

Caribbean International Academy



Teachers' Information Booklet

2022-23

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Staff List

Teaching Staff			
Name		Main Subject	Room/Extension
Nicole	Shaw	Biology/Geography	404/41
Paterson	Mitch	Math	302 /37
Callsen	Sylvia	Grade 6	304/38
Molder	Markus	Grade 3/4	201/31
Gloor	Brett	Phys. Ed / Social Science/Jr. Math	302/37
Lindsey	Spencer	Business /Physics/Bio/Chem.	401/42
Jamin	O'Brien	Grade 8/ Elementary Head	503/46
Horjus	Hanneke	Grade 1/2	202
Horton	Patricia	Grade 9-12 English	402/43
Redford	Sabrina	French, 1to6, Lead /Chrome Books	201/31
James	Neville	Music grade K-8	Music Room
Kurup	Chitra	Early Years Program	204/33
Stubbs	Kaylee	English/French/Social Science	501/47
Link	Greg	Guidance/Science/Math	40
Madeleine	Priddle	Drama/Social Science	502/47
Sikkes	Cor	Visual Arts 9-12	403 /39
Wigman	Mirjam	Grade 1-6 Dutch	302A/37
Whit	Shannon	Grade 7.	403/46
Parente	Jesse	Grade 4/5	304/38
Baker	Jodie	Principal	Office/25
Administrative Staff			
Name		Position	Room/Extension

Jagger	Simran	Bookstore/Library Accounting office	Ext 20 Ext 25
Kalmez	Ama	Work/Residency permits/Health plan	Ext 22
Richardson	Myonie	Head of Admissions/Admin assistant	Ext 24
Issaint	Fritz	Security	

Mon. Aug 1 - Aug 4	PD days for teachers
Thurs. Aug 4th	New Student Orientation 9:00-11:00a.m.
Fri. Aug 5th	1st day of school for students
Tues. Aug 23rd	Meet the Teacher night - Full School
Fri. Sept. 9th	Awards assembly - 8:45 am
Mon. Oct 3 - 7th	Mid Term break no school
Mon. Oct. 10th	Constitution day no school
Fri. Oct 14th	Mid-term marks in high school
Fri. Oct 21st	High School report cards sent home
Wed. Oct 26th	High School parent teacher interviews
Fri. Nov 4th	Elementary marks in
Thurs. Nov 10th	Elementary report cards sent home
Fri. Nov 11th	St. Maarten Day no school
Wed. Nov 16th	Elementary parent teacher interviews
Fri. Nov 25th	Arts day for Drama and Art
Fri. Dec 2nd	High School soft copies of exams in
Wed. Dec 7th	Hard copies of exams in
Wed. Dec 7th	Elementary Xmas Concert
Tues. Dec 13 - 15	High School exams
Fri. Dec 16th	Last day of school (half day), High School marks in
Mon. Dec 19 - Jan 6	Christmas holidays no school
Fri. Jan 6th	PD day - promotion meetings for High School no school
Mon. Jan 9th	1st day back for students
Fri. Jan 13th	High School semester 1 report cards sent home
Fri. Feb 3rd	Elementary marks in

Fri. Feb 10th	1 - 8 report cards sent home
Thur. Feb 16	Parent teacher interviews Elementary
Feb 20 - 21	Mid Winter Break no school
Mon. March 6th	Regatta Weekend no school
Fri. Mar 10th	High School marks in
Fri. Mar 17th	Mid Term report cards sent home
Wed. Mar 22nd	High School parent teacher interviews
Thurs. April 6 - 10	Easter Break no school
Mon. April 24 - May 5	Carnival Break no school
May 18 - 19	Ascension Day no school
Mon. May 22nd	High School soft copies of exams in
Fri. May 26th	Hard copies of High School exams in
Fri. May 26th	Elementary marks in
Fri. June 2 - 6	High School exams
Tues. June 6th	Last day of school (half day) for Elementary
We. June 7th	Grade 8 graduation
Thurs. June 8th	Grade 12 graduation
Fri. June 9th	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

- Dress shirts or collared golf/polo shirts
- Dress shirt and tie and dress pants for Monday Formal Day
- Closed shoes

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

Altered for COVID Protocols until Pandemic passes.

Grades 9-12 Daily Schedule

Period 1 (HR, announcements, attendance)	9:00	-	10:15
Period 2	9:20	-	11:35
Lunch	11:40	-	12:10
Period 3	12:15	-	1:30
Period 4	1:35	-	2:50

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	8:00		
Recess	10:35	-	10:50
Lunch	12:10	-	12:50
Class ends	2:00		

“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 extracurricular 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**.

<https://www.nhc.noaa.gov/>

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 cleanup work and organize classrooms. In the event that school is to be closed, a staff WhatsApp will be implemented among staff. Staff WhatsApp will be used to share information about school closures as well.

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.

Todd Chisholm will send out morning announcements by 7:15 a.m. each morning. If teachers have anything they would like included in the morning announcements, please ensure it is sent to Todd no later than 9:00 p.m. 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 Greg, 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 pdfs for student use.

WIFI

Our school has an open access wireless network for both student and teacher use. Students can 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 Policy – as shared with parents:

"Recognizing that cell phones have become a major distraction to learning, CIA will not allow the use in class. When the students are in class the cell phones are to be turned off and out of site. We will allow phones to be used at lunch time. If a student needs to contact their parent, they must go to Ms. Myonie's office, where under her supervision the communication with parents will take place.

This may seem like a drastic change in direction but a needed one as we want students to focus on their studies.

If the teacher in the classroom decides to use the student's cell phones for research, they will ask the students to take them out of their bags and use them as directed. They are not to be used for texting or social media.

We ask that you support this initiative. It has worked in the past and can work again when everyone supports the rule.

Students are expected to enter the school with phones and headphones turned off and left in school bags out of sight.

Consequences

- In class, teachers will ask that the phone be left on their desk until the end of the class
- On the second occurrence in the same class, the student and the phone will be sent to the principal's office, where the phone will remain until the end of the day. Parents will be notified that this is the 2nd occurrence
- On the third occurrence, In-school suspension from class for whole or part of the day, student not allowed to bring the phone to school for a pre-determined length of time, interview with parents

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 roadside 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 and The Petro Station before Cost U Less in Philipsburg at this time are the only 2 stations 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 at the back of the school.

Illness

The protocol for school absence due to illness is to email, call or text Todd, grade K-6, Herb 7 to12 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 Todd at the start of the school year for Elementary teachers. Also, very important to note you must take your Yellow**

Card (get one from Ama) to your assigned doctor. The next day if you are still ill you must go to SZV for their doctor to sign off on your card how many additional day(s) you may need.

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. After Term one there will be two days available.

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 & Grades 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.

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 if 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 the top of the picnic tables.

Lunch Time Rules – Rules adjusted for COVID

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

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 11:10 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 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 if 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 Tom 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 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 extracurricular 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 extracurricular activities throughout the school year.

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

Soudent 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 Todd/Tom about your ideas.

Staff is 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 will be given to teachers. The photocopier also has an usb slot for printing from saved files.

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

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 late 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 daily. Teachers can 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. Mr. Link 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. Klassen will determine when students 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. 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. Klassen 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.

Revised, May 2021

