



2010 – 2011 Parent / Student Handbook

Vision Statement:

Canada's best K to 9 public school for students, whose second or third language at home is English, to reach their full potential.

Visit us on the Web at:

www.esl-almadina.com

Franklin Park Campus (ECS, Grades 6 to 9)

225 28th Street S.E., Calgary, AB T2A 5K4

Telephone: (403) 543-5070

Fax: (403) 543-5073

Mountain View Campus (Grades 1 to 5)

2031 Sable Drive S.E., Calgary, AB T2B 1R9

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Contact Numbers

Mountain View Campus (Grades 1 – 5)
(403) 543-5074

Ahmad Jamal El-Rafih – Principal
Mohammed Hammoud – Vice- Principal
Dalal Chamseddine – Office Manager

Franklin Park Campus (ECS, Grades 6 – 9)
(403) 543-5070

Shakila Raja – Principal
Mohammed Hammoud – Vice- Principal
Souraya Hussein – Office Manager

Board Office
(403) 543-5078

Bus Concerns
First Student Canada (403) 531-3900

Websites

www.esl-almadina.com
www.education.gov.ab.ca/parents/handbooks
www.exambank.com
www.alphabet-soup.net/index.html
www.nlvmsu.edu/en/nav/vlibrary.html
www.readingcomprehensionconnection.com
www.longman.com/ae/marketing/sfesl/practicereading.html
www.readwritethink.org

**ALMADINA LANGUAGE CHARTER ACADEMY
MOUNTAIN VIEW CAMPUS
GRADES 1 - 5
2010 – 2011 School Year**

Monday / Tuesday / Thursday and Friday

PERIOD	TIME
BUS ARRIVAL	8:00 – 8:10
1	8:10 – 8:50
2	8:50 – 9:30
AM OUTSIDE RECESS BREAK	9:30 – 9:45
STUDENT RETURN TO CLASS	9:45– 9:50
3	9:50 – 10:30
4	10:30 – 11:10
Inside Lunch	11:10 -11:25
PM OUTSIDE RECESS BREAK	11:25 – 11:55
STUDENT RETURN TO CLASS	11:55 – 12:00
5	12:00 – 12:40
6	12:40 – 1:20
7	1:20 – 2:00
8	2:00 – 2:40
HOMEWORK REVIEW and AGENDA SIGNING MUST BE COMPLETED DAILY	
DISMISSAL	2:40
BUS DEPARTURE	2:50

**ALMADINA LANGUAGE CHARTER ACADEMY
MOUNTAIN VIEW CAMPUS
GRADES 1 - 5
2010 – 2011 School Year**

WEDNESDAY

PERIOD	TIME
BUS ARRIVAL	8:00 – 8:10
1	8:10 – 8:45
2	8:45 – 9:20
AM OUTSIDE RECESS BREAK	9:20 – 9:35
STUDENT RETURN TO CLASS	9:35 – 9:40
3	9:40 – 10:15
4	10:15 – 10:50
Inside Lunch	10:50 -11:05
PM OUTSIDE RECESS BREAK	11:05 – 11:35
STUDENT RETURN TO CLASS	11:35 – 11:40
5	11:40 – 12:15
6	12:15 – 12:50
7	12:50 – 1:25
8	1:25 – 2:00
HOMEWORK REVIEW and AGENDA SIGNING MUST BE COMPLETED DAILY	
DISMISSAL	2:00
BUS DEPARTURE	2:10

Every Wednesday is scheduled as Early Dismissal at 2:00pm for Staff Professional Development. Attendance is compulsory.

**ALMADINA LANGUAGE CHARTER ACADEMY
FRANKLIN CAMPUS
ECS & GRADES 6-9
2010 – 2011 School Year
Monday / Tuesday / Thursday and Friday**

PERIOD	TIME
BUS ARRIVAL	8:15 – 8:25
READING	8:25 – 8:50
1	8:52 – 9:42
2	9:44 – 10:34
3	10:36 – 11:26
Inside Lunch	11:30 – 11:40
Outside Recess	11:45– 12:15
4	12:20 – 1:10
5	1:12 – 2:02
6	2:04 – 2:54
HOMEROOM	2:56 – 3:01
BUS DEPARTURE	3:06

**ALMADINA LANGUAGE CHARTER ACADEMY
FRANKLIN CAMPUS
ECS & GRADES 6-9
2010 – 2011 School Year
WEDNESDAY**

PERIOD	TIME
BUS ARRIVAL	8:15– 8:25
1	8:25 – 9:12
2	9:14 – 10:01
3	10:03 – 10:50
Inside Lunch	10:55 – 11:05
Outside Recess	11:10– 12:40
4	11:45 – 12:32
5	12: 34– 1:21
6	1:23– 2:10
HOMEROOM	2:13 –2:18
BUS DEPARTURE	2:25

Every Wednesday is scheduled as Early Dismissal at 2:25pm for Staff Professional Development. Attendance is compulsory.

Visit: www-esl.almadina.com

Visit our website to get the latest information, school announcements and an update on student activities.

Early Dismissal Every Wednesday – There will be early dismissal every Wednesday at both the Mountain View and Franklin Park Campuses for the 2010-2011 school year. This time is designated as Professional Development for teachers. Please note that your child(ren) will be arriving home early on the bus every Wednesday.

Profile of the School

Almadina has been a public charter school since September, 1996. Most of our students are first or second generation Canadians. Generally, they live in a home setting where the first language is other than English. Based on the profile and taking into consideration that a population of bilingual speakers exists in the school, we apply unique approaches to our focus in language teaching. All students study the Alberta academic program for their grade level but each student is placed in a class that best suits their English language level of study. We call our classes “sheltered classes” since students are placed with a language proficiency group that is manageable for the teacher.

We are not only dealing with newcomers to Canada, but also with Canadian born students who have need for a more adequate level of literacy. Our new students are tested each September and placed in a sheltered language ability classroom. All our staff at each school campus work as a team in delivering the Alberta Programs of Study at the language ability levels of our students. The focus is on having a school program tailored to the language ability needs of each child.

All students’ enrollments at an Alberta public charter school are limited by the Minister of Education. Almadina may enroll up to 60 ECS students but only 600 students between grades 1 and 9. Our school mandate is to deliver the Alberta school curriculum with an emphasis on language acquisition. **There is no provision for providing educational services for students with other special needs or disabilities.**

Almadina Vision Statement

Canada’s best K to 9 public schools for students, whose second or third language at home is English, to reach their full potential.

Almadina Motto:

Read and Write: Reach the Height

The motto is implemented on a daily basis through a variety of Language Acquisition Strategies across the Alberta Curriculum. At each campus, students are given daily opportunities to read at their ability level and write their ideas or those related to their academic studies in student notebooks. You may help your child improve reading skills by listening to them read at home, by enrolling your child at the local library and by asking your child to compete in the Monthly Reader’s Club.

Almadina Mission Statement

The Almadina School Society, through its partnerships with the Minister and all stakeholders, ensures that our students whose second or third language at home is English reach their full potential as they prepare to meet the challenges of high school, lifelong learning and citizenship in a dynamic, democratic, knowledge based society that respects each child's special gifts and the commitment to promote Diversity in Shared Values.

VALUES

Respect
Care
language acquisition.
Acceptance
Cooperation

PRINCIPLES

Languages Centered

Students assisted to reach their full learning potential by language acquisition learning strategies.

Innovative

Demonstrate leading edge innovations in improved student results.

Responsive

Parents need to choose international languages or other academic options.

Equitable

All students, especially ESL students, have equitable access to quality learning.

Accountable

For quality results, administration and staff ensure accountability to parents, Minister, and Albertans.

Collaborative

K-9 education provides the foundation for life-long learning and democratic citizenship when all stakeholders work in partnership and by fiscally responsible planning principles.

Diversity

Diversity in Shared Values is promoted by implementation of Moral Intelligence, Zero Tolerance and Democratic Citizenship Strategies.

Mandate

The Almadina Language Charter Academy is one of Alberta's 12 public charter schools, which report directly to Alberta Education, with no direct responsibility to or ties with any local school board. The Almadina School Charter was approved by the Minister of Education, the Honorable, Gary Mar, in June 1996, renewed for a subsequent 3-year period in 2001, and a subsequent 5-year period in February 2006. The Charter is based on the following pillars:

- Major focus on students with language acquisition, ESL needs.
- Preparation of ESL and students from immigrant families for high school.

- Improving the academic success of students, whose second or third language at home is English.
- Citizenship: values, virtues, and peer relations that emphasize Diversity in Shared Values.

The Almadina Language Charter Academy has 4 Unique Features:

- Structured ESL program for students whose second or third language at home is English.
- A strong “language across the curriculum” focus, where all learning experiences are venues for developing English language proficiency in all academic endeavors.
- An International Language Program option (ECS to 9) that addresses the Charter stipulation of parental choice.
- Commitment to Diversity in Shared Values and Zero Tolerance for Bullying.

Beliefs about Language and Learning

The Almadina Charter School Society Board endorses the following value statements:

- Language is the primary social tool of communication and learning, and each student needs to develop proficiency in using both their first language and English to enable learning to proceed with confidence.
- A solid foundation in the first language enhances the development of a second language by enabling the transfer of concepts and background knowledge already learned.
- Second language acquisition occurs most efficiently and quickly if students see the direct benefits and relevance; hence, the partnership of parents is key to a child’s learning.
- Second language acquisition is a developmental process, the rate of learning varies for each person, and the opportunities for direct-interaction, hands-on activities and problem-solving situations influence the development of proficiency.
- Second language learners must be monitored and their proficiency tracked so that informed decisions can be made regarding when students can participate in regular mainstream schooling with fluent English speakers.
- Language is learned holistically; as a result, listening, speaking, reading and writing are learned together.
- For language proficiency to develop and for learner confidence to flourish, the school must provide program structure and support at each level of learning. Expectations for students will increase as language competence grows. In addition, learning tasks will become more challenging and complex as language understanding matures.
- It takes up to seven years to develop second language proficiency to the level required for academic success at the high school graduation level. Almadina is committed to speeding up this process.
- The Almadina students, staff and parents are expected to demonstrate these five key values.

RESPECT, CARE, SHARE, ACCEPTANCE, COOPERATION

Home-School-Family Relations and Request for Appointments:

Almadina staff shares a common vision and mission for the school's language acquisition program. Our staff is available to meet with you to discuss any concerns that you may have about Almadina programs related to your children's needs. Students new to Canada that want to broaden their English language competency as quickly as possible are welcomed at Almadina. Questions about the ESL program may be answered during an appointment with the campus Principal.

Almadina Commitment to Parents:

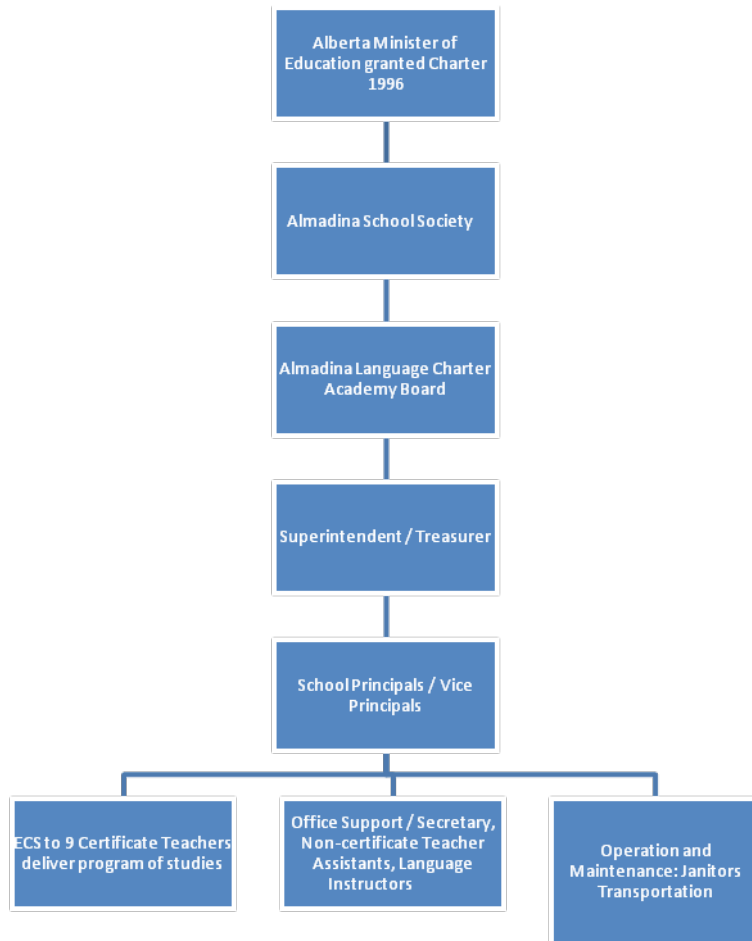
We practice and encourage respect for Diversity in Shared Values. Our Almadina learning community is more effective when its actions are guided by shared values and beliefs.

Almadina staff members must help all our students succeed academically and work cooperatively with all who seek to help them. A rich language environment is our main thrust. All stakeholders will strive to assist students to become competent in English both orally and in the various academic fields. We apply the same language acquisition skills to our International Language Program:

1. The learner-teacher-parent relationship is central to the school learning experience.
2. A shared sense of ownership in a child's education by parents, the child, the school, and the community builds a positive foundation for lifelong learning.
3. Schools are most successful when they are viewed by all participants as communities of learners working together for the benefit of children rather than stakeholder groups operating as separate organizations.
4. School's as communities of learners, are founded on basic universal values.
5. In addition, schools must be characterized by children's emotional security, mutual trust, innovation, open communication and shared decision-making.
6. The family is the major influence in a child's development. The family must be involved on a daily basis with their child's learning.
7. Learning takes place both in and out of school.
8. Everyone can learn and should be helped to be successful.
9. Each learner is unique and should be helped to excel as a student and individual.
10. Learning is a lifelong activity.

Almadina Language Charter Academy
Policies & Procedure Manual

Policy: General School Administration	Organizational Chart
Policy Number:	3.1
Pages:	1 of 2



Student Programs and Services

Almadina's central purpose is to help children reach their full potential in the areas of academic studies and language acquisition. **We do not have the staff or expertise for any major special needs other than language development.**

We encourage students and parents to initiate counseling sessions by calling the school counselor. Both personal and educational counseling is offered. This includes:

- Study and academic skill counseling.
- Learning strategies for success.
- Confidential discussion of personal difficulties which may block academic or social success.
- Review of difficulties with homework assignments.

Student Placement

When students register at Almadina, they are tested to determine their English language proficiency. This helps us to place them in classrooms where they will have their learning needs met.

Each year students are re-tested to determine the progress they have made in their English Language development. It measures not only how well students speak the language but especially how well they can read and write in English.

The Academic Program

The academic courses available at Almadina consist of materials written or approved by Alberta Education. Teachers will use authorized or approved texts, teacher resource guides for texts, and supplementary materials that they feel are needed to make study interesting.

Language Options for All Students:

At registration every parent is asked to choose a language study option for their child. We offer extra language study for all students for up to a maximum of 100 hours per year if enough students have signed up for a language study course and a staff member is available.

This year the language options are as follows:

English _____ Arabic _____ French _____

Daily Physical Education Program

At least half an hour of Daily Physical Education is required for all Alberta students. Since we believe that a healthy mind requires a healthy body, students will be excused only if they have a medical or parental note. All students are required to wear proper attire as specified by the Physical Education or homeroom teacher.

Along with the regular Daily Physical Education program, we offer: Intramural (in-school) activities, such as floor hockey, volleyball and other seasonal sports. Junior High students on sports teams must find their own transportation home. Parents are expected to assist with driving and supervising students at inter-school events. If no parent volunteers are available for team sports the event may be cancelled.

Note Regarding Runners

All students must have white- soled runners for wearing inside the school building. Dirt and stones that are brought in by outdoor footwear easily damage our gym floor. Dark-soled runners leave marks on the floors that are impossible to erase.

Homework

Homework assignments, Monday to Thursday, are designed to reinforce the daily skill abilities of students. Almadina parents are asked to do their part in supervising their children at home. All student notebooks have a record of student assignments and key ideas that are studied at school. You should write anything you wish to say to the teacher about your child's homework in your child's notebook or Agenda book. You may be asked to initial that you have seen a note sent home or a homework assignment that your child needed to do. No student should be assigned any work that they are incapable of doing in class or alone. Please phone the classroom teacher or send a written message if your child finds the work too difficult.

Homework Expectations and Responsibility

Students will be assigned homework on regular bases. It is essential that:

- The child completes all of the assigned work neatly. Parents should take note that the student's notebooks are a record of daily work and the most important ideas discussed in a subject of study. From time to time, you should ask your child what they have studied. Please look at your child's notebook and promote orderly and clear work.
- The parent signs the Agenda book or writes a note about any concerns or explanation as to why homework was not completed.
- Students are only assigned work that they are capable of completing.

Early in the school year, a quiet place in your home should be established for your children to study or do their homework. Students should develop a routine of doing homework each day after school.

If the work is not returned and notebooks, workbooks or texts are left at home it is extremely difficult to continue the lesson effectively. Missing books cause unnecessary disruptions. Therefore, it will be necessary to contact the student's home and the parent will have to return the books to school.

Please be sure that all schoolbooks are kept in waterproof bags to carry back and forth

Reporting Procedures

Behavior / Citizenship / Effort:	Letter Assessment by teacher. A school official will call you for a meeting related to your child's discipline as needed. The bus company must follow Alberta Transportation Laws and Regulations. If your child is banned from the bus, it will be your responsibility to drive the child to and from school.
Attendance:	Days Present / Absent. Students are expected to be on time for all classes or have a hall pass or note if excused from class.
Academic Skill Assessment:	Various computers, teacher generated and paper and pencil tests are administered during the year. School-wide language and core subject assessments are mandatory during September and late May for all students. <u>Parents have access to all test scores and the student's record portfolio.</u>
Teacher Expectations:	Each teacher will send home three regular progress reports to parents as to how the student is progressing. <u>The teacher or parent may request meetings by appointment to discuss student progress.</u>
Test Taking Skills:	Mandatory for Grades 3, 6 and 9 students. Students practice test taking skill units in preparation for the Provincial Achievement Tests in May and June. The best way to prepare students for success is by promoting daily completion of assignments and homework, daily silent reading, and periodic review of the student's own notebook materials.

Report Card Marks are based on the following:

Team Projects / Daily Assignments	20%	Of all class assigned work; group or individual projects.
Student Notebooks	20%	Daily record of learning key ideas in a subject.
Homework	20%	Parents need to monitor work at home
Weekly Core Subject Quizzes	20%	
Unit and / or Monthly Exams	20%	

The above may be adjusted by teachers at each Division level. However, all parents and students shall be informed of the teacher's basis for arriving at an academic mark.

The teacher will state how your child is succeeding in each subject. Parents are asked to keep in close contact with their child's teacher to ensure student success. We want all students to be successful and want to ensure that they are working at their ability levels.

Report Cards and Parent-Teacher Conferences

There are four reporting periods each school year. In the first newsletter sent home to parents in the Fall, will be the specific dates of each reporting period and the Parent-Teacher conferences will be specified. The report cards are sent home in folders, which may also contain work samples. Parents are expected to keep the contents, but return the folder to the school. In addition, information and major test and skills tests about the student is kept in files which are available for review by both the student and parents. Three Parent-Teacher Conferences have been planned to be held on weekday evenings in November, February and April. Forms to book appointments during interviews will be sent home with students before the interviews. At the end of the school year, parents shall know whether their child is at grade level or below in all core subjects.

Almadina staff issue two report cards on your child. One is a **regular academic report card** and the other deals with you're child's **English language ability benchmarks**.

Provincial Achievement Test Schedule

Grades 3, 6 and 9 Students

2011 Schedule

All students are permitted an additional one-half hour to complete a test

Tuesday, May 17	9:00 A.M. – 10:10 A.M.	Grade 3 English Language Arts Part A
Wednesday, May 18	9:00 A.M. – 11:00 A.M.	Grades 6 English Language Arts Part A
Thursday, May 19	9:00 A.M. – 11:00 A.M.	Grades 9 English Language Arts Part A
Tuesday, June 14	9:00 A.M. - 10:00 A.M. 9:00 A.M. - 10:00 A.M.	Grade 3 English Language Arts Part B Grade 6 Social Studies
Wednesday, June 15	9:00 A.M. – 10:00 A.M.	Grade 6 English Language Arts Part B
Thursday, June 16	9:00 A.M. – 10:00 A.M. 9:00 A.M. – 10:15 A.M.	Grade 3 Mathematics Grade 6 Mathematics
Friday, June 17	9:00 A.M. – 10:00 A.M.	Grade 6 Science

Wednesday, June 22	9:00 A.M. – 10:15 A.M.	Grade 9 English Language Arts Part B
Thursday, June 23	9:00 A.M. – 10:15 A.M.	Grade 9 Science
Friday, June 24	9:00 A.M. – 10:15 A.M.	Grade 9 Mathematics
Monday, June 27	9:00 A.M. – 10:20 A.M.	Grade 9 Social Studies

Exam Bank

Practice exams are available online at www.exambank.com. This resource offers practice exams to help prepare students for the Alberta Provincial Achievement Tests.

School Supplies:

A list of required school supplies for each grade was sent home in June with the final report card. We will only be giving students basic supplies to get students started for the first week of school. Please accept this as notice that parents will now be responsible for purchasing all school supplies for the 2010-2011 school year. A list of all required school supplies for each grade is posted on the school website at www.esl-almadina.com under the parents section.

Textbooks, Novels and Study Material Selections

All students, parents and school staff need to be aware that the textbooks, novels and study materials used at Almadina are chosen from a list of books or materials approved or recommended by Alberta Education. These materials are used to help us plan unit themes and lessons based on the Alberta Education student learner outcomes for each course.

The classroom teacher will use the approved texts and any other teaching resources needed for the subjects studied. In addition, the provincial ESL and International Language curriculum guides are referred to by teachers and language instructors on a regular basis. Both teachers and students have access to a variety of Almadina approved computer language software packages such as the Rosetta Stone Program in language enrichment and the Learning Equation in Mathematics.

Parents are reminded that we do not ask for a textbook deposit as is done at other schools. Therefore, if your child loses a school text, you shall be asked to pay for a new replacement text. Most textbooks are now between \$55 - \$75 dollars and it can be costly to repair damage done by a student. Therefore, we ask that you encourage your child to be responsible with school property. **Parents are expected to pay for any damage done by their child whether on the bus or at school.**

Agendas

Teachers have their students use Agendas to record homework assignments. They also record special information for their parents. It is also a less formal tool for teachers and parents to ask questions and provide feedback on a student's progress. We ask that you take a few moments each evening to look at your child's agenda and initial it to show that you have read the comments. If a student loses an Agenda book, parents need to purchase a new one for \$7.00.

School Library

The Almadina library has a total collection of over nine thousand learning resource items. These items include books, videos, CD-ROMS, books on tape, educational games, manipulatives, and teacher resources. The library at each campus may be at one place or decentralized into classrooms. This year students may do their computer library research related assignments and projects at each of our two campuses. Computer terminals are available for student research and language practice use. We encourage parent volunteers to read to our students and accept any gifts or donations of books, other learning materials or equipment. We advise all parents to buy a Calgary Public Library Card for their children.

Computers in the School

Almadina incorporates technology into lessons. We have Computer Labs at each of our two campuses to ensure that the students have maximum opportunities to develop language skills. The school accepts all parental or corporate donations to our battery of computer hardware or software. All individual or private donations of materials or funds are to be reviewed by the School Council for approval. Tax-deductible receipts will be issued by the Secretary-Treasurer for approved donations.

All students from Grades 1 to 9 have access to computers. This is to encourage students to improve their skills in a chosen academic field.

Almadina has access to the Internet through School Net, as well as controlled access to the World-Wide Web. Every teacher has an Email address and we hope to have a homework site on our website: www.esl-almadina.com.

This year, the school newsletter shall be posted on our website. We encourage parents and relatives to look at the website for information related to Almadina School Society Board meetings, school policies, student field trips and activities. There is a wealth of information on the website. Be sure to encourage your overseas relatives to visit our website at www.esl-almadina.com.

Student Awards

The school staff shall grant awards to recognize academic excellence and top student achievements on a monthly or yearly basis at student assemblies.

Transportation Fee

Almadina Language Charter Academy has the lowest bus fees in Calgary.

Transportation fees are **\$200.00 per student per year** payable in cash or cheque. Bus fee payments for each child must be made or bus service will not be available.

Parents who do not need a school bus may make their own arrangements and pay no bus fees. Parents may not change their minds later in the year if they choose to bring in their own child(ren). **There will be no reimbursement of bus fees for students who move, are suspended or drop out of Almadina during the school year.**

Parents who live in a community where there are a limited number of students will be responsible for making their own arrangements. We encourage you to car pool. Parents need to know that if you move to

an area of Calgary where no service exist, you shall need to make your own transportation arrangement (No refund will be provided). We require a one-week notice for any change of address.

Please ensure you review the Almadina Language Charter Academy Transportation Handbook in the Agenda book. The Transportation Handbook is also available on the web at: www.eslalmadina.com/parents/transportationhandbook.

Teacher / Staff Methodologies

The staff is encouraged to offer a variety of teaching methodologies as long as each method contributes to student academic success as measured by a variety of assessment tools and the annual Provincial Achievement Tests for Grades 3, 6 and 9 and the May Grade Level of Achievement Reporting (GLAR) for each core subject.

Almadina strives to deliver the Alberta approved curriculum, but in particular to help our English as a Second Language student make maximum use of their abilities. Every student and teacher has access to a variety of multimedia language materials and resources. A language is a difficult thing to acquire and a great loss to the person when it is forgotten. We hope that the English as a Second Language program offering will enrich the lives of our students as they meet the challenges of our global village. We believe that our school, staff, students, and parents can celebrate and contribute to the rich international heritage of Alberta. This is why Almadina offers a strong English language approach as well as an International Language option. Parents at Almadina must choose every year whether they want their child to receive a maximum of 100 hours of English, French or a maximum of 100 hours of International Language instruction in Arabic.

At the beginning of the school year, all students are given skill tests in order to locate their ability levels in Social Studies, Science, English and Mathematics. The results of these and other academic skills tests are part of a students cumulative file record. The teacher will use this information to create a sheltered language class and homework assignments meant to challenge children at their ability levels. Parents must also play a key supportive role in this effort since only the student can make a commitment to do his / her work, and only a parent can ensure that a homework time and place is set aside at home to promote their child's learning. Parents shall be sent messages home through the homework booklet. Some teachers may ask you to initial that you have seen the assignment given to your child.

Responsibilities and Expectations of Students

We want to be fair to all students by applying the same standards at the two school campuses. Teachers are expected to regularly review with students all of the following required expectations and responsibilities.

Students shall:

1. Show respect and cooperation towards others. Let the teacher teach and other students learn.
2. Be courteous, honest and display a friendly attitude towards others: use language appropriate to the school setting. Swearing will not be tolerated.
3. Be cooperative, kind and courteous with teachers and fellow students. Respect the rights of others. Physical, verbal and mental abuse will not be tolerated.

4. Be prepared to work during the school day. Do all assignments and ask for help as needed.
5. Be prepared for class activities, with appropriate materials, books, pencils, runners, etc.
6. Be obedient and respectful to all school staff, parents and visitors.
7. Attend school regularly and arrive in classes punctually. Give a reasonable explanation (for the absence or tardiness) to the teacher, either orally or in writing as required.
8. Ask permission to leave the classroom. A student is not allowed to leave the school at any time during school hours unless they are picked up by a parent. The parent must sign the student out at the main office.
9. Be clean and tidy, both in personal care and dress. All students are expected to exercise discipline and dress conservatively or in a way that meets the Almadina standards of cleanliness and good grooming.
10. Keep the work areas and school clean.
11. Be responsible to the teacher or school Principal for their behavior on school premises, on the way to and from school, on vehicles utilized for the transportation of students and other locations utilized for off-campus activities.
12. Replace or pay for any school property which they have willfully destroyed, broken or damaged. The school also requires that student replace or pay for school property that they have "lost".
13. Swearing at anyone will not be tolerated. Parents shall be informed immediately.
14. Students are expected not to arrive at school any earlier than the morning entrance times at each of our two campuses (Mountain View 8:00 a.m. and Franklin 8:15 a.m.)
15. Students are expected not to remain at school any later than the afternoon dismissal times at each of our two campuses (Mountain View 3:00 p.m. and Franklin 3:15 p.m.)

Management of School Discipline Policy

As part of our Citizenship: Values / Virtues initiative, any physical violence or threats shall be dealt with severely and formally. If students are bothering your child, call us before the problem becomes serious. Every child has the right to learn and to feel safe and secure at school. There are to be no toys, cell phones or electronic devices brought to school since these distract from a learning environment. Children who bother others shall be given in-house suspensions before they are sent home. Any child that is a danger to others, utters threats or possesses a dangerous object shall be sent home immediately and a disciplinary hearing regarding their 5 day suspension and school enrollment shall be held.

Teachers must only use a minimum physical restraint to stop a child from directly endangering the safety or health of another child or staff member. If a child leaves the school site without permission, both the parent and police shall be called immediately. If a threat is uttered to a staff member or to other students, the police may be called in to investigate the incident.

All students attending Almadina shall comply with Section 12 of the School Act and the rules of the school. The school Principal is authorized to use reasonable disciplinary measures to improve student behavior. This may mean in-school supervised suspensions, parent-school meetings, or suspensions at home. Repeat offenders shall be brought before a joint Staff-Board Discipline Committee.

Almadina operates a school-wide behavior plan. Misconduct reports are used to record instances when a student has demonstrated and inappropriate behavior and we document the measures taken to correct the

behavior. The teacher will promptly report, in writing, the circumstances leading to the misconduct report and the student will be informed of the reason(s) why this action is being taken.

The misconduct reports are sequential, and usually proceed from minor consequences to more serious consequences such as in-school and out of school suspension. The student will be interviewed to clarify expectations for student behaviors and forewarned of possible future action by the school if the student chooses not to improve their behavior. Parents will be notified in writing and by telephone whenever possible of the misconduct report. Students may be suspended by the Principal for behavior that is significantly inconsistent with the expectations of Section 12 of the School Act and the rules of the school related to No Bullying, Zero Tolerance and Respect for Diversity in Shared Values.

The “process” for students who make the choice not to be respectful, responsible or reasonable will be:

1. Verbal reminder of expectations.
2. Removal of student from activity
3. Removal of student from classroom to office
4. Inform parents by telephone or letter of their child’s behavior.
5. In-school suspension.
6. One or two day out of school suspension.
7. Three day out of school suspension.
8. Five day out of school suspension.
9. Student referred by school-administration to the Almadina Board for a hearing with the Discipline Committee of the Board.
10. The student may be put on a contract, withdrawn, suspended or expelled or not invited to re-enroll.

Please refer to Section 12 of the School Act as follows:

A student shall conduct himself or herself so as to reasonable comply with the following code of conduct.

- a) Be diligent in pursuing the student’s studies;**
- b) Attend school regularly and punctually;**
- c) Co-operate fully with everyone authorized by the board to provide education programs and other services;**
- d) Comply with the rules of the school;**
- e) Account to the student’s teachers for the student’s conduct;**
- f) Respect the rights of others**

Note: Students with repeated misbehaviors at school or who violate our zero tolerance standards may not be invited to re-enroll at Almadina the following school year. By late April, a letter will be sent home informing parents of the school campus decision not to invite the student back the following school year. If such a letter is issued, parents may appeal by meeting with the campus Principal.

School Bus Discipline Procedures

Conduct and disciplinary matters on the buses will be handled by the driver in conjunction with the school administration. Students are responsible to the bus driver for their behavior. Students are expected to be courteous and cooperative at all times. Students are expected to know and to adhere to bus regulations and procedures. The bus driver has the responsibility and the authority for the enforcement of the Alberta Transportation regulations and bus conduct procedures. For example, students must be in their seats when the bus is in motion and there is to be no cell phone use while on the bus.

Serious bus discipline matters will be referred to the school administration. Matters of misconduct are reported in a “Misconduct Report” and may result in an immediate suspension of bus privileges. Parents will be notified of bus suspensions by telephone whenever possible. Parents will also receive a letter confirming the suspension of bus privileges and its causes. The student will be interviewed to clarify expectations for student behavior and forewarned of possible future actions by the school if the student chooses not to improve their behavior. **Students who repeatedly violate bus safety standards may be deprived bus service for the remainder of the year.**

The “process” for lack of cooperation would normally be:

1. Verbal reminder of expectations and warning issued.
2. Student referred to school administration for a one or two day suspension of bus privileges.
3. Student referred to school administration for a three day suspension of bus privileges
4. Student referred to school administration for a five day suspension of bus privileges.
5. Student referred by school administration to the Almadina Board for a hearing with the Discipline Committee of the Board.
6. The student may be suspended from bus privileges for the remainder of the school year.

Parents are reminded that we have a **Zero Tolerance and No Bullying Policy**. Any physical violence may be reported to the police and a report filled out by the school. Any student, who physically fights, for any reason whatsoever, shall be automatically suspended for a minimum of 1 or more school days. Students are expected to follow Alberta Transportation Regulations. This means that they must remain in their seats, keep hands to themselves, and not use cell phones, electronic games or music players. Any prohibited items can only be picked up by the parents at the school office. **Damages done on the bus must be paid by the parent directly to the bus company.**

Students who leave a bus without permission on field trips or regular bus runs shall be suspended from all field trips and regular bus runs for a full 5 school days. Parents must make their own arrangement to get the child to school.

Call First Student Canada at 531-3900 if your child(ren) miss the bus and it is the bus company’s fault. If your children are late for the bus, you must provide transportation for them. If the bus is late arriving home, call the bus company. Please allow for delays when the weather is bad. The bus routes and bus stops are fixed and those parents who move to areas of Calgary for which we have no bus service must make their own arrangements.

Student Playground Rules

These guidelines are established to provide for the safety of all students. There is Zero Tolerance for any physical act of violence, bullying, abusive language or lack of respect for supervisors or fellow students. Further, these guidelines serve to improve the effectiveness of playground supervision through providing a basis for consistency of expectations.

- Students are expected to play in a safe manner at all times.
- Students are not to bring equipment or objects to school, which may be considered dangerous or unsafe.
- Snowballs are prohibited.
- Students are not to leave the school grounds at recess.
- When the grounds are wet or muddy, all children will be expected to clean their outside footwear thoroughly before entering the school.

It is recommended that all children have a pair of shoes reserved for indoor wear. Outside shoes may be carried to the classroom where the “inside shoes” are put on.

Almadina Rules Posted in Every Classroom

In each class, the students and teacher will set class specific rules. These are school-wide rules that shall be enforced by administration, volunteers, substitute teachers and school staff. A heavy emphasis is placed on following the five basic values of the school.

The key person in learning and demonstrating appropriate behavior and in correcting inappropriate behavior is the child. Each individual makes decisions and choices and must accept the responsibility for the consequences of those decisions and choices. It is expected that the home and school will work together as a team to help children who have persistent and / or severe discipline problems. There is Zero Tolerance for mental and physical abuse toward others.

Five School Values

Almadina staff and students are encouraged to demonstrate by word, deed and action, the FIVE MAJOR SCHOOL VALUES.

Respect, Care, Share, Acceptance, Cooperation

These school values are to be evident when people are dealing with others or with personal and school property. Each month a school virtue is emphasized and students are asked to do their part to promote good behavior. The virtues are based on Michelle Borba’s Moral Intelligence. Staff members have the students do activities to demonstrate these virtues in daily school communications.

Almadina Language Charter Academy
Policies & Procedure Manual

Policy:	Student Dress Code
Policy Number:	8.7
Pages:	1 of 2

Policy

The Almadina School Board believes that attention to appearance and a student's attitude toward self and school are related. Good taste, good grooming, and appropriateness of clothing are part of learning. In all matters relating to individual dress and grooming, students and staff are required to exercise good judgment, exhibit responsible behavior and make every attempt to reflect respect for themselves, individual students, their school and their community.

Guidelines

1. It is recognized that parents have the main responsibility for teaching its youth appropriateness of dress. In general, wearing apparel will be determined at the discretion of the parent. Students and parents can choose clothing that recognizes individual personal style and preference, as well as maintain the school's standards of what is appropriate.
2. The development of a policy on dress code is to remove any distractions from the daily educational process. It is believed that there is a relationship between dress and behavior and that both students and staff should dress appropriately for the school setting. Appropriate will be defined here as right and correct for the public school setting and functions, conducive to learning, and not distract from the learning process.
3. In an effort to create a learning environment with minimal distractions, and to reinforce values of modesty and civility, the school administration will be responsible for enforcing this dress code fairly and reasonably.

Regulations

In the interest of cleanliness, decency and modesty among students the following regulations apply:

1. Students are expected to wear appropriate clothing which is clean, fits properly and doesn't hinder them from participation in any school activity.
2. Students must remove hats and caps upon entering the building. Hats and caps must be placed in the locker or backpack and left there until the school day is over. No bandanas or headbands may be worn at any time during the school day.
3. Make-up will not be permitted.
4. Shoes must be worn at all times which are appropriate for school and the required activity. High-heeled shoes and thongs are not appropriate for school. Any question relating to the appropriateness of high-heeled shoes will be referred to the school administration.
5. Low-cut necklines see through fabrics, halter-tops, spaghetti straps, and off-the-shoulder or low-cut tops that expose bare shoulders, short skirts or pants are inappropriate. Shorts are

acceptable attire for boys only during regularly scheduled Daily Physical Education classes and school related sporting events.

- 6. All shirts, blouses and dresses must have a least ¼ length sleeves. Clothes must fit properly and cover undergarments at all times. Clothing should not expose areas of the stomach, side or back
- 7. No items may be worn with inappropriate pictures, symbols or lettering. There can be no depictions of alcohol, drugs or weapons. Clothing that displays profanity or sexually suggestive phrases must not be worn to school or school functions.
- 8. All students must have a proper pair of running shoes for regularly scheduled Daily Physical Education classes and for mandatory indoor use during inclement weather conditions.
- 9. Sunglasses are not to be worn in the school building.

Procedures

- 1. At any time when there is evidence that a choice of clothing or a student’s appearance interferes with the educational process, the school staff will intervene and take corrective action. Prior to sending students to the school administrators for dress code violations, teachers will talk to students in an attempt to seek voluntary compliance with the policy. The teacher will note the violation of dress code on the school misconduct form and forward it to the school administration.
- 2. If school personnel determine a student’s dress is inappropriate the student or administration will make a telephone call to alert a parent or guardian of the concerns and make immediate arrangements to have appropriate clothing brought to school or, alternately, confirm arrangements to return home to change. Parents or guardians will be contacted to assist in resolving the situation. If the school administrators are unable to make contact with the parents or guardians, the student will be removed from class and placed in an In-School suspension by the Principal. The dress code violation will be documented and forwarded to the parent or guardian.
- 3. If a student demonstrates continuing disregard for school dress code policy, the student will be suspended from school and referred to the Almadina School Society Board by the Principal. The parents or guardians will then be notified by the Principal in writing of the corrective and disciplinary action that may be taken. This could involve the recommendation to transfer to another school.

Adopted:	June 25, 2000
Amended:	November 2003
Approved:	May 12, 2004

Conflict Mediation

At Almadina we believe that problem solving is part of everyday living and that students can solve their own problems in a peaceful way. Since we have Zero Tolerance for physical and mental violence, all of our staff members encourage students to solve problems by the discussion of issues.

Some of our Division II students will be trained as Peer Mediators. When students are involved in a dispute during recess, the Peer Mediators are available to help them solve their problem. If the disputants so choose, the Peer Mediators will help them by using a problem solving process to clarify the nature of the dispute and to reach a solution satisfactory to both parties. Teachers, instructors or support staff on supervision duty will be available to assist the Peer Mediators.

School Operating Procedures

General School Attendance

Punctual and regular attendance is important to success in school. If, however, your child is unable to attend, please help us to assure your child's safety by phoning to advise us of absences.

We require a note or phone call from a parent each time a child is absent from school.

If you wish your child to leave school early, please write a note to the teacher. Students cannot be released early without written consent of the parent. Parents who pick up their child(ren) early must sign them out at the school office.

Sick Children

As we do not have proper facilities to care for sick children, it is essential the school has an up to date emergency phone number for every child. Please be sure to provide the office with a reliable alternate name and number so that we can reach someone in case your child is ill. If your child is due to be away from school for an extended period of time, please phone the school so that we may send work home.

Recess

Except for very severe weather conditions, it is expected that all students will go outdoors at recess, and that they will have appropriate outdoor clothing. If there is a medical reason for your child to stay indoors, please discuss this with the classroom teacher. Please note that teachers cannot permit children to remain in classrooms unsupervised.

Students Not Invited to Return

A student will not be invited to enroll the following school year at Almadina Language Charter Academy for the following reasons:

1. They have repeatedly misbehaved in the classroom learning environment or on the bus.
2. They have special needs beyond language acquisition.
3. They have violated the Zero Tolerance standards and values of Almadina Language Charter Academy

Parents are invited to visit www.esl-almadina.com to review our latest school policies, procedures, Almadina School Board Minutes and monthly announcements.

Emergency School Closure Procedure and Crisis Situation

A crisis policy exists to cover the evacuation of students in case of an “in-school”, emergency.

Example – water main break, furnace problem, fire
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Student safety, under any circumstances, is our major concern; thus we believe that having a plan is important.

Lost and Found

We ask that all items of personal property brought to school be clearly labeled, including boots, running shoes, coats, knapsacks, pencil cases, etc. **Valuable personal items should not be brought to school and the school cannot be responsible for articles that are lost, stolen or damaged.** However, we will always make an honest effort to help a student who runs into this kind of problem.

We have a “Lost and Found” clothing box in the school, and students and parents are welcome to look through it any time when trying to locate missing clothing. Lost items other than clothing that are turned into the school are kept in the main office and parents and students should inquire at the office when trying to find a lost item other than clothing.

We Want Parents, Visitors and Volunteers to Feel Welcome

All parents, visitors and volunteers to Almadina will be greeted respectfully and directed to the main school office. **Parents who wish to visit the school should call and make an appointment with the school Office Manager. Appointments with teachers can not take place during instructional times.**

School Council

One of the ways for parents to be involved in the school is through the School Council. These meetings are set up by the Principal and School Council Chair. The School Council is open to any staff member or parent. Meetings are usually held 4 times a year. These meetings are held in the evening. Information about school issues or programs is provided to parents at these meetings. As well, parents are provided with the opportunity to ask questions and provide input on issues and programs. Recommendations can be made to the Principal or the Almadina School Society Board.

Field Trips and Annual Authorization Forms

During the school year, every class in the school will take at least two trips away from the school to complement an academic program or to provide enrichment of students. During the first week, special forms will be sent home to be signed by parents to give authorization to take their child(ren) on school field trips, and to provide certain information and permission to school personnel for such things as picture taking, and yearbook. Students who have not brought these signed forms back to school cannot go on any field trip, have their picture taken, etc. Parents with any questions about these points are encouraged to phone the school for more information. Teachers will issue a list of proposed field trips to parents at the beginning of the school year. Teachers will inform parents in advance of when the trip is to take place. **At each campus, parents are invited to attend student performances at special assemblies and participate as supervisors during their child’s field trips.**

School Pictures

A professional photographer will come to our school to take group classroom pictures.