



NHCS STUDENT & PARENT GUIDEBOOK

2023/24



NEW HORIZON
CANADIAN
INTERNATIONAL SCHOOL

VALUES. INNOVATION. WISDOM.



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Who we Are...



New Horizon Canadian International School (NHCS) promises to pay the highest attention to cultivating global perspectives to its educational practices, and will place a high-priority to building strong community values in order to strengthen our students understanding of the world around them.

The Tree of Life is a symbol of longevity, wisdom and strength. In ancient times, when a new community was formed, a tree was planted to signify the beginning of a new life – and every student at New Horizon will be given a new tree when they register with our school...



Our Core Values



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What We Strive For



Mission

We will inspire and nurture students to thrive in their learning, provide in their community, and deepen their understanding that education occurs everywhere around them.

Vision

To become a community where all are respected, and each member is encouraged strive to their highest potential

Motto

Values
Innovation
Wisdom

Strategic Priorities



STUDENT SUCCESS

To provide many pathways for all students to pursue relevant and innovative learning opportunities

LEADERSHIP EXCELLENCE

To provide a workplace that fosters creativity, inspires excellence and challenges everyone to embrace growth in the service of student success

COMMUNITY CONNECTIONS

To build strong and purposeful relationships amongst all community members in the service of student growth and success.

THOUGHTFUL MANAGEMENT

To establish dedicated management practices that ensure quality education is delivered to all our students



Principal's Message

At New Horizon Canadian International School we strive to create a warm and welcoming atmosphere that fosters positive relationships between students, staff, families, and the community. We believe that every child deserves to feel valued, supported, and encouraged to reach their full potential.

Our experienced and highly qualified teachers are passionate about teaching and are dedicated to creating a dynamic and engaging learning environment that challenges and inspires our students. They are committed to providing personalised attention to every child and to promoting a growth mindset that encourages students to embrace challenges and to learn from their mistakes.

At NHCS, we believe that a well-rounded education is essential to our students' success. To achieve this, we prioritise social-emotional learning, literacy, numeracy, physical education, and the arts. These components are integral to the British Columbia curriculum and are at the forefront of our educational objectives. We believe that learning should be fun, exciting, and impactful, and we strive to create an environment that inspires creativity, innovation, and a love of learning.

Sincerely,
Crystal Zaugg

Our School's Roots



The Tree of Life is a symbol of longevity, wisdom and strength. In ancient times, when a new community was formed, a tree was planted to signify the beginning of a new life. NHCS is starting a new life and we are very excited to have you be there with us

New Horizon Canadian International School promotes and values a learning and working environment of:

- Hands off, friendly, and bully-free
- Respect and safety for everyone
- Inclusive, free of discrimination, and mutual respect for individual differences

Bullying

We are an inclusive school, and all students are expected to treat each other with respect and fairness. Disagreements or misunderstandings between students will be addressed through problem-solving and restitution. Please notify your child's teacher or school administration if you feel your child is being bullied. Bullying is **NOT** accepted at New Horizon Elementary International School. Acts of bullying, including cyber-bullying, will be treated with strict discipline and parents will be involved in the process.

Extra-Curricular Activities

Having our students engage in the world around them is a crucial aspect of our educational philosophy at NHCS. Whether it be volunteering or activities that are outside of the classroom, we want to make sure our students have these experiences. We want to show our students that education can happen everywhere around them and by anyone within our community. We want this to be fun, engaging and an opportunity to grow a strong bond and culture at New Horizon Canadian International School.



NHCS Students

Qualities of a good student:

- Has a love for learning
- Has curiosity in the classroom and the world around them
- Is brave in making decisions
- Is organized and ready to learn
- A good student is resilient
- Connects learning to real life
- Collaborative and respectful with all members of the school and community

Responsibilities of a student:

- Attends classes on time and regularly
- Comes to class prepared with all necessary supplies
- Takes good care of school property
- Respects themselves and others
- Reads on a regular basis
- Always tries their best
- Welcomes challenges
- Loves to help others

NHCS Parents

Parents Responsibilities

Parents are called upon to encourage their children to participate in all aspects of the school's programs as fully as possible. It is the responsibility of the parents of children involved to:

- 1)** Take an interest in your child's learning.
 - Ask questions about their day
 - Get involved and participate with their learning.
 - Explore their learning with them
 - Show excitement for their learning
- 2)** Stay informed by reading communication sent home, such as newsletters, emails, etc.
- 3)** Inform the staff member in charge when and why the children will be absent.
- 4)** Be aware of the rules and regulations of the school
- 5)** Contact teacher and Principal if any issues of concern arise, we are here to help
- 6)** Support the children by being an active member of our school and its functions
- 7)** Appointments to meet with any staff member during school hours are expected and will be set by appropriate secretarial staff at each division.
- 8)** Parents will seek answers or a resolution by first communicating with the teacher, then the principal, and then the CEO, in this order.



SECTION III: SCHOOL ORGANIZATION



PreK Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday
08:00-08:05	Flag	Flag	Flag	Flag	Flag
08:05-08:30	Morning Carpet	Morning Carpet	Morning Carpet	Morning Carpet	Morning Carpet
08:30-09:00	Academics	Academics	Academics	Academics	Academics
09:00-09:30	Snack	Snack	Snack	Snack	Snack
09:30-10:00	Music	PE	Art	Music	Art
10:00-10:30	Centres	Centres	Centres	Centres	Centres
10:30-10:45	End of Day				
10:45-11:30	Reset				
11:30-12:00	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet
12:00-12:30	Academics	Academics	Academics	Academics	Academics
12:30-01:00	Snack	Snack	Snack	Snack	Snack
01:00-01:30	Music	PE	Art	Music	Art
01:30-02:00	Centres	Centres	Centres	Centres	Centres
02:00-02:15	End of Day				

BC Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday
08:00-08:05	Flag	Flag	Flag	Flag	Flag
08:05-08:30	Morning Carpet	Morning Carpet	Morning Carpet	Morning Carpet	Morning Carpet
08:30-09:00	Academics	Academics	Academics	Academics	Academics
09:00-09:30	Snack	Snack	Snack	Snack	Snack
09:30-10:00	Music	PE	Art	Music	Art
10:00-10:30	Centres	Centres	Centres	Centres	Centres
10:30-10:45	End of Day				
10:45-11:30	Reset				
11:30-12:00	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet	Afternoon Carpet
12:00-12:30	Academics	Academics	Academics	Academics	Academics
12:30-01:00	Snack	Snack	Snack	Snack	Snack
01:00-01:30	Music	PE	Art	Music	Art
01:30-02:00	Centres	Centres	Centres	Centres	Centres
02:00-02:15	End of Day				

Yearly Schedule



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AUGUST 2023

SU	MO	TU	WE	TH	FR	SA
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 01 Admin Arrives
- 15 National Day of Mourning
- 16-17 New Teachers Arrive
- 20-24 Staff Orientation
- 27 First Day of Class

SEPTEMBER 2023

SU	MO	TU	WE	TH	FR	SA
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 12-13 Parent Teacher Interview
- 14 No Classes

OCTOBER 2023

SU	MO	TU	WE	TH	FR	SA
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 08-14 Mid-Term Break
- 31 Halloween

NOVEMBER 2023

SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 22 Progress Reports
- 23 Parent Teacher Interview

DECEMBER 2023

SU	MO	TU	WE	TH	FR	SA
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 17-31 Winter Break

JANUARY 2024

SU	MO	TU	WE	TH	FR	SA
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01-06 Winter Break
- 18 Report Card Prep – No Classes

FEBRUARY 2024

SU	MO	TU	WE	TH	FR	SA
					01	02
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 08 Parents-Teachers Interviews
- 14 100's Day
- 18-24 Spring Break

MARCH 2024

SU	MO	TU	WE	TH	FR	SA
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 17 Bangabandhu's Birthday
- 26 Independence Day
- 31 Easter Sunday

APRIL 2024

SU	MO	TU	WE	TH	FR	SA
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 07-20 Eid Ul Fitr Break
- 14 Bangla New Year

MAY 2024

SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 01 Labor Day
- 02 Pro-D (No Class)
- 23 Report Card Prep (No Class)

JUNE 2024

SU	MO	TU	WE	TH	FR	SA
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 13 Last Day of Class
- 16-30 Summer Holidays

JULY 2024

SU	MO	TU	WE	TH	FR	SA
		02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 02-31 Summer Holidays

2023

2024

Holidays

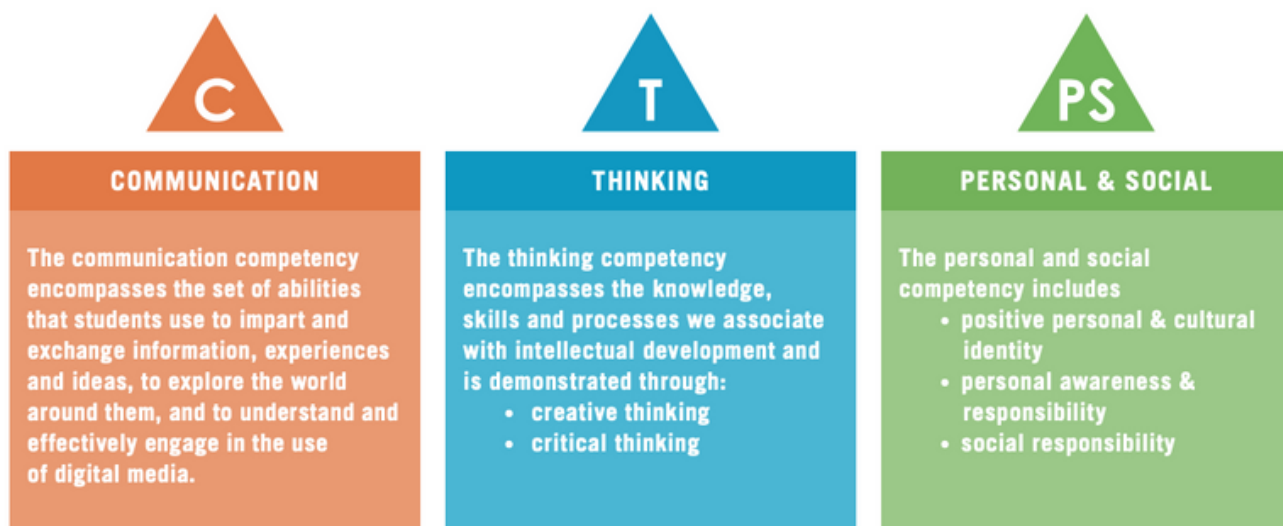
The holiday schedules at New Horizon Canadian International will remain (for the most part) consistent on a yearly basis, but some minor fluctuation of time may vary depending on federal and/or local customs; every year the CEO and BC Offshore School Representative will adjust accordingly and let staff, students and families know.

Emergency Procedures

Procedures for emergencies such as fire, earthquake or extreme weather will be in place and clearly communicated to staff and students. Fire drills will be conducted on a regular basis throughout the year so all staff and students understand the importance of it and know exactly what they need to do if an emergency were to occur.



THE BC WAY...



SECTION IV: ASSESSMENT AND EVALUATION


Communicating student learning is a vital component of the learning process and fundamental to student success. This is an ongoing process throughout the school year that involves the teacher, the student, and the parent. The assessment information communicated to parents includes: suggestions on how to improve student learning, and how parents can support their child in the process.

New Horizon Canadian International School will NOT be assigning letter grades on report cards for all students in the BC primary program. Teachers now use the British Columbia Ministry Proficiency Scale as a component of communicating student learning with families.

This change in reporting practice has occurred across the province of British Columbia and we must align our school with the Ministry of Education's reporting policy and with BC's redesigned curriculum. We believe it is vital all members of our school receive meaningful information about their child's learning. This shift will:

- Focus on learning as a continuous process
- Support a better understanding of learning; focus on next steps
- Encourage student reflection and goal setting
- Empower students to take ownership of their learning
- Foster hope, efficacy (belief in themselves), and a culture of learning

British Columbia Ministry Proficiency Scale

Proficiency Scale				
	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.
	<i>"I don't get it yet, but I'm trying."</i> <i>"I am just getting started and learn best with help."</i>	<i>"I'm starting to get it."</i> <i>"I get some of it, and I am beginning to do more and more on my own."</i>	<i>"I get it."</i> <i>"I can do it on my own."</i>	<i>"I really get it and can teach others how to do it."</i> <i>"I go beyond what is expected of me."</i>

SECTION V: SCHOOL POLICIES AND PROCEDURES

Student Attendance and Punctuality

It is the responsibility of the teacher to monitor promptness to class and daily attendance. Teachers must ensure that early interventions are initiated for students who have a poor attendance pattern. This will include informing the Principal to ensure that the parents are informed.

Teachers will report student absences daily to the office. Students who arrive late to class are to report directly to the office, sign-in, and then proceed to class. Progressive discipline as determined by the individual school's attendance policy should be begun for any students who regularly arrive late to class.

Consequences for excessive absences:

- **10th absence** – an email/letter is sent to the student and parents communicating an attendance concern.
- **15th absence** – a meeting with the student and parents to sign an attendance contract which - based on which grade the student is in and how the current academic performance is.
- **20th absence** – the attendance contract is to be adhered to and implemented for that particular student. Continued absences can result in expulsion from NHCS.

Please notify the school if:

- Your child/children are going to be absent - the office will be calling home if a student is absent with no excuse. Students who arrive late **MUST** sign in with the Principal and take a late slip to their classroom teacher.
- Any changes in your home address, phone number, cell numbers, email addresses, guardianship, emergency contact numbers, and medical alerts - teachers must be informed when a parent/guardian is removing a child from school. We will not let an unauthorized person take a child from the school grounds.
- Please ensure the school is in receipt of current court documents and photographs in the case of custody issues.

Electronic Devices

Bell to Bell Policy

Be advised that any cell phones and/or other electronic devices brought to school are at the risk of the owner. The school will not be responsible for lost, stolen, or damaged devices. Should a student need to phone home they can use our school phone with permission from their teacher. Devices are not to be used at any time during the school day, including recess and lunch, and will be confiscated until the end of the day if in use without teacher permission. Therefore, we strongly recommend that students do NOT bring any electronic devices to school.

Student Progressive Discipline Policy

It is expected that New Horizon Canadian International School develop discipline policies intended to provide a structured approach to the resolution of classroom behavioral concerns and/or attendance issues that are impeding student success. The policy is intended to be helpful, not hindering; constructive not constraining; and, most importantly, positive, not punitive.

As professional educators, it is our responsibility to evaluate the issue in a timely manner, to initiate communication as soon as necessary, to provide ample opportunity for the student to improve, to follow each step of the process with integrity, and to be conscientious in follow-through.

Process for Use of Progressive Discipline Policy

Level 1 – Student/Teacher Discussion

Level 2 – Parent/Teacher Discussion

Level 3 – Principal/Teacher Discussion

Level 4 – Referral to the Offshore School Representative/CEO

Field Trip Policy and Procedures

New Horizon Canadian International School recognizes the benefits of student field trips when such trips supplement educational programs for students. Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. It is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Assessment and management of risks in herentin off-site activities
- Safety of students, staff, and volunteers

Supervision

Conscientious supervision of students on our campus and during field trips is very important to us. Our number one priority is to ensure the safety of all our students. Volunteer supervisors will be screened by the Principal or a certified designate for suitability with the assurance every child will be taken good care of.



Informed Consent

The written informed consent of parents/guardians is required for participation of students in field trips. A full description of the field trip, in English and Bengali, must be provided to parents/guardians in writing and must address:

- How the field trip supplements the educational program
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating
- Trip itinerary consisting of destination, date, departure and return times
- Transportation arrangements
- Description of supervisors: teachers, and other adult volunteers
- Behavioral expectations of students
- Contingency Plan: cell phone, first-aid

ALL signed forms and any applicable fees must be submitted to the school no later than 12pm (noon) the day BEFORE the field trip. Any permissions forms handed in the day of the trip will NOT be accepted.

Awards and Ceremonies

End of Year Ceremony

At the end of each school year we want to encourage all teachers and classes to honour and celebrate their students and recognize them for their strengths, provide them with focuses to grow and wish them a happy summer break. This formal event serves to not only acknowledge the achievements of our students, but also provides tangible motivation for the other students to continue their hard work toward achieving their own educational goals.

Other Events and Ceremonies

At New Horizon Canadian International School we acknowledge a variety of special events surrounding western holiday traditions, such as Halloween, Thanksgiving, Valentine's Day and Easter in a culturally and politically sensitive manner. We also want to fully embrace and celebrate all Bangladesh cultural holidays and celebrations to grow a thoughtful and inclusive culture at NHCS.



For more information contact one
of the school admissions offices or:

New Horizon Canadian School Admissions Office

📍 Hatirjheel/33/A, South Kunipara, Tejgaon, Dhaka-1208

☎ 01689-112233 ✉ admissions@nhcs.bd.com 🌐 www.nhcs.com.bd