



ALEXANDER

ACADEMY

www.alexanderacademy.ca

Congratulations, you have been admitted to Alexander Academy! What is next? This package contains all the valuable information you should review before your arrival at school. Let us get started!



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Thank you for choosing
Alexander Academy

Welcome to Alexander Academy



[Click To Play Video](#) 

Staff & Sevices Overview

We are a professional learning community following a comprehensive approach to education.

We educate the whole person: academically, artistically, physically, and socially as we put the student and their strengths and interests first. Each student's journey is unique and we go out of our way to find and nurture each student's individual abilities.

To support your successful first step at Alexander Academy, we have put together this informative guide of essential information you need to know before the start of your studies



New Student Orientation Guide

New Student Orientation is a joyful one-day event for all new students. Both September and January students are required to attend this event prior to the start of classes. On this day, you will meet your teachers, student volunteers, and fellow new students who will soon become familiar faces at school. Families will begin receiving detailed information via email two months ahead of their start date. Here is an overview of what Orientation Day entails:



School Tour

Teachers will take you on a tour of the school facilities, providing with clear instructions and essential information regarding student life.

[Watch Campus Tour Video](#)

Document Collection

During the orientation, you will be asked to submit required documents. You can send the documents listed below to us ahead of time via email, so you do not need to worry about them on the orientation day.

- Your two years of most updated report cards
- [Student Information Form](#)
- [Medical Form](#)
- Medical Insurance
Please click [here](#) to read our requirements
- Student Visa/Study Permit (if applicable)
- Custodianship Declaration Form (if applicable) click [here](#) for more information and the standard form





Language Testing

Those who require English language testing will be tested on Orientation Day to ensure they are placed in the appropriate classes. The test is comprised of a writing and speaking portion.

AA 101

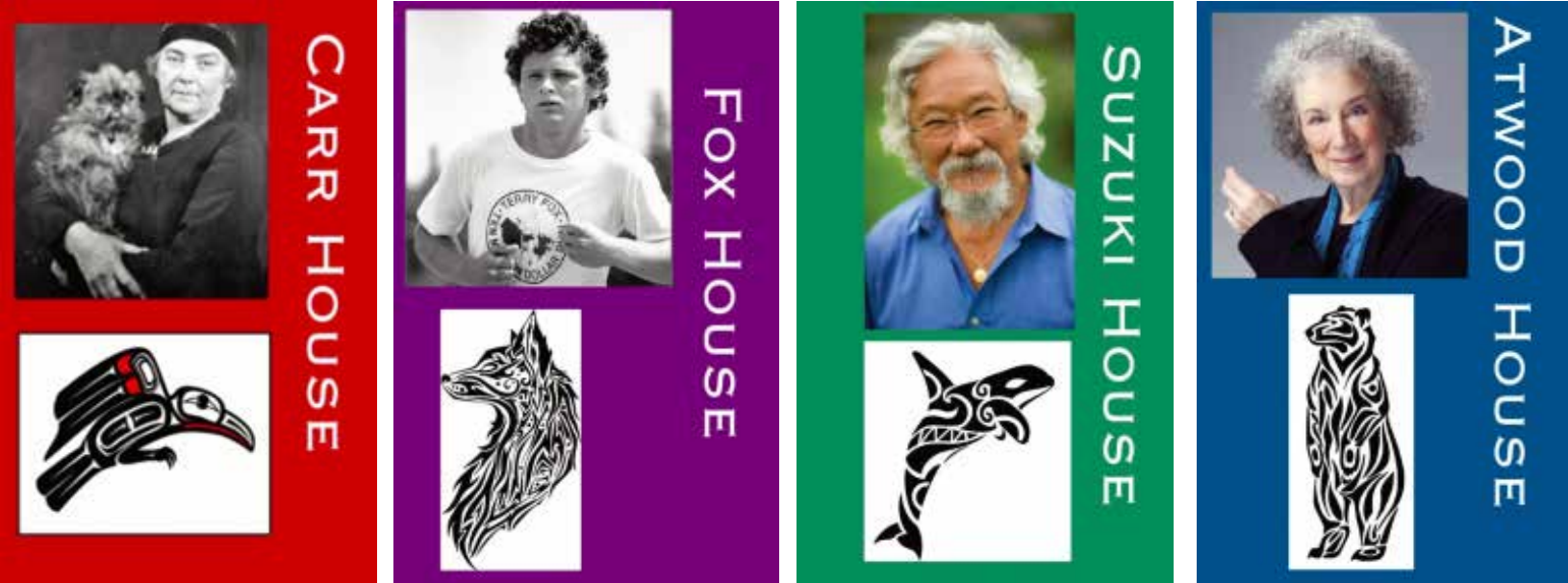
Our AA guide will provide you with more important and general guidelines about your time at our high school. It also addresses many of the questions commonly asked by new international students.

[View Handbook](#)



Daily Schedule

Blocks	Monday	Tuesday	Wednesday	Thursday	Friday
A		8:45 - 10:45			8:45 - 9:50
Break		10:05 - 10:10			9:50 - 9:55
B		10:10 - 11:30			9:55 - 11:15
Lunch		11:30 - 12:20			11:15 - 12:00
C		12:20 - 1:40			12:00 - 1:05
Break		1:40 - 1:45			1:05 - 1:10
D		1:45 - 3:05			1:10 - 2:15
E		3:15 - 4:10			Staff Meeting



House System

Alexander Academy has four houses, named after admirable Canadians: Terry Fox, David Suzuki, Emily Carr, and Margaret Atwood. Each Alexandrian is placed into a house (like in Harry Potter) at the start of the year. The houses compete in several sporting, academic and cultural activities for house points, which are awarded by teachers based on participation as well as respectable behaviour.

How does the House System work?

1.

All students are assigned a house upon their arrival at Alexander Academy. They will remain members of this House for the duration of their stay at Alexander Academy.

2.

House teams will form the basis of many completions at Alexander Academy, e.g. sports days, intra-mural activities, public speaking competitions.

3.

House points earned will be tallied and displayed each week posted near the student entrance.

4.

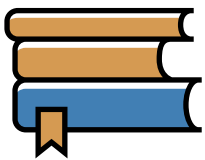
Students can earn House points for their house by participating in school activities, being successful in school activities, showing improvement or outstanding performance in academic work, and observing school rules and expectations.



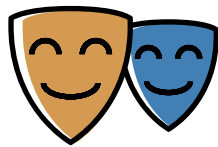
Our Values

Engagement, Empathy, Respect, Integrity

Our House System will help us demonstrate the above values especially since each core value is associated with a house leader.



Atwood- Integrity
(Academic competitions and activities)



Carr-Empathy
(Artistic competitions and activities)



Fox-Engagement
(Athletic competitions and activities)



Suzuki-Respect
(Environmental competitions and activities)

Each term the winning house receives the house shield and prizes! Are you excited about being a member of the houses?

Student Council

Alexander Academy's student council consists of the school's president, the vice president, and the four house captains. Additionally, it is always open to all students to join meetings to voice concerns, listen to the newest developments, or suggest improvements to life at school!

All members organize events for their fellow students and listen to their problems to help them become active, responsible by caring every members of our school community. Each year, our student council coordinated and contributed to the following past activities:

- Annual Terry Fox Run
- Shoreline Clean-up
- Pumpkin Carving and Costume
- Contests for Halloween
- Movie Nights
- International Food Fair for Christmas
- Gingerbread House Competition
- Scavenger Hunts
- Pink Month of Caring
- Ping Pong Tournaments

If you would like to become part of the student council, we highly encourage you to run for a position in our yearly election! It will provide you with various challenging opportunities for your personal improvement, such as leadership and teamwork skills.



Our Enrichment Program

We are pleased to provide you with various new experiences to broaden vision and view toward the world through our enrichment program.

After School Clubs

Every Alexandrian is required to participate in at least one club activity after school from 3:10 to 4:10 Monday through Thursday. Each club meets once a week. Based on your interest and skills, you can choose the club(s) you would like to join; see below for some of the clubs we have offered in the past.

Through the club activities, you can practice what you learn in the classroom or develop new skills while interacting with friends and challenging yourself.



Volunteer and Service Opportunities

Plenty of volunteer opportunities are available to you to cultivate a sense of personal and communal responsibility beyond the classroom. These experiences will be considered relevant for your resume or university application along with your involvement in clubs.

- New Student Orientation
- Our Local Food Banks
- Educational Events – University Fair
- Environmental Organization – Ecological Society
- Arts and Culture – Art and Theatre Shows
- Family and Children Services – Homeless Shelters
- Fundraising Events – Cops for Cancer, Terry Fox Foundation
- School Events – Fashion Show, Talent Show

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Student Council	English Club	Arts Club	Volunteer Club
Yearbook Club	Fitness Club	English Club	Fitness Club
Euclid Math Club	Learning Club	Photography	Learning Center
Learning Center	Drama/Film Club	Fitness Club	Soccer
Physics Club	Badminton	Learning Center	Volleyball
Fencing Club	Debate Club	Mandarin	Basketball
Chess Club	Bridge Club	CAS	
		TOK	
		Extended Essay	

Student Support System

Learning Centre

We offer a daily drop-in Learning Centre as part of our after-school offerings for extra academic support, and you will be able to receive academic teacher and/or peer support in relaxed but structured environment. At the Learning Centre, you are always welcome to seek help on any subject matters that are of relevance to you.

Learning Centre opens after school from Monday to Thursday.

There are three options:

- We have teachers running subject-specific sessions where students can visit and ask questions,
- We have teachers tutoring students one-on-one,
- And we have students who are matched with peer-tutors.

Please speak to a staff member about how to join the Learning Centre.



Health and Wellness

We recognize that the mental health of our students is paramount, especially during these challenging times. Alexander Academy is always here support you beyond the classroom setting.

The following health and wellness resources and services are offered to both you and families at no extra cost:

Counsellor Via Appointment

Health and Wellness counsellor, Kerry Anne Holloway from Alexander College (our sister college), is available for you by appointment for any health and wellness concerns. Her office hour is Monday to Friday from 9 Am to 4:30 PM. For more information, please visit:

Health and Wellness

Kids Help Phone

If you need to talk to a counsellor outside of Kerry Anne's office hours, please text or call Kids Help Phone 1-800-668-6868. This number is available 24/7 and is anonymous and confidential.

Keep.meSAFE Student Support Services App

The Keep.me.SAFE Program provides you with access free 24-hour mental health support through your phone via the My SSP app. Support is available in over 30 languages, and you are able to call or chat with a counsellor directly from your phone for any school, health, or general life concern at absolutely no cost.

You can download the My SSP app here:



MyEd BC, Canvas & Turnitin

MyEducation BC

If you are a student, you will receive your login info from MyEd BC through the email address you provided us before or on Orientation day.

If you are a parent, you will receive a separate email from a MyEd BC system about your login info through the email you provided us on your child's application.

Once you get your login Info, please look through this MyEd document

Canvas

Canvas is a course management system used by Alexander Academy and many universities and colleges around the world. This platform will allow you to manage your courses and assignments in a timely manner. You will be signed up for Canvas by the school before your arrival.

Dashboard

In Dashboard, you can view notifications and current courses.

Course Home Page Sidebar:

Announcement

In Announcements, you can view all the announcements in your course in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Assignment

In Assignments, you can view all the assignments in your course, and assignments are grouped by:

- **Overdue Assignments:** assignments and discussions that are past the due date, are still available, have not been submitted and have not been graded.
- **Updated Assignments:** assignments, discussions, and quizzes that do not have a due date.
- **Upcoming Assignments:** assignments, discussions, and quizzes that have an upcoming due date.
- **Past Assignments:** assignments and discussion that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each Assignment displays the assignment name, any availability dates for the assignment, due date (if any), and the number of points the assignment is worth.

To view the details of an assignment, such as instructions and rubric, click the name of the assignment. You will be able to submit an assignment by clicking the "Submit Assignment" Button to submit your work.

Grades

To view grades, click the name of an assignment you would like to check your grade. In the submission details, you will find “Show Rubric” link.

You can view the name of the assignment, the assignment due date, the assignment status, the score you earned, and the total point value of the assignment. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.

More detailed instruction can be found through the official Canvas website:

[Canvas Student Guide](#)

Discussion

Each discussion displays whether or not it is a graded discussion, the name of the discussion, the date on which the last discussion reply was posted, the due date (due dates only apply to graded discussions), and the number of unread/total posts in the discussion, and whether or not you are subscribed to the discussion.

When a discussion is available for participation, you can view the Reply field beneath the discussion topic. To reply to the discussion, click the Reply button.

Turnitin

Please note that not all teachers will require you to use Turnitin to for assignment submission. If your teacher asks you to use Turnitin, he/she will let you know the registration code for the course for you to sign up.



Uniforms

All students in Grades 8 –12 are required to wear the following private school Uniform:



Girls Uniform

White shirt (Short Sleeve or long sleeve, or $\frac{3}{4}$ length sleeve)

Cardigan or Vest Graduating students order Collegiate Cardigan

Grey Kilt or Pants

Navy blue tights or knee-high socks

School blazer

Mackenzie Tie – may be worn

Optional – Summer Polo (worn after Spring Break till the end of June)

Shoes – black leather or other material that can be polished (no canvas or athletic shoes)

Boys Uniform

White Shirt (Short/sleeve or long sleeve)

Pullover Sweater or Vest Graduating students order Collegiate Cardigan

Grey Pants

Grey dress socks

School blazer

Mackenzie Tie – must be worn with blazer

Optional – Summer Polo (worn after Spring Break till the end of June)

Shoes – black leather or other material that can be polished (no canvas or athletic shoes)

PE Uniform

Dri-Fit shirt and short

Athletic pants and athletic jacket

Non-skid, non-marking athletic shoes

White athletic socks

All students taking PE (Grades 8-10 mandatory, Gr 11/12 elective) must have the full PE Uniform.

Students must have one of either the athletic jacket or sweat pants and athletic jacket or hoodie.

To be purchased at your choice of department or shoe store

Please visit the link below for detailed information about where and how to purchase your uniform:
www.alexanderacademy.ca/wp-content/uploads/2020/07/AA-Cambridge-Info-Letter-July.pdf

Uniform Policy

- ✓ Uniforms should be kept neat, clean and in good repair.
- ✓ Uniform pants are must be long enough to reach the shoes and worn with grey or balck dress socks.
- ✓ Girls may wear black or navy-blue tights or knee highs below the knee.
- ✓ Kilts are not to be shortened or worn more than 2" above the knee.
- ✓ Shoes may not be higher than 2 inches.
- ✓ Dress shirts are to be done up and always tucked in.
- ✓ Ties are to be properly worn.
- ✓ School sweater, vest or blazer is worn over the white shirt.
- ✓ Outerwear may not be worn in the class.
- ✓ Clothing that fails to conform to the school standard must be replaced at the student's expense.
- ✓ All school clothing is laundered or dry-cleaned regularly.



Prepare for the New Semester

Supplies

Laptops are not provided by the school. However, students are required to have their own personal laptop which is required classes, and for assignments and presentations. Please ensure you have a Windows or Apple laptop available for use.

- Notebooks, folders, agenda
- Pencils, pens, and erasers
- Reusable water bottle

**Textbooks are provided by the school.*

**A lock for your locker will be provided.*



Before your arrival

- ✓ Carefully read our welcome package and website to get familiar with Alexander Academy
- ✓ Set SMART (Specific, Measurable, Attainable, Relevant, Time-based) goals you want to achieve at school
- ✓ Review our school's policies located in this handbook
- ✓ Provide the school with the documents required prior to orientation day (see Orientation Day section of this handbook)
- ✓ Keep an eye out for the Orientation information email sent out to families ahead of Orientation Day

Once at school

- ✓ Maintain a high rate of attendance – You may review your attendance via your MyEducation portal
- ✓ Get actively involved into various clubs and extra-curricular activities
- ✓ Find friends you can study with
- ✓ Discuss any academic concerns with your teachers
- ✓ Use the Health & Wellness resources and talk about your hardships as you are not alone.

Important School Policies

Here are the important school policies that you should learn before the new semester starts:

Medical Insurance Policy

International Students

September/Fall Semester:

New BC residents arriving from foreign locations and returning BC residents arriving from outside Canada must provide proof of Private Medical Insurance that is valid for the duration of the academic school year (September to June 30th) in addition to being enrolled in the BC Medical Services Plan (MSP).

January/Winter semester:

New BC residents arriving from foreign locations and returning BC residents arriving from outside Canada must provide proof of Private Medical Insurance that is valid from January to June 30th. In the following September to June 30th school year, they must provide proof of Private Medical Insurance for the duration of the academic school year (September to June 30th) in addition to being enrolled in the BC Medical Services Plan (MSP).

Current BC Residents

When completing the registration process, please ensure that the school has your child's MSP Care Card number on file.

Canadians Arriving from another Province

If you are a Canadian citizen arriving to BC from another province, you must enrol your child in the Medical Services Plan of British Columbia upon arrival. You should maintain coverage from your previous medical plan as there is a three-month waiting period (90 days (about 3 months)) before MSP coverage can begin.



When to purchase the medical insurance

You are strongly advised to purchase your child's medical coverage before travelling to Canada. Accidents and unexpected illness can occur at any time, and having insurance in place before your child leaves home is the best way to protect you and your family.

You may purchase private medical insurance from any company of your choosing, providing that the insurance is valid for medical expenses in Canada.



The British Columbia Medical Services Plan (MSP)

MSP is the BC provincial Government basic medical insurance plan for all BC residents – including Temporary Residents such as international students. After residing for three months in the Province, international students holding a study permit valid for more than six (6) months are entitled to medical and hospital benefits through the government Medical Services Plan (MSP).

The BC Medical Services Plan Insurance **will cover:**

- Doctors consultations
- Hospital treatments
- X-rays and laboratory work

The BC Medical Service Plan Insurance **will not cover:**

- Prescription costs
- Ambulance journeys
- Alternative therapies
- Contact lenses
- Glasses
- Physiotherapy
- Chiropractor
- Dental
- Orthodontic treatment



Guard.Me - Private Insurance

A local insurance provider, Guard.Me, offers students a high quality and low-cost health insurance option designed for international students. You can obtain information by contacting the administration at Alexander Academy or by accessing the Guard Me website at www.guard.me/alexanderacademy.

For more information about how to purchase and medical summary in various languages, please visit here: www.alexanderacademy.ca/admissions/medical-insurance/

**Please note that private medical insurance is subject to certain exclusion, such as exclusions, such as extreme sports, pre-existing conditions, and incidents involving drug or alcohol use. The applicant is responsible for reviewing the insurance terms which are located on the [Guard.Me Website](#).*



Attendance

If you are sick or will be unable to attend class, your parent, custodian, or homestay is responsible for contacting the school ahead of time either via email or phone to inform the front desk. Please note that you cannot be excused from school without approval by your guardian.

As attendance at Alexander Academy is compulsory, our attendance policy requires **90% attendance rate to receive credit for a class** in the belief that regular attendance promotes student learning.

Learn more about our 90 Percent Rule here: www.alexanderacademy.ca/student-services/parents/

Homestay

Students and their families are responsible for arranging the homestay for their child while studying at Alexander Academy. We do not promote, endorse, or arrange individual homestays; however, we provide a list of providers for families to choose from. As such, we endeavor to respect all the school-relevant provisions found in section 2 (International Student Program Responsibilities) of the BC Ministry of Education's K-12 International Student Homestay Guidelines (2018).

Ministry of Education – International Student Homestay Guidelines

Families and custodians must ensure that host families meet the following [Ministry Guidelines](#).

Should Alexander Academy notice that homestay families are not following the guidelines, we will inform the family/custodian.

Below are a few suggested homestay providers:

Students and their families / custodian / agents are responsible for arranging homestay, the following companies may be contacted for assistance (if required):

Travel and Learn Homestay: www.travelandlearn.ca/

✓ Email: marciabarros@travelandlearn.ca

Cypress Accommodations:

✓ www.cypressaccommodations.com/accommodation.php?p=Vancouver

Email: office@cypressaccommodations.com

MLI Homestay: www.mlihomestay.com/

✓ Email: info@mlihomestay.com

All other important policies are found here:

www.alexanderacademy.ca/admissions/forms-and-publications/



Tuition Fees, How to make payments, Refund policies

Refund Policy

All students

- All refund requests must be made in writing along with the submission of supplementary documents.
- Refunds are processed under the name of the student's parent unless an alternate request is submitted by the parent in writing.
- No refund is granted if parents fail to disclose medical needs, special learning needs or behavioural considerations.
- If a student is required to discontinue studies due to expulsion, the student is not eligible for a refund of any amount paid to Alexander Academy for the school year in which they were expelled. Further, a student is not eligible for a partial refund to cover an interruption to their studies due to disciplinary suspension of any kind, nor from an interruption of their studies arising from any other consequence assigned to the students because of their misbehaviour.
- The cancellation of acceptance according to Alexander Academy's admission policy will result in the loss of any non-refundable deposit.
- All fees paid are non-transferable.
- All refunds which are requested by wire transfer are subject to an administrative fee of \$100. Banks may charge additional transaction fees.
- Approved refund requests are processed within 4-6 weeks (about 1 and a half months).



International Students (Visa Refusal)

International students who have been issued an official Letter of Acceptance from Alexander Academy are not eligible for a refund unless the student's study permit application has been denied by Citizenship and Immigration Canada.

In the event of a Study Permit application denial, fees are fully refundable minus the **administration fee of \$300**. To receive a refund, the following documents must be submitted:

- ✓ Withdrawal form
- ✓ Request for Refund form
- ✓ Refusal letter issued by Citizenship and Immigration Canada. The date of the refusal letter must be after the issue date of the most recent Letter of Acceptance.

All the documents are found here: www.alexanderacademy.ca/admissions/forms-and-publications/

New Domestic Students

- Eligible for a 50% refund of the tuition and activity fees paid if the student withdraws 30 or more calendar days prior to the first day of school year.
- No refund is issued if the student withdraws 29 or fewer calendar days prior to the first day of school year.

Continuing Students (Domestic and International)

- A non-refundable tuition deposit of \$2,000 is required to guarantee a seat for an upcoming school year.
- 50% refund of the tuition and activity fees paid less \$2,000 deposit if the student withdraws 30 or more calendar days prior to the first day of school year.
- No refund is issued if the student withdraws 29 or fewer calendar days prior to the first day of school year.



Thank you for choosing Alexander Academy

Student Testimonial Video



Click To Play Video 

Alumni Testimonial Video



Click To Play Video 

We are pleased to support you on your journey! We wish you an enjoyable and successful experience at Alexander Academy.



ALEXANDER
ACADEMY



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