



School Handbook

2022 - 23 Academic Year

~ Explore, Dream, Discover ~

Ciboney Centre for Excellence's School Handbook

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Mission Statement

Ciboney Centre for Excellence promotes a child centered, non-competitive, cooperative, caring atmosphere, where children grow at their own developmental rate utilizing learning styles and areas of high interest. The creation of an integrated literate environment, where a thirst for excellence and a solid spiritual foundation are nourished and fostered, so that a holistic approach to teaching and knowledge can be facilitated.

Philosophy Statement

Ciboney Centre for Excellence nurtures the continuing growth of children's knowledge and understanding of themselves and their world. It provides a safe, caring, stimulating environment, where learning flourishes.

Our programme recognizes that children are individuals and every child is unique. We accommodate the broad range of children's needs, their learning rates and styles, as well as their knowledge, experiences, and interests to facilitate continuous learning. We achieve this through an integrated curriculum incorporating a variety of instructional models, strategies, and resources. Ciboney honours the development of the whole child. It reflects an understanding that children learn through active involvement and play and that the nature of learning requires the essential role of language in mediating thought and communication.

The programme views assessment and evaluation as integral components of the teaching-learning process. Assessment and evaluation support the child's learning; they assist the teacher in making appropriate educational decisions. Ciboney Centre for Excellence values teachers and parents as partners in the child's education. Teachers and parents consult and collaborate to create for the child a climate of respect, success, and joy necessary for lifelong learning.

The Pillars

The following pillars are the structures around which the academic experience will build:

Language Skills – While this area fits into the general area of academics, which will be followed using a modern curriculum as approved by the Ministry of Education, it is important to single out language skills. Language forms the basis of communication and the ability to communicate well is an asset. A concentrated effort will be placed on this area both spoken and written. Students will be expected to use Standard English always during classes. This will not be restricted to only English period, but all classes. This practice is intended to assist the students in being comfortable in speaking. Spanish will be introduced as is being done in other government schools being mindful of the growing bilingual nature of the community.

Spiritual Discipline – We desire that our children be aware of, and give expression to, the Divine presence within; so, that they may learn to honour and respect themselves, all life and the environment. They will be taught about all faiths so that they will come to appreciate others who differ from themselves.

Information Technology – This will provide youth with an at-easiness with computers and their utilization as tools for personal development. Many children are introduced to computers in the form of games at a very young age and it is only later in life that they are exposed to the potential of the technology. The effort here will be to introduce the child from early, to experience the other side of technology, e.g. E-books, interactive learning, typing skills, communication platforms, the GSuite platform, and others.

Music – This discipline has been proven to be very effective in the overall development of children. Studies have also shown that youth who participate in a musical discipline perform better in their academic work. Students will be trained in many aspects of the discipline, as well as vocally, and will learn to play at least one musical instrument over the period of attendance at school.

Physical Education – This activity promotes the importance of healthy living and body awareness. It develops positive social behaviours and the ability to interact appropriately in situations involving physical activity. Students will engage in various forms of physical activity each day. Team sports will be encouraged and every effort will be made to assist the students in developing the skills of the different sports currently played in the territory.

Nursery Class

In September 2006, we introduced the Nursery Programme at Ciboney Centre for Excellence. The programme introduces one and two year olds to structured activities with other children. The children are exposed to a series of activities throughout the day beginning with group time which is followed by music, snack and creative play. Young children love to learn and should be encouraged to explore the world around them. Therefore, we guide the children to learn about their environment through play, art lessons and nature walks around the school grounds. Literacy skills and language development are enhanced through story time a few times a day and music lessons. We offer a structured play environment where even the youngest children of the British Virgin Islands can embrace learning in a developmentally appropriate setting.

Early Years Class

Learning in the **Early Years** takes place by **“doing”**.

The Early Years classroom is set up with a series of developmentally appropriate centres that promote learning and the attainment of early learning goals. Our day is structured so that there are large chunks of free-choice activity time interspersed with teacher-led group time. During free-choice time, the children are encouraged to play and investigate their world. Through play, children develop skills, concepts and attitudes to enable them to function in the wider community. They can gain information about the world around them and learn to work with each other. We give children choices so that they are in charge of their learning. The focus is on play and that learning is fun.

Young children learn through:

Observation, exploration, repetition, discovery, and imitation.

Multiage Class

The Multiage Class promotes cross-age learning over a four-year period. The classroom has a flexible grouping scheme that is based upon the ability of each individual child. Each child demonstrates respect for the individual learner in an environment focused on success and developmentally appropriate activities. The classroom is arranged in a way that allows children to actively engage in the environment through centres, projects, and a variety of learning experiences with their peers. We aim to create a community of learners that supports and nurtures each other.

The multiage classroom reflects purpose, activity, sharing, caring, and learning where children look to each other and not just to the teacher for learning opportunities.

Primary Class

In the Primary Class the emphasis begins to change slightly as the child is introduced to testing and attention begins to shift to focus on the various areas that the student will need to be proficient in, to pass on to Secondary School. They maintain working in an interactive classroom setting but the focus shifts slightly to encourage further study skills which will direct students at becoming more independent in their academic work, whilst still working in collaborative groups for specific portions of the day.

Secondary School

Ciboney Centre for Excellence takes the business of education very seriously. Through the work of our dedicated teachers and staff, we are committed to the academic, emotional, and social development of students at this critical time in their lives.

Exceptional middle-level education is substantially different from both elementary and high school education. At the middle level, students are developing their interests and academic habits, as well as finding their way socially. Ciboney's wide variety of course options are specifically designed to allow students to explore and discover areas of interest they may want to pursue in high school and beyond.

At the same time, students need to be challenged through classes that expand their knowledge and skills so they will develop academic habits needed to carry them through high school and post-secondary education.

We also recognize the responsibility of providing our students with an environment which will socially and culturally prepare them to participate in a globally interconnected world. Experiences are structured so that students of both similar and different perspectives and cultures will learn together. These academic experiences may be as immediate as in a classroom, or as far reaching as across the globe using the tools of technology. Quite simply, the mixing of cultures happens today throughout the work world and certainly in advanced academic settings. For our students, a sense of intercultural awareness and appreciation will be critical to their success in a global society.

Our hope is for your child to leave Ciboney Centre for Excellence with a promising academic future and a string of wonderful memories of relationships with friends and a caring staff.

At Ciboney Centre for Excellence, we wish to help your child become a well-rounded, caring and respectful person. In order to achieve this goal, we implement daily routines and regulations that may guide each child toward reaching his/her fullest potential.

School Board

The Ciboney Centre for Excellence School Board is responsible for establishing the governing policies that affect the school, advocating Ciboney's mission, and providing strategic guidance to the organization. Board Members are appointed and are a mixture of members of the community, as well as parents. The Principal of the School sits in on meetings in an advisory capacity.

School Administration

The Principal of the school is responsible for the daily operations and running of the school. He or she reports directly to the Board. The Vice Principals are also responsible for administrative duties and take on the responsibility of the school when the Principal is absent.

School Assemblies

The school assembles every morning for greeting songs and announcements. Each department assembles in front of their own buildings. It is imperative that students arrive in time for this assembly at 8.45a.m. On a Monday each department holds its own 20-25 minute assembly which revolves around a variety of themes, many of which include values, character traits, moral lessons, literature rich themes, and festive holidays. Teachers take turns leading these assemblies with the students. On a Friday afternoon, they once again assemble for 15 minutes to review what they learned relating to the theme for that week.

Hours of Operation and Arrival & Dismissal Procedures

The school day runs from 8.45a.m. to 3p.m. in Early Childhood and Elementary, and 8.40a.m. to 3.05p.m. in Secondary. Students can be dropped off at school from 8:00a.m., and can remain there until 4:00p.m., under supervision. Late fees apply before and after these hours.

When your child arrives at school, they must be escorted to the front gate to be checked-in. Under no circumstances can a student be left without a member of staff present. Students play outside, under the supervision of staff, until the morning bell rings.

All vehicles entering the premises are asked to take particular care as it is a school zone, and children are expected to be around transitioning from cars into the building.

After the bell rings at 3.00p.m., students play outside under staff supervision until they are collected. At that time, your child must be then signed out of the property with the log book.

Please note that parents who collect their children after 4.00p.m. will be subject to a late fee which increases incrementally as time goes on. If you are not able to collect your child, nor one of the designees on your contact form, parents will be contacted directly before the student is permitted to leave the property with someone else. Please notify the office of any changes to pick up routines.

Calendar

The school's academic calendar is released in the third term of the upcoming academic year. It is released again at the beginning of the school year in September. The calendar is posted on school notice boards, emailed to the school family, sent in WhatsApp, and is posted on the website. From time to time amendments must be made to the calendar due to unforeseen developments throughout the course of the academic year.

Faculty

Ciboney currently has twenty members of staff, including the Principal. Many work in team-teaching situations within our multi-age settings. To see the complete list of staffing, please visit the school website.

Field Trips

Field trips, cultural performances and school activities are part of the enrichment programme of this school and children are expected to attend all such activities arranged by teachers.

A signed permission slip must be completed in order for your child/ren to attend activities that are held off school premises or after school hours.

All students are expected to be well groomed when participating in school excursions or representing the school. School uniforms, unless otherwise stated, must be worn on such occasions. All students must abide by the school code whilst on excursions or representing the school. A high standard of behaviour, which will bring credit to them and the school, is expected from all students at all times.

Failure to meet the expected standards of behaviour will result in disciplinary action.

Grade Reporting - Report Cards

Each term, students receive report cards based on the expectations set forth for that term. Students in the Early Years and Multiage classes do not receive grades but merely focus on skills mastered and ones that need improvement. In the Primary Class students receive grades, as well as a similar report to the younger years. Secondary students receive their reports electronically.

The grading scheme for the school is as follows:

A			B			C			D			F
+		-	+		-	+		-	+		-	
100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	Below 60 percent
Excellent			Above Average			Satisfactory			Below Average			Failure
4 Points			3 Points			2 Points			1 Points			0 Points

Honour Roll - To achieve honour roll, a student must earn a grade of no less than 85 in all subjects.

Distinguished Honour Roll - The student must earn a grade of 93 or better in all subjects.

The students in the Nursery Class do not receive reports, however all teachers conduct Parent/Teacher Conferences after reports are sent home. All parents must attend such meetings to discuss his/her child's progress.

Assessment is conducted in many ways throughout the school. Teachers assess student learning through anecdotal records, portfolios, presentations, review assessments, tests, and various projects and assignments.

Grievance Policy

If there are concerns regarding policies, procedures, or disciplinary measures, parents may consult, or request a meeting with, the Principal. If a concern arises within a specific class, parents are encouraged to speak first with the classroom teacher. If the situation cannot be resolved, or requires further attention, the matter can be brought to the attention of one of the Vice Principals.

House Teams

Ciboney Centre for Excellence has three house teams: Cedar House (yellow), Calabash House (red), and Cactus House (green). Each staff and student are assigned a house team and that will be his/her team for the time they are at Ciboney.

The last Friday of every month is House Friday and students earn points for his/her team by being punctual, doing well on spelling tests, displaying good behavior, scoring well on the house quiz and other events (all of which occur throughout the month).

Illness / Injury

All of the staff of Ciboney Centre for Excellence are trained as Emergency First Responders. In the event of an accident, staff follow the procedures and guidelines laid out by their training, as well as the school. Parents are always notified in the event of an injury, or illness, of the student.

In cases where a child is sick and needs to seek medical attention, and especially in the case of communicable disease such as mumps, COVID, measles or chicken-pox, the school must be notified immediately. In such cases, a doctor's certificate **MUST** accompany the child on his/her return to school.

If a student has contracted something non-contagious such as fever, diarrhea, etc., students should be clear of signs and symptoms for 24 hours before returning to school.

If the child requires any form of medicine to be administered during the school day, parents must complete the prescribed form at school or send a message via whatsapp stating the dosage, time, and permission for a staff member to administer it.

Keeping Informed

Emails

We are a green friendly school; therefore, a great deal of our communication is done through emails. Each class sends a weekly letter home updating parents on happenings and what their children have done for the week.

The school also has an email address where school notices, event reminders, etc., are sent from.

Every parent is encouraged to check his/her email a minimum of once a day in order to stay updated on school correspondence.

Website

The school has a website (www.ciboneycentre.vg) where it keeps important school information and documents, as well as updates on clubs, fundraising and more.

WhatsApp

Classroom group chats are created as a means of keeping parents informed and up to date with notices and events reminders.

Facebook Page

The school has a Facebook page which it uses to keep updates on school activities, as well as student achievements and more. Please, feel free to find us on Facebook and "Like" our page.

P.T.A. (Parent-Teacher Association)

The P.T.A. meets at least once a term, more if necessary. Parents and teachers are expected to attend all meetings. Special programmes and presentations by parents, invited guests, and faculty members are critical to a strong PTA. The monies raised by this organization help to fund the annual purchasing of supplies for the school. The money is also used to assist with Sports Day awards and other things as needed.

Parent / Teacher Conferences

Parent/Teacher conferences are held once a term or semester, once report cards are released. All parents are required to attend these conferences and discuss their child's progress with his/her teacher(s). It is a wonderful opportunity to have an engaging discussion about your child's learning.

Meetings about student progress can also be arranged outside of the regular conference time, when arranged in conjunction with the classroom teacher.

Library

Our school library is housed with many amazing resources. Students are permitted to borrow a book on a weekly basis from the school library. If they return their book, they may borrow a new one. If your child loses a book, or it becomes unusable in their care, they will hold the responsibility of replacing it.

Students in the Secondary School will be given the option to become Assistant Librarians and aid in the upkeep and general maintenance of the library.

Recycling

Ciboney recycles glass, cans, and plastic which are collected on a weekly basis. We encourage all families to bring recycled goods to the compound, and to practice recycling in their homes as well. Our school also recycles newspaper, school paper, magazines, catalogs, cereal boxes, yogurt pots and other items that can be safely cleaned and used for art projects. Families are encouraged to contribute to our “box modeling” centres when they have such items. They should be completely cleaned before bringing them to school.

Personal Belongings

All students have their own personal cubby, locker, hook, or space, to place their belongings throughout the school day. All school items, especially in the Early Childhood and Elementary sections, should be labeled with the student's name. This way items are very easily identified if they come out of their spaces.

All students in Early Childhood and the Elementary school should bring a change of clothes daily in the event of any accident. Under no circumstances should students bring toys, electronics, or any other personal items to school. The school does not hold responsibility if any such items are lost or destroyed, and they will be confiscated if they are found being used on school property.

Playground Policy

Only students of the Ciboney Centre for Excellence are permitted on the school playgrounds, unless given permission from the administration office. Students are to abide by playground rules always, and are to follow the directives of the staff in charge at the time.

Rules set forth for the playground are primarily to do with the safety of all involved and are established based on best practices. Imaginary games which involve violence or inappropriate behaviour are strictly prohibited.

Policies

Please ensure that the following forms are read and completed accurately. The forms are available on the school website, as well as paper copies at the Office.

The Ciboney Centre for Excellence Registration Package - all students

The Ciboney Centre for Excellence School Handbook - all students

The Code of Conduct - Early Childhood & Elementary

The Code of Conduct - Secondary School

The Ciboney Centre for Excellence Syllabus - Secondary School

School Closures

The school will be closed on all Holidays, including National Holidays, Christmas, and Easter. In the unlikely event that school is required to close for the day, parents will be contacted by the school via email and/or telephone. The closure will also be posted on the Facebook page. Most decisions about closing school for the day are made before 7a.m. and are done so due to flooding, hurricanes, or other weather phenomenon.

If school needs to close before the end of the school day, parents will be notified via email and/or telephone as well. It will also be posted on the school's Facebook page.

School Lunch Drop-off

At Ciboney, we encourage a healthy eating policy. School lunches can be dropped off in the silver container between 10:30 and 12:00. Please ensure all lunches are labeled.

School Supplies

School supplies are primarily provided by the school, and are covered as a part of the annual registration fee. It is recommended that students maintain an extra supply of basic stationary and tools for homework purposes. Students must supply their own school bags, snack bags, water bottles, and pencil cases.

Parents are responsible for the payment of text-book fees at the beginning of each academic year. The school orders the books in advance, and then payment is made in September, once parents have been given the book list.

School Resources

Students are responsible for treating the school's resources with care and respect. These resources include but are not limited to books, activities, electronics, musical instruments etc. If they become lost or damaged, the parents will be held responsible for covering the cost of replacement or repairs.

Tuition

Registration Fees

Each year students must pay a registration fee for the upcoming academic year. This fee is non-refundable once paid.

Early Childhood & Elementary	\$200.00	(includes basic school supplies)
Secondary School	\$300.00	(includes lab and science fees)

Development Fees

There is an annual development fee for each student which helps cover costs of maintenance as well as development projects around the campus. That fee can be paid at the beginning of the year (\$200.00), or can be paid in ten monthly installments of \$20 per month.

School Fees

Fees may be paid by cash or cheque. Cheques should be made payable to Ciboney Centre for Excellence. Fees must be paid at the office. If delivered by a child or other third party, they should be enclosed in a sealed envelope with the child's name, class, and the amount clearly written on the outside.

A \$25.00 service charge will be payable on all returned cheques. Please note that a late fee of **10% of monthly tuition** will also be charged for fees not received within the first five days of the month.

Parents will be expected to pay for certain text books and supplies, which then become the property of the child. Advance notification will be given of such purchases.

For any child leaving Ciboney during the year, the full fee for the year is still expected to be paid. If a child is away from school for an extended period, the full fees must be paid in, if the place is to be reserved.

Tuition for each class is based on an annual fee that may be paid in 10 monthly installments, September through June, or in three term installments.

Class	Annual Fee	Monthly payment plan (10 months)
Early Childhood	\$4,000.00	\$400.00
Elementary	\$4,750.00	\$475.00
Secondary	\$7,000.00	\$700.00

Uniforms

Uniforms for Nursery & Early Years



(Boys can also wear the light blue polo shirt)

Uniforms for Multiage & Primary



(Monday & Wednesday)



(Tuesday & Thursday)

Uniforms for Secondary

Secondary students wear navy polos or shirts with khaki bottoms (shorts, skorts, pants).



P.E. Uniforms

PE Uniforms can be purchased from the school office. The cost per kit is \$30. Students in Secondary are required to wear the kit for classes, and Elementary students are encouraged to do so. PE kits can be worn on a Friday as well.



Volunteering

Ciboney welcomes volunteers to help at the school. We encourage assistance with clubs, courses, reading assistance, and more.

If persons wish to volunteer, they must first meet with the Principal or Vice Principals and fill out the volunteer form. As well, as required by any employees, volunteers should submit a copy of a recent criminal reference check for safety purposes.

Fire Drill Instructions

1. Classes will walk out of rooms or buildings in single file.
2. No running or talking will be permitted during the fire drill in order that all students may hear instructions always.
3. Teachers will see that all doors are closed after verifying that all students are out of the room.
4. In case the exit designated is blocked, the teacher in charge of the class will select another and follow instructions for leaving that exit.
5. The first person in the line will fall out of line, hold the door until the end of the column passes by, then report to her/his class.
6. Instruct students who may find themselves out of the room during the fire alarm to leave the building immediately by the nearest exit, and report to their class on the grounds or stay with the adult that is in charge.
7. When the last member of the class has cleared the building and is assembled, the class column will halt. Each teacher will check the roll and report immediately any person absent that should be there. Report those absences to the Principal or the Vice Principals. Please note that the class roll book must be in the hands of the teacher.
8. Classes will be held together on the grounds and teachers will await orders from the administration to return to the building, or to evacuate to Olde Yard Village. Each teacher is to march his or her class back at the end of the drill, observing good order and silence.

Earthquake Drill Instructions

1. All staff should instruct their students to get under a table as quickly and quietly as possible.
2. Instruct students who are out of the building at the time to proceed to an open play field and wait for further instructions.
3. All students and staff should remain under tables until instructed to come out.

After-School Programmes

Parents must sign their children up for such programmes, and pay the required fees, if they wish for their child/ren to participate. Examples of the programmes are: Reading Club, Math Club, Arts & Crafts, Dance, Ballet, Soccer, Swimming, Sign Language and many more. Clubs normally run for 45 minutes to one hour after school on a set day. Clubs change on a termly basis or as necessary.

Statement of Inclusion

Ciboney welcomes all students to our campus. Several team members have training in special needs, and we work closely with outside agencies including, but not limited to, The Wellness Centre, Therapy to Thrive, and the unit at the Ministry of Education. Our classrooms are all inclusive, where the needs of individual students are catered to and worked with for the growth of all.

Ciboney also welcomes staff and students from a wide variety of cultural and religious backgrounds. The school works to instill a respect for all, and an understanding of why being unique is important. We educate our students on religions and cultures from around the world, and work to instill a sense of understanding.

Duty to Report

Ciboney as an educational institution is accountable to the laws and policies upheld in the British Virgin Islands, as well as within the individual Ministries. If there is reason to be concerned for the safety of a student or staff member, it is our duty to report such concerns to the relevant authorities.

Settling in Procedures

Welcoming new students to Ciboney is always a pleasure, especially with our youngest learners. We do, however, recognise that it can be a challenge for parents and students, especially if it is his/her first experience of care and learning outside of the home.

At Ciboney our team works to greet each student as they enter campus and make them feel welcome. Teachers spend time building immediate relationships with students and parents alike so that a sense of trust is developed. The school works to stay in consistent communication with parents in the initial stages so that both parties feel comfortable. Students are permitted to bring a comfort toy or blanket, receive individual attention, and play especially with items of interest in order to assist with the settling in process.

Recruitment Process

Ciboney works to recruit the best educational staff that can be found within the British Virgin Islands and beyond. Posts available are released in late April where interested candidates can send an application package for review by the Administrative team and School Board. Candidates are then offered interviews, often more than one, to dialog and explore if he/she would be a good fit for our school and community environment. Applicants must have prerequisite qualifications, as well as possess the necessary experience to be considered for the interview process.

School Tours

Tours of our school and campus are available upon request. You can contact us at admin@ciboneycentre.vg to arrange.