



樂活中文教育協會 / 樂活中文學校

Norwood Chinese Education Association
Norwood Chinese School

Policies and Regulations

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NORWOOD CHINESE SCHOOL

POLICIES AND REGULATIONS

INTRODUCTION

Norwood Chinese Education Association (NCEA) is a non-profit organization that offers Chinese language classes, including Cantonese and Mandarin, to children of all ages and ethnicities.

Our Program:

- Provide Chinese Language Art classes to students aged 4 and above
- Provide affordable summer program to families
- Provide Chinese culture and history education to youth and adults

We believe all children are entitled to equal opportunities for education within an optimal learning environment. The teacher(s) responsible for teaching credit courses for Norwood Chinese Education Association are certified by Alberta Education and have excellent teaching credentials. We use the Alberta Guide to Education and Alberta Program of Study to direct in planning, instruction and assessment of student progress.

Our Philosophy:

- Learning should be an educational experience as well as an enjoyable experience.
- Children should learn in a safe environment in which they are valued and respected by their peers and teachers.
- Education is a shared responsibility among the teacher, parents, community and government.
- Learning takes place when knowledge is applied to our everyday lives rather than from the mere memorization and repetition of facts and figures.
- All students are capable of achieving success.

MEMBERSHIP

Membership: Any person 18 years and over can apply for membership to NCEA. Any person under the age of 18 may become a member upon registering at Norwood Chinese School by their parents or guardians. Registered students and their parents or guardians automatically become members of the NCEA. Only members over 18 years old have the right to vote in the NCEA board members' meetings.

If a member withdraws from school, his/her membership will be terminated automatically.

Membership Fee: The amount of membership fee will be determined by the members at the general meeting.

COMMUNICATION POLICIES

Staff or student information cannot be released except under the following situations:

- a legal authority, such as a warrant or other legal federal or provincial documents is presented; or
- when an emergency relating to family members (e.g. sudden illness, injury or bereavement) occurs.

Individuals who need to communicate with students or staff for a valid reason will be assisted by Norwood Chinese Education Association.

In all other cases, persons who wish to communicate non-academic matters should do so outside regular operating hours.

CHILD PROTECTION POLICY

The Norwood Chinese Education Association recognizes that the classroom teacher is the first stage in the pastoral care of the child in the school. Teachers are trained to observe outward signs of abuse, changes in behavior, or failure to develop or thrive. Categories for concern are:

NEGLECT: The persistent or severe neglect of a child which results in serious impairment of the child's health or development.

PHYSICAL ABUSE: Physical injury to a child - reasonable suspicion that the injury was inflicted or knowingly not prevented.

SEXUAL ABUSE: The involvement in sexual activities to which the child was unable to give informed consent.

EMOTIONAL ABUSE: Persistent or severe emotional ill-treatment or rejection.

GRAVE CONCERN: Children whose situations do not currently fit the above categories but for which there is a significant cause of concern.

If a teacher becomes aware any of the above concern, the principal of the school shall be informed immediately. The principal will investigate in collaboration with relevant agencies (parents, foster-parents, social services or police etc.). Depending upon the investigation, the principal shall ensure that a case conference is arranged involving the above agencies. The outcome of this will depend upon the individual case, but it could result in the child's name being entered onto the child protection register.

The principal will keep the classroom teacher up-to-date with developments.

Every attempt will be made to offer support for the child during school hours. It is hoped that the school will provide an environment in which he/she can relax and spend the school day in complete confidence and safety.

SMOKING POLICY

In order to promote a clean air environment, smoking is prohibited on school premises.

The administration office shall be responsible for the development, administration, and maintenance of procedures to be implemented in compliance with the following guidelines:

1. Through educational programs and other methods, attempts will be made to facilitate the cessation of smoking among members of the NCEA and Norwood Chinese School.
2. Hiring criteria will not give preference to non-smokers.

ALCOHOL AND DRUG ABUSE POLICY

The administration office shall be responsible for the administration and maintenance of procedures to be implemented in compliance with the following guidelines:

1. The NCEA recognizes alcoholism and drug dependency as illnesses.
2. NCEA encourages employees with such problems to seek professional help and will provide assistance to those seeking treatment.
3. The unauthorized possession, consumption or use of alcohol or non-medical drugs on school premises during working hours constitute misconduct and will be treated accordingly.
4. Incapacitation caused by the proper use of medically prescribed drugs shall not result in disciplinary action.

SCHOOL ATTIRE

We believe that how we dress affects our attitude and behavior. We try to encourage good sense in school clothing. School is a place of learning; it is not a beach party. We do not have school uniforms, but we do have minimal expectations for appropriate clothing.

TEACHER'S GROWTH POLICIES

GENERAL

1. Staff members should actively participate in planning, evaluating and enhancing or improving their performance on a continual basis.
2. All teachers are expected to meet the Teaching Quality Standard.

3. The program director/principal shall be responsible for the supervision of the staff members' performance on an on-going basis.
4. On-going supervision shall
 - i. provide support and guidance to staff members;
 - ii. include observing and receiving information from any source about the quality of performance; and
 - iii. identify the behaviors or practices that for any reason may require an evaluation.
5. Written evaluations of staff members' performance as related to the responsibilities and performance standards of the positions shall be completed upon the completion of a teaching term.

TEACHING STAFF

6. Professional Growth Plan

- i. All teachers are required to write a professional growth plan upon the start of each school term.
- ii. Unless the teacher agrees, the content of the annual professional growth plan shall not be used as part of the evaluation process.
- iii. The professional growth plan is the property of the teacher. The plan shall be returned to the teacher at the end of the school year.
- iv. The annual professional growth plan shall be designed to improve practice. The plan should be meaningful and related to the teacher's current assignment and career goals. As such, the plan shall

- A. reflect goals and objectives based on an assessment of learning needs by the individual teacher;
 - B. show a demonstrable relationship to the Teaching Quality Standard/curriculum; and,
 - C. take into account the education plans of the school.

- v. Each annual professional growth plan shall include
 - A. a goal/objective statement;
 - B. strategies for achieving the goal/objective;
 - C. indicators and/or measures of the achievement of the goal/objective; and
 - D. an estimated timeline for completion of the goal/objective.

- vi. A program director/principal may identify behaviors or practices that may require an evaluation provided that the information identified is based on a source other than the information in the teacher's annual professional growth plan.

7. Program Director/Principal Obligations

Regarding Feedback to Teachers

- i. Periodically, the program director/principal may provide teachers with a reflective letter of reference/feedback outlining information and insights about their teaching practice and identifying behaviors and practices that are worthy of recognition. The reflective letter of reference/feedback shall not be a comprehensive evaluation of the teacher's performance.

- ii. Each teacher shall be provided an opportunity to discuss the contents of the reflective letter of reference/feedback with the program director or principal.

- iii. A copy of the reflective letter of reference/feedback shall be placed in the personnel record file.

8. Teacher Evaluation

- i. Evaluation of a teacher by a program director/principal may be conducted
 - A. upon the written request of a teacher;
 - B. for the purposes of gathering information related to a specific employment decision;
 - C. for the purposes of assessing growth in specific areas of practice; and
 - D. when, on the basis of information received through supervision, the program director/principal has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard.
- ii. On initiating an evaluation, the program director/principal shall
 - A. meet with the teacher and communicate explicitly
 - B. the reasons for and the purposes of the evaluation;
 - C. the process, criteria and standards to be used;
 - D. the timelines to be applied; and
 - E. the possible outcomes of the evaluation
 - F. provide a written account of the meeting to the teacher
- iii. Upon the completion of a written evaluation, the program director/principal shall meet with the teacher to discuss the results of the evaluation.

9. Notice of Remediation

- i. If, as the result of an evaluation, the program director/principal determines that a change in the

behavior or practice of a teacher is required, then the program director/principal shall provide the teacher with a notice of remediation that

- A. describes all behaviors and practices that do not meet the Teaching Quality Standard;
 - B. describes the expectations and indicators for acceptable performance;
 - C. indicates the remediation strategies the teacher is advised to pursue;
 - D. describes the supervision, monitoring and evaluation strategies the program director/principal shall employ to determine whether changes in practice have taken place;
 - E. describes an applicable timeline including a date of evaluation;
 - F. indicates the consequences of not achieving the required changes, including but not limited to the termination of a teacher's contract of employment; and
 - G. replaces the obligation of the teacher to develop or implement an annual professional growth plan, until such time that the teacher's behavior or practices are deemed acceptable by the program director/principal.
- ii. Instead of the written remediation, the program director/principal may also verbally inform the teacher of the remediation.

STAFF DRESS CODE

This document has been prepared with input from members of Norwood Chinese Education Association and various staff of Norwood Chinese School. The purpose of it is to ensure that the manner of dress is appropriate to the school's educational environment.

FOOT WEAR

Men & Women: Dress footwear

- No running shoes
- No winter boots, including UGGs

PANTS

Men: Clean, pressed dress pants, including khaki and corduroy dress pants.

Women: Clean, pressed dress pants, including khaki and corduroy dress pants, pant suits, dresses and skirts.

- No tight fitting, low-rise pants or skirts, no miniskirts and no shorts.

TOPS

Men & Women: Dress shirts, golf shirts, casual collared tops (includes banded and mandarin, turtlenecks, mock turtlenecks, sweaters, sweater shirts, blouses and blazers)

- No low cut tops, no bare midriff tops, no t-shirts, no tank tops and no sweatshirts

Special Events: i.e. Rodeo Week or Halloween dress code is subject to the program director/principal's approval.

COMMUNICATING STUDENT ACHIEVEMENT AND GROWTH (PROGRESS REPORTS)

The credit courses (Chinese 10, 20, 30) offered are defined by Alberta Education and are taught by Alberta certified teachers. Thus Norwood Chinese Education Association/Norwood Chinese School's policies on student evaluation shall correspond with the Edmonton Public Schools' policies.

A. Definition of Terms

Curriculum	student learnings for each course of study as described by Alberta Education
Growth	evidence of positive change in student achievement over time
Effort	demonstration of feelings and motivation for learning
Performance	how well a student demonstrates grade level expectation and is represented by letters, percentages or descriptors
Achievement	demonstration of knowledge, skills and attitudes that students are expected to learn at a specified grade level
Grade	level of achievement

B. General

1. The Association shall provide measures to determine individual student achievement and performance. Measures used to assess and evaluate student achievement and performance shall be based on the expectations defined in the curriculum.
2. Teachers shall use a variety of methods to assess individual student achievement and growth. These methods are to be aligned to the curriculum and may include teacher's observations, oral and written tests, performance assessments, teacher developed tests, district highest level of achievement tests, provincial achievement tests, and externally developed standardized tests.
3. Norwood Chinese School shall provide students and parents with a written description of the school procedures to assess, evaluate and communicate student achievement and performance.
4. Upon commencement of each course, the school shall provide students and parents with a written description of the school procedures to assess, evaluate and communicate student achievement and performance.
5. A final written progress report shall be provided at the completion of the course.

6. The final evaluation awarded for a course shall take into account what the student has demonstrated in relation to the range of curriculum outcomes for that course.
7. Information about effort and behavior shall be reported, but it shall not be included as part of the evaluation of the student's performance on the curriculum.
8. Information about individual student growth, strengths and challenges shall be reported and supported by student work.
9. A copy of each written progress report shall be included in the Student Record.

C. Progress Reports

The written progress report shall include the following:

1. School identification.
2. An interpretation section which includes the purpose of progress reports and defines all symbols used.
3. Term and/or date of progress report.
4. Student identification including legal name and Provincial ID.
5. Courses in which the student is enrolled and the grade level of curriculum of each course that the student is studying.
6. Record of student attendance and punctuality.
7. Opportunity for parent and student input.
8. Opportunity for school or parent to request conference.
9. End of term or end of year recommendation about student programming.
10. Name or signature of teacher(s) and principal.

11. Information about quality of performance compared to graded curriculum standards and reported by either letters, percentages or descriptors as follows:

Letters	Percentages	Descriptors
A	80 - 100	Work meets standard of excellence
B	65 - 79	Work exceeds acceptable standard
C	50 - 64	Work meets acceptable standard
D	0 - 49	Work does not meet acceptable standard ¹

GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS

Good discipline consists of originality, common sense and good judgment using acceptable techniques that deter inappropriate behavior.

Assertive Discipline: Assertive discipline is a procedural approach whereby student expectations and possible consequences are clearly defined. As a technique, assertive discipline would or could incorporate all the following acceptable procedures.

- A. The following are acceptable in-class discipline procedures:
1. Verbal correction
 2. Parent conferences or contacts
 3. Isolation and/or separation
 4. Restitution for inappropriate behavior
- B. In addition to the above, the following are acceptable administrative-initiated procedures:
1. Out-of-school suspension
 2. In-school suspension

¹ Reference(s): [School Act](#) Sections 12(a-f), 18(e), 20(g)
Alberta Learning [Policy 2.1.2 - Student Evaluation](#)
Edmonton Public Schools board policies and regulations
General Discipline Procedures for Classroom Teachers

3. After (or before) school detentions

STUDENT POLICIES AND REGULATIONS

Norwood Chinese Education Association and Norwood Chinese School are committed to provide a healthy and safe environment that ensures the well-being of students and staff. The student code of conduct outlines the responsibility of students to support the academic community, defines inappropriate student conduct and provides procedures and penalties if students engage in such unacceptable behavior.

Should a student exhibit medical or psychological symptoms contravening this philosophy, medical proof of fitness to remain in an educational environment may be required. The classroom teacher, in consultation with Counseling and Health Services, may recommend to the principal that it is in the best interests of the student to obtain such proof in order to maintain and continue his/her student status. The principal shall make the decision within ten business days and notify the student in writing.

The instructional process and climate at Norwood Chinese School is intended to prepare students for advancement in their academic development. Students are, therefore, expected to conduct themselves in a responsible manner.

A. STUDENT RIGHT AND RESPONSIBILITIES

1. Students shall be treated with dignity, respect and fairness by other students and staff.
2. Students shall be provided with a learning environment that is free from physical, emotional and social abuse.
3. Students and parents shall be informed of the association's expectations for student behavior within the school, the school grounds and during school activities.
4. In the event of student misbehavior, students and parents shall have the right to offer an explanation and to be informed about consequences of misbehavior.

5. Students shall exercise their responsibilities to
 - i. use their abilities and talents to gain maximum learning benefits from their school experiences;
 - ii. contribute to an environment of mutual trust and respect conducive to effective learning, personal development and social living; and
 - iii. attend school regularly and punctually.

B. STUDENT CODE OF CONDUCT

1. Students shall be responsible and accountable for their behavior and conduct:
 - i. while involved in school-sponsored or related activities;
 - ii. while on school property;
 - iii. during any recess or lunch periods on or off school property; and
 - iv. while traveling to and from school.

2. Students shall show respect for:
 - i. school authority;
 - ii. others and their property;
 - iii. ethnic, racial, religious and gender differences;
 - iv. school attendance and punctuality;
 - v. work habits, assignments and homework;
 - vi. school property;
 - vii. textbooks and equipment;
 - viii. fire alarms and safety equipment; and
 - ix. school policies relating to smoking, alcohol, drugs and inhalants.

3. Failure to meet the expectations for behavior and conduct shall result in some or all of the following consequences:
 - i. solving behavioral problem, monitoring or reviewing behavior expectation with student;

- ii. parental involvement;
- iii. temporary removal of privileges;
- iv. detention of student;
- v. temporary exclusion of student from class;
- vi. in-school suspension;
- vii. out-of-school suspension;
- viii. behavior contract with student;
- ix. assessment of student to develop appropriate programming;
- x. involvement of police; and
- xi. expulsion from school.

4. Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behavior such as

- i. conduct which threatens the safety of students and/or staff;
- ii. possession of a weapon in a student's locker or desk that is dangerous to students and staff; (A weapon is anything used, designed to be used or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person.)
- iii. displaying or brandishing a weapon in a threatening or intimidating manner;
- iv. assaulting another person;
- v. possession or use of illegal drugs, alcohol or inhalants in school and on school property;
- vi. theft;
- vii. willful disobedience and/or open opposition to authority;
- viii. use or display of improper or profane language;
- ix. damage to school or others' property;
- x. interfering with the orderly conduct of class(es) or the school;
- xi. participation in unauthorized and/or hazardous and/or illegal activities on NCEA premises;
- xii. failure to obey the lawful instructions of any NCEA employee acting in the performance of his/her duty,

- and failure to obey all published or posted procedures relating to the use of and entry to school facilities;
 - xiii. forgery, misuse, theft or alteration of any NCEA document or record in paper or electronic form;
 - xiv. failure to maintain proper dress code for the course or program and neglecting safety procedures or intentionally creating safety hazards;
 - xv. harassment of any kind; and
 - xvi. illegal activities of any kind.
5. The principal shall report to police the names of all persons for whom he/she has reasonable grounds to believe are trafficking drugs. The principal shall
- i. inform the parents of students involved; and/or
 - ii. proceed with disciplinary measures which may lead to suspensions or expulsions.
6. Based on the policy and regulations for student behavior and conduct, the Norwood Chinese School shall develop and communicate to parents and students the expectations for student behavior and conduct.
7. the principal shall communicate annually to students and parents the school policy and regulations and the school's expectations for student behavior and conduct.

BEHAVIORAL VIOLATIONS

The principal shall provide leadership for all members of staff in enforcing the student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the playground, in the halls or off school premises while under their supervision.

All students admitted to the common schools shall comply with lawful regulations of the government school policy. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, force, or violence, possession of alcohol or drugs, stealing or destruction or defiance of school property or personal property, carrying or

use of weapons or dangerous instruments, or other incorrigible bad conduct on school property at school sponsored activities constitutes cause of suspension or expulsion from school.

Assault

Any pupil who assaults another pupil shall be subjected to appropriate disciplinary action, including suspension or expulsion.

Any pupil who assaults or verbally abuses a teacher or other school personnel shall be subjected to appropriate disciplinary action and/or legal action.

Any employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the principal or designee prior to the assignment or contact.

DISRUPTING THE EDUCATIONAL PROCESS

Behavior, which is disruptive of the educational process, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. Behavior, which disrupts the educational process, shall include, but not be limited to

1. conduct which threatens the health, safety, or welfare of others;
2. conduct which may potentially damage property;
3. illegal activity or conduct which interferes with or hinders the orderly administration of the school and school-related activities; and
4. objects (toys, games, music boxes, sports cards, etc.) that are disruptive to the educational process will be confiscated by school personnel. Such items may be returned to the parent/guardian.

BEHAVIOR AND CONDUCT CODE FOR STUDENTS

1. No student or person shall upbraid, insult or abuse any teacher, staff member (instructional assistant, secretary, custodian, cafeteria worker, etc.) or student in the school.
2. Students will refrain from using profane or indecent language.
3. Students who deface or damage any of the school property, including buses, building and grounds, will be expected to pay for the damages.
4. Gambling on the school premises shall be prohibited.
5. Students shall not have in their possession knives, firearms, fireworks, unlawful weapons or devices while at school, at school activities or on the way to and from school.
6. Students shall not possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school-sponsored activity: alcoholic beverages, controlled drug substances, substances that are intended for illegal activity.
7. Students are not to possess, use, sell or distribute tobacco products on school property, including school buses, at school-sponsored activities and en route to or from school-sponsored activities.
8. Students will be expected to observe and obey the rules and regulations of the school and the school board while being transported to and from school by publicly owned transportation.
9. Students shall conform to the dress code.
10. Students will be expected to assist school officials in maintaining student property in such a manner as to ensure proper health standards and conditions conducive to learning.

11. Kissing, holding hands and other public displays of affection are strictly forbidden.
12. No portable audio devices or laser lights shall be allowed in the school building during school hours. Such items will be subject to confiscation.

STUDENT ATTENDANCE

A. GENERAL

- The principal shall develop student attendance procedures for the school which include a process for keeping parents informed of unexcused absences.
- School attendance procedures shall include a process for students or parents to notify the school of student absences.
- The principal shall make students and parents aware of their responsibility for regular and punctual student attendance and of the consequences that may result from non-attendance.
- Teachers shall keep accurate attendance records for each of their students.
- The record of a student's attendance shall appear on student progress reports.

B. ENFORCING SCHOOL ATTENDANCE

- The principal shall make all reasonable efforts to ensure that the students enrolled in the school attend school.
- When students do not attend school and are not excused from compulsory attendance, the school principal may apply any or all of the provisions of Section 14 of the School Act.
- Where such attempts to enforce school attendance are not effective, the school principal may forward a referral to the Attendance Board accompanied by supporting documentation.

C. PUNCTUALITY

- Each time the student arrives 15 minutes after the class has started or is absent from class, a record will be made in the student's report card.

D. SIGN OUT AND SIGN IN

- If you need to leave the school for an appointment or for some other reason, you must sign out at the office. You will need to have a note from your parent or guardian requesting the early departure and stating the reason for the departure. When you return, you must sign in at the office so we will know that you have returned.

HOMEWORK

In order to get the most benefit from the time spent at school, students must spend some time on schoolwork at home. Homework that is assigned will be made within the student's ability to complete it without assistance from classmates or parents. Assignments normally do not require long hours of time to complete and it is expected that students will do the work to the best of their ability and hand it in on time. Students are expected to review school work on a regular basis, even when students have not been given a specific assignment.

MISSED WORK

If you miss school work due to an absence, it is your responsibility to catch up. If students are absent three days or less, they are responsible for contacting the school or calling a friend to get the daily assignments. If students are absent for a longer period of time, a request should be made at the office to arrange for pickup of assignments. After an absence, students should check with their teachers to find out what they have missed.

EXAMINATION POLICY

The school exams, including midterm and final exam, can only be written on the scheduled date published by the school authority. Teachers, in consultation with administration, may exempt a student from writing the midterm or final exam when extenuating circumstances such as critical illness or bereavement warrant it. Upon receipt of written requests, teachers can arrange students to write their midterm or final exam one class prior to the scheduled exam day. Students who did not write midterm or

final exam will not receive a final mark for the school year. Students will be disqualified for annual awards if they do not obtain a final mark.

CLASS INTERRUPTION

Norwood Chinese School shall make reasonable efforts to ensure that its classes proceed on a regular basis without interruption. The principal or teacher reserve the right to cancel or change the time table for their classes and will take reasonable steps to provide notice of any cancellation or change. Norwood Chinese School will not be held responsible for any cancellation, change, interruption or termination of any class or course that occurs, nor will it be responsible for the failure to give notice of the interruption or termination.

STUDENT DRESS CODE

Norwood Chinese School expects its students to make a good impression on all visitors to the school. Student dress code requirements also have strong connections to positive student behavior. Students and parents are asked to accept their responsibilities concerning this matter. Parents may be contacted and/or students may be sent home when a student's appearance does not comply with the dress code expectations detailed below. Appropriate attire should be worn at all times. The principal at Norwood Chinese School have the discretion as to what is considered unacceptable attire and any violations of the dress code. Any educational distraction due to dress will be addressed on an individual basis. The educational process of all students at Norwood Chinese School comes before any one student's individual right to freedom of expression.

- Students may not wear hats inside the school
- Shirts or blouses must be of sufficient length to cover the waistband.
- Clothing for all students must have sleeves. A sleeve is defined as solid material that is beyond the shoulder seams on the garment.
- Clothing with sexual connotations, profanity, advertisements of drugs, tobacco or alcoholic beverages are unacceptable. This would include any shirt or article of clothing which is considered disruptive to the education process.

- Students may wear shorts, dresses, skirts, or skorts where the length meets, reaches or exceeds the knee area. Gym shorts, athletic shorts, stretch (biking) shorts and short shorts are unacceptable.
- Provocative articles of clothing are inappropriate as school attire. See-through clothing, half shirts, bare mid-drifts (visible stomachs and/or visible belly buttons), tube tops, halter-tops, underwear worn as outerwear, plunging necklines, shirts showing cleavage, backless shirts or clothing with holes in them above the knee, etc. all fit in this category. Undergarments should not be visible at any time.
- Students may not wear any clothing or attire that draws attention to his/her race or gender nor by its nature is offensive to another's race or gender. This includes clothing or attire related to negative group behavior (gangs, hate-groups, racial slurs, etc.).
- Shoes must be worn at all times.
- Sunglasses or tinted glasses may not be worn unless prescribed by a doctor.
- Pants must fit appropriately.

CELL PHONES, ELECTRONIC DEVICES, ETC

Students are expected to devote their full attention to classroom instruction and work. Therefore, items such as radios, CD/cassette players, portable DVD players, iPods, MP3 players, other electronic devices or games, roller blades, skateboards, and any other items deemed disruptive and/or dangerous by building administrators are not permitted at school. These items are subject to being confiscated until a parent/guardian picks them up. Building staff will not be responsible or spend time trying to find/recover items that are lost or stolen at school.

Cell phones shall be turned off and shall not be visible during regular school hours. Violation of this procedure may result in confiscation of the phone by school personnel. The phone may be retrieved by the student at the end of the school day. In the case where the student is deemed a habitual violator by the administration, the phone may be returned to the parent/guardian.

ALL other personal communication and entertainment devices are NOT allowed in any classroom at any time. Please note that students are solely

responsible for the security of these items or any other valuables they may choose to bring to school.

HALL PROCEDURES/LEAVING CLASSROOM

Teachers are discouraged from allowing students to leave their classroom except during an emergency. Only two students are permitted to leave the room at a time. Students should make every attempt to use the restroom and get a drink, etc. between classes rather than during class. Teachers should not allow a student out of class to talk to another student.

CLASSROOM USAGE

All furniture, equipment, books, etc. in the classroom belong to Westmount Junior High. Students should be careful about the use of furniture. All books should be left in the same place. Each student shall be responsible for the repair of any damage to property.

COURSE MARKS APPEAL PROCEDURES

To ensure that the student evaluation procedures that are followed in the school are fair and just, a student shall have the right to appeal the final standing awarded in any subject. The right of appeal may be exercised by a parent or guardian acting on a student's behalf.

Appeals at the School Level

Students and/or their parents/guardians shall be acquainted with the appeal procedure(s) available to them. Questions over the evaluation of a student shall first be referred to the teacher(s) who evaluated the student. To facilitate this process, it is important that good lines of communication between teachers, students and parents/guardians remain open, and that accurate records be kept. Where agreement cannot be reached at the classroom level, an appeal shall be made in writing to the school principal within one week of the time final standings are available to the student. The written appeal shall outline the reason or reasons for making the request. The school principal shall acknowledge receipt of the appeal and

indicate to the student the expected date when a decision with regard to the appeal will be reached.

- To review the basis of any final standing awarded to a student, the principal shall employ any or all of the procedures listed below:
- Consultation with the teachers involved
- Examination of records
- A personal hearing of the student's appeal
- Perusal of the graded final examination by the student

The school principal shall confirm in writing the outcome of the appeal to the student. Where an appeal through the teacher and school principal is not possible, an appeal may be made directly to the Student Evaluation Monitoring Committee of the Norwood Chinese School.

Appeals at the Board Level

The Board appoints directors to form a Student Evaluation Monitoring Committee. The committee has the mandate to handle appeals when an agreement cannot be reached at the school level.

The student, the student's parent or the applicant may appeal in writing to the committee within 14 days of notification of the decision from the school level. The written appeal shall outline the reason or reasons for making the request.

Upon receipt of the request, the committee shall hold independent meetings to process the appeals. To ensure objectivity the committee reserves the right to review records regarding this appeal from the school level and question the teacher(s) or the principal for their decision.

The committee shall confirm in writing the outcome of the appeal to the student within 30 days after receiving the request. This letter is the final level for appeal procedures.

For the purpose of ensuring that this procedure is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this regulation expires on March 31, 2009.

Norwood Chinese School
Student Marks Appeal Application

Name of Student:	Grade:	Subject:
Teacher:	Name of Applicant:	Date:
Home Address:		Telephone No.:
Applicant's reason for appeal:		
Student Signature:		
Applicant Signature:		

ADMINISTRATION USE ONLY	
Principals' response to appeal:	
Principal's Signature:	Date:

HIGH SCHOOL CREDIT COURSE POLICY

All students registering in high school credit courses must already be a high school student or entering Grade 10 in that same school year in order for the credit(s) to be counted towards their high school transcript.

Students must first complete Chinese 10, Chinese 20 and then Chinese 30. Some exceptions apply:

- A student that completes Norwood Chinese School's Mandarin Grade 9 class with a final mark of 60% or higher is eligible to register in Chinese 30.
- A student that completes Norwood Chinese School's Cantonese Grade 9 class with a final mark of 80% or higher is eligible to register in Chinese 20.
- A student with a Chinese education background from his/her origin is eligible to register in Chinese 20 or Chinese 30.
- A Chinese bilingual elementary graduate may register in Chinese 20.
- A Chinese bilingual junior high or high school graduate may register in Chinese 30.

COURSE CHALLENGE

Course challenge is a provision that allows senior high school students to challenge the outcomes for a course by participating in a formal assessment process rather than taking the course.

General Information

The assessment process requires the student to perform a number of tasks and to present samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course. The student's performance and the quality of his or her work are evaluated by a certified teacher who has expertise in the subject/course in question.

Course refers to a course at any level in a course sequence.

Course challenge in diploma examination courses applies only to the school-awarded mark component of the course, and therefore will NOT result in a final course mark or in credits until after the student successfully completes the diploma examination for that course.

Course sequence refers to a sequence of courses that together comprise a complete set of prerequisites; e.g., Chinese Language Arts 10-20-30.

School authority includes a school board, a charter school or a funded private school.

Summative evaluation means final evaluation of learning outcomes.

The following procedures are mandated by Alberta Education:

The course challenge process shall be available to a senior high school student in Alberta who believes that he or she possesses the knowledge, skills and attitudes for a senior high school course as specified in the program of studies, and is ready to demonstrate that achievement through a formal, summative assessment. For diploma examination courses, this applies only to the school-awarded mark component.

Students

The student shall initiate the course challenge process and shall take the responsibility for providing evidence of readiness to challenge a course such as a portfolio, other collection, or documentation of work and/or experience, and a recommendation from a junior high school teacher.

A student may not initiate a course challenge for a course in a lower level sequence if the student has already completed a course in a higher level sequence. For example, a student who has earned credits for Pure Mathematics 30 may not challenge Mathematics 24. However, a student who has been waived to a higher level course in a sequence may challenge the lower level course(s) in that sequence. For example, a student who is waived into Pure Mathematics 30 may challenge Pure Mathematics 20.

A student who successfully completes a course challenge of the school-awarded mark component of a diploma examination course must write the

diploma examination in order to be eligible for a final course mark and credit in that course.

School Principal

- Course challenges shall be administered by the senior high school according to its policy, only after the student is enrolled in the senior high school.
- A student's readiness for course challenge shall be determined through consultation that includes the senior high school principal, student, parent(s), and subject teacher(s). The consultation shall include discussion of the student's chance of successfully meeting the acceptable standard for the course and the student's apparent capacity to handle successfully the course at the next level.
- The senior high school principal shall make the final decision about the student's readiness for the course challenge. The principal shall base this decision on the consultation noted above.
- The senior high school principal shall ensure that assessment for course challenges includes strategies that will assess the scope of the learning expectations for the course as outlined in the program of studies, in a timely and practical manner.
- The senior high school principal shall assign the administration and evaluation of assessment for a course challenge to a certificated teacher who has experience teaching the course.

Marks, Credits, Reporting

- The senior high school principal shall report a student's achievement in a course challenge according to the directive under Reporting Student Achievement in Senior High School Subjects in the Student Assessment in Senior High School Subjects section.
- A student who successfully demonstrates through the course challenge process that he or she possesses the outcomes for the course to at least the acceptable standard, shall be awarded a final course mark and credits for the course challenged, except in diploma examination courses, which require the school-awarded mark to be blended with the diploma examination mark before a final course mark or credit is possible.

- Upon a student's successful completion of a course challenge, waived prerequisite credits and a "P" for pass for courses lower in the course sequence shall be awarded.

School Authorities

- Each school authority shall have a policy that governs the administration of course challenges in the senior high schools under the jurisdiction of that authority.
- Each school authority shall establish procedures to communicate to parents and students the availability and procedures for course challenges.
- A school authority shall make arrangements to provide appropriate course challenge assessments for the full range of senior high school courses offered by the school authority, other than for those exceptions noted under the aforementioned General Information and in the Awarding Course Credits section.
- A school authority may choose to provide for requests to challenge courses not offered by the school authority by arranging with other school authorities for such challenges. A student who undertakes such a course challenge shall assume all expenses, other than those normally assumed by a school for assessment such as personal transportation, etc.

COURSE CANCELLATION POLICIES

WITHDRAWAL FROM A COURSE: When a student finds it necessary to withdraw from a course, he/she shall inform the school's Administration Office of his/her decision in writing. Letter from students who are under 18 years old should be signed by his/her parents or legal guardians.

The school will amend the student's record.

REFUND POLICY: If a student withdraws from a course, the tuition less \$100 administration fee will be refunded. No refunds will be granted after the first month of class.

STORM POLICY: In case of inclement weather and impassable road conditions, the NCEA Board will make a decision to cancel the class on that particular day. The decision to continue or cancel classes will be made by 8:00 a.m. Class cancellation will be announced by the program

director/principal and all students will be informed by NCEA staff/teachers by phone.

FAILURE TO CLEAR: The homeroom teacher will, by letter or note, contact any student who has been absent from classes without notification for at least four consecutive classes. The letter will state that the student must contact the school. If no response is received within 15 days, the school will complete a Clearance Withdrawal Form. The date of withdrawal is recorded on the student record and the student will not be entitled to a tuition refund.

ACADEMIC INTEGRITY: Academic integrity is important to both the staff and students of Norwood Chinese School. Students have a responsibility to exhibit academic integrity in their own endeavors and to refrain from assisting other students who are dishonest.

- Students and staff share the responsibility for the academic standards and reputation of Norwood Chinese School. Academic integrity is the basis for the growth and acquisition of knowledge and skills. Failure to maintain standards of academic integrity is detrimental to the values of Norwood Chinese School and discouraging to the majority of students who pursue their studies with integrity.
- While Norwood Chinese School endeavors to inform students of special criteria of academic integrity pertinent to the class or course, failure to provide such special information does not in any way exempt a student from penalties imposed by or on behalf of Norwood Chinese Educational Association.

The following examples, though not exhaustive, represent activities that constitute a breach of academic integrity:

- **Cheating** which includes but is not limited to any form of fraud, deceit, omission or misrepresentation of information including, but not limited to, the use or attempted use of unauthorized material in examinations, representing oneself as another in an examination, classroom or lab related activity, or being represented by another.
- **Plagiarism**, which includes but is not limited to taking the work of another person and passing it off as one's own work.

Consequently, no student shall submit the words, ideas, images or date of another person as the student's own in any academic writing, essay, project, laboratory or assignment in a course or program; without proper documentation of work cited.

- **Falsification or misrepresentation of documents or credentials** which are subject to academic evaluation.
- **Using or attempting to use other student's answers or providing answers to other students on any document**, whether written or electronic, which is subject to academic evaluation.

PROTECTION OF PRIVACY

Norwood Chinese School collects and maintains information used for the purposes of its operating activities, including admission, registration and other fundamental activities related to students being members of the Norwood Chinese Education Association community.

Upon admission to Norwood Chinese School, students are advised that the personal information they provide and any other information placed in the student records will be used and protected in compliance with Alberta's Freedom of Information and Protection of Privacy Act, as amended, or such other statute as may supplement or supersede the same.

Personal information may include, but is not limited to

- name, home or business address, or home or business telephone number;
- academic marks and student conduct;
- gender, age, marital status, or family status;
- an identifying number, symbol or other particular information assigned to the student (e.g., student identification number);
- fingerprints, blood type or inheritable characteristics if required by the program;
- health history, including information about a physical or mental disability, if relevant to the program being undertaken; and
- educational, financial, employment or criminal history including criminal records except where a pardon has been given.

RETENTION OF DOCUMENTS

The information on a student's application form and other documents and materials provided for admission to Norwood Chinese School will be retained by NCEA for a maximum of seven years from the date of registration for the program, following which they will be destroyed. Irreplaceable documents will be returned to a student if the student requests the return when he or she applies for admission or upon graduation. Such a request shall be made in writing to the Administration Office.

PERMISSION TO RELEASE STUDENT WORK AND IMAGES

Norwood Chinese Schools is proud of its students and their work and we take every opportunity to show the world.

Artwork/Written Work for Display

Throughout the school year, students will be producing a variety of creative assignments (artwork, stories, poetry, etc). Occasionally, the need may arise to display or publish these assignments in the classroom or in various school and district publications.

Photographs/Media Interviews

Occasionally, the school may be contacted by the media (newspaper, radio, television) for student quotes or interviews. These sounds and video images may be published or aired in a variety of locations, including audio taping on television, radio or newspaper.

The district's communications office may also contact students for quotes, interviews or photographs for district communications or publications. Parental permission is required for the publication or airing of any student's image or school work.

ACADEMIC DISHONESTY IN COURSE WORK

When a course instructor or supervisor believes that a student in one of his/her courses has been academically dishonest, the class teacher may take one or more of the following actions:

- Require the student to re-do the work;
- Assign a zero on the examination, assignment or lab;
- Impose a failing mark for the work;
- For second or subsequent offences—assign a zero on the course OR recommend termination from the course;
- Remove student’s unauthorized material and the work completed; and
- Require the student to write another examination.

Following completion of the examination, the instructor or supervisor shall record the academic dishonesty in writing and report the transgression to the school administration. The school will determine the penalty and inform the student.

ACADEMIC EVALUATION

Student grades are determined by academic achievement throughout the instructional term. Consideration is given to all facets of the learning process, such as but not limited to examinations, reports, projects, field trips, and classroom participation.

STUDENT RECORD

A record is maintained with Norwood Chinese School, which contains each student’s personal information and a cumulative record of the student’s academic performance for a maximum of seven years.

CONFIDENTIALITY OF STUDENT RECORDS

Confidential records established at Norwood Chinese School, refers to a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

Student academic and personal records in the form of registration form, student statistics, academic violations, student statistics, and medical

concerns will be kept by the administrative staff of Norwood Chinese School.

RESPONSIBILITY FOR ACCURACY

Norwood Chinese School bears the responsibility for the accuracy of the student record.

The principal ensures that appropriate information on the student is conveyed accurately and promptly to the school office.

References: Edmonton Public Schools Board Policy and Regulations
[Criminal Code of Canada](#), Section 43

Policies and Regulations

Norwood Chinese School

September 2013
