



Urban
ACADEMY

Parent Handbook 2017-2018

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Introduction

Dear Parents and Guardians,

Thank you for choosing Urban Academy as the place for your child to learn, grow and develop. We believe in working alongside parents to help equip students to be empowered learners, contributing citizens and ultimately, successful young adults.

As a community it is vital that we work together, supporting students and contributing to the greater whole of a strong school culture. There are processes, guidelines and other responsibilities that students, staff and parents are required to know, understand and live by, in order for our school community to flourish and our students to learn.

This parent handbook outlines the policies and procedures at Urban Academy. Our school is structured for every child to thrive and feel empowered to do their best learning. We also want our policies to reflect a community that is working together in an inclusive and cooperative way to achieve shared goals.

Thank you for being a part of the Urban Academy Community! We are very much looking forward to a wonderful year together.

Kind Regards,

Mrs. Cheryle Beaumont
Head of School

Urban Academy Guiding Philosophy

Our Vision

To inspire excellence through innovative, engaging education.

Our Mission

Empowering creative and courageous leadership by delivering exceptional education through the integration of the arts, science and technology.

Core Values

We value an educational approach that allows our students to:

- Acquire an outstanding academic foundation and be enthusiastic about continuing their learning
- Face challenges with confidence, persistence and creativity
- Develop self-awareness and reach their potential intellectually, artistically, socially and emotionally
- Bring compassion to their friendships and their local and global communities

We believe that community is built through the practice of open, supportive, and constructive engagement, and that through this we will:

- Maintain a strong and vibrant community
- Explore and develop opportunities for community growth and enrichment

Urban Academy Identity Focus

As young children grow into young adults, they are able to learn and develop in each stage of life. We understand at each age level, the subject matter that students are able to understand and master, grows. Therefore our approach in key developmental areas differs from our youngest to our oldest students.

Inspiring The Mindful Learner

Early Primary Program: The early years in education are key in building a foundation upon which students can grow and develop into successful learners. At Urban Academy, we inspire students to develop a deep awareness of their identity: who they are, what they are passionate about, how they interact with others and what impact they have on their immediate world. The key developmental focus for the early primary years is to help students enhance their problem solving skills, develop resilience and encourage their mindfulness.

Empowering Diverse Perspectives

Intermediate Program: The late primary/early intermediate years at Urban Academy allow students to expand their perspectives and learn to appreciate the diversity around them all while truly engaging in their education. With a focus on culture and community, they enhance their understanding of the physical, cultural and digital world in which they live, and their place within it. Learning through four big ideas linked to real world study, allows them to strengthen their academics and apply their skills to practical, real world problems. They further build upon new found creative talents that have been introduced to them in drama, art and music, developing a greater appreciation for culture and the fine arts.

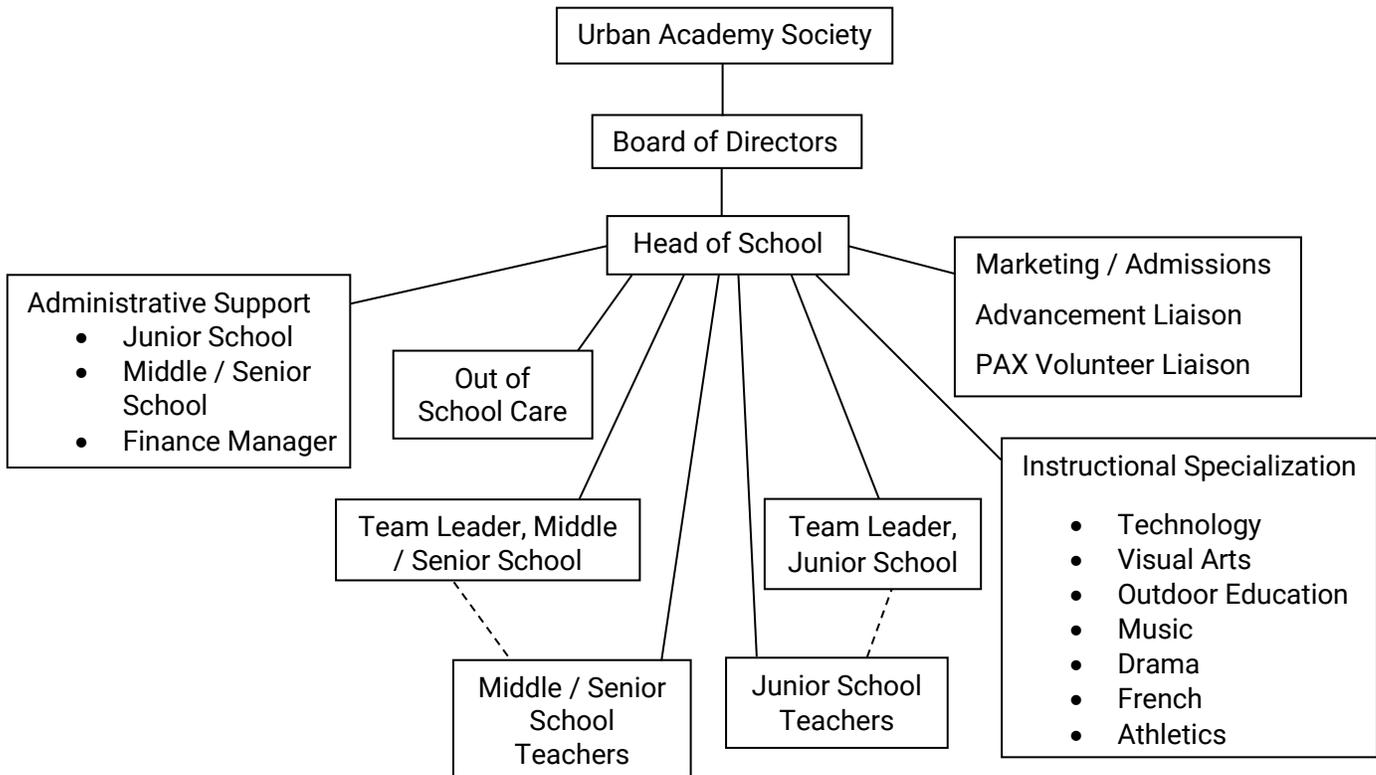
Demonstrating Courage & Citizenship

Middle School Program: The middle years offer students the opportunity to become further engaged in their education as well as demonstrate self-awareness, responsibility and discover unique interests. Their firm understanding of themselves, others and community allows them to take the next step in learning about the impact they can and do have on a local, provincial and national scale.

Igniting Leadership For Positive Change

Secondary Program: Urban Academy senior students are deeply rooted in their studies, all the while looking to their future and exploring their contribution to the world. Through a series of curriculum driven projects, students work through their graduation program focused on their academics to be best positioned for post-secondary school. They graduate with a genuine sense of self-awareness, a desire to be a positive force for change in the world and the knowledge of where to begin.

Organizational Structure



Urban Academy is a registered society, formed in 2001 by three founding families, the Drummonds, the Clarkes and the Prahsts. The Society is comprised of a Board of Directors that governs Urban Academy School. The Head of School is the Chief Executive Officer and has responsibility for all operational aspects of the school.

The Urban Academy Board

The current Urban Academy Board is a volunteer Board, made up of parents chosen by the community and subsequently appointed to the Board for 2-year terms. The process to recruit new Board members is overseen by the Nominations Committee of the Board. Appointments are approved by the Board of Directors

On behalf of the school and the UA Society, the Board members work to provide governance for the school and Society's financial, administrative and development needs, within a forum whose protocol encourages open and honest discussion, allowing ideas to flow in a constructive and beneficial manner.

A full list of the current Board of Directors and Executive is available on the Urban Academy website. It includes short biographies of each sitting member and their role on the Board.

The Board is guided by their Strategic Plan. This is a 5-year plan that the Board regularly reviews as it works through each of the goals and objectives of the school. The Strategic Plan is available on the Urban Academy website. Should you wish to reach the Board, please email chair@urbanacademy.ca.

Role of the Head of School

The Head of School's role is a key leadership position and forms an integral part of the educational team, providing critical leadership within the school's educational community. The Head of School also plays an integral role in governance, working closely with the Board of Directors.

The school is divided into the following departments which are overseen by the Head of School:

1. Education
2. School Growth and Development
3. Finance and Administration

The responsibilities involve all activities that relate directly to learning, our student body and the culture of our school. This work is addressed by a variety of positions including:

- Team Leader at the Senior School
- Team Leader at the Junior School
- Director of Marketing and Admissions
- Manager of Finance

Instructional leadership is also provided in Fine Arts, Athletics and for students with unique learning needs. All of the staff at Urban Academy report directly to the Head of School.

To contact the Head of School, please email headofschool@urbanacademy.ca.

Role of the Parent Auxiliary (PAX)

The Parent Auxiliary works with the Head of School to create and execute a plan that aligns with the strategic objectives of the Board in developing our parent community and fundraising. This revenue is used for the development of the academic program and many other required resources that enhance the classroom experience for students. Activities include:

- Encouraging parent involvement in the school community
- Energizing the parent community to work towards the Vision and Mission of the school
- Managing existing fundraising functions and events
- Developing new ideas and concepts for fundraising
- Providing volunteers for school activities and events. PAX will recruit volunteers for their own PAX events only but do not actually solicit volunteers in general – that is the role of the Volunteer Coordinator

These activities are aimed at encouraging giving from within and outside the school community. Additionally, the PAX serves to raise the awareness of the school to the wider community. The Chair of the PAX reports to the Head of School.

To contact PAX, please email pax@urbanacademy.ca.

Urban Academy Community Code of Conduct

As members of the Urban Academy School community, we commit to honouring the spirit of the Urban Academy Vision, Mission Statement, Core Values and Code of Conduct. A key part in the creation of this healthy and supportive community is the shared knowledge and embodiment of these values.

Whether you are in the role of parent, staff member, or volunteer, and whether you are at school or participating in a field study or other out-of school activity, your conduct and the way you relate to others in verbal or written form, will reflect on the school, community and our ability to live by the Mission and Values stated.

It is in the spirit of clear and respectful communication among the members of the Urban Academy family, that these guidelines and protocol have been developed. We expect that you will read this document thoroughly. We invite questions and feedback at any time on the information contained in the handbook.

Academic Expectations

Urban Academy has the highest standards and expectations for students' achievement. Instruction and assessment practices are constantly being refined and improved to provide the finest learning environment from Junior Kindergarten through to the graduation program.

The school offers a diverse range of programming focused on the core academic areas of mathematics, the sciences, humanities, literacy and supplemented by specialist instruction in French, Athletics and the Fine and Performing Arts. The inquiry based approach to student learning allows students to explore the larger concepts in a cross-curricular manner that enhances the depth of their knowledge and mastery of the skills included in the BC Ministry of Education curriculum.

It is the school's expectation that parents support the academic, curricular and co-curricular goals of the school through overseeing home study and preparation for both formal and informal assessment. Home study is carefully and thoughtfully prepared for students. Primary students are being introduced to school work at home through daily reading, reinforcing the concepts and skills that are taught in the classroom and shared with parents. Older students, both middle school and senior secondary, can expect home study assignments on a regular basis and parents will be able to follow the expectations for home study through the weekly emails and regularly updated blog messages.

Urban Academy Communications

A. Tools / Guidelines for the Community

Urban Academy relays most school information to parents via email and the school website. All parents and guardians should ensure they have an up-to-date email address registered with the school. Should your email address change during the year, please contact the school administrator to update this information. It is expected that parents read all of the email communications sent in order to remain informed about what is going on at school and in your child's classroom.

In addition to the various members of the community to assist you, there are several written resources readily available to you for information about what is happening at Urban Academy:

Bi-monthly Newsletter:

Urban Academy publishes a bi-monthly newsletter, distributed by email. School projects, events and other highlights from the school year are included in the newsletter.

Weekly Emails:

The latest news, events, field trips and requests for volunteers school-wide are in the email message to the community. This comes out on Friday and includes a weekly message from the Head of School.

Weekly Communications from the Homeroom/Subject Teachers:

This form of communication directly from the classroom communicating the shape of the week, learning activities and other practical considerations and reminders. These weekly communiques are in the form of a password-protected blog. You will be invited to the blog at the beginning of the school year.

B. Ways to Communicate

Urban Academy believes that an essential aspect in the creation and keeping of a healthy, compassionate and supportive community is an agreed upon, respectful and consistent system for communication and problem solving.

With Children and Students:

Children and students learn best when they feel supported and encouraged:

- Support children and students under your care and supervision by showing interest and providing acknowledgment of their efforts
- Focus on the learning process as much as the end product
- Help them understand that giving their best is what matters

Children and students have the right to feel safe at school:

- Accept that as a parent or guardian there may be times when you feel that the actions of another child have infringed the rights of your own child
- Approach the class teacher or the Head of School to seek their intervention in bringing about an equitable and peaceful solution to the situation. Under no circumstances is a parent or guardian to approach another child whilst he/she is in the care of the school to discuss or chastise him/her because of his/her actions toward his/her own child

Children have a different perception of situations:

- Accept that a child's perception is not the same as an adult's, due to developmental maturity and limited life experience
- Listen to and reflect with your child as he/she tell you his/her concern, but remember that others may have a different perception of that concern.

Please refer to the School Guidance Policy located in the Parent Handbook and the Student Code of Conduct located in the Student Handbook, for further information on matters of student conduct.

With All Community Members:

Prepare to actively listen to another's point of view. It may be that the perspective from which you are approaching a situation is foreign to the other party. Each may be of significant value.

Approach the relevant personnel within the school to verify the factual basis of any opinions or rumors you might hear and be a community leader in this process by directing others to do the same.

Attempt to resolve conflict and difference of opinion through calm, direct, respectful dialogue between the parties involved.

All interactions between members of the community must be in keeping with the values espoused by the school through its Mission Statement, policies and Code of Conduct. Intimidating or threatening behaviour, including disparaging comments either written or verbal, to or about other people or the school itself, has no place within the community and as such, will not be tolerated. Instances of such behaviour must quickly be brought to the attention of the school, so that a resolution may be achieved for all involved in the conflict. If you have a concern please bring it directly to those at school who can help you resolve it.

Some information collected from families by the school is considered private and confidential. This information is collected by all schools as a matter of business, and it is expected that all community members will abide by the policy outlined in the Parent Handbook to maintain the confidentiality of this information.

Respectful use of contact information, including email addresses and/or phone numbers received from any community member, including Administration, Staff and/or parents is expected and should follow the procedures outlined below.

C. Procedures for Communication and Conflict Resolution

In order to create the safe and supportive environment desired by the community, it is very important that community members follow correct procedures and best practice guidelines for dealing with conflict.

Parent/Teacher Communication:

It is of great importance to Urban Academy that there is an open line of communication between parents and teachers. This is vital for your child to get the most out of their instruction. As you know your child best, please bring any thoughts or concerns to the teacher's attention promptly so that he/she can use that information for your child's benefit.

As the start and finish to class is very busy, please write a note or book an appointment so that you can have a quality conversation and the teacher can focus on you and your child's needs.

- a. If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher.
- b. If a resolution is not reached, it is then appropriate to involve the Team Leader of the Junior School or Senior School as appropriate, then the Head of School.
- c. Should the matter result from a situation arising outside of the classroom, it is then appropriate to discuss this with the Head of School first.

Additional Support:

If you feel that further help is required or is not classroom specific, please use the following guide for your communications:

- a. Contact the Head of School, who will assist you in seeking out additional resources where required
- b. If after following the outlined process the parties involved have yet to resolve the issue, it may be brought to the Board of Directors. This process includes:
 - Contacting the Board Secretary to receive a *Resolution Package*
 - Completing the included forms to give a clear outline of your concern, the steps previously undertaken, preference for communication and the resolution you wish to see
 - Submitting the completed forms to the Board Secretary
- c. The information will then be reviewed and you will receive further direction from the Board regarding the next steps

In the case of an issue related to behaviour outside the spirit of this Code of Conduct Contract by any member of the community, the following process will be undertaken:

- a. An initial meeting to address this concern will be held between the community member and the Head of School
- b. If this requires further action, Head of School will initiate a Resolution Request Form and proceed through the Executive Committee process

D. Report Cards and Parent Conferences

At the end of each term parents or guardians will receive a report card for their child (please refer to the School Calendar for specific dates). Approximately two weeks prior to the day the reports are sent out staff will post a sign-up sheet for report card conference appointments. The Senior School coordinates appointments via email and through reception at the Robson campus. Conferences are generally about 15-30 minutes and parents/guardians will have the opportunity to ask questions and view some of the student's work collected by the homeroom teacher. The first term report involves a parent/teacher conference and the second term involves a student-led for JK to Grade 3 students. The conferences are held at the junior school for all grades to accommodate scheduling for families. Student-led conferences give students the opportunity to take the lead in demonstrating their learning. For Grades 4-12 both terms have traditional parent/teacher conferences at report card time.

Parent Commitment

Parent Participation Hours

Parent participation is the basis of much of the success and growth as a school. Urban Academy relies on parent participants to enrich and support the school's wonderful programs.

Volunteers may be asked to sign a confidentiality agreement depending on the nature of your duties. However, all parent volunteers are expected to respect the confidential nature of any student or school information that may come your way. A criminal record check may be required for volunteer roles that involve one-to-one work with students. In addition, all parent drivers must submit their driver's abstract, a criminal record check and proof of insurance before students will be permitted to travel in their vehicle. The Head of School retains the authority on decisions regarding parent volunteer drivers.

In order to encourage broad community involvement, families are required to provide **a minimum of 35 hours** per family of participation time, over the course of the year. Many families provide more and

the school urges you to consider 35 hours the minimum starting point for your volunteer contribution. These hours can be made up of:

- Field study transportation and/or supervision
- Fund raising
- Recess and lunch supervision assistance
- Classroom related projects
- Special events
- Scheduled committee meeting hours
- Other opportunities as they arise

Further details are provided through our online volunteer program, SignUp.com and other forms of communication early in the school year.

Families will provide a cheque for \$500, post-dated for the following June 1, at the time of registration. Parents are responsible to track their families' participation hours in the online volunteer program, SignUp. Hours will then be counted at a rate of \$14/hour, and each family will receive the appropriate refund based on the total hours as calculated in the online volunteer program, SignUp, by June 15, 2018 should they not complete their hours.

Participation in school events and activities not only supports the school, but also shows our students an example of volunteerism, that the community cares about their school and also provides a great opportunity to meet and develop relationships as a wider community. Should you have any questions, please do not hesitate to speak with your Class Parent or the Volunteer Coordinator. The Volunteer Coordinator can be reached at volunteer@urbanacademy.ca.

Class Parents

The Class Parent is the source of communication and a leader in the organizing of supporting logistics that will contribute to effective parent involvement in the classroom and in a variety of curricular activities.

The Class Parent chooses the way he/she feels most comfortable communicating with his/ her class parents using the following guidelines:

- Informs the homeroom teacher and parents at the beginning of the year how he/she will communicate with them
- Conducts an initial meeting with the homeroom teacher to establish agreements on how the teacher and Class Parent-can best work together to support the classroom needs (other brief meetings might be needed to assess effectiveness of the communication process)
- Is accessible to the teacher (establish agreement on when and how it is most appropriate to receive information from the Homeroom teacher)
- Follows the Community Code of Conduct and Communications Protocols
- Effectively follows up on actions carried out

School Development Commitment

As Urban Academy continues to grow and develop, the school will only be as strong as the commitment from the parent community. Each year in October and November, Urban Academy runs an Annual Appeal to raise funds for all the extras that enhance classroom experiences for students.

The Appeal funds items such as additional technology tools, programs, props and art supplies, library resources and so much more. Parents are able to allocate their contributions to specific, restricted items, or to the general Head of School wish list so that funds can be spent in an unrestricted manner based on the top needs for the school.

The Board of Directors of Urban Academy are committed to maintaining and growing a school that is governed by sound fiscal management and resource development. The financial resources of the school are derived from three sources; tuition, the provincial government grant for independent schools, and charitable giving by those both within and outside of the school community. All three sources are critical to the school's financial health and are governed and directed by the Board through policy and oversight. The charitable giving aspect is referred to as Advancement and includes raising and administering donations for educational, structural and capital aspects of the school's operation and development. The office of Advancement exists to advance educational programming and facilities, provide student learning opportunities, support an effective infrastructure and to ensure a strong and sustainable future for the school.

It is the Board's expectation that all Urban Academy families will contribute to Advancement on a yearly basis, at the level that they can, understanding that family circumstances in the community vary. Advancement will be the operational responsibility of the Head of School, working with staff and volunteers on a range of fundraising initiatives that will develop and mature as the school grows. The Board has the responsibility to monitor and adjust the Advancement policy and structures established as appropriate and needed.

Guidance Policy

A. Urban Academy Guidance Policy – Junior School

The Urban Academy Guidance Policy goes in tandem with the Student Profile and the Values and Attitudes of the school. As its name indicates, the goal of this policy is to guide students into gradually becoming empowered and aware of their decisions and actions and their impact on themselves and those around them.

At the beginning of the year, teachers and students will hold class initial meetings to discuss and create classroom agreements. More than the well-known classroom rules, which are the Head of School's expectations, classroom agreements are the result of a collaborative conversation among the students and the teacher. These agreements describe actions and logical consequences aiming towards ways to be kind, safe, and a responsible citizen at Urban Academy.

B. Robson Campus Code of Conduct (JK - Grade 3)

The Urban Academy Primary Code of Conduct has been created with the combined efforts of the students and teachers. It has been created through school meetings. The code is as follows:

Be Kind:

- Respect yourself, others, new ideas, and things that surround us
- Be kind and offer your help when needed
- Use kind words. (Examples include saying "please" and "thank you")

Be Safe:

- Always listen to your teacher or parent helpers
- Walk indoors
- Use supplies appropriately
- Sit properly (on the floor or on chairs)

Be Neat and Clean:

- Keep your desk, tables, cubbies, etc. tidy
- Clean up after you finish an activity
- Do your best
- Keep your uniform tidy and clean (shirt tucked in, socks pulled up, shoelaces tied)

Be Determined To:

- Balance your learning with fun
- Look for the positive sides of all situations
- Show constant improvement
- Put effort into your happiness
- Keep your personal space: avoid pushing and shoving

C. Uptown Campus Code of Conduct (Grades 4 - 12)

Urban Academy Uptown Campus has rules which enable the provision of a positive atmosphere in which to learn and to participate in the many facets of school life. The Urban Academy school rules are based on respect for self and for others so that each individual can get the most out of all the experiences and activities which make up their education and, at the same time, not prevent others from making the most of their opportunities.

Urban Academy students should:

- Demonstrate a commitment to learning through punctual and regular attendance, being prepared and ready to learn
- Maintain a positive and cooperative attitude when working with others
- Participate in school activities, both in the classroom and out, to the best of our ability
- Take care of the school buildings and furniture and look after books and other resources
- Contribute to a positive school environment
- Respect the rules regarding the building, grounds, use of technology and school space

Social Events:

Social events are hosted by the Leadership Students on a regular basis. All school-sponsored events are supervised by staff members and all school rules as outlined in the guidance policy and this handbook apply, regardless of the setting. Urban Academy students are responsible for the conduct of any guests at school-sponsored events.

Urban Academy Uniform Policy

Urban Academy holds expectations for student comportment, personal appearance and demeanour as a high priority. Students are expected to present themselves with confidence, poise, good taste and discretion. Guiding principles are provided in order to set expectations regarding personal adornment

and expression in the matters of hair, jewelry and make-up.

Staff are also expected to present themselves in a manner that models exemplary standards for students. Dress must be suitable for the work required and appropriate for the professional, business environment.

In all cases, the Head of School will retain authority and exercise discretion regarding the oversight of personal comportment of staff and students and will guide and direct change for individuals should that be necessary.

Guiding Principles for Personal Style and Comportment:

Choice of personal style and any adornment to the uniform must be reflective of the following principles:

- Respect for the uniform
- Cleanliness and tidiness
- Discretion
- Safety
- Age-appropriateness

A hard copy of the Uniform Policy will be sent home with each new student at the beginning of the school year. A copy of the policy can also be found on the school website.

Uniform Tips and Guidance:

Urban Academy students wear uniforms, so it is important to contemplate the following information when purchasing items.

Purchasing Uniforms

We work with a company called InSchoolwear (www.inschoolwear.com). Staff from InSchoolwear will be available at Urban Academy on June 17th and 18th with sizing kits and order forms. They will be able to help you choose the correct uniform pieces for your child and help you with the order process. Future uniform orders can be made online at the Urban Academy page on www.inschoolwear.com, with delivery of uniforms direct to your door.

To order uniforms online, please visit www.inschoolwear.com/store_landing.php?schoolID=267.

Types of Uniform

There are three kinds of uniforms for UA students. The first being the 'day to day' uniform: polo shirt, shorts or pants, sweater or vest, skirt or tunic. The second is the PE uniform: shorts or sweatpants, t-shirt and hoodie. And finally the formal uniform: for girls this is either a tunic or skirt rather than pants, and must include a cardigan, vest or blazer over top of the shirt. For boys formal uniform would include a vest or pullover. Dress shirts or blouses and blazers are a required part of the formal uniform for Grades 6 to 12.

Uniform Tips

Keep in mind that for the days the JK - Grade 4 students have PE, they will wear their PE strip for the full day. This will help in planning the number of uniform pieces required.

Parent Sourced Uniform Pieces

There are very few items that may be sourced outside of InSchoolwear. These include outerwear, socks or tights, leather dress shoes, etc. For these items you may consider sources such as, but not limited to: The Gap, Hudson Bay Company, Old Navy, Land’s End (online), Marks & Spencer (online), Children’s Place, Panda, Geox, The Shoe Company, and others. Choices must comply with the uniform policy. The correct pieces are available for parents at InSchoolwear.

Below are some photographs showing acceptable alternate pieces as well as some examples of items that are not acceptable with the uniform.

- Navy blue socks to be worn with uniforms and white gym socks for PE may not have images or logos on them and must be plain navy or white. Ribbed socks for boys, and knee high socks and tights for girls are available from InSchoolwear.



Acceptable



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable



Acceptable



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Running shoes for PE must be shoes suitable for physical activity and cannot light up, squeak or have rollers. High tops or skate shoes are also not permitted for PE. White, grey, navy or black are the preferred colours for running shoes.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Gym strip track pants and shorts must be purchased from InSchoolwear.



UA Full Zip Hoodie
Boys and girls Grades 6-12



UA Unisex Full Zip Hoodie
Boys and girls Grades 6-12



UA High Neck Full Zip Hoodie
Boys and girls JK-Grade 5



UA Coolmax Gym
T-Shirt
*Boys and girls
JK-Grades 12*



UA Coolmax Gym
Shorts
*Boys and girls
JK-Grades 12*



UA Junior
Sweatpants
*Boys and girls
JK-Grade 5*



UA Unisex
Sweatpants
*Boys and girls
Grades 6-12*

- Day to Day Shoes – InSchoolwear provides shoes for boys and girls in grades JK to Grade 5. Shoes are required to be black or navy dress shoes with no embellishments. They must be able to be polished.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Day to Day Navy Pants – For either boys or girls, must be purchased from InSchoolwear.
- Day to Day Jackets – Any navy or black outerwear without logos or embellishments is appropriate.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

Healthy Nutrition

Developing good, healthy habits is an important component of a child’s successful day at school. Please support your child by packing healthy snacks as well as enough food for lunch, snack time and as after school activities. Please avoid packing candy, gum, or extra sweet treats in your child’s lunch. Be aware that the children will be asked to refrain from the sharing and/or trading of foods. Students are encouraged to bring a water bottle instead of sugary juices.

Urban Academy is a **nut free zone**. Everyone in the community must provide the care and support to students who may have developed allergies to a type of food. Please inform the school of any allergies your child may have, so that staff may outline any procedures accordingly.

Hot Lunch Days:

At both campuses, hot lunch days are usually held twice per month by the Parent Auxiliary (PAX) as a school fundraiser. Orders can be placed a week in advance through www.munchalunch.com. Parents will still need to send a snack to school that day as the items will only be ready for the daily lunch break.

Snack, Pack and Go:

In an effort to limit the amount of garbage generated at the school and to reduce the volunteer hours to manage it, the school has instituted the 'Snack, Pack and Go'. Students will be given a presentation in class explaining to them that ALL juice boxes, ALL yogurt containers, ALL snack containers, ALL drink containers, ALL wrappers, and ALL garbage will be packed back into their lunch kits and will be returned home for recycling and disposal by each family. This includes waste generated from the Hot Lunch program. Urban Academy appreciates your cooperation in managing this program and trust this will also show a commitment by the entire community to reduce, reuse, and recycle.

Special Events:

Generally sharing of snacks is not actively encouraged but an exception is made on certain celebrations, most especially on birthdays where students can bring in a special snack to share with their class. Small cupcakes with light or no icing, or cookies are suggested. Parents can coordinate this treat with the teacher. Please take any allergies of fellow classmates, including no nuts, into consideration when planning this treat.

Going Home for Lunch:

Students in Grades 2-5 who go home for lunch on a regular basis will need to have their parents inform the office in writing that they give permission for their child to independently leave the school grounds at lunch. Students in JK to Grade 1 must be picked up and dropped off by their parents if they are leaving the school at lunchtime.

At Uptown, Grades 9-12 who have permission granted from both their parents/guardians and the Head of School, may leave for lunch. They must sign out at the school office and sign back in when they return.

Attendance & Safety

Punctuality is a trait that is valued at Urban Academy in order to maximize student learning. The Urban Academy curriculum is scheduled into times and activities that best promote learning and smooth transitions between activities. Being punctual demonstrates respect for teachers, classmates and for the instruction provided.

Robson Campus:

Teachers open their classrooms doors (or are ready to greet the students in the classroom) at 8:35 am for K to Grade 3 students. All students are expected to arrive at school no later than 8:40 am. The homeroom teacher takes attendance every morning at 8:45 am. After 8:45 am students' attendance will be noted as "L" for late arrival. If students are late, they should report to the front desk to receive a late slip to give to the teacher. Junior Kindergarten classes begin at 9.00 am and parents are expected to have students in school by 8.50 am.

Note: Students from JK to Grade 1 are expected to be accompanied by their parents or guardians to their classrooms. Students in Grades 2 & 3 may go to their classrooms independently.

Uptown Campus:

There is a direct link between good attendance and success in classes and Urban Academy endeavors

to support good attendance practices. School begins at 8:30am, and students are expected to be in their classrooms ready to begin class at that time. Students are advised to arrive at 8:00am in order to be ready to begin instruction at 8:30am.

In Case of Late Arrival or Early Departure:

It is incredibly important for your child to arrive to school on time. It is extremely stressful for a child to walk into a lesson late. Should students arrive to school late for morning class, they will go to the front desk and pick up a late slip to bring to the teacher. If they are coming in late from an appointment, have them sign in at the office upon arrival, prior to going to class. If students leave the school prior to the end of classes, they are required to sign out at the office. Students must provide a note to sign out for appointments, or have parents e-mail the office prior to the appointment.

Dismissal Procedures Robson:

Dismissal is at 3pm for Junior Kindergarten students and 3:15pm for Kindergarten to Grade 3 students. Students in grades JK-1 must be picked up by parents or guardians in the classroom, they are not permitted to walk out of the classroom by themselves. Students in Grades 2 to 3 may go to meet their parents independently at the end of the day. Any students participating in Out of School Care will be escorted there by a staff member.

If students in Grades 2 & 3 have permission to leave the school independently to walk home or take the bus, parents will be required to submit a signed permission form at the beginning of the school year.

If pickup plans change or if a parent or caregiver will be late, please let the school know as soon as possible so that supervision can be provided until someone arrives to pick the student up. After 3:30pm students will be enrolled in Out of School Care and parents will be billed for that day's attendance in OOSC. If the students are being picked up late consistently, the family will be contacted directly by Administration to resolve the situation.

Dismissal Procedures Uptown:

Dismissal is at 3:40pm for all students. Families are required to complete a signed permission form at the beginning of the school year outlining plans of the student's method of getting home.

Attendance / Family Trips and Other Absences:

When possible, parents and guardians should inform the Administration Office and the homeroom teacher in advance of any upcoming absences. In case of a planned family trip, a two-week notice would be appreciated.

If a student must be absent due to illness, urgent personal or family reasons for more than three days, please phone or e-mail Administration and the homeroom teacher. Parents may phone the school any time after hours and leave a message.

It is important that parents provide the name of the student, their name, the relationship to the student, the student's grade, the reason for the absence and the expected length of absence. All notes explaining absences are to be brought to the Office. All unexcused absences will be reported to the parent / guardian daily. Absences during exams require a medical certificate to excuse a student.

In the middle and senior years, it is the responsibility of the absent student to determine the work missed during absence and arrange for its completion.

Safety Guidelines

It is of paramount importance that a safe school environment is provided for students. This is the first priority in planning or policies at Urban Academy. Aggressive, inappropriate or careless behaviour in the classroom that will pose any safety risk to a student or teacher will not be permitted. Strict adherence to safety rules will be maintained on field study events and a first-aid kit with each child's emergency information will accompany the class on every outing.

Door & Gate Access:

Urban Academy's main front door at both the Robson Manor and Uptown campus will be open 15 minutes before and after the start of class. This provides access to the school that is visually and physically accessible. Both doors will then close and remain locked until 30 minutes before the end of the school day. Please ring the doorbell if access is required at another time.

The gate at Robson Manor will be open 15 minutes before and after the start of class and will also remain locked until 30 minutes before the end of the school day. **Please ensure the gate is closed and locked behind you outside of these time when entering or leaving from this area.**

All parents and staff should be aware of this policy and notify the administration staff or Head of School immediately should either of these doors be open outside of these times.

**Please note: Should use of the ramp be a requirement, please contact administration.

Drop off at Robson Manor & Uptown Campus:

Robson Manor & Uptown Campus:

- Drop off using the roundabout driveway in the front of the school is available in the morning from 7-8am for Out of School Care (OOSC) students and from 4pm-6pm for OOSC pickup for **ONE-MINUTE stops only**. **Please do not leave your car in this area if you need to enter the school**
- Do not leave your car running if you must assist your child
- Please drive slowly and carefully in the driveway, **watching for children entering the school area**
- Please exit the driveway areas slowly, **watching for pedestrians on the sidewalk**. (Should a parent or student make unsafe choices in the driveway, they may lose the opportunity to use this convenience.)
- For school opening, only students in Grade 2 & 3 who can exit the vehicle unassisted by a parent can use the drop off through the roundabout driveway

Parking

Robson Manor:

The back parking lot is designated for **staff parking only**. There is a community parking lot off of Queens just west of Third Street, where families can park and walk across Tipperary Park. There is a crossing guard system in place to ensure students cross Third Street safely.

There is a fire hydrant located in front of the school so care should be taken to avoid parking too close. A positive relationship with the neighbours is a priority. In order to avoid having families' cars towed or ticketed, please respect all traffic and parking signage, do not park on Third Street or Manitoba Street.

Uptown Campus:

There is absolutely no parking in the adjacent Thornbridge Senior Centre building next to the Uptown Campus. At Uptown, street parking only is to be used. This agreement is based on the use of the access for emergency vehicles and is a component of our lease agreement.

Bicycles

Students who ride their bicycles to school are encouraged to use a bike lock when they park them in the racks provided. Students should be aware of the rules of the road and enter the school property on foot to avoid any accidents. All students must wear helmets when riding their bikes. Bicycles should be equipped with a light if students are riding between home and school in the dark. Any loss resulting from theft or damage to bicycles (including locked bicycles) shall remain the responsibility of the owner.

Student Telephone and Technology Use

Students must have permission from office staff before using the school telephone. Students are not to use the school telephone for personal reasons (e.g. arranging after school play times with other students). Students at Robson leave their technology at home. The school has class sets of iPads for instruction.

Senior students also use the school's iPads, MacBooks and laptops for instructional use. The school has laptops, iPads and MacBooks for instructional use as well. Students are not permitted to use their cell phones at school during the day and are discouraged from bringing them to school at all. Cell phones, iPods and other electronic devices are to be dropped off and signed in at the beginning of the day at the school's administration office. They can be picked up at the end of the day. If a cell phone is being used throughout the day, they will be confiscated.

Bathroom Policy

All bathrooms in the school are for the exclusive use of students except two washrooms marked STAFF, located on the second floor landing and designated for use by staff, parents and adult guests to the school.

If a parent is asked to assist a teacher by taking a child to the bathroom they should not enter the bathroom with the child, but should stay by the door to ensure the student is supervised in going to and from the appropriate bathroom. Parents who regularly volunteer at the school and have had a criminal record check may, with teacher permission, enter a student washroom to assist a student.

Playground Supervision

The playground and outdoor areas are not supervised before or after regular school hours. Parents / guardians are responsible for supervising their own children while they use the play apparatus before or after school, and all students other than Out Of School Care students must finish up their playtime by 4pm.

Please note that the Out of School Care staff do not supervise children who are not in their program in the play area. They are not responsible for children not in the program that day.

Playground Rules and Safety:

- All students must remain within eye-sight of their parent
- After-school play is permitted on the playground only
- No playing/running inside the school or in the gardens
- Please respect and follow any instructions given by Urban Academy staff members
- After school playground time ends at 4pm, except for the OOSC program

Illness

If you should have any questions regarding whether your child should attend school, please feel free to call the school to inquire, but a general guideline for remaining at home is if your child:

- Is not well enough to fully participate in the program
- Has a fever, diarrhea, vomiting, sore throat, persistent cough, acute cold symptoms
- Has a suspected communicable disease

In the event that your child does stay home from school, please call the school so that staff is aware that they will not be attending. In the case of a suspected communicable disease, the school may make other parents aware so they can watch their children for symptoms.

If your child becomes ill at school these are the procedures followed:

1. Your child will be made comfortable while the school attempt to reach you
2. If the staff cannot reach a parent, the emergency contact will be called
3. The child will be sent home with whomever of these can be contacted

If your child has had diarrhea or has been vomiting, they must be 24 hours symptom free before returning to school.

Medication Administration:

No medication will be administered without the proper consent forms filled out by the parents for any prescription or non-prescription drugs. This must include dosage and times to be given.

Emergencies:

In the event of an emergency, the following procedures will be followed:

1. Attempt to contact a parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact a parent through any of the persons listed as emergency contacts
4. If the school cannot contact any of the above, staff may do any or all of the following:
 - Call for medical help / advice

- Call an ambulance
- Have the child taken to the nearest emergency ward or hospital

Any expenses incurred from any of the above emergency procedures will be borne by the child's family.

The school will not be responsible for anything that may happen because of any incomplete or incorrect information given at the time of enrollment. It is the parent or guardian's responsibility to make sure that phone numbers etc. are kept up to date.

Safety Drills

Fire and earthquake drills will be practiced three times per year and the school will have adequate earthquake supplies to attend to all the children for at least three days.

At the Junior Campus, comfort kits are provided by parents for each student at the start of the year and are kept in a designated totes or crates. Comfort kits include a small toy or activity, a letter from parents, a photo and a non-perishable snack and drink. All the items should fit in a medium sized Ziploc bag. In the event of a real occurrence these kits will be given to the students. At the both the Junior and Senior Campus, emergency supplies will be provided.

Personal Safety

No strangers are allowed in classrooms and only authorized adults will be allowed to pick children up from school. It is also important to note that the school follows the provincial processes and legal procedures for the reporting of child abuse.

Traditions and Events

Back to School BBQ:

This is an informal get together the last week of August for all families from both the Senior and Junior school, held on the front lawn of Robson Manor. This event provides an opportunity for students, teachers, staff and parents to reconnect after the summer away. It is also a great time to meet new families and teachers who may be joining the school. Class lists are posted and families can meet the new homeroom teacher at the event. The Uptown campus will be open first for families to see their child's classroom then the BBQ will start at Robson.

UA Start of School Year Assembly:

This school wide assembly occurs in the second week of school and is held at one of the nearby church gymnasiums to accommodate everyone from both the Junior and Senior schools. This assembly is held to connect the student body and teachers, to build school spirit and share in the theme for the school year. New teachers and students will be introduced. Parents are invited to attend. Please refer to the current school calendar for date and time.

Opening Circle:

Urban Academy primary students regularly meet in the opening circle room on the lower level of Robson Manor. Opening circle takes place between 8:45 and 9:00 am twice per week for each class from Kindergarten to Grade 3. This is ongoing throughout the year and parents are always welcome

to join to observe or participate.

Senior Assembly:

This weekly gathering is a part of the Uptown campus culture for sharing information about school events and includes fun activities, learning, house activities and presentations.

School Picture Day:

This occurs in September - please refer to the school calendar for specific times and dates. Students will be required to wear the formal dress uniform this day, please refer to the uniform manual (<http://urbanacademy.ca/wp-content/uploads/2017/06/UA-Uniform-Policy-2016.pdf>) for exact items to be worn, as this will depend on gender as well grade level.

Terry Fox Run:

This is an event designed to honour Terry Fox. Students participate in this running event and parents are encouraged to join the students in support for the cause. This event is held at Queens Park and occurs in September. Pledge forms will be sent home the week prior to the event.

Halloween for Students:

This is celebrated on Halloween or the Friday before should Halloween fall on a weekend. Students and teachers are invited to come to the school in costumes. Please do not include props such as swords or other weapons with your child's costume. Students are encouraged to plan costumes that are recycled and/or environmentally-friendly. There may be a Halloween dance or other activity planned by the student council.

Halloween for Parents:

Every year, PAX and the parent community put on an exciting and fun-filled spooky Halloween party. Plan to come, dress up, bring a friend and celebrate with the parents of UA!

Remembrance Day:

An assembly is held during the week before this holiday (please check the school calendar for time and location). Time is taken to remember, and be thankful for the heroes of the past and present both near and far.

Winter Concert:

The UA Winter Concert is held one evening before the holiday break in a facility near the school. Time and date will be announced. This is a time to share in the spirit of the season with music and song.

Artastic!:

This event takes place in a professional setting and provides students the opportunity to showcase their work to parents and the wider UA community. The community is invited and encouraged to attend.

Spring Play:

Urban Academy showcases talented students by presenting a spring play. The Drama Specialist leads the Spring Play productions with assistance from teachers and students.

Mothers' Day Tea:

Each May students and teachers organize an afternoon tea to honour the JK - Grade 5 mothers in the

community. This usually occurs on the Friday before Mother's Day. Students prepare treats and tea and serve the mothers while others provide entertainment, songs, speeches or poems. This is a wonderful event that is not to be missed. Please check the school calendar for the specific date. Invitations will also be sent out to each mother of those students prior to the event.

Urban Academy Camping Trip:

The Urban Academy Camp is an annual event that provides learning opportunities outside the classroom for students in Grades 2-12. Grades 2-5 take part in a camp geared for their age activities. Middle School and High School Students are booked into their own camps respectively, focused on activities for older students. Full details will be provided in advance of the event and the dates are marked on the school calendar.

Senior School Leadership Day:

Every September, all senior students will take part in a leadership excursion that will help students get to know one another, their teachers and set the tone and expectations for the coming school year. A leadership day is also planned for the Middle school aged students from Grade 4 - 6.

Sports Day:

Held in June, students participate in a series of sports events and games. The PE teachers organize this event with support from the entire teaching staff and parent volunteers.

Volunteer Appreciation:

Urban Academy parents volunteer much of their time and talent in ensuring extra-curricular activities, fundraisers and social activities (among other things) are planned for the school. In appreciation, the staff plans a fun, celebratory event in the spring to honour and recognize volunteers.

Staff Appreciation:

Each spring, parent volunteers organize a staff appreciation day at both the Junior and Senior campuses. Dates are marked on the school calendar.

Other Offerings

Urban Academy Clubs:

With a wealth of parent and teacher support and community talent, Urban Academy is able to offer many exciting clubs each year. Some are scheduled during school hours at lunch time while others occur after school. There are activities for all ages. Clubs change every term and cover a variety of extra-curricular activities such as technology, games, athletics, yearbook and other endeavours.

Urban Academy teachers will announce the clubs that will be available each term, as well as how to register for them.