



**ALCUIN
COLLEGE**

HANDBOOK for FAMILIES

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1. WELCOME

Welcome to Alcuin College, where each child's unique curiosity is recognized as the key to unlock learning. Our liberal arts curriculum focuses on a broad base of learning within the languages, humanities, sciences and mathematics. Not only is such a programme rigorous, it is a course of study that promotes personal growth and development while refining critical-thinking and communication skills.

As our classes are small, every child is known, understood and has the space to be an individual. We collaborate closely with parents, so we always have the insights that help us understand and adapt to their child's changing needs. Classes are led by educators who are experts in their field; not only teachers, but also community leaders from various disciplines. Authentic hands-on learning is a cornerstone of our curriculum, and community partnerships are key in the personalization of each student's programme of studies.

We are more a college than a school. A school is where a group of students listens and learns from the teacher. A college is an active community of scholars – some of whom are teaching, all of whom are learning. This is why you'll see both teacher and student wearing the Alcuin uniform; to reflect that *together* we're pursuing the quest for knowledge.

We offer your child an education like no other: authentic learning for the 21st century.

Stella Ablett
Head of School

2. A VISION FOR EDUCATION

Alcuin College History

Established in 2012, Alcuin College is founded upon the desire for a successful model of education that focuses on the long-term growth and development of the student. In essence, the measure of such an education is the degree to which we have enabled our children to become true life-long learners striving to be the best that they can be, inspired by teachers, parents and experts who themselves are scholars. Smaller tutorial groups of students, under the personal and expert guidance of a master teacher, are guided to develop analytic and creative skills; challenged to think critically, to reflect, to speak and to write with logic and concision. The unique and fundamental relationship between student and teacher is central to successful learning. It remains fundamentally true that students are not vessels to be filled with knowledge (or with skills), but are lamps to be lit.

School Name

Charlemagne, King of the Franks, was an admirer of the arts, of education and of religion. He invited Alcuin of York, a churchman renowned for his knowledge of the Latin language and of the classical texts, to oversee what would come to be known as the Carolingian Renaissance. It was a period of great learning, and of a revival of the liberal arts of Rome and of Classical Greece before her. Alcuin is honoured as a saint for his part in carrying the light of learning forward out of the distant past. He used learning as we do, to look ahead into the future.

Our Mission

To provide each student with a rich, rigorous and personalized education in an intimate setting that fosters creativity and achievement.

Our Vision

That each student's unique talents be uncovered and cultivated for a life that is full, rewarding, and characterized by compassion and a love for learning.

Our Values

At Alcuin College, we strive to ensure that all students are safe, accepted, and respected.

Joy of Learning:

- Alcuin College endeavours to develop students who are engaged in, and inspired by, the joy of learning.
- Our pursuit of life-long learning is founded upon Sir Ken Robinson's notions of creativity, curiosity and innovation.

Spirit of Community:

- At Alcuin, the spirit of community is alive. It is founded upon diversity, multi-culturalism, friendship, humility, empathy, commitment and inclusion.
- Alcuin College offers a learning environment that is positive, caring and vibrant, with a wide range of community-based partnerships.
- Through our unique hands-on approach, Alcuin College strives to develop ethical and responsible citizens who are able to thrive intellectually, emotionally, physically and economically.

Integrity:

- We set high standards of expectations, pursue self-improvement and foster an intrinsic sense of values.

Education with Distinction:

- In the tradition of the Liberal Arts, we will uphold an authentic personalized learning environment under the guidance of talented teachers and experts in the community.
- We are committed to a true emergent curriculum, personal in its design and application.
- Our class sizes are small and we commit to close and timely communication with our families.
- In order to be responsive to our students' needs, we believe in 'assessment for education' that is immediate, descriptive in nature and relevant to the learning process.

The essence of how we teach:

Learning at Alcuin will involve the following elements:

- Compelling discovery and engagement, inquiry-based learning and authentic problem-solving,
- Student-centred dialogue, discussions and meaningful experiential learning,
- Rigour - expecting individual best, no less,
- Immediacy of feedback and assessment for learning.

Technology:

- Technology is fundamental to how we learn and Alcuin College supports the use of technology to develop skills and enhance the curriculum.
- Students are, therefore, encouraged to utilize the device and platform of their preference in purposeful ways.
- We will model online etiquette and responsible use, and our students are required to use the technology resources in a caring and responsible manner, in accordance with our values.

3. GOVERNANCE

The Alcuin College Society

The St Alcuin College for the Liberal Arts Society is constituted as a non-profit society under the Society Act, British Columbia, and its sole purpose is to operate Alcuin College. It is also a registered charity, and able to recognize suitably the generous donations provided by the parent body. The Society has appointed a Board of Directors who are the Trustees of the School and who act in the interests of the School as a whole, rather than for the benefit of any specific group. Please contact the school for a copy of the bylaws of the St Alcuin College Society.

The Alcuin College Community Volunteer Society: an opportunity to serve

The College is committed to an emergent curriculum; an educational triangle with a firm base formed by the strong link of co-operation, mutual respect and common goals between parents and the College - the

pinnacle of which is formed by the children. Just as we wish our children to “be the best that they can be”, the close co-operation between school and parents helps the College to be the best that it can be.

This is accomplished by helping parents to understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community. Working together, parents and school professionals provide a nurturing environment for students to become better educated, while helping them to mature by modeling adult working relationships based upon civility, honesty, and respect.

Each family enrolled at Alcuin College therefore belongs to the Alcuin College Community Volunteer Society and is entitled to designate one parent, guardian or grandparent for membership in the Society for each child attending the school, thus ensuring proportional representation.

The Ministry of Education and Child Care (Independent Schools)

Alcuin College has received Group 2 classification under the Independent School Act. For students who qualify, it will receive some funding from the Provincial Government, equivalent to 35% of the school district amount.

Whom to Contact

If you have a concern relating to...	Please contact...
your child’s performance academically or a classroom issue	the teacher
a teacher, or a general school issue regarding programme, uniform, etc.	Ms Tish Jolley (Assistant Head of School)
an issue with the school administration	Mrs Stella Ablett (Head of School)
an issue with the Alcuin College Community Volunteer Society	Mrs Stella Ablett (Head of School)
an issue concerning the board of the Alcuin College Society or the Head of School	Mr Eddie de Beer (Chair of the Alcuin College Society)

Parents are requested to follow this protocol, and to understand that the Board of Directors does not deal with operational issues of the school.

The Head of School is normally present each day at the school. In the event of her absence, Mr de Beer (Deputy Head) and Ms Jolley (Assistant Head) are the formally appointed designates.

4. REGISTRATION and FINANCES

Procedures

The school's annual budget is prepared early in the preceding school year and presented to the Board for approval. The tuition fees are set as part of this process.

Fees

The fees charged each year assume the continuance of the grant from the provincial government at current levels and the eligibility of each student for the full amount of the grant.

Grant Eligibility

To be eligible for the full grant, a student must

1. be a permanent resident of BC;
2. be a Canadian citizen or landed immigrant or have parents lawfully permitted to work in Canada for at least one year;
3. maintain a full-time course load;
4. attend school for no fewer than 600 hours prior to May 15th of each school year;
5. provide proof of residence of parents (copy of hydro bill, driver's licence, etc.).

When a student does not qualify for the grant, an additional fee equivalent to the current year's grant will be levied. Please refer to the Terms and Conditions of the Enrolment & Tuition Contract. When a student fails, through poor attendance, to qualify for the full grant, an additional fee to make up the difference will be levied.

Decisions on grant eligibility are made during the Eligible Student Audit in June of every year.

Re-Registration

The re-enrolment process for the following academic year will take place in March of each year. 25% of the following year's tuition fees are required at the time of re-enrolment. If re-enrolment contracts are not received by the required date, it will be assumed that the student is not returning. Consequently, the student's place may, at the school's discretion, be offered to a student on the waitlist. Prior to this, every attempt will be made to accommodate the current family, within operational and financial reason.

If the student is not able to meet the requirements of the Alcuin College programme, or cannot be supported appropriately in an academic programme, re-enrolment will not be offered. A meeting will be held with the parents, the Assistant Head and the Head of School.

Withdrawal of Students

As outlined in the Tuition & Enrolment Contract, students are registered and admitted for a full academic year and the signing parent or guardian financially responsible for the student is responsible for the full year's tuition. In the case of withdrawal, one full term's written notice or three full calendar months payment in lieu of notice is required. The tuition deposit is non-refundable.

Donations

Alcuin College is a registered charity (listed with the full legal name 'St Alcuin College for the Liberal Arts Society') and provides tax-deductible receipts for donations made to the School, in accordance with tax regulations. School fees alone do not cover the full costs of education and the College welcomes the financial support from donations and other unsolicited philanthropic donations.

5. COMMUNICATIONS and OPERATIONS

School Hours

The school is open from 8:00 a.m. until 4:00 p.m. daily. The school is closed on Saturdays, Sundays and statutory holidays. Parents are advised to use email or text messaging for non-emergency communication.

To arrange a meeting with any of our teachers or administrators, please send an e-mail message to the person's address. Please remember that between 8:00 a.m. and 4:00 p.m., teachers are typically committed to teaching and/or related school activities.

Mailing Contact Information:

200-1046 St Georges Avenue
North Vancouver, BC V7L 3H6

Email: info@stalcuincollege.com

Telephone: (604) 360-8656

Report of absentees: (604) 716-0621, lcox@stalcuincollege.com

Attendance

All students are normally required to attend each day the school is in session. Law obliges the school to receive a written explanation of absence from a child's parent. Where absence is sought for reasons other than illness, please contact, in writing, the teacher, or the appropriate school administrator for permission.

Alcuin College receives an annual grant for each student provided that they have been in attendance for at least 600 hours by May 15th. If this is not so, the school loses a portion of the grant, which Alcuin College compensates for by charging the student's family (unless absence is due to illness). In the latter instance, medical verification in the form of certificates will be required.

All students are required to be present during the regular school day. To notify the school of a student's absence because of illness, please phone or text (604) 716-0621 or email lcox@stalcuincollege.com.

Students are not permitted to leave Alcuin College during the school day without parental permission. If a student has an appointment during school hours, the parent must email lcox@stalcuincollege.com prior to the appointment, explaining the reason for the absence. Students cannot sign in or sign out on behalf of other students. Grades 9–12 students are permitted to leave

campus during the lunch break if they have signed out, left a cell phone number and are in groups of at least two students.

Students are discouraged from missing instructional time due to holidays. In the rare circumstance when this does occur, they should advise teachers and then provide a formal letter to administration. Students are responsible to keep up with material while away. Missed assessments due to holidays cannot be made up at a later date.

If a student is unable to fully participate in the curriculum due to an injury, an explanatory note is required from a parent on the day he/she plans to be a "non-participant" in the class. In the case of long-term injury (more than three days), a doctor's note is preferred.

Delayed or Early Pick-up

If an emergency arises and you feel you might be delayed in picking up your son or daughter, please contact the school before class is dismissed so that we may advise your child and proceed in the best way possible for both you and your child. If you are planning an early pick-up or mid-day appointment for your son or daughter, please send an email to the teacher and lcox@stalcuincollege.com the day before, so that the necessary arrangements can be made to ensure that your child is ready when you arrive.

Medical Illness or Injury at School

Where it becomes necessary to administer medication to a student, the school must have received prior written consent and clear instructions. If a student becomes ill or is injured at school, appropriate care will be provided and parents will be contacted to come to the school to pick up their son or daughter. In some cases, where parents or emergency contacts cannot be reached, it may be necessary for a member of the school staff to take the child to the local clinic or the hospital.

If a student is ill and consequently absent from school for more than three school days, a medical certificate must be submitted to the office.

Communication from School

The school communicates both formally and informally with parents. Various forms of communication are sent via email, posted on the school website, Canada Post or the students themselves.

Our formal means of communications are as follows:

- ◆ **Student agenda** – required for students up to, and including, Grade 8
- ◆ **Family Handbook** - this publication
- ◆ **Website** – www.alcuin.ca
- ◆ **Alcuin Newsletter** - a periodic newsletter sent out by the College
- ◆ **Class email communications** - They may be sent by a class teacher, subject teachers or a class parent ambassador and may not necessarily be relevant to the entire school body.
- ◆ **Community Volunteers** – the Head of School will meet regularly with the community volunteers to discuss events, future plans, and current school issues
- ◆ **Formal Reports** – Alcuin College provides ongoing feedback throughout the year on a student’s academic progress. Alcuin College will issue three formal grade reports for each student.
 - December Term One Report
 - March Term Two Report
 - June Final Report
- ◆ **Progress meetings and conferences** – On these occasions, important feedback is shared on student performance and relevant avenues for support and improvement are considered.

Website

The Alcuin College website can be accessed at www.alcuin.ca. School information is available to all parents, students and new families at the site.

Emergency Communications and School Closures

Unfortunately, emergencies can occur. It is vital, therefore, that we have your emergency contact numbers. If there is any change to this information, it is imperative that you inform us. Please update your information on ePACT (www.epactnetwork.com). In an emergency, we will make every effort to contact you or your emergency contact by telephone.

Should the weather force us to close the school at an unscheduled time, this will be communicated to you as follows:

- www.alcuin.ca
- via ePACT text message

Decisions are not made before 7:15 a.m. on the first day of a school closure.

In the event that a disaster such as an earthquake or fire strikes the school or community during an operating day, the senior official present will release students to their parents directly from a centrally established control area. The school has regular fire and earthquake drills during school hours. There is also an Alcuin Emergency Response Plan.

Lost & Found

All student property should be clearly labelled with the student’s name. If an item is lost, students should ask to search the lost property bin. If they are still unsuccessful, students can talk to their teacher for further advice and support.

Lunch Programme

Alcuin College does not provide a cafeteria service but does offer a lunch pre-ordering option. Students are required to bring their own “brown bag” lunch if families have not pre-ordered. Students in Grades 9 and up may leave campus at lunch time to purchase lunch if they leave in groups of at least two and sign out with a cell phone number.

6. LEARNING RESOURCES and OPPORTUNITIES

Community Partnerships

Community partnerships are a key component of our programme at Alcuin College. Partners volunteer their time and their expertise to work with our students and to provide contextual learning experiences, which may involve off-site excursions. The teacher collaborates with the student and the community

partner throughout. The level of personalization increases as the grade of the student increases. Students have the opportunity to build a portfolio of experiences and accomplishments in an area of interest.

Parent Drivers

Alcuin College does not carry coverage for drivers who are employees or volunteers. If parental cars are transporting students, the following conditions apply:

1. One of the children being transported in the vehicle must be your own child.
2. The vehicle must have sufficient seat belts for each child and they must be used at all times.
3. Stops may not be made between the school and destination.
4. The driver must provide the school with an ICBC driver abstract and a copy of the vehicle insurance.

School Supplies & Textbooks

A list of general school supplies will be provided at the beginning of the school year. Students are provided with necessary course texts. If textbooks are lost or damaged, a replacement fee will be charged.

Technology

Alcuin College supports the use of computer technology to help students in their learning. Students in Grades 7-12 are required to bring a laptop device to school each day. Students in Grades K-6 will be asked to bring devices on specific days, only to be used for specific activities. The use of computer resources is a privilege and students must adhere to the Computer and Internet Use Policy.

7. UNIFORM and APPEARANCE STANDARDS

Appearance

All students should be tidy, clean-shaven, well-groomed and in keeping with the spirit of the uniform policy. This also applies to hair style and colour. The general expectations are shown on the following page.

Labelling Uniform Items

All items **must** please be clearly marked with the student's name.

Uniform Requirements

Students are required to attend school dressed in one of the prescribed school uniforms, as set out below. The uniform must be tidy and well cared for at all times, including when students are arriving to and leaving from the school. Parental support is essential in maintaining this standard.

Alcuin golf shirt, navy
Alcuin golf shirt, white (optional, G9-12 ONLY)
White shirt, long sleeve (optional)
White out-blouse, long sleeve (optional)
Alcuin sweater, cardigan or hoodie
Alcuin crewneck (optional, G9-12 ONLY)

Kilt (Alcuin tartan) or Pants (khaki)
Khaki shorts (optional)
Alcuin khaki skort (optional)
Shoes (dark)
Socks (navy)
Alcuin toque (optional)

PE

Alcuin t-shirt
Alcuin long-sleeved shirt
Navy shorts
Alcuin track suit (K–G6)

Alcuin jacket or Alcuin hoodie (G7-12)
Navy track pants or plain black leggings (G7-12)
Athletic socks and shoes

NOTES:

- Coats may be worn in class only if they are plain and dark blue or black.
- Toques may be worn in class only if it is the Alcuin toque.
- On PE days, students participating in PE may come to school in their PE kit but must still be tidy in appearance.

Alcuin College uniforms are available from the following supplier:

Cambridge Uniforms (www.cambridgeuniforms.com)

#135 - 1305 Welch Street

North Vancouver BC Canada V7P 1B3

Tel: (604) 924-9069

8. ACADEMICS

STUDENT AGENDAS

At the start of each school year, every student at Alcuin College receives a student agenda. Students use the agenda to record and track daily homework, tests and assignments. Apart from allowing students to develop the ability to take responsibility for their work, the agenda assists in teaching and learning organizational skills, and acts as an important communication tool between parents and teachers.

Kindergarten to Grade 8:

- Teachers sign the agenda book daily, before students leave the school.
- Parents are expected to sign it when the homework is completed. If the work is too easy, too difficult, or too much, please write in the designated space, and let the teacher know.
- The agendas are checked at school every day. If a parent has not signed the homework book, the student will be reminded of this requirement, for the agenda use policy is an essential element of school communication.
- Lost agenda books will need to be replaced and pieces of paper and/or other notebooks are not an acceptable alternative.

Grades 9-12:

- Students use their own devices as their daily planners and agendas. Please contact the respective advisor teacher via e-mail if you have any concerns or would like an agenda for this purpose.

HOMEWORK

Alcuin College does not believe in 'busy work'. Learning does not stop when the school day ends, however, and Alcuin College students will be expected to undertake some home studies. Homework supports newly acquired concepts and assists in inculcating a disciplined, responsible work ethic.

GRADE DISTRIBUTION

Students in Kindergarten to Grade 7 will receive marks on a four-point proficiency scale. Letter grades will be assigned in Grades 8 and 9, and percentages will be assigned from Grades 10 to 12. Marks for Grade 12 students are cumulative for university admissions. Marks in other grades are based on the term. School final exams in Grades 7-12 will be written in the following subjects: English, Math, Science, Social Studies and Languages. Final exam marks in Grade 7 will only be used if it benefits the student.

ACADEMIC HONESTY POLICY

Alcuin College pursues academic rigour and integrity. In this endeavour, students are responsible for the academic honesty of their school work. Unless authorized by a teacher, homework, assignments and other school exercises must be a student's own work which represents his or her own abilities. When submitting or presenting school work, the student is in effect stating, "This is my own work." Students from Grades 9 to 12 are also required to submit major assignments to an online plagiarism screening service called *Turnitin.com*, which is used by universities and colleges throughout North America.

Cheating and plagiarism are serious violations of The Alcuin College Code of Conduct and the Academic Honesty Policy. Cheating is a deliberate act of dishonesty in school work, tests and other assessments, and includes both receiving and supplying unauthorized assistance, materials or other aids in any school work, assignment or test.

Plagiarism

Plagiarism is a special kind of cheating equivalent to academic theft. While students should derive inspiration for their studies from other sources in their community and beyond, they must always give credit to such sources of inspiration.

Consequences of Academic Dishonesty

A meeting is held between the teacher and student to discuss the situation. If it is determined that an academic offence has occurred, a formal interview is held with the student, parent(s), senior administrator or the Head of School to discuss the student's misconduct, address the seriousness of the situation, and

reach an agreement on methods to prevent this offence from happening again. The interview focuses on encouraging academic responsibility, and providing support and guidance to achieve this end.

9. SCHOOL POLICIES AND DISCIPLINE

ALCUIN COLLEGE CODE OF CONDUCT

Alcuin College has high academic, social and moral standards. Students are expected to be conscientious, caring and principled citizens who support a safe, positive and compassionate community.

All members of the Alcuin community will:

- ✓ keep ourselves and others safe
- ✓ respect the rights, dignity and property of others and ourselves
- ✓ take responsibility for our own behaviour and decorum, consistent with school policies
- ✓ communicate with each other in a caring and supportive manner

Students agree to abide by the school's Code of Conduct while attending school and school-related functions, and while travelling to and from school. **The Code of Conduct also applies to behaviour off school grounds that affects the welfare of a member of the Alcuin College community.**

SUBSTANCE USE POLICY

Alcuin College is committed to the health and safety of its students and anyone attending at the school. The school recognizes that the use of drugs, tobacco, vapour products, alcohol, certain medications, and impairment generally can have serious effects on students and the learning environment. Accordingly, the school is committed to preventing substance use and impairment on school property, and at all times during school hours. This policy applies to all students of the school.

Alcuin College strictly prohibits students from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs, tobacco, vapour products, or alcohol during school hours, whether on or off school property. These actions are considered harmful to student health and safety, detract from

an individual's educational potential, compromise the welfare of others in our community, and, in most cases, violate the law.

Students who promote the use of tobacco, vapour products, alcohol and illicit drugs amongst the Alcuin College community while off campus may also be considered in violation of this policy. This policy also includes any prescription or non-prescription medication or chemical substance not taken in accordance with Alcuin College's regulations on administering medication to students.

Definitions

- **Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.
- **Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.
- **School Hours:** means the hours of the day when the school is open to students whether or not classes are in session, or any time a student is away from the school on a school-organized trip, including but not limited to times when a student is not actively participating in activities or pursuits organized by the school but is otherwise away from their normal residence due to their involvement in the school-organized trip.
- **School Property:** includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the School and wherever located.
- **Tobacco:** means tobacco leaves or products produced from tobacco in any form or for any use.
- **Vapour Products:** means a solid, liquid or gas that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine.

Alcuin College promotes a healthy and safe environment. It is a smoke-free working and learning community. The dangers of substance-use and -abuse are addressed in school programmes. School authorities have the right to conduct general inspections of students' bags, etc, to ensure adherence to these policy expectations.

COMPUTER AND INTERNET USE POLICY

Alcuin College supports the use of computer technology to help students in their learning. However, the use of computer resources is a privilege. Computers are provided for constructive and educational purposes only and users should behave responsibly and ethically in accordance with the Alcuin College Code of Conduct.

Students should understand that

1. online activities are public and may be monitored for appropriate use;
2. online activities and communications are subject to the Alcuin College Code of Conduct and the law.

Students are expected to

1. treat computers and laptops with care;
2. use computers appropriately during class time; and
3. report any online or network security, access or content concerns to the supervising teacher.

Students should behave respectfully, responsibly and safely while using computers and the school Internet access, which means that they should not:

1. engage in any commercial or gaming activity, participate in chain-letter schemes, or use chat-rooms or instant-messaging services at school;
2. reveal or distribute personal or private information about themselves or others;
3. intentionally access, duplicate, display or transmit materials or websites that are of an inappropriate, offensive, racist, pornographic or sexually explicit nature;
4. transmit, post or support the delivery of abusive, threatening, unethical, vulgar or harassing material when using technology or communicating with the Alcuin College community;

5. engage in online bullying or harassment;
6. play computer games while at school (from the time of arrival to the time of departure) unless authorised by a teacher for a specific purpose;
7. vandalise, violate, or attempt to violate the security and operations of school or student computers or laptops, software and data, or network equipment, which includes the intentional spread or creation of computer viruses;
8. use another student's computer or account without permission;
9. post or distribute personal communications or information of others online without permission of the author;
10. use computers for criminal activity such as hacking, software piracy, the uttering of threats and sexual harassment; or
11. waste computer or printer resources.

HARASSMENT AND BULLYING PREVENTION POLICY

The safety and wellbeing of children in independent schools is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, FISA BC independent school member associations and their affiliated schools will ensure that children attending these schools will experience an orderly learning environment that enables every child to feel safe, accepted and respected.

Independent schools will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the independent school's cultural perspectives and philosophical values.

Alcuin College recognizes that discrimination and harassment of any kind has no place in the school community. Alcuin College is a community whose interrelationships are governed by mutual respect, shared responsibility and accountability. The school strives to develop the whole person – intellectually, physically, socially and emotionally – in an atmosphere of caring and respect.

Definition

Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evokes fear of physical harm or emotional distress in the person being targeted.

Bullying encompasses a wide range of behaviours within a relationship between a dominant and a less dominant person or group where:

- An imbalance of the perceived power is manifest through aggressive actions.
- Physical or psychological (verbal and social) abuse occurs.
- Negative interactions occur directly (face-to-face) or indirectly (gossip, exclusion).
- Negative actions occur with intent to harm, which can include some or all of the following:
 - a) Physical actions such as punching, kicking, biting and initiating unwanted sexual touching, can hurt the person's body, damage belongings or make the person feel badly about himself or herself;
 - b) Verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments. This also includes sexual harassment that is when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person's perceived sexual identity;
 - c) Social exclusion such as spreading rumours, ignoring, gossiping, excluding.
- Negative actions are repeated and/or the intensity or the duration of the actions establishes the bully's dominance over the person. The person thus becomes a victim of injustice.
- Information and communication technologies are used to physically threaten, verbally harass or socially exclude an individual or group.

Policy Programme

Alcuin College has in place protocols that outline roles, responsibilities and procedures for staff, students and other adults (including parents) that address bullying.

Education, Awareness and Prevention

- Education and awareness on bullying including ways to recognize its pattern and characteristics versus normal peer conflict
- Instruction to students that emphasizes respect and compassion for others and age appropriate behaviours to prevent or respond to bullying
- Instruction to students on their responsibility to report and take an active stand against acts of bullying including reference to the school's code of conduct as it relates to bullying

Reporting

- Steps students and staff will take to respond to allegations of bullying
- Efforts that track incidents of bullying at school (bullying, cyber-bullying, harassment including student-to-student sexual harassment, intimidation, threatening or violent behaviour)
- That outlines how reported incidents will be dealt with and monitored

Responding to Bullying

- Efforts that outline clear and logical consequences for those who bully, that provides support for those being bullied and intervention with students who bully
- Informing the parents / guardians of children involved in a bullying incident, engaging their support and collaboration to seek a resolution
- In deciding a course of action, the school weighs the consequences by age, maturity and special needs (if any) of the individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, the relationship between the parties involved and the context in which the incident(s) occurred.

Building a School Community

There are many strategies and activities to enable students to feel safe, accepted and respected. Alcuin College:

- engages parents and school supporters in the educational and co-curricular programmes and school life of the enrolled students
- promotes open communication among staff, students, families and communities
- encourages parents to share their culture and expectations
- proactively connects with those students, along with their family, who are experiencing academic or social challenges
- communicates expectations, values and norms that support positive health and academic behaviour in the school community
- acknowledges students by name
- promotes visibility within the school during class transitions, breaks, before/after school
- finds ways to acknowledge students for their contributions in the school community, including those where improvement comes only in small increments.

Authority Commitment

Alcuin College remains committed to taking all reasonable steps to prevent retaliation by a person(s) against a student who has made a complaint of a breach of this policy. Ensuring the safety and wellbeing of our students will be our first priority. Student and parent concerns regarding student safety will be taken very seriously, and action will be taken to resolve these concerns. Students engaged in behaviours that interfere with the general welfare of other students, or the learning environment, or that reflect negatively on the school and its values, may be subject to disciplinary action. Consequences will depend on the severity and frequency of the incident(s) and may include parental notification, suspension from school activities and classes, involvement of the police and/or expulsion.

GENERAL SCHOOL RULES TO REMEMBER

1. Potentially harmful or dangerous items such as knives, laser-pointers, tasers, possible weapons, toxic substances and explosives (pyrotechnics) will not be brought to school.

2. The following actions are strictly prohibited when at school or school functions:
 - a. smoking or possessing cigarettes (or any other tobacco or vapour product); and
 - b. using, possessing or being under the influence of alcohol, drugs, or other inappropriate or harmful substances.
3. Valuable items are not to be brought to school, except under special circumstances as defined by the school or a teacher. The school is not responsible for lost or stolen items.
4. Students will not use cell phones during class time. The school is not responsible for lost or stolen cell phones.

DISCIPLINE POLICY

The goals of the Alcuin College disciplinary policy are to address the following.

1. *Acknowledgement*. The student assumes responsibility for the behaviour and acknowledges that it is inappropriate.
2. *Reparation*. The student should make amends for the misconduct and accept disciplinary consequences. He or she should determine how to prevent the misconduct from happening again.
3. *Reconciliation*. The student must honour his or her commitment to make things better and resolve the misconduct as proposed.

CONDUCT CONCERN: STAGES AND PROCEDURES

In the event that a student's conduct shows a serious breach of the behaviour expectations of Alcuin College, the following discipline stages and procedures will be implemented. In most cases, an interview is held with the student, parent(s), Vice Principal, and/or other relevant staff members to discuss the student's misconduct, explore the nature of the problem, address specific concerns, and reach an agreement on methods to improve future behaviour. The interview focuses on encouraging the student to take responsibility for changing his or her behaviour and the providing of support and guidance to achieve this end. In certain cases, alternative consultations with the family may be arranged.

Disciplinary consequences for all probationary stages include detentions, extended detentions or suspension (depending on the level), restitution, relevant educational written assignments, and mentoring and support from the school. Counselling may be advised in certain instances. Students may also be limited in participation in school activities (e.g. social events, field trips, and athletic programmes). A letter is placed in the student's file and a copy is issued to the student and parent(s). This letter is removed from the student's file once the probation period has been successfully completed. The Vice Principal and other mentors provide monitoring during the probationary process and follow-up meetings after completion.

Conduct Warning (up to, and including, Grade 9)

Conduct Warning is a discipline stage for students who have violated the Code of Conduct. It provides a formal "warning" to a student that further misconduct will not be tolerated. The student is issued a conduct warning letter, which remains on file for one or two terms, as specified in the letter. The student may also be assigned a detention, extended detention or suspension, as indicated elsewhere in this document. If the student is able to demonstrate improvement in behaviour by the end of this period, the probationary sanction will be lifted. If a student continues to misbehave while having a warning on file, Probation 1 will follow.

Probation 1

A student placed on Probation 1 has committed a serious violation of the Code of Conduct. Probation Level 1 is the equivalent of a "strike one" in the discipline stages and procedures. The likely disciplinary consequence is a suspension of up to three days, along with other discipline consequences as described elsewhere in this document. The student may be placed on conduct probation for up to three terms. If the student can demonstrate improvement in behaviour by the end of this period, the probationary sanction will be lifted. If a student continues to misbehave while on probation, Probation 2 will follow.

Probation 2

A student is placed on Probation 2 when prior probationary measures do not result in a positive change in behaviour; when misconduct is deemed severe, particularly threatening or violent behaviours that

compromise the safety of the Alcuin community; and when violations of the Substance Use Policy, Computer and Internet Use Policy, as well as the Harassment and Bullying Prevention Policy, have occurred. Probation Level 2 is the equivalent of a “strike two” in the discipline stages and procedures. At this stage, the Vice Principal and other relevant staff meet with the student and parent(s) to consider the implications of being put on Probation Level 2. The interview focuses on the seriousness of the circumstances, the need for an immediate change in student behaviour and necessary mentoring or counselling support services. A student placed on this level of probation must now demonstrate commitment to the Alcuin community, and the student and parent(s) may also be advised to consider alternative schools.

The likely disciplinary consequence is a suspension of up to one week, along with other consequences as listed in this document. The student is placed on Probation 2 for two or three terms. A formal letter is placed on file and given to the student and parent(s) explaining that any further misconduct will result in the student being required to withdraw from Alcuin. If the student can demonstrate improvement in attitude and behaviour by the end of this period, the probationary sanction is lifted.

Final Stage: Withdrawal or Expulsion

A student will be counselled to withdraw from Alcuin College if a severe violation or repeated violations of the Code of Conduct persist. Examples of the kinds of offences that could lead to withdrawal or expulsion are listed under “Suspension” in the Disciplinary Actions and Support section. The use and/or distribution of drugs or other controlled substances, violent or threatening behaviour, deliberate acts that endanger the welfare of others, and violations of the Code of Conduct while on probation are justifiable reasons for expulsion.

The Deputy Head, Vice Principal and other relevant staff will hold a formal meeting with the student and parent(s) to consider options that would be in the best interest of the child and the Alcuin community. Guidance and support will be provided as needed.

Directed Probation

In certain circumstances, the Vice Principal may substitute Directed Probation for Conduct Probation. This is particularly applicable in cases of violations of the Substance Use Policy, academic dishonesty, and a consistent lack of effort. It is essentially a two-chance probation system rather than the three chances usually given under the Conduct Probation model. Therefore, the process differs from Conduct Probation in two ways:

- the probation is directed at one specific form of misbehaviour (with relevant consequences);
- any student who repeats the offence while on Directed Probation may be required to leave the school.

The term of probation may be until the end of the school year.

Disciplinary Actions and Support

Alcuin College has the following formal discipline actions in place. Failure to report for these assignments will result in additional consequences depending on circumstances:

Lunch Duty

Students may be assigned lunch duty if they are late for class and for various other standards infractions. The time assigned varies and duties include clean-up and other forms of assistance to teachers and staff.

Friday Detentions

These detentions are given to students who have committed repeated violations of school standards (i.e. tardiness and uniform infractions). Students are required to report to the Vice Principal on Friday directly after school. During this time, students may also provide community help to teachers and administrators around the school.

Weekend Detentions

Students may receive a detention on a weekend for violations of the Code of Conduct and school standards. Students are expected to be at school usually on a Saturday from 9:00 a.m. to 12:00 p.m.,

wearing their school uniform. During this time, students may also be given opportunities for community service, mentoring and restitution.

Suspensions

For in-school suspensions, the student attends school but is isolated for the entire day in a separate room; the student may be given class work by teachers if available. However, the student is denied any interaction with peers. An out-of-school suspension is a disciplinary action taken by the Vice Principal when a student has committed a serious violation of the Code of Conduct or failed to comply with school standards, particularly one that affects the safety and well-being of a member(s) of the Alcuin community. A suspended student is prohibited from attending school, going to school-related functions and being on school grounds for a period of time to be determined by the administration. In both cases, students are prohibited from all school-related activities during the suspension. Credit may not be given for school assignments and tests missed during the period of suspension. Students will also be required to engage in other restitution-based consequences during their suspension. Suspensions are usually between 1-5 school days. Follow-up mentoring and support are provided in both cases.

School misconduct that would likely result in suspension includes, but is not limited to, the following: fighting; bullying harassment and discrimination; academic dishonesty; insubordination; computer or network violations; possessing, using or distributing alcohol, illicit drugs, controlled substances or look-alike drugs at school or school functions; endangering the welfare of an individual or member(s) of the Alcuin community; smoking or vaping at school or school functions; stealing; physical or verbal abuse, including threats, intimidation and violent behaviours; possessing or distributing pyrotechnics such as firecrackers; possessing weapons or any dangerous items or substances that appear dangerous; act of vandalism, personal harm or gross disrespect; violations of the law; intentionally seeking to spoil and/or damage the reputation of Alcuin College; skipping classes; leaving school property, school camp, co-curricular or field trip groups without permission or proper notification; a violation of the Code of Conduct while on probation or under suspension; condoning or encouraging others to commit any of the aforementioned offences.

Withdrawal or Expulsion

A student may be required to leave Alcuin College if a serious violation or repeated violations of the Code of Conduct occur. Any of the reasons for suspension could also be reasons to ask a student to leave Alcuin, depending on the context and severity of the situation. The use and/or distribution of drugs or other controlled substances, violent or threatening behaviour, deliberate acts that endanger the welfare of others, and violations of the Code of Conduct while on probation are justifiable reasons for expulsion.

Discipline Support

Positive support and guidance are essential ingredients for any successful learning environment. In areas of discipline, students are mentored, informally and formally, by their homeroom and advisor teachers. Meetings and Round-Table Conferences are often arranged with parents to help students address and overcome significant academic and behaviour challenges. Students who struggle to meet behaviour expectations may also be assigned a special mentor teacher (Mentor Support Programme), referred to a school counsellor or directed to other appropriate resources beyond school. Leadership and conflict resolution training are another proactive step that can be initiated to help students increase their self-awareness, manage their emotions, communicate better with others, and learn how to solve problems collaboratively.

Appeals. If students or parents disagree with major disciplinary decisions or actions of the school, particularly in cases of suspension or expulsion, they should arrange a meeting with the Head to discuss these issues. If their concerns are not resolved, they may request the initiation of a mediation process or appeal hearing. In an appeal, parents can present their objections to an impartial Discipline Committee. This appeal request must be made in a formal letter to the Head within ten working days following the official discipline decision. The Discipline Committee's decision on the appeal is binding on all parties.

Associate Member Society Schools' Ombudsperson. The Ombudsperson is appointed by AMS to assist those persons who, having exhausted all avenues of redress, appeal or review provided by an independent school or school authority, wish to make a complaint pursuant to this Policy. The Ombudsperson is authorized, in response to a Complaint, to undertake an Investigation, and make a

Recommendation to a School or school authority, in an attempt to resolve a Complaint. If the Recommendation of the Ombudsperson does not result in a resolution of the Complaint, the Ombudsperson may deliver a Written Report to the School. The School may comply with or respond to the Written Report. If the School does not comply with the Written Report, or if the Ombudsperson is not satisfied with the School's response to the Written Report, the Ombudsperson may issue a further report setting out the circumstances to AMS and to FISA. The Ombudsperson is not an arbitrator and does not have the ability to make a binding decision with respect to a Complaint. It is intended that the Ombudsperson provide an objective opportunity for investigation of a decision, procedure, act or omission of a School.

OTHER SCHOOL POLICIES

Alcuin College policies are available to the community on the school's website (www.alcuin.ca).

10. CITIZENSHIP

Citizenship, through helping and caring for others, is a key element of life at Alcuin College. Students are encouraged and expected to contribute to school life and their community at all times.

Service Expectations

All students are encouraged to perform volunteer service in the school or in the community, and will be guided in seeking out at least one major service commitment each year.

The Duke of Edinburgh's Award

This worldwide programme allows youths to develop a sense of responsibility to themselves and to their community. It requires four areas of participation: community service, expeditions and exploration, skills development, and physical fitness. Three levels of awards are available: Bronze (age 14+), Silver (age 15+), and Gold (age 16+). Alcuin College will offer the necessary guidance for any student 14 years or older wishing to enrol. All students who are eligible can be successful by challenging themselves and achieving their goals.

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