



# ALEXANDER

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## ACADEMY

Student & Parent Handbook

2024-2025

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# Welcome from the Head of School

On behalf of the entire Alexander Academy faculty and staff, I would like to welcome each of our new and returning students to the 2024-2025 school year. We have students studying at Alexander Academy from all corners of the world. If you are a returning student, I hope you can welcome the new students and spend some time helping them transition to the school. We are a small and vibrant community here at Alexander Academy, and it is important for everyone to feel supported and welcome.

School can sometimes be a stressful time for teenagers, and many of you are studying in Canada away from your family. We have lots of school support services available to help you. My office (Room 415) is always open for you to come get support no matter how big or small the problem is. You can also just come in for a chat or to say hello. Our Head Teacher, Mr. Todd (Room 201), Student Services Manager, Ms. Guan (403), Director of Admissions and Business Development, Ms. Lewis (Room 205), and the Administrative Assistant, Ms. Machado (Reception), are all here to help. We also have two Health and Wellness Counselors, Muge Orucu and Sonia Blanco, from our sister school, Alexander College, who can provide counselling services. They will be available either in room 125 or for virtual appointments. I want to encourage you to ask for help when you need it. We are all here to help you, as everyone needs a little help from time to time.

I encourage each of you to be involved in the life of the school. Join or create a club, volunteer, play a sport, take part in house or homeroom activities, and attend tutorials. Use every opportunity you can to communicate in English, as your academic success will depend on your fluency in the English language.

This student and parent handbook has been designed to help you with your time management and to stay organized. Good organization and planning are the keys to success. Use this book to keep track of your assignments, due dates, appointments, and tests. Take it to every class and use it wisely.

Work hard, have fun, be respectful and friendly to all, and have a wonderful school year!

Nigel Austen  
Head of School



# Block Schedule

Blocks	Monday	Tuesday	Wednesday	Thursday	Friday
<b>A</b>	8:45am – 9:55am				
<b>Break</b>	9:55am – 10:00am				
<b>Homeroom</b>	10:00am – 10:15am				
<b>Break</b>	10:15am – 10:20am				
<b>B</b>	10:20am – 11:30am				
<b>Lunch</b>	11:30am – 12:30pm				
<b>C</b>	12:30pm – 1:40pm				
<b>Break</b>	1:40pm – 1:45pm				
<b>D</b>	1:45pm – 2:55pm				
<b>Break</b>	2:55pm – 3:00pm				
<b>After School</b>	Club Activities 3:00pm–4:00pm	Tutorials 3:00pm–4:00pm	Club Activities 3:00pm–4:00pm	Tutorials 3:00pm–4:00pm	Club Activities 3:00pm–4:00pm

# 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 Four Key Values

Engagement, Empathy, Respect, Integrity

## Our Vision Statement

Alexander Academy is dedicated to educational excellence that is both student-centered and community oriented. We exemplify a safe and caring school, characterized by our deliberate focus on fostering internationally minded learners who have inclusive and diverse outlooks. We emphasize collaboration, inquiry, health, and holistic life-long learning. We promote empathetic understanding amongst our students towards the ongoing process of reconciliation with Canada's Indigenous peoples.

## 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 oneself, 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 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 Directors (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 educational community.

The Board of Directors 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. The following is a current list of Board members:

- Chair of the Board - 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



### **Administrative Staff**

Head of School – Nigel Austen  
Head Teacher – Spencer Todd  
Director of Admissions and Business Development – Berenice Lewis  
Student Services Manager – Jenny Guan  
Marketing & Admissions Officer – Daniel Hayashi  
Marketing & Admissions Officer – Carol Wang  
Educational Counsellor & Finance Officer – Bilguun Ganbaatar  
Administrative Assistant – Yara Machado

### **Faculty**

Teacher – Alan Boudaghi  
Teacher Librarian – Grace Chen  
Teacher – Stacey Franklin  
Teacher – Javier Garcia  
Teacher – Cliff Hildebrand  
Teacher – Mark Lappan  
Teacher – Dr. Mannu Maken  
Teacher – Yang Mao  
Teacher – Frances Treanor  
Teacher – Travis Woloshyn

## **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. The B.C. curriculum can be found here: <https://curriculum.gov.bc.ca>

### **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 consequence 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 responsible life-long learner. In our efforts to promote academic honesty and personal integrity overall, we encourage our students to embrace the school's core values: engagement, empathy, respect integrity.

The academically honest student:

- 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 engaging in the use of AI to plagiarize through: brainchild snatching, revealing while concealing, self-plagiarism, synonym switching, wholly quotable document, or wild goose chasing.
- 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 a medium (images, music, film, etc.) as his/her/their own
- Engage in any behavior 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, *digital 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
- Using artificial intelligence (AI) appropriately

## **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. This includes the inappropriate use of artificial intelligence (AI)
- 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 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
- 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 behavior that gives them an unfair advantage over others, including academic dishonest, 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 Head Teacher 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 nonacademic course, the Head Teacher 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. 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. Students may face expulsion.

## **Artificial Intelligence (AI) at Alexander Academy**

When it comes to the use of Artificial Intelligence (AI) at Alexander Academy, students are expected to develop their skills when using it just as they would any other piece of technology or software. The assumption of the teachers and other faculty is that students are already using and familiar with various forms of AI technology, whether it be through chatbots, AI image generators, or translation programs. The expectations for students and teachers are to promote the appropriate use of AI systems to help students develop the skills, understandings, and processes they will need to use AI both effectively and appropriately in the future.

Instead of avoiding artificial intelligence, Alexander Academy embraces the opportunities these tools offer to enrich learning experiences and offer additional support to our students. AI tools are crafted to encourage students to think critically and creatively by involving them in thought-provoking discussions and urging them to explore perspectives beyond the conventional.

While at Alexander Academy, students will be guided to recognize the inherent bias in the content generated by AI tools and to critically evaluate it. Students will learn the importance of crediting AI-generated work in their assessments, ensuring proper acknowledgment within the text and appropriate referencing in the bibliography.

Students at Alexander Academy are given access to the student version of Office 365 through their student email accounts. It is strongly suggested that students make use of Office 365 and programs like OneDrive, Word, Excel, PowerPoint and other programs associated with the Microsoft Office ecosystem to complete their assignments. Students will also be expected to familiarize themselves with Microsoft Bing AI, the primary AI platform teachers at Alexander Academy will use in class.

The appropriate use of AI at Alexander Academy will be determined by the classroom teacher who will designate either the whole course, parts of the course, or specific assignments and projects as being high AI engagement, mid AI engagement, or no AI engagement according to the following system.

**3 Light System:**

Red Light	When the teacher indicates that the course, assignment or project is ‘Red Light’ it means that students are not allowed to use AI or AI tools at any time.
Yellow Light	When the teacher indicates the course, assignment or project is Yellow Light, AI can be used at specific times and parts of an assignment, but only to the degree allowed by the instructions that are provided.
Green Light	When the teacher indicates that the course, assignment or project is ‘Green Light’ it means that AI can be used at various points so long as the final submission does not violate the school’s policies regarding

In all cases, students will be expected to be able to produce the conversations that they have had with the AI about their assignment and be required to submit it as properly cited a source. Students who are unable to submit their conversation as a source will be held to be in violation of the school’s plagiarism and academic honesty policy.

**AI & Plagiarism:**

Alexander Academy recognizes artificial intelligence technology is becoming increasingly integrated into our daily lives, much like spell checkers, translation software, and calculators. Therefore, we must adapt and evolve our educational programs and assessment practices to equip students with the skills to ethically and effectively utilize these new AI tools.

It's important for students to understand that any work produced, even in part, using AI tools cannot be considered their own. Hence, similar to citing material from other sources, it is imperative to clearly indicate when text, images, or graphs generated by AI software are included in a piece of work. The software must be credited within the body of the text and appropriately referenced in the bibliography.

Consistent with current practice, an essay that heavily relies on quotes, including those generated by AI tools, may receive fewer marks according to the Academy's marking scheme.

Students will also be asked to familiarize themselves with the following terminology

## Types Of Plagiarism

<b>AI Being Too Helpful</b>	Based off the student's prior work, their submission was clearly written entirely by an AI digital assistant.
<b>Brainchild Snatching</b>	Copy and pasting an entire document and presenting it as your own.
<b>Revealing While Concealing</b>	When students present work, but when asked about it they have significant difficulty explaining what they meant, or why they chose certain words. This is generally evidence of using a translator or ChatBot to complete their work.
<b>Self-Plagiarism</b>	Copy and pasting a section or document from a work that you have already created and submitting it in a different context or class as an original work.
<b>Synonym Switching</b>	The student has dropped an existing text into a ChatBot and asked it to re-write the section using synonyms to create a paralleled but unoriginal entry.
<b>Wholly Quotable Document</b>	A wholly quotable document is made up of quotes and paraphrases that are strung together with little or no evidence of original thought or analysis.
<b>Wild-Goose Chasing</b>	When students create fictional made-up sources and cite them as authoritative sources.

\*\*\* Source: [TED-Ed The Punishable Perils of Plagiarism](#)

## Attendance and Missed Work

Alexander Academy is committed to providing students with a rigorous academic program. Students are expected to be in class by 8:45am every day. The parent/guardian is responsible for ensuring that their children arrive at school on time 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. each day the student is absent. If the parent/guardian does not make contact by 8:45 am, the school will notify parents by email. The parent/guardian is responsible for consistently monitoring the inbox of the email address that they have provided.

### Attendance Policy

Alexander Academy believes that regular attendance promotes student learning, demonstrates a commitment to the achievement of the British Columbia Graduation 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 remains under 90% after intervention may face 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 front desk to receive a late slip. If a student arrives late but fails to sign in, they will be presumed absent, and parents will be emailed.

## **Missed Work due to Vacations**

Requests for holiday extensions must be submitted in writing to the Head of School for consideration. Violations of 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.

## **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 not include the assessment task or 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).

## Late work and Missed Deadlines

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 mark and teachers will inform parents/guardians via an I Report (Incomplete Report). Any exceptions and extensions must be negotiated with the teacher before the deadline.

## Make-up Policy

Students who miss a test are responsible for providing a note from their parent/doctor explaining their absence and acknowledging that they missed a test. These notes will 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. Teachers will provide students with a list of acceptable items they may bring into an exam.

Provincial Graduation Assessments are compulsory. The Provincial Graduation Assessments 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 assessments. All Provincial Graduation Assessments are administered according to the Policies outlined in the *Handbook of Procedures for the Graduation Program* ([https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook\\_of\\_procedures.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf)). Students must be in uniform when taking the provincial assessments.

# Learning Support

## 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 *Language Policy* later on.

## 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 (Incomplete) 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. Parents and guardians have opportunities to meet with teachers during parent teacher conferences, which are individual discussions held once each semester to promote participation and collaboration

between school and family.

## **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.

## **Tutorials**

After school tutorials are available on Tuesdays and Thursdays for students who require additional teacher assistance. Students can also speak to their teacher about arranging a peer mentor for additional support.

# **Uniforms and Personal Grooming**

Students at Alexander Academy are expected to always wear the proper school uniform. 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.

## **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.
- Shoes must be made of all-black leather or another material that can be polished. Canvas shoes, athletic shoes or heels higher than 1" are not to be worn.

## **Personal Grooming**

- It is expected that students will shower regularly.
- All students are expected to keep all hair neatly groomed and trimmed.
- Hats and hoods are not to be worn inside the building.
- Gang-related emblems or offensive clothing are not permitted.
- Tattoos should be covered up by clothing.
- Light make-up, nail polish and jewelry are 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. 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 regard 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 that all 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
- 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. To support this, each student will be issued with an individual security FOB card 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.
- Any lost or damaged cards must be replaced at a replacement fee (\$50) at the front desk.
- All FOBs must be returned to the school prior to students withdrawing from the Academy and at the end of each school year. Failure to return the FOB will result in a fee (\$50).
- The student FOB allows access to the campus front lobby entrance (Dunsmuir Street), west stairwell entrance (Seymour Street), 2<sup>nd</sup> floor and 4<sup>th</sup> floor west stairwell doors, and elevator access to the 2<sup>nd</sup> and 4<sup>th</sup> floors from 8:00am to 4:30pm during scheduled school days in session.
- Students are encouraged to use the Seymour Street entrance and west stairwell to enter and exit the school each day to avoid lineups for the elevator. It is the student's responsibility to get to school on time, as waiting for the elevator will not be an accepted excuse to excuse lates.

## 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, Burmese, Vietnamese, 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. As per the International Student English Language Learner (ELL) Assessment Policy for Independent Schools Policy, Group 4 schools are required to select and implement appropriate English Language Proficiency assessments from a reputable, standardized, internationally recognized ELL Assessment that will enable the schools to support ELL students upon enrolment, such as IELTS, TOEFL, Duolingo, CAE, Pearson PTE, ISE, TOEIC, iTEP, or CAEL.

## **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 campus. However, for Alexander Academy to be an inclusive educational experience for all students, Alexander Academy classrooms and hallways are an English zone. Students are encouraged to practice speaking English inside the classroom and hallways to other students and teachers, even if they speak a common non-English language. Teachers may allow students to speak their own language at certain times in the classrooms for instructional purposes only.

## **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, Alcohol and Non-Medicinal Drugs Policy**

## **Smoking**

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, 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. Smoking in the school or in school uniform property is both prohibited and illegal.

## **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 or while 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 parental 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.

## **Alcohol and Drugs**

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 parental contact and can result in expulsion. The administration has the right to search the property and locker of a student that they suspect of having drugs and/or alcohol. 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 and pellet guns. In the interest 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. All students are able to connect to the school Wi-Fi and 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 abuse this technology may temporarily lose access to the school's computers (including Internet access) or face suspension, depending on the severity of the situation.

### **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**

The following is a list of student expectations. Deviating from these guidelines 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, harassment, 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.

Students are prohibited from using Alexander Academy's network services in the following inappropriate ways:

- 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). Any attempts at unauthorized access of school data or staff Wi-Fi will result in termination of the user's computer and network privileges and possible suspension.
- Users may not share anyone else's personal information without consent.

## **Anti-Bullying, Harassment and Sexual Abuse Policy**

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, gender, sexual orientation, physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publicly 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:

- provide bullying prevention and intervention programs consistent with a progressive discipline approach;

- 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;
- 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.

## **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 probation for the rest of the term. A student will be asked to leave the school immediately if 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 of School 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. The student on Attendance Probation will 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 their parents/guardians. If the attendance contract is breached, the Head of School 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 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 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 will have academic intervention under the following circumstances:

- a) if they are failing/failed more than 1 course in a semester
- b) if they do not complete assignments on a regular basis

Students who have academic intervention are expected to demonstrate significant improvement at each progress meeting which will occur weekly throughout the duration of the semester. Students who have academic intervention will be required to attend extra tutoring.

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 continually placed on academic intervention 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.

## **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 their parents or guardians of the reason for concern, and to give the student an opportunity to improve and correct their 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:



- They have been placed on academic, behaviour probation or attendance probation, and fails to adhere to the terms of the probation.
- They engage in violent or abusive behaviour (e.g. fighting, bullying, cyberbullying, intimidation, taunting, inappropriate physical touching, possession of weapons, verbal abuse).
- They possess, supply, use, or associate with others involved with alcohol or drugs.
- After serious warning, they continue to smoke in the school uniform.
- They damage, vandalize, or steal the property of others.
- They engage 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 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/they 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**

- 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 the school year.
- No refund is issued if the student withdraws 29 or fewer calendar days prior to the first day of the 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.
- There is a 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 the school year.
- No refund is issued if the student withdraws 29 or fewer calendar days prior to the first day of the school year.

### **Summer School Refund Policy**

- The 2025 Summer School course dates are July 2<sup>nd</sup> – 29<sup>th</sup>, 2025. Summer School courses only run if there are enough students and if a teacher is available.
- Keep your Receipt of Payment to get your money refunded if your requested Summer School course gets canceled, or you decide not to take a Summer School course. Students can get a full refund before July 2<sup>nd</sup>, 2025.
- After Summer School courses start on July 2<sup>nd</sup>, only partial refunds will be available until July 4<sup>th</sup> (per day rate divided by 20 days), minus a \$100 administrative fee. There are no refunds after July 4<sup>th</sup>, or if a student is expelled from Summer 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: [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 are published 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 *The B.C. Handbook for Action on Child Abuse and Neglect – For Service Providers*:  
[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)

## Emergency Procedures

### Safety Drill Schedule

Alexander Academy schedules safety drills that are in compliance with the BC Ministry of Education's expectations for such drills. Over the course of a single school year, the Head of School will ensure that the following drills are scheduled and conducted:

- Fire Drills (6)
- Earthquake Drills (3)
- Lockdown Drills (2)

## Fire Evacuation

Familiarize yourself with the location of the fire extinguishers and your nearest emergency exit. If you discover a fire, shout to warn others to evacuate the room or area and activate the nearest manual fire alarm. Close (but do not lock) doors behind you as you exit. This may help to control the fire by cutting off its oxygen supply, as well as limiting the spread of smoke to adjacent areas. The fire department is notified automatically when the fire alarm is pulled. Follow instructions from emergency personnel. Evacuate into the nearest safe stairwell out of the building to the assembly area at Cathedral Square, located on the corner of Richards Street and Dunsmuir Street. If you have to open a closed door and you suspect a fire may be present, feel the door with your hand first to see if it is hot. If it is hot to touch, do not open the door. Do not run. If you encounter heavy smoke, keep low (crawl) and use the wall as a guide to the nearest exit. Do not take the elevator during an emergency or emergency drill. Please use one of the two emergency staircases and use caution as you go down the stairs to the exit.

In the event that both stairwells are inaccessible because of fire or smoke, follow these instructions:

1. Calmly get all the people into one area of the building least affected by the fire.
2. Dial 911 on the nearest telephone and advise the Fire Department of your floor, room number, and location, whether you are in immediate danger, and anything else that may assist the Fire Department to affect a rescue.
3. Close any doors leading into the room or area, and then take cloth, paper, strips of clothing, etc., and wedge them into the cracks around the doors (and wherever else smoke may enter the room).
4. Stand by for rescue by the Fire Department.

## Building Evacuation

The continuing ringing of the fire alarm bell signals that you must evacuate the building immediately. Even if the alarm stops after a short while, evacuation must continue until emergency response personnel give an all-clear signal. Building evacuations may be necessary for emergencies such as fire, smoke, bomb threat, flood, violence or hazardous material spills. If there is a practice drill or false alarm, you will be allowed to re-enter the building as soon as it has been cleared of all occupants.

Follow shutdown procedures in areas where there are hazards such as natural gas lines, compressed gasses and electrical equipment.

Leave calmly by designated routes. Take personal belongings and close doors behind you. **Never** prop doors open.

If exits are blocked seek an alternate, safe route. If you are aware of visually or hearing-impaired individuals, escort them from the building.

Assist wheelchair users and others with disabilities to the closest street access point or to an area of refuge (marked stairwell behind a fire door) and advise emergency personnel of their location.

Report any missing personnel to authorities.

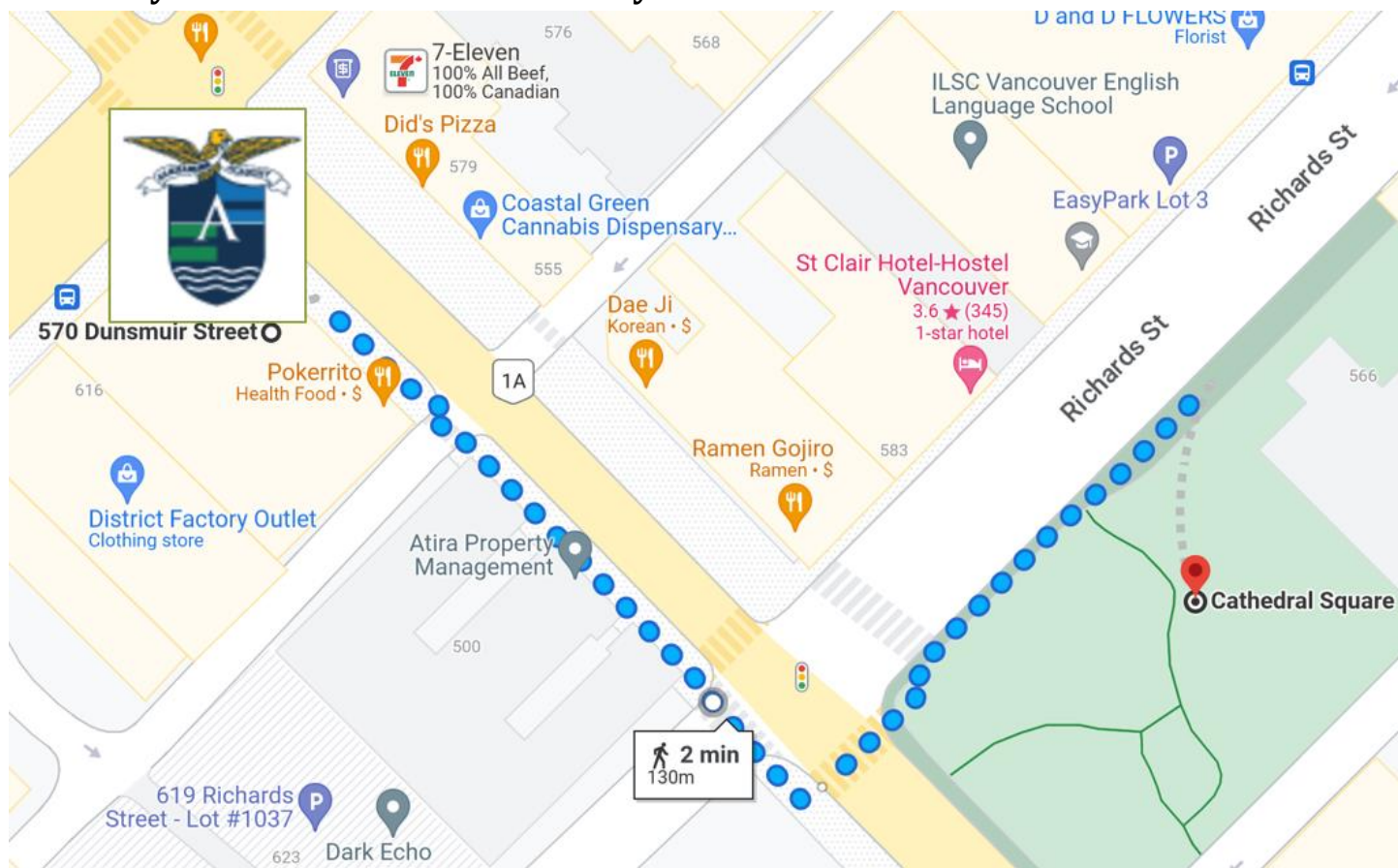
If there is smoke, stay close to the floor and breathe shallowly through your nose, using part of your clothing as a filter.

Assemble in groups at street level, away from the building and the danger of shattering glass. Make your way to the recommended assembly area at Cathedral Square on the corner of Richards Street and Dunsmuir Street at the stage in the northwest part of the Cathedral Square (see map below).

Inform others if you decide to leave the site.

Do not re-enter the building for any reason until the all-clear signal is given by emergency response personnel.

## Assembly Area for Alexander Academy



## Building Evacuation – Role of Key Personnel

The Head of School (or their designates in case of absence), are in command of the building during an emergency evacuation. If the Fire Department is requested to attend, the Fire Chief has overall authority. Other staff may be required to assist in a supervisory capacity.

Staff with current First-Aid certification is required to supervise the orderly evacuation of all occupants from their designated areas. They report to the administrators when their areas have been evacuated. They must not allow anyone back into the building until the all-clear is given.

## **Power Failure**

Stay calm and remain in your area unless notified to leave the building. Switch off electrical equipment with manual switches and unplug other equipment to avoid power-surge damage. Extinguish flames and switch off gas supply in your area. Exhaust and ventilation systems may not be functioning and there may be flammable vapors in some areas.

## **Chemical Spills**

Shut down equipment; evacuate immediate area, notify the Head of School and report the location, injuries, chemical name, hazards, and amount of the spill. Request medical assistance if required.

Isolate the area, prevent re-entry and wait for assistance. Get a copy of the appropriate materials-safety data sheet (MSDS) from the school office or the Science lab.

If a spill is toxic, corrosive, or greater than 4 liters, the building may require evacuation. Once the decision has been made, the fire alarm will be activated and everyone must leave the building. If possible, give a copy of the MSDS to the response team.

For minor spills, barricade the area, wear appropriate protective equipment, contain the spill with Spill Kit absorbent or a boom (socks) to form a dike around the spill and call for assistance. Transfer the material to a suitable container and label as hazardous waste.

If the spill is outside the school building or involves transportation, dial CANUTEC 1(613) 996-6666.

Accidental discharges of hazardous materials into drains and other water courses and the air must be reported to the Head of School.

Be Prepared! Read MSDSs for the products you handle and make sure you have supplies and protective equipment to deal with minor spills in your area. Make sure you are familiar with WHIMIS (Workplace Hazardous Materials Information System) symbols and the risks they represent.

## **Bomb Threats**

Treat all bomb threats seriously. If the threat is received by telephone, stay calm, ask as many questions as possible, and take notes.

- When is the bomb going to explode?
- Where the bomb is, and what does it look like?
- Did you place the bomb? Why? What will cause it to explode?
- Where are you and where do you live?

Be alert to the caller's voice, their age, state of mind, voice characteristics, and background sounds.

Contact the Head of School or a teacher or staff member.

Wait by the phone for instructions. Warn others and quickly look around your area for suspicious objects, but touch nothing. You will be notified if the decision is made to evacuate the building.

If the threat is received by note of letter, take it to the Head of School or another administrator immediately.

If you know the suspicious object is in your area, do not touch the object. Question others about the presence and clear the immediate area of employees and students. Post ‘Keep Out’ notices. Contact the Head of School or another administrator immediately.

## **Crime in Progress**

Crimes such as theft, vandalism or assault could occur in the building. Do not approach or interfere with the perpetrator except to protect yourself. Observe as much as you can from a safe distance and contact the Head of School or another administrator immediately.

## **Violence**

Any person who is experiencing violence or is the victim of violence requiring immediate intervention must promptly inform the Head of School who will take immediate action.

If it is after hours and you want help with a personal emergency, here are some community agencies that may be able to assist you after 4:30 pm and on weekends and holidays.

### **General Crisis Counseling and Suicide Prevention**

- Vancouver 24-hour distress line: (604) 872-3311
- BC-wide toll-free: 1 800 SUICIDE (604) 784-2433
- Coquitlam: (604) 540 2221 (24 hours)
- South Fraser Region: (604) 951-8855 (24 hours)

## **Emotional Distress/Crisis**

Through partnership with Alexander College, Alexander Academy students are provided with services from the Alexander College Health and Wellness Counselor. The Director of Operations at Alexander College maintains a record of counseling services utilized throughout the year. Please note that the Directors are privy to dates of counseling sessions and the names of students only. All discussion with the Counselor(s) remains confidential.

Emotional distress signs that need immediate attention:

- Expressions of suicidal thoughts or intent
- Expressions of violence to others
- Severe loss of emotional control

What to do if you witness someone in emotional distress, or if you are in emotional distress:

1. Notify the Head of School immediately.
2. Advise the closest person to you that you have someone in emotional distress and you need emergency assistance.
3. Stay with the person in distress unless your safety is threatened.
4. Once emergency responders are on the scene, they can evacuate the situation and determine the next plan of action.
5. If you need help with a personal emergency and no one else is available, you can call these community resources.

If it is after hours and you want help with a personal emergency, here are the names and telephone numbers of

some community agencies that may be able to assist you after 4:30 pm and on weekends and holidays.

- Vancouver 24-hour distress line:(604) 872-3311
- BC-wide toll-free: 1(800) SUICIDE (784-2433)
- Coquitlam (604) 520-2221 (24 hours)
- South Fraser Region (604) 951-8855 (24 hours)

## **Earthquakes**

A major earthquake could occur at any time in British Columbia. Careful planning and preparation can reduce injuries, prevent panic, and ease rescues and clean up.

### **Before the Earthquake**

Minimize risks by eliminating hazards such as heavy, sharp or pointed objects on high shelves, large hanging plants, tall unsecured furniture and shelving units. Chemicals should be stored securely and never above eye level.

Plan for safe cover under a desk or table and away from glass or other potential flying objects.

Practice emergency shutdown and evacuation procedures in your area. Know where the Emergency Response kits and fire extinguishers are. The area could be isolated for some time after an earthquake. A 72-hour survival kit is available at the front desk and in all classrooms.

### **During the Earthquake**

Stay calm and DROP – COVER – HOLD.

### **After the Earthquake**

Check for injuries to yourself and others. Apply first aid where possible.

Do not move seriously injured persons unless they are in immediate danger.

Help people who are trapped by furniture or other items that do not require heavy tools to move.

Stay calm. Take your time. Think before you move. Be prepared for aftershocks. You may have to take cover again. Do not use the phone immediately unless there is serious injury, fire or a gas leak.

In case of fire, activate the alarm if possible and warn others. Use a fire extinguisher, remembering to stay between the fire and the exit. If the fire is uncontrollable, everyone must leave the area, closing doors behind them. Shut off gas and electrical power if possible. Do not use any sources of flame or spark. No smoking.

Injuries should be reported to the Head of School. First aid should be initiated for serious injuries. Do not move victims unless absolutely necessary. Beware of broken glass, electrical hazards, and gas or chemical leaks.

Replace any telephone handsets shaken off and do not use the telephone lines except to report fires or medical emergencies.



Wait for instructions from the Head of School or emergency personnel or you may become a casualty yourself.

An evacuation of the building will be ordered only if the building has been compromised by structural damage or fire. Exterior evacuation is discouraged as it is usually more dangerous outside the building because of falling debris.

You may have to remain on the school grounds for up to 72 hours if the damage is severe. An out-of-area and point of rendezvous for school faculty, students and family is located at Cathedral Square, located on the corner of Richards Street and Dunsmuir Street (see map).

## **Lockout**

Lockout is implemented when there is a serious security risk outside of the school facilities.

The Head of School will contact the building manager and local emergency services to have the elevators and building entrances locked and shut down immediately:

Listen for the following announcement over the megaphone: “THIS IS A LOCKOUT PROCEDURE... REPEAT... THIS IS A LOCKOUT PROCEDURE”.

School administration will ensure that the Fire Exit doors are secure. Students remain in the classrooms with their teachers, lock the classroom doors, and remain there until notified that the threat has passed.

## **Lockdown**

Lockdown is implemented when there is a serious security risk in the school building. If a lockdown occurs, follow the Head of School’s, teachers’ or staffs’ directions.

The Head of School will contact 911 to notify emergency services of the situation, as well as the Building Manager, and request that the elevators and building entrances be locked and shut down immediately.

### **Lockdown procedures**

- Get behind something solid (e.g. desks, tables)
- Remain silent
- Close blinds or curtains
- Turn off lights in the classroom
- Be aware of sight lines
- No cell phone use. All cell phones should be shut off.
- Take attendance
- Keep away from doors

The Head of School or designate makes an announcement and assures that the Fire Exit doors are secure. Students remain in the classrooms with their teachers, lock the classroom doors, and remain there until notified that the threat has passed.

# Houses and Homerooms

## 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 daily 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.

Homeroom teachers 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. Homeroom teachers also support each student to maintain accurate records of their involvement in extracurricular and sporting activities.

# Student Life

## University Information Sessions

Alexander Academy offers a culturally rich and 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. It is mandatory that all students attending Alexander Academy enroll in both our provincial medical service plan (MSP) and with StudyInsured, our private insurance provider. Both insurance plans are required while students attend Alexander Academy.

### **Canadians Arriving From Another Province**

If you are a Canadian citizen arriving to BC from another province, you must enroll 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**

Alexander Academy is partnered with StudyInsured™ to take care of our student's health and wellbeing. By partnering with StudyInsured™, international students will receive complete coverage and protection for medical needs during their studies in Canada. The Ministry of Education also requires that students are insured with our provincial medical service plan (MSP).

Alexander Academy will enroll your child with StudyInsured™ and help them apply to MSP. The school medical insurance fee is \$600 annually and is a non-refundable fee paid at the time of enrolment and renewed each year, which covers the cost of StudyInsured™.

For further information please refer to [www.studyinsured.com/alexanderacademy/en](http://www.studyinsured.com/alexanderacademy/en) and [www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents](http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents)

### **About StudyInsured™**

All international students at Alexander Academy are required to enroll into the Comprehensive+ Plan offered by StudyInsured™.

This coverage will be in effect for the students during their entire stay and will cover unexpected medical care.

This includes sudden illnesses like strep throat or unexpected major emergencies that require surgeries or hospital stays.

StudyInsured™ Assistance is available 24/7 via telephone or email for any questions about the insurance plan or processes or to coordinate care in the circumstance a student is ill or injured and needs medical attention. Students calling the phone line can be serviced in the language of their choice and will be offered a virtual doctor's appointment when appropriate.

### **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 and 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.

### **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 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).