



Urban
Academy

Parent Handbook
2010/2011
"The Year of Giving"

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www.urbanacademy.ca

A Message from the Head of School

Urban Academy 2010/11 – The Year of Giving

Welcome to Urban Academy,

This parent handbook outlines the policies and procedures at Urban Academy. Ultimately the goal of how we structure our school is 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.

At Urban Academy we believe in the importance of all community members (teachers, administrators, UA board and committee members, parents, extended family) modeling effective, respectful communication. We do our best to communicate in a way that demonstrates our trust in the good intentions of all community members. We have an open, caring, competent staff that is more than willing to collaborate on our vision of helping each child to reach their potential.

Should you have any questions regarding this handbook or about school policies please communicate directly to the appropriate committee chair or to our office administrator who can assist you in determining the best person to contact.

It is my hope that you take the opportunity to involve yourself in the special events and activities within the school so you can get to know your staff and school better. Parent involvement has a significant impact on the quality of education that we provide to our students.

Urban Academy has been built on a tradition of giving. As we enter this Year of Giving, our tenth as Urban Academy and our first with a High School program, we look forward to a year of celebration and accomplishment and I am more excited and inspired than ever to give my services as your Head of School.

Michael Bouchard

"Real generosity towards the future lies in giving all to the present."
Albert Camus

TABLE OF CONTENTS

THE IDENTITY OF URBAN ACADEMY	5
Mission Statement	5
Core Values	5
Our Program	6
Our Governance Structure and Philosophy	6
REGISTRATION AND ADMINISTRATION INFORMATION	7
Parent Equity Program	7
Fee Payment Procedures and Policy	7
Payment Responsibility	7
Tuition and Fees	7
Parent Equity Units	7
Late Payments and Overdue Accounts	8
Procedures for delinquent accounts*	8
International Students	8
Tuition Assistance Information	8
Program Withdrawal	8
Field Trip and Special Events	9
Camping trip	9
Parent Participation Program	9
School Supplies	9
Textbooks	9
Learning Assistance	10
Uniforms	10
Earthquake Kit	10
Additional Forms	10
SCHOOL CALENDAR and DAILY SCHEDULE	11
Annual Calendar	11
School Closures	11
Orientation Day/First Day of Regular Classes	11
Arrival and Pick Up Times	11
Late Arrival Policy	11
Dismissal Procedures	12
Late Pick-Up Policy	12
Lunch and Snack Times	12
Snack time	12
Lunchtime	13
Food	13
Hot Lunch Days	13
'Lunch Lady' Program	13
'Snack - Pack - and GO'	13
Birthdays	14
Students Going Home for Lunch	14
SAFETY and SECURITY	15
Safety Guidelines	15
Door Access	15
Drop off	15
Parking	15
Bicycles	15
Student Telephone Use	16
Bathroom Policy	16
Playground supervision	16
Illness	17

Medication Administration	17
Emergencies.....	17
Fire and Earthquake Drills	18
Personal Safety.....	18
COMMUNICATIONS.....	19
Parent/Teacher Communication.....	19
Newsletter.....	19
Report cards and Teacher parent conferences.....	19
Emails	19
Parent Portal.....	19
Classroom Representatives	20
GUIDANCE POLICY.....	21
COMMUNITY CODE OF CONDUCT	23
With Children and Students.....	23
With All Community Members.....	23
SPECIAL EVENTS AND TRADITIONS.....	25
10 th Year Anniversary	25
Back to school BBQ	25
First day of school.....	25
Parent Orientation Sessions.....	25
UA Start of school year assembly	25
Meet the teacher night.....	25
Opening Circle	25
World Vision Sponsor Child	26
School picture day.....	26
Terry Fox Run.....	26
Thanksgiving.....	26
Halloween Day for students.....	26
Halloween Costume Party for Adults	26
Remembrance Day	27
Christmas Craft Fair	27
Christmas concert night	27
Science Fair.....	27
Sexual Health Education Day	27
FSA Testing.....	28
Spelling Bee	28
Spring Play	28
Jump Rope for Heart	28
Mothers' day Tea	28
Hyack Parade	28
Urban Academy Camping Trip	28
Sports day	28
Artastic.....	29
End of school Ceremony and BBQ.....	29

THE IDENTITY OF URBAN ACADEMY

Mission Statement

We believe that every child is a powerful thinker, learner and creator and that through consistent mentoring, Urban Academy students will:

- 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 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

Core Values

As part of our school community each of us plays a formative role in the development of our children's and student's sense of justice, equity, and the dignity and worth of everyone in the community. As a parent, staff member or volunteer, we should serve as an example for our children and each other, embodying the values of compassion, understanding, integrity, and respect in all that we say and do.

THE IDENTITY OF URBAN ACADEMY

Our Program

At Urban Academy we aim to provide a teaching environment that caters to each child's individual ability to master new skills. Our student/teacher ratio for Junior Kindergarten is 10:1; Kindergarten to grade two is 14:1; and grade three and up is 16:1. These student/teacher ratios provide the individual care and in depth attention needed for proper assessment and monitoring, allowing each child to get the most out of their experience at Urban Academy.

Lesson formats allow for children of varying skill levels to participate and work in a supportive yet challenging way. Subjects include phonics, math, spelling, writing, reading comprehension, science, social studies, life-skills, physical education, and field trips. In addition, based on our belief in the Arts as fundamentally important to all aspects of life and learning, we are excited to include classes of French, music, drama, and fine arts. These classes are also used to inform and deepen the exploration of the core subjects in the curriculum.

The daily routine is structured to provide a balanced atmosphere of fun and focus. The inclusion of various ages in the same class brings in a wonderful sense of mentorship and role modeling.

We bring mentorship from the community as well, inviting professionals, guest artists, and musicians for special instruction events. Events such as our Mothers' Day Tea and our Foster Child initiative create connections to the wider community.

At Urban Academy your input and involvement is valued and welcome. Your child's experience at our school can only benefit from a strong partnership between you, the teacher, and the broader Urban Academy.

Our Governance Structure and Philosophy

The Urban Academy Society is a non-profit organization that was formed in 2001 by three founding families (Donna and Glen Clarke, Brian and Laura Drummond and Indira Prahst). The Urban Academy Society then instituted a Board that was empowered to over see the running of Urban Academy School.

The current Urban Academy Board is made up of a combination of Founders and Appointed Members some of who are current school parents chosen by the community and subsequently appointed to the Board for 2-year terms.

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

An Annual General Meeting (AGM) is held each fall at which Board elections take place as well as Board Member and Committee Chair appointments. Detailed information on the AGM and election process, along with related information on the school organizational structure, and Board and committee functions and constitution can be found in the **Community Resource Package**, which is distributed via email and posted on the website at the start of the school year.

In 2008 the Board of Directors initiated a Strategic Planning process in which the entire school community was invited to participate in focus groups and meetings to lay out a plan for the future direction and growth of the school. One of the important outcomes of this ongoing process was the decision to establish a High School program at Urban Academy. The High School program launch takes place in September 2010 in renovated facilities specially designed to accommodate the program, as well as to meet the future needs of all classes.

REGISTRATION AND ADMINISTRATION INFORMATION

Parent Equity Program

The Urban Academy school community purchased Robson Manor in New Westminster in 2007, fulfilling its vision of finding a facility that will allow the school to expand its grade offerings, increase its classroom space and expand its availability to the community.

Previous to this purchase several months were spent reviewing what financial options were available to the school community. Parents, grandparents, faculty, staff and Board members all agreed that the most cost efficient manner in which to see the vision fulfilled would be to implement a Parent Equity Program requiring the participation of parents of every child enrolled in the school. Depending on how the family chooses to set up the program, the cost will range from \$80 to \$150 per month per student.

For more information about why the school community made this choice and what it means for your registration, please call Admissions Director, Laura Drummond at (604) -525-5969.

Fee Payment Procedures and Policy

Payment Responsibility

Families should fully understand their annual financial obligation for tuition and other fees. Because commitments for salaries and maintenance are on an annual basis, the absence or withdrawal of a student does not reduce operating expenses. Therefore, most schools, out of necessity, must take the position that there can be neither a refund of fees paid nor cancellation of unpaid fee obligations. This means a family makes a financial commitment for the full year. In the vast majority of cases, this works out with no problems. Unfortunately, some students do not complete their full year. Therefore, having a policy in place to deal with such situations can be a welcome resource

Tuition and Fees

All fees are due to the school on April 1 for the following school year. Please see the *Tuition Fee and Payment Schedule* for specific costs. Enrolment will not be completed until all the following fees have been paid:

- One-month tuition (or quarterly payment or yearly payment)
- Registration (\$250) or re-registration fee (\$50)
- \$100 field trip fee (payable to UA Parent Auxiliary (PAX))
- School supply fee (varies by grade)
- \$500 parent participation guarantee (post-dated to June 1, 2011)

Urban Academy cannot guarantee a space for a student until all fees have been paid. Student registration completed after April 1 is subject to a new re-registration fee of \$250.

Parent Equity Units

Parent Equity Units in the amount of \$25,000 must be purchased by April 1 for each student entering Urban Academy in the following school year (Kindergarten and onward). Any payment for units outstanding after April 1 will be subject to a \$200/month penalty. This penalty will continue to be applied until payment for all units have been received.

Parent Equity Funds must stay on deposit with Urban Academy until the child is no longer enrolled in the school. Urban Academy reserves the right to take up to 120 days after the last day the student is in attendance at the school to refund the parent equity units redeemed.

REGISTRATION AND ADMINISTRATION INFORMATION

Late Payments and Overdue Accounts

Cheques returned NSF will result in \$25 service charge and a request that payment in full be received within 3 days by cash or money order. In the event additional cheques are returned NSF by the same parent/guardian, the following procedures will take place:

- A warning letter will be sent after the second NSF cheque.
- After the third NSF cheque in the school year, parents will receive a letter explaining that the family will be required to pay the remaining tuition by certified cheque or cash.
- Any further issues may result in a family being brought before the Board to discuss their commitment to the school.

Failure to comply with the terms of payment outlined in the Tuition Schedule may result in the student not being admitted to the school for the subsequent term.

Procedures for delinquent accounts*

1. Parents/Guardians experiencing difficulty must contact the School Administrator or Board Treasurer to initiate alternate financial arrangements.
2. The School Administrator will contact parents immediately if tuition is in arrears.
3. Any amounts outstanding after 30 days will be forwarded to the Finance Committee for action, which may include a request to meet with the parents/guardians.
4. If no payment is received or no alternate arrangements have been agreed to, the Finance Committee may make a recommendation to the Board to inform the parents that a child must be withdrawn at the end of the next report card period.
5. The board will determine any further steps to collect unpaid tuition fees, including use of a collection agency, as required.

**Amended June 20, 2010*

International Students

The fee for international students is \$13,000.00 per year (six month minimum) plus \$700.00 for Medical coverage. For further information regarding international students, please contact our International Student Liaison:

Andrew Han
(604) 476-2176
Cell: (604) 202-3496
Fax: (604) 476-2174

Tuition Assistance Information

Urban Academy has a Tuition Assistance Program with three levels of support based on the financial needs of the student family. An application form is available from the Administrator, and all information on the form and related to the application will be kept private and confidential. The Bursaries are filled on a first come first serve basis and will depend on the number of vacancies available at the time you apply. In order to maintain the confidentiality of the process, an independent contractor, the Independent School Performance Group, reviews the applications. Based on the information you have provided, a recommended support level is determined and is then approved by the Finance Committee. Upon approval of your application you will be notified about the level of assistance you will receive based on your information.

Program Withdrawal

Urban Academy's enrolment application includes an unconditional obligation to pay tuition for the full academic year. If a student is withdrawn for any reason, all tuition for the entire year is immediately due

REGISTRATION AND ADMINISTRATION INFORMATION

and payable on the date of withdrawal. Each case may be reviewed by the Board of Directors who at their discretion may waive a portion of the tuition

Field Trip and Special Events

A one-time payment of \$100 paid to the Urban Academy Parent's Auxiliary Group (PAX) is required at the time of registration. Funds raised will be used for field trips and special events and extracurricular materials.

Camping trip

Traditionally each year the school goes on a school-wide camping trip. There is an additional cost to this that varies from year to year and per family depending on the ages and number of family members attending. Information on camp costs will be sent out several months in advance of the trip each year.

Parent Participation Program

As Urban Academy relies on parent participants to enrich and support its wonderful programs, families are required to provide 50 hours per family of participation time over the course of the year. These hours can be made up of field trip transportation and/or supervision, fund raising, lunch supervising, classroom related projects, cleaning, special events and scheduled committee meeting hours. Participation in the Christmas Craft Fair in some way and two additional events are required as part of the 50 hours. Further details will be provided at the Parent Orientation on the first day of classes.

Families are asked to provide a cheque for \$500.00 post dated for June 1 at the time of registration. Parents are responsible to track their families' participation hours in the Parent Participant Sign-in book located in the front foyer of the school. Hours will then be counted at a rate of \$10.00 per hour and each family will receive the appropriate refund based on the hours written in the sign-in book at the end of the school year.

Families who feel that they cannot commit to these hours may opt to pay the \$500.00 as an Opt-Out Payment. (Charity status regulations do not permit a tax receipt to be issued for this payment. These funds will however be set aside specifically for field trip transportation and other areas currently supported by parent participants).

Should unique or challenging circumstances arise that may impact your ability to fulfill these requirements, please speak to the volunteer coordinator so that a suitable arrangement can be discussed.

Participation in school events and activities not only supports the school, but also shows our students an example to follow of volunteerism, that we care 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 Representative.

School Supplies

For your convenience and to take advantage of the prices available to the school, Urban Academy will provide a school supply package for purchase. A notice regarding the cost of school supplies is included in our enrolment package.

Textbooks

This year we have split up the school supplies and textbooks/workbook fees that you need to pay on behalf of your child/ren into two fees. Parents that have already fully completed the registration process will have already paid the school supply fee for their child/ren. Originally, we were exploring the possibility of having UA parents purchase some of their child's textbooks/workbooks through an on-line textbook company. While we are still interested in an online approach for future years we have decided against this approach for the 2010-2011 school year. Therefore, this year as in previous years, parents

REGISTRATION AND ADMINISTRATION INFORMATION

will pay a textbook fee for their child/ren based on their child/ren/'s grade level. Texts and workbooks for your child have already been ordered by UA. Please note that it is usual for textbook/workbook publishers to charge more for students in older grades due to the volume of work contained in these resources. If you need to see a detailed breakdown of the texts your child receives please contact our administration staff via email at admin@urbanacademy.ca

Textbook Fees 2010-2011

JK	\$0
K	\$8
Gr. 1	\$46
Gr. 2-6	\$68
Gr. 7	\$85
Gr. 8-10	\$95

Students in Gr. 5-10 that have not purchase the French resource - Becherelle 1200 French Verbs in previous years must add \$21.50 to their textbook fees – (e.g., a Gr. 6 student without this resource would need to pay \$68 + \$21.50 for a total of \$89.50). This French resource can be used from Gr. 5-12. If a student has purchased this French resource (and can bring this reference to class this year) do not need to add this additional fee to their textbook fee. Students that pay an additional \$21.50 will receive a copy of Becherelle 1200 French Verbs and will own this resource.

Textbook fees are payable anytime between Sept.10 - Sept 17th, 2010. A cheque can be made payable to Urban Academy Society and can be dropped off in the school administration office.

A late payment fee will be assessed for any textbook fee that is not paid before September 17th.

Learning Assistance

Teachers may recommend students for additional learning with a one-on-one learning specialist (called a para-professional). This one-on-one learning may take place during the school day in a separate learning space or in the regular classroom. The costs of the para-professional are the financial responsibility of the student's family and the families consent for any para-professional program is always a first step in the process. In cases where a student requires extensive para-professional support, the UA administration is open to exploring possibilities where UA may fund a small portion of para-professional costs.

Uniforms

Students attending Urban Academy are required to wear a school uniform. Parents and Guardians are asked to purchase the amount of items that will allow the student to arrive each day looking tidy and clean. Further details regarding purchasing and specific items required per gender and grade level are included in the *Uniform Policy* available on the website and distributed in hard copy at the beginning of the year.

Earthquake Kit

This is to be brought to school on Orientation Day and includes a *letter of comfort*, *family photo*, *small toy or activity*, *non-perishable snack* and *beverage* and should fit in a medium size zip lock bag.

Additional Forms

For safety reasons, all registration forms need to be completed before your child will be allowed to attend Urban Academy. Please call the Administrator at (604) -524-2211 for further information or to obtain additional forms.

SCHOOL CALENDAR and DAILY SCHEDULE

Annual Calendar

An annual calendar showing the first and last day of classes, Professional Development days, Holidays and special events etc. has been distributed to all families by email and can be accessed on the website and in hard copy from the school office.

School Closures

In the event of a bad weather day or other such challenge, a message will be left on the phone line at the school (604-524-2211) by 7:00 am, to confirm if school is cancelled.

This information will also be posted on the website?

Orientation Day/First Day of Regular Classes

The first day of school at Urban Academy will be an introduction to our classroom. You are invited to attend with your child at your regular class time, for a short orientation and a chance for your child to become familiar with the class environment. There will be a Parent Orientation as part of the morning as well.

The next day will be a regular class day. This will be the start of a fabulous year but do bear in mind that there will be some adjustments for the children coming back to a school day schedule. There may be some emotional bumps from fatigue or nerves but this will soon smooth out. If you are concerned about a teary goodbye on the first day, it usually helps to make it brief. Do not worry, we will contact you if your child stays upset for too long and this is something we are prepared to handle. Most often, it is well over within five minutes.

Arrival and Pick Up Times

Arrival and pick-up times are as follows:

Junior Kindergarten:	9:00 a.m.	3:00 p.m.
Kindergarten to Grade Six:	8:45 a.m.	3:15 p.m.
Grade Seven to Ten:	8:45 a.m.	3:30 p.m.

Teachers are not available to supervise students until 8:35am. It is the responsibility of parents or guardians to supervise their children or make arrangements for Out-of-School care if they arrive prior to this time.

Late Arrival Policy

The beginning of our school day is an essential part of our educational program. Students and parents arriving late often miss the social goal of the day and interrupt the communication and focus of other students.

We consider it the responsibility of parents with younger students to ensure that their children arrive at the school between 8:40 and 8:55am for Junior Kindergarten students and 8:25 and 8:40am for Kindergarten to Grade Six students, 5 to 15 minutes before the start time for that child's grade. Parents of younger students who arrive late will need to enter the school with their child and sign their child in at the front desk. They will also need to fill out a late slip and hand it to their child's homeroom teacher or student designate near the entrance door to opening circle (this area is accessed by going down the stairs located at the back of the main foyer).

In order to minimize disruptions to our opening circle, students in Kindergarten to Grade Three (Junior Kindergarten students will usually go straight to their classroom) will wait with their parents at the opening circle door and will be guided to enter at an appropriate moment. Grade Four and Five students will be able to wait for this guidance without their parents.

SCHOOL CALENDAR and DAILY SCHEDULE

Parents of younger students who bring their child late to school more than four times per term (each term is approximately three months), will be asked to attend a brainstorming session with the Head of School in an attempt to resolve the difficulty with late arrival.

We consider students Grade Six and above to be fully responsible for being on time for school. If students in these grades are late for their classes they must report to the office, sign themselves in and fill out a late slip. This late slip should be given to their homeroom teacher or a teacher or student designate near the entrance door to opening circle.

Older students that come late to school more than four times per term will be asked to attend a brainstorming session with the Head of School in an attempt to resolve the difficulty with late arrival.

Please call if your child will be late or sick. In the event that a child does not arrive at school within 15 minutes of start time, and no call has been received from their Parent/Care Giver to explain the child's absence, a call home or to emergency contacts will be made in order to confirm the safety of the child.

At Urban Academy, we have a Student Code of Conduct that we have the students sign. Part of this declares that the students will arrive on time. This commitment sets a tone of respect for our teachers and the other students and is an important part of creating a positive atmosphere.

Dismissal Procedures

This is the time students make a safely, orderly and smooth transition from their school day to their afternoon at home or at any other extra school or extra curricular activity. Both students and teachers are responsible for leaving their classrooms clean and organized.

Students from younger classes (JK-4) must be picked up by their parents or guardians in the classroom. Please make sure that the homeroom teacher is aware of the student leaving the classroom with the parent or guardian. No student is allowed to walk out of the classroom by him/herself. In the event of traffic jam or any other reason for the parent to be late to school, it is expected that a quick phone call be made, so that the homeroom teacher and the student wait patiently or other arrangements can be made.

Students who will be attending Out-of-School care at Urban Academy will be escorted to the Out-of-School care room by their homeroom teacher after class is dismissed.

Late Pick-Up Policy

1. If a child is being picked up late twice, a letter of warning will be sent to the family reminding them of our policy.
2. If another late pick-up occurs, a penalty fee may be charged.
3. If there is further tardiness, the Board may consider further action addressing the family's commitment to the school.

Lunch and Snack Times

Snack time

Each day student's enjoy a 15-minute break in the morning for a snack in their classroom. After washing their hands students may have a snack from their lunch while chatting with their peers.

SCHOOL CALENDAR and DAILY SCHEDULE

Lunchtime

The first 20 minutes are for hand washing and eating of lunch while chatting with classmates or listening to a story read by the teacher. This time is usually spent in the student's homeroom class. For the remainder of the lunch break students will be taken to the playground area outside. On very rainy or snowy days with icy conditions students will stay indoors.

* Parents should always be sure to send children to school with appropriate outdoor wear for the weather each day. Coats, boots and extra warm clothing may be necessary during winter days. Sunscreen and a hat are welcome on sunny summery days.

Food

All Kindergarten children should bring a small, healthy snack. Those enrolled for a full day program should bring enough food for lunch and morning break.

Please do not pack candy, gum, or extra sweet treats in your child's lunch. Also, be aware that the children will be asked to refrain from the sharing and/or trading of foods. They will have opportunities for sharing those things at special event times but overall we want to promote healthy eating habits and encourage the students to only eat food that their parents have packed for them.

Please inform us of any allergies your child may have, so that we may outline any procedures accordingly.

Hot Lunch Days

Hot Lunch days are usually held once per month by the Parent Auxiliary as a school fundraiser. Order forms are sent out at least one week before the Hot Lunch day. Please note that students will still need to bring a snack to school that day as the items ordered will not be brought to the classrooms until the daily lunch break.

'Lunch Lady' Program

Once per week, lunches are provided at the school by the 'Lunch Lady' program. Parents may pre-order lunches for students on the Lunch Lady Website (www.thelunchlady.ca). Order forms are also available from the office or the front desk. The day of the week this service will be available will be announced in September and more information will be sent out at that time.

'Snack - Pack - and GO'

In an effort to limit the amount of garbage generated at the school and to reduce the student and parent volunteer hours required to manage it, the school has recently instituted a new program, called '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 Lunch Lady program. On Lunch Lady days the children are provided with a small plastic bag to bring their waste home with them. Some further work needs to be done before we can do the same for our own Hot Lunch program so on the days that we have the Urban Academy Hot Lunch, the refuse will not be sent home but will instead be dealt with at the school for the time being.

We appreciate your cooperation in managing this program and trust this will also show a commitment by our entire community to do our best to reduce, reuse, and recycle. This could be the perfect time to omit

SCHOOL CALENDAR and DAILY SCHEDULE

juice boxes from lunches entirely and replace them with reusable water bottles. Or perhaps now is the time to switch to reusable containers instead of plastic wrap. We encourage everyone to revisit their lunch packing and see if you can also reduce your own family's waste.

Birthdays

Generally sharing of snacks is discouraged but an exception is made on Birthdays where students are permitted to bring in a special snack to share with their classmates. Small cupcakes with light or no icing or cookies are suggested. Parents should discuss the timing and content of the snack with the child's homeroom teacher. Please take any allergies of fellow classmates into consideration when planning this treat.

Students Going Home for Lunch

Parents that want their child to go home for lunch on a regular basis will need to inform the office in writing that they give permission for their child to independently leave the school grounds at lunchtime. Only students in grades 4 and above will be authorized to do this (without special permission from the Head of School). Parents must also inform their child's homeroom teacher of this lunchtime arrangement. When students leave for lunch they must sign out when they leave at the school office and sign back in when they arrive back at school.

Younger students must be picked up by their parents if they are leaving the school at lunchtime. Homeroom teachers must be notified in advance of their students leaving and must be informed in person when their student is leaving the school grounds.

SAFETY and SECURITY

Safety Guidelines

It is of paramount importance to us that we have a safe school environment on a daily basis. This comes first and foremost to any planning or policies at Urban Academy.

Your children will be supervised at all times. We will not permit any aggressive, inappropriate, or careless behaviour in the classroom that will pose any safety risk to a student or teacher. Strict adherence to safety rules will be maintained on field trips and a first-aid kit with each child's emergency information will accompany the class on each outing. On all field trips at least one member of our staff will have first-aid training.

Door Access

Urban Academy's main front door and the side door located by the staff room and playground will be open from 8:25 to 9:15 am. This provides an additional access to the school that is more visually and physically accessible. Both doors will then close and remain locked until 2:45 pm. If you arrive before 8:25 please ring the front door bell.

All parents and staff should please 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 priority for you please contact Mr. Bouchard.

Drop off

When using the drop off please adhere to the following:

- Drop off using the roundabout driveway in the front of the school is available in the morning and after 4:00 pm 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 pass-through, watching for children entering the school area.
- Please exit the drive through areas slowly, watching for pedestrians on the sidewalk.

(Should a parent make unsafe choices in the pass-through, they may lose the opportunity to use this convenience.)

Parking

The back parking lot is designated for staff parking only. There are many areas on 3rd Street, Queens Ave. and Royal Ave. that allow for 2 hour parking during the day.

There is a fire hydrant located in front of the school so care should be taken to avoid parking too close. We wish to create a positive relationship with the neighbours and to also avoid having families' cars towed or ticketed.

Bicycles

Students who ride their bicycles to school are encouraged to use a bike lock when they park them in the racks provided. The bike rack is located to the side of the front driveway near the playground fence. 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.

SAFETY and SECURITY

Student Telephone 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 afterschool play times with other students). Personal phone use at school can be avoided by encouraging students to plan times together in advance of their school day.

Bathroom Policy

All bathrooms in the school are for the exclusive use of students (marked either male or female) EXCEPT 2 washrooms marked STAFF, located on the second floor landing and designated for use by staff, parents and adult guests to the school.

If you are asked to assist a teacher by taking a child to the bathroom you should not enter the bathroom with the child, but you should stay by the door to ensure they are 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 is not supervised before or after regular school hours. As parent or guardian it is your responsibility to supervise your children while they use the play apparatus either before or after school. Please note that the before and after school care program staff do supervise the children from their program in the play area. They are not responsible for children not in the program that day.

The following is an itemized list of the equipment on the playground and the rules for each. Please take time to familiarize yourself with this list as it helps to keep rules consistent among all staff supervising on the playground, as well as parents staying in the playground with their children after school or while volunteering for lunch supervision.

Spider net Climber:

- Students should not push others while they are climbing.
- Students should only climb on one side of the climber
- Students should not climb over the climber.
- No jumping off of the climber.

Fire pole:

- Students should not jump from the top of the pole.
- Students should only be going one direction at any given time.
- Only one student on the pole at a time.
- Students should not start using the pole to the other student is on the ground or the platform.
- Students can only go up and down once until it is the next student's turn.

Round horizontal ladder:

- Students use ladder for hanging and hand traveling.
- Students are not to climb on the top or jump from there.

Monkey Bars:

- Students begin at one end and travel to the other end and drop off.
- There is no sitting on the structure or hanging by one's legs.

Slides:

- Students to line up on the platform.
- Only one student is to be on the slide, 2 if it is a poly slide
- No student is to climb up the slide.
- When sliding, the student must be seated in a forward position.
- No stopping while on the slide. Students must slide all the way to the bottom in one fluid motion and then move quickly to the side, so not to be in the way of the next student.

SAFETY and SECURITY

Traveling Rings:

- Students begin at the end with the large ring and swing from ring to ring, going one way to the end. This is one turn.
- Other students do not start their turn until the other student is at the middle of the apparatus.
- Students do not twist and/or swing on the rings.
- Students who are waiting should be in a line.

Summit Climber:

- Students should give each other room when climbing on the summit climber.
- Students should only climb in one direction at any given time. For example, if someone is going down and a student wants to go up, they should wait until the student goes down.

Trees:

- No climbing trees.

Other:

- The woodchips stay on the ground.
- Remember to return the toys that you play with.
- Equipment is to be used for its specific game, and in a safe manner
- Students are to participate in clean up.

Illness

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

- If your child is not well enough to fully participate in the program.
- If your child has a fever, diarrhea, vomiting, sore throat, persistent cough, acute cold symptoms or suspected communicable disease.

In the event that you do decide to keep your child home from school, please call the school so that we are aware that they will not be attending, and in the case of a suspected communicable disease, we may make other parents aware so they can watch their children for symptoms.

If your child becomes ill at school these are the procedures we will follow:

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

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 you through any of the persons listed as emergency contacts.
4. If we cannot contact any of the above, we may do any or all of the following:
 - Call a pediatrician
 - 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.

SAFETY and SECURITY

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

Fire and Earthquake Drills

Fire and earthquake drills will be practiced 3 times per year and the classroom will have an earthquake kit with enough supplies to attend to all the children for at least three days. In the event of a delay beyond 3 days, the child will be sent home with an emergency contact, a teacher, or an appropriate care giver from the school with adequate information left for you at the school on how to reach them.

Comfort kits provided by parents for each student at the start of the year are kept in a designated totes or crates in each classroom. In the event of a real occurrence these kits will be given to the students. So they will have something to hold onto while parents are contacted

Personal Safety

No strangers will be allowed in the classroom and only authorized adults will be allowed to pick children up from school. It is also important to note that the school follows the legal procedures outlined for the reporting of child abuse. There is a pamphlet available in the parent library for your information.

COMMUNICATIONS

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 time here. As you know your child the best, please bring any thoughts or concerns to the teacher's attention promptly so that he or 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.

If you feel that further help is required, please use the following guide for your communications:

1. Contact the Head of School who will assist you and seek out additional resources where required.
2. If it needs further review, the issue may then be brought to the Education Committee.
3. If the Education Committee feels it cannot resolve the issue, it will be brought to the Board of Directors for resolution.

All concerns will be handled with care and open communication. We follow the concepts outlined in the booklet '*Procedural Fairness: Best Practice Guidelines for Independent Schools*' and this is available as part of our Parent Library.

Parent involvement in the classroom is welcomed and encouraged but please arrange this with the teacher beforehand so that the schedule may accommodate you. There will be parent/teacher interviews and written reports throughout the year and you will be advised of them well in advance. Observation days are available upon request.

Newsletter

Urban Academy sends out a newsletter via email to each family bimonthly, which is also available on the school website. This electronic publication contains information pertaining to the upcoming school wide events as well as updates for each classroom. Teachers often include fieldtrip information, guest speakers as well as themes and/or skills each class will be learning and mastering in the upcoming months. Parents are encouraged to read the newsletter each month with their children.

Report cards and Teacher parent conferences

At the end of each term Parents and Guardians will receive a report card for their child (please refer to the School Calendar for specific dates). Approximately 2 weeks prior to the day the reports are sent out teachers will post a sign up sheet in the classroom for report card conference appointments. Conferences are generally about 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.

*Students do not attend class on the conference days, so please make arrangements for care if needed.

Emails

Urban academy relays most school information to parents via email and our 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.

Parent Portal

The Parent Portal is a password secured page on the Urban Academy website newly established this year as a way of helping parents and guardians get easier and more direct access to internal or confidential

COMMUNICATIONS

school documents, including Board and Committee Meeting Minutes, Strategic Planning documents, etc. Also available on the Portal is the **Community Resource Package**, which contains information about the school organizational structure; communications protocol; and Board and committee functions and constitution.

You will be sent an email with a link to register on the Portal. You will need to use the email address on record for you at the school to create an account. If the email address you enter does not match the one in the school records, the account creation request will be rejected and you will need to contact the school administrator at admin@urbanacademy.ca. Once you have created an account you will be sent login link and an automatically generated password. Click on the link and follow the instructions to change your password and access documents on the Portal.

Classroom Representatives

The Classroom Representative (Class Rep) is a parent who has volunteered to be the liaison between the Homeroom teacher of each class and the group of parents of his/her assigned class. The Class Rep is the source of communication and a leader in the organizing of supporting logistics that will contribute to effective parent involvement in diverse curricular activities.

The Class Rep assists the Homeroom Teacher in coordinating the following actions:

- Finding parent volunteers for Class Field Trips, (both drivers and accompanying parent, when the field trip requires it).
- Finding parent volunteers to assist the teacher in: In-class activities (monitoring a centre or a small group of students); In-school tasks (filing work, photocopying, cutting or preparing learning materials for the class); In-school activities, such as lunch supervision; accompanying students to their P.E. class (Support to the P.E. teacher).
- Communicating with parents on the details of particular events or activities (flash communications).

The Class Rep chooses the way they feel most comfortable communicating with his/ her class parents using the following guidelines:

- The Class Rep:
 - Informs the Homeroom teacher and parents at the beginning of the year how she/he will communicate with them
 - Follows the Community Code of Conduct protocol
 - Conducts an initial meeting with the Homeroom teacher to establish agreements on the class 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
 - Effectively follows up on actions carried out.

GUIDANCE POLICY

With the growth of our student population at Urban Academy, the staff felt a need to create a new policy that both reflects the uniqueness of our pedagogy while maintaining the tradition of consistent communication among the UA teaching staff.

The UA Staff participated in a process of collaborative team reflection that generated our Guidance Policy, which aligns with the school mission; the staff's shared philosophy in education; and the needs of the students.

The Policy is founded in the idea that guidance towards self-responsibility is essential in developing our student's sense of their fulfillment in themselves, their school community, and as global citizens. We believe that adults in a school need to interact with students with this long-term vision in mind.

There are two main aspects of our policy. The first aspect is focused on helping students to develop self-responsibility in regards to their behaviour. The second aspect involves helping students to develop positive learning habits.

With regard to helping students develop their self-responsibility, our focus is on mutual respect, cooperation and courage. Initially, we feel this is best addressed through an informal approach. There is minimal Head of School involvement in this first process. Questions that come from a place of curiosity, supportive ideas, heart-to-heart talks, and informal phone calls to update parents can all be used to connect with students and guide them towards respectful decisions that will help them feel connected to their friends and community. Students may also speak with the head of school on an informal basis. This would not be followed up with parent contact in part because the student is working through a minor incident and may want the opportunity to independently correct their behaviour. On the occasions where the informal approach is implemented and does not result in learning on the part of the student, then a more formal approach would be taken.

The formal approach described below only applies to students in grade three and above (in rare circumstances we may implement our formal policy with younger students).

When we say more formal, we do not mean less caring. Love and care have many forms and we believe that we have a responsibility to use all of our intelligence to help guide students towards self-responsibility. We believe that more formal approaches involve more contact with parents, possible involvement of the Head of School, more formal planning and documentation all for the purposes of having information to make caring, effective decisions. Students that are struggling respond best when the adults in their life are working together with them in a clear and unified way.

In circumstances where student safety, teacher safety or the safety of anyone associated with Urban Academy becomes threatened, our policy allows for the possible expulsion of a student. We believe that even an expulsion can be carried out in a respectful manner with care still remaining as a guiding principle. The care for the student would be balanced with the care for the safety and development of all community members.

The second aspect of our policy focuses on positive learning habits. Again, informal approaches would be used to help students gain learning/study skills such as: time-management; developing personal strategies that are self-motivating; consistently pursuing one's potential. On the occasion when an informal approach is implemented and does not result in learning on the part of the student, then a more formal approach would be taken. The formal approach described below only applies to students in Grade Three and above (in rare circumstances we may implement our formal policy with younger students).

GUIDANCE POLICY

We emphasize again that this formal approach is still based in an ethic of care.

Students may be encouraged to attend a weekly after school session designed to improve their learning skills, which will be guided by a teacher. Students can self-select to attend these sessions at any time. The after school session has a title, 'A Positive Place to Learn Effectively' (A.P.P.L.E.). Also, communication with parents more often, involving the head of school, problem/solving and planning would all be formal tools used to help guide students towards positive learning habits.

We believe that in any effective education system parents, students, teachers, and school administrators are on the same team. This is a team of caring people whose goal is to help students develop themselves in ways likely to lead to a fulfilling, socially responsible life.

The guidance policy along with a table that outlines the formal steps in the policy (the informal will precede this step in almost all cases) and a reference guide containing definitions of the terms used in the policy will be distributed at the start of school and made available on the Parent Portal on the website

COMMUNITY CODE OF CONDUCT

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 they are in the care of the school to discuss or chastise them because of their actions toward their 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 they tell you their "reality", but remember that others will have a different perception of "reality".

Please refer to the school guidance policy and student code of conduct 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 equally of value.
- Approach the relevant personnel within the school to verify the factual basis of any opinions or rumours you might hear.
- Attempt to resolve conflict and difference of opinion through calm, direct, respectful dialogue between the parties involved.
- Follow correct procedures for dealing with conflict per school conflict resolution best practice guidelines:
 - If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher.
 - If a resolution is not reached then it is appropriate to involve the Head of School with the aim of assisting him with such a result.
 - Should the matter result from a situation arising outside of the classroom then it is appropriate to discuss this with the Head of School first.
 - If parents remain dissatisfied with the result then the matter can be referred to the Chair of the relevant Committee.
 - In the case that the matter involves the Head of School it will be referred to the Education Committee so that an alternative Chair can be appointed to oversee and review the matter.

COMMUNITY CODE OF CONDUCT

- If the result from the Education Committee is incomplete the matter will be forwarded to the Board
- All interactions between members of our community must be in keeping with the values espoused by the school through its mission statement, values and policies. Intimidating or threatening behaviour, including disparaging comments to or about other people, has no place within our community and as such will not be tolerated. Instances of such behaviour must quickly be brought to the attention of the school so that justice may be achieved for all involved in the conflict
- 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.
- Whether you are in the role of parent, staff member, or volunteer, and whether you are at school or participating in a field trip 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 and community and our ability to live by the mission and values stated here. It is in the spirit of helping you do this that we have developed the guidelines and protocol contained in this Code of Conduct document as well as in the remainder of the parent handbook and in the UA community resource package. We expect that you will read these documents thoroughly and we invite questions and feedback at any time on the information contained therein.

Refusal to act in a way that is conducive to continuing positive relations and in a way that is in contravention of this Code of Conduct could result in the need for a family to reconsider their membership in the community and/or the suitability of their child's placement within our school.

Statement of commitment to Urban Academy Mission, Values and Code of Conduct*

As members of the Urban Academy School Community we commit to honouring the spirit of our mission, core values and code of conduct and we trust there is no situation which cannot be resolved if we participate with a listening heart and a desire to provide for our children the very best of educational settings in a truly caring, supportive environment.

Signature

Date

* This statement is part of our policy and a signature will be required by families on a separate document distributed at the Back to School Orientation meetings and available from the school office. Signed copies of the Code of Conduct will be kept on file for each family in the school office.

SPECIAL EVENTS AND TRADITIONS

10th Year Anniversary

We feel proud and excited to be celebrating our 10th year as a school. Look out for more information in the upcoming months on how you can be involved in helping us celebrate this special year.

Back to school BBQ

An informal get together usually occurring during the first week of September and held on the front lawn of the school. This event provides an opportunity for students, teachers, staff and parents to socialize and reconnect after the summer away. This is also a great time to meet new families and teachers who may be joining the school.

First day of school

The first day of the school year is a half-day of classes (the exact time of dismissal will be listed on the school calendar). It is recommended that parents send a light snack for the morning. Parents, students and teachers will have the opportunity to meet as a group in the classroom for the first time. Students will have time to learn their classroom set-up, organize supplies, and learn about classroom procedures. Parents of younger children may opt to stay in the classroom for a while.

Parent Orientation Sessions

Each year parents both new and returning are expected to attend one of the parent orientation sessions held during the first week of school. There is generally a session in the morning as well as one session held during the evening. Times and dates will be announced to the community in the weeks before the start of school. It is mandatory that one parent per family attend one of the sessions as any changes to school policy will be reviewed as well as plans for the upcoming school year will be shared. The hard copies of the student handbook are also distributed at this time.

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. 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.

Meet the teacher night

This event offers the opportunity for parents and guardians to meet with their child's homeroom teacher, classroom parent rep, as well as other parents as a group. Teachers will have the opportunity to talk about the goals of the school, the year's theme, the grade level as well as their expectations, their procedures, routines, resources and classroom management strategies, homework policy and classroom communications.

Opening Circle

JK to grade 4 students meet in the opening circle room on the lower level of the school. Grades 5 to 10 meet in a classroom. Days of the week when each group will meet will be communicated at the start of the year. Opening circle is ongoing throughout the year and parents are always welcome to join to observe or participate.

Students and teachers meet for 15 minutes in order to explore different topics related to the school year's main theme or current events. This time is also used to welcome new students or teachers as well as a time to say goodbye and also used to show appreciation, celebrate birthdays and share special

SPECIAL EVENTS AND TRADITIONS

achievements or presentations. Homeroom teachers lead this assembly, which also includes singing the School Song and 'Oh Canada' in English or French.

World Vision Sponsor Child

Beginning in 2005, the Urban Academy community decided to sponsor a child through the World Vision program. Demis Tabuni is a 13-year old boy from Indonesia. Through the World Vision program, we are able to assist Demis in receiving basic health care; we contribute to his school tuition fees, books, and his school uniform. This funding also contributes to Demis' community as a whole through education programs that provide community members information about nutrition, HIV prevention and childcare.

How we collect money for Demis: Money contributed to Demis may be raised individually (each student at home on their own) or as a class project. This money is collected weekly on Friday, by the homeroom teacher, and deposited in a special jar during opening circle time.

School picture day

This usually occurs in September or October - please refer to the school calendar for specific times and dates. Individual and classroom photos will be taken as well as a large school-wide photo. Students are required to wear the formal dress uniform this day, please refer to the uniform policy for exact items to be worn, as this will depend on gender as well grade level. Parents and guardians will have an opportunity to order prints.

Terry Fox Run

This is an event designed to honour Terry Fox. The entire school participates in this running event and parents are encouraged to join the students in support for the cause. Prior to the event, the Terry Fox Foundation will send the school information and pledge envelopes to be distributed to students. This event is held at Queens Park and occurs in September. On the day of the event and weather permitting the entire school walks to Queens Park. In the case of heavy rain the activity may take place indoors. Students should wear their PE uniforms and dress for the weather.

Thanksgiving

This holiday is celebrated in the school in the week preceding Thanksgiving Day. Activities such as a food drive may be organized through the classroom teachers or student council. Classes make Thanksgiving treats and there is a special opening circle discussing what each class is thankful for. Opening circle time will be devoted to reflect on the meaning of the holiday, as a tradition and its current value and purpose.

Halloween Day for students

This is celebrated on Halloween day or the Friday before should it fall on a weekend. Students and teachers are invited to come to the school in costumes. Should costumes include props in the form of swords or weapons, these will only be allowed for pictures and display purposes and not used in games or in play. Classes may share treats or hold a special class event at the discretion of the homeroom teacher.

There may be a Halloween dance or other activity planned by the student council.

Halloween Costume Party for Adults

Since moving to Robson Manor, Urban Academy has been holding a fundraiser adult Halloween party each year. This event has proved to be a very popular night out for parents, teachers, friends and other community members.

SPECIAL EVENTS AND TRADITIONS

The school is transformed into a very different place for this event with the help of creative parent volunteers. Appetizers and deserts are served and beverages enjoyed. Dancing and other Halloween activities are generally planned as well as the renowned "Scary Hunt/Game" that is not to be missed!

This event is usually planned for the Saturday before Halloween and is promoted by the Parent Auxiliary.

Remembrance Day

An assembly is held on the day before this holiday (please check the school calendar for time and location) between 10 am and 11 am. Time is taken to remember, and be thankful for the heroes of the past and present both near and far. Special guests are invited from the community to share their experiences. Each class presents a poem of a song and a traditional minute of silence is observed. Parents are once again invited to attend.

Christmas Craft Fair

Usually the third weekend in November each year, Urban Academy holds a Christmas Craft fair as a fundraising opportunity and to promote awareness of Urban Academy in the community. The building is decorated by parent volunteers and local artists and crafters are invited to rent tables to showcase and sell their creations and products. Parent and student volunteers also run a small tearoom serving light snacks and beverages for shoppers. This is a great opportunity for parents to log those parent participation hours!

Christmas concert night

The UA Christmas concert is held one evening before the holiday. A facility near the school is usually rented. Time and date will be announced. The music specialist usually organizes this concert with assistance from the teaching staff, parent volunteers and the Head of School. This is a time to share in the spirit of the season with music and song. Light refreshments are served after this event.

Science Fair

As part of Science class students will create projects or undertake experiments and present them to the school community. Guest judges are invited to evaluate each student's presentation, with the winner of the senior group given the opportunity to move on to compete in the regional or provincial science fair.

Urban Academy holds two science fairs in the spring, one for the lower grades and another for the upper grades. The dates and viewing times will be provided on the school calendar as they are planned.

Sexual Health Education Day

As per the provincial guidelines students are required to have health presentations at intervals throughout their education. At Urban Academy an expert Facilitator is employed to speak to students on this topic, providing them with the required information in accordance with their age and grade level.

Prior to this day parents will be invited to an information night where the purpose of the program will be explained, the topics that will be covered at each grade level will be identified and the way the information will be delivered in each instance will be explained. Parents will be able to ask the facilitator questions if they wish at this time.

Parents may decide to have their child opt out of the session if they commit to cover the topics related to the student's age at home.

SPECIAL EVENTS AND TRADITIONS

FSA Testing

FSA testing for the ministry occurs in February or March each year. Information, dates and times will be provided on the calendar. Grade 4 and 7 students will participate.

Spelling Bee

Canspell is a National Spelling Competition designed to engage students in Grades 4-8 by celebrating excellence in spelling. Students participate in an UA Spelling Bee and the top school winner goes on to compete at the regional level. Regional winners advance to national levels. Students interested in this competition may want to create a year-long goal related to word study.

Spring Play

Traditionally Urban Academy showcases our arts infused philosophy by presenting a spring play. From 'The Emperor's New Clothes' to student-created stories 'Treasure Island', 'Shakespeare's Midsummer Night's Dream' adaptation or the 'BFG (Big Friendly Giant)' or circus themes, UA students have participated in both school wide and Primary/Middle school productions. The Drama Specialist leads the Spring Play production with assistance from teachers, parents and committees within the school. The date and location and further details will be provided to the community as this event is planned.

Jump Rope for Heart

This is a fundraising event for the Heart and Stroke foundation that takes place each spring. Pledge envelopes and information will be sent home before the event. On a morning prior to this event a representative from The Heart and Stroke Foundation will visit the school and talk to the students about this activity, it's purpose and how it benefits the community.

Mothers' day Tea

Each May students and teachers organize an afternoon tea to honour our mothers in the community. This usually occurs on the Friday before Mother's Day and is held in the front garden of the school (or in case of rain, inside the school). 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 prior to the event.

Hyack Parade

Each year students, teachers and parents are invited to participate by marching in the New Westminster Hyack Parade usually accompanied by the school band. This is a wonderful opportunity to showcase our school in the community. After the parade, participants are invited to meet back at the school for a BBQ and drinks. The school often hosts an Open House for the community on this day.

Urban Academy Camping Trip

The Urban Academy Camp is an annual event that fosters in increased sense of community throughout the school and provides learning opportunities outside the traditional classroom setting. Parents and siblings are invited to join this experience by staying at the camp as well as joining in with many of the activities. Full details will be provided well in advance of the event and the dates are marked on the school calendar should parents wish to take days off from work to attend.

Sports day

Usually held in June on the Queens Park playing fields, students participate in a series of sports events and games according to standards based on age. The P.E. teachers organize this event with support from the entire teaching staff and parent volunteers.

SPECIAL EVENTS AND TRADITIONS

Artastic

Usually held towards the end of the school year, this event provides an opportunity for the UA community to appreciate the artistic works created by the students over the course of the year. Many areas of the school are transformed into an art gallery to display the artwork and the UA community is invited to attend the afternoon showing. Artastic is led by the Art Specialist and is supported by the senior classes, teachers as well as many parent volunteers.

End of school Ceremony and BBQ

On the last day of school students are presented their report cards during ceremonies divided by grade. Any special awards or acknowledgments are also given out at this time. Parents, guardians and guests are always welcome to attend. After the ceremonies a BBQ is enjoyed in the school Garden.

*This is a ½ day of school and arrangements for care will need to be prearranged if required Please check the school calendar for date and dismissal time.