



A21 Academy Policy and Procedures

To ensure a safe, inclusive, accepting climate where members are intrinsically motivated to reach their highest potential through individualized programs based on their natural talents and interests.

Welcome to the most progressive learning environment of its kind. We are honoured to invite you to join our community of members, advisors, coaches, parents, guardians, and experts. It takes a village of experts and like-minded families to raise an A21 Eagle to their highest potential.

A21 Academy is a democratic private school with a scientific approach to self-directed learning and inquiry based relevant problem solving that both engages and ensures meaningful retention. Through a stringent research based approach to education with our core values centered around each child's natural interests and talents we are able to deliver the Ontario Curriculum in a deeply enriched, real life environment.

We see the world as a field of opportunity for innovation, therefore we design individualized plans to ensure our members have the 21st Century skills necessary to reach their highest potential in all aspects of a balanced life: academics, arts, athletics, altruism, entrepreneurship, robotics and social.

1. Definitions:

A21 Academy Code - To respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.

A21 Academy Principles – please see Appendix A

A21 Members – students

Advisors – teachers

Bullying - as given in subsection 1(1) of the Education Act: means aggressive and typically repeated behaviour by a pupil where,

- a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
- b) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- c) creating a negative environment at the Academy for another individual, and
- d) the behaviour occurs in a context where there is a real or perceived power imbalance between the member and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education, or any other similar factor
- e) includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Founder – owner of A21 Academy Inc.

Lead Academic Advisor – head of curriculum planning and staff development

2. Roles and responsibilities:

Founder shall be responsible to ensure all aspects of A21 Academy including yet not limited to:

- a) Uphold the A21 Academy Policies and Procedures, Principles (see Appendix A) and A21 Academy Code: to respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.
- b) the safety and well being of all members and staff
- c) the quality and content of the program(s)
- d) the delivery of the content and evaluation
- e) reporting of member achievement, staff achievement and reporting to parents
- f) members, staff and parents/guardians feel safe, included, and accepted
- g) all members of A21 Academy community demonstrate respect, fairness, and kindness in their interactions, building healthy relationships that are free from discrimination and harassment
- h) members are encouraged and given support to be positive leaders and role models in their Academy community
- i) open and ongoing dialogue takes place between the principal, staff, parents and members, where all partners are actively engaged
- j) the learning environment, instructional materials, and teaching and assessment strategies reflect the diversity of all learners
- k) every member is inspired and given support to succeed in an environment of high expectations
- l) bullying prevention and awareness-raising strategies for members and staff are reinforced through curriculum-linked programs.

Lead Academic Advisor shall

- a) Uphold the A21 Academy Policies and Procedures, Principles (see Appendix A) and A21 Academy Code: to respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.
- b) be responsible for all curricular planning, effective tracking and staff development.

Advisors shall:

- a) Uphold the A21 Academy Policies and Procedures, Principles (see Appendix A) and A21 Academy Code: to respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.
- b) require current vulnerable sector criminal reference checks upon arrival
- c) require bi-annual vulnerable sector criminal reference checks
- d) require signed copy of all A21 Academy policies
- e) provide copy of teaching certificate(s)
- f) provide copy of TBS test as required
- g) provide copy of First Aid certificates as required
- h) place the safety of members as first priority
- i) work in pairs at all times when in the presence of members and parents/guardians
- j) require and emulate the highest academic and personal standards
- k) uphold all A21 Academy principles, policy and procedures
- l) joyfully perform duties as assigned emulating a high level of energy and engagement
- m) work cooperatively with all staff, parents and members to ensure the highest quality individualized academic program in a transparent, safe, inclusive, accepting environment to foster intrinsically motivated high personal expectations
- n) sign each members health notice
- o) agree to media release
- p) commit to ongoing professional learning

Interns and Volunteers shall:

- a) Uphold the A21 Academy Policies and Procedures, Principles (see Appendix A) and A21 Academy Code: to respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.
- b) require current vulnerable sector criminal reference checks upon arrival
- c) require bi-annual vulnerable sector criminal reference checks
- d) require signed copy of all A21 Academy policies
- e) place the safety of members as first priority
- f) emulate the highest academic and personal standards
- g) work cooperatively with the all staff, parents and members to ensure the highest quality individualized academic program in a transparent, safe, inclusive, accepting environment to foster intrinsically motivated high personal expectations
- h) sign each members health notice
- i) agree to media release

Members shall:

- a) Uphold the A21 Academy Policies and Procedures, Principles (see Appendix A) and A21 Academy Code: to respect yourself, other members, advisors, your family & teams with the overall goal to raise yourself and those around you to their highest potential through a positive attitude and leading by example.

- b) to actively search for and work to improve your natural talents and interest
- c) to find out what motivates you to do your best and to set high standards for yourself

3. Relevant Legislation:

- a) Child and Family Services Act R.S.O., 1990
- b) Children's Law Reform Act R.S.O., 1990
- c) Education Act, R.S.O., 1990
- d) Employment Standards Act, S.O., 2000
- e) Human Rights Code, R.S.O., 1990
- f) Immunization of School Pupils Act, R.S.O. 1990
- g) Labour Relations Act, S.O., 1995
- h) Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990
- i) Occupational Health and Safety Act, R.S.O., 1990
- j) Sabrina's Law, S.O., 2005
- k) Trespass to Property Act, R.S.O., 1990

4. Admission procedures:

- a) are listed in detail on the web site at www.A21Academy.com
- b) subject to A21 Academy Family Registration Contract
- c) subject to A21 Academy Health Form & Authorization for Emergency Treatment

5. Hours of Academic program:

- a) Monday thru Friday 9:30am to 3:30pm yet subject to individual training schedules.
- b) Supervision is available at 8:00am and until 4:00pm.
- c) Please note: athletic programs often run from 8am to 9am, members participating in these morning programs are expected to demonstrate the A21 Academy Code and are responsible to be prepared for class promptly at 9:30am

6. Attendance:

All matters of attendance will be reported to A21 Academy either by phone or electronic message and recorded within A21 Academy tracking system by Advisors. A21 Academy governs itself according to Ministry of Education, Education Act attendance requirements.

- a) Late arrival and/or early departure will be tracked
- b) Absence will be tracked
- c) If there is a situation where long-term absence is required A21 Advisors will work with parent/guardian(s) to create a plan to ensure curriculum needs are met.
- d) If unplanned absence is consistent, A21 Founder is required to schedule parent conference to discuss membership.

Tangible evidence of A21 Academy world-class education ensured through various Assessments.

7. The Evaluation and reporting of member achievement is as follows.

- a) Standardized testing on intake and each Spring
- b) Member assessment which is tracked within A21 Academy database system, monitored and measured for each member, which includes yet not limited to:
 - a. Ontario Curriculum by expectation
 - b. 21st Century Fluencies
 - c. 21st Century Information, Media and Technology Skills
 - d. 21st Century Interdisciplinary Themes
 - e. 21st Century Learning and Innovation Skills
 - f. 21st Century Life and Career Skills
 - g. A21 Academy Principles of Success
 - h. Social and Emotional Intelligences
- c) Evaluation and reporting of member achievement is tracked within the A21 Academy database system and will be reported to parents/guardians each term.
 - i. Fall Progress Report, beginning of October
 - ii. Winter Report, beginning of February
 - iii. Final Report, last week of June
- d) Academic and/or Social and Emotional concerns will be reported to parent/guardian(s) immediately as we are committed to quick reporting and ongoing parent/guardian communication.
- e) Success criteria & descriptive feedback are provided daily. At many times during the academic week the members are asked to self-assess success in both academic product and high standard of behaviour
- f) Member records will be filed according to OSR (Ontario Student Record) Ministry of Education standards

8. Evaluation and reporting of staff achievement:

- a) Staff evaluations will be based upon adherence to A21 Academy policy, procedures and principles along with quantitative measurement of member engagement and academic achievement.
- b) Staff Assessment which includes yet not limited to:
 - i. Professional portfolio
 - ii. A21 Academy Highly Qualified Professional self and peer assessment, based on 21 Principles which is a qualitative measure.
 - iii. A21 Academy Standardized Expectations based on curriculum tracking which is a quantitative measure.

9. Reporting to Parents/guardians:

- a) Advisor meetings, incident or accident reports and grievances are documented, reported, copied to parents/guardians and stored electronically in A21 system.
- b) Reporting of member achievement is generated through A21 Academy tracking system generated report cards and reported to parents/guardians each term.
- c) Report of concern of bullying: the founder shall invite parents to have a discussion and shall disclose to parents/guardians of the member who has been harmed and disclose to the parents/guardians of the member who has engaged in the incident the following information:
 - i. the nature of the activity that resulted in harm to the member
 - ii. the nature of the harm
 - iii. the steps taken to protect the member's safety, including the nature of any disciplinary measures taken in response to the activity
 - iv. the supports that will be provided for the member in response to the harm that resulted from the activity

10. Reporting Statistical Data to Ministry of Education:

A21 Academy shall provide all statistical information to the Ministry of Education regarding school enrollment, staff, courses of study and other information, as and when required by the minister. Reports may include but are not limited to:

- a) Notice of Intent to Operate with confirmation a principal in charge of the school;
- b) Control of quality of instruction and evaluation of student achievement;
- c) Control of content of the program or courses of study;
- d) School-wide assessment and evaluation policy;
- e) Procedure for reporting to parents;
- f) School-wide attendance policy; and
- g) Central office for the maintenance of student records.

11. Bullying Prevention and intervention plan

- a) shall be reviewed and approved annually at our members board meeting
- b) shall be documented within to ensure each member, staff, parent/guardian and volunteer are in receipt
- c) all members, staff, parents/guardians and volunteers must be aware that
 - i. Bullying adversely affects a member's ability to learn.
 - ii. Bullying adversely affects the school climate, including healthy relationships.
 - iii. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.
 - iv. Any allegation of bullying shall be taken seriously and will be acted upon in a timely, sensitive and supportive manner.
 - v. To ensure members are safe to report bullying incidents safely and in a way that will minimize reprisal, the member is encouraged to contact the Lead Academic Advisor or Founder in anyway that is most comfortable for them: in person, writing, electronic message or phone.
 - vi. Lead Academic Advisor and/or Founder will be very discrete, sensitive and supportive of the members concern and will follow reporting procedure accordingly.

12. Use of technology Policy

Our primary objective is to prepare your child for a joyful quality of life within an engaging entrepreneurial framework so they are confident in their skills as they grow up to face the unknown work environment of our future. This initiative must therefore include the use of technology as a tool to process data, to improve personal efficiency, hone the skill to research and master all aspect of digital literacy. Not to mention 'soft skills' of technology such as data management, data processing etc etc and, not to be forgotten, the use of technology in the arts allowing for an amazing resource/outlet for creativity, which is critical in 21st Century education.

As with many great things, there is a dichotomy, which presents a challenge. The use of technology for non-value added entertainment is an obvious variable that we as individuals and as a school community must manage to ensure success. The choice when and how to use technology is a muscle of self control that we all must remain conscious of and it is a muscle we must help our students strengthen which is one of the reasons we have the 12:30pm time slot. We have seen improvement in self-assessment, self-control and the innate desire to time manage and produce quality of work and are very pleased with the outcomes.

However, the content on social media apps (examples not limited to: Kik, Snap Chat, Vine, Instagram, etc) is one variable we cannot control, nor do we find it helpful in strengthening muscle of self-regulation. The students are unable to control what pictures come up in their feed, and as such, are often are surprised with inappropriate pictures, messages etc that appear on their iPads without warning. This is obviously problematic in any school environment, yet particularly at A21 Academy where professionalism and high expectation in all areas of a young persons life is paramount.

a) A21 Academy is neither the time nor place for social media apps. Understanding the choice of which apps to allow on each of your child's devices is a family decision, the following two options are available:

Option 1 - if your family agrees, please delete such apps on all devices that are sent to A21 Academy

Option 2 - if your family disagrees, please ensure the following steps

- a) move all such apps to the last screen on each device sent to A21 Academy to ensure they are separate from all academic apps and not easily accessed
- b) please note NO such apps are to be accessed at anytime on any device while attending any A21 Academy academic or athletic events or training or device will be confiscated until parent can be notified.

b) all push notifications of ALL apps and messaging on all devices sent to A21 Academy are to be turned off so as not to interrupt the academic day. If parent / child communication is necessary we are more than happy to accommodate. Please call the school at anytime and we will be sure your child receives your message.

13. Professionalism Policy

Members, advisors, coaches, founders and parents are held to a high standard of professionalism while attending any A21 Academy Academic, Athletic or extra curricular activities. We are all expected to carry ourselves in a manor that our families, co-members, advisors and teams would be proud of.

14. Grievance Policy

- a) Members may place a concern on the agenda of weekly board meeting through electronic or written notification to Lead Academic Advisor. Concern will be discussed, resolution voted upon and recorded in minutes. If the resolution at the board meeting is not satisfactory to the member, the member is to communicate grievance to the Founder who will document grievance and secondary resolution and follow Reporting to parents/guardians to ensure transparency and closure.
- b) Staff is encouraged to discuss any and all concerns with Lead Academic Advisor at the onset of a concern. If clarification and resolution is not satisfactory, staff shall bring grievance to Founder who will document grievance and resolution and ensure closure.
- c) Any parent/guardian is encouraged to discuss any and all concerns with Founder at the onset of a concern so as to avoid disappointment in either the member or parent. Founder shall ensure documentation of concern and resolution and will follow reporting policy.

15. Positive learning environment – Gossip / Bullying / Any harm

In no uncertain terms will A21 Academy tolerate gossip, bullying, harassment or harm of any kind from any member, staff, intern, parents/guardian or volunteer. A21 Academy will initiate action without complaint if any behaviour is known to be taking place.

Any and all concerns are to be addressed with Founder of the Academy and not propagated among the A21 Academy students, faculty or community. It is our experience that when a concern arises there is always a compassionate, uplifting solution that empowers one another to continue to grow and do our best. It is never helpful to speculate, judge or outwardly contemplate another person's actions or feelings. We are here to observe, excavate and develop the highest potential in our students, our staff, our parents and our community. This can only be accomplished with a balance of high expectation, positive self-discipline and grace.

In any and all cases, based on severity and at sole discretion of the Founder, progressive discipline shall be in effect for anyone involved in incident of gossip, bullying or any form of harm, up to and including all rights of membership contract and/or employment contract revoked and individuals involved will be expelled and/or not permitted to attend any and all associated programs or gatherings.

In any and all cases, based on severity and at sole discretion of the Founder, access to programs, events and facility shall be revoked for any adult involved in incident of gossip, bullying or any form of harm.

Each member, parent and/or guardian has reviewed, understood and agreed to uphold and abide by the language and intent of A21 Policy and Procedures and agree to support A21 Academy Principles - Appendix A

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name	Signature	Date

Appendix A

A21 Academy Principles

1. Awareness, respect, assessment and celebration of self, then others
2. Armed with innate personal power: emotional intelligence, courage, perseverance, and heart
3. Autonomy, which is utterly essential to reach mastery and purpose
4. Agree to a high code of standards, both in product and behaviour
5. Academic excellence through relevant, meaningful inquiry, adventure, project and problem solving
6. Active literacy: expressing oneself through writing and public speaking
7. Athletics as a means to develop physical grace, presence, mental and emotional strength
8. Arts as a creative, critical aptitude along with an appreciation for master creations
9. Advanced technologies, innovation, and human needs, as they relate to our role in society
10. Altruism and activism to actualize learning and character
11. Access to experts and entrepreneurship
12. All 21st Century fluencies integrated into daily activity
13. Absolute choice of work and ability to proceed at individual rate
14. Accurate observation, caution in reasoning and constant testing of conclusions
15. Aware of community, global and universal issues
16. Adhere to a sense of etiquette and professionalism
17. Attain insight into our institutions: corporations, courts, laws, military, governance
18. Accommodate student individual passions, talents and schedules to support finding their element
19. Ability to handle challenges, particularly those that are individual
20. Authoritative knowledge that asking questions is the key
21. Active research and adaptation of the most progressive educational axioms