

Caribbean International Academy



Teachers' Information Booklet

2018-19

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Staff List

| Teaching Staff | | | |
|-----------------------------|----------|---|-----------------------|
| Name | | Main Subject | Room/Extension |
| Callsen | Sylvia | Grade 6 | |
| Carty | Silvia | Drama Grade 9-12 | |
| Chisholm | Todd | Principal | |
| Dolson | Stevie | Grade 1-2 | |
| English | Ashley | Phys. Ed grade 9-12 | |
| Fedyndy | Daisy | Spec Ed./Credit Recovery/Humanities | |
| Gloor | Brett | Grade 7/Head of Elementary | |
| Guillemer | Gaelle | Grade 1-8 French | |
| Hollerer | Matthew | Guidance/IT support/High School Teacher designate | |
| Horjus | Hanneke | Grade 3-4 | |
| Horton | Patricia | Grade 9-12 English | |
| James | Neville | Music grade K-8 | |
| Kauffeldt | Melissa | Business Studies 9-12 | |
| Kevorkova | Krystyna | Sciences 9-12 | |
| Kobelt | LaNecia | Grade 5 | |
| Kobelt | Vincent | In-class student support/data management/Assistive tech support | |
| Kurup | Chitra | Early Years program | |
| Lefler | James | Math grade 9-12 | |
| Moore | Reliegh | Grade 8 | |
| Rossi | Sarah | Science Grade 9-12 | |
| Sikkas | Cor | Visual Arts Grade 9-12 | |
| Sullivan | David | English Grade 9-12 | |
| Wachockier | Rubens | Math/Physics Grade 9-12 | |
| Wigman | Mirjam | Grade 1-6 Dutch | |
| | | | |
| | | | |
| Administrative Staff | | | |
| Name | | Position | Room/Extension |
| Halley | Ashley | Bookstore/Library | Ext 20 |
| Jagger | Simran | Accounting office | |
| Kalmez | Ama | Work/Residency permits/Health plan | Ext 29 |
| Richardson | Myonie | Head of Admissions/Admin assistant | Ext 24 |
| Issaint | Fritz | Security | |

CIA – Important dates & Holidays for 2018-19

| | |
|---------------------------------|---|
| Wed. Aug 1-Aug 3 | PD days for teachers |
| Mon. Aug. 6 th | New Student Orientation 9:00-11:00 a.m. |
| Tues. Aug. 7 th | 1 st day of school for students |
| Tues. Aug 28 th | Meet the Teacher night – Full School |
| | |
| Fri. Sept. 14 | Awards assembly – 8:45 am |
| Fri. Sept. 28 | Mid-term marks in high school |
| | |
| Fri. Oct. 12 | High school report cards sent home |
| Wed. Oct. 17 | High School parent teacher interviews |
| Mon Oct 1 – 5 th | mid term break no school |
| Mon. Oct. 8 th | Constitution day no school |
| | |
| Fri. Nov. 2 nd | Elementary marks in |
| Fri. Nov. 9 th | Elementary report cards sent home |
| Wed. Nov. 14 th | Elementary parent teacher interviews |
| | |
| Fri. Dec. 7 th | High School soft copies of exams in |
| Wed. Dec. 12 | Hard copies of exams in |
| Mon. Dec. 17-19 | High School exams |
| Thurs. Dec. 20 | last day of school (half day), high school marks in |
| Fri. Dec. 21-Jan10 | Christmas holidays no school |
| | |
| Fri. Jan. 11 | PD day – promotion meetings for high school no school |
| Mon. Jan. 14 | 1 st day back for students |
| Fri. Jan. 18 | High school semester 1 report cards home |
| | |
| Fri. Feb. 1 st | Elementary marks in |
| Fri. Feb. 8 th | 1-8 report cards sent home |
| Wed. Feb. 13 th | Parent teacher interviews elementary |
| | |
| Fri. March 1-5 | Regatta weekend no school |
| Fri. March 8 th | High school marks in |
| Fri. March 15 th | mid term report cards sent home |
| Wed. March 20 | High school parent teacher interviews |
| | |
| Thurs April 18,19 | Easter Break no school |
| Mon April 22-May 3 | Carnival Break no school |
| | |
| Fri. May 24 th | High school soft copies of exams in |
| Wed. May 29 th | Hard copies of high school exams in |
| Thurs/Fri May 30,31 | Ascension Day no school |
| Mon. June 3 | Elementary Marks in |
| Thurs. June 6,7,10 | High School exams |
| Tues. June 11 th | last day of school (half day) for Elementary |
| Wed. June 12 th | Grade 8 graduation |
| Thursday, June 13 th | Grade 12 graduation |
| Fri. June 14 th | PD day |

Teacher Dress Code

Teachers should dress for success every day. As professionals we are expected to model the profession by our actions and our appearance. The way we dress speaks volumes about who we are. Our employer expects us to model the respect we have for the established dress code of the school. Thus the following Expectations for Teachers Dress have been made. These are to be followed by all staff. The exception to this code would be for Special Days such as Spirit Days, Halloween and Formal Dress Day every Monday and limited situations as approved by the Principal (i.e. personal injury).

It is my hope that we can “walk the talk” by showing our students that we are truly professional in all we do including the way we appear before them. A very good “rule of thumb”.....If you could wear it to the beach you should not wear it to school.

Expectations for Men

- Dress pants or walking/dress shorts no shorter than a few inches above the knee
- Dress shirts or collared golf/polo shirts
- Dress shirt and tie and dress pants for Monday Formal Day
- Closed shoes or “nice” sandals
- NOT: jeans or gym shorts or cargo shorts, Flip Flops or t-shirts

Expectations for Women

- Dresses/Skirts – length must fall no higher than a few inches above the top of the knee (no jean skirts)
- Nice slacks – not jeans or Yoga pants
- Walking/Dress Shorts or Skorts no shorter than a few inches above the knee
- Midriff tops or tank tops should not be worn
- Shoulder straps of tops should be at least two-three fingers wide
- Shoes are to be professional. Dress sandals can be worn but no flip flops.
- Make-up should be subtle
- Hair should be natural looking

No shorts on formal Mondays

Grades 9-12 Daily Schedule

| | | | |
|--|-------|---|-------|
| Period 1 (HR, announcements, attendance) | 8:30 | - | 9:50 |
| Period 2 | 9:55 | - | 11:10 |
| Lunch | 11:10 | - | 11:50 |
| Period 3 | 11:55 | - | 1:10 |
| Period 4 | 1:15 | - | 2:30 |

Grades 7 - 8 Daily Schedule

| | | | |
|--|-------|---|-------|
| Period 1 (HR, announcements, attendance) | 8:30 | - | 9:15 |
| Period 2 | 9:20 | - | 10:05 |
| Period 3 | 10:10 | - | 10:50 |
| Period 4 | 10:55 | - | 11:40 |
| Lunch | 11:45 | - | 12:25 |
| Period 5 | 12:15 | - | 1:20 |
| Period 6 | 1:25 | - | 2:30 |

Primary Junior (Grades 1-6)

| | | | |
|--------------|-------|---|-------|
| Class Begins | 8:15 | | |
| Recess | 10:35 | - | 10:50 |
| Lunch | 12:10 | - | 12:50 |
| Class ends | 2:15 | | |

“Sign-in and out” procedure for teachers

Teachers are asked to please use the finger scan in the Montessori office when they arrive and leave at the end of the day. Teachers are asked to be in their classrooms **15 minutes before** the start of classes and **30 minutes at the end** of the school day. The time at the end of the day is to provide any remedial assistance to students. The exception would be if a teacher was involved with an extra curricular activity that began at 2:30 pm. It is an expectation that teachers be visible in the hallway outside their classroom just before classes start, during rotation and at the end of the school day.

Security

Please be vigilant with the locking of classrooms when a teacher is not present. **Do not give your keys to students.**

Please lock all personal valuable items in your classroom and if possible, do not bring valuables to school.

Inclement Weather

Should a serious storm occur and you are unsure of whether school will be open or not, tune in to the radio station **PJD2-1300AM** or **LASER 101**. If there is electricity, we will post on our facebook page, website and email parents. Should the school be closed to the students due to inclement weather, it is expected that teachers should come to school at the earliest possible time to help with clean up work and organize classrooms. In the event that school is to be closed, a telephone chain will be implemented among staff.

Communication/Morning Announcements

Email will be the main form of communication in keeping staff informed. Please check at least at the start and the end of each day.

Brett Gloor will send out morning announcements by 7:45 a.m. each morning. If teachers have anything they would like included in the morning announcements, please ensure it is sent to Brett no later than 7:30 am, but preferably the night before. Elementary and High School teachers are expected to share the daily announcements with their students during the first 5 minutes of the school day in Homeroom/First period.

Photo Copying/Scanning

Teachers are expected to do their own photocopying. The photocopier is located in the library and is for teacher use only. It can be used for scanning as well as copying. There are also a few scanners located in classrooms for teacher use. Teachers are advised to make sure they photocopy any material needed for classes ahead of time since we only have the one

machine to meet everyone's needs and there can sometimes be a line-up. Please report any problems with the machine to Ashley, our library tech. If there are any paper jams, read the instructions on the machine itself for fixing and take care not to tear paper when you are removing it.

A great deal of the school budget is taken up with our photocopying costs and teachers are asked to consider alternate methods such as scanning and emailing or posting pdf's for student use.

WIFI

Our school has an open access wireless network for both student and teacher use. Students are able to access only **CIA ACCESS**. It has a "capped" bandwidth but allows student use for research purposes. Teachers will be given access to the password protected **ciastaff** network. Please do not share this password with students. There is a greater bandwidth on this network allowing teachers to download and share larger digital files.

CIA Phone Use Policy

Recognizing that cell phones are an integral part of today's society, students will be allowed the use of their phones on the school property while outside the classrooms. Since we need to respect the privacy of others, taking pictures is not allowed at any time unless staff grants permission.

Within a classroom, phones are to be used for educational purposes only (with teacher's discretion). Teachers can decide to allow students to listen to music during independent work, but the students must create prior playlists in order to avoid the need to constantly change songs. Once the song playlist is chosen, the phone should not be visible for the remainder of the period.

All other uses for the phone, including taking pictures, accessing social media, playing games and watching videos are **not allowed within the classroom setting**. Students are expected to enter the classroom with the phones and headphones/ear buds out of sight.

Consequences of Misuse: Students who do not comply with the above mentioned policy might be asked to surrender their phone. Refusal to surrender the phone will be considered defiance, which will have disciplinary consequences that can include suspension.

Students who surrender their phone will lose the device for a period of time (dependent on the number of occurrences). For repeat offenders, parents may be contacted and asked to pick up the phone from the principal. In serious cases, students may lose the right to use any phone on school property.

Keys

Staff members will be given keys to their classrooms. There are no master keys for the building and if keys are forgotten teachers are asked to seek the

principal for assistance. Please return classroom keys at the end of semester 1 so that they can be redistributed for semester 2 timetable.

Cars/gas cards/Parking

Staff who have been assigned a car are reminded that it is for the sole use of the teacher and his/her spouse only. In the event of an accident immediately notify administration and Simran. For any car "issues" please contact Simran and she will set up a servicing appointment. We have road side assistance through Nagico. The phone number in the event of flat tire, jump starts, keys locked in the car, etc. is 587-1037. Gas allowance of \$40 will be deposited on teacher's gas cards at the start of each month (unused amounts are not carried over). The Texaco Gas station in Cole Bay at this time is the only one where you can use your card.

Staff parking is available along the side of the classroom building and down the road in front of Jordan Village. Avoid parking directly in front of Little Beirut. Teachers living on campus are asked to park their cars inside the school gates at night and move their cars back outside by 7:45 am.

Illness

The protocol for school absence due to illness is to email or text Todd by 7:00 am. There are very few supply teachers available so for the most part we will access internal coverage. Internal coverage will be shared as equitably as possible. When there are two teachers available during a period, each teacher will take on a half period of coverage each. Please provide "structured" work for your students to complete that does not require any in-depth instruction. Either email or send the lesson with another staff member along with **course class lists. A supply teacher package for emergency is to be given to Brett at the start of the school year for Elementary teachers.**

Personal Leave Days

As per the contract, every full time teacher has three personal leave days. Please submit your requests to the Principal so that we can avoid having several people planning for the same day when our supply pool is so limited. We also ask that the personal leave days not be attached to a holiday. **Please do not leave them for June, as it is a busy time.**

Staff Meetings

Regular staff meetings will be the first Tuesday of the month (start time 3:00) in the library. Additional staff meetings will be scheduled as needed, especially during the second semester leading up to our annual Ministry Inspection.

Supervision

For all duties - teachers please do not dismiss your class to recess or lunch before the dismissal time, in order to be sure that a teacher is already on duty. If you have recess or lunch duty, please escort your class down 2 or 3 minutes prior to dismissal time to ensure you are on time and visible for the arrival of the first students. Thank you for everyone's co-operation.

Morning Arrival

Montessori, Early Years & Grade 1-2 and 3-4 will assemble in front of the cafeteria by the picnic tables. The Montessori assistant will supervise students. Students must keep school bags in this area. Classroom teachers will meet their students at 8:10 and escort them to their classrooms at 8:15. Students are not allowed to enter the classrooms before this time.

Grades 5-8 will assemble on the sports court. Students must keep school bags in this area. Grade 5 & 6 teachers are to meet their students outside the staff room and escort them to their classroom at 8:15. Grades 7 and 8 can remain on the sports court until Fritz blows the whistle then they head up to their classrooms to meet their teachers. Grade 7 and 8's may also enter their rooms at 8:15 with teacher permission for quiet study time before the start of period one at 8:30.

Grades 9-12 may assemble at the bottom of the school hallway. With teacher permission they can enter classrooms at 8:15 for quiet study time or use the library for that purpose as well.

**** Students should not be in classrooms unsupervised***

Dismissal

Early Years and Grades 1-6 are dismissed at 2:15 p.m. Teachers escort their classes to the picnic area via the hallway by the admin offices. Students either meet their parents in the picnic area, head to their buses from the picnic area or are picked up by their parents in the round-about. Teachers are to remain with their students until all have been picked up. Grade 7 and 8 are dismissed from their classrooms at 2:30 p.m. After-school coaches and teachers of after-school ECA's are responsible for collecting their students from the picnic table area. All primary after-school classes or meetings will start after 2:30 p.m. and not before this time.

Primary/Junior Supervision Rules

Recess Rules

1. One duty teacher needs to be by the monkey bars/sandy play area (potentially dangerous) and one duty teacher needs to roam the play yard.
2. Students may use designated equipment during recess and lunch. Students are not allowed access to the equipment room.
3. Students should ask teachers on duty to use Bathrooms on the primary/junior floor.
4. No glass bottles on the yard – students may use the fountain on the basketball court.
5. Gazebo area is out of bounds.
6. Monkey bars – no sitting on top, as the older children tend to block the younger ones – keep moving! No pulling on dangling feet and legs.
7. No bare feet in the sand.
8. **Hallways and stairwells are out of bounds.**
9. No play fighting
10. Tag is allowed as long as there is no body contact
11. If necessary, time out consequences sitting in the shade can be assigned. (length is at the teacher's discretion)
12. Students should not stand or sit on picnic tables.

Lunch Time Rules

- 1 Children arrive and are assigned a picnic table by grade. They are to remain at their table until 12:25. Dismissal is **by table**, when all are seated and the table is cleared of rubbish.
- 2 After dismissal from the table, students may quickly bring their lunch things to the outside of their classroom door, but must leave the hall directly afterwards.
- 3 Cups, juice or soda containers and water bottles are not to be used in the playground.
- 4 Students may use designated equipment during recess and lunch. Students are not allowed access to the equipment room.
- 5 Supervisory teacher is to blow whistle at 12:50 or ask Fritz to blow his whistle to indicate the end of lunch.

Intermediate/Senior Supervision

Morning and After School

1. Please be visible in the hallways as much as possible, especially during transition times between periods.

LUNCHTIME

Picnic Table Area Supervision

1. Please be at the entrance to the picnic table area by 11:45 for Intermediate and 11:15 for Senior lunch and monitor that area for the first 15 minutes. Remind students to clean up their area before leaving to the sports court.
2. In the second half of lunch please walk between the picnic table area and the sports court.
3. Students may use designated equipment during lunch. Students are not allowed access to the equipment room.
4. At 11:50 for Seniors and 12:25 for Intermediates please blow the whistle or have Fritz blow his whistle and direct students that lunch is finished and it is time to move to class. Remind them to pick up garbage if they forget.
5. Only grade 12 students who have returned their "acknowledgment" form are allowed to leave campus during lunch. All other students who need to leave at lunch hour (e.g. being met by a parent for an appointment) will have been given an admin permission slip that they show to Mr. Fritz in order to leave the school premises.

Other supervisor(s)

1. Please monitor picnic table or sports court area whichever has the greater number of students.
2. Please have students sitting on the benches, they are not to sit on the tables. Also, the monkey bar/sandy area is out of bounds.
3. Please do a stair patrol a few times over the course of the lunch hour as students are not to be eating or "hanging out" on the stairs or hall areas.
4. Students can use the library at lunch time for study purposes as long as Ashley or a teacher is in the library to supervise them. They are NOT allowed to eat or drink in the library (teachers are reminded to follow this rule as well).

Lunchtime uniform policy

Students are to wear proper uniform unless they are playing basketball or any physical activity on the sports court. If they are not playing their uniform should be correct. Upon returning to class they must be back in uniform.

Sports Equipment Room

Only teachers who use the sports court or coach extracurricular sports will have access to the equipment room. Only students under direct supervision will be allowed in the equipment room. The Senior Phys. Ed. Teacher will be in charge of the equipment room but its upkeep will be the responsibility of all teachers who use it. Any equipment that is taken out for lessons or sporting events must be promptly returned to its original place by the teacher who took it out.

Designated equipment will be left out for students to play with during lunch and recess.

Telephones

To phone another teacher or department in the school, simply dial the 2-digit extension number. An updated internal Phone Extension List will be distributed to staff and should be attached to the wall near the phone in each classroom.

When phoning the Dutch side of the island, enter the 7-digit number only.

To phone the French side of the island:

If it is a land phone, the code is 011 590 590, then the 6 digit number.

If it is a cell phone, the code is 011 590 690, then the 6 digit number.

Lost Property

Any items found should be handed in to Fritz. Students looking for items lost must check with Fritz to see if it has been handed in.

Field Trips

Please submit a field trip request form to Todd or Brett well in advance. If coverage is needed, please ensure that is included on the form. Parent permission to participate is required, there is a form to be completed by a parent or guardian for each student going on a field trip. There is one included with this package. Students must also have health insurance coverage. Please consult with Myonie for a list of students' insurance information, this list should be taken on the field trip. Students must have insurance and the school must have the information in order for the student to participate. All field trips must be approved by administration before planning begins. Any money collected for a trip should be locked up in the office and not left in classrooms overnight.

Ordering Supplies

There is a link "request supplies" on the Faculty page on our website for ordering supplies. The request goes to Gillian and if approved by the principal and the supplies are available at the school, teachers usually have them within a day or two. However, if something needs to be ordered it could take some time, so teachers need to take that into account when placing a request. Always check with the principal for approval before purchasing an item(s) that is needed. In some circumstances, teachers will be given permission to purchase an item(s) and be reimbursed through the accounting department.

Extra Curricular Activity Policy

Teachers at CIA are expected to participate in extra curricular activities in support of our mission and values to encourage a balanced lifestyle in school, the community and after school activities. We are enthusiastic about our sports, clubs and activities as a further means of instilling the values of teamwork, sportsmanship and cultivating a lifelong appreciation for the arts and physical activity. As some activities are seasonal, we encourage staff to look for opportunities to participate in extra curricular activities throughout the school year.

Extra curricular activities which have been offered at CIA in the past include:

| | |
|-----------------|------------------|
| Student Council | Music/Choir |
| Soccer | Dance |
| Volleyball | Scuba |
| Basketball | Games Club |
| Newspaper | Swim Team |
| Yearbook | Triathlon Team |
| Science Fair | Snorkeling |
| Debate | Running Club |
| Drama | Ultimate Frisbee |

If you are interested in sponsoring or coaching an activity that is not listed, we encourage you to speak with Brett about your ideas.

Brett will work with staff to coordinate and organize a schedule of ECA's for Primary and Secondary School.

Staff are asked to also support our students by attending swim meets, races, games, performances that involved our school teams and clubs.

Computers/Library

Teachers must accompany their classes when going to the library. A book exchange schedule will be created for Elementary classes. Teachers wishing to bring their class to the library to work should check with Ashley for availability. Most of the classrooms have a teacher computer for inputting marks and teacher comments for report card purposes. There are printers in a number of classrooms. Please minimize your time on the computer when you have a class. Teachers can print from the staff computer to the photocopier in the library. Password is Cupecoy2017. The photocopier also has a usb slot for printing from saved files.

If you experience any problems with computers, please contact Todd/Matt.

Attendance

Elementary teachers enter student attendance at the start of the day and after lunch in Trevlac. All High School teachers are expected to keep attendance **each period for each class** in Trevlac. Any student **leaving the school** for any reason **must report to the administrative office to sign out**.

If you receive any sick or excuse notes of any kind, please keep them in an attendance folder. Ms. Myonie or the principal will inform teachers of any phone calls or letters from parents received at the office.

In Trevlac use the code **excused** for those students who have submitted a note or an email from a parent. Use **unexcused** for incidents where notification has not been received from a parent or guardian.

LATE PROCEDURE

Students less than 15 minutes late for High School periods 1 and 3 are to report directly to their classroom **NOT** to the main office. Students more than 15 minutes late must report to the main office to obtain an admit slip. It is the responsibility of each teacher to enforce the CIA late policy. Please track student's lates in Trevlac with the following consequences.

For every 3 unacceptable reasons for being late, students receive a lunch hour detention. After 3 detentions per semester parents will be contacted through the office and in-school suspensions will be considered.

Acceptable reasons for being late (accompanied with a parent note or phone call):

- | | |
|--------------------------------------|------------------------|
| -Medical, dental, legal appointments | -Compassionate reasons |
| -Injury | -Illness |

Unacceptable reasons for being late (even with a parent note):

- | | |
|-----------------------------------|----------------------------|
| -Slept in | -Late returning from lunch |
| -Working on a project or homework | |

Reporting

Report Cards

Each teacher is required to enter the marks, attendance, comments and learning skills on the report cards for each student they teach.

Trevlac is a cloud based program so it can be accessed both at school and at home. Prior to the report card process, a memo outlining timelines will be issued and training will be provided for any teacher who is unfamiliar with the system, on the process of inputting the required data and information.

Grades 1-8

There are 2 formal reporting periods for the Primary/Junior divisions in January and June. At these intervals, the Ontario Provincial Report Card is used. In October/ November an Elementary Progress Report is issued.

Grades 9-12

There are 4 formal reporting periods for the intermediate and senior grades. There are mid-semester and final reports for each of the 2 semesters.

Dates for all reporting periods are listed on the important dates table.

Parent Interviews

They will be scheduled after the report cards have been issued. In the days leading up to the interviews, students will consult with you during class time about booking an interview. Time slots are given to suit both teacher and parent, and marked on interview forms.

Renweb

Parental contact on a regular basis is expected. Renweb is our communication management system that is available for teachers to post a short summary of lessons and homework on a daily basis. Teachers are able to send individual and group emails to parents through Renweb. It also has a grade book program that allows parents to follow their child's progress. Renweb training will be provided for all new teachers.

POLICIES AND OTHER PROCEDURES

Fire Drill

At the sound of the fire alarm, all students and staff will leave classrooms and proceed quickly and in good order down the closest stairway to the courtyard and then proceed to the sports court where the student body will wait until called back into class. Teachers are reminded to bring a class list in order to do attendance.

Teachers will ensure that all students have left the classroom before closing the door. Turn off the lights. Identify or specify one student to hold the door while students file out. Books and bags are to remain in the rooms and not be carried out. Matt and Vincent will be on "sweep" patrol and check classrooms and washrooms before heading to the sports court.

The teachers will lead or follow their students down the stairway in an orderly fashion, single file and take students to the sports court. North Stairway following the sidewalk by the pool and South Stairway walking along next to the railing by the cafeteria and entering the south entrance to the sports court. Students will clear the courtyard as quickly as possible without running.

Any staff not in classrooms will also move to the sports court in order to ensure good crowd control.

Classes will line up with grade 12's at the North end and in descending order down to primary and then Montessori near the street end of the sports court. Teachers will take attendance at the sports court of the current class they are teaching. Have the students stay with you, standing together as a class.

Mr. Chisholm will determine when students will return to class and notify staff.

The security guard on duty will open the school gates at the sound of the fire alarm and remain there until such time as the gates will be closed or the fire department arrives.

Lock Down Procedure

When the designated all-call occurs, staff are to stop all class activities and immediately shut and lock the classroom door and close the blinds. Do not open the door for anyone until directed by law enforcement officers or the principal.

If details are not immediately announced, turn off the lights and arrange students in the classroom where they are the least visible (get to the floor).

Remain quiet.

Free up the classroom telephone.

Ignore all bells and keep students in the classroom until further notice.

Take attendance immediately and keep the attendance book with you as you and your class may be asked to relocate.

Students in the bathroom will be directed to move to the nearest classroom or secure area by the principal.

If the class is meeting outside of the building please keep the class together and move them to the nearest safe location.

Injuries on School Premises

Policy: All student injuries are to be treated seriously by teachers and staff. Where possible, first aid should be administered. In all cases it is important to protect the student from further injury. As soon as possible, parents are to be informed of the injury.

Procedure:

1. Remove the student from danger or further injury; however students with head injuries should not be moved.
2. If the student is ok to walk, please take the student to Myonie or Gillian's office. The first aid kit is located in Gillian's office.
3. If the student cannot or should not move, please send a student to Myonie or the principal's office to call home or to get help.
4. As ambulances take a long time to arrive, the principal will make the decision if the student should go to Mullet Bay Clinic and will drive them or arrange for a driver. The parents can then meet at Mullet Bay Clinic.
5. A brief report should be written by the teacher in charge describing the accident and the steps taken afterwards. The report should be left with the academic office.
6. In the case of minor injuries, headaches, scrapes, the students should go to Myonie's office. If they are leaving the school, they must sign out at the office.
7. Staff with First Aid Certification are:

Examination Procedures and Policies

Students are responsible for knowing the date, time and location of their examinations. Students should arrive ready to enter the examination room at least **10 minutes before the start of exam**. No books, bags are to be with a student at their seat. They must be left at the back of the examination room. Students will not be allowed to enter the examination room 30 minutes after the start of the exam; alternate arrangements may be made. In most cases any student who arrives late will be required to finish the exam within the allotted time. All exams are scheduled into a two-hour time period. Students are to remain in the exam room until dismissed by the supervising teacher. Once a student is finished the exam, he/she may turn it into the supervising teacher and remain quietly in the exam room until the 2-hour time has expired. Students who do not have a scheduled exam are not required to be in attendance at school.

NOTE: Teachers are there to monitor the exam only. They may provide clarification to the questions only. Any alternate or additional assistance must be cleared with the Principal.

Exam seating and preparation: Students may choose their own seat in the row designated by the supervising teacher. No talking is allowed. Teachers will distribute exams face down on the desk. The exams must not be turned over until the students are told to do so. Once the exam begins, students should check to see that they have the full examination paper before writing. Please make sure that your name is on the answer sheet and the examination paper. Please read the instructions carefully. Within the first 15 minutes, teachers will circulate an attendance sheet for student signatures. Paper will be provided for the answering of exam questions. Students are responsible for bringing writing/math/science instruments as needed. Please bring extra pens and pencils.

Illness

Parents must phone in any student absences to the office before the start of the examination. All missed exams due to illness **must be supported with a doctor's note**. Missed exams due to illness will result in an estimated mark assigned by the teacher once the legitimate absence is established.

Absences other than for illness are not excused and will result in a zero mark for the examination component of the course.

No cell phones or music devices, smart watch, etc allowed at a student's desk. If they are brought into the exam room they must be turned off and left in a student's bag at the back of the exam room.

Cheating

Talking to another student during the exam, using notes that have not been approved for the exam, writing of formulae, words, numbers etc on hands may be construed as cheating. The consequence for cheating is a mark of zero. If cheating is suspected, the teacher will call the Principal's office and then have the student removed from the exam room. A meeting will be held with the Principal to determine final consequences for this serious breach of the Code of Conduct. Consequences for serious infractions may include credit failure, course withdrawal or withdrawal from CIA.

School Uniforms

Dress for the examination days will be the same as for regular school days, i.e. Uniforms will be worn.

Washroom necessities

If a washroom break is necessary, the student will raise a hand and wait for a teacher response. Arrangements will be made for a teacher to accompany a student to the washroom.

End of Exam

Students will stop writing when told to do so. Pages should be numbered. The student's name and name of course should be written on each page. Students will remain in their seats until all papers are collected. Students will remain in the exam room for the 2 hours.

Exit from the property

Students must make arrangements to get home or be picked up at the conclusion of their exam, otherwise they are required to wait for their usual form of transportation home at 2:30. Study hall is available in the library after the morning exam on Tuesday.

Code of Conduct

This is a comprehensive document that should be read with each homeroom class at the beginning of the school year. The sheet for parent acknowledgment and signature should be sent home and returned to the homeroom teacher. Please take the time to **read through the Code of Conduct** before discussing it with your homeroom class. It is included in the student's agendas. A digital copy will be emailed to all teachers.

The office must be informed on any acknowledgement sheets not returned. This is very important.

Uniform

Uniform requirements are outlined in detail in the Code of Conduct - Dress Code. It is the CIA's policy that all students will wear the appropriate school uniform each day to school. Mondays are formal day where students are expected to wear a tie. The enforcement of this policy requires a great deal of consistency on the part of the staff. All teachers are expected to help enforce the rules.

Elementary teachers are asked to track and set their own "consequences". For ongoing issues Mr. Gloor and/or Mr. Chisholm should be informed.

High School students who are not following the school's dress code should be sent to the office. They will be given a lunch hour detention by the principal and the infraction will be recorded. For ongoing issues parents will be notified. Students will be given a slip by the principal that indicates they have met with the principal.