



# ALEXANDER

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ACADEMY

## **Student and Parent Handbook 2021-2022**

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## School Mission

### **Our Mission**

Alexander Academy provides a safe, caring, internationally-minded environment and a curriculum that encompasses action, service, academics, arts and healthy living.

We expect excellence and foster attitudes of creativity, engagement, empathy, respect and integrity.

### **Our Values**

Engagement, Empathy, Respect, Integrity

### **Our Vision**

Alexander Academy strives to be a diverse and inclusive community of internationally minded leaders and learners committed to shaping a better world. Our success is built on offering a rigorous curriculum and placing our students first.

### **Goals for our school**

Deliver an excellent academic program

- Foster excellent teachers
- Pursue innovation and technology
- Offer excellent programming and course offerings
- Provide academic success for all students
- Provide a safe and caring learning environment for all students
- Provide a foundation for successful progress through more advanced studies.
- Encourage and enable students to achieve their goals and obtain the credentials they seek.
- Establish and maintain a reputation for excellence in the academic community in every aspect of school programs, activities and services.

Develop engaged global citizens

- Foster individual growth and development by supporting each student's academic achievement and involvement in the community life of the school
- Increase post-secondary opportunities
- Develop international connections
- Offer a strong service learning program
- Foster a community of international and local students
- Build a strong philanthropy program

Support the whole child

- Offer a strong leadership development program
- Strengthen extra-curricular and house system

- Invest in technology, arts and healthy living
- Increase focus on wellness

Offer an active learning environment

- Provide access to diverse outdoor learning spaces
- Offer experiential learning
- Increase technology integration

### Goals for our students

- ***Critical Thinking:* the ability to think using analysis, synthesis, evaluation, problem solving, judgment, and the creative process.**
- ***Personal Growth and Responsibility:* the ability to understand and manage self, to function effectively in social, cultural, and educational environments.**
- ***Technology and Quantitative Literacy:* the ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society and to use logic and mathematics to deal effectively with problems and issues.**
- ***Appreciation of the Arts, Culture, and Humanities:* the ability to recognize, appreciate, encourage, and contribute to human society.**
- ***Information Literacy:* the ability to recognize the role of information in making judgments and decisions, and the ability to locate, evaluate, and use it effectively.**
- ***Scientific Reasoning and Literacy:* the ability to apply the basic principles of science and methods of scientific inquiry.**
- ***Service Learning:* the ability to seek and fulfill meaningful community service, with a heightened sense of community, civic engagement, and personal responsibility.**
- ***Global Citizenship:* the ability to understand of how the world works economically, politically, socially, culturally, technologically and environmentally.**

## School Governance and Administration

**Alexander Academy** operates under the supervision of a Board of Governors (The Board). Members of the Board include the Head of School, and at least four other individuals chosen for their experience and stature in the education community.

The Board of Governors is appointed and structured to oversee the mission, vision, values, and strategy of the school. The Board hires one Head of School to manage the school's day-to-day operations. The rest of the school's senior administration reports to the Head of School.

The Head of School is the Chief Executive Officer of the school. The Head of School does not cause or allow any practice, activity, decision or organizational circumstance which is illegal or in violation of generally accepted business and professional ethics. The Head of School deals appropriately with students, staff, volunteers and the community; and the Head of School systematically plans for the improvement of the school in accordance with the mission and goals

of the school and the policy of the Board.

The Head of School may form committees of one or more teachers. The Head of School works with such groups to monitor the curriculum in every subject and work collaboratively to plan a learning program that strives to ensure that each student has an opportunity to become a successful learner. Committees may help set school policy and generally ensure the smooth operation of all instructional activities.

The Head of School is responsible for the school facilities and relations with non-academic staff and functions, such as accounting, admissions, and marketing, as they affect the school.

The Head of School is assisted by an administrative assistant who is the normal liaison between the school and administrative functions, such as registration and record-keeping.

Following is a current list of Board members:

- Barbara Moon, BSc (Hons), PhD (SFU), former Professor and Head of the Department of Biology at the University of the Fraser Valley. Dean of Arts and Sciences, Alexander College.
- Hugh Johnston, PhD (King's College, University of London) Professor Emeritus, Department of History, SFU. Vice President-Academic, Alexander College.
- Eric Zhao Vice President- Marketing Administration, Alexander College.
- Linda Spruston BEd, MA University of British Columbia

## Curriculum

Our curriculum covers a full range of subjects, as well as assessment and evaluation guidelines as outlined by the B.C. Ministry of Education. Teachers and curriculum coordinators work collaboratively to plan a learning program that strives to ensure that each student is provided with an opportunity to become a successful learner.

### Features

- Facilitates the achievement of a diploma by students who may move from one school to another by structuring the program according to the B.C. Ministry of Education's standards.
- Develops the knowledge, skills, and core competencies characteristic of a well-rounded secondary education.
- Promotes academic excellence through qualified teachers supported by our Head of School and our Board of Governors.
- **Alexander Academy** is partnered with Alexander College to provide the option for **Alexander Academy** high school students to take a university level course at Alexander Academy through our University Transfer Program.

## Academic Honesty

This policy outlines **Alexander Academy's** expectations for honest academic conduct, the student's and teachers' roles and responsibilities and the consequences for academic misconduct.

Students and parents will receive a copy of this policy and will sign a declaration.

### **Rationale and Purpose**

The goal of **Alexander Academy**'s Academic Honesty Policy is to educate students to conduct themselves in a responsible and ethical manner and therefore make every effort to avoid any form of academic misconduct. **Alexander Academy**'s expectations are that students exhibit the character traits of honesty, integrity, respect and responsibility.

The faculty at **Alexander Academy** aim to develop in our students the attributes of the IB Learner Profile. In our efforts to promote academic honesty specifically and personal integrity overall, we encourage our students to embrace the school's core values: engagement, empathy, respect integrity.

The academically honest student:

- Documents all source material consistently in a standard style of referencing
- Uses direct quotations and paraphrases appropriately
- Respects others' intellectual property by abiding by copyright law
- Understands what constitutes academic dishonesty
- Understands the consequences of academic misconduct
- Explicitly and appropriately acknowledges help provided by another person
- Follows all exam rules

The academically honest student does not:

- Plagiarize by copying material from a published source or from another student
- Give another student his/her/their work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Do work for another student
- Purchase and submit pieces written by someone else
- Present others' artistic or creative work in any medium (images, music, film, etc.) as his/her/their own
- Engage in any behaviour that provides a student an unfair advantage over others

### **School's Roles and Responsibilities**

Students will receive cohesive, comprehensive and direct instruction through courses from our teachers in information literacy and the research process including:

- accessing, analyzing, selecting and organizing information
- synthesizing and communicating information
- evaluating and reflecting on information
- the rules and purpose for acknowledging source material in both Modern Language Association (MLA) style and American Psychological Association (APA) style

### **Examples of academic misconduct**

- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as his/her/their own
- Copying: taking work from another student, with or without his/her/ their knowledge, and submitting it as his/her/their own
- Exam cheating: communicating with another student in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage
- Duplication: submitting work that is substantially the same for assessment in different

- courses without the consent of all teachers involved
- Falsifying data: creating or altering data rather than collecting authentic data
- Collusion: helping another student to be academically dishonest
- Collaboration- working with other students is expected and encouraged. However, each student may be responsible for their own written work. When this is the case, if one student copies the work of another, this represents collusion

Students who either intentionally or accidentally engage in behaviour that gives them an unfair advantage over others, including academic dishonesty, will be subject to consequences as follows:

1. The first time a student is suspected of being dishonest in an academic or non-academic course, their teacher will inform the Student Services Manager who will start an electronic file of the details of their dishonesty. The file will remain open until the student leaves **Alexander Academy**. The consequences of the student's actions at this point will be non-punitive. They will be taught how to correct their wrongdoing by the appropriate staff member.
2. The second time the student is suspected of being dishonest in an academic or non-academic course, the Student Service Manager will involve the Head of School who will review the details of the student's electronic file and decide on appropriate consequences. Parents/guardians will be notified. At this point, the student may become exempt from awards and scholarships. Repeat offences may also include suspension or withdrawal from a class.
3. The third time the student is suspected of being dishonest in an academic or non-academic course, the Head of School will meet with the parents/guardians. Student may face expulsion.

## Attendance and Missed Work

**Alexander Academy** is committed to providing students with a rigorous academic program. Students are expected to be in class every day. The parent/guardian is responsible for ensuring that their children arrive on time to school each day. The school strongly discourages absences for vacation during the school year.

### Procedure for Reporting an Absence

The parent/guardian must notify the school office by phone or email ([info@alexanderacademy.ca](mailto:info@alexanderacademy.ca)) by 8:45 a.m. of each day the student is absent. If the parent/guardian does not make the call by 8:45 am, the school will notify parents by email.

### Attendance Policy

Alexander Academy believes that regular attendance promotes student learning, demonstrates a commitment to the achievement of the British Columbia Graduate Requirements and is essential for the student's overall success. Attendance at Alexander Academy is compulsory.

- Students may be excused for illness, injury, emergencies, religious observance and for immigration purposes.
- Absences for vacations and extended trips cannot be considered excused. Alexander Academy teachers will not be responsible for producing work assignments or providing make-up assignments, tests or exams for students. All notification of absence due to vacation or family trip must be submitted in writing to the Head Teacher.

- The goal is for every student to be in school every day. A student with less than 90% attendance is in violation of our attendance policy.
- Students are responsible for all course work and assignments while absent. When a test is missed due to illness, a note from a parent/guardian acknowledging his/her awareness that a test has been missed, due to illness, is required.
- When missing an examination due to illness, a doctor's note is always required. Any examination or test missed due to vacation or truancy will not be rescheduled, and will be assigned a mark of incomplete (I) as this summative assessment must demonstrate evidence that course expectations have been met with success.
- Students whose attendance chronically remain under 90% after intervention may face possible expulsion.

### Early Dismissal

If a student requests an early dismissal, the parent/guardian must notify the office in writing or by phone and the student must sign out prior to leaving the school.

### Late Arrivals

Students who arrive to class after 8:45 am are considered late and must sign in at the office. If a student arrives late and fails to sign in, they will be presumed absent and parents will be emailed. If a student arrives to school late, they must come to the Administrative Office in order to receive a late slip. Students will receive an absence for the block if they are more than 15 minutes late without a legitimate reason.

### Missed work due to vacations

Requests for holiday extensions must be submitted in writing to the Head of School for consideration. Violations to this policy may be reflected in the student's academic evaluation. The major dates for the school year are indicated on the School Calendar. Please make careful note of the holiday schedule as examinations and other events may be re-scheduled only because of a student's illness or a family emergency. Teachers are not required to provide special coursework packages for students going on extended holidays during instructional time. Students should contact their teachers in advance of such holidays, and must catch up on missed work upon their return.

Students who are absent from school must make up for lost time after school.

### Assessment

#### Assessment and Late or Missed Work

Students need to demonstrate understanding of learning outcomes. If a student is absent, it is expected that students take the responsibility to immediately find out from teachers or a classmate what learning was missed and how to make up any assignments. It is the teacher's option to either: a) not include the assessment task, or b) provide a make-up assessment task. We do not advise that students go on holiday during school time. If parents opt to take their children out, any work missed is solely the student's responsibility. Teachers are not expected to provide extra classes, makeup tests or specific work to be completed. If a student misses assessment and/or evaluation tasks (such as tests or assignments) the report grade may be "INCOMPLETE". If this becomes the case, teachers will inform administration via an I Report (Incomplete Report).

### Deadlines and Late work

All students are expected to submit work by the given deadline, except in the case of a major

illness or death in the family. Students should plan their time effectively, to ensure that they complete their assignments in a timely manner. Late work may affect a student's participation mark.

## Classroom Assignments

Any exceptions and extensions must be negotiated with the teacher before the deadline. If a student does not submit a major assignment on time, the teacher will inform the parents/guardians and the Head of School.

## Make-up policy

Students who miss a test are responsible for bringing a note from their parent/doctor explaining their absence and acknowledging that they missed a test. These notes should be placed in the student's file. Acceptable reasons for missing a test include medical reasons and family emergencies. A make-up test may consist of a different test as required and is at the discretion of the subject teacher.

## Exam Policy

Final exams are an important part of the assessment process in many courses at Alexander Academy. All students who have final examinations are required to write them in uniform during the scheduled school examination period.

Provincial Graduation Assessments are compulsory. The Provincial Exam schedule cannot be altered: it is set by the Provincial Government for all students in British Columbia. Parents and families must make all efforts to avoid planning holidays that conflict with scheduled exams. All Provincial Examinations are administered according to the Policies outlined in the *Handbook of Procedures for the Graduation Program 2021-2022*.

### **English Language Learners**

English Language Learners are assessed for complexity of ideas, deep understanding of curricular material and clarity of thought. Teachers will note areas of grammar, vocabulary and syntax that need to be addressed, but these areas will be marginally considered. The student and teacher, in partnership with school administration and parent/guardian, create a learning plan to ensure student growth and eventual success. Alexander Academy offers a number of possibilities for English Language Learners, including supportive language classes, after school tutoring, and adaptations. The goal is student comfort and competency with the newly acquired language. For more information, please see the *Alexander Academy Language Policy*.

### **Recording and Reporting**

Teachers record and report assessment in a timely and instructive manner. Students at Alexander Academy receive a report card at midterm and the end of the semester. Students also receive an I-report to notify both the students and the parent/guardian of a possible failure or if a student is not working to their level of ability. Parent and guardians have opportunities to meet with teachers on several formal occasions throughout the year. Additionally, parent teacher conferences are held each semester to provide opportunities for individual discussions, which promote participation and collaboration between school and family.

### **Reporting English Language Learner's achievement**

Students whose English language skills are not yet proficient enough to enable a teacher to assess their understanding of course objectives will not receive a grade on their report card.

## **Homework**

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom, often as a formative assessment. These assignments should complement classwork and be meaningful and relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student's educational experience.

## **Resources**

Resources are available for students who require additional assistance. These resources include after school teacher assistance and peer tutoring. In addition, students on Academic Probation have access to extra after school tutoring.

## **Uniforms and Personal Grooming**

Students at **Alexander Academy** are expected to wear the proper school uniform at all times. Uniforms are expected to be worn in good condition and with respect, as they reflect the students' commitment to the school. Uniforms are required to be worn on school field trips, activities and events, as well as school functions.

The cost of the uniform is the responsibility of the student and their families. Students are expected to order their uniforms from the supplier chosen by the school.

### **Uniform Guidelines and Expectations**

- Variations of the uniform are not permitted.
- Uniforms are to be kept neat, clean and in good repair at all times.
- All items of the uniform are to be of proper size for the individual student.
- Kilts are not to be shortened or worn more than 2" above the knee.
- Dress shirts are to be done up and tucked in at all times.
- Ties are to be properly tied and done up at all times.
- Hats, bandanas or any non-religious head coverings are not permitted to be worn with the uniform.
- Jeans, cargo pants, yoga style pants, sweatpants or shorts of any color are not to be worn as part of the uniform (except the shorts and sweatpants of the prescribed PE uniform).
- Scarves are not to be worn as part of the uniform.

### **Personal Grooming**

- It is expected that students will shower regularly.
- All students are expected to keep all hair neatly groomed and trimmed.
- Boys will keep their hair cut to a reasonable length.
- Visible tattoos and body piercings are not permitted.
- Gang related emblems or offensive clothing are not permitted.
- Light make-up and jewelry is permitted.

## **Conflict Resolution**

## **Process for Resolving Student & Parent Concerns**

**Purpose:** To outline Alexander Academy policy and procedures regarding appeals and procedural fairness when dealing with issues regarding Alexander Academy staff.

**Scope:** Administrators, Teachers, Students and Parents.

**Policy:** Student and parent concerns arise sometimes and there can be confusion as to where to get help and what the process is. Depending upon the nature of the concern there are different routes that will enable you to find solutions or answers to these concerns.

### **Procedure**

#### **1. Curriculum, Assessment, or Educational Program Concerns:**

In the case of curriculum, assessment, or other educational program concerns, parents are advised to take their questions to a School Administrator (Head Teacher or Student Services Manager). The School Administrator will include the teacher where appropriate. In cases where an answer or solution did not result, a meeting with the Head of School may be arranged.

#### **2. Social/Emotional Concerns:**

It is not unusual for students to experience stress in regards to their academic program, peer pressure, and/or student/teacher relationships. In such cases, it is imperative that the student brings these concerns to the attention of their parents. It may be necessary to also include a teacher or School Administrator. An appointment to discuss various concerns and strategies is often enough to alleviate the situation. Through partnership with Alexander College, Alexander Academy students are also provided with school counseling upon request. All discussions are held in strict confidence in the pursuit of a solution to the concern.

#### **3. Instructional/Teacher Concerns:**

When concerns regarding the quality of instruction or teacher concerns arise, it is important for parents to first take these concerns to the teacher involved. In this way, perceived problems can often be solved through communication. In the case where a parent's concern persists, then involvement of a School Administrator may be warranted. A meeting with the teacher and the School Administrator will be arranged.

#### **4. Concerns Regarding Administrators or Support Staff:**

a. If there is a concern with a School Administrator (Head Teacher, Director of Admissions and Business Development, Student Services Manager, Marketing and Admissions Officer, Administrative Officer) or School Support Staff (Custodian), then it is the first responsibility of the parent to arrange a meeting with the School Administrator or Support Staff in order to clarify the issue and seek resolution to the concern. Should this not resolve the issue, a meeting with the Head of School may be required.

b. If a parent feels that there is a concern with the Head of School, then the parent is asked to bring this concern directly to the Head of School. Should these discussions not render a resolution, the Head of School and/or parent may request a subsequent meeting with a member of the Board of Directors.

## 5. Policy Concerns:

The Head of School acts on behalf of the Alexander Academy Board of Directors to ensure that all policies are followed at the school level. Should questions arise regarding these policies, you should make an appointment to speak with the Head of School. In cases where you feel that your questions were not resolved you may request a subsequent meeting with a member of the Board of Directors.

## Student Code of Conduct

**Alexander Academy** endeavors to provide a safe learning and working environment that supports fair treatment of all students, faculty and staff. Policies, rules and guidelines have been put into place to protect the safety, health and welfare of individual students at **Alexander Academy**, as well as the greater School community.

A code of conduct is designed to ensure that students are learning in an environment that is safe and secure and one in which teachers and students are treated with respect and dignity. It is a given that faculty, staff, parents, and members of the Board are partners in supporting the students to ensure that this code is maintained by all students enrolled at **Alexander Academy**. It is the aim of the entire School community to uphold the principles established and set down in School policies.

*Parents/Guardians* are partners in the education of their child and are expected to support the behavioural expectations of **Alexander Academy** and its program goals.

Students share the responsibility for making **Alexander Academy** a safe and secure environment for learning and living. They are expected to take an active part in the development of the expectations and the consequences of a code of behaviour.

Teachers and Support Staff share the responsibility for developing and enforcing the behavioural expectations of **Alexander Academy**.

It is expected the students will:

- demonstrate respect for and tolerance of the various cultures, religious beliefs, and ethnic roots which form the school's community;
- demonstrate respect for others by refraining from teasing and ridiculing;
- participate in positive group activities
- not be involved in any bullying, intimidating or harassing of fellow students, parents, faculty members, or visitors to the school;
- demonstrate respect for the individual differences that make each member of the school community unique;
- show respect for school property and the property of others;
- demonstrate respect for the various skills and abilities of fellow students and members of the school community;
- demonstrate a strong sense of respect, character, honour, and responsibility while representing the school in activities that go beyond the school grounds (including athletic events, field trips, and lunch breaks);

- respect direction from all staff of the school; be honest with all staff as well as with their fellow students;
- not cheat or plagiarize their work;
- attend all classes on time; be prepared for classes with the appropriate materials and homework completed;
- express themselves without the use of profane language or offensive gestures;
- not partake in the unlawful use of drugs, alcohol, or tobacco. Such items are not permitted on school property, on any school excursion, or while representing the school at an extramural activity;
- not bring weapons of any kind to school or to school functions; and
- abide by all school policies.

## Entering and Exiting the School

Alexander Academy is committed to making our campus a safe and secure place to study. In order to support this, each student will be issued with an individual security fob so they can access the building during school hours. Students must agree to the following terms prior to being issued with the security fob:

- Each student is responsible for the fob that was issued to them. Fobs should not be lent or traded.
- Students must pay a \$50 deposit for a fob
- Any lost or damaged cards must be replaced at a replacement cost (\$50).
- Fobs must be returned to the office prior to students withdrawing from the Academy. If the fob cannot be returned, the student will lose the deposit.

Students must enter and exit the campus through the designated door from West Hastings Street only. All students must use their security fob to enter the school building.

## Language Policy

### **Purpose**

The Alexander Academy Language Policy is a working document which reflects the BC Ministry of Education's policies. The purpose of this document is to provide a framework that ensures that learner's linguistic and academic goals are met through rich language learning opportunities.

### **Language Profile**

Alexander Academy is an inclusivity English speaking school. All lessons are taught in English except for those taught in Mandarin or French. The school population consists of a variety of students who speak languages such as: Arabic, Cantonese, Farsi, French, Korean, Mandarin, Russian, Japanese, Spanish, Portuguese, Urdu, and others.

### **Language Admission Policy**

To be admitted to Alexander Academy, students undergo a language assessment. The admission team reviews past report cards, entrance tests, and interviews before making an admissions decision.

### **Language Program Overview**

Every teacher at Alexander Academy is a language teacher. Language is integrated into all aspects of the curriculum. Our goal is to help students become internationally-minded, independent learners through literature, a strong emphasis on literacy and a deeper understanding

of diversity and culture.

### **Language and Mother Tongue**

We recognize the importance of students speaking their mother tongues outside of the classroom. Teachers may allow students to speak their own language in the classrooms for instructional purposes only. Within our school we promote the use of different languages and multi-lingual texts by having invested in several books in our library in various mother tongues.

Profile, along with the five essential elements of the curriculum (knowledge, concepts, skills, attitudes and action) inform planning, teaching within the language and learning program.

### **Learning Support**

When a student has been identified as having additional learning needs, enrichment, intervention and support is provided. This may take the form of differentiated lessons, adaptations, intervention, remediation and tutoring support.

### **Review of Language Policy**

This policy will be reviewed yearly. Any changes will then be ratified by the Head of School and the Board of Directors. Finally, the policy will be made public through the school's website.

## **Smoking Policy**

Students must refrain from smoking at all times on school property and off campus during any school related activity, and while in school uniform. Additionally, students must not be with others who are smoking while wearing the school uniform, or during a school related activity. The consequences for smoking on school property or off campus during a school related activity or in uniform may include contact with the student's parent or guardian, additional community service, attending fitness training, a meeting with the Head of School or possible suspension or expulsion. The Smoking Agreement must be read and understood in full, and signed by the student prior to their commencement at the Academy.

## **The Use of Alcohol and Non-Medicinal Drugs Policy**

### **Alcohol and Drugs and Smoking**

Students are forbidden to possess, use or show evidence of using alcohol or drugs on school property or at any school function. This policy is strictly enforced and violation will always result in parent contact and will result expulsion. The administration has the right to search the property and locker of a student that they suspect of having drugs and/or alcohol. Smoking in the school or in school uniform property is both prohibited and illegal. Offenders will be referred to the administration for appropriate disciplinary action.

### **E-cigarettes, Personal Vaporizers (PV) or Electronic Nicotine Delivery Systems (ENDS)**

These are forbidden for students to possess and/or use while at any school function, on school property, in homestay, or in school uniform. The health impact of repeatedly inhaling e-cigarette chemicals is unknown. As such, this policy is strictly enforced and violation will always result in parent contact and may result in suspension and/or expulsion. The administration has the right to search the property and locker of a student that they suspect of having e-cigarettes, vaporizers and/or ENDS. Offenders will be referred to the administration for appropriate disciplinary action.

## Weapons Policy

All weapons and potential weapons are forbidden on school property as well as in a student's possession off campus during any school related activity. This includes but is not limited to knives, or pellet guns. In the interests of public safety, students suspected of having a weapon on school property or in their possession off campus during any school related activity will be searched and have their locker and personal belongings searched. Using a weapon to threaten another person is a serious offence. The consequences for a breach of this policy may include suspension, a recommendation for psychological assessment, expulsion and possible involvement of the police.

## Computer and Internet Use Policy

Every student at Alexander Academy is expected to come equipped with their own personal laptop. The school has a direct Internet connection. Everyone is able to connect to the internet, including students, and is able to download files from public electronic repositories, some of which contain material that almost everyone would consider objectionable for school-age people. The school controls the times and opportunities that students have to access the Internet and only allows access under supervision. Students who are determined to have abused this technology may temporarily lose access to the school's computers (including Internet access) or face suspension, depending on the severity of the situation.

### **INFORMATION TECHNOLOGY (IT) POLICY**

#### **Policy for the Acceptable Use of the School Computer Network and the Internet**

Alexander Academy's wireless network provides data communication links both within the school community and to external sites accessible through the World Wide Web.

Internet services and technologies offer valuable learning experiences; however, it is also possible that students could be exposed to subject matter and language that is not reflective of Alexander Academy's mission and vision. As a result, Alexander Academy is committed to increasing awareness with respect to acceptable and unacceptable use of computer resources. Provided below is a clear policy framework that will allow students to use computer technology correctly.

#### **Appropriate Use of the School-wide Network and the Internet**

Following is a list of guidelines and a list of specific behaviours that may lead to disciplinary action, and/or suspension or limitation of network access privileges:

1. The school's local network is to be used only for educational purposes and for business and administrative functions of the school.
2. Network services, and access to these services, may only be used by authorized persons who are personally responsible for all activity that occurs within their account.
3. When interacting with other users on the Internet, users are expected to conduct themselves in a responsible, ethical, and polite manner in accordance with the school's standards of use.
4. Using the school's network and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.

5. The school's network is a shared resource and must be used in moderation. For example, the school network may not be used for unsanctioned downloading and streaming of music, videos or movies.
6. Students are advised that their laptop computers/devices may be inspected or monitored at any time if misuse is suspected.
7. Inappropriate use of network services includes, but is not limited to, the following:
  - Users may not use the school's network to transmit any materials in violation of Canadian laws and school policy such as storing and transmitting pornographic materials, post threatening, abusive, obscene or harassing materials.
  - Users may not store, or transmit copyrighted material that violates copyright laws or participate in pyramid schemes or chain mail harassment of other users.
  - Users may not violate, or attempt to violate, the security of the school's computers, data or network equipment or services by using proxies, VPNs, USBs, Torrents, or anonymous / encrypted software (TOR / Freenet).
  - Users may not share anyone else's personal information without consent.
  - Any attempts at unauthorized access of school data or staff Wi-Fi will result in termination of the user's computer and network privileges.

## Anti-Bullying, Harassment and Sexual Abuse Policy

1. **Alexander Academy** believes that providing students with an opportunity to learn and develop in a safe and respectful society is a responsibility in which schools play an important role. We believe that students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to ridicule or contempt, on the basis of any such grounds. Alexander Academy shall:
  - a. provide bullying prevention and intervention programs consistent with a progressive discipline approach;
  - b. support the use of practices that take into account the needs of individual students by showing sensitivity to diversity, to cultural needs and to special education needs, when implementing bullying prevention and intervention programs;
  - c. provide training to all administrators, teachers, and all support staff to acquire the knowledge and skills necessary to address bullying, and ensure that other individuals involved in the school community are trained and made aware of the policy.

## DEFINITIONS

### **Bullying**

Bullying is typically a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender, gender identity, gender expression and race.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumors). It may also occur through the use of technology (see cyber bullying).

### **Cyber Bullying**

Cyber Bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant, messages, cell phones and websites and other technology.

## Well Being and Discipline Policy

### **House System**

The house system at **Alexander Academy** is a vibrant and integral aspect of our school's culture. The house system is designed to enhance the values of **Alexander Academy** as they are reflected in the character of each of our house leaders. The house system aims to help new staff and students adapt to the culture of **Alexander Academy** while giving students a sense of pride in a supportive and safe environment.

**Alexander Academy** has four houses, named after admirable Canadians. They are Terry Fox, David Suzuki, Emily Carr and Margaret Atwood. Each student is placed in a house and each house has student leaders. It is not a building that makes a house; it is a network of member relationships, developed through regular interaction in a stable community.

The houses provide an opportunity for students to take part in positive competition and to develop a closer rapport between teachers and students. A series of events are organized throughout the school year, fostering a spirit of friendly rivalry. The houses compete in a number of sporting, academic and cultural activities for house points. House points are awarded based on participation at these events and also recognize students whose behaviours benefit others, such as helping on school occasions, or simply being supportive toward a classmate or friend.

### **Homerooms**

Homeroom groups at **Alexander Academy** also support the values and culture of the school; they align with the established house structure but are smaller, multi-age groupings. Homeroom classes meet weekly with their Teacher Advisor, and participate in a range of personal, emotional and social development activities. The vertical structure allows older students to act as supportive mentors for the younger students in both formal and informal ways.

Teacher Advisors monitor the academic progress of each student in their group, as well as arranging any additional supports that may be necessary in consultation with the Student Services Manager and the Head of School. Teacher Advisors also support each student to maintain accurate records of their involvement in extracurricular and sporting activities.

## Interventions

To ensure this positive learning environment for all students at **Alexander Academy**, the school has established guidelines that ensure proper safety, attendance and academic performance. When a student fails to follow these guidelines, the following interventions are enacted:

### **Behaviour Intervention**

A student is placed on Behaviour Probation when his/her/their actions:

- a. endanger the safety or well-being of other students, staff or faculty
- b. bring ill repute to the school
- c. damage school property

If a student is placed on Behaviour Probation, the student will remain on the probation for the rest of the term. A student will be asked to leave the school immediately if he/she/they do not fulfill the requirements of the intervention as determined in accordance on a case by case basis. At the end of the term, the probation and the student's continued enrolment at **Alexander Academy** will be reviewed by the Head Teacher and Board of Directors.

### **Attendance / Punctuality Intervention**

If a student's attendance falls below 90%, the students will receive a first warning. A student who continues to be absent will be placed on Attendance Probation for the following term in which he/she/they is registered. The student on Attendance Probation will be sign an attendance contract to improve their attendance to over 90%. Students on Attendance Probation are not allowed any unexcused absences. The attendance contract will be communicated with his/her/their parents/guardians. If the attendance contact is breached, the Head Teacher will meet with the student's parents/guardian. A student who is found in further violation of the attendance policy will be asked to leave the school immediately.

The student and his/her/their parents or guardians have the right to appeal this expulsion. Extenuating circumstances will be considered before the final decision is made. If these circumstances are considered invalid, the expulsion will be upheld.

At the end of the intervention period, the student will be required to meet with the Head of School to discuss why he/she/they should be taken off probation.

Students who arrive more than 15 minutes late for a class are recorded as absent from that class. Students who arrive consistently late will be placed on Attendance Probation.

### **Academic Intervention**

A student is placed on Academic Probation under the following circumstances:

- a) if he/she/they fail 50% of their courses
- b) a student does not complete assignments on a regular basis

Students on Academic Probation are expected to demonstrate significant improvement at each progress meeting which will occur weekly throughout the duration of the semester. Students on Academic Probation will be required to attend extra tutoring and daily tracking with a Behaviour / Work Card.

Students on academic intervention are expected to bring their GPA above 1.0 and pass more than 50% of their courses by the next report card. Students who do not meet those expectations or are

placed on academic probation more than once will have to meet with the Head of School to present their case as to why their acceptance at Alexander Academy should continue.

At the end of the intervention period, the student will be required to meet with the Head of School to discuss why he/she should be taken off probation.

## **Dismissal Policy**

### **Policy Statement:**

All students at Alexander Academy are expected to abide by the rules and expectations of the school. Students who fail to do this may be asked to withdraw. Alexander Academy will make every reasonable effort to identify potential problems at an early stage, to inform the student and his/her parents or guardians of the reason for concern, and to give the student an opportunity to improve and correct his/her behaviour. However, in cases where the continued presence of the student threatens the safety and wellbeing of fellow students and staff, or damages the reputation of the school, expulsion will be immediate. This includes using, possessing, supplying, or being with others with drugs at school, school-sponsored events.

### **Reasons for Dismissal:**

A student is subject to dismissal from Alexander Academy when:

- a. He/she has been placed on academic, behaviour probation or attendance probation, and fails to adhere to the terms of the probation.
- b. He/she engages in violent or abusive behaviour (e.g. fighting, bullying, cyberbullying, intimidation, taunting, inappropriate physical touching, possession of weapons, verbal abuse).
- c. He/she possesses, supplies, uses, or associates with others involved with alcohol or drugs.
- d. After serious warning, he/she continues to smoke in the school uniform.
- e. He/she damages, vandalizes, or steals the property of others.
- f. He/she engages in any behaviour that damages the reputation of Alexander Academy.

### **Procedures:**

- a. The Head of School, the Head Teacher and when appropriate the Student Services Manager, will meet to establish the course of action to be followed. At this meeting, all of the facts of the case updated will be presented in writing and verified. The Head of School will collect and summarize the information.
- b. The Head of School and the Student Service Manager or Head Teacher will meet with the student who will be informed of the expulsion.
- c. The Head of School will write a letter to the parents/guardians and, where necessary, the student's custodian, informing them of the expulsion and the reason for it. The letter will remind them of the school's refund policy and appeal policies. The letter will be translated (if necessary) and sent to parents/guardians and agents immediately.
- d. In some dismissal cases, students will not have the right of appeal (e.g. weapons, drugs, etc.) For cases where an appeal is offered, parents/guardians can request an appeal to the Head of School.
- e. Once the student has left the school, he/she will not be allowed back into the school building without the prior consent of the Head of School.
- f. Immigration Canada may then be notified.

## **Student Privacy**

Should a student fail to meet the code set and consequences as deemed necessary, confidentiality

of the issues behind the consequences remain solely with those directly affected by the student's actions, those dealing with the student(s) involved, and the parents/guardians of the student(s) involved.

## 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 behavioral considerations.
- In the event that 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 isn't 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 as a result 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.

### **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 subsequent to the issue date of the most recent Letter of Acceptance.

### **New Domestic Students**

- Alexander Academy will retain 50% of the total tuition and activity fees 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.

- Alexander Academy will retain 50% of the total tuition fee and activity fees 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.

### **Summer School Refund Policy**

- Refunds are only issued if students submit the summer school withdrawal form to the Student Services Manager within the first 2 days of summer school.
- Summer school withdrawals will be refunded at the remaining daily rate minus \$100 processing fee.

## School Procedures

### Emergency Procedures

The School is committed to providing for the safety, security, and welfare of the entire campus community. *Emergency Preparedness Procedures* are available in each classroom of the school.

### Student Assessment and Reporting of Student Progress

**Alexander Academy** has adopted the *B.C. Ministry of Education's Student Records: Requirements and Best Practices for Independent Schools* as its policy governing student records. All personal information shall be stored and disclosed in compliance with the Personal Information Protection Act (PIPA). This includes its maintenance of Permanent Student Records (including current completion of B.C. Ministry of Education's Permanent Student Record Cards – Form 1704), required and optional student record items, access and disclosure procedures, and transfer of student records. All personal information shall be stored and disclosed in compliance with the Personal Information Protection Act (PIPA).

The *B.C. Ministry of Education's Student Records: Requirements and Best Practices for Independent Schools* can be viewed at:

[http://www.bced.gov.bc.ca/independentschools/is\\_resources/student\\_record.pdf](http://www.bced.gov.bc.ca/independentschools/is_resources/student_record.pdf)

**Alexander Academy** meets all B.C. Ministry of Education requirements regarding student assessment and reporting. Students receive a mid-term report card in November and April. End of semester report cards go home in January and June. Parent-teacher conferences are scheduled once per semester.

### Reporting of Child Abuse

All staff members are informed of the signs of and duty to report all cases of suspected child abuse according to British Columbia's requirements.

#### **Procedure**

**Alexander Academy** aligns its policy of the **Child Abuse and Neglect Policy** with the FISA Child Abuse and Neglect Policy (see: **Alexander Academy Policy Regulations: Child Abuse and Neglect Policy for Employees** in the **School Policies and Procedures Handbook** available in the

school office).

School employees must report cases of suspected child abuse in compliance with provincial legislative requirements and follow all guidelines related to this matter as prescribed in the Ministry of Education's document entitled: *The B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers*

[http://www.bced.gov.bc.ca/sco/resourcedocs/handbook\\_action\\_child\\_abuse.pdf](http://www.bced.gov.bc.ca/sco/resourcedocs/handbook_action_child_abuse.pdf)

## Student Life

### University Information Sessions

**Alexander Academy** offers a culturally rich and an academically challenging curriculum for students preparing for higher education at a college or university. **Alexander Academy** maintains important relationships with Canada's leading colleges and universities. **Alexander Academy** will provide opportunities for students to learn about local, national and international universities.

Through partnership with Alexander College, **Alexander Academy** students are provided with Academic Advising and School Counseling upon request.

### Academic Support

Academic Support is available to all students at Alexander Academy. All teachers are available outside of class time for additional assistance until 4:10 each day. Please speak with your teacher to set up a time that is mutually convenient.

### Curricular Materials

Students are assigned textbooks from their classroom teachers at the beginning of each course. Textbooks, novels, library books and materials are issued for the sole use of the student. Lost or defaced school property is the student's responsibility and compensation will be required. Students must pay for lost or damaged textbooks and library books.

### School Clubs and Activities

Students are required to participate in co-curricular clubs to try new activities and learn new skills in a fun and engaging way. Alexander Academy offers a variety of co-curricular activities during lunch hours, and after school. Students are encouraged to participate in activities and clubs and to initiate suggestions for any new clubs they would like to see at the Academy. Attendance at clubs is recorded and it is mandatory that students attend at least one club.

### Medical Insurance

#### **Medical Insurance Policy**

Comprehensive health and accident insurance is mandatory in British Columbia. All students attending Alexander Academy are required to have valid Medical Insurance. Proof of medical insurance coverage is required upon registration. Although accepted at the Academy, students will not be permitted to attend class without valid medical insurance. An application for medical insurance on behalf of the student must be made at the time of registration.

## **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 resident of Canada and arriving in BC from another province, you must enroll 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) before MSP coverage can begin.

## **International Students**

September/Fall semester: New BC residents arriving from foreign or US 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 or US 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.

## **Where Can I Purchase Private Medical Insurance?**

You may purchase medical insurance from the company of your choosing, providing that the insurance is valid for medical expenses in Canada. 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](http://www.guard.me). *Please note that private medical insurance is subject to certain 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.*

## **When Should I Purchase My Private 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 you child leaves home is the best way to protect you and your family.

## **About the British Columbia Medical Services Plan (MSP)**

MSP is the British Columbia Provincial Government's basic medical plan for all BC residents-including Temporary Residents and 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, Laboratory work

The BC Medical Services Plan Insurance **will not cover**: Prescription costs, Ambulance journeys, Alternative therapies, Contact lenses, Glasses, Physiotherapy, Chiropractor, Dental and Orthodontic treatment.

MSP Contacts for B.C. Residents Mailing Address: Medical Services Plan

PO Box 9035 Stn Prov Govt. Victoria, B.C. V8W 9E3

Email: [www.health.gov.bc.ca/msp/](http://www.health.gov.bc.ca/msp/)

Toll Free Telephone service: An automated service is available 24 hours a day, 7 days a week, to provide information about your MSP account, and general information about MSP benefits and services.

If you need to speak with a customer service representative, please call between 8:00 a.m. to 4:30 p.m., Monday to Friday. Vancouver: 604- 683-7151 Other areas of B.C. (toll-free): 1 800 663-7100

## Homestay and Custodianship

Students and their families are responsible for arranging the homestay for their child while studying at Alexander Academy. The school does not promote, endorse, and arrange individual homestays.

Alexander Academy recognizes that it is a partner with parents, students, agents, custodians and homestay providers. As such, Alexander Academy endeavors 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).

## Printing Services

Printing Service for students is available in the Alexander Academy library. Students will receive a card with 50 pages preloaded on the card. Students can print up to 50 pages over the course of the school year. Students may purchase additional printing at the Administration office.