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**CIA FIRST**  
**INTERNATIONAL SCHOOL**

ការវិវឌ្ឍលើកម្មវិធីសិក្សាអន្តរជាតិ និងកម្មវិធីសិក្សាជាតិ ជំរុញឆ្ពោះទៅកាន់សមត្ថភាពជាសកល.  
**Moving International and Khmer Education towards Global Competence.**



# Message from Board of Directors



Our Board of Directors'  
Chairman and Vice-Chairman

*Dear Parent of a Prospective CIA FIRST Student*

*On behalf of CIA FIRST we would like to thank you for your interest in our school. We are very proud of our school and we consider it to be the highest endorsement that a school may receive when a parent chooses to enroll their child in that school.*

Choosing CIA FIRST as your child's school means that they will be part of one of the largest International Schools in Cambodia. We are proud of the quality of education our students receive and the accomplishments of our graduates. CIA FIRST's graduates have continued with post-secondary studies all around the world. CIA FIRST is a private, non-sectarian international school that opened in 2004 with 16 students and the mission to cater to all students without prejudice, and to enable the "whole child" (physical, mental, moral, and social) to master local and global competence and citizenship.

Our school provides students with international English speaking curricula, but also offers students additional tracks in French and Chinese (Mandarin). The Khmer curriculum elective, which includes workbooks developed by CIA FIRST for K5 - Grade 12, has been recognized by the Ministry of Education, Youth, and Sport. Our school values diversity and global citizenship, which is reflected in the enrollment of our student body representing more than 18 countries and 12 primary languages spoken in the students' homes. While some may see this as a challenge for educators, at CIA FIRST we see this as a rich opportunity for our students to learn side-by-side with peers from diverse backgrounds, thereby enriching their education experience and global competence.

CIA FIRST uses a standards-based curriculum supported by the American AERO framework – challenging, professionally validated, voluntary academic standards. CIA FIRST has been awarded accreditation by the Western Association of School and Colleges (WASC) for grades PK – 8 and the school has begun the WASC accreditation process for grades 9 – 12.

CIA FIRST values innovation and has innovative initiatives around parent engagement, environmental sustainability, social responsibility, and technology. CIA FIRST has a partnership with the Rotary Club Phnom Penh ("Interact" – the Rotary Club's international youth service club for youth 12 – 18 years of age). In addition, we have three Parents as Partners Associations (Kindergarten, Elementary, and Middle/High School).



Mr. André Struve, Director of CIA FIRST

## A Conversation with the School Director

### How would you describe the CIA FIRST Educational Program?

*CIA FIRST offers a USA-based educational program that is designed to develop global competence, analytical and critical thinking skills, while meeting the needs of students from diverse language and cultural backgrounds. We believe in educating the "whole child" and that the best student outcomes occur when there is strong engagement and empowerment of parents as the child's first and foremost teacher.*

*It is also critical to have schools, families, and the community all working together to support the education and development of the child. We provide co-curricular subjects such as Information and Communication Technology, Music, Art, Physical Education, Swimming, French, Chinese, as well as a range of clubs and societies. Furthermore, all full-time students have the option of pairing their international program with the Khmer curriculum elective, which has been recognized by the Ministry of Education, Youth, and Sport.*

### What was the original purpose in establishing CIA FIRST International School?

*International quality education must be accessible for all children around the world. Due to a tremendously wide gap in quality and price between poor education institutions and international quality education institutions in 2004, the Cambodia International Academy (CIA) was created in order to fill this gap and offer high quality international education at an affordable price.*

### How far has CIA FIRST progressed since its inception?

*In 2004, CIA FIRST began with a student population of only 16 students. Since then we have been growing steadily. All of us at CIA FIRST place high demands on our curriculum, teaching quality, co-curricular activities, facilities, and school management. We have developed a culture of strong teamwork, embracing all stakeholders of the school community.*

*We have reached a level in all above mentioned criteria which exceeds school standards found in developed and western countries. Yet, even amidst all this success, we are keenly aware that our improvement efforts must never cease.*

### What do you envision for CIA FIRST's future?

*CIA FIRST will always make a strong contribution to high quality education at an affordable price. Now that we have moved into our new campus we envision widening the circle of participation from other schools in shared learning events, sports activities, and community events that will be open to parents and other community members. Ultimately, we want our school to reach more broadly than just our student body. CIA FIRST wants to help create and support a just, prosperous, and global-minded society here in Phnom Penh.*

# CIA FIRST at-a-glance



CIA FIRST has been awarded accreditation by the Western Association of School and Colleges (WASC) for grades PK – 8 and the school has begun the WASC accreditation process for grades 9 – 12.” CIA FIRST now offers our high school students the American College Board’s Advanced Placement (AP) program so that they may experience college level curricula and examinations to better prepare them and position them for collegiate studies.

CIA FIRST International School’s curricular program emphasizes the development of long-term transferable understandings rather than purely acquisition of knowledge and skills. The curricula are embedded with authentic performance tasks which assess the students’ abilities to apply their understandings to real-world situations in addition to more traditional assessment methods. Through the use of overarching enduring understandings and essential questions, teaching and learning always focuses on the ‘big ideas’ and long-term transfer goals. The school aims to equip its students with the tools necessary for them to succeed in further education and beyond, both in the local and international contexts.

CIA FIRST believes in educating and developing the “whole child”. Our campus includes a Fitness Sala, playful learning space, basketball court, two pools, 3 computer labs with 100 workstations; and all classrooms grade 1 and above are equipped with Wi-Fi, computers, and LCD projectors. Afternoon activities at CIA FIRST include: Yoga, Reading Club, WAVE Dance and Music Club, Global Citizenship Club, Chess Club, Science Club, and Fencing Club.

CIA FIRST offers online Northwest Evaluation Association M.A.P. (Measures of Academic Progress) testing twice per year.

**CIA FIRST offers language assistance programs to students, staff, family, and community members.**

- 🎓 General English Program (GEP)– enrollment is open to anyone to learn English from basic to advanced
- 🎓 English as a Foreign Language (EFL) intensive support program – for students with low English proficiency for the general education classes
- 🎓 Intensive Learning Program (ILP) – taught by an education specialist who is trained in supporting students with particular learning needs
- 🎓 CIA FIRST offers free Khmer language lessons for staff who are non-native Khmer speakers

**One 5th grade student wrote about being inspired at CIA FIRST because,** “the students are confident enough to share their ideas with other students... My classmates are really friendly... CIA FIRST gives the students a good education. For me, CIA is the best school in Phnom Penh.”



## Principles

Our Four Guiding Principles:

- ♥ Health and Safety
- 👤 Environmental Care
- 💬 Respect Earns Respect
- 👏 Learning to Give and Joy of Sharing

## Vision

We envision new heights of achievement for the individual learner and everything within his/her reach and power to influence: family, community, the world. In our endeavor to enhance a broader, international educational experience and to develop informed, socially and environmentally responsible global citizens, we are committed to:

- ✓ Providing a learning environment that will promote the highest possible international English and Khmer education
- ✓ Providing a physical environment that is conducive to quality teaching and learning
- ✓ Fostering cooperation with students, parents and community in the pursuit of best educational standards competitive on a global level
- ✓ Promoting 21st century skills, knowledge and attitudes necessary for life-long learning
- ✓ Encouraging attitudes that promote a sense of responsibility and self-reliance, contributing to a positive self-image and independent learning
- ✓ Undertaking the responsibility of producing students equipped with high moral character, personal discipline, vocational efficiency, duties of local and global citizenship, appreciation of the Arts, and a love for their home, world and nature.

## Values

Diversity, Global Citizenship and Competence, Parent Engagement, Innovation, Education and Development of the whole Child.

## Mission

CIA FIRST International School is a non-sectarian international/private school that caters to the needs of all youth without prejudice to their national, racial or religious affiliations. Our primary concern is to enable the “whole child” to master local and global challenges of today and the future. We are committed to providing our students with a stimulating learning atmosphere where they can discover what is essential for their physical, mental, moral and social development and experience the joy and love of learning in their early years.



## The Future of CIA FIRST

### WASC Accreditation

CIA FIRST has been awarded accreditation by the Western Association of School and Colleges (WASC) for grades PK – 8 and the school has begun the WASC accreditation process for grades 9 – 12.

The WASC Accrediting Commission for Schools uses research-based criteria centered in three areas:

- 1) School goal of successful student learning
- 2) School has a clear purpose and school-wide student goals
- 3) School engages in external and internal evaluations as part of continued school improvement to support student learning.

### Technology Innovations

CIA FIRST piloted the use of Kindle e-Readers to replace textbooks in our middle school. This pilot proved successful as students generally improved in the following areas:

- 1) Increased interest in and time spent reading
- 2) Improved retention of information read (because with an electronic device it is easy to highlight key information, conduct a fast key word search, and sometimes even play the text in audio)
- 3) Higher test scores and grades.

Additionally, utilization of these devices reduces book costs, is easier to carry than multiple books (resulting in students being able to essentially carry an entire library with them wherever they go), and it is environmentally friendly (reducing paper use). CIA FIRST will broaden this innovation by introducing e-learning devices to all students grade 6 and higher beginning in the 2014-15 school year.

With substantial growth in the size of the CIA FIRST student body space on campus was at a premium. CIA FIRST recently moved to a large, new campus, with state-of-the-art technologies. With this vibrant new space and high-quality technologies CIA FIRST looks forward to increasing our outreach to and support of the community.





## Community Partnerships

## University Partnerships

There are three pillars that support a child's education and development:

- 1) Family
- 2) Schools
- 3) Community

The community supports a child's education and development by providing health care, stimulating and supporting the child's interests and education (in areas such as art venues, zoos, sports teams, and botanical gardens), providing opportunities for work experiences and internships, and providing opportunities to students to develop leadership experience and skills.

CIA FIRST seeks to continue developing a deep and broad list of community partners who will offer CIA FIRST students and their families discounts on services and will also share with CIA FIRST students tours of their business to peak student understanding and interest in different vocational areas.

CIA FIRST is proud to have established the first Cambodian Rotary INTER-ACT Club, sponsored by the Phnom Penh Rotary Club. Through this club and our Student Council we support the following NGO's and organizations: Save poor Children in Asia Organization, New Hope for Cambodian Children, Friends International, Pour un Sourire d'Enfant, Who Will Village, Kantha Bopha Children's Hospital, Tiny Toones, Operation Smile, Karuna Youth Club, Hagar Cambodia, Missionaries of Charity, and Children Surgery Center.

CIA FIRST also regularly hosts community events such as: the annual Human Rights Soccer Tournament on Human Rights Day, a Road Safety Basketball Tournament, Women Power Volleyball Tournament, Family Day, and International Children's Day Festival (an event organized by children, for children).

At CIA FIRST we want to see all of our graduates continue in their educational pursuits beyond their time at CIA FIRST. To strengthen our students' knowledge about their college options we are developing partnerships with universities to recognize and endorse the quality of education received at CIA FIRST, to acknowledge support for consideration of CIA FIRST graduates, to provide accurate information about the university's enrollment guidelines and timelines, and to have school's offer tuition reductions to CIA FIRST graduates. The university partnerships that CIA FIRST pursues are with top level universities both domestically and abroad; and with a diverse array of strong colleges.

*CIA FIRST also seeks to only develop partnerships with universities abroad if they have a strong international student support program.*



## Parents Engagement

There is a vast body of research, data, and studies to support the fact that when parents are actively engaged in supporting their child's education that the child will achieve better academically: will go further in their education, receive better grades, miss fewer days of school, and is more likely to attend a higher quality university. There is also evidence to support that this kind of parent engagement deepens the parent's understanding of and support for the school. And additionally, this engagement improves the parent-child relationship.

At CIA FIRST we define "Parent Engagement" as the active and ongoing process of engaging parents, improving communication, collaboration, and deepening understanding and respect for international cultures and global citizenship toward the common goal of educating and developing the whole child.

One of the ways that CIA FIRST encourages and supports parent engagement is through Parents as Partners Associations (PaPAs). There are currently three PaPA's at CIA FIRST:

- 1) Kindergarten PaPA,
- 2) Elementary PaPA, and
- 3) Middle-High School PaPA.

Each of these PaPA's is led by parents who have been elected by their peers to serve as PaPA officers.



Mr. Sok Heng Phay  
Human Quality Manager,  
Phnom Penh International Airport

*"As a former teacher I know about what makes for a strong, high-quality school and about the important difference that receiving a good education makes in a person's life. I am very pleased with the education that my son is receiving at CIA FIRST and I also like that the school supports us, as parents, to partner in supporting our children's education. I am pleased to be able to serve as the Chairperson of the Elementary Parents as Partners Association at CIA FIRST."*





## 21st Century Learning - The Digital Classroom

Since academic year 2014-2015, CIA FIRST has implemented a fully digital classroom in grades 6-12. This includes a Wireless Access Point (WAP) in each and every classroom for wireless internet access coupled with a Bring Your Own Device (BYOD) policy. Students are required to bring any laptop or tablet with a screen size greater than 7 inches (windows laptops are recommended for productivity). Both digital and print learning resources are provided for each subject of study.

Among the benefits of a digital classroom to learners at CIA FIRST are:

- ✓ Access to a huge amount of information on the world-wide web
- ✓ Digital copies of textbooks
- ✓ Access to online-subscriptions for enrichment material
- ✓ Ease of portability (one device versus multiple textbooks)
- ✓ Improved attainment of digital literacy and 21st Century skills
- ✓ Increased engagement in learning
- ✓ Increased interest in and time spent reading
- ✓ Improved retention of information read (with electronic devices it is easy to highlight key information and make annotations)
- ✓ Greater diversity of performance products for assessment (Web blogs, videos, presentations etc)

CIA FIRST endeavours to ensure that all inappropriate content on the internet is blocked from student access by the school's firewall.





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INTERNATIONAL SCHOOL

# SCHOOL CALENDAR FOR 1<sup>ST</sup> SEMESTER 2016 - 2017

SEPTEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 01.09.2016 Beginning of First semester
- 10.09.2016 K-5 Child Protection Day (reaching out to families) and team building in the afternoon
- 17.09.2016 MS/HS Child Protection Day (reaching out to families) and team building in the afternoon
- 24.09.2016 Constitution Day
- 30.09.2016 Pchum Ben

OCTOBER						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 01.-03.10.2016 Pchum Ben; Substitute holiday
- 15.10.2016 Commemoration Day of King's Father Norodom Sihanouk's Death
- 24.10.2016 Paris Peace Agreement; Substitute holiday
- 29.10.2016 King Norodom Sihamoni's Coronation Day
- 10.-28.10.2016 MAP Testing

NOVEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 09.11.2016 Independence Day
- 13.-18.11.2016 Water Festival, days of school closure
- 26.11.2016 MS/HS First PTSC

DECEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 02.-03.12.2016 K-G5 First PTC
- 03.12.2016 PaPA Elections
- 03.-04.12.2016 International Angkor Wat Running Event
- 10.12.2016 Human Rights Day
- 6th Human Rights Soccer Tournament
- 17.12.2016 FAMILY DAY
- 26.12.2016 CHRISTMAS; substitute holiday

JANUARY						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 01.01.2017 International New Year; substitute holiday
- 07.01.2017 Victory over Genocide
- 18.-20.01.2017 Khmer semester 1 tests for K-G5

■ HOLIDAYS (School closed)  
■ CIA FIRST Notes

## GENERAL

School: 97 days; including test days  
Holidays: 9 days; not including the days which fall on Saturday  
2 additional days of school closure for Water Festival





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**CIA FIRST**  
INTERNATIONAL SCHOOL



Fully Accredited for Grades PK-8 by the Accrediting Commission for Schools, Western Association of Schools and Colleges. Accrediting Commission for Schools, Western Association of Schools and Colleges, 533 Airport Blvd., Suite 200, Burlingame, CA 94010, Website: [www.acswasc.org](http://www.acswasc.org)

## School Fees for School Year 2016 / 2017

### Registration, Re-enrollment & Tuition Fee

		Kindergarten K3 - K4	Kindergarten K5	Elementary G1 - G4	Elementary G5	Middle G6 - G8	High G9 - G12
Registration Fee* (New Students)	One time	USD 400					
Re-enrollment	Each year	USD 50 / 150 / 250 (depending on re-enrollment date)*					
Tuition fee 1st of September 2016 until 30th of June 2017	FULL-TIME						
	Month	USD 319	USD 340	USD 355	USD 355	USD 409	USD 464
	Semester	USD 1,595	USD 1,700	USD 1,775	USD 1,775	USD 2,045	USD 2,320
	Year	USD 3,190	USD 3,400	USD 3,550	USD 3,550	USD 4,090	USD 4,640
	PART-TIME						
	Month	USD 223	USD 231	USD 264	NA	NA	NA
	Semester	USD 1,115	USD 1,155	USD 1,320	NA	NA	NA
	Year	USD 2,230	USD 2,310	USD 2,640	NA	NA	NA

### Miscellaneous Fees

		Kindergarten K3 - K4	Kindergarten K5	Elementary G1 - G4	Elementary G5	Middle G6 - G8	High G9 - G12
International Test Fee (M.A.P.)	Each Year	N/A	N/A	USD 35 for G3 to G12 only			
Technology & Resource Fee	One Set	USD 130	USD 130	USD 160	USD 160	USD 160	USD 180
P.E. & School Uniform	One Set Stock/Tailor	USD 25/30	USD 25/30	USD 25/30	USD 25/30	USD 25/30	USD 25/30

### Books & Materials

Books & Materials for Khmer Curriculum recognized by MoEYS		K4 - G3	G4 - G6	G7 - G9	G10 - G12
One Set		USD 40	USD 50	USD 60	USD 70

### Optional Transportation Fee

Optional Transportation Fee		Each Child per Month
Two ways		USD 47
One way		USD 36

### EFL (English as a Foreign Language) Intensive Support Program

This optional English support program is available for students who require English language support in order to integrate into mainstream classes. Fee: \$70 USD per month for intensive EFL support.

## CIA FIRST INTERNATIONAL SCHOOL

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# Explanation of School Fee for School Year 2016 / 2017



## General

- There will be a 5% tuition fee discount for full-year payments and 2% tuition fee discount for full-semester payment. Other tuition fee discounts will not be applied in conjunction with these discounts.
- Tuition fee discount of 5% for second child and for each further child 20% .
- Employees of companies with MoU receive discounts according to stipulations in MoU.
- The Exceptional Student Education program (ESE) and the EFL intensive support program are separate and independent from tuition fees.
- Fees do not include electronic devices, such as tablets needed for Grade 6 and up. The school is not responsible for any loss or damage of devices.
- Tuition fees are not refundable nor are they transferable.
- The school offers the following study modes and schedules:

	K3 – K5	G1 to G4	G5	G6 to G8	G9 to G12
Full-time: International curriculum + co-curricular enrichment courses	8.00am to 4.15pm, Monday to Friday	8.00am to 4.15pm, Monday to Friday	8.00am to 4.15pm, Monday to Friday	8.00am to 4.15pm, Monday to Friday	8.00am to 4.15pm, Monday to Friday
Full-time: International curriculum + Khmer curriculum elective	8.00am to 4.00pm, Monday to Friday (only K4 and K5)	8.00am to 5.00pm, Monday to Friday	8.00am to 5.00pm, Monday to Friday	8.00am to 5.15pm, Monday to Friday	8.00am to 5.15pm, Monday to Friday & Saturdays from 8.00am to 11.30am
Part-time: International curriculum	<b>Morning schedule:</b> 8.00am to 11.30am <b>Afternoon schedule:</b> 12.30pm to 4.00pm	<b>Morning schedule:</b> 8.00am to 11.30am <b>Afternoon schedule:</b> 12.30pm to 4.00pm	N/A	N/A	N/A

## \*Re-enrollment Fee

The re-enrollment fee has to be paid for each re-enrolling student, but not for newly registering students. Re-enrollment is completed when all due school fees are fully paid. Loyalty discounts on the re-enrollment fee for school year 2016 / 2017 are shown in the table (below):

Re-enrollment date	Until 31 July	1 to 31 August	From 1 September
Loyalty Discount	<b>200 USD</b>	<b>100 USD</b>	No Discount - "First come, first served"
Re-enrollment fee* to be paid	<b>50 USD</b>	<b>150 USD</b>	<b>250 USD</b>

## Technology & Resource Fee

All students are provided with original, state of the art learning resources, most of which are digital and internet based materials and subscriptions. The school's ICT infrastructure has also been enhanced to facilitate the usage of digital materials including high-speed internet. Original books as well as manipulatives are provided for classroom use and remain the property of the school in order to adhere to the school's mission of maintaining affordable tuition fees.

## Uniform Fee

The fee of each uniform unit includes one set of school uniform and one set of P.E. uniform. One set of P.E. uniform consists of one shirt and one short. For 30 USD the school uniform is tailored according to measures of the student. Each student needs 2 sets of uniform. Dress other than provided uniforms is not permitted.

## Khmer Books/Material Fee

The set of Khmer books and materials include high quality, subject specific student work books; in addition to usual student learning material of the Khmer curriculum recognized by MoEYS.

## Advanced Placement (AP) for High School

Adopting AP courses will strengthen the academic rigor and broaden post-secondary opportunities for CIA FIRST students who elect to take AP courses. Although the school will incur additional costs by implementing AP, CIA FIRST will make AP courses available for all academically qualified students without charging additional fees. The only exception being that a student who elects to take a year-end AP exam will incur the 130USD per course testing fee.

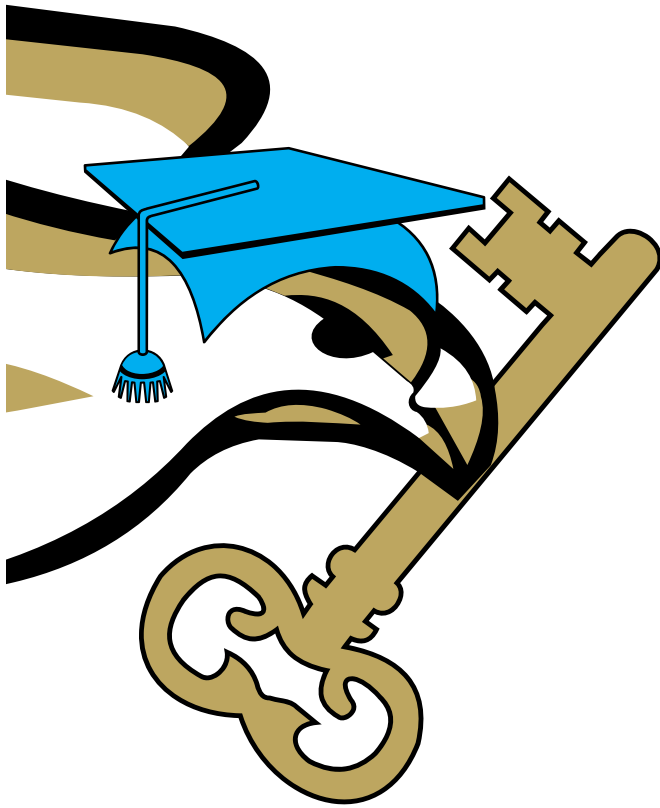


**Note:** Please refer to the school's fee collection policy to avoid any delayed payment sanction. CIA FIRST International School reserves the right to increase fees.

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**Moving International and Khmer Education towards Global Competence.**







## Enrollment and Tuition Information

There are four easy steps to enroll your child at CIA FIRST:

1. Go to the school's front desk and ask for an enrollment form
2. Complete the enrollment form (new students should take the Assessment Test before completing the enrollment form)
3. Attach two (2) 4x6 colored photographs to the enrollment form (individual pictures of the mother, father, and child)
4. Proceed to the accounting office to pay school fees

### **CIA FIRST INTERNATIONAL SCHOOL**

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