

For the symptoms below, the nurse will conduct a case-by-case evaluation:

- hacking cough
- discolored and/or extreme amount of nasal discharge

- mattering or inflammation of an eye
- earache or severe headache
- diarrhea
- vomiting
- untreated head lice.

The parent of a child with a communicable disease must inform the teacher and the school's nurse upon being diagnosed. In this way the school nurse can support your child and track health trends.

Should your child get sick during the school day, you will be notified and asked to arrange to pick up your child as soon as possible by an authorized guardian or parent. At the nurse's discretion, the student may be asked to stay home for an additional school day.

### **Labeling of Clothing and Items**

It is good practice to label all items your child wears or brings to school. This includes clothing, snack and lunch containers, water bottles, hats, etc. It is much easier to identify the owners of lost items when a name is written on the article.

### **Library**

During the school day, the Early Childhood Library is reserved for students and classes. For Pre-K4 students, check out is available during their classroom library time. Further into the school year, Pre-K3 students will be offered a check-out opportunity. Parents are welcome to visit the Early Childhood Library on certain days between 2:00 PM and 2:45 PM. Additional hours for parents to check out books may be established at the discretion of the librarian.

### **Lost and Found**

Items found in the Early Childhood Division will be placed in a Lost and Found Box near the EC reception.

### **Parent Teacher Conferences**

Families will have Parent Teacher Conferences twice a year in November and April.

### **Part-Time Students**

Part-time students are invited to attend the following special events:

- Halloween Parade
- Assemblies
- Winter Party
- Sports Day
- Ride-A-Palooza
- Field Trips
- Year End Party

Part-time students have access to all of our specials such: Spanish, Swimming, Library Perceptual Motor, and Music and Movement classes.

Part time students may request to register for full time depending on availability, class placement, and billing schedules. Full time students may not reduce to part time during the academic school year.

## **Photos & Video**

Our school strives to highlight the many positive accomplishments of our students. To do this, photographs and videos of students are sometimes taken in individual and group settings during the school day and at extracurricular activities. These images may be used on the school or ISS websites, in published printed materials, advertisements, on social media, and in weekly newsletters to the CIS community.

Where applicable (in the CIS Newsletters, CIS website and CIS social Media only), students may be identified by their first names and last initial only.

We ask that families review the following guidelines when taking photos or videos on campus:

- In general, pictures or videos should be limited to just your child.
- In community events (holiday concerts or sports days, for example) where pictures of other children are unavoidable when taking pictures of your child, be conscientious of what you share on social media.
- Adults in our community should be given the opportunity to give consent for any picture or video taken of them.

## **Questions or Concerns**

During the course of the school year, parents or legal guardians may have questions or concerns. The recommended procedure is to contact the school directly. The first person to inquire with is your child's classroom teacher. Questions/concerns about a classroom activity or individual educational matter should first be discussed between the parents and the teacher involved. If this first step does not resolve the matter sufficiently, it should be brought to the attention of the Principal or Director. Questions about the facility, policies, and operation should be addressed to the school administration. It is only after all other avenues of resolution have been exhausted that the Board of Directors would be presented with the question/concern through the Director. The Board of Directors will not deal with any concerns that are not submitted formally with a report from the Director.

## **Report Cards**

Children's learning and progress are observed and recorded on a daily basis. Parents are sent digital report cards documenting their child's growth and development twice a year - once in January and again in June.

## **Room Parents**

In EC, Room Parents will contribute to the positive culture of the school by collecting the funds for, and organizing two celebrations, one at the end of each semester. Parents will have the opportunity to express their interest in the role during Meet the Teacher meetings. EC administration will follow up with the chosen room parents with further support and guidance during the first two weeks of the academic year.

## **Screen Time and Use of Technology**

Screen time is limited, purposeful and integrated into learning; there are no large screens in the Early Childhood homeroom classrooms. When a teacher or teaching team determines that a whole group viewing is beneficial to learning or to enhance the school experience, there are common-area locations in the Early Childhood School.

## **School Uniform**

Students from Pre-K3 through Grade 12 follow our [uniform policy](#). Pre-K2 students do not wear school uniforms, but should wear clothes that they can play in.

The uniform will be changing to the PE Kit this academic year. This will be a transition year, so students will be allowed to wear the uniform specified above, but can also wear the PE Kit as listed below:

PE Kit:

- Short Sleeve T-shirt in Gray Heather color with CIS logo
- Gym Shorts in Cobalt Blue

Swimsuits should cover the student's torso. Rash guards are encouraged for sun safety. Any color is welcome. A swim cap must be worn at all times.

Footwear must be closed-toed and can be of any color; however, students should be able to manage them independently (velcro encouraged).

### **Security Procedures to Enter Campus**

Safety is a primary focus throughout the school. With the exception of arrival and dismissal times all Early Childhood parents and visitors must report to the EC front office to obtain a visitors pass, which must be worn while on campus. For safety reasons, parents or visitors may not go directly to a classroom. When parents need to take a child from school during school hours, they are asked to confirm arrangements ahead of time with the classroom teacher and to sign out at the Early Childhood front office.

### **Snacks and Lunch**

We promote healthy food choices and eating habits at school. Parents are asked to pack healthy snacks, which students enjoy during snack times.

In the Early Childhood classrooms, lunch is a social experience. Children eat, talk and clean up together in an environment that promotes care for self and others. Parents may either send in a packed lunch or participate in our catered lunch program. Information about how to [purchase lunches](#) will be provided at the beginning of each school year on the CIS website.

### **Supplies**

CIS provides almost all needed materials. Check the [CIS website](#) for your specific grade for any additional items to purchase.

In Early Childhood students need:

- Change of clothes to be kept at school (Civvies clothes are acceptable)
- Water bottle
- Small lunch bag and eating utensils
- Hat
- Bedroll for Full Day Pre-K2 and Pre-K3 students
- Backpack

### **Swimming**

Our early childhood swim program prioritizes the safety, physical development, and well-being of our students. To ensure a secure and enjoyable learning environment, we have established the following participation policy.

Parents or guardians are required to sign a parental consent form, acknowledging the

inherent risks of swimming. Regular attendance is crucial, and parents are encouraged to communicate in advance about any absences. Active participation, adherence to safety rules, and appropriate swim attire are essential for the effectiveness of the program.

Certified and qualified swim instructors, along with the presence of classroom teachers, ensure the safety of all participants. This policy will be periodically reviewed and updated, and parents' enrollment implies acknowledgment and agreement to comply with these conditions. Our goal is to create a nurturing environment that promotes both skill development and a strong sense of water safety.

Students are expected to demonstrate respect for instructors and peers, and any disruptive or unsafe behavior may result in temporary or, in certain circumstances, indefinite removal from the class for the school year.

### **Toilet Training**

The enrollment expectation for all grade levels after Pre-K2 is that children are already toilet trained. A child must be able to go through each step independently in order to go to the toilet. We recognize that accidents can happen, and require that students have a complete change of clothing kept at school.

### **Tuition and Finance**

Refer to the school's website for [tuition and fees](#) or contact billing at [billing@cis.ky](mailto:billing@cis.ky)

### **Withdrawal**

If your child will be withdrawing from school, please inform the admissions office in writing prior to withdrawal. Advance notice is needed in order to prepare school records. Report cards and/or transcripts are not issued if financial obligations are not completed.

## Appendices

### A. Behavior Expectation & Policy

At CIS, we prioritize creating a safe and nurturing environment for all our students and staff. Our goal is to foster a positive learning experience for every child. To achieve this, we have established the following behavior expectations:

#### Respectful Interactions

We encourage students to communicate and interact with kindness, empathy, and respect for one another. As students develop the social skills to interact with peers and adults, we understand some level of physicality is expected. However, excessive physical actions, such as hitting or biting, are not acceptable as they pose a safety risk to everyone in our school community.

#### Conflict Resolution

Our approach to conflicts involves teaching children alternative ways to express themselves and resolve issues peacefully. We emphasize communication, problem-solving, and seeking the help of a teacher or staff member when needed.

#### Consequences for Unsafe Behavior

If a child engages in unsafe behavior, such as hitting or biting, especially when a mark is left, immediate intervention will take place to ensure the safety of all involved. Parents will be notified promptly, and a collaborative discussion will occur to address the situation and find a resolution together.

#### Teaching Practices

Utilizing teaching tools such as Second Step, Social Thinking, and Zones of Regulation, we work proactively to teach children appropriate ways to express themselves and manage their emotions. Our educators will provide guidance and support to help children develop positive social and emotional skills.

#### Continued Safety Concerns

If a child consistently exhibits unsafe behavior and compromises the safety of others, additional measures will be discussed, which may include:

- Conversation with student(s) involved
- Email sent to parents of the students involved
- Student conversation with the Early Childhood Coordinator
- Student conversation with the learning support teacher
- Meeting with parents, classroom teachers, and learning support

If the severity and frequency of the physicality continues within a short period of time, the following measures could also be taken:

- In-school and out of the classroom for a determined period of time.
- Early pick-up for the remainder of the day
- Modified attendance schedule (half days, early pick-up, or absence from school)
- Temporary or permanent exclusion of the student

We appreciate the partnership between school and home in promoting a safe and positive learning environment. By working together, we can help every child thrive socially and academically.

Thank you for your commitment to the well-being of our school community.

## **B. CIS Email Etiquette Guidelines**

CIS values effective communication. Face to face interactions are encouraged whenever possible. We understand that at times, such interactions cannot happen, and email may be seen as an effective means of communicating. Before using e-mail to communicate, it is important to be aware of the etiquette of electronic communication. The following are intended as aids to promote the appropriate and effective use of e-mail, at CIS and beyond. CIS does not allow abusive, disrespectful or slanderous emails.

1. Keep messages brief and to the point.
  - Who, what, when, why, where...
  - Write when you have something to say and a reason to say it
  - Write to confirm understanding
  - Write to create documentation
2. Keep the content professional/appropriate.
  - Write with the same respectful tone you use in verbal communications. Exhibit a courteous, conscientious and generally businesslike manner in the content. Please note that all capital letters in the text may be interpreted as the writer shouting at the reader.
  - Be careful with humor and sarcasm; the reader cannot hear the tone of your voice nor see the expression on your face.
3. Understand your audience and their preferences for receiving email. If you do not know the receiver's preferences or are unsure, ask before sending.
4. Make the "Subject" line informative.
  - Put the action required of the receiver on the "Subject" line.
  - State the subject of the message clearly. Receivers are more likely to read messages they can easily identify and prioritize.
5. Put "FYI" at the beginning of the Subject line if the message is simply to inform the receiver, no answer is required, and there is no urgency for reading.
6. Limit copies (Cc:) to those who are involved and really need to know.
  - Do not send to those who you think might want to know or who might be interested.
  - Do not use Cc: as an information service.
7. Do not forward an email without the sender's permission.
8. Always use blind copies (Bcc:) when corresponding to classes or sections of the school and when parents or personal email addresses are included.
9. Use the option "Reply All" sparingly and only when there is a need to inform everyone that received the original message.



## **C. Food Allergy Policy**

Cayman International School is committed to providing a safe school environment for its students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. CIS is not an allergen free campus. The school's aim is to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents. The school's policy is as follows:

### **SCHOOL'S PROCEDURES:**

- Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept confidential.
- CIS will strive to provide food allergy and anaphylaxis training for faculty and staff as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- In the case of a student with multiple, unusual, or life-threatening allergies, CIS will require the student/family to provide lunch and snacks to ensure the student's safety. Written signed permission from the family submitted to the Director in regards to purchasing food at school can be considered on a case-by-case basis.
- CIS may designate a table in the student's lunch eating area as "Allergy Aware" if helpful.
- CIS cannot guarantee that products with peanuts, tree nuts, or shellfish ingredients or other food allergens will never be present on campus or at school events. Likewise, CIS cannot monitor products sold at athletic events or special student sales, products brought for parties or celebrations, products brought on campus by non-school groups, or products served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.
- CIS will notify the classroom parents if there is a child in the class with severe life-threatening allergies. A sign stating that the homeroom is to be free of the products associated with the food allergens will be posted on the classroom door. Counseling for students and educational resources for parents will be available to support compliance in the homeroom of a child with severe life-threatening allergies.
- CIS will provide information on how to be a supportive friend for the students and parents in the class with a child who has life threatening food allergies.
- CIS will require the parents or guardians of a child with life-threatening allergies to acknowledge that they are fully aware of the extent to which CIS is committed to student safety and fully aware that CIS cannot guarantee that a student will never experience an allergy-related event at school or at a school sponsored trip or event.

### **PARENT/STUDENT RESPONSIBILITY:**

- Parents of students with life-threatening allergies must provide the teacher and administration with emergency medications and a written medical treatment

protocol for their student addressing allergy-related events. The protocol and medication must be provided prior to the beginning of the school year or at any time during the year when the child is diagnosed with severe allergies.

- The school office will maintain the medication and information according to the current emergency medical treatment policy. If the child is in Pre-K2 to Grade 5, the medication and information will be kept in the school office and in the child's classroom. If the child is in Grades 6-12, the medication and information should be kept in the office, but a student may carry and administer his own Epi-pen with written permission from his doctor and parents. In all cases, it is the parent's responsibility to be sure that medication is accessible during school hours and within its expiration date.
- Parents are responsible for educating their child about managing his/her allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if he is unsure about choosing foods in the lunchroom or classrooms.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their child.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals or snacks for their children. Written signed permission from the parents or guardians submitted to the Director in regards to purchasing food at school can be considered on a case-by-case basis.
- Parents of Pre-K2 to Grade 5 students may provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.
- Cayman International School cannot guarantee that a student will never experience an allergy-related event while at school. CIS is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

#### ACKNOWLEDGEMENT

All parents will be asked to acknowledge that they have read the Food Allergy Policy of Cayman International School in the back-to-school contracts packet. They will acknowledge they are fully aware of the extent to which CIS is committed to student safety and fully aware that CIS cannot guarantee that every child will never experience an allergy-related event at school or on a school sponsored trip or event

## **D. Ministry of Health Illness and School Attendance Policy**

Chicken Pox: A child with chicken pox should remain home until all lesions are crusted over, which may take about 5-7 days.

Conjunctivitis (pink eye)

- a) Bacterial: child should remain home from the time his/her eyes become red and draining until 24 hours after commencing antibiotics.
- b) Viral: child should stay home for 5-7 days, during which time they will be contagious.

Diarrhea and/or vomiting: child should be kept home until he/she has been symptom free for 24 hours.

Temperature: if the child has a temperature of 100.4 degrees Fahrenheit or above he/she should be kept at home until he/she has been symptom free for 24 hours.

Throat Infection: child should be kept home until 24 hours after commencing antibiotics.

Ear Infection: the child can be in school 24 hours after commencing antibiotics if the pain is not too severe to prevent the child from participating in activities.

Pediculus (Head Lice): the child can be in school once treatment has started, however he/she should be excluded from activities likely to cause exposure to other children.

Ringworm: the child can return to school once treatment has started; however he/she should be excluded from activities likely to cause exposure to other children.

Impetigo: the child should be kept home until treatment has started and all lesions are crusted over.

Cold & Flu: if symptoms are mild, the child can be in school. The child should be kept home if he/she generally does not feel well, has a persistent cough or is congested. The child should be kept home until any fever has subsided for 24 hours.

Cold Sores: A child with open blisters should be kept home if he/she is not able to comply with good hygiene practices: i.e. is a biter, drools uncontrollably, or mouths toys that other children may in turn put in their mouths. Return to school once the lesions are crusted and no longer weeping. Cover with a dressing where possible.

## **E. Fundraising Guidelines**

CIS recommends that students/faculty sponsors submit a “proposal” for a school sponsored fund raising activity to seek initial approval. See form in appendices. Final approval is to be obtained with the signature of the appropriate administrator and a copy submitted to the school’s Office Manager for their records. The sale of goods or fundraising on campus is strictly prohibited unless prior approval has been granted by the Director. Sales of various types may be held throughout the year by school clubs or classes. All fund raising activities will be supervised by the faculty. Fundraising activities often include activities to support various student organizations or school programs. Fund-raising should not present any conflicts of interest involving an individual’s partiality or personal affiliation to the charitable organization over the schools or interests of the school’s mission, instructional program, strategic plans and/or school goals.

### Recommended Fund Raising Activities:

- Fundraising activities must comply with all applicable laws related to the regulation of fundraising activities, including the Cayman Islands’ laws and regulations, and meet any legal pre-approvals or registration requirements as needed.
- CIS encourages fund raising activities that are in compliance with the law, enhance overall school and community spirit, and encourage student/faculty participation that aligns with the school’s mission and culturally appropriate activities.
- In the event that the fund raising activity is commonly accepted by the international community and/or sponsored by the PTA, such as a raffle for various prize values, the raffle must meet all legal requirements and local “gaming” laws.