



Urban
ACADEMY

Student Handbook 2021-2022

Student Handbook Contents

Head of School Welcome	3
Urban Academy: Schools Within A School	4
Uniform Policy	5
Urban Academy Guidance Policy	5
Technology at School	6
Field Study Expectations	7
Urban Academy Extra Curricular Activities	7
Punctuality & Attendance	7
Absences	9
Homework	9
Items from Home	9
Lunch and Snacks	9
Student Leadership	10
Urban Academy Houses	10
Honour Roll and Head of School's Honours List	11
Urban Academy Facility	11
Traditions and Special Events	12

Head of School Welcome

Dear Urban Academy Students,

I feel very fortunate to be your Head of School and it has been a pleasure getting to know each of you this past year. I am excited to continue to get to know each of you as individuals and understand what your passions, hopes and dreams are. Your education requires a great commitment on your part as your personal successes and challenges will only become learning opportunities with your active participation in the process. Urban Academy strives to provide students with opportunities that will empower you to become compassionate, powerful thinkers and leaders. The expectations at Urban Academy are high for you, but I am confident that with a little resilience, determination, and compassion you will be able to rise to any challenges you may face on your educational journey.



The information in the student handbook has been developed for you to guide your growth here as you move through your school career. Taking care to learn the expectations for students at Urban Academy and following the direction provided will help you succeed and flourish as an individual and a member of our school community.

I have already experienced many wonderful things at Urban Academy. I am looking forward to continuing to be an active participant in your education this year. I also welcome you all into the educator role as you help to teach me how to become a contributing and supportive member of the Urban Academy community. Go Lions!!

Yours in education,

Mr. Slinger
Head of School - Urban Academy

Urban Academy: Schools Within A School

As young children grow into young adults, they are able to learn and develop in each stage of life. We understand at each age level, the subject matter that students are able to understand and master, grows. Therefore, our approach in key developmental areas differs from our youngest to our oldest students. With this in mind, we have divided the full school into four smaller schools focussed on each developmental area of growth.

Junior School (JK- Grade 3): Inspiring the Mindful Learner

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

Lower Middle School (Grades 4 & 5): Empowering Diverse Perspectives

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

Upper Middle School (Grades 6-8): Demonstrating Courage and Citizenship

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

Senior School (Grades 9-12): Igniting Leadership for Positive Change

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

Uniform Policy

Urban Academy holds expectations for student demeanour and personal appearance. Students are expected to be presentable and well mannered. Guiding principles are provided in order to set expectations regarding personal adornment and expression in the matters of hair, jewelry and makeup. In all cases, school administration will retain authority and exercise discretion regarding the oversight of student uniforms.

Guiding Principles for Personal Style and Comportment

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

- Respect for the uniform
- Cleanliness and tidiness
- Discretion
- Safety
- School - level appropriateness

Please refer to the UA Uniform Manual for all uniform details. It can be found on the school website - https://www.urbanacademy.ca/wp-content/uploads/2021/06/Uniform-Manual-2021-2022_FINAL.pdf.

Home Clothes Days

On days where home clothing is permitted to be worn, it must be neat, clean, school appropriate, and free of obvious logos. All tops must have sleeves, either short or long. Hats are not permitted on home clothes day or in conjunction with the Urban Academy Uniform.

Urban Academy Guidance Policy

The UA Student Code of Conduct outlines the expectations we have of all UA students. Adherence to the Code of Conduct enables us to produce a positive atmosphere in which to learn and to participate in the many facets of life at the school. The Urban Academy school rules are based on respect for self and for others so that each individual can get the most out of all the experiences and activities which make up their education

Urban Academy Students should:

- Be respectful: of yourself, your peers, faculty and guests. Also be respectful of the environment including the facility, equipment, outdoor spaces and materials you use.
- Demonstrate a commitment to learning through effort and dedication to your in-class and homework assignments. Strive for consistent improvement.
- Be committed to punctual and regular attendance, being prepared for class and ready to learn.
- Maintain a positive and cooperative attitude when working with others.
- Participate in school activities, both in the classroom and out, to the best of your ability.
- Contribute to a positive school environment.

Social Events

Social events may be hosted by leadership students, staff, administration or parent volunteers. All school-sponsored events are supervised by staff members and all school rules as outlined in the Guidance Policy and this handbook apply, regardless of the setting. Urban Academy students are responsible for the conduct of any guests at school-sponsored events.

Technology at School

Innovation means more than using technology to learn. It's about transforming the way learning happens and bringing the latest changes and discoveries to the educational experience. Urban Academy students are prepared for a world of constant change with strong foundational skills and the ability to be responsive to a changing environment. Urban Academy is pleased to offer students in K-12 access to various forms of digital technologies that aim to support, enhance and personalize student learning. We want to create a school community that uses technology to share their knowledge and innovative ideas with others.

For our K-Grade 3 students, iPads are used in class at the discretion of the teacher. The school has classroom sets of iPads for instructional use. Personal cell phones, iPods and other portable electronic devices are not to be used at school. JK-Grade 5 school students are not to have electronic devices at school. It is impossible to ensure their safety and they can be a distraction for young students.

Chromebooks and or laptops are provided for Grade 4-8 students for instructional use. Cell phones, iPods and other electronic devices are not permitted in class for any grade, they need to be signed-in on silent mode at the office at the beginning of the day. Devices can be picked up again at the end of the day. Personal cell phones, iPods and other electronic devices found in use throughout the day will be removed from the student and held at the office. All students are assigned a UA email address when registered at the school. These will be introduced to students in Grade 3 as part of their Digital Citizenship education.

Grade 9-12 students are part of the 'Bring Your Own Device' program and may bring their own laptop to use for their studies. Large hard drives are generally not required as Urban Academy's student accounts provide unlimited Google Drive storage. We recommend either a Macbook Air, Lenovo ThinkPad, or Surface Pro, but the final choice is up to your family. Parents should plan on the possibility that a device that is three or more years old might need to be replaced due to the speed in which technology changes. As the 2021-2022 school year is a transitional year moving to BYOD, we understand that not all families will have a device available for your use. If this is the case, Urban Academy will provide a device for your in-school use.

Technology Agreement

Students will review and sign the *Responsible Use of Technology Agreement* with their parents at the beginning of each school year. They will commit to the following:

- Students will use devices under direct supervision and guidance of their teachers.
- Students will be carefully guided through Internet searches and taught how to maintain a safe online identity.
- Computer games are not permitted to be played during school time. Teachers may give permission to play educational, learning games in the classroom.

Field Study Expectations

We often receive comments while out on field study that Urban Academy students are extremely well-behaved and are wonderful representatives of our school. We enjoy hearing how our students are perceived and encourage you to continue to be excellent representatives of our school.

Some things to keep in mind for field study:

- Wear your formal uniform for field study unless directed otherwise.
- Be sure to remember everything you need to bring with you for your field study. Your teacher will go over the details prior to the trip.
- Please arrive at school a few minutes early on field study days to ensure everyone is organized and ready to go.
- Be sure to listen to all instructions.
- Parents may drive to and from field study locations. Be sure to respect them and their vehicles and be on your best behavior.
- You are an ambassador for Urban Academy, be sure to listen to your leaders, and gather as much information as possible through this experience.
- Have fun!

Urban Academy Extra Curricular Activities

With a wealth of staff support, led by the Student Life Department, we are able to offer many exciting clubs each year. Some are scheduled at lunchtime, others occur before or after school. There are activities for all ages. Clubs change every term and cover a variety of extra-curricular activities such as technology, games, athletics, yearbook, outdoor education and other creative or experiential endeavours. Urban Academy Student Life Leaders will announce the clubs that will be available as well as how best to register for them.

Punctuality & Attendance

Punctuality is a trait that is valued at Urban Academy and is necessary in order for you to get the most out of your school day. The Urban Academy curriculum is scheduled into times and activities that best promote learning and smooth transitions between activities. Being punctual demonstrates respect for your teachers, your classmates and the instruction provided. Students in K-12 will be dropped off either in the underground roundabout or at the main doors.

Grade	Start	End
Junior Kindergarten	9:00 am	3:00 pm
Kindergarten	8:55 am	3:00 pm
Grade 1	8:45 am	3:10 pm
Grades 2-3	8:45 am	3:15 pm
Grades 4-5	8:35 am	3:20 pm
Grades 6-7	8:35 am	3:30 pm
Grade 8	8:30 am	3:30 pm
Grades 9-12	8.30 am	3.30 pm

Arrival Procedures JK: The JK school day begins at 9:00am, so to ensure a smooth transition into class, as well as to minimize interruptions, parents should ensure their child arrives prior to 9:00am. Parents and students will enter from the Junior Wing Rousseau entrance and parents will sign their child in at the doors to the classroom. Younger siblings of students who start the day earlier may be dropped off at their classroom beginning at 8:35 am.

Arrival Procedures Junior School: Teachers open their classroom doors (or are ready to greet the students in the classroom) 15 minutes prior to the start of their school day. Attendance is taken every morning by the homeroom teacher. If students arrive after attendance is taken they will be noted as "L" for late arrival. Should you arrive at school late for morning class, you must sign in at the office. If you leave the school prior to the end of classes, you are required to sign out at the office. Staff will ensure that students in OOSC arrive at class on time.

Arrival Procedures Middle School: Teachers open their classroom doors (or are ready to greet the students in the classroom) 15 minutes prior to the start of their school day. Attendance is taken every morning by the homeroom teacher. If students arrive after attendance is taken they will be noted as "L" for late arrival. Should you arrive at school late for morning class, you must sign in at the office. If you leave the school prior to the end of classes, you are required to sign out at the office. Staff will ensure that students in OOSC arrive at class on time.

Arrival Procedures Grades Senior School: Should you arrive at school late for morning class, please sign in at the office. If you leave the school prior to the end of classes, you are required to sign out at the office. Students must provide a note to sign out for appointments or have parents email or call the office prior to the appointment.

Dismissal Procedures JK-Grade 5: Junior Kindergarten students are dismissed at 3pm. JK parents are asked to wait at the Junior Rousseau Entrance and the door will be open by staff at the end of the school day. Parents will be invited in at that time to collect their child and sign them out of class.

Kindergarten to Grade 5 students will be dismissed at the times noted above to a parent or guardian waiting at the main front doors. Younger students who have older siblings and are released earlier may wait in OOSC until the older sibling picks the younger one up. JK students will either be picked up at the classroom by a parent or escorted to OOSC.

Students up to Grade 5 who are leaving school on their own to walk home or take the bus must have parents submit signed permission at the beginning of the school year indicating that the student has permission to leave on their own.

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

Dismissal Procedures Grades 6-12: Dismissal is at 3:30pm for all Grade 6-12 students. Families are required to complete a signed permission form at the beginning of the school year outlining arrangements for travel home or to activities. If permitted, students may leave campus on their own.

Absences

Whenever possible, families should inform the office and their teacher in advance of any upcoming absences. If a student must be absent due to illness, personal or family reasons for more than three days we do require written notice. In the middle/senior years, it is the responsibility of the absent student to determine the work missed during absence and arrange for its completion.

A note or email must be sent for absences from school. Parents may phone or email the school providing the name of the student, the caller's name, their relationship to the student, the student's grade, the reason for the absence and the expected length of absence. All unexcused absences will be reported to the home by phone daily. Absences during exams require a doctor's note in order to excuse a student.

Homework

Homework will progress and develop over the years depending on the age of the student. But it is used for the following purposes:

- To reinforce a concept that you have already been taught.
- To develop organization/time management skills.
- To encourage interaction between parents and students around the curriculum.
- To assist in communication between parents and teachers.
- To allow preparation for new concepts to be introduced.

UA teachers will break larger assignments up into smaller, manageable parts, and students should complete most homework independently. Homework assignments and upcoming exams are often communicated through student planners, Seesaw or Google Classroom.

Items from Home

Students may bring their items from home at their own discretion and Urban Academy is not responsible for personal items. If toys and activities from home become a distraction, students may be advised that they no longer will be permitted at school. Teachers will inform students if it is a special occasion that would warrant bringing a personal object from home to school. Students may not trade or sell items at school unless it has been approved by staff.

Addressing School Staff

All school staff - teachers, administration, support staff, etc. must be addressed by their last names and an appropriate salutation. This includes all of our support staff and Out of School Care staff, i.e. Ms. Brown or Mr. Slinger. Addressing staff in this manner shows courtesy and respect.

Lunch and Snacks

Snack time: There will be an opportunity to have a nutrition break every morning. Students should bring a healthy snack along with their lunch.

Lunchtime: Lunchtime is divided with half the time designated for eating and half designated for play/free time.

Food: Please do not pack candy, gum or extra sweet treats in your lunch. Also, be aware that all students will be asked to refrain from the sharing and/or trading of foods. Families are required to

inform the school of any student allergies, in order to ensure school staff outline procedures required for the student's safety. Please note that we are a nut free school and lunches and snacks should not include nuts.

Hot Lunch Days: Hot lunch days are held regularly by the Parent Auxiliary (PAX) as a school fundraiser. Orders can be placed a week in advance. You will still need to bring a snack to school that day as the items will only be ready for the daily lunch break. The food service that will be used for the school year will be announced in September.

'Snack, Pack and Go': In an effort to limit the amount of garbage generated at the school, the school has instituted the 'Snack, Pack and Go' program. You will be given a presentation in class explaining that all juice boxes, yogurt containers, snack containers, drink containers, wrappers and garbage will be packed back into your lunch kit, to be returned home for recycling and disposal by each family.

Birthdays: Generally sharing of snacks is discouraged but an exception is made on birthdays where students can bring in a special individually packaged snack, toy or stationary to share with their class. Parents can coordinate plans for this treat with the teacher. Please take any allergies of fellow classmates into consideration when planning this treat.

Eating Out: Students in Grades 9-12 who have permission granted from both their parents/guardians and the Head of School, may leave the campus for lunch. They must sign out at the office and sign back in when they return. If the privilege of leaving campus is misused, it will be revoked.

Food Delivery: On occasion parents or students order a food delivery service for lunch. Should students be receiving lunch via delivery, food will be placed on an entry table in the front lobby. Students should retrieve their lunch from that location.

Arriving and Leaving School: All Grade 4-12 students' families will be asked to complete a form in September informing the school of your usual pick-up and drop-off process: OOSC, transit, walking, parent pick-up etc. This allows staff to support you in the level of independence you have determined for your child and put their safety as a priority.

Student Leadership

Urban Academy's Student Leadership program is designed to give students many opportunities to develop confidence and leadership skills. With leadership training, challenging field study, digital awareness and offering leadership opportunities specific to their developmental ages, students are prepared for post-secondary education and their future careers.

Urban Academy Houses

The Urban Academy House system is made up of four houses: the Anvils, the Sappers, the Hyacks and the Royals. Each house is co-ed and includes members of the student body from Grades 4-12 plus faculty mentors. Students from the same families belong to the same house to keep house pride alive at school and at home. Each House is led by Senior House Captains with guidance from their two teacher house mentors, earning points throughout the year for effort, bravery, spirit and achievement.

Friendly competition between houses fuels students' passion and ignites their sense of pride. Students develop a sense of team and an understanding of community, while being afforded invaluable opportunities for friendship, team building and commitment.

Honour Roll and Head of School's Honours List

We are proud of our students' achievement at Urban Academy and we strive to hold students accountable for excellence in scholarship and study. We acknowledge and share the success of our students' achievement within our school community. Academic excellence in all branches of traditional academic disciplines are tracked and shared through the Honour Roll and Head of School's Honor List. Honour Roll & Head of School's Honours List begin in Grade 7.

The minimum standing for Honour Roll is a 3.0 GPA. Grades are calculated as follows: A: 4.0, B: 3.0, C+: 2.5, C: 2.0. A total of five courses will be used (in combination) to calculate Honour Roll: English, Mathematics, a Science, a Social Studies course and French. In the year in which a student has no Social Studies, French, Math or a Science, sufficient alternative and equivalent academic courses must be substituted in order to qualify.

Candidacy for Honour Roll is open to students in Grades 7-12. Students must be carrying a full load of courses and be on track to graduate in order to qualify. Modified courses will not qualify, however, adaptations of the regular course delivery will qualify. Students will not qualify for Honour Roll status if they have a grade below a C in any course, regardless of the total overall Grade Point Average.

Students with a GPA of 3.8 or higher are named to the Head of School's Honours List. Students must also meet all of the requirements to be on the Honour Roll to be named to the Head of School's Honours List.

Urban Academy Facility

Our school building is there to support student learning. All of our students, teachers, staff and parents are asked to respect it as such. Respect for the building and resources we have is expected of all of our students during all activities. The multipurpose room/community kitchen is for classes and activities and is a shared space for all. The Maker Space, Decks, Theatre, Library, Science Lab, Junior Performing Arts Room and Gym are other shared spaces that all students can enjoy.

Lost and Found: Students who find items that don't appear to belong to anyone are asked to turn them in to the lost and found bin outside of the PE change rooms promptly. Please mark your name on all belongings for easy identification. Please do not leave valuables unattended. Do NOT bring large amounts of cash, games or electronics to school. The school cannot provide security for such items or replace lost articles. Throughout the year, any items from the Lost and Found which remain unclaimed after two weeks are donated to a charity. Parents can see the Lost and Found items on the PAX lost and found website that is updated regularly.

Lockers: Lockers are the property of the school and will be assigned to students for their use. Jackets, coats and backpacks go in the lockers and typically remain unlocked. Students should not allow or encourage others to access their locker at any time.

Posters and Notices: Only notices directly related to school functions may be displayed in the school and only after they have received approval from Administration.

Traditions and Special Events

Back to School Open House

This is an opportunity for parents and students to visit Urban Academy the week before school starts again in September. Students will be able to find out their classroom assignments for the year, meet their new homeroom teacher and reconnect with friends.

Assemblies

Throughout the year students and staff will have regular assemblies. These assemblies may include all students and staff such as the first assembly of the year, or they may be small school assemblies that include only certain grades at a time such as a Junior School assembly. Assemblies will be designated as one of three types described below.

Formal Assemblies

Students will be expected to wear their formal uniforms on days when there is a formal assembly. An example of a Formal Assembly would be our Remembrance Day assembly which occurs in the days just before the holiday. Formal Assemblies will be posted on the school calendar.

Regular Assemblies

Students will wear regular uniforms on days when there are regular assemblies. These assemblies will be organized by Team Leaders on staff and will be used for a variety of reasons from information, presentations or recognition.

Spirit Assemblies

Students will be instructed on what to wear for Spirit Assemblies. More often than not a Spirit Assembly will coincide with house team events. These assemblies will be organized by student leaders and staff responsible for student life initiatives.

School Picture Day

This occurs in September - please refer to the school calendar for specific times and dates. Students will be required to wear the formal dress uniform this day, please refer to the uniform manual on our website for exact items to be worn, as this will depend on grade level.

Terry Fox Run

This is a tradition in Canada and is designed to honour the memory and work of Terry Fox. Students participate in this running event and parents are encouraged to join the students in support of the cause. This event is held at Hume Park and occurs in September. Pledge forms will be sent home the week prior to the event.

Halloween for Students

This is celebrated on Halloween or the Friday before should Halloween fall on a weekend. Students and teachers are invited to come to the school in costumes. Please do not include props such as swords or other weapons with the costume. There may be Halloween activities planned by the Leadership students for middle and senior students and there is usually a costume parade for primary students.

School Concerts & Performances

School concerts and performances will take place throughout the year, and adequate notice will be provided by the Performing Arts Department. Some may take place off site at rented venues, while others will be hosted in-house in our theatre.

Arts Showcase

Urban Academy showcases our talented students through regular exhibitions of student visual artwork. Student work is displayed in the school throughout the school year.

Mother's Day Tea

Each May students and teachers organize an afternoon tea to honour the JK-Grade 3 mothers and female role models in the community. This usually occurs on the Friday before Mother's Day. Invitations will be sent out to each family of those students prior to the event. Please check the school calendar for the specific date.

Father's Day Breakfast and Celebration

Our fathers and male role models of our JK to Grade 3 students are invited for breakfast and an activity with their child to begin the day. This is held the Friday before Father's Day.

Urban Academy Experiential Education Overnight Trips

The Urban Academy Experiential Education Overnight Trips are annual events that provide learning opportunities outside the classroom for students in Grades 4-12. Middle School Students take part in two night overnight camp activities geared for their age. Senior School students are booked into their own weeklong camps/events respectively. Full details will be provided in advance of the event and the dates are marked on the school calendar.

Experiential Education Orientation

Every September, all upper middle and senior students will take part in an excursion that will help students get to know one another, their teachers and set the tone and expectations for the coming school year. This is typically an experiential event giving students the opportunity to face challenges, work as a team and bond as a student body.

Sports Day

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

We all enjoy all of our school-wide events and treasure them as opportunities to have our whole school come together. Families receive the calendar of events regularly throughout the year and reminders are in the Friday email and on classroom blogs.

Have a wonderful year!