

Asasa Learning School Authority 0235

School Operations Policy 8.0
Updated: <u>April 10, 2021</u>
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Principal, Support Staff, Students

Objective: The purpose of this policy is to guide all abovementioned stakeholders in understanding and performing the various day-to-day activities related to the operations of the various campuses under the School Authority.

Policy: This policy is designed to enable support staff and teachers to perform the variety of instructional and non-instructional tasks that promote a well-functioning campus and result in high levels of operational excellence.

Procedure:

1. School Academics

i. Terms of the School year

The school runs from September to June. There are three terms in each year. Furthermore, there are two parent-teacher meetings that correspond with each term. Our school schedules extra instruction days in case the school might be closed due to severe weather. If legislated school hours are completed earlier than anticipated school end-date, then the school may be closed ahead of schedule. Early ending can result in school closure up to one week prior to schedule.

ii. Curriculum Outline

The School Authority follows Alberta Education Program of Studies. However, it strives to go above and beyond the recommended curriculum to ensure students are ready for the challenges ahead. For example, our students in kindergarten learn how to read and write at a much higher level than other schools. In many respects, our students are up to one grade level ahead in their respective classes.

Most of our students are advanced learners, and this allows us to introduce progressive concepts in each grade at a much faster level. Since the school's foundational philosophy emphasizes science and technology, there is a deeply ingrained culture of computer instruction from a very young age.

Specific outlines of the curriculum for each grade can be accessed here (<http://www.education.alberta.ca/parents/resources/summaries.aspx>).

iii. Homework Policy

It is the school's vision to develop discipline in the students. We believe regular homework builds consistency, develops discipline and improves academic skills in the students. We generally follow the guidelines listed below for homework assignment:

- a) ECS gets weekly homework assignments that ensures at least 20 minutes of daily homework
- b) Kindergarten students study for approximately 30 minutes at home
- c) Grade 1 must do sixty minutes of homework which is assigned weekly
- d) Grade 2 must do sixty minutes of homework which is assigned weekly
- e) Grade 3 must do sixty minutes of homework which is assigned weekly
- f) Grade 4 must do sixty minutes of homework which is assigned weekly
- g) Grade 5 must do sixty minutes of homework which is assigned weekly
- h) Grade 6 must do seventy minutes of homework which is assigned weekly
- i) Grade 7 must do seventy minutes of homework which is assigned weekly
- j) Grade 8 must do eighty minutes of homework which is assigned weekly
- k) Grade 9 must do ninety minutes of homework which is assigned weekly

iv. Report Cards

Report cards go out three times a year, corresponding with the three terms in the school year. Each report card contains information about the student's academic ranking in core subject areas. A notes section contains specific information about each child that is helpful for parents or guardians. The notes can contain information about student's social behaviour, play patterns, student-teacher interaction, adaptability and comprehension of new material.

v. Plagiarism Policy

Any time a student produces work which was wholly or in part copied from another source without due credit is considered plagiarism. Anyone caught plagiarizing will face severe disciplinary action, up to expulsion.

Students found plagiarizing will be given zero credit on the assignment. A disciplinary letter will be placed in the student's permanent academic file, which will accompany him or her throughout his or her learning career.

Any student found plagiarizing a second time will not be allowed to attend Asasa School. Students are strongly encouraged to ask teachers specific examples of what does or does not constitute plagiarism and learn about properly citing their sources. Students must be aware that any material copied from the internet is easily discoverable and constitutes plagiarism if it is not properly cited.

vi. Library Usage

Students are required to sign out books by seeing the librarian. Each book is signed out for a two week period. Late returns will result in a fine. Any lost or damaged book will result in the parent of the child being responsible for the replacement cost of the book. Students must not write in the books, twist any page or use them in an inappropriate way. Students cannot share books they have signed out for themselves.

2. Moral Development

Students are to be taught moral development in accordance with our school's mission and vision. It is our goal to ensure students exhibit traits of a concerned global citizen. Compliance with the Code of Conduct is one avenue through which we gauge a student's moral development. Moral development in students is nurtured through some of the avenues listed below:

- i. Telling the truth
- ii. Respecting difference of opinion
- iii. Always seek to be helpful to others
- iv. Take personal responsibility for one's educational success
- v. Engage in debate with an open mind
- vi. Respect the values of each person while enjoying freedom of personal belief
- vii. Follow the laws and customs of Canada

3. Administrative Procedures

i. Absence Procedure

Students are not allowed to miss school during normal school days as this adversely affects their academics and violates the school's mission and vision. Should an absence become necessary, parents must contact the administration office and inform them of their intent to do so. Absence due to medical reasons is always granted. A doctor's note is required any time a student is absent due to illness for more than three days. Students cannot take any time off for non-medical reasons during the month of September, February and March.

Any student who is absent without informing the school for an extended period of time is in violation of the law. Such incidence will be reported to Child Services and immediate action will be taken.

ii. Withdrawal

Parents are free to withdraw, transfer or end the enrollment of their child at any time they wish. However, certain stipulations apply. Any child for whom we have not

received a cancellation notice by the last working day of January will be automatically promoted to the next grade. All fees become payable as the student is promoted to the next grade. Parents can still withdraw their child if they wish after the deadline date stated above, but all fees become due.

iii. Transfer

Transfer during the school year requires a form filled out by the school the student is being transferred to, along with parents' consent. Even if a student is transferred during the school year, the fees are still due. Cancellation of enrollment requires a cancellation form or the written request to be filled out by the parents. Please be advised that if a parent registered their child after last working day in January, the fees will be due in full, regardless of which month they cancel their child's registration.

iv. Staff Mistreatment

School Authority has a zero tolerance policy for any type of mistreatment of staff. Any mistreatment of staff by parent(s) or student will result in immediate dismissal with no refunds of any fees paid or due.

v. Student Lateness

Unexcused late arrival for class will result in dismissal. If a child has a medical appointment or another family emergency, please inform the school right away. Chronic lateness will always result in dismissal.

vi. Bad Weather Procedure

If the temperature is below -30 Celsius with wind chill, and/or the road conditions are unsafe, the School reserves the right to cancel buses for that day. Parents are advised to dress their child in layers and accompany their child to and from the bus stop and never leave them unattended. The school can also be shut down due to adverse weather conditions and parents can find out if that is the case by calling the school.

vii. Procedure to Appeal a Decision by the School Authority

Parents or guardians who are not satisfied with the decision regarding any matter related to their child at Asasa School reserve the right to appeal the decision. Matters of appeal typically include fees, expulsion from school, discipline and the like. Parents who wish to appeal any matter within the jurisdiction of the school are requested to write to the Appeals Board, 599 Northmount Dr NW Calgary AB T3N 0B1. Please include any pertinent information such as dates, times, receipts, emails and child's name, grade, address. The contents of the appeal must be mailed through registered post to Asasa School. As soon as the school receives the appeal, the parents will be notified by the

postal service of receipt of the appeal documents. Once the Appeals Board receives your request, a meeting with the Appeals Board and concerned parties will take place within 2 weeks of receipt of appeal. It is the Appeal Board's mandate to try and resolve any issues in a timely and fair manner.

Parents are advised that emailed or faxed appeals will not be accepted.

4. Admissions Procedures

i. Ongoing Admissions

Admissions are open throughout the school year. Students with siblings currently attending Asasa School are given priority. Each student entering grade 1 or above must achieve a minimum score of 75% in the comprehensive examination for his or her particular grade. Other factors taken into consideration are parents' commitment to the student's education, the student's life experiences and willingness to embrace the intensive course load typical of our school.

ii. New Admissions Criteria

All new admissions must first meet with the admissions officer. The parents will get a chance to speak with the admissions officer to get a detailed overview about the school's philosophy and curriculum. Following the initial meeting and the parents' willingness to proceed, the child must write the comprehensive admission test. The child must receive 75% in the overall test to be eligible for admission to Asasa School. Following the successful completion of the exam, the parents must pay the fees outlined in the Fee Schedule and adhere to the Handbook for the entire duration of the student's education.

5. Uniform

i. Dress Code

All students are expected to be well groomed and wear the designated school uniform each day. Nails must be trimmed; hair clean, shoes black and polished, socks navy blue and uniform must be in compliance with the school's policy. Parents are advised to consult our website for information regarding uniform procurement.

Teachers inspect student cleanliness and uniform on a daily basis. At any time the student is not well groomed and/or wearing inappropriate clothes will result in disciplinary action. After three violations of the dress code, parents will be charged \$25 for each instance of further non-compliance. Students are not allowed to wear precious metal jewelry. Should an expensive jewelry item become misplaced, the school will not be liable. Fashion jewelry, hair pins or clips other than navy blue or black are not

allowed. If your child wears a turban, it should be either navy blue or black. Head scarf can be only navy blue or black.

ii. Personal Hygiene

Personal hygiene is a hallmark of high self-esteem and personal wellbeing. Teachers pay particular attention to the hygiene habits of the students. It is expected that all students are clean, wash their hands after using the facilities, use the supplied hand sanitizer as instructed, keep their nails trimmed and their hair clean and well groomed. Parents will be notified if the student is not following good personal grooming and hygiene habits.

6. Transportation

i. Yellow Bus Safety Procedure

Parents must arrive at least 5 minutes before the scheduled departure and arrival time for their child's bus. Student safety during loading and unloading of the student while not at the school is the parents' responsibility. The bus driver will wait for a maximum of 5 minutes at the stop. If parents have still not arrived then the bus driver will deliver the student to the administration office and a fee of \$50 for each half hour delay will be charged for late pick up. Failure to pay the fee will result in discontinuation of the bus service. Bus driver is not responsible for any administrative duties; parents must call the office directly to discuss any administrative issues.

7. Information and Communication Technology

i. Computer Usage

Acceptable usage policy for information and communication technology is defined in the Code of Conduct, policy 6.0

Computers are expensive and fragile. They are to be used in the manner prescribed. All students and staff are prohibited from drinking or eating in the computer lab. No student is allowed to use the computer in the classroom. Classroom computers are only for teacher use. Students are not allowed to use the computer lab without teacher supervision. Students' parents will be liable for any damage caused to the computer lab by the willful destruction of school property.

ii. Cell Phone and Tablet Usage

Cell phones are not allowed during school hours. If parents wish to keep in touch with their child, they must call the administration office directly. Please note that only calls of an urgent nature will be forwarded to the student as they are busy learning and we do not wish to disturb their education. Tablet usage is currently not allowed in school premises. However, any new technology will be evaluated for potential benefit to a

student's education and may get implemented after consensus among parents and staff. iPods are not allowed during class time. Students are free to listen to iPods during recess. We do not encourage parents to allow students to bring expensive electronic equipment to school.

8. Recess Procedure

i. Lunch

Students have one lunch and two snacks throughout the day. Parents are responsible for the lunch and snacks for the students. All lunches and snacks are eaten in the classroom under teacher supervision. Parents are **strongly advised** against sending nuts or items containing nuts to the school.