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SECTION 1: GENERAL INFORMATION

Mission Statement

The Gibraltar Leadership Academy (GLA) is an inspiring institution where we work together as a team to foster the intellectual and moral growth of our students.

Goals

- To provide our students an Islamic environment where they can embody the values and beliefs of our faith;
- To develop in students a sound character and responsible citizenship by fostering in them an appreciation for the Canadian experience and a global perspective;
- To instill in them the necessary knowledge, skills, and attitudes required to achieve academic excellence; and,
- To prepare them for leadership roles in the Canadian society that will enable them to serve humanity.

School Information

Address:

- 4140 Finch Avenue East
- Toronto, Ontario
- M1S 3T9

Telephone: (416) 297-0770

Email: info@gibraltarleads.ca

Office Hours: 8:00am to 4:00pm

School Hours: 9:00am to 3:10pm

Staff List 2019-2020

Office:

- Riyadh Khan, Principal
- Ali Haroon, Vice Principal – Academic Affairs
- Omar Essawi, Vice Principal – Student Life
- Sara Azeez, Secretary

Directors:

- Riyadh Khan
- Ali Haroon
- Omar Essawi
- Aisha Khaja, Director of Partnerships

Staff List:

- Anisa Aga, Drama, Introduction to Business, Civics
- Afnaan Shabib, Arabic (Elementary and High school)
- Hend Ramadan, Arabic (Elementary school)
- Amrin Shiraz, English (Second Semester)
- Humzah Ilahie, Civics and History
- Jason Husain, International Business and Computer Science
- Mai Mohamed, Kindergarten Teacher
- Mona Ilahie, English
- Omar Ziftawy, Grade 3/4
- Rachel Shah, Science
- Rejaa Ali, Grade 5/6
- Saadia Khan, Grade 7/8 Literacy
- Sadia Baig, Elementary Head, Grade 1/2
- Samaa Bandi, World Religions
- Sherin Elzayat, French (Elementary and High school)
- Soofia Mazhar, Math and Physics

- Sarah Amari, Science, French, Art
- Uzma Khan, Grade 7/8 STEM

Calendar – Important Dates

Date	Item
Sep 03 rd	First Day of School
Sep 14 th	Welcome Back BBQ
Sep 16 th	Picture Day
Sep 26 th	Terry Fox Run
Sep 27 th -29 th	Ontario Universities Fair
Oct. 11 th	P.A. Day
Oct. 14 th	Thanksgiving
Oct. 24 th	Career Day
Nov. 6 th	Take Our Kids to Work Day
Nov. 11 th	Report Cards Distributed
Nov. 14 th	Parent Teacher Interviews
Nov. 15 th	P.A. Day
Dec. 06 th	P.A. Day
Dec. 23 rd – Jan. 03 rd	Winter Break
Jan. 17 th	P.A. Day (Elementary)
Jan. 28 th – 31 st	High School Semester 1 Exams
Feb. 7 th	Report Cards Distributed
Feb. 13 th	Parent Teacher Interviews
Feb. 14 th	P.A. Day
Feb. 17 th	Family Day Holiday
Mar. 16 th – 20 th	March Break
Mar. 31 st	Ontario Secondary School Literacy Test
Apr. 10 th	Good Friday Holiday
Apr. 13 th	Easter Monday Holiday
Apr. 17 th	Muslim Student Leaders in the Making Conference
Apr. 20 th	Report Cards Distributed
Apr. 22 nd	Parent Teacher Interviews
May 18 th	Victoria Day
May 25 th	Eid Holiday
June 22 nd – 24 th	High school semester 2 Exams
June 26 th	Report Cards Distributed/Last Day of School
June 29 th	Grade 8 and 12 Graduation Ceremony
June 30 th	P.A. Day

Schedule

High School

8:40am	Supervision Begins
9:00am	Welcome Bell Rings
9:00 – 10:00 am	Block 1
10:00 – 10:05 am	Break
10:05 – 11:05am	Block 2
11:05 – 11:55am	Leadership Block
11:55 – 12:50pm	Lunch
12:50 – 1:50pm	Block 3
1:50 – 2:10 pm	Prayer
2:10 – 3:10pm	Block 4

Elementary School

8:40am	Supervision Begins
9:00am	Welcome Bell Rings
9:00-9:05am	Opening Exercises
9:05-10:30am	Block 1
10:30-11:00am	Recess
11:00-12:30pm	Block 2
12:30-12:50pm	Lunch
12:50-1:20pm	Lunch Recess
1:20-1:50pm	Block 3
1:50-2:10pm	Prayer
2:10-3:10pm	Block 3 continued

*Please note that on Fridays, the schedule is altered for both elementary and high school students to accommodate for an hour block of jumah prayer. For high school students, Leadership Block is not held on Fridays.

Student Supervision

Each teacher is responsible for checking the supervision schedule on a weekly basis to note the time and area they are on supervision. Teachers must report for duties before school, after school, at recess, and at lunch. These duties include directing traffic during pick-up/drop-off, supervising students on trips, clubs before and after school, yard duties, parking lot duties, hallways, and any other assigned areas in the school.

Supervision duty is a major responsibility. In the event of an accident/injury, teachers may be held legally responsible if found negligent of supervision duties. As such, if you are unable to fulfill supervision duties, you are responsible for arranging with another staff member to take the supervision duty. If you are away on a field trip, it is your responsibility to ensure your supervision duties are covered. Please indicate supervision times in your daybook for substitutes.

Teachers must give their full attention while on duty and be ready to assist in case of any incidents that may occur. If an incident occurs, the teacher on duty must notify the administration as soon as possible. If necessary, the teacher on duty may have to call emergency services. As a result, it is very important that teachers always carry a working phone with them, while on duty.

Lunch

Elementary School: Students not going home for lunch must remain on school property during the lunch break. Only students who have submitted forms allowing them permission by their parents to leave school premise may do so. If a student needs to leave school premise who does not have prior permission, a phone call or note from the parent must be received either to their homeroom teacher or the secretary. While the students are at school, teachers are expected to supervise them both during their lunch period in the cafeteria, and the lunch recess, outside. In case of inclement weather, teachers may also be required to supervise students in their classroom.

High school: Students can leave school premise if they wish to do so. However, they are required to sign-in and sign-out with the secretary.

Communication

Staff Meetings: Regular staff meetings will be held on the last Thursday of every month. Divisional staff meetings will be held at the discretion of the division heads (likely once or twice a month).

School Based Committees: School based committees are important in a school and offer staff members an opportunity to have input in the decision-making process. Every staff member is encouraged to participate in their areas of interest. Membership is open to all staff on a voluntary basis. Staff are also encouraged to take initiative and form new committees, if they see a gap or student interest.

Correspondence with Parents: Any notices being sent home to parents should be reviewed by the divisional heads. All parent correspondence related to a child should be documented accordingly.

Assemblies: Elementary school assemblies are held once a month. High school assemblies are held closer to the end of the year, as it relates to Awards.

Daily Messages/Email: Staff communication occurs through WhatsApp/Slack. Please ensure you check these daily, as well as your email to ensure you are up to date on all school information.

Attendance: Teachers are expected to update attendance in the morning at 9:00am and following lunch.

Important Teacher Information

Absences

In the case of a **scheduled** absence (ex. Personal appointment), please inform the elementary school head and/or one of the Principals via email/SLACK/whatsapp, and email the day's lesson plan to info@gibraltarleads.ca at least 1 day in advance of your absence.

In the case of an unknown absence (such as an illness), please inform the same parties, by 7am on the day of your absence. Kindly email the day's lesson plan to info@gibraltarleads.ca. This enables us to make suitable arrangements to have your class covered.

Student's Emergency Information

Teachers are expected to have student emergency information for each student in the office and in their teacher binder. They are also expected to notify the secretary of any changes to personal/contact information.

Purchases

If a teacher requires supplies/textbooks to be purchased, please complete the *Textbook Purchase Request* Form and submit it to the Secretary. The forms can be found in Section 4 of the Staff Handbook.

Chromebooks

If a teacher would like to access Chromebook for their class, they must sign out the cart from the supply room and return it back upon completion to the supply room.

Prep Time

During teacher prep, teachers must also be available to cover classes if needed.

Photocopying

All teachers will be provided with their own code to complete photocopying for their classes.

Field Trips

If a teacher is interested in organizing a field trip, the idea must be proposed and approved by the Principal and/or Divisional head. For trip approval, please identify connection to the curriculum, any other school scheduling that needs to be considered, and financial burden to parents.

Once the trip is approved, the following steps need to be taken:

- Permission forms (blank ones can be found in the office or Section 4 in the Staff Handbook) are to be sent home for parents to complete and return the money. Ensure a signed form is received for each student with the money. Verify any medical concerns.
- The teacher in charge of organizing the trip is to take care of permission forms and the money.
- Make alternative arrangements for any students who are not attending.
- Arrange with other staff members regarding supervision and/or other duties that need to be covered.
- On the trip, teachers are expected to take *Student Information* sheet for each child that has personal information for each child (forms can be requested from the secretary).

Prior to leaving on the field trip, all signed forms must be left with secretary. In the event of an incident, the teacher in charge should take appropriate action to deal with the incident. Principals should be informed immediately, and parents can be informed accordingly. Upon returning to school, the *Incident Report* (found in the office and Section 4 of the Staff Handbook) from should be completed and submitted to the Secretary.

Volunteers

Parent and community volunteers can enhance the school's program in many ways. If you are interested in proposing a potential volunteer for your class/field trip/activity, please bring it to the attention of one of the Principals. They will follow up accordingly.

When using volunteers, please ensure that they:

- Have checked in at the office;
- Are directly supervised by you when working with students; and,
- Are assigned tasks that are not normally the work of paid employees.

GLA Staff Policies

Islamic Etiquette Policy

All staff members are always expected to implement the following while at GLA:

1. Always present yourself professionally by demonstrating responsibility and Islamic etiquettes.
2. Establishing prayers at designated prayer times.
3. Dress in Islamically acceptable attire.
4. Implement appropriate gender as well as student interaction amongst students:
 - a. Never be in seclusion with any student especially of the opposite gender in a classroom. This essentially means no adult should be in a room alone with a child.
 - b. Never touch any student for any reason whatsoever unless Islamically appropriate.

5. During trips, male teachers must be seated with male students and female teachers with female students, while traveling on the bus or any other means of travel.
6. GLA teachers' professional conduct must be in line with Ontario College of Teachers [ethical standards and standards of practice for the teaching profession](#).

Code of Conduct

- Teachers must familiarize, understand, and implement the Code of Conduct, found in the Student Handbook and the [Provincial Code of Conduct](#).
- Teachers are expected to follow both above Code of Conducts and set an example for students. Teachers must not violate behaviour rules while within the school/working in a school capacity.

Staff Dress Code

All male and female teachers are to dress in accordance with the following Islamic guidelines at GLA:

- All staff are expected to dress modestly, and wear clothing that would be acceptable for prayer.
- Staff are not allowed to wear graphic t-shirts/shirts that depict profanity, nudity, sexuality or mature subject matter.
- Dress code is to be adhered to on all GLA related activities, including excursions.

Duty to Report

- All teachers/school personnel are required by law to report any suspicious physical, verbal and/or sexual abuse cases immediately to the Children's Aid Society (CAS)/Police. The teacher must also notify the Principal.
- All teachers/school personnel are required to report any threats made by students towards themselves or others to the Principal, who may escalate it to the CAS/Police.
- If a teacher suspects a student is in danger of harming themselves or others, it must be reported to the Principal and Police. In such an event, the teacher must stay with the student if possible or arrange for student supervision. Everything must be documented. Teachers may be required to fill out an *Incident Report* form and/or verbally recount the incident to another staff member.
- Please familiarize yourself with [Ontario Education Act](#) as it will help provide you with more information under this, as well as other areas related to your role as an Educator.

Policy on Dealing with Abuse and Neglect of Students

GLA will not tolerate any form of abuse, including but not limited to physical, sexual, emotional, verbal, psychological abuse, and neither will any form of neglect or harassment be tolerated. For a detailed overview on this policy, please refer to the attachment on *Abuse and Neglect Protocol*.

The [Ontario Child, Youth and Family Services Act](#) and the [Criminal Code of Conduct](#) demonstrate our society's commitment to protecting children from abuse and neglect. All GLA employees and staff have a responsibility to protect children and students of all ages. GLA administration will:

- Educate all its students about their right to live without being subjected to abuse or neglect and will take measures to encourage and support the disclosure of abuse and neglect.
- Provide programming in elementary and high school to educate all its students about

- abuse and neglect.
- Educate all employees about their duty to maintain safe learning environments that are free of child abuse and neglect.
- Train employees about the duty to report abuse and neglect including:
 - o Legal duty to report;
 - o The special reporting obligations of teachers and other professionals;
 - o How to recognize the signs of child abuse and neglect;
 - o When, how and whom to report; and,
 - o How to manage the impact or effects of making a report.
- GLA will provide information to volunteers about the legal duty to report abuse and neglect.
- No employee or volunteer shall subject a child or student to abuse or neglect.
- In case of students and former students under the age of 18, any sexual relationship on the part of an employee or volunteer, in addition to being a serious breach of GLA code of conduct policies, is also a criminal offence of sexual exploitation or sexual assault.
- No employee or volunteer working or volunteering directly with a student of any age shall enter into a sexual relationship with that student while the student is enrolled in school or for a period of one year thereafter, regardless of which school the student is enrolled in.

Policy on Detecting and Reporting Abuse and Neglect

- The *Child, Youth and Family Services Act* requires that every person in Ontario has a duty to report to a CAS if they suspect that abuse or neglect has occurred or if a child is at risk of abuse or neglect.
- All GLA employees and volunteers are expected to remain vigilant about abuse and neglect. An employee or volunteer who receives an abuse/neglect disclosure, or suspects and/or witnesses abuse or neglect, will immediately report to a CAS in accordance with the procedures attached to this policy and in compliance with the *Child, Youth and Family Services Act*.
- An *Incident Report* form must also be completed to ensure documentation, and the Principal and Vice Principals must be informed.
- Where abuse or neglect has been reported, GLA will cooperate fully with the investigating agency and the Protocol for Joint Investigations of Child Physical and Sexual Abuse will be followed, where applicable.
- GLA will support victims of abuse and neglect in accordance with procedures made under this policy.
- The dignity and all legal rights to privacy of those affected by an abuse or neglect disclosure will be respected.
- Where appropriate, support and as much information as may be legally shared will be provided to the greater school community.

Institutional Accountability

GLA will hold all employees for the following:

- Behaviour that leads to a CAS finding or criminal conviction for abuse or neglect of any child or student (whether or not the behaviour took place in the workplace).
- Behaviour that leads GLA to verify that the employee has abused or neglected any child or student (whether or not that behaviour took place in the workplace).
- Failure to complete the prescribed GLA training on abuse and neglect.
- Failure to report abuse or neglect in accordance with the GLA's procedures and/or the *Child, Youth and Family Services Act*.
- Any other violation of this policy or related procedures.
- If a GLA employee is found or convicted of abusing a child or youth or if an internal

investigation determines, on a balance of probabilities, that the employee abused a student, the employee will be subject to disciplinary action up to and including termination.

- Any volunteer found to have abused or neglected a child or youth will no longer be permitted to volunteer.
- If GLA administration becomes aware that a volunteer has failed to make a report of abuse or neglect of a child, GLA reserves the right to end the person's volunteer activities in our schools.
- A school principal may discipline a student for sexual misconduct, including sexually intrusive behaviour in accordance with the Ontario Education Act and related GLA policies and procedures, even if the student has not yet reached the age of criminal responsibility under the [Youth Criminal Justice Act](#).

Policy on Accidents and their Reporting

Report all accidents to the Divisional Head and Principal/Vice Principals as soon as possible. In the case of a serious injury, inform the Principal immediately and seek appropriate medical assistance.

All head injuries are to be reported to the Divisional Head and Principal/Vice Principal and parents are notified. **If a student has reported he/she has a concussion after seeing their family doctor, we require a doctor's note indicating the types of physical activities the students is able to participate in.**

Document all such interaction with parent or guardians about an accident involving their child using the *Incident Report*.

Parents/guardians should be informed of any accident or illness occurring at school or at a school sponsored event, in a timely and appropriate manner, commensurate with the seriousness of the injury and/or the need for further monitoring.

In the event of an injury, the Divisional Head and/or Principal/Vice Principals will assume responsibility for notifying parents and calling for an ambulance as soon as possible.

Policy on Handling Ontario Student Records (OSRs)

OSRs are highly confidential documents, which must be kept in the school office. Only teachers, individual students, and their parents may be given access to these folders. OSRs should not be taken out of the office without permission or viewed by an outside party. Any individual student's OSR may not be viewed by another student/parent/guardian. Only authorized staff members may view OSRs with permission from the Principal.

Textbooks Policy

Textbook Distribution and Security

It is the responsibility of the teachers to keep an up to date inventory of all texts in their subject areas and to arrange for their distribution, collection, and safekeeping. For elementary schools, this exercise will occur once each year and as a semestered high school, it will occur twice each year.

Preparation of Textbooks

- Collect class set of textbooks from the school office;
- Number each textbook on the outside with a permanent marker; and,
- Stamp each textbook on the inside with school stamp.

Textbooks Not Returned

Students are responsible for the textbooks they receive. If anyone fails to return a book, they will be charged full replacement cost price of the textbook regardless of book condition. Failure to pay the cost will result in the withholding of the June report card.

Policy for Interviews/Filming at GLA

Request for teacher and/or student interviews, or filming inside the premise of GLA should be brought to the attention of the Principal/Vice Principals.

If a teacher or student is approached for an interview, they should not provide any comments. If anyone sees or notices someone approaching the students, or filming/videotaping inside the GLA premise, the matter should be brought to the attention of Principal/Vice Principals immediately. This is very important for the safety of the students and for safeguarding school policies.

Admissions Policy

Please Note: The Admissions Policy for GLA is being included under the staff section as FYI.

All new applicants applying for admission to GLA will be expected to go through the following process:

- Student interview to determine compatibility with GLA (This applies only to high school).
- Submit the following documents: final report card from the previous year, health card, proof of address, residency information, government issued Photo-ID, and payment information.

Admissions are subject to verification upon arrival of OSR. All admissions are conditional for one year and may be terminated if a student is unable to maintain GLA standards.

SECTION 2: PLANNING AND INSTRUCTIONS

Course Outlines

Course outlines provide an overview of the subject material for an extended period of time. Each teacher should choose a format for long-term planning that reflects their own professional needs and style which ensures the curriculum of the grade is addressed for the semester. Please Note: Course outlines only apply to high school teachers.

Schedules

A class schedule should be established that provides for regular learning opportunities in all subject areas. It should reflect the administration's recommended time allotments with adjustments to meet the needs of your particular group of students.

Daybook

Daily plans are mandatory and need to be developed and consistently maintained in your daybook. They should clearly outline each lesson for the day. Daily plans are to be completed and resources gathered before leaving each day so that in the event of absence, preparation for a supply teacher is readily available. In addition, 3-day emergency plans as well as long-range plans should be readily available in case of lengthier/unexpected absences.

Assessment and Evaluation

Assessment collection must be continuous and ongoing. It should involve a variety of methods to collect data that is suitable to the students learning style, i.e. oral, project based, anecdotal comments, portfolios, samples of work, quizzes, tests etc. Staff are encouraged to adopt measurements and evaluation policies based on [curriculum documents](#) and the [Growing Success document](#) from the Ministry of Education.

Records of evaluation need to be developed and maintained. This information forms the basis for instruction, making decisions about student learning, progress, and for reporting out to students and parents. It is essential that all assessments are linked to the [elementary Ontario curriculum expectations](#) and [high school Ontario curriculum expectations](#). Appropriate learning outcomes should be created in alignment with these expectations.

Homework and Homestudy

Parents frequently inquire about homework for their children. In many cases, the focus of home study will be daily reading, practicing subject-specific facts where appropriate and preparing for tests. Students in the intermediate grades are gradually introduced to the idea of formal homework. This can take the form of assigned homework or may include:

- Within reason, work that should have been completed during class time.
- Work on projects or assignments that require minimum adult supervision.
- Practicing of skill and content for tests and class activities.

There is no set amount of time allocated to homework or home study, but it is a reasonable expectation that students would not be spending more than:

- **30 minutes per night in the primary grades; and,**
- **60 minutes per night in the intermediate grades.**

Supporting Student Success

While the classroom teacher has the primary responsibility for the students assigned to them, we take a collaborative approach to student success. As such, if questions, concerns or frustrations arise about a student, please inform the divisional head. An individualized plan will be created with the divisional head and teacher to enable and support student success. Depending on the severity of the situation, the Principal and/or Vice Principal and/or parents may also be involved to ensure a wholistic approach to student success.

Supporting Students with Disabilities

In order to support students with learning and/or other disabilities, GLA will be working with the Local Health Integrated Network (LINH) to ensure we are able to provide students with the necessary support systems they need to succeed. If you believe that a student has a learning and/or other disability/disabilities, please use the following procedure:

- Once student is identified, contact Sr. Aisha at partnerships@gibraltarleads.ca and cc the respective school heads/Principal.
- Depending on the type of support that's needed, additional documentation may need to be completed.
 - For example, any child staff identifies that needs occupational therapy, physiotherapy, or speech, a separate package will need to be filled out. Sr. Aisha will advise you accordingly.
- You will be asked to complete Referral for School Health Support Services In-Home/Private School Services form, which can be found in the front office. A soft copy will also be emailed to you.

- Please note the form has the following information that needs to be completed:
 - Student Information (**a valid Health Card must be provided to enable the student to get services; international students are not eligible to receive services through LHIN**)
 - School Information
 - Reason for Referral
 - Consent from Parents/Guardians (Please ensure you speak to the parents/guardians and seek their consent prior to proceeding with this process and accessing services for the students).
- Once the form is completed, please submit it to the Secretary. She will then scan it and submit to the LHIN Scarborough location.
- After the form is received, LHIN will contact the parent to get more information. Once this step is complete, a therapist will be assigned, and he/she will contact the parent and the school.
- A date will be set for the therapist to come in and conduct their own assessment. If the therapist deems that the child needs services, an individualized plan will be created, and services will be delivered according to the plan (ex. One student may need services once a week, another student may need services twice a week etc.).
- If you have any questions and/or concerns, please contact Sr. Aisha at partnerships@gibraltarleads.ca.

SECTION 3: SCHOOL SAFETY PROCEDURES

Emergency Evacuation

Our school will conduct regular fire, and code red drills during the school year to increase students' awareness of safe and orderly emergency procedures.

Fire Drill Instructions

The fire alarm is a continuous sounding fire bell. When the fire alarm sounds, all activities should cease, and students should remain still and quiet to await further instructions.

The teacher will give the command to "STAND." The teacher will then take the class list kept in his/her possession until the end of the fire drill. The teacher will lead the class out of the room and building to a predetermined point of safety. Teachers should use the nearest outside exits during fire drills. The last student out of the room should close the classroom door.

The teacher should take attendance at this time and report his/her class has safely evacuated the building, or if there are any missing students, to the Divisional Head/Principal or person in charge.

Students not with their regular class but still in the building should go to the nearest exit and leave the building, reporting to their regular classroom teacher at the usual meeting area as soon as possible.

A teacher, on leaving his/her class unattended, shall notify the person in charge of the nearest classroom, who will, in the event of a fire alarm, take charge of the unattended class in addition to his/her own.

Teachers should familiarize themselves with the location of fire alarm pull stations and fire extinguishers.

Please Note: If a fire drill is conducted during an exam, please wait for instructions from the school office.

Lockdowns

If it is necessary to protect staff and students from a potential danger outside the building, or if there is an intruder on site or entering the building, the following protocol will be used:

- A PA announcement stating: **"It's time for yoga"** will signal a school lockdown.
- Gather students into the closest classroom. Check the hall for passing students/ volunteers and direct them to immediately enter the classroom. Lock door and stay put.
- No one is admitted to your classroom. RCMP will always identify themselves. Close windows and blinds. Turn out lights - no talking.
- Teachers instruct students to duck and cover - stay away from windows, doors and outside walls, and hide underneath or behind the desks. No talking and no phone calls are to be made except by an adult. Direct students to turn off cell phones.
- Classroom teachers will take attendance and report any missing students to the office via their phones.
- Office staff will ensure that the main entrance doors are closed and locked.
- Staff not supervising students or on prep will be responsible for checking washrooms and ushering students to go to the nearest room – classroom or staffroom and follow lockdown procedures noted above.
- Communication will be provided via the PA system – **"Lockdown is Over. Lockdown is Over"**.

Emergency Response Procedures

In the event of an emergency, please take note of the following:

1. Where do students go?
 - Students will remain in class, or if unsafe,
 - Students will report to the gym under supervision, or if unsafe,
 - Students will go outside and wait at the side of the building under supervision.
2. What's next?
 - Students remain under supervision until they may return to class or are picked up by the parents/guardians or designate.
3. What if students have to be sent home?
 - Phone lists with family names and emergency contact information are available in the office.
 - The office staff and any teachers on prep will be the phone crew to contact parents to inform them of the situation and ask them to come to school and pick up their children.
 - When parents/guardians arrive, they will report to the office and students will be sent for while the parents sign them out.

Bomb Threat

While nearly all bomb threats are pranks, they must be taken seriously, and evacuation of the building will likely occur. Should evacuation be necessary:

- You will be asked by the principal to “CLEAR THE BUILDING.”
- Make it clear to students that they are to leave the building in the same fashion as they would during a fire drill. You need say no more. Classes should assemble in their regular places to await further instructions.
- Any missing students should be reported to the principal or person in charge in the same fashion as is done during fire drills.
- Do not use any transmitting devices such as cell phones, pagers, or walkie-talkies.

Student and School Safety Policies

GLA is committed to a safe and healthy work environment for staff, students and visitors. Below is an overview of severe food allergies:

Severe Food Allergies

In 2005, the Ontario government passed [Sabrina’s Law: An Act to protect anaphylactic pupils](#), which affected all publicly funded schools in the province. The first legislation of its kind in Canada, this law requires that every school board establish and maintain an anaphylaxis policy. It also requires that principals develop individual anaphylaxis emergency plans for pupils at risk. [Sabrina’s Law](#) is named for Sabrina Shannon, an inspirational teenager who tragically suffered a fatal anaphylactic reaction during her first year of high school in 2003.

The individual plan for students with an anaphylactic allergy must include details about the type of allergy, monitoring and avoidance strategies and appropriate treatment, a readily accessible emergency procedure for the student, and storage for epinephrine auto-injectors if necessary.

For detailed information on strategies to support students with an anaphylactic allergy and developing a plan, please refer to the [Food Allergy Canada](#) for resources, as well as [Anaphylaxis in Schools and Other Settings document](#).

Administration of Medication by Employees: Protection for Actions Done in Good Faith

School board employees may be pre-authorized to administer medication or supervise a student while the student takes medication in response to an anaphylactic reaction, if the school has current treatment information and the consent of the parent, guardian or student. It is the obligation of the parent, guardian or student to ensure that the information in the student's file is kept current and includes the medication that the student is taking.

If an employee has reason to believe that a student is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other prescribed medication, even if there is no preauthorization to do so.

The new law provides that no action for damages may be instituted in relation to an act done in good faith or any neglect or default in good faith in response to an anaphylactic reaction, unless the damages are the result of an employee's gross negligence.

We strongly recommend staff to review [Anaphylaxis in Schools and Other Settings document](#) to get more information on Emergency management of anaphylaxis and plan of action in case of an emergency (pg. 3 and 4 of the Executive Summary).

Please refer to the *Student and School Safety Policies* in the Student Handbook for information on all other policies, as they apply to both staff and students.

SECTION 4: FORMS



Field Trip Permission Form

Assalaamu Alaikum,

We have planned a trip for grades _____ to _____ on
(date) _____.

The trip will be from _____ (am/pm) to _____ (am/pm).

Curriculum Connections: _____

The students will be accompanied by their teacher and ____ volunteers

Transportation will be by

- School Bus
- Public Transportation
- walking

Price: _____

What to Bring: _____

In regards to my child _____, in grade _____

- Yes, I give permission for my child to participate in this trip to _____ and have included the money required with this form
- No, my child will not be participating in the above trip
- I am able to volunteer for this trip

WAIVER OF LIABILITY

I understand that although the students will be supervised by Gibraltar Leadership staff, I do assume the risk in my child's participation in the event. I acknowledge that I will not seek to have Gibraltar Leadership Academy or its staff held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my son's/daughter's participation in the field trip. This release of liability includes accident, injury, loss, or damages to the student, as well as, to other individuals or property which may result from the student's participation in the event. I hereby release and agree to hold harmless Gibraltar Leadership Academy, its officials, agents and employees, from any claims arising out of my son's/daughter's participation in the event(s). I have read and understand and accept all of the statements recited above and accept full responsibility as described.

Teacher

Riyad Khan, Principal

Parent/Guardian Signature

Date



Field Trip Permission Form

Assalaamu Alaikum,

This is a form requesting permission from the parent/guardian of: _____ to participate in an excursion with the Gibraltar Leadership Academy.

Who: _____

What: _____

When: _____

Where: _____

Price: _____

What to Bring: lunch and/or money for lunch

The students will be accompanied by _____

WAIVER OF LIABILITY

I understand that although the students will be supervised by Gibraltar Leadership staff, I do assume the risk in my child's participation in the event. I acknowledge that I will not seek to have Gibraltar Leadership Academy or its staff held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my son's/daughter's participation in the field trip. This release of liability includes accident, injury, loss, or damages to the student, as well as, to other individuals or property which may result from the student's participation in the event. I hereby release and agree to hold harmless Gibraltar Leadership Academy, its officials, agents and employees, from any claims arising out of my son's/daughter's participation in the event(s). I have read and understand and accept all of the statements recited above and accept full responsibility as described.

Riyad Khan, Principal

Parent/Guardian Signature

Date



GLA Incident Report Form

The Incident	
Reported by	
Email	Phone
Date of Occurrence	Time
Exact Location	
What happened? Report any details that may have contributed to the incident	
Describe the outcome: harm/health effects/damage	
Corrective measures to address immediate hazards related to incident	



The affected person	
Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other <input type="checkbox"/>	Name
Address	Date of Birth
Home Phone	Cell Phone
Witness Details	
Name	Phone
First Aid	
First aid provided: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
By whom:	Contact Information:
Details:	

Post Incident
Where did the person go next? (Hospital, home, returned to class/work)
Was a member of Joint health and safety notified?
Additional Notes



Course Transfer/Withdrawal Form

Personal Information	
First Name:	Last Name:
Grade:	Email Address:

Course Information		
Course Name/Code:	<input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer If you are transferring to another course, please complete the information below: Course Name/Code: _____ Name of Teacher: _____	Date:

Reason for Withdrawal/Transfer (Please Explain)	
Academic:	
Personal:	
Dissatisfied with Instructor/Course:	
Other:	

I hereby certify that all information provided is true and complete and I understand that my application may be rejected if I have falsified this application in any way.

Student Signature

Teacher Signature (Course Withdrawn)

Principal Signature

Teacher Signature (Course Transfer)

Parent/Guardian Signature

For Office Use Only:

Date Submitted to the Office: _____

Approved/Denied: _____



Textbook Purchase Request Form

Request Information	
Teacher Name:	Subject:
Textbook Name:	Publishing Company:
Number of Books:	Cost/Book:
Total Cost:	

Signatures		
Principal Signature:	Teacher Signature:	Date:

Please complete the section below once you have placed the order	
Date of Order for Placement:	Approximate Shipment Date:

For Office Use Only

Please check off the appropriate box:

<input type="checkbox"/>	Order Shipped
<input type="checkbox"/>	Order Received
<input type="checkbox"/>	Payment Sent: Credit Card/Cheque

Please Note: A photocopy of the cheque and/or receipt must be signed and filed for record keeping purposes.

Secretary Signature

Vice-Principal Signature

GIBRALTAR LEADERSHIP ACADEMY (GLA) STUDENT HANDBOOK

Table of Contents

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Parent Checklist for Successful Students

At Gibraltar Leadership Academy (GLA), we believe that parents, educators and students all need to work in tandem to enable and ensure student success. As parents, please remember to:

- Read any school notices;
- Keep lines of communication open with the teacher;
- Sign the planner, as required by the teacher;
- Be aware of classroom and school expectations;
- Oversee your child's work and review tests;
- Be encouraging;
- Help your child set a time and a comfortable location that suits them at home to complete their homework;
- Support school decisions; and,
- Consider volunteering in whatever capacity you can do so.

Set the stage for student success at school by ensuring your child is:

- Well rested;
- Is dressed in uniform and appropriately for the weather; and,
- Has a nutritionally balanced diet.

Show your child that you care by:

- Encouraging your child to accept responsibility for their actions;
- Encouraging your child to try new things;
- Spending time together and listening to them;
- Teaching your child to set goals for themselves;
- Celebrating their successes; and,
- Encouraging them to learn from their mistakes.

General Policies and Procedures

Attendance

Regular attendance and being on time are two key factors in your/ your child's school life. This allows you/your child to feel a part of everything and ensures that he or she will not fall behind. Please note that for high school students, 110 hours are required within each course to receive the credit.

Absences

In case of an absence, elementary and high school parents must notify the school asap so we can ensure the safety of all school students.

If you need to pick up your child while school is in session, please sign your child out at the office. If your child is in high school, a parent and/or guardian will need to confirm via phone that the student has permission to leave the school premise.

As a high school student, if you miss an assessment, failure to provide a doctor's note will result in an automatic zero for the missed assessment.

Lateness

Students who are late to school will only be allowed in class with a late slip from the secretary.

Multiple occurrences of lateness may result in the following disciplinary action:

- First to Third Infractions: Students are warned, and lateness is documented by staff.
- Fourth Infraction: Parents will be informed, and student will receive detention.

- Fifth to Seventh Infraction: Principal will speak to the parents in person and suspend habitually late person for every day that they continue to be late.
- Eighth Infraction: Student maybe withdrawn from the school.

Depending on the child/student and individual situation, administration may consider other disciplinary action as they see fit.

Bell Schedule

High School

9:00 am Bell, Classes Begin
 11:55-12:50pm Lunch
 1:50-2:10pm Prayer
 3:10pm Dismissal

Elementary School

9:00 am Bell, Classes Begin
 10:30-11:00am Recess
 12:30-12:50pm Lunch
 12:50-1:20pm Lunch Recess
 1:50-2:10pm Prayer
 3:10pm Dismissal

Office Hours

The school office is open 8:00am to 4:00pm. You can reach the office via email at info@gibraltarleads.ca or by phone at 416-297-0770.

Pick-Up and Drop-Off

Please remember that students should arrive to school **prior to the start of classes**. Morning supervision is provided 20 minutes before the morning bell. There is no supervision provided after school, at 3:10 pm onwards, unless your child is in kindergarten. In this case, an adult will be present with your child till he/she is picked up. Please remember that there is no supervision before 8:40am and after 3:10pm. If you're interested in registering for our before and after-care program, please contact the school office for more information.

Buses

Students coming by bus are expected to be ready on the time that was discussed with the Principal/Vice-Principals in the morning. **Any students who are not ready in the morning or after school, at the prescribed time, the bus will leave.** As such, please ensure your child is ready to go.

Telephone Use by Students

The school telephone is a business phone. Students will not be permitted to use it for social calls or last-minute arrangements. Office staff will pass on messages to students in an emergency.

Cell Phone Use

Middle and high school students are allowed to bring their cell phones/tablets/laptops to school, and they can go on these devices during their spare or lunch periods. However, they are not allowed to use these devices during class, unless otherwise instructed by the teacher.

Elementary school students are not allowed to use any of these devices during class, unless otherwise instructed by the teacher.

Failure to comply with these rules may result in disciplinary action as deemed appropriate by staff and administration.

Textbooks Not Returned

Students are responsible for the textbooks they receive. If anyone fails to return a book, they will be charged full replacement cost price of the textbook regardless of book condition. Failure to pay the cost will result in the withholding of the June report card.

Cleanliness

Students are expected to clean up around themselves – during lunch, after class in any spaces they use in the building (library, breakout space). Failure to do so will result in disciplinary action, at the discretion of staff and administration.

Student and School Safety Policies

GLA is committed to a safe and healthy work environment for staff, students and visitors. As such, it is mandatory that all students and staff abide by the policies noted below, so that all members of the GLA community have access to a safe, inclusive and healthy environment. Please note that failure to follow school policies may result in disciplinary action, at the discretion of the Divisional Head/Principal/Vice-Principals.

Guiding Principles of Safe Schools

GLA's guiding principles for a safe school are in alignment with the guidelines set by the [Ministry of Education](#):

1. Every student is entitled to learn to the best of his/her ability.
2. Every student is entitled to a safe and caring learning environment.
3. Safety is a precondition for learning.
4. Safe schools are the responsibility of a community partnership amongst government ministries, administrators, teachers, trustees, support staff, students, parents, police and community partners.

Scent-Free Environment

In response to health concerns, GLA has developed a Scented Products Management Plan. Scented products such as hair sprays, perfume, scented deodorant, and scented school supplies may trigger reactions such as respiratory distress and headache. Staff, students and visitors are asked to support our Scent-Smart Program by not wearing or using scented products on school property.

Peanut/Nut-Free Environment

Due to medical concerns, GLA has developed a peanut/nut-free environment policy. As such, we are asking parents and students to refrain from sending/bringing lunch and/or snack products to school that contain any peanuts/nuts products and/or any traces of peanuts/nuts. i.e. peanut butter sandwich, hazelnut spread etc.

Uniform Policy

The GLA school uniform must be clean and worn properly daily, unless otherwise instructed by administration. It consists of these compulsory items:

Girls

JK to Gr. 6:

- Option 1:
 - o Maroon long-sleeve polo with school insignia
 - o Black pants
- Option 2:
 - o Beige tunic with school insignia

- Black undershirt
- Black pants
- Option 3:
 - Hoodie with school insignia
 - Black pants

Gr. 7 to 12:

- Option 1:
 - Black abaaya, maroon hijab
- Option 2:
 - Black loose skirt covering the ankles, with a hoodie with school insignia or a tunic with school insignia

Boys

JK to Gr. 6:

- Option 1:
 - Maroon polo with school insignia
 - Black Pants
- Option 2:
 - Hoodie with school insignia
 - Black Pants

Gr. 7 to 12:

- Option 1:
 - Maroon polo with school insignia
 - Black pants
- Option 2:
 - Maroon crewneck with school insignia
 - Black pants
- Option 3:
 - Hoodie with school insignia
 - Black pants

The following items are not allowed, under any circumstance:

- Jeans, joggers, leggings, tights
- For girls with abaayas, no sweaters other than the GLA provided clothing is allowed.
- Baseball caps

Failure to comply with the uniform policy will result in the following consequences:

- First Infraction: You will be informed in writing that you are out of uniform, and put on warning.
- Second Infraction: Parents will be called to bring a replacement uniform at school on the same day. You will not be allowed to attend class until you are in uniform.
- Third Infraction: In-school suspension for one day.
- Fourth Infraction: At home suspension for one day.

At the fifth infraction, the Principal/Vice-Principals reserve the right to expel.

Change/Withdrawal of Course

Students must fill out a *Course Transfer/Withdrawal From* which must be signed by the teachers involved in the courses, parent/guardian and Principal/Vice Principal. The minimum number of students required to run a GLA course is 7 students. If a student wishes to drop a class, but it

results in the course having insufficient students, then the student may be prevented from dropping the class. The deadline for dropping a course without the mark appearing on the student transcript is one week after the mid-term report card is issued.

Student Transfers

If a student will be moving, please inform the Divisional Head and Principal/Vice Principals. As well, please return all textbooks, library books and any other school issued equipment which you may have at home.

Student Code of Conduct

GLA staff and administration take the student code of conduct very seriously. We expect all students and parents to review the section below in detail and commit to abide by it. Please note that failure to abide by any of the conducts/protocols below may result in any disciplinary action as deemed appropriate by staff and/or administration.

There are surveillance cameras installed in and around the building to monitor the premise. GLA, its staff and its affiliates have the right to use the video surveillance for investigation purposes and, if necessary, for prosecution.

Safe School Environment

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning environment.

GLA also aims to foster a positive school climate, in alignment with Ontario's approach to a [positive school climate](#). A positive school climate exists when all members of the school community feel safe, welcome and respected. Everyone has a role to play in promoting healthy relationships and a school climate that encourages appropriate student behaviour.

Everyone has the right to a safe school environment that fosters a positive climate:

- An environment where Islamic values and learning are the priority.
- An environment where students, staff members and parents feel – and are – safe, included and accepted.
- An environment that promotes responsibility, respect, civility and academic excellence.
- An environment that is positive, friendly, supportive, and caring.
- Participate in a safe environment that is free from abuse, harassment and discrimination of race, gender, culture, physical appearance, socioeconomic class, etc.
- Participate in an environment that is inclusive and equitable for all.
- Participate in an environment where every student is inspired and given support to succeed.

General Expectations

Everyone is always expected to uphold and demonstrate Islamic behaviour by:

- Speaking, dressing, and acting in an Islamic manner to all staff, students, volunteers, visitors, and members of the school community.
- Demonstrating and treating others with honesty, integrity and respect.
- Showing proper care and regard for school/mosque property and the property of others.
- Showing respect for themselves, for others and those in authority.
- Displaying Islamic courtesies to teachers, volunteers, elders, peers, etc.
- Maintaining cleanliness of mind, body, clothing, school materials and surroundings.
- Learning and respecting school and classroom rules and routines.

- Working and playing cooperatively.
- Solving problems in the Islamic way.
- Being a role model for others (especially for younger students).
- Respecting and complying with all applicable federal, provincial, and municipal laws.

Akhlaaq (Character), Cleanliness and Readiness:

- Observe silence and respect during prayer, and in prayer areas.
- Students must come to school prepared, on time and ready to learn.
- Always strive to be a good Muslim and a good citizen.
- Be punctual, courteous, cooperative, considerate, committed, and strive for excellence.
- Be prepared for each lesson and properly equipped with the items you need: books, binders, pens, pencils, erasers, etc.
- You must be silent during the announcements while attendance is being taken, and when instructions are being given.
- Eating and gum chewing is not allowed in the classroom, unless the teacher has given express permission.
- Homework should be done regularly and handed in on time. It should be recorded in your student agenda/planner, which you must have at school each day (elementary).
- At the end of each lesson, and especially in the last period, the room/area should be left clean and tidy. There should be no litter left behind. Chairs should be stacked neatly. You should not leave until after being dismissed by your teacher.
- Adhere to all other established rules and routines in the classroom/school and take responsibility for your own actions.

Specific Expectations of Students

- All high school students are expected to enter through the front door, after being buzzed in by the secretary. At the end of school day, high school students are also expected to exit through the front door.
- All elementary school students are to enter and exit through the gym.
- Any student to be picked up during regular school hours must be met by the parent/guardian in the school office. Students will be called to the office.
Parents/guardians must sign-out their child (elementary school students)
- **High school students must also sign out, following permission from parents/guardians.**
- **Walk**; do not run in the hallways.
- Students must have the teacher's permission to leave the classroom.

Islamic Guideline

We expect all students to abide by generally agreed upon Islamic principles and values on all aspects of life while at GLA, including but not limited to gender interaction, food, and prayer. GLA staff and administration reserve the right to interpret behaviours and actions not in accordance with Islamic principles and values. If student behaviour is found in contradiction with Islamic principles and values, by staff and/or administration, it may result in any disciplinary action (including expulsion), as deemed appropriate by staff and/or administration.

Disciplinary Action

Progressive Discipline Approach

GLA's approach to dealing with inappropriate behaviour is based on Ontario's [progressive discipline approach](#). The progressive discipline approach combines early and ongoing interventions to promote positive student behaviour. Administration will consider a **range of options** to determine the most appropriate way to respond to each situation and help students

learn from their choices, while considering their individual circumstances. In some cases, a suspension or an expulsion may be necessary, due to the nature of behaviour/incident. Administration reserves the right to undertake any disciplinary action, including expulsion in any situation.

Investigation of Incidents

When any incidents occur, the school administration will investigate and document the incident and involve the parents when needed. The general process for investigating incidents is as follows:

1. *Incident Report Form* will be filled out by the staff reporting the incident.
2. Students involved in the incident will be heard and may be asked to write a reflection, sign and date it.
3. The administration may speak to other witnesses including staff, parents, students, and community members.
4. A meeting may be arranged to resolve the conflict or situation if possible
5. Parents will be involved if and when the school deems it necessary.
6. The school administration will notify the parents of the incident if there is a suspension involved or if a warning needs to be issued to the parents; minor incidents will not be reported to the parents unless they become repetitive in nature.

Incidents Outside of School

Incidents that occur outside of school time and/or vicinity, that have negative impact on the school environment or community will be dealt with in the same manner as in-school incidents. Such incidents include, but are not limited to, the following:

- Bullying or cyber-bullying.
- Inappropriate conduct on Facebook, Twitter, Snapchat, Instagram or any other social media sites.
- Use of illegal drugs and/or alcohol.
- Violent incidents.

Suspensions

In alignment with the [Ministry of Education](#), a student engaged in any of the following activities may be suspended, with possible police involvement, unless otherwise noted:

- Uttering a threat to inflict serious bodily harm on another person: Mandatory police involvement.
- Possessing alcohol, cannabis (unless the student is authorized to use cannabis for medical purposes), or illegal drugs: Mandatory police involvement.
- Being under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes).
- Swearing at a teacher or at any person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises.
- Bullying, including cyber-bullying.
- Any other activities that are in contradiction with the school's code of conduct, including Islamic guidelines.

Expulsions:

In alignment with the [Ministry of Education](#), a student engaged in any of the following activities will be immediately suspended and after investigation by administration, may lead to expulsion. Please note that mandatory police involvement will occur in all the instances noted below:

- Possessing a weapon, including a firearm.

- Using a weapon to cause or threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol or cannabis to a minor.
- Bullying - if the student has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person.
- Any activity for which a student can be suspended (see section on suspension) that is motivated by bias, prejudice or hate.
- Any other activities that are in contradiction with the school's code of conduct, including Islamic guidelines.

Academic Standards and Expectations

At GLA, staff and administration aim to create an environment that fosters and enables students to succeed. As such, we have high academic expectations of all our students, as we strongly believe that with the right support systems in place, students can and will succeed in their academics (and extracurriculars).

We strongly advise students with an average below 70% to seek guidance counselling, and extra help from their teachers to ensure they can maintain a high academic standard and pursue future studies within their field/area of interest.

Late/Missed Assignment Policy

It is the student's responsibility to submit assignments on time. A late/missed assignment form must be completed with an agreed upon due date. Late assignments will be docked 5% per day (including weekends) at the discretion of the teacher. Failure to submit an assignment after 7 days of the original due date will result in a zero on the assignment.

Missed Tests/In-Class Evaluations

Tests and evaluations are scheduled ahead of time. Missing an evaluation or test can only be excused in case of personal illness. Students must provide a Doctor's note in order to have the opportunity to re-write the test upon immediate return to the school. Failure to provide a Doctor's notes will result in a zero for the test/evaluation. Other emergency situations must be discussed and approved by your teacher in order to re-write the test. Scheduled medical appointments must be discussed with the teacher ahead of time.

Academic Integrity

GLA's philosophy of honesty is considered as the fundamental value of all aspects of student life- academic and personal. Students of GLA are held to the highest standards of conduct in this regard.

Definitions

Cheating

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include but are not limited to:

- Copying another student's homework;
- Using another student's work on a test or any other evaluation;
- Bringing unauthorized notes or notations into an evaluation;

- Asking for or giving someone an answer during an evaluation;
- Unauthorized use of electronic media to obtain answers during an evaluation; and
- Presenting assignments that have been completed by someone else as one's own.

Plagiarism

Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success* 2010 p.151)

It can take many forms, including the following:

- Submitting an essay/assignment written by someone else, e.g., buying an essay online, downloading an essay from a website, having someone else complete one's assignment, or copying or using work including homework done by another student;
- Piecing together material from one or several sources and adding only linking sentences;
- Quoting or paraphrasing material without citing the source of that material, including, but not limited to books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- Copying and pasting from the internet or other electronic sites without citing the source; and,
- Omitting quotation marks for direct quotations even if the sources have been cited.

Student Responsibility

To ensure academic honesty and avoid instances of plagiarism, students are expected to:

- Seek clarification from teachers about actions that constitute plagiarism;
- Seek remediation when their research skills are deficient;
- Understand the penalties for academic dishonesty and plagiarism; and
- Ensure that all their work is original and that they cite sources accurately and consistently.

Consequences of Academic Dishonesty

It is the intention of GLA to provide a consistent and fair approach to dealing with instances of academic dishonesty, specifically with plagiarism and cheating. As such, after a thorough investigation between staff and administration, if a student is found to have cheated/plagiarized, **minimum consequences** are as follows:

- A mark of zero may be awarded for the assignment in question, as there has been no evidence that the student has demonstrated research skills required to demonstrate achievement of the course/curriculum expectations.
- Or in the professional judgment of the teacher/principal, he/she may provide an opportunity at another time for the student to demonstrate evidence of proper research skills.
- Depending on the nature of the offence and in discussion with the principal/vice-principal, the student's other teachers may be alerted.
- Repeated pattern of academic dishonesty may result in an escalating severity of consequences.

Online Code of Conduct

GLA provides an online system and resources for use by employees and students. Online resources include all material that is accessed through a computer or telecommunications network. We expect all students to abide by the following guidelines for online conduct:

Personal Safety Rules:

- Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.
- Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.
- Never reveal your access password or that of anyone else.
- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Report immediately to a teacher any message or request that you receive that bothers you or that suggests personal contact with you.
- Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

Personal Responsibility

Students are expected to use computers/Chromebook and the Internet in a responsible manner, Responsible, ethical use of the Internet includes the following:

- Respect for the right of others.
- Respect for the right of privacy in the use of e-mail accounts.
- Ethical use of electronic information.
- Refraining from using internet privileges to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Adherence to rules governing the use of computers, e-mail accounts, networks, and other computer facilities in the school.
- Adherence to the student code of conduct, Ontario Human Rights Code, and the Canadian Charter of Rights and Freedom.

Guidelines for Surfing the Internet

- All use of the Internet and the school's computer network must be in support of research or consistent with the educational purposes of GLA. Frivolous use of the network account is not permitted.
- The user is responsible for his/her school network account and Internet account.
 - o The user must not allow another person to use his/her computer account under any circumstances.
 - o The user must keep his/her password confidential and will report to staff if they suspect that another person has access to his/her account.
- The user shall not interfere with the functioning of GLA network, or any other network.
 - o The user will not attempt to gain unauthorized access to or cause a disruption in service to any computer system.
 - o The user will not maliciously use the school's computer network to develop programs that harass others or infiltrate a computer system and/or cause damage.
 - o The user will not attempt to find or exploit any gaps in system security on the GLA network or any other system. If the user notices any security weaknesses or suspects anyone of tampering with system security, they must notify the site administrator immediately.

- The user is responsible for the content of messages sent from his or her account. There is no such thing as “private” email: write all email as if it could be read by the entire world.
- The user shall not use his or her account to access, create or distribute any material which is obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent, or libelous.
- The user shall respect the intellectual and property rights and laws, including copyright, of others.
 - o The user is responsible for assessing whether the file has copyright on it and must be able to properly reference any materials to be used in student work.
- The user will not download any executable, MP3, audio or video files from the Internet, without the expressed permission of the site administrator.
- The user will not use the school’s computers for product advertisement, personal or private business, commercial or for profit purposes.
- All computer equipment and Internet access must be used only for instructional and educational purposes.

Consequences

Inappropriate use of online access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

Emergency Procedures

Fire Drill or Real Fires

Fire drills are necessary to practice what to do in case of real emergency. The fire bell is a warning to get out of the building quickly but calmly. It does not necessarily mean that there is a fire in the building. It could be a real fire, a chemical spill, an electrical problem, or any other type of emergency. The sounding of a bell is a very serious matter.

Please follow these rules:

- | | |
|-----------|--|
| 1. STOP | Stop everything you are doing, specially talking. Don’t panic. Walk to the exit doors to exit the building |
| 2. LOOK | Look at the teacher |
| 3. LISTEN | Listen to the instructions from the teacher, office, fire Marshall etc. |

Procedure:

1. Everybody must vacate the building immediately using the nearest exit, as instructed by the teacher.
2. Teachers will shut off lights and close all doors. Pay special attention to handicapped persons if they are around.
3. Students must walk in single lines down the corridors. Boys will walk to the left and girls to walk on the right-hand side.
4. The teacher will carry the attendance list of students in their classroom.
5. Students not in their assigned classrooms (en-route or in the washroom) at the time of alarm will go to the nearest classroom or, check with the teacher in-charge, and join their class outside. If everyone is heading outside, join the group and report to your homeroom teacher.

Outside the Building:

1. Students will line up in the parking lot away from the building as assigned by the teacher/office.
2. Teachers should count the number of students under their charge.
3. Wait quietly for the bell for re-entry or wait for further instructions.
4. You are required to stay with your class. You must not walk away from the 'emergency gathering area.'

Lockdown

If it is necessary to protect staff and students from a potential danger outside the building, or if there is an intruder on site or entering the building, the following procedure will be used:

- The Principal or designate will declare "Lockdown" with the following statement made over the P. A. System: **"It is time for Yoga."**
- All students and staff will respond to the nearest room, take cover and stay low. If you are not in class at the time of the announcement, please proceed to the nearest classroom.
- Students position themselves on the floor out of the line of vision of the windows.
- Fire alarm will be ignored if activated.
- Doors and windows will be locked, opened only to students and staff seeking safety, or police.
- Students and staff will remain quiet and shut off all audio-visual equipment and lights.
- Student requests to use washroom to be addressed on a case-by-case basis. Allow if possible, nearest washroom available if extremely urgent.
- Teachers will take attendance and maintain calmness in the classroom. The school will remain in the School Lockdown Mode until an all-clear signal is given
- First aid will be rendered by staff as necessary.
- Bring down the blinds/shades (if any) in the classroom.