

# Course Calendar 2021-2022

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## INTRODUCTION

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Al-Manarat's Course Calendar is intended to serve as a guideline for the high school students and parents/guardians in achieving a successful school year and to increase transparency in the relationship between parents/guardians and to establish a common understanding of our respective roles and responsibilities.

Thus, it is important to read the Course Calendar carefully as the school administration will be strict in making sure they are observed.

Strive, learn, smile and be patient with us as we continue to grow together. We trust that you will help us in providing your children with a strong foundation for their future.

Policies and procedures described in this course calendar will continue to evolve as the school responds to new challenges, issues and opportunities, and this document will be updated over time, as necessary.

We welcome and value your opinion. Please contact us with any questions or concerns.

## PRINCIPAL'S MESSAGE

Al-Manarat, the educational community, with the **Noor of Allah subhanahu wa ta'ala**, strives for excellence. We prepare our students such that they are eager to learn beyond their school years. We continually assist all our students so that they can become lifelong learners.

By Allah's will, our students are trained to be self-directed, realistic, and responsible decision-makers, they are well equipped to solve the everyday problems that they encounter in our multicultural ever-changing world. **Insha Allah!**

We feel fortunate and blessed to be in this leadership role and we welcome it every day with open arms.

We pray to the Almighty that He enables us to serve His creation and help us make every year a memorable and productive academic year for all. **Ameen**

## SCHOOL'S POLICIES PRACTICES AND PROCEDURES

Every student in Ontario must stay in school until the age of eighteen, or until they have earned an Ontario Secondary School Diploma [OSSD].

### IMPORTANCE AND VALUE OF COMPLETING A SECONDARY EDUCATION

Al-Manarat High School's goal is to facilitate our students' educational journey. Also, earning a secondary school diploma opens opportunities for students to pursue post-secondary education. It's a vital step in this dunya for the academic and personal growth of an individual.

### AL-MANARAT'S COMMITMENT

We at Al-Manarat High School aim to develop a community of learners bound together by self-discipline and respect by offering academic and university related courses so that our students can pursue a university degree. We believe in creating a partnership between students, parents, and the school. We believe that our teachers are the most important part of this community, and we will equip our teachers to enhance the students' learning experience. Our students are expected to develop their potential as individuals and to become contributing, responsible members of society, who will think clearly, feel deeply, and act wisely in accordance with the teaching of Islam.

### AL-MANARAT'S GOALS AND PHILOSOPHY

**Al-Manarat School aims to nurture each child in their spiritual, moral, intellectual, social, and emotional growth in light of the Quran and teachings of Prophet Muhammad (PBUH)**

We at Al-Manarat are on a mission to empower the future of the Muslim Ummah! We aim to be different so that our kids are not only talented academically but are also well versed in the minutest detail of Islam.

#### 1. Ontario Curriculum Infused with an Islamic Curriculum

Al-Manarat strives to prepare our students with a high-level of worldly and religious education. To achieve this, our staff instructs students following the guidelines of the Ontario High School Curriculum while integrating an Islamic curriculum as well. Students are taught to navigate the world not as educated and Muslim but instead as Educated Muslims.

#### 2. A Comprehensive and Holistic Islamic Curriculum

Our Islamic curriculum instructs our students according to the teachings of the Qur'an, the Prophet Muhammad (PBUH)'s hadiths, and the guidance of Muslim scholars. Students are



encouraged to view the world through an Islamic lens to help them build their futures both in this world and in the hereafter.

### **3. Tarbiyyah Based Long Term Student-Teacher Relationship**

We encourage our students to see Al-Manarat's teaching staff not only as educators but also as mentors for their growth as young Muslims in the West. Our staff are encouraged to maintain long-lasting student-teacher relationships with Al-Manarat students to foster their educational growth as well as the growth of their imaan to ensure they become successful members of our society.

### **4. Provincial and National Contest Exposure**

Our students are encouraged to partake in Provincial and National contests available to them to build their academic portfolio, which will help them in future endeavors throughout high school and in their post-secondary academic careers.

### **5. Skills Development for Educational and Other Benefits**

At Al-Manarat, we strive to help students grow into successful members of society. Students are encouraged to partake in our school's after-school and in-school programs and to collaborate with staff and other students to help foster their personal and religious growth. Students are encouraged strongly to partake in volunteer work and paid work opportunities to give them a much-needed head start as they grow and enter the workforce as young adults.

## **THE AL-MANARAT EDGE**

### **1. Academic Enhancements**

Al-Manarat staff is trained to best manage the educational and emotional needs of students. Students' education is enhanced by our academic and religiously intertwined curriculum to ensure that graduates of our school leave with a stable academic and religious career. The teachings of Islam are upheld in each part of our teachings at Al-Manarat.

### **2. Socially Astute**

At Al-Manarat, we are dedicated to producing students who are career-driven and goal-oriented young adults. We encourage our students to not only excel academically but to prepare themselves to excel in the workforce during their secondary and post-secondary academic careers. Students are encouraged to partake in volunteer work to build their community service hours to build their experience. Students are also driven to become employed to ensure that their

resumes are polished and prepared with the experience needed to ensure a successful career in the duration and following the completion of their post-secondary academic career.

### **3. Practically Savvy**

We wish to foster and create young adults who are confident in themselves and in their abilities. Our teaching staff act as mentors for students to provide them with personal and academic support. Students are encouraged to partake in in-school and after-school programs, and in national and provincial contests to build their speaking skills and experience and to add to their academic portfolios to ensure they are eligible for academic scholarships in their post-secondary education.

## **SCHOOL'S TERMS**

There will be four courses from September to January and four courses from February to June with evaluations and reports after 6 weeks at the midterm and at the end of each semester. Parents and students should be aware that not all courses are available each semester and some courses may be available every other year.

## **REPORTING PERIODS**

Mid Semester reports will be given to students in November (for Semester 1) and in April (for Semester 2). The reports are designed to provide an assessment of a student's achievement to date. This report will show students' effort and work habits at the midpoint of the semester as well.

Final report cards are sent home at the end of Semester 1 in February and Semester 2 on the last working day in June. The report cards show final marks for the courses taken during semester, total credits earned so far, and number of absences of a student during the semester.

Please Note: Report cards will not be released until and unless all financial obligations have been fulfilled, and all books have been returned.

**TIMETABLE ORGANIZATION**

<b>Al-Manarat High School Timetable 2021 – 2022</b> (Tentative) 1st Semester (Mon - Fri) (Sept 2021 - Jan 2022)	
Time	Monday-Friday
8:00 AM to 8:15 AM	Morning Assembly
8:15 AM to 9: 35 AM	Math ( <b>MPM1D</b> ) <i>Br. Hassan</i>
9: 35 AM to 10:55 AM	Science ( <b>SNC1D</b> ) <i>Sr. Maliha</i>
10:55 AM to 11:55 AM	Lunch Break
11:55 AM to 1:15 PM	Information and Computer Technology in Business ( <b>BTT1O</b> ) <i>Sr. Kiflien</i>
1:15 PM to 1:35 PM	Duhr Salah
1:35 PM to 2:55 PM	ILC French ( <b>FSF1O</b> ) (Girls) / Physical Education ( <b>PPL1O</b> ) (Boys) <i>Br. Junaid</i>

<b>Al-Manarat High School Timetable 2021 - 2022</b> <b>(Tentative) 1st Semester (Mon - Fri) (Jan 2022 - Jun 2022)</b>	
<b>Time</b>	<b>Monday-Friday</b>
8:00 AM to 8:15 AM	Morning Assembly
8:15 AM to 9: 35 AM	English ( <b>ENG1D</b> ) <i>Br. Hassan</i>
9: 35 AM to 10:55 AM	Food and Nutrition ( <b>HFN1O</b> ) <i>Sr. Maliha</i>
10:55 AM to 11:55 AM	Lunch Break
11:55 AM to 1:15 PM	Geography ( <b>CGC1D</b> ) <i>Sr. Kiflien</i>
1:15 PM to 1:35 PM	Duhr Salah
1:35 PM to 2:55 PM	ILC French ( <b>FSF1O</b> ) (Boys) / Physical Education ( <b>PPL1O</b> ) (Girls) <i>Br. Junaid</i>

## SCHOOL'S EXPECTATION OF STUDENTS

1. **Taqwa**- Taqwa is the awareness that Allah is aware of us and everything we do. Maintaining Taqwa is to be cautious in disappointing Allah and striving to please him. Taqwa is adamant about benefiting from every opportunity to earn Allah's pleasure. Al-Manarat students are encouraged to build their Taqwa and to maintain it throughout their academic careers and throughout their every-day life.
2. **Itqan**- Itqan is the drive to complete each task in a focused and precise manner to ensure that the best end results are achieved. Students are encouraged to use Itqan and to develop an attitude rooted in the discipline that provides them with the drive needed to achieve excellence.
3. **Amanah**- Amanah is a sense of trust and responsibility that is instilled in a person. At Al-Manarat, we aim to foster and develop this sense of responsibility in each of our students. Islam can be summarized in the ayah, "Those who fulfill their commitment whenever they commit." Our students are expected to fulfill their commitments to Allah and his Messenger, their families, their communities, and the *Ummah* at large
4. **Akhlaaq**- The greatest duty of Al-Manarat's educators is to ensure the comportment of education in our students. We believe that what is taught through compassion is much better internalized compared to that which is taught through pressure. We at Al-Manarat strive to teach our students with a drive for success as opposed to a fear of failure. Our students are expected to develop themselves as charismatic leaders and contributors to the community and Ummah as young adults.

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## UNIFORM POLICY

Wearing a clean and neat uniform is the first step in disciplining the students and developing in them a sense of seriousness. The school uniform gives a clear message as to the purpose of education. All students must be in their clean, well pressed school uniform.

**Boys** – White shirt, grey pants, black sweater, black shoes and black socks. The shirts should be tucked in and the hair should be well kept and not disheveled.

**Boys' Friday Uniform** – White *Thawb* and white hat. The dress inside the *Thawb* should not be coloured or printed.

**Girls** – White shirt, grey tunic, black sweaters, white scarf, black shoes and black socks. The girls should tie their hair. The scarves should cover their hair, neck and chest and be pinned up neatly. The shirt sleeves should be up to the wrist and the tunic should be below the ankles.

**Girls' Friday Uniform** – Black tunic and white scarf.

**Nails** – The nails should be clipped every week. The girls are not allowed to wear any nail polish or make-up.

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## ABSENCE & LATE POLICY

1. Attendance for students is compulsory.
2. Students will be at school from 8:00 am to 2:55 pm. A student who enters 5 minutes or later after the class starts will be marked 'Late'. If the student is late or absent, then progressive disciplinary action will be taken.
3. First Warning – A student who is late or absent to class for 3 days or more will receive a First Warning Letter.
4. Second Warning – A student who continues to be late or absent to class for 3 days or more even after the First Warning, will receive a Second Warning Letter and a meeting will be held with the parent.
5. Final Warning Letter - A student who doesn't show any signs of change since the previous warning and continues to be late will be dropped from the course and a 'W' i.e. Withdrawal will be reported on their transcript.
6. In case of absence, the parent must inform the School Administration by sending the *Absentee Form* via email to [info@almanarathighschool.com](mailto:info@almanarathighschool.com).

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## EXPECTATIONS REGARDING ACHIEVEMENTS

Al-Manarat High School only offers academic streamed courses geared towards university admission. Please note that our school does not have sufficient resources and staff to support the needs of students who require an Independent Education Plan or who need more applied based courses.

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## MINIMUM PREREQUISITE REQUIREMENT

A minimum of a 60% mark is required in Mathematics, English, and Science prerequisite courses for a student to be eligible to take the next level course. If a student achieves a mark of less than 60% then they will be required to upgrade the course mark. The course mark can be upgraded through summer school, night school correspondence or online.

Al-Manarat has zero tolerance for late submissions. No assignment or homework or presentation or project will be accepted after the deadline. Any student who has a valid reason for the late submission must submit a Late Submission Form with a proof outlining the cause for the delay. The Late Submission Form must be submitted before the due date of the assignment and in case of an emergency, it can be submitted within 24 hours after the due date.

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## TRAVELING AND EXAMS

No travelling should be planned during the school season. The school mandates a six-week summer program in which a core course will be taught to fast track all students. Therefore, students must plan their vacations during the school holidays only. See the school calendar for specific dates.

In case of an emergency, the student must notify the administrative staff in advance and submit an Extended Absence Form. Any student who travels during the school season without an emergency, might have loss of marks, suspension or even withdrawal from a credit.

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## INCLEMENT WEATHER POLICY

Closings and delays will be posted on our website along with email communication. The school might offer Online Classes in case of inclement weather. Read the 'Online Alternative' section for details.

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## TEACHER STUDENT COMMUNICATION & HOMEWORK

Students will be provided with a google account that they will be using to communicate with the teachers (through Gmail) and their submission portal (google classroom). While enrolled, the teachers will be not using any social media platform to communicate with the students except Gmail and google classroom.

All Homework submissions must be done on time, see deadlines policies. Students may use help from parents, guardians, siblings or anyone in the capacity of a tutor, however, it is highly encouraged for students to reach out to their teachers for extra help and to ensure that if they opt for a tutor, then they are learning the material and not being spoon fed. The teachers have designed

the curriculum with meticulous care and therefore it ensures that students who are accepted to the program are capable of excelling through the challenges thrown their way.

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## HOMEWORK

Parents are strongly encouraged to check their child's Google Classroom and ClassDojo for homework and to help supervise their assigned homework.

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## SOCIAL MEDIA

While enrolled at the Al-Manarat High School, the students become ambassadors for the school and its values. Responsible social media usage is an essential component for our staff and students. Students are encouraged to be active, expressive and beneficial on social media. The formidable age of a high school teenager is one that allows for the exchange of ideas, thoughts, banter, etc. However, insulting, vulgar, shameless or ignoble behavior is far removed from any respectful, gentle, noble and beneficial discourse. The school will not allow its students to engage in any such activity while enrolled at the school. Being responsible for what one says and types for the world to see as an ambassador of the school and while upholding its values is a non-negotiable trait. If the administration is aware of social media misconduct and any irresponsible, shameless and vulgar behavior, then depending on the severity of the infraction, an appropriate consequence will be levied.

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## GENDER INTERACTIONS

Al-Manarat aims to create a healthy and dignified interaction between the two genders. The recommended rule for inter-gender interactions follows the abbreviation: PPL - that all interactions be Public, that all interactions be Purposeful and that all interactions be Limited. The school will encourage healthy and respectful interaction between the genders when it comes to schoolwork and projects, however, if a student displays ignoble behavior or acts impetuously in this regard, the administration will levy consequences that are best suited to the level of infraction.

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## PHOTOGRAPH, VIDEO AND VOICE RECORDING

Photography, video, and voice recording are strictly prohibited if taken without consent.



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## DROP-OFF/PICK-UP

Al-Manarat's back entrance to the school must be used at all times for drop-off and pick-up.

**Drop-Off:** Upon arrival, children must enter the building and stay in their classrooms until the school bell.

**Pick-Up:** All children must be picked up by the parents or authorized person(s) by the end of the school day at 2:55 p.m. Children not picked up by 3:15 p.m. will be sent to after-school, and a charge of \$5 per day will incur.

Visitors/Parents are not allowed to park unattended cars in drop off/pickup zones. Please be courteous when parking.

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## TELEPHONE CALLS

The school phone is a business phone and is for use by the staff only. Students may use the phone only in an emergency situation. Forgetting books, homework, equipment, money, etc., is not considered an emergency, nor is making arrangements for a ride home or asking permission to go home with a friend. These plans must be made in advance, before leaving home in the morning, and the school must be notified accordingly.

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## RECESS RULES

Students are expected to:

1. Move to the assigned area of the school immediately. Do not loiter in the school building.
2. Use appropriate language and respectful behaviour at all times.
3. Zero tolerance for violence.
4. Try to solve problems positively. Ask the Duty Teacher for help when needed.
5. Follow instruction from the Duty Teacher at all times.
6. Use washrooms for emergencies only. Obtain permission from the Duty Teacher before entering school.
7. Ensure safety at all times.
8. Immediately stop playing or eating and line up when the bell rings.

9. Do not litter. Pick up litter if you see it.

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## WALKING IN HALLWAYS

Students are expected to:

1. Walk at all times, quietly, on the right side.
2. Wear shoes at all times when walking the halls or in class (exception: Salaat Rooms).
3. Keep hands and feet to yourselves.
4. Stop to allow an adult to pass through their lines and in or out of the doorways.
5. Say '*Assalamu Alaikum*' when meeting adults in the hallway.
6. Line up in the hallway and wait to be invited into the classroom.
7. Put the objects found in the hallway in the Lost & Found bin. If an expensive object or money is found, take it to the office.
8. Don't litter in the hallway. If litter is seen, pick it up. Keep the school clean.

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## WATER FOUNTAIN & WASHROOM

Students are expected to:

1. Ask permission when needing the washroom at class or recess time.
2. Use water bottles in class. Fountains are to be used during lunchtime. Do not put your mouth on the fountain tap. Do not wash your hands or things in the fountain. Do not waste water.
3. Do not loiter in the hallway. Walk to the washroom and immediately return to class when done.
4. Follow Islamic etiquette when using the washroom: use the toilet sitting down, wash yourself with water, flush the toilet, wash hands with soap and water after going to the toilet.

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## SALAH

Students are expected to head to the prayer area at the time of *Salah* and join in the congregational prayers. Students are expected to have *Wudu* and are encouraged to perform it before the Salaat period so that they do not arrive late for *Salah*. All students will attend *Salah*. Absence from *Salah* requires special permission.

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## LUNCH TIME

Students are expected to:

1. Take their jacket and lunch bag with them to the Lunch Room
2. Follow the hall routine to the Lunch Room
3. Recite *Du'a* before eating
4. Eat with proper Islamic etiquette
5. Talk quietly
6. Ask for permission from the Lunch Teacher if you need to use the washroom
7. Recite *Du'a* after eating

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## USE OF ELECTRONIC DEVICES

No electronic devices are allowed during school hours including phones, tablets, laptops, gaming devices or any of such electronic devices. They are strictly forbidden for the duration of the time in school. Failure to comply with this policy will result in the devices being confiscated and returned at the discretion of the school's Administration. Every effort will be made to relay important messages received from parents to students at appropriate times during the day. In emergencies, students are to call parents from the main office

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## ATTENDING SCHOOL ASSEMBLIES

Every morning, students must be inside the gym by 7:55 a.m. such that we can start promptly at 8:00 a.m. with all students and staff observing the opening exercises with the recitation of *Duas* and the National Anthem. Important announcements and occasional class presentations will be made as well.

Students are expected to:

1. Follow hall routines to the designated Assembly Area (usually the gymnasium).

2. Stand in assigned rows and pay attention to teachers
3. During the assembly, be attentive
4. If you need to use the washroom during the assembly, ask your teacher before leaving
5. Return promptly
6. Leave only when it is your turn. Follow hall routines.

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## EXITING THE SCHOOL

1. Follow hall routines appropriately to the front yard.
2. Be cautious of cars when going to the spot where your car is parked.
3. Play in designated areas of the school only. No loitering in the school building.

## ONLINE LEARNING

The school offers the distant learning stream for students. Online learning students will have the same schedule as the onsite students and will have an equivalent instructional model along with work submission protocol. All distant students must abide by the following:

- a. Cameras must always be on during class time unless explicit permission to turn the cameras off has been granted.
- b. Online students will have the same uniform as the onsite students and must abide by the uniform protocol followed by others.

Failure to abide by the above will result firstly in a phone call from the school informing the parents of their child's scenario, if the violation persists, a meeting with the teaching team and parents will be scheduled, if the violation continues to persist then it may result in the withdrawal of credit.

## MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS FOR ONLINE STUDENTS

Online students must have a functional computer or its equivalent, a strong internet connection (preferably wired Ethernet connection), a clear web camera and microphone, and any other essential feature that is required for seamless online studies.

Students should have access to Microsoft Office, Adobe Acrobat Reader, and Google Classroom, Google Workspace account (provided by the school) and a scanner or camera to submit the assignments.

## ATTENDANCE FOR ONLINE STUDENTS

- a. The students enrolled in online learning must login every single class
- b. A student who fails to login will be marked absent for that course
- c. Students will be logged in from 8:00 am to 2:55 pm. A student who logs in 5 minutes or later after the class starts will be marked 'Late'. If the student is late or absent, then progressive disciplinary action will be taken.
- d. First Warning – A student who is late or absent to class for 3 days or more will receive a First Warning Letter.
- e. Second Warning – A student who continues to be late or absent to class for 3 days or more even after the First Warning, will receive a Second Warning Letter and a meeting will be held with the parent.

- f. Final Warning Letter - A student doesn't show any signs of change since the previous warning and continues to be late will be dropped from the course and a 'W' i.e. Withdrawal will be reported on their transcript.
- g. In case of absence, the parent must inform the School Administration by sending the *Absentee Form* via email to [info@almanarathighschool.com](mailto:info@almanarathighschool.com).

## ACCEPTABLE USE POLICY

In the case that a student is found to use technology in an unacceptable manner, the student and parent (if under the age of 18) will be contacted. The consequences of such actions may result in the removal of the student from the course without refund.

Unacceptable behaviors may include, but may not be limited to the following:

- Creation and transmission of offensive, obscene, or indecent document or images;
- Creation and transmission of material which is designed to cause annoyance, inconvenience or anxiety;
- Creation of defamatory material;
- Creation and transmission that infringes copyright of another person;
- Transmission of unsolicited commercial or advertising material and deliberate unauthorized access to other services accessible using the connection to the network/Internet;
- Causing technical staff to troubleshoot a problem for which the user is the cause, corrupting or destroying other user's data;
- Violating the privacy of others online;
- Using the network in such a way that it denies the service to others;
- Continuing to use software or other system for which the user has already been warned about using; and
- Any other misuse of the network such as introduction of viruses.

## ONLINE ALTERNATIVE FOR ONSITE AND ONLINE STUDENTS

The School Administration may decide to instruct students online due to certain unavoidable circumstances, these circumstances may be due to severe weather, health concerns (pandemic), etc. The school may cancel classes for a particular day OR have the students attend the sessions online. Each student must have a functional computer device or its equivalent, access to a web camera and microphone that will allow them to seamlessly connect with their classmates and teachers during these online sessions. The school may decide to have evening help sessions, workshops, etc. through the online medium as well.

## SAFE SCHOOL POLICY

### GENERAL DEPORTMENT (PERSON'S BEHAVIOR AND MANNERS)

We ask that parents support our concern for orderly deportment by our students. All students should consider themselves representatives of Islam, and Muslims and it is expected that their behavior will reflect positively on themselves, their school, and their community.

Should any one student persist in acting in an inappropriate manner, the Principal reserves the right to withdraw the student from the school program and school fees would be forfeited.

Students and parents will be given ample advance notice.

School supports for general deportment and behavior:

By the teacher:

- ❖ Phone call home
- ❖ Student/teacher meeting
- ❖ School detention
- ❖ Deprivation from participation in certain school activities

By Administration:

- ❖ Parent Conference
- ❖ Social Worker referral and counseling
- ❖ Deprivation from some school privileges
- ❖ Suspension
- ❖ Expulsion

Every person in the school has the right to be safe and respected. Each individual is expected to be responsible, respectful, reasonable, and religious under the auspices of Islamic law and the Ontario Ministry of Education and Training's statutes and policies.

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## PHYSICAL SAFETY

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### WEAPONS

All school members must:

- ❖ not be in possession of any weapon, including but not limited to firearms
- ❖ not use any object to threaten or intimidate another person
- ❖ not cause injury to any person with an object

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### ALCOHOL AND DRUGS

All school members must:

- ❖ not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

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### PHYSICAL AGGRESSION

All school members must:

- ❖ not inflict or encourage others to inflict bodily harm on another person;
- ❖ seek staff assistance, if necessary, to resolve conflict peacefully.

A student who assaults or threatens another may be forbidden to return to school if the victim has good reason to fear that student. The onus will be on the Principal to consider first and foremost the needs of the victim. However, self-defence and provocation are considered to be mitigating factors.

Violent Incident Forms recording violent behaviour, which results in a suspension or report to police, shall be retained in the student's OSR for a period of three years. Violent Incident Forms recording violent behaviour, which results in a recommendation for expulsion, shall be retained in the student's OSR.

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## SUSPENSION

Under subsection 306 (1) of the Education Act, a principal shall consider whether or not to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at



school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described above, the principal will suspend the pupil from his or her school and from engaging in all school-related activities. The minimum duration of a suspension is one school day and the maximum duration is 20 school days. In considering how long the suspension should be, a principal will take into account any mitigating or other factors prescribed by the regulations. Under clause 306 (1) 7 of the Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;

7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs;
10. Sexual harassment;
11. Racial harassment;
12. Fighting;
13. Possession or misuse of any harmful substances;
14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

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## MITIGATING FACTORS

Pursuant to the Suspension and Expulsion of Pupils Regulation, the following mitigating factors shall be taken into account:

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.



## DIPLOMA AND CERTIFICATES

### The Requirements for the Ontario Secondary School Certificate

In order to earn an Ontario Secondary School Diploma, students must successfully complete:

1. 18 compulsory credits
2. 12 optional credits
3. The grade 10 Ontario Secondary School Literacy Requirement (OSSLT).
4. A minimum of 40-hours of mandatory Community Involvement activities prior to graduation

### 18 COMPULSORY CREDITS

Number of Credits	Required Course
4	English (1 credit per grade, from Grade 9 to 12)
3	Mathematics (at least 1 credit at the Grade 11 or 12 level)
2	Science
1	French as a Second Language
1	Canadian Geography (Grade 9)
1	Canadian History (Grade 10)
1	Arts (any of Visual Arts, Music, Drama, Dance, or Media Arts)
1	Health and Physical Education
0.5	Career Studies
0.5	Civics

### 3 ADDITIONAL CREDIT

**Plus** one additional credit from each of the following groups

<b>Group 1</b> 1 additional credit in:	<b>Group 2</b> 1 additional credit in:	<b>Group 3</b> 1 additional credit in:
<ul style="list-style-type: none"> <li>❖ English</li> <li>❖ Canadian and World Studies</li> <li>❖ Social Sciences &amp; the Humanities</li> <li>❖ French as a Second Language</li> <li>❖ Native language</li> <li>❖ Classical or International Language</li> <li>❖ Guidance &amp; Career Education</li> <li>❖ Cooperative Education</li> </ul>	<ul style="list-style-type: none"> <li>❖ Arts (Visual Arts, Dance, Drama, Music)</li> <li>❖ Business Studies</li> <li>❖ Health &amp; Physical Education</li> <li>❖ French as a Second Language</li> <li>❖ Cooperative Education</li> </ul>	<ul style="list-style-type: none"> <li>❖ Computer Studies (Grade 10 – 12)</li> <li>❖ Science (Grade 11 or 12)</li> <li>❖ Technological Education (Grades 9 – 12)</li> <li>❖ Cooperative Education</li> </ul>

- ❖ A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.
- ❖ In groups 1, 2, and 3, a maximum of 2 credits in French as a second language can count as compulsory Credits, one from group 1 and one from either group 2 or group 3.
- ❖ A maximum of 2 credits in cooperative education can count as compulsory credits.

## 12 OPTIONAL CREDITS

In addition to the 18 compulsory credits, students must complete a total of 12 optional credits in courses of their choice. Optional credits may be selected from a list of courses available in the school. Students are encouraged to choose courses suited to their individual interests as well as university, college, apprenticeship, or work requirements.

- ❖ All credit courses toward the Ontario Secondary School Diploma (OSSD) are based on rigorous curriculum expectations and course descriptions and codes of the Ontario Ministry of Education.
- ❖ Credit courses toward the OSSD focus on the essential concepts of the respective discipline. Course work develops students' knowledge and skills by emphasizing theoretical, abstract applications of the essential concepts and incorporating practical applications as appropriate. The emphasis is on theory and abstract thinking as a basis for future learning and problem solving.
- ❖ College/University preparation courses in Grades 11 and 12 are designed to equip students with the knowledge and skills they need to meet the entrance requirements for college and university programs.

## PROVINCIAL SECONDARY SCHOOL LITERACY DIPLOMA REQUIREMENT

### THE ONTARIO SECONDARY SCHOOL LITERACY TEST

All students at Al-Manarat High School seeking to graduate with an Ontario Secondary School Diploma (OSSD) are required to complete the Provincial Secondary School Literacy Diploma Requirement.

- ❖ In the spring of their Grade 10 school year, students will write the Ontario Secondary School Literacy Test (OSSLT).
- ❖ Students must pass the test in order to graduate from secondary school and earn a diploma.
- ❖ The OSSLT is based on the Ontario curriculum expectations for language and communication - particularly reading and writing - up to and including Grade 9.
- ❖ The test determines whether students have acquired those skills necessary for literacy and whether they have attained the provincial expectations for literacy.

- ❖ Students unsuccessful on the first attempt may rewrite the test. There is no limit to the number of attempts a student may make.
- ❖ Once successful, the student cannot take the test again.
- ❖ Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once may satisfy the Provincial Secondary School Literacy Diploma Requirement by successfully completing the Ontario Secondary School Literacy Course (OSSLC).

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### ONTARIO SECONDARY SCHOOL LITERACY COURSE (OSSLC)

The Ontario Secondary School Literacy Course has been developed to provide students who have been unsuccessful on the test with intensive support in achieving the required reading and writing competencies, and with an alternative means of demonstrating their literacy skills. Al-Manarat High School does not offer this course, however, students can register for the course at a local summer school or other institutions after getting the approval from the school.

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### ACCOMMODATIONS, SPECIAL PROVISIONS, DEFERRALS AND EXEMPTIONS:

Accommodations, deferral and exemption information is outlined in two documents:

1. EQAO Guide for Accommodations, Special Provisions, Deferrals and Exemptions
2. Ontario Schools Kindergarten to Grade 12, Policy and Program Requirements 2016

Any accommodation recommended by the school will be acceptable to EQAO, in accordance with information in EQAO Guide for Accommodations, Special Provisions, Deferrals and Exemptions and Ontario Schools Kindergarten to Grade 12, Policy and Program Requirements 2016 and will be outlined in the individual student's Individual Education Plan. Accommodation recommendations will be communicated by letter to parents/guardians in advance of the test.

Deferrals will be considered in individual circumstances. The consideration for a deferral may be initiated by a parent or by the principal. The principal will make a decision in consultation with the student's parents/guardians and appropriate school staff. A letter outlining the reason for the deferral will be sent home with the student for parent/guardian signature in advance of the test. A student who is deferred must successfully complete the literacy requirement in order to earn an OSSD.

A student will only be exempted from the test if he/she is not working towards an OSSD. An adjudication process is in place to allow students who are eligible to graduate, but who were not able to write the Ontario Secondary School Literacy Test (OSSLT) or enroll in the Ontario Secondary School Literacy Course (OSSLC), an opportunity to obtain this graduation requirement. An adjudication panel evaluates samples of student work and thereby determines if a student meets the literacy requirement according to the criteria outlined in the Ministry guidelines.

#### 40-HOUR COMMUNITY INVOLVEMENT

Every student who begins secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma. The community involvement requirement is in addition to the 30 credits required for a high school diploma. It is designed to encourage civic responsibility and promote community values. The program is flexible so that all students can find ways to participate. Students will be responsible for fulfilling the community involvement component on their own.

- ❖ Each student is responsible for finding and completing 40 hours of community service work.
- ❖ The school may not be directly involved in finding placements for students or monitoring students while they are completing this work.
- ❖ Before beginning any community involvement activity, each student must complete and submit a *Notification of Planned Community Involvement Activities* form.
- ❖ A **Completion of Community Involvement Activities** form must be completed and submitted by the student, upon completion of the 40 hours or at appropriate intervals determined by the principal.
- ❖ Unless the community service activity is one of the pre-approved activities listed in the guidelines, the student must have signed approval by the school Principal before starting the activity.
- ❖ The parent/guardian is responsible for checking potential placements before the student begins his/her service work.
- ❖ The school is responsible for advising students of the requirements and procedures for completing the 40-hour community involvement requirement.



- ❖ Students will receive information and appropriate forms from the main office or principal or guidance counsellor.
- ❖ The Principal will determine the required number of community service hours for students who come from outside the province or country.
- ❖ Activities may take place inside or outside the school; those that occur inside the school may not be part of a credit program.
- ❖ Activities may take place during the school day, but must occur outside the student's scheduled course time, that is, during the lunch hour, or before or after classes.

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### THE MINISTRY'S LIST OF INELIGIBLE ACTIVITIES

The ministry has developed a list of activities that **may not be chosen** as community involvement activities and that are therefore ineligible activities. An ineligible activity is an activity that:

- ❖ is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- ❖ takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- ❖ takes place in a logging or mining environment, if the student is under sixteen years of age;
- ❖ takes place in a factory, if the student is under fifteen years of age;
- ❖ takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult;
- ❖ would normally be performed for wages by a person in the workplace;
- ❖ involves the operation of a vehicle, power tools, or scaffolding;
- ❖ involves the administration of any type or form of medication or medical procedure to other persons;

- ❖ involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act;
- ❖ requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- ❖ involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
- ❖ consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- ❖ involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

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### AL-MANARAT'S LIST OF ELIGIBLE ACTIVITIES

A student may work in a variety of settings including businesses, not for profit organizations, public sector institutions (including hospitals) and informal settings. Possible activities include charity work, coaching, or involvement in certain extracurricular activities within the school as defined by the *Community Involvement Form*. This form provides students with lists of eligible activities and the guide provided by the Ministry. It also includes a record of hours for planned and completed Community Involvement Activities. Community Involvement Activities may be counted toward the 40-hour minimum ONLY if they begin after the student enters high school in September of Grade 9. Students must complete a minimum of 20 hrs outside of Al-Manarat High School. Students who complete more than 250 hours will be given a special recognition award during their graduation ceremony.

- ❖ Student fundraising, and acting as a student assistant, tutor, or peer helper or mediator within the school all qualify as Community Involvement activities.
- ❖ Student fundraising, and acting as a student assistant, tutor, or peer helper or mediator within the school all qualify as Community Involvement activities.
- ❖ Volunteer activities, tutoring, fund-raising, coaching, or other work with community groups or charitable organizations all qualify as Community Involvement, as long as the student is not paid for the work done.
- ❖ Independent activities in the community may count, such as visiting, helping out, and picking up groceries or supplies for an elderly or disabled neighbour; shovelling snow or

raking leaves, etc. Documentation must be received from the community member, and no payment of any kind may be received for these activities.

### **SUBSTITUTION POLICY FOR COMPULSORY CREDIT REQUIREMENTS**

Under special circumstances substitutions may be made for a limited number of compulsory credit courses. To meet individual students' needs, the principal may replace up to three compulsory courses with courses from the remainder of those that meet the compulsory credit requirements. In all cases, however, the total compulsory and optional credits will be 30 for students in order to earn the OSSD and not less than 14 for those earning the Ontario Secondary School Certificate. Substitutions should be made to promote and enhance student learning or to meet special needs and interests. A parent, adult student or the Principal can make requests for substitutions. The Principal will make his or her decision in consultation with the parent, student and appropriate school staff.

It is recommended that:

- ❖ Students and their parents or guardians give careful consideration before requesting approval for substitute credit arrangements.
- ❖ Wherever possible, the request for substitution will be delayed until the student has had some secondary school experience.
- ❖ A student who is not successful in a compulsory course may:
  - Repeat it
  - Undertake a course at a different level of difficulty
  - Undertake a different course from a guideline that fulfils the compulsory credit requirement

A substitution request form can be picked up from the office and returned upon completion for approval by the principal. A copy of the form is to be kept in the student's OSR. Each substitution shall be noted on the Ontario Student Transcript.

### **REQUIREMENTS FOR THE ONTARIO SECONDARY SCHOOL CERTIFICATE (OSSC)**

The Ontario Secondary School Certificate (OSSC) will be granted, on request, to students who are leaving secondary school upon reaching the age of eighteen without having met the requirements for the Ontario Secondary School Diploma.

To be granted an OSSC, a student must have earned a minimum of 14 credits, distributed as follows.

**7 required compulsory credits:**

- ❖ 2 credits in English
- ❖ 1 credit in Mathematics
- ❖ 1 credit in Science
- ❖ 1 credit in Canadian History or Canadian Geography
- ❖ 1 credit in Health and Physical Education
- ❖ 1 credit in the Arts, Computer Studies, or Technological Education

**7 required optional credits**

- ❖ 7 credits selected by the student from available courses

The provisions for making substitutions for compulsory credits described above also apply to the Ontario Secondary School Certificate.

## CERTIFICATE OF ACCOMPLISHMENT

Students who are leaving secondary school upon reaching the age of eighteen without having met the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain kinds of further training, or who plan to find employment directly after leaving school. The Certificate of Accomplishment is to be accompanied by the student's Ontario Student Transcript. Students who return to school to complete additional credit and non-credit courses (including courses with modified or alternative expectations in special education programs) will have their transcript updated accordingly but will not be issued a new Certificate of Accomplishment. The Ontario Secondary School Diploma or Ontario Secondary School Certificate will be granted when the returning student has fulfilled the appropriate requirements.

## CURRICULUM

### WHAT IS A CREDIT?

A credit is granted in recognition of the successful completion of a course (at the Grade 9-12 level) that has been scheduled, for a minimum of 110 hours. A half credit constitutes 55 hours of instruction. Credits are granted by the Principal on behalf of the Minister of Education for courses that are developed or approved by the Ministry.

### TYPES OF COURSES AVAILABLE IN THE ONTARIO CURRICULUM

In grades 9 and 10, four types of courses are available to be offered by ministry of education guidelines: academic, applied, locally developed compulsory and open courses.

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#### GRADES 9 AND 10

**Academic** courses develop students' knowledge and skills through the study of theory and abstract problems. These courses focus on the essential concepts of a subject and explore related concepts as well. They incorporate practical applications as appropriate.

**Applied** courses focus on the essential concepts of a subject and develop students' knowledge and skills through practical applications and concrete examples. Familiar situations are used to illustrate ideas, and students are given more opportunities to experience hands-on applications of the concepts and theories they study.

**Open** courses, which comprise a set of expectations that are appropriate for all students, are designed to broaden students' knowledge and skills in subjects that reflect their interests and prepare them for active and rewarding participation in society. They are not designed with the specific requirements of university, college, or the workplace in mind.

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#### GRADES 11 AND 12

In grades 11 and 12, courses available to be offered to prepare students for post-secondary destinations include: university, university/college, college, workplace and open course.

The following five types of courses are offered in Grades 11 and 12:

**College preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for most college programs or for admission to specific apprenticeship or other training programs.

**University preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs.

**University/college preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for specific programs offered at universities and colleges.

**Workplace preparation courses** are designed to equip students with the knowledge and skills they need to meet the expectations of employers, if they plan to enter the workforce directly after graduation, or the requirements for admission to certain apprenticeship or other training programs.

Open courses, which comprise a set of expectations that are appropriate for all students, are designed to broaden students' knowledge and skills in subjects that reflect their interests and prepare them for active and rewarding participation in society. They are not designed with the specific requirements of university, college, or the workplace in mind.

### THE COURSE CODING SYSTEM

The course code consists of a course title and a six-character code. The first five characters are designated by the Ministry of Education. The sixth character is determined by the Board or the High School. Normally, the sixth character is "1" and it does not appear on the Ontario Student Transcript

Code Character	Explanation	Example (PPL101)
First, Second, Third	Subject Discipline of the course in Letters	"PPL" – represents Healthy Active Living Education
Fourth	Grade level as a number. "1" = Grade 9, "2" = Grade 10, "3" = Grade 11 and "4" = Grade 12  In case of ESL/ELD and Classical/International language courses (A,B,C,D,E) refers to the level of proficiency	"1" = Grade 9

<p>Fifth</p>	<p>Type of Course as a letter:</p> <p>"C" College</p> <p>"D" Academic</p> <p>"L" Locally Developed</p> <p>"M" University/ College</p> <p>"O" Open</p> <p>"P" Applied</p> <p>"U" University</p> <p>"W" Workplace</p>	<p>"O" - Open Course</p>
<p>Sixth</p>	<p>Board or School designated character that assists with organization of classes</p>	<p>"1"= 1 Credit</p>

**DESCRIPTION OF THE COURSES OFFERED AT ALMANARAT HIGH SCHOOL**

**INFORMATION AND COMMUNICATION TECHNOLOGY IN BUSINESS (OPEN) BBT10**

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.

**Prerequisite: None**

## **GEOGRAPHY OF CANADA (ACADEMIC) CGC1D**

This course explores Canada's distinct and changing character and the geographic systems and relationships that shape it. Students will investigate the interactions of natural and human systems within Canada, as well as Canada's economic, cultural, and environmental connections to other countries. Students will use a variety of geotechnologies and inquiry and communication methods to analyse and evaluate geographic issues and present their findings.

**Prerequisite: None**

## **FOOD AND NUTRITION (OPEN) HFN10**

This course focuses on guidelines for making nutritious food choices. Students will investigate factors that influence food choices, including beliefs, attitudes, current trends, traditional eating patterns, food- marketing strategies, and individual needs. Students will also explore the environmental impact of a variety of food choices at the local and global level. The course provides students with opportunities to develop food-preparation skills and introduces them to the use of social science research methods in the area of food and nutrition.

**Prerequisite: None**

## **ENGLISH GRADE 9 (ACADEMIC) ENG1D**

This course is designed to develop the oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyse literary texts from contemporary and historical periods, interpret informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the use of strategies that contribute to effective communication. The course is intended to prepare students for the Grade 10 academic English course, which leads to university or college preparation courses in Grades 11 and 12.

**Prerequisite: None**

## **CORE FRENCH (OPEN) FSF1O**

FSF1O is an introductory course for students who have little or no knowledge of French or who have not accumulated the minimum of 600 hours of elementary Core French instruction. Students will begin to understand and speak French in guided and structured interactive settings and will develop fundamental skills in listening, speaking, reading, and writing through discussing issues and situations that are relevant to their daily lives. Throughout the course, students will develop their awareness of diverse French speaking communities in Canada and acquired an



understanding and appreciation of these communities. They will also develop a variety of skills necessary for lifelong language learning.

**Prerequisite: None**

### **MATHEMATICS (DE-STREAMED) MTH1W**

This course enables students to consolidate, and continue to develop, an understanding of mathematical concepts related to number sense and operations, algebra, measurement, geometry, data, probability, and financial literacy. Students will use mathematical processes, mathematical modelling, and coding to make sense of the mathematics they are learning and to apply their understanding to culturally responsive and relevant real-world situations. Students will continue to enhance their mathematics.

**Prerequisite: None**

### **HEALTHY ACTIVE LIVING EDUCATION (OPEN) PPL10**

This course emphasizes regular participation in a variety of enjoyable physical activities that promote lifelong healthy active living. Students will learn movement skills and principles, ways to improve personal fitness and physical competence, and safety and injury prevention. They will investigate issues related to healthy sexuality and the use and abuse of alcohol, tobacco, and other drugs, and will participate in activities designed to develop goal-setting, communication, and social skills.

**Prerequisite: None**

### **SCIENCE (ACADEMIC) SNC1D**

This course enables students to develop their understanding of basic concepts in biology, chemistry, earth and space science, and physics, and to relate science to technology, society, and the environment. Throughout the course, students will develop their skills in the processes of scientific investigation. Students will acquire an understanding of scientific theories and conduct investigations related to sustainable ecosystems; atomic and molecular structures and the properties of elements and compounds; the study of the universe and its properties and components; and the principles of electricity.

**Prerequisite: None**

**ACCESS THE OUTLINES OF THE COURSES OF STUDY**

Outlines of study of the course offered at Al-Manarat High School are available in the main office of the school.

### ACCESS THE ONTARIO CURRICULUM POLICY DOCUMENTS

All of the Ontario Curriculum Policy Documents are available on the Ministry of Education's website.

For Secondary School course documents, go to:

<http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>

For documents pertaining to the Ontario Student Record, go to:

<http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.html>

For documents pertaining to the Ontario Student Transcript, go to:

<http://www.edu.gov.on.ca/eng/general/elemsec/ost/ost.html>

For information regarding Policy and Program Requirements, go to:

<http://www.edu.gov.on.ca/eng/document/policy/os>

### DESCRIPTIONS OF EXPERIENTIAL LEARNING PROGRAMS SUCH AS COOPERATIVE EDUCATION, AND JOB SHADOWING.

Experiential learning programs may be part of the delivery of the curriculum in all disciplines. Such programs provide students with opportunities to see how their classroom learning applies in a workplace setting and allow them to explore a career of interest as they plan a pathway through secondary school to their postsecondary destination. Experiential learning programs include job shadowing and job twinning, which may start in Grades 7 and 8, and work experience and cooperative education, which are offered in secondary school.

Cooperative education programs allow students to earn secondary school credits while completing a work placement in the community. These programs complement students' academic programs and are valuable for all students, whatever their postsecondary destination. A cooperative education program comprises, at a minimum, one cooperative education course and its related course, on which the cooperative education course is based. Any course from an Ontario curriculum policy document or any ministry-approved locally developed course may serve as the related course for a cooperative education program. In their cooperative education program, students may earn a

minimum of one and a maximum of two cooperative education credits for each related course, whether it is a full- or half-credit course. If the related course is a multiple-credit course, a student may earn a maximum of two co-op credits for each credit earned in the related course. The cooperative education course consists of a classroom component and a placement component. The classroom component includes pre-placement sessions and classroom integration sessions. The pre-placement sessions prepare students for the workplace and include instruction in areas of key importance, such as health and safety. The classroom integration sessions provide opportunities for students to reflect on and reinforce their learning in the workplace as the program progresses. A personalized placement learning plan (PPLP) must be developed for all students in a cooperative education program. A student's progress in achieving the curriculum expectations and in meeting the requirements identified in the PPLP must be assessed and evaluated by a teacher through regular workplace monitoring meetings with the student and the student's workplace supervisor.

At this time AlManarat High School does not offer experiential learning programs at this time.

#### **POLICY REGARDING STUDENT'S WITHDRAWAL FROM COURSES IN GRADE 11 AND 12**

If a student withdraws from a course they will not be able to obtain a credit for that course. Therefore, we strongly do not recommend students withdrawing from a course in the midst of a school year or semester. However, if for a very strong reason a student needs to withdraw from a course they must obtain the parent's (if the child is under 18 years of age) and the school's permission to do so. A student must withdraw from a grade 11 or 12 course 5 instructional days after the term 2 report card is issued for it not to show up on their official transcript; after this date, a failing mark will be shown on the transcript if the student drops the course.

#### **PROCEDURES RELATED TO CHANGING COURSE TYPES**

Al-Manarat High School is committed to offering its students' Academic, and Open Course of study in grade 9 and 10. Some students may change their educational goals as they proceed through secondary school. When they embark on a new pathway, they may find that they have not completed all the prerequisite courses they need. If a student requires to change their pathway and course type they should speak to the principal/guidance counsellor for procedures in changing course types and procedures for changing pathways. If additional help is required in order to complete the course, tutoring before or after school will be provided.

#### **PLAR — PRIOR LEARNING ASSESSMENT AND RECOGNITION: EQUIVALENCY AND CHALLENGE**

Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. The PLAR process involves two components: "challenge" and "equivalency".

- ❖ The **challenge** process is the process whereby students' prior learning is assessed for the purpose of granting credit for a course developed from a provincial curriculum policy document.
- ❖ The **equivalency** process involves the assessment of credentials from other jurisdictions.

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### (PLAR) THE CHALLENGE PROCESS

If the student is from another Ontario Secondary School, he or she can challenge for a credit for what the student has learned prior to coming to Al-Manarat High School. The student will be assessed for his or her prior learning of a course developed from an Ontario curriculum document. The principal may also initiate the possibility of a student challenging for a credit or credits if he/she sees it suitable for the student.

Students may challenge for credit only for Grade 10, 11, and 12 courses in provincial curriculum policy documents and may earn no more than four credits through the challenge process, including a maximum of two credits in any one discipline. (See OS 2011, section 7.2.5.1.)

Students may challenge for credit for a course only if they can provide reasonable evidence to the principal that they would be likely to be successful in the challenge process, in accordance with criteria established by the ministry in OS 2011, section 7.2.5.1, and PPM No. 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools" (July 6, 2001)

Students who wish to challenge for a credit must complete and submit the following to the principal:

1. PLAR Challenge Application Form
2. Ontario Student Transcript
3. Knowledge and Skills Profile which consists of:
  - 3.1. Evidence of Relevant Learning

### 3.2. Reference Form

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#### **(PLAR) THE EQUIVALENCY PROCESS**

If the student comes from outside of Ontario, then the student will have the equivalency assessment. The equivalency assessment evaluates the credentials that the student has acquired from their former school like report cards and transcripts. To make sure that the achievement attained in those schools matches a certain level of Ontario Ministry of Education's expectations, and for the assessment to be as equitable as possible, the Principal will contact the former school for a discussion on the curriculum expectations of that school's legislative authority.

Credits that are achieved are recorded in the student's Ontario Students Transcript. For students who are transferring from homeschooling, a non-inspected private school, or a school outside Ontario, principals will grant equivalency credits for placement purposes based on their evaluation of the student's previous learning. Equivalency credits will be recorded on the student's Ontario Student Transcript as "PLE" credits.

Here are some guidelines that are used to determine equivalency credits:

- ❖ Where appropriate, students entering grade 10 or 11 will receive 8 credits for each successful grade completed (starting with grade 9) out of province.
- ❖ Grade 11 credits will be granted based on courses completed out of province upon review of the report card and possibly the curriculum covered
- ❖ A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth credit must be earned in a Grade 12 compulsory ENG course.
- ❖ A maximum of 2 credits in co-operative education may count as compulsory.

PLAR procedures must also be available to exceptional students. Assessment strategies must be adapted for this group in keeping with their special needs; for example, extra time might be allowed for the completion of work, or a quiet environment might be provided for activities. While PLAR may be of benefit to some gifted students, it is not intended to be used as a replacement for or alternative to enriched or other special programs for gifted students.

#### **OTHER WAYS OF EARNING CREDITS**

When it is appropriate, students will be helped to plan a program that can include alternative ways of earning credits, for example:

- ❖ Summer or night school courses in publicly or privately funded schools or institutions.
- ❖ Prior Learning Assessment and Recognition (PLAR)
- ❖ Independent Learning Centre (ILC) courses if available and if approved by the School.

Prior permission from Al-Manarat High School is required before registering for any course at any other institution for a credit. Students must consult one of the guidance counsellors before making any arrangements to register for courses outside the school by completing and submitting the "Outside Course Approval Form". It is the student's responsibility to determine what courses they need to move on successfully through high school. The guidance counsellors will be available to give a supporting hand when needed. There are various institutions and public school boards that offer continuing education courses. The guidance department will assist the students in determining what the best option is and how to register.

Please note: Students in Grades 9 may not take any courses at other institutions if the course is being offered at Al-Manarat High School.

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### **TAKING COURSES THROUGH THE INDEPENDENT LEARNING CENTRE (WWW.ILC.ORG)**

If a student wishes to register for an independent course, they may do so through the ILC, which is a ministry initiative that allows students to take courses independently. The student would be responsible for the course fee and they must consult the Guidance Department for the forms and contract.

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### **TAKING COURSES THROUGH AMDEC (WWW.AMDEC.CA)**

The Avon Maitland District e-Learning Centre is a full distance, online secondary school course provider administered by the Avon Maitland District School Board. AMDEC offers secondary school courses to Ontario students on a modified continuous entry basis. Students will need the consent of the school to complete the registration process.

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### **NIGHT SCHOOL/SUMMER SCHOOL**

Information will be available throughout the year in the Guidance Department pertaining to courses being offered and locations. It is the responsibility of the student to meet all deadlines and submit forms accordingly.

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### **REACH AHEAD CREDITS FOR ONTARIO ELEMENTARY STUDENTS IN GRADE 8**

For Ontario students currently in Grade 8, they are eligible to take up to three high school level credits ahead of time, after consulting their current Elementary and Secondary School Principal(s) and consent of the Parent/Guardian. Students are typically eligible for Reach Ahead during the Grade 8 school year or the summer before Grade 9, as outlined in the Ontario Schools: Policy and Program Requirements section 2.5.2.1.

This is a fabulous opportunity for elementary students to:

- Lessen the academic demand in their first year of high school by completing a mandatory course
- Ease the transition from the elementary into secondary schooling
- Complete a compulsory course prior to the start of high school, allowing for more flexibility during the Grade 9 year.

Please submit the *Reach Ahead Credit Request* form along with the supporting documents to [info@almanarathighschool.com](mailto:info@almanarathighschool.com) if you would like to proceed with a Reach Ahead Credit.

## EVALUATION AND EXAMINATION POLICIES

The Ministry of Education has implemented "Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools: First Edition, Covering Grades 1 to 12, 2010." The principles and policies outlined in this document apply to assessment, evaluation and reporting practices in all programs. A copy of this document may be found at:

<http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>

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## ASSESSMENT AND EVALUATION

The main purpose of assessment and evaluation is to improve student learning. Information gathered by teachers helps them identify students' strengths and those areas in need of improvement.

The following principles lay the foundation for rich and challenging practice. These principles are fully understood and observed by all teachers. They guide the collection of meaningful information that will help inform instructional decisions, promote student engagement, and improve student learning.

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## THE SEVEN FUNDAMENTAL PRINCIPLES:

To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

- ❖ are fair, transparent, and equitable for all students;

- ❖ support all students, including those with special education needs;
- ❖ are carefully planned to relate to the specific curriculum expectations and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- ❖ are communicated clearly to students and parents at the beginning of the school year and at other appropriate points throughout the school year or course;
- ❖ are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- ❖ provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- ❖ develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

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## ASSESSMENT

Assessment is the process of gathering information from a variety of sources, including assignments, demonstrations, projects, performances and tests. This information should demonstrate how well students are achieving curriculum expectations. As part of assessment, teachers, peers, and individual students provide descriptive feedback that guides efforts for improvement. Assessment is ongoing and supportive.

The final grade for each course is determined as follows:

- ❖ 70% of the grade will be based on evaluations conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course
- ❖ 30% of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course.

In all of their courses, students will be provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations, across all four categories of knowledge and skills.

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## EVALUATION



Evaluation is the process of judging the quality of a student's work on the basis of established achievement criteria and assigning a value to represent that quality. It reflects a student's level of achievement of the provincial curriculum expectations at any given time. In order to ensure that assessment and evaluation are valid and reliable and that they lead to the improvement of student learning, teachers will use a variety of assessment and evaluation strategies that:

- ❖ Address both what the students learn and how well they learn it;
- ❖ Are based on the categories of knowledge and skills and on the achievement-level descriptions given in the achievement chart that appears in the curriculum policy documents for each course;
- ❖ Are varied in nature, administered over a period of time, and designed to provide opportunities for students to demonstrate the full range of their learning;
- ❖ Are appropriate for the learning activities used, the purposes of instruction, and the needs and experiences of the students;
- ❖ Are fair to all students;
- ❖ Ensure that each student is given clear directions for improvement;
- ❖ Promote student abilities to assess their own learning and to set specific goals;
- ❖ Include the use of students' work as samples that provide evidence of their achievement; and are communicated clearly to students and parents at the beginning of the course and at other appropriate points throughout the course.

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## SCHOOL EXAMINATIONS

Examination schedule for Grade 9 for 2021 is as follows:

- Final Exam for Sem 1 will be held from the 24th of January, 2021 to the 27th of January 2021
- Final Exam for Sem 2 will be held from the 20th of June, 2021 to the 23rd of June, 2021

Parents are asked not to plan trips or vacations around these time frames. Students are expected to be in attendance when writing exams. If a student does not write an exam, he/she will be subject to the loss of the exam grade and, in some cases, may be risking the credit for that course. In extreme cases only, such as a serious medical condition (accompanied by a medical certificate), the

exam may be deferred to another date or the final mark may be calculated based on the student's term work.

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## MISSING TESTS OR OTHER 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 Office Admin Staff in order to re-write the test. Scheduled medical appointments must be discussed with the teacher ahead of time. Missing multiple assessments for a course can result in loss of credit if the teacher deems the student has not shown enough evidence to meet the curriculum expectations.

For more details on Assessment and Evaluation, please see the 2010 Growing Success document from the ministry website.

## REPORTING PROCEDURES

There will be a mid-term(semester) report card and a final semester report card given to each student.

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## ONTARIO STUDENT RECORD (OSR)

The Ontario Student Record folder (OSR) is an official record created when a student enters the Ontario school system and moves with the student from school to school. It is developed under the authority of the Education Act, and the contents are protected under the Freedom of Information and Protection of Privacy Act.

The OST (Ontario Student Transcript) is kept in the student's Ontario Student Record folder (OSR). This folder contains achievement results, credits earned, and other information important to the education of the student. The parents/guardians and the student may examine the contents of the OSR on request, with the assistance of the Principal or a Guidance Counsellor.

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## POLICY

The following sections of the Education Act govern the establishment of the Ontario Student Record (OSR):

- ❖ Clause 265(d) states that it is the duty of a principal; in accordance with this act, the regulations and the guidelines issued by the Minister, to collect information for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record
- ❖ Subsection 266(2) states in part: A record is privileged for the information and use of supervisory officers and the principal and the principal and teachers of the school for the improvement of the instructions of the pupil.

In addition, the contents of the OSR are described in the guideline Ontario Student Record (OSR), 2010

It should be noted that the OSR may be the subject of search warrant or a subpoena and, if so, must be produced, in such instances, reference should be made to section 4 of the OSR guideline.

The information relating to serious violent incidents leading to reports to the police, as well as the information relating to serious violent incidents leading to suspension or expulsion, will be maintained in the OSR. This information will be recorded on the Violent Incident Form.

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## COMPONENTS OF OSR

The following information will be included in the OSR:

- OSR Folder
- Report cards
- Ontario Student Transcript (OST)
- Documentation file
- Office Index Card
- Student Record of Accumulated Instruction in French as a Second Language in Elementary
- Prior Learning Assessment and Recognition (PLAR) Challenge for Credit: Cumulative Tracking Record

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## REMOVAL OF INFORMATION FROM THE OSR

The information relating to suspension for violent behavior shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place. The information relating to expulsion shall be removed five years after the date on which the school board expelled the student. Where an expelled student has been readmitted to school by a school board, and is expelled again, the information relating to the expulsions shall not be removed from the OSR until five consecutive years have passed without any further expulsion.

Where the student has not been suspended or expelled, the violent incident shall be removed after three years if no further serious violent incident is reported to the police during that time.

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### TRANSFER OF THE OSR

If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR unless removed based on the policies above. The transfer will occur in accordance with the guidelines in Ontario Student Record (OSR), 2013.

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### ONTARIO STUDENT TRANSCRIPT (OST)

The Ontario Student Transcript (OST) is a provincially standardised document that provides a comprehensive record of a student's achievement in secondary school. The credits that a student has earned towards fulfilment of the requirements for graduation will be recorded on the OST. In Grades 9 and 10, the student's achievement with percentage grades earned and the credits gained are recorded for successfully completed courses. In Grades 11 and 12, the student's achievement for all courses taken or attempted is recorded, showing percentage grades earned, credits granted, (if successful), or "W" for "withdrawn before completion." Students repeating a course for which they have already received a credit will have all attempts and marks recorded, but only one credit is granted to the attempt which results in higher marks. All other attempts will be indicated as R for repeat. Identification of any course that has been substituted for a compulsory course will be made. Also, confirmation that the student has completed the mandatory requirements of Community Involvement and the Literary Requirement will be noted.

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### FULL DISCLOSURE

The Ontario Student Transcript will reveal all grade 11 or 12 courses attempted, including those failed, dropped or repeated. This will allow a more valid evaluation of each student's academic performance. Students taking grade 11 or 12 courses must be careful to meet the deadlines to drop a course from their timetables. Failure to meet this deadline will result in the course remaining on

the Transcript and thus it will be a part of the student's permanent record. This may have an effect when students present their transcripts when applying for employment, college or university.

Note: The deadline to drop a course without disclosure is 5 days after release of the midterm report cards.

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### **SIGNING OST**

The school principal will sign the transcripts once they are printed. In event that the principal is absent or unavailable, a designate will sign the transcript after one other admin member reviews it thoroughly.

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### **TRANSCRIPTS FROM OTHER SCHOOLS**

When students are admitted into Al-Manarat High from another Ontario Secondary School, the information will be transferred to the school system by one of the guidance counsellors and must be reviewed by another member of the administrative team.

## SUPPORT AND RESOURCES

### SUPPORT RELATED TO GUIDANCE

The guidance program plays a key role at Al-Manarat High School by providing students with the tools they need for success in school, in the workplace, and in their daily lives. In particular, the school provides a dedicated guidance counselor available to assist the students in various areas such as course selection and decision-making processes related to planning for postsecondary education. The guidance program is designed to recognize the diverse abilities, strengths, and aspirations of all students, providing them with knowledge and skills that will benefit them throughout their lives.

Al-Manarat High School provides guidance, personal counselling and educational and career planning support including the individual pathway plan (IPP) and orientation and exit programs. Students and parents can make an appointment with the guidance counsellor and the Principal to discuss education and career planning goals.

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### THE ROLE OF GUIDANCE

The duty of a guidance Counsellor is to assist students with their educational goals, help them plan their career pathway and assist them in their personal development. The main goals of the Guidance Department, in accordance with Ministry Guidelines, are:

- ❖ to provide students with opportunities to formulate educational plans consistent with their intellectual abilities, interests and goals,
- ❖ to learn more about the world of work and employment opportunities suited to their interests and abilities,
- ❖ to come to a deeper understanding of self, to develop or enhance a positive self-image and to explore ways of establishing successful relationships with others,
- ❖ to develop skills, knowledge and attitudes that will enable them to deal effectively with daily living.

Note:

- To ensure student-counsellor contact, each student is assigned a counsellor.

- Parents are invited to contact counsellors to arrange interviews in order to discuss course selection, career planning and exploration, student's progress, social emotional issues and any other matters of concern.

## PATHWAYS PLAN

The goal of the Pathways Plan is to provide multiple pathway possibilities beginning in high school, to ensure that all students have the opportunity to transition to the next stage of their education regardless of their chosen destination. The Pathways Plan consists of the combination of courses that make up a student's educational program and the support provided in offering that program. It is designed to lead a student to a particular destination, and should reflect the goals that motivate students to complete their secondary education. It is considered successful if each student makes a smooth transition to the next stage of his or her life.

Student learning in the education and career/life planning program takes place through:

- ❖ a variety of developmentally appropriate learning activities and programs related to the curriculum
- ❖ school-wide activities and processes
- ❖ activities in the community

## STRATEGIES AND RESOURCES FOR STUDENTS AND PARENTS TO SUPPORT EDUCATION PLANNING

Before choosing courses, parents and students should consider:

- educational goals
- academic achievement in individual subjects
- individual learning skills

We strongly recommend you consult with the school's guidance counselor regarding your choice. Data indicates that students have been successful in grade 9 when parents/students accept the teacher recommendations. Students can choose a combination of Academic or Open courses to complete their high school diploma requirement.

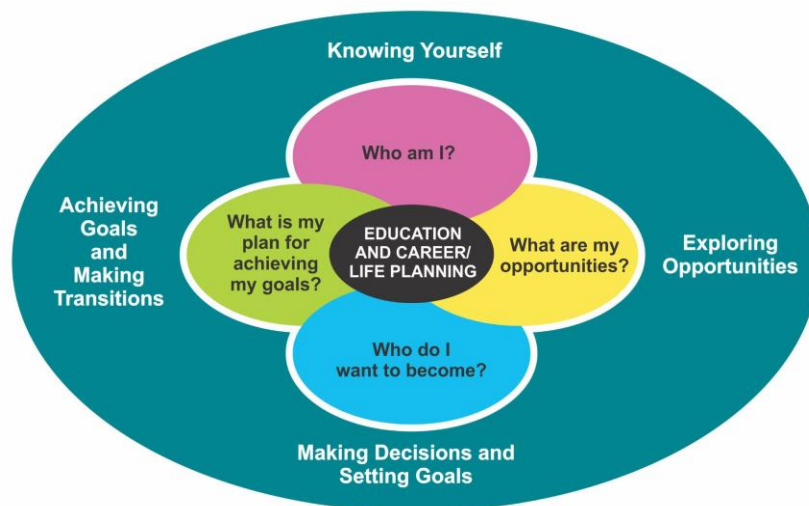
Religion and elective courses are OPEN courses.

**ACADEMIC (D) COURSES:**

- Emphasize theory and abstract thinking
- Recommended for students who work independently and achieve a consistent level 3 or 4 in grade 8

**COURSE SELECTION PROCESS**

Students must select 8 courses to earn their credits in Grade 9



**THE INDIVIDUAL PATHWAYS PLAN (IPP), GRADES 7 TO 12**

In Grades 7 to 12, students will document evidence of their learning in an Individual Pathways Plan (IPP).

Creating Pathways to Success outlines an inquiry-based conceptual framework and supporting policies and processes to guide schools in developing a comprehensive Kindergarten to Grade 12 education and career/life planning program. The program framework is a four-step inquiry process built on four questions linked to the four areas of learning in education and career/life planning –

- Knowing Yourself;
- Exploring Opportunities;



- Making Decisions and Setting Goals;
- Achieving Goals and Making Transitions

The four questions in the framework are relevant at any age or stage of development; only context and emphasis change as a student progresses through school, from Kindergarten to Grade 12.

- Who am I?
- What are my opportunities?
- Who do I want to become?
- What is my plan for achieving my goals?

The education and career/life planning process is ongoing and cyclical, with students regularly returning to the four questions, equipped with a greater knowledge of themselves and their opportunities and a growing understanding of how they can successfully shape their future. Regular use of the framework across the curriculum and throughout the school experience helps students see the connections between their learning in school and their lives beyond school, and creates a culture supportive of education and career/ life planning within the school.

A central goal of the program is for students to learn how to use the model and make a habit of applying it, so that they can become confident, independent, and effective education and career/life planners throughout their lives.

- ❖ Starting in Grade 7 students will document their learning in education and career/life planning in a web-based Individual Pathways Plan (IPP).
- ❖ The IPP becomes the primary planning tool for students as they move through the grades towards their initial postsecondary destination. Ongoing development of the IPP also provides students with a valuable archive of their learning and a record of the resources that can assist them in planning.
- ❖ Students are responsible for establishing and maintaining their Individual Pathways Plans.
- ❖ The IPP provides the structure for students to document evidence of their ongoing inquiry and development in the four areas of learning. For each area of learning, students report and reflect on what they did during various learning activities, the knowledge and skills they used, what they learned, and how they have applied or plan to apply what they learned.

- ❖ By developing their Individual Pathways Plan, students take responsibility for their learning and for planning their future. Developing their IPP increases students' awareness of their strengths and interests and of the related opportunities for learning and work. It also enables them, in collaboration with their teachers and parents, to make decisions, set goals, and develop and implement the steps needed to successfully complete elementary and secondary school and proceed to their initial postsecondary destination.
- ❖ In Grades 7 and 8, the IPP process will emphasize planning for the transition from elementary to secondary school; in Grades 10 to 12, it will emphasize planning for the student's initial postsecondary destination.
- ❖ The development of learning skills and work habits, described in *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010* and reported in provincial report cards, is also a critical element in education.
- ❖ The IPP also serves as a record of student learning and an effective resource for facilitating parent interviews and student-led conferences, illustrating where students have been and where they are going.
- ❖ In addition, the IPP helps students develop a fuller understanding of the education and
- ❖ Career/life planning inquiry process and the value the process will have for them in their postsecondary planning and throughout their lives.

## INTERVENTION STRATEGIES AND REMEDIAL PROGRAMS

Student academic success is an important goal for our school. In certain cases, students may be below academic achievement level and may require assistance or intervention. Staff will contact parents and let them know if a student is at risk. They will share ideas with the parents and develop strategies that can benefit the student's performance. A record of intervention (ROI) form will be filled by the teacher and submitted to the guidance office for follow up and further action. Remedial assistance is available to all students daily for up to one hour after school. Each day of the week is designated for a particular subject, but students may arrange for extra assistance from their teacher in advance.

## SUPPORT FOR ENGLISH LANGUAGE LEARNERS

Due to limited resources and space limitations at the school, we do not offer ESL or any specialized programs. Students who are new to the country or who would like to transfer from ESL programs

from other schools are offered general help from their subject teachers on a case-by-case basis. We encourage students to get tutoring and more intense English training from other institutions.

## COMMUNITY RESOURCES

Our guidance office also has a lot of information about resources available in the community and is a great place to stop by to ask questions and get contacts for programs or resources available in the community.

## SPECIAL EDUCATION

### ACCOMMODATIONS PROVIDED

Al-Manarat High School does not have a formal special education program. However, it recognizes that some students may develop special needs due to some situation in their life and will accommodate those students accordingly. Accommodations such as extra-time on tests and examinations will be provided where appropriate. Other accommodations may be granted in consultation with the student's teachers as and when the need arises.

**We pray that Allah (swt) grants us success and allows the students, teachers, parents and administration to work collectively in producing spiritual beings with transformative abilities -**

**Ameen!**