

High School Information Booklet



Every Individual Achieves High Standards

2023-2024

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Vision

EIA students achieve their maximum potential in an environment of intercultural and interfaith understanding and respect, and use their leadership skills and intellect for the betterment of humanity.

Mission

The Edmonton Islamic Academy offers a high-quality education, embedded in Islamic Values, to enable students to become

Respectful

Responsible

Successful

Leaders and contributors to society.

History and Background

The High School program at the Edmonton Islamic academy was established in September 2010 to service academically oriented students who wish to advance to university or college at the post-secondary level. The program started with 12 students at its inception and has increased to over 100 students in just a few years. Now we have exceeded our capacity with over 175 students enrolled in High school.

The Academy was proud to celebrate the graduation of its first Grade 12 class during the summer of 2013.

Welcome Message

Assalamu Alaikum,

Every Individual Achieves High Standards

This is our motto, and it is what we do. We believe that each and every student who attends our school can learn and succeed. We aim to provide the environment and the tools necessary to achieve this goal. Edmonton Islamic Academy High School students learn, achieve, and grow in an environment that promotes proper Islamic character as modeled by Prophet Mohamed

(PBUH) and his companions. In addition, our students are prepared to be engaged and responsible Canadian citizens.

This information guide contains an overview of the High School Campus and its courses. It is designed to help students plan their education in the upcoming years. We take care of individual student's needs through one-on-one counseling and carefully designed plans customized to the needs of each student's future academic goals.

Communication and interactions between students, teachers and parents are vital for the success of our institution. This guide and the Parent/Student Handbook were carefully prepared to provide you with the necessary information regarding the EIA High School operations and expectations. Please read it carefully since this document bears significant importance and it is considered a contract between the Academy, the student and his/her parents.

Our staff and the Board of Trustees look forward to working closely with you and to enjoying another successful school year.

Supporting Student Success

Students, parents, staff, and trustees all have a shared responsibility to help students attain success here at Edmonton Islamic Academy.

This document has been created to clearly communicate EIA's expectations for how students should behave in order to become respectful, responsible, leaders and contributors to society.

PARENTS should support their child's success by:

- Taking an active role in their child's success both personally and academically:
 - ✓ Ensure that they attend school regularly and on time.
 - ✓ Encourage and support students to develop good homework and study habits by implementing a daily study routine. Students are expected to review for a minimum of half an hour for each subject.
 - ✓ Ensure that students arrive to school with their homework completed and with the books and supplies they may need.
 - ✓ Review the student expectations listed in this document with your child to ensure they understand their responsibility for learning.
 - ✓ Consistently review the school weekly newsletter and "Remind" for updated information on assessments and course expectations.
 - ✓ Monitor the academic growth of their child by continuously checking on PowerSchool and maintaining consistent communication with their child's teachers.

STUDENTS should take the responsibility to contribute to their own success by:

- Strive to gain the maximum benefit from their learning:
 - ✓ Contribute positively to a caring, welcoming, safe, and respectful school environment that promotes equality among all students and which reflects Islamic values.
 - ✓ Demonstrate punctuality and responsibility when attending classes.
 - ✓ Hold themselves accountable for all behavior which may impacts them and others in the school, regardless of whether the behavior occurs within or outside of the school, during or after school hours, or by electronic means.
 - ✓ Consistently attending help sessions prior to completing summative assessments and contacting the subject teacher when further support is needed.

SCHOOL STAFF will contribute to the student's success by:

- Maintaining a safe, caring, welcoming, highly academic and Islamically appropriate classroom environment:
 - ✓ Ensure that students understand the expectations and standards for student behavior both academically and socially.
 - ✓ Supporting students to develop, maintain, and build on skills that will ensure their personal and academic success by offering help sessions and consistent feedback.
 - ✓ Will work with students, parents, and colleagues to address any behavioural and academic concerns, including addressing inappropriate student behavior with appropriate responses and/or consequences.
 - ✓ Teachers will foster growth by working with students to create long term goals in order to ensure they meet their full potential.
 - ✓ Teachers will provide students with the opportunity to reach higher levels of learning.

General Information

All students should become familiar with the requirements to complete High School. Grade 12 students, in particular, should pay special attention to this document and ensure all requirements for the Alberta High School Diploma are met.

Program selection for each student is based on demonstrated achievement, personal abilities, interests, goals, and teachers' recommendations. Students are advised to exercise due care in course selection, since the class schedule is based on students' requests. Once the master timetable for a particular semester is completed, changes in scheduling may not be possible.

Please note that the administration reserves the right to cancel any class due to low enrolment (less than five students).

Definition of Credit

A credit at the Senior High School level represents course specific knowledge, skills and attitudes. One credit is equal to 25 hours of instruction.

Mandatory courses

These are courses students must take in order to graduate from High School. A student cannot get their High School Diploma without earning all the credits from the mandatory courses.

Optional courses

In addition to the mandatory courses, students may select optional courses to complete the 100 credits required for graduation. Optional courses help students focus on areas of learning which satisfy their individual interests and meet their university, college, or work aspirations.

Prerequisites

A prerequisite is a course that is required prior to taking an advanced course. For example, English 10-1 is a prerequisite for English 20-1, which is in turn a prerequisite for English 30-1. Students must make sure to successfully complete the prerequisite course before enrolling in the subsequent higher level course. You must achieve 50% to earn the credit for any course; however, for all core courses (English-1, Social-1, Math-1, Chemistry, Biology, and Physics) you must achieve 65% or higher to move onto the next level course.

High School Diploma Requirements

A student must earn 100 credits in order to graduate from high school in Alberta. Each core course is equivalent to 5 credits. The following courses are mandatory to earn your high school diploma:

- English Language Arts at 30 level (English Language Arts 30-1 or 30-2)
- Social Studies at 30 level (Social Studies 30-1 or 30-2)
- Mathematics at 20 level (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
- Science at 20 level (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

- Minimum of three credits in Physical Education 10
- Three credits in Career and Life Management (CALM)
- Ten credits in any combination of the following options:
 - Career and Technology Studies (CTS) courses
 - Fine Arts courses
 - Second Languages courses
 - Physical Education 20 and/or 30
 - Knowledge and Employability courses
 - Registered Apprenticeship Program courses
- Ten credits in any 30 level courses in addition to English or Social Studies.

More information is available at Alberta Education website.

MyPass account

It is important for all High School students to create a MyPass account as it gives you the ability to do the following things:

- Order high school transcripts
- View diploma marks
- Register to write or rewrite diploma exams (with online payment)
- View and Print Detailed Academic Reports. This report lists all the courses you have taken, the School(s) that you attended, the marks you received, and the credits you have earned in High School in Alberta.
- View progress towards a credential (diploma or certificate)
- Order additional copies of an awarded credential
- Get notifications for important messages

To create your own MyPass account please click on the link below:

<https://www.alberta.ca/student-information-high-school-transcripts.aspx#jumplinks-1>

Important Notes

1. The following courses require provincial diploma exams:
 - English Language 30
 - Social Studies 30
 - Math 30
 - Physics 30
 - Chemistry 30

- Biology 30

The final mark for the above courses will be a blend of the school-awarded mark (70%) and the diploma exam mark (30%).

2. Admission to most post-secondary programs is based on the average of five 30-level courses determined by the faculty of interest.
3. All courses that you want to use to apply to University must be completed by the end of June in Grade 12. Summer school courses taken after June of Grade 12 will not be admissible for application to fall session (September admission) for all post-secondary studies.

Available Courses

At EIA High School, we offer the following courses:

Mandatory Islamic Studies course for all High school students

Every student should attend Islamic Studies class once a week for both semesters.

Core Subjects (5-credit courses)

English 10-1, 20-1, 30-1, AP

Social Studies 10-1, 20-1, 30-1

Math 10C, 20-1, 30-1, 31(AP), Statistics

Science 10, Science 30

Chemistry 20, 30, AP

Biology 20, 30, AP

Physics 20, 30, AP

Electives - Requirement of High School diploma (3-5 credits each)

Physical Education 10

Career and Life Management 20 (CALM 20)

Other electives (Optional)

Arabic 15, 25, 35

Foods 10-4, 20-4, 30-4

Art 10, 20, 30

Physical Education 20, 30

Career and Technology Studies (CTS), this includes photography, marketing, robotics, woodworking, graphic design, audio/video production etc. For a complete list of the courses that will be available for this year and in coming years, please look at the High School Options booklet on the school's website.

Important Notes

- Starting this year, Computer Science courses available at the 10, 20, and 30 level. Computer Science 30 has the same value for university applications as Bio 30, Chemistry 30, or Physics 30. Please speak to the STEAM coordinator as soon as possible in the STEAM room if you have questions about the school's computer science program, or any CTS courses. For grade 12 students with no computer science courses, an accelerated program can be completed over two semesters.
- There will be a Quran class held every Thursday from 2:00 PM to 3:30 PM. If interested, please send an email request to the Secondary Executive Assistant.

Planning your Program

- Grade 10 students should have a full load in each semester (twenty credits).
- Grade 11 students should have a minimum of one 30-level course.
- All Grade 12 students should have a timetable that is sufficient to ensure completion of High School Diploma requirements.

Important Note

In planning your program, please make sure to meet the requirements of the program of study you plan to enroll in at university/college. Please, ensure that you discuss your plan with the High School Vice-Principal.

Terms and Conditions

Course Registration

1. EIA High School only offers dash 1 (highest academic level) courses. To be registered in such a course, the student must achieve 65% or higher in the prerequisite course (if the course is taken outside the school, a minimum of 75% is required). In special cases

exceptions are made when the student's previous teacher gives a recommendation letter explaining why the student can attend the next course level without achieving the minimum grade in the prerequisite course.

2. Students may only be allowed to take courses at another High School institution (online or otherwise) if:
 - the course is not offered in our school
 - there is a conflict in the student's schedule
 - the student needs to repeat a course that he/she has already taken with Academy
 - the student wishes to take course(s) in summer school

Approval is required prior to any enrolment. Please complete the form in Appendix A and submitting it to the Secondary office.

3. At the end of the school year, any student who gets less than 65% in more than one core subject (English, Mathematics, Science, and Social Studies) will have their status reassessed. Administration has the right to refuse any student's application for re-enrollment for the subsequent school year.
4. It is our priority to accommodate the courses requested by students. However, we do not guarantee the block order due to scheduling restrictions.

Add/Drop Policy

1. Students will be allowed to switch between options and add courses during the first two days of the semester.
2. In very special circumstances (as assessed by the administration and with a parent/guardian's written approval), students registered in 10 or 20 level courses, will be allowed to drop a course during the first month of the semester up until 3:30 PM of the last Friday of September for semester 1 and February for semester 2. However, you may drop a 30-level course up to one month before the diploma exam.

Classroom Rules and Expectations

1. Respect for oneself, classmates, the teacher and the learning environment. Each student has the right to express his/her own views but also must listen quietly and respectfully while someone else is speaking.
2. Come to class prepared, in full uniform, and with all necessary books and materials. Students without proper uniform will not be allowed into the class and marked as absent.

3. Arriving to class on time is essential in order to achieve a high academic standard. Attendance will be taken at the beginning of the class. All late arrivals to the class must report to the office to change their attendance status from absent to late. Being late to class without a legitimate reason will result in detention during lunch period. Failing to show up for a detention can lead to in-school suspension.
4. Homework must be finished on time and brought to class.
5. Drinks and snacks will be allowed at the teacher's discretion. Energy drinks are prohibited in class. Abuse will result in loss of privileges.

Important Note

When a student is constantly disrupting the classroom, he/she will be asked to leave the room so that other students can learn. When a student is requested to leave the class due to unacceptable conduct, his/her parents are responsible for the missed instructional time. The teacher is under no obligation to re-teach the missed material. Further disciplinary actions may also take place in such cases depending on the severity or the frequency of the incident(s).

Technology

1. Use of school computers is limited to academic use only. Misuse will result in loss of privileges.
2. Electronic devices are not allowed in class unless specified by a teacher for an academic purpose. Electronic devices must be used responsibly and respectfully, in accordance with our school mission and vision, and the law.

Cell phone

1. High School students are allowed to bring cell phones to school on the condition that the cell phone is locked in their locker during school hours.
2. Cell phones are not allowed in class unless specified by a teacher for an academic purpose.
3. Any lost or stolen cell phones are not the responsibility of Edmonton Islamic Academy.
4. Abuse of cell phones (i.e. taking pictures or videos of students regardless of whether the participants consent to it) is prohibited and it will be subject to a level three disciplinary action.

Absences

1. Students are required to attend all classes. Students or their parents should call the school before 9 AM if the student is unable to come to school. However, doctors' notes are required to justify any absences from a test or an exam due to illness. It is the student's responsibility to contact the teacher regarding missed work and tests. Please ask a classmate to collect work for you.
2. If you miss an assessment because of an excused absence, you must contact your teacher to arrange for a rewrite. This arrangement may vary from teacher to teacher and will be communicated to you in the course syllabus which will be shared with you on the first day of class.
3. Any assessment missed due to an unexcused absence or without prior notice will be assessed as a zero.
4. For absences to be excused, parents need to contact the school either by email, a signed written note, by phone call, or in person. Any student missing school for more than 10 consecutive days, needs approval from the Principal (Please check the Student handbook for more details).
5. A student absent for more than 10% of the class time in any course, without a legitimate excuse, will be considered withdrawn from the course. (Parent Student Handbook, pages 11-12, Section 3.1)

Lunch Time

High school students will have a specified daily lunch break. Students may leave the school building during this period. They must return to class on time after the lunch break. Edmonton Islamic Academy does not take responsibility for any student's safety who chooses to leave the school grounds during their lunch break. However, students leaving school grounds at lunch are representing the school and their faith. Behavioural rules and policies remain in effect whether the student is inside or outside the school campus.

Assessment Plan

Purpose

The purpose of assessments is the following:

- Check student's learning
- To improve teaching quality.

- To communicate with parents, the students' performance for support and collaboration.

There are two types of assessments:

- Formative assessments: For learning on a daily basis
- Summative assessments: Of learning, Test (paper and pen), Presentations, Projects ...etc.

All assessments must:

- Cover outcomes from program of study.
- Varsity in difficulty based on Bloom Taxonomy levels
- Rubric shared with student before assessment
- Student has the right to go over assessment

Appeal's procedures

- Students have the right to appeal their marks by approaching their teacher.
- If the student is not satisfied with the teacher's decision, they may bring the matter to the appropriate section leader. The section leader will then proceed to investigate and may ask another teacher to mark the assessment to come to a decision.
- If the student is not satisfied with the section leader's decision, the student may take it to the Principal. The Principal will come to a decision. His decision, and the explanation for his decision, will then be shared with the student and his/her parents. The Principal's decision is final.

Academic Integrity

Academic Integrity is defined as the honest representation of an individual's ideas and the work produced from those ideas. Misrepresenting work by failing to cite external sources, by submitting work that has been previously presented for grading, or by copying the work of another student are all forms of academic dishonesty. Acting with integrity ensures that all assessments reflects a valid and ethical representation of the student's progress. All forms of academic dishonesty are prohibited and will be subject to the following consequences:

First Offence: The first time a student is caught cheating/plagiarizing; he/she will be given a zero on the assignment. Parents will be notified.

Second Offence: Students caught cheating/plagiarizing for a second time will be given a zero on the assignment and a two-day suspension. Parents will be notified.

Third Offence: If a student is caught cheating/plagiarizing three times during his/her time spent at EIA high school, the administration has the right to refuse the student's application for re-enrollment for the following school year. This includes courses taken outside of EIA. Students

caught cheating/plagiarizing for a third time in the same course will be dropped from the course. Parents will also be notified.

Diploma and Final Exam Writing Rules

Entrance into the exam room

1. Students who arrive late will not be permitted to enter the exam room if one hour has elapsed from the starting time of the exam. Late comers will not be recompensed for the time they have lost.
2. Students may only enter the examination room with the consent of the supervising teacher.

Leaving the exam room

1. Students may not leave the exam room until half the time has elapsed from the start time of the exam.
2. Students will not be permitted to leave the exam room without the consent of the exam supervisor.
3. Students must hand in their exam prior to leaving the exam room and may not remove any portion of the exam from the exam room including scrap paper or draft/working papers.
4. Once a student leaves the exam room, he/she will not be allowed back in.

Washroom use:

1. Students will only be permitted to use the designated washroom. They will be escorted to the washroom by a supervisor.

Items permitted in exam rooms

1. Students shall only have tools required for writing the exam, such as: pencils, pens, erasers, exam-approved calculators, and geometry kits.
2. All bags and jackets must be left at the front or back of the exam room or in lockers.
3. Students may not wear hoodies or sweaters with pockets during the writing of examinations.
4. Students shall not be permitted to bring any papers, notes or books that are not on the approved materials list for the exam administration.

Mobile devices and technology

1. All mobile devices or devices that can take pictures or receive text messages must be left in lockers or checked in with a teacher. Possession of any mobile device during an examination will result in a disqualification from the exam.
2. If a formula memory calculator is used, the student must demonstrate that the memory is cleared to the supervisor prior to the start of the exam.

Actions that could result in disqualification from the exam:

1. Sharing material (supplies, calculators) is strictly prohibited during exam time. Students caught passing items will be disqualified from the examination.
2. No student is allowed to talk, whisper, exchange materials or information, writing tools, materials including calculators with another student during exam time. Students caught communicating with others in any way will be disqualified from the examination.
3. All students must wear their full uniforms during exam time. Students who do not arrive in full uniform will not be permitted to write the examination.

Code of Conduct

EIA High School students are expected to be role models for the rest of the school students. As well, they are the representatives of the school and the Islamic faith in the community at large.

Behaviour

High school students at EIA are to be respected and treated as young adults. In return, they are expected to demonstrate maturity, a sense of responsibility, and proper Islamic behaviour. Students are expected to adhere to the EIA discipline policy. EIA students are expected to respect all staff, students, their own property and the property of Edmonton Islamic Academy.

Any level 3 of misconduct will lead to recommendation of expulsion from attending classes at the Edmonton Islamic Academy. Materials would be provided by the academy through homeschooling until the end of the school year 2023 -2024.

Important Note

For more information regarding the code of conduct, please refer to the Parent Student Handbook that can be found on the school website.

Graduation/ Commencement

To be eligible to attend the Graduation and Commencement ceremony you must meet the following requirements:

- You must meet all requirements to get your High School Diploma as outlined by Alberta Education by the end of June.
- You must also have met the requirement of having 90% attendance in all classes including all option classes as well as Islamic Studies.
- You must also score no less than 70% in the Islamic Studies courses taken in semesters 1 and 2 of Grade 12.
- Not have received any level 3 misconduct during your time at EIA.

Valedictorian criteria

The criteria for choosing the Valedictorian is based on the highest average of the following subjects:

- English 30-1
- Social 30-1
- Three other 30 level courses

Please note: Any course taken outside of the academy are not eligible as criteria for the evaluation of Valedictorian.

Admission Criteria

Admission Criteria for Students applying from the Academy for Gr. 10

- Preference will be given to our current students
- A minimum average of 70% in Islamic Studies
- A minimum average of 70% in each core subject (English, Math, Science, Social-Studies)
- Minimum score of 65% on their PAT exams
- No marks below 60% in each of the other subjects.
- No more than one discipline reports

Admission Criteria for Students applying from outside the Academy for Gr. 10

- A minimum average of 80% in each core subject
- A minimum average of 65% in each PAT exam

- You must score above 75% on EIA's entrance exams
- Two reference letters which can be provided by the following:
 - ✓ Current School (from teacher or administration)
 - ✓ Sports Coach
 - ✓ Private Islamic/Arabic Teacher
 - ✓ A member of the organization where the student completed volunteer work

Admission Criteria for Students applying from outside the Academy for Gr. 11 & 12

- You must be previously enrolled in all dash 1 courses
- A minimum average of 80% in each core subject
- You must score above 75% on EIA's entrance exams
- Two reference letters which can be provided by the following:
 - ✓ Current School (from teacher or administration)
 - ✓ Sports Coach
 - ✓ Private Islamic/Arabic Teacher
 - ✓ A member of the organization where the student completed volunteer work

Appendix A

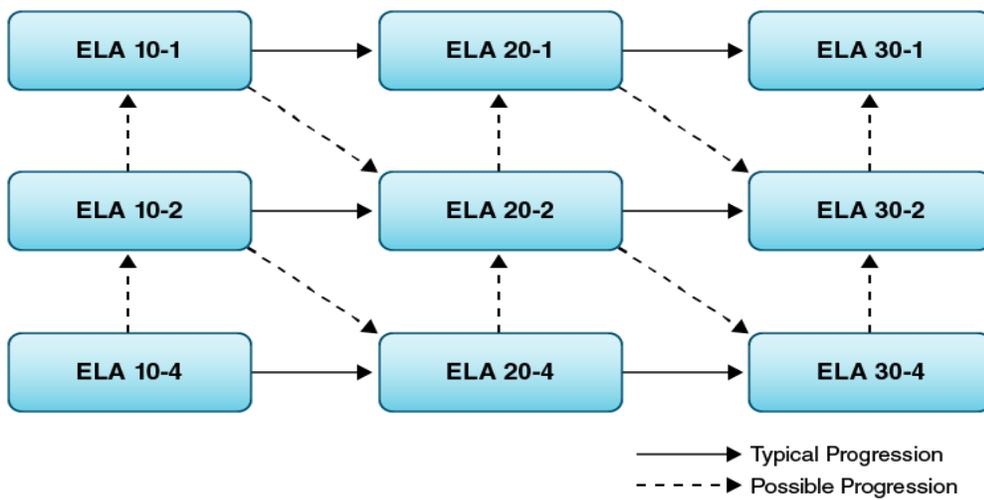
HIGH SCHOOL COURSE SEQUENCES

We are providing you with the High School Course sequences for the following courses as it is provided by Alberta Education in their link below.

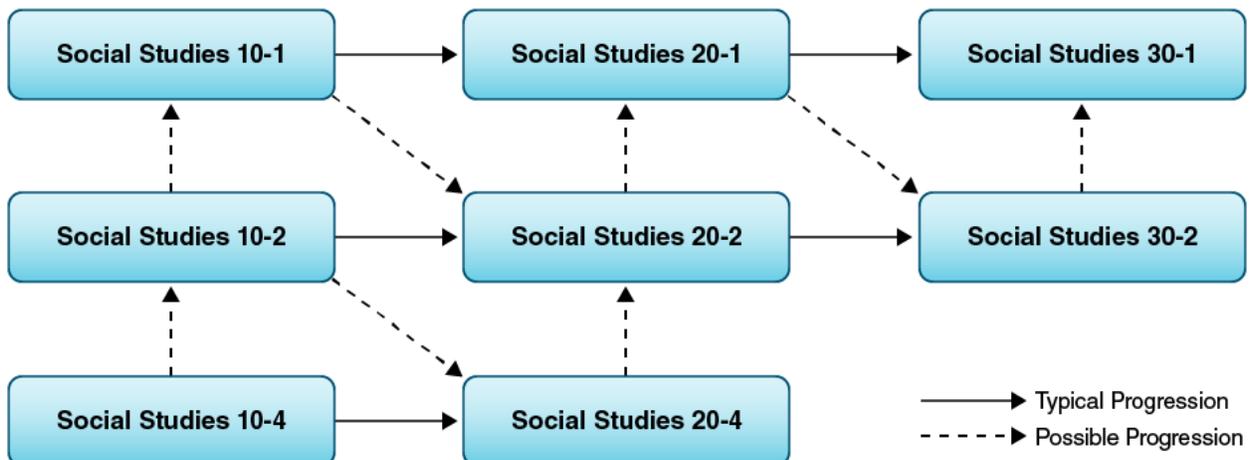


<https://www.alberta.ca/education-guide-transfer-points-and-course-sequences-for-senior-high-school.aspx>

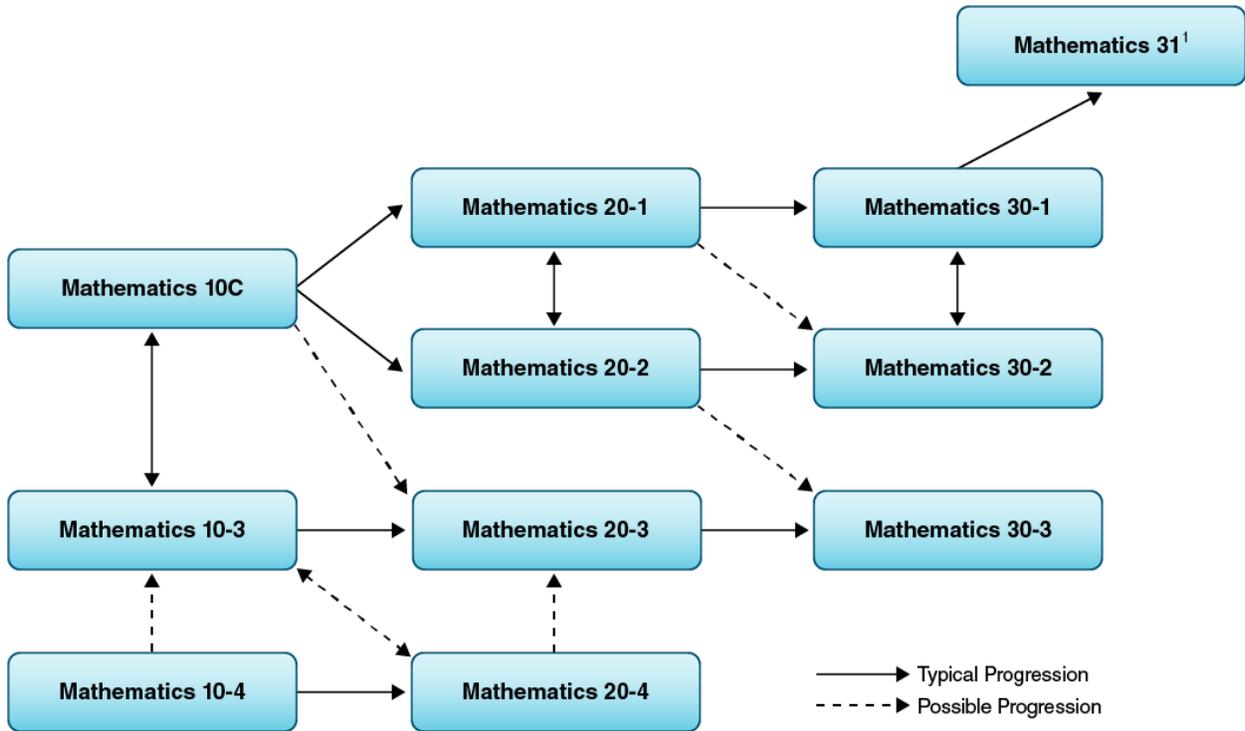
English Language Arts (ELA) Program (Each course is 5 credits.)



Social Studies Program (Each course is 5 credits.)

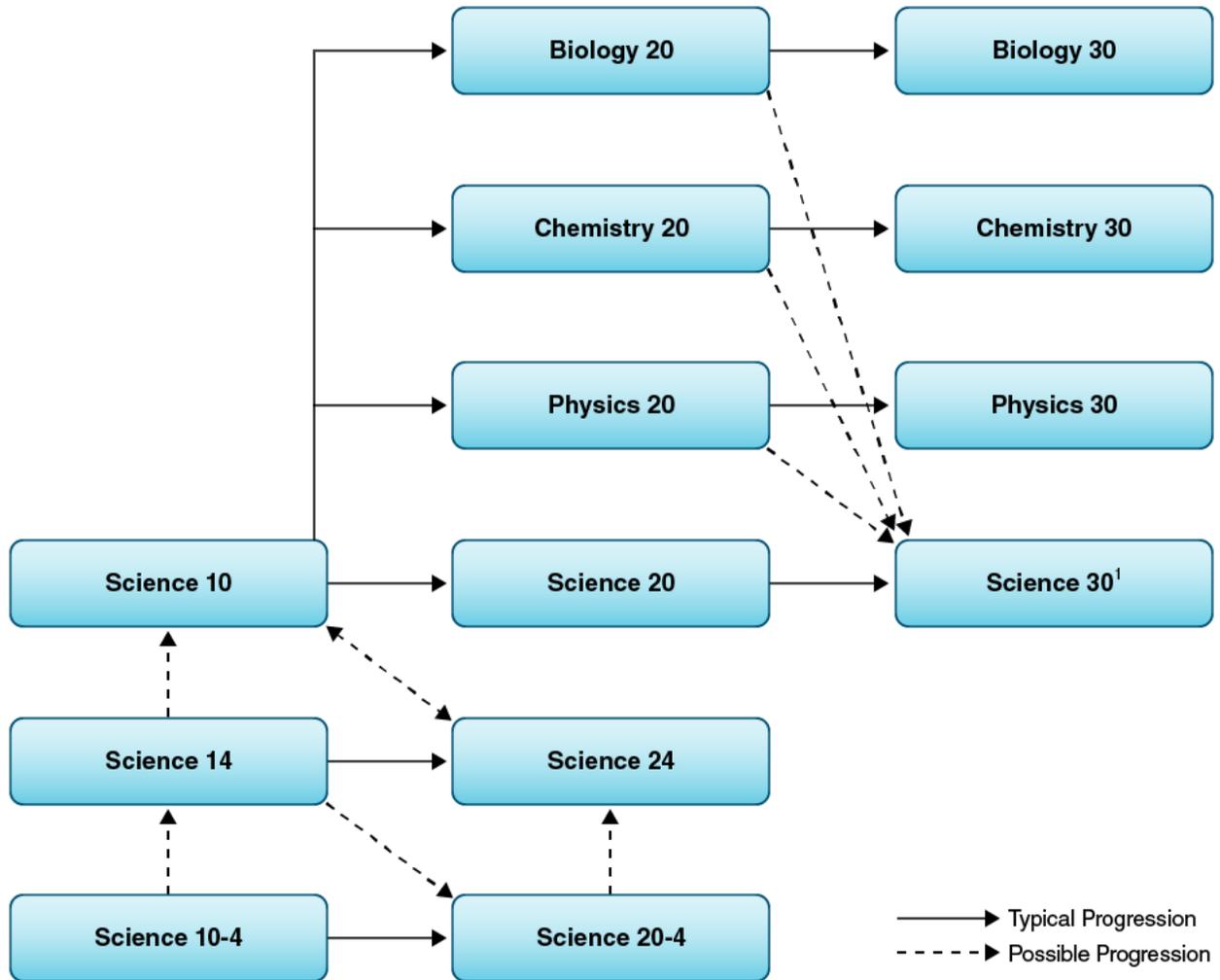


Mathematics Program (Each course is 5 credits.)



¹ Mathematics 30-1 is a prerequisite or co-requisite for Mathematics 31.

Science Program (Each course is 5 credits.)

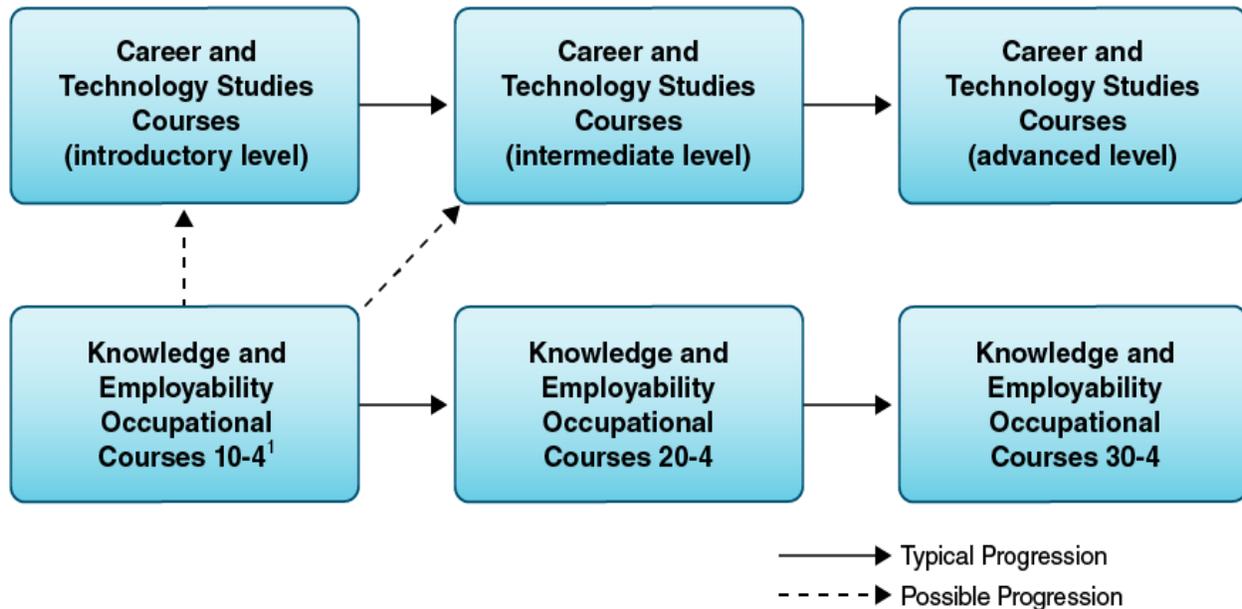


¹ Students who have achieved a final mark of 50% or greater in any one of Biology 20, Chemistry 20, Physics 20 or Science 20 may enroll in Science 30.

Knowledge and Employability Occupational Courses to Career and Technology Studies (CTS) Courses

(Each CTS course is typically 1 credit.)

(Each Knowledge and Employability course is 5 credits.)



¹ Transfer from a 10-4 Knowledge and Employability occupational course directly to an intermediate-level (2000 series) Career and Technology Studies course may be considered where there is content relevancy and prerequisite requirements are met.

For more information on Knowledge and Employability, see the [Knowledge and Employability Courses](#) section.