
The St. Lawrence Academy

Board Policy Manual



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The St. Lawrence Board Policy Manual was developed during the 2015-16 and 2016-17 school years by the Board of Trustees and facilitated by Renee Couturier, a teacher and parent volunteer. The St. Lawrence documents already in place were used as a guideline as well as Imagine Canada: Standards for Canada's Charities and Non-profits. It will be reviewed annually, and updated as needed, by the Board of Trustees and Director.

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Section 1: The School

1.1 – GUIDING STATEMENTS

1.1.1 – The St. Lawrence Academy Mission

Our Mission is to inspire learning and to develop the intellectual, creative, spiritual and physical potential of every child. Through solid Christian principles, we seek to develop caring, accepting and respectful young people who will aspire to become responsible, humble, and self-motivated global citizens.

Our small class sizes promote an optimal learning environment and our family-like atmosphere nurtures the creativity and imagination of our students. Through our innovative and dynamic Arts programming, natural mentoring and leadership opportunities and overall higher expectations, the St. Lawrence Academy promotes healthy bodies & healthy minds. Leadership, character building and spiritual nurturing encompasses, compliments and respects diversity.

Physical Education is also a vital part of our curriculum as we take advantage of the many opportunities found locally here in Prescott. Skating, curling, golf, water sports and tennis are all available to us just steps away!

1.1.2 - The St. Lawrence Academy Philosophy - *Learning that Lasts a Lifetime*

Traditional Christian values and the Ontario Curriculum are our foundations as we strive for excellence in Academics, the Arts, Athletics, and community outreach, providing a richly balanced education for our students.

From Junior Kindergarten to grade 8, our small class sizes provide a safe and nurturing environment which engages and inspires our students to grow mind, body and spirit.

The St. Lawrence Academy dynamic and dedicated faculty love the Lord, love to teach and love to learn, and take pride in leading our students to new heights of academic and personal achievement. From award winning Science Fair discoveries to whole-hearted Music Festival performances, from Artistic exploration, Math competency and fun on the curling rink, at the waterfront and on the golf course, our team and individual successes bring us a sense of pride and accomplishment with a concentration on balance in all facets of life.

It is our goal at the St. Lawrence Academy to provide ***Learning that Lasts a Lifetime*** where the confident smiles of our students radiate an energy and enthusiasm for learning and for life.

1.1.3 – The St. Lawrence Academy Underlying Principles

The Academy holds the following principles as key to inspiring learning and developing the intellectual, creative and physical potential of every child:

1. Teachers are our most important resource. The Academy is committed to attract, nurture and retain an inspiring, dedicated, and knowledgeable faculty and staff who will share a common commitment to promote the well-being of each student. It also seeks a working environment for all employees that are characterized by high expectations, productivity, healthy communication, ongoing support and professional growth.
2. Small Class Sizes. Smaller class sizes facilitate the ability to focus on individual student needs and to extend, enrich, challenge and support individual learners.
3. The Academy seeks excellence and must meet and/or exceed the expectations of the Ontario Curriculum.
 - Fluency in Language, Mathematics, Science, Social Sciences, and Technology are viewed as foundational.
 - A strong extended French program is taught from JK- Grade 6.
 - Healthy active living is promoted through Physical Education classes and an emphasis on sports and outdoor activities.
 - Arts education and appreciation is developed through:
 - Specialist teachers in Music and Visual Arts
 - Choral and classroom music instruction for all students
 - Drama classes
 - Optional private music instruction during the school day
 - Exposure to artistic performances and/or galleries
4. Students learn best in an environment where they are safe and secure. Facilities must support the educational goals of the Academy. Teachers and students maintain a safe, secure and clean environment conducive to learning in accordance with the Code of Conduct.

Within a team focused work environment based on mutual respect, the St. Lawrence Academy will exceed its supporters' expectations through progressive technologies and innovative methods.

1.1.4 - The St. Lawrence Academy Vision

1. The St. Lawrence Academy will create a safe and considerate learning and working environment.
2. The St. Lawrence Academy will encourage originality, innovation and promote enthusiasm in meeting the requirements of our parents, students and supporters.

3. The St. Lawrence Academy will endeavour to cultivate overall growth through recruitment, enrollment and positive energy.
4. The St. Lawrence Academy will create a distinctive scholastic culture that teachers, students and parents will want to be a part of.
5. The St. Lawrence Academy will make positive contributions to the community in which we operate and strive to become a model for citizenship and community partnership.

1.1.5 - Overall Principles

1. **COMMUNICATION** - The most effective communication begins with listening. Leadership needs to set the example with active listening, even when the information may be negative. An open environment encouraging discussion enhances involvement; feedback encourages improvement.
2. **TEAMWORK** - Teamwork is a necessity. Exceed your job description but rather, act according to the situation. Draw on the skills and expertise of the team to achieve optimum results.
3. **RESPONSIBILITY** - Each employee must understand his/her responsibilities clearly and execute them accordingly. The Director is responsible to assign, communicate and monitors those responsibilities.
4. **HANDS ON APPROACH** - Be available to contribute where required, visualize the situation, take the necessary action.

1.2 – THE ST. LAWRENCE ACADEMY LEGAL STATUS

The St. Lawrence Academy is a JK-grade 8 non-profit, independent, non-denominational community Christian school. The approval and governance of the school policy will be vested in the Board of Trustees.

1.3 – SCHOOL STRUCTURE AND ORGANIZATION

1.3.1 - Board of Trustees

The Board of Trustees is the governing body of the School. As a strategic Board, all matters that pertain to the making and revising of policy for the School will rest with the Board of Trustees. The Board's primary responsibilities are to provide:

- Define and implement the strategic future of the School
- Provide institutional stability for the School

See Section 2 (“The Board of Governance”) for information on the composition and duties of the Board of Trustees.

1.3.2 - Director

The Director is the administrative officer of the School. The Director is directly responsible to the Board of Trustees for the implementation of Board of Trustees decisions and policies and serves as a non-voting member of the Board. Additional information about the duties, responsibilities, and evaluation of the Director may be found in Section 2 (“The Board of Governance”). The Board of Trustees endows the Director with powers to perform daily operations to ensure that the School provides a high-quality education.

1.3.3 - Faculty and Staff

The Director is responsible for the employment and, when necessary, the dismissal of all School Personnel and shall in general exercise the employer’s rights in the school in accordance with the Policy Manual. School Personnel consists of all teaching and non-teaching Staff. Information relating to the employment of Faculty and Staff may be found in Section 5 (“The Personnel”).

1.3.4 - Students

It is the policy of the Board of Trustees that no person will be denied admission to the school because of nationality, race, or creed. Student applicants will be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the School. Information relating to the students may be found in Section 6 (“The Students”).

1.3.5 - Parents

The Board of Trustees encourages the active cooperation and participation of the parents in the School. The established Parent Association (PA) is led by the PA Executive Board and facilitates the participation of the parents. All Parents/Guardians are automatically members of the PA. PA Guidelines may be found in the appendix of the Board Policy Manual.

1.3.6 – Parent/Teacher Communication

It is the policy of the Board of Trustees that discussions or written communication regarding a student’s social, emotional, behavioral or academic issues will occur only between the parent/legal guardian of the child. It is understood that persons not fitting this description will be unable to attain any information regarding a student. In the case of step-parents, signed documentation approving communication would need to be provided by both biological parents.

Section 2: The STUDENTS

2.1 – ADMISSIONS

2.1.1 - Admission Requirements

The following admission requirements must be completed before a student may be officially enrolled at the St. Lawrence Academy:

1. The application form must be completed in full.
2. School records, including Standardized Test scores will be requested by the Director directly from the previous school(s) prior to enrollment.
3. Medical records, including the student immunization record from birth until present must be provided at the time of application.
4. Proof of a child's date of birth is required by providing a copy of a valid birth certificate. This must be placed in the child's cumulative record folder at the time of admission in order for the administration to make a determination of placement.
5. An age-appropriate academic assessment that includes reading, language, and writing and mathematics components must be completed at the school.
6. All appropriate fees must be paid in full.

Students will be placed in the appropriate grade level with consideration given to their academic aptitude, readiness, maturity, social adjustment and age. At the discretion of the school's Director, standardized test results may be used in determining admission and grade placement to the school.

2.1.2 - Grade Placement

The St. Lawrence Academy enrolls students according to the following requirements:

- A pupil must be 4 years of age **by December 31**, to be admitted to our Junior Kindergarten.
- A pupil must be 5 years of age **by December 31**, to be admitted to our Senior Kindergarten.
- A pupil must be 6 years of age **by December 31**, to be admitted to Grade 1.

A child may be placed provisionally in grade 1 at the beginning of school in September even though he/she has not attended Kindergarten, provided that the child passes an academic assessment and attains his/her sixth birthday **by December 31**. After one month of enrollment it will be decided on the basis of readiness, maturity, and social adjustment whether the child may continue in grade 1 or be transferred to Senior Kindergarten. This decision is made at the discretion of the Director and the classroom teacher.

2.1.3 - Notification of Admission

When a student's file is complete and the academic assessment has been reviewed, the school will notify the parents regarding the admission of their child.

2.1.4 – Tuition

Tuition is set by the Board of Trustees for Junior Kindergarten/Senior Kindergarten and for the grade 1 to 8 program for each school year.

The St. Lawrence Academy offers a payment plan.

2.1.5 – Financial Aid

The St. Lawrence Academy uses the Apple Financial Services, a Toronto-based company, which helps to determine an applicant family's eligibility for aid based on their personal finances.

2.2 – PROMOTION AND RETENTION

Students who successfully complete all academic requirements at their current grade level and who appear to be physically, emotionally, and socially ready for studies in the next grade, will be promoted at the end of the school year.

Students may be retained at the same grade level if they require more time to reach the level of achievement necessary for promotion. Retention decisions are made by the Director in close communication with the classroom teachers, the parent, and other teachers as appropriate.

2.3 – ATTENDANCE

2.3.1 - Attendance and Absences

The completion of a year's academic work requires regular attendance to school.

All absences must be reported to the school by following the procedures outlined in the Student Handbook. Absences due to illness or an emergency will be considered excused. After 5 days of absence due to illness, a student must bring a note from a doctor indicating the nature of the illness and when the student is able to return to school for the absence to be considered excused.

Absences for extended vacations or other reasons will be considered unexcused. Students in Junior Kindergarten to grade 8, who are absent more than 15 days in the school year from the date of their enrollment, will have their progress reviewed by the Director in order to receive academic credit for the year.

More than 30 days of unexcused absences will require retention in the current grade level.

2.3.2 - Extended Vacations

Parents are requested not to schedule extended vacations or trips for students that result in the student missing instructional days. When such situations are unavoidable, parents are requested to notify the school in writing prior to the absence. Teachers are not responsible for providing missed lessons in the extent of absence. Students will be required to complete all missed assessments during their absence within the first two days following their return to school.

2.4 – DRESS CODE

The St. Lawrence Academy students must wear a uniform to attend school. Uniforms may be purchased by parents directly through the appropriate supplier. Please refer to the Student Handbook for details. Casual days and spirit days are also organized throughout the year.

2.5 – CONDUCT AND DISCIPLINE

2.5.1 - Guidelines

The St. Lawrence Academy seeks to maintain and foster high standards of acceptable behaviour at school, school-sponsored events, and on the bus. Common decency and courtesy is expected in order to protect the rights of all students, staff and volunteers to pursue an education free from disruption and interference.

When incidents of a serious nature occur the following progressive discipline procedure will be applied:

- The classroom teacher will complete an Incident Report/Behaviour Report and submit it to the Director for forwarding to the parents for signature.
- The Director may contact the student's parents and a conference may follow, involving the student, his/her parents, teachers, and the Director.
- The Director will determine appropriate consequences.

2.5.2 – Acceptable Behaviour

The St. Lawrence Academy seeks to maintain and foster high standards of acceptable behaviour. Any action inside or outside the classroom, which constitutes an infringement on another student's right to learn in a safe environment, interferes with another student's education, or anyone's well being, will be considered a violation of school procedures and rules. It is the responsibility of each student to behave appropriately and to be accountable for all of his/her actions.

2.5.3 – Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation.

These characteristics generally describe bullying behavior: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student – or groups of students – to victimize others.

Bullying can be classified into 4 categories: physical, verbal, cyber and relational.

- **Physical bullying** involves hurting the body of another person or damaging property.
- **Verbal bullying** involves using words to hurt the feelings of others through taunts, name-calling, humiliating, and racist remarks.
- **Relational bullying** involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.
- **Cyber bullying** is a form of relational bullying that utilizes technology such as email, blogs, texting, social networking sites and chat sites.

Students are encouraged to report any bullying behaviour to an adult at school. Reports will be handled confidentially and with discretion. Services will be provided to both the victim and the bully. If bullying is suspected or reported, a teacher or the Director will deal with the incident immediately. The consequence will depend on the nature and severity of the incident.

2.5.4 – Suspensions

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Parents and or guardians will be informed by letter and a phone call explaining the reason for the suspension.

Reasons for immediate suspension include but are not limited to:

- physical violence;
- threatening other students;
- showing disrespect towards students, school teachers/staff and volunteers;

- bullying and any act which may harm or place others in an unsafe and dangerous situation.

A student who continually violates school rules may be withheld from school-sponsored activities such as field trips, after-school activities, recess and Spirit Days. Decisions regarding attendance at school-sponsored activities and suspensions are made by the Director.

Students who are placed on in-school or out-of-school suspension will not participate in any school-sponsored activities.

2.5.5 – Expulsions

A student may face expulsion for repeated suspensions or for a very serious offence. If an offence is very serious, the progressive discipline system (see 2.5.1) may not be followed and the expulsion will be decided by the Director and the Board of Trustees.

2.5.6 – Academic Honesty

Cheating, including plagiarism of print or electronic material, and work completed by people other than the assigned student, are considered a breach of academic honesty.

In the event of a breach of academic honesty, students will be required to make up the assignment for partial credit, at the discretion of the classroom teacher and the Director.

In an effort to instill a sense of accountability and for students to learn from academic honesty incidents, a Home Behaviour Report will be completed by the teacher, signed by the Director and sent home for parents' signature. This form will provide the student's account of what happened and a consideration of future actions in the event of a repeated offence.

Section 3: HEALTH AND SAFETY

3.1 – SECURITY POLICIES

The Director is responsible for the development of the detailed safety, security and emergency procedures. All staff members must be familiar with those procedures and periodic reviews and training sessions are conducted as required. All staff are responsible for promoting the safety of all students at all times. Students are aware of the importance of safety, knowledge of emergency procedures, and necessity of responsible individual action so that these procedures work smoothly.

3.1.1 - Responsibilities

The Director is responsible for determining when the school shall take emergency action and what the action shall be. The Director shall designate and make known to the Board of Trustees someone to act in his/her absence.

3.2 – SAFETY OF STUDENTS AND STAFF

3.2.1 – Student Information Files

Current telephone numbers and addresses of students must be kept updated. Admission Application Forms with contact information are sent home at the beginning of each year to be reviewed and updated by parents. The Director will contact families who do not return the form to ensure updated information is provided for all families.

3.2.2 – Messages for Teachers – Voicemail - Emergencies

The school phone has voicemail and it is accessible twenty-four hours a day. Voicemail will be checked at the beginning of the day, at lunch, and at the end of the day.

3.2.3 – Visitors

The school doors are locked for students' safety. Access can be gained by ringing the bell at the main entrance. Anyone other than school staff and students is considered a visitor. All visitors to the school between the hours of 8:30 am and 3:30 pm are expected to report directly to the Reception area, sign the visitor log, collect a visitor's tag and check-in with the Director or supervising staff member.

3.2.3 –Safe Schools Procedures

In the event that a child does not arrive at school for 8:30 am, the Safe Schools Procedure will be set in place. The parents will be contacted to inquire about the child's

well-being. It is essential that parents leave a message that the child will not attending for any reason. If the parent or emergency contact number cannot be reached to confirm the whereabouts of the child by 11am, the police will be called.

3.2.4 –Supervision of Students

The St. Lawrence Academy students are supervised at all times, on or off site. When a student leaves the classroom or the group, he/she must receive permission from the teacher and established procedures must be followed.

3.2.5 –Missing Student

The Director is informed as soon as a student is identified as missing. A search of the building and surrounding grounds is immediately completed. If the student is not found, the Director will urgently notify the parents and if appropriate, will enlist the help of the police.

3.2.6 –Suspected Child Abuse

As per the laws of Ontario, adults are required to report any suspected or reported child abuse to the Children’s Aid Society (CAS). Teachers who become aware of a concern are personally responsible to report to the CAS and to advise the Director.

3.2.8 –Minor Accidents

In case of minor cuts and scrapes, a first aid kit is located in the Nurse’s Nook. Basic first aid is administered at school. Teachers are responsible for remaining certified with First Aid/CPR training. Accidents are to be reported to office and parents through the Accident Report Form. This report must be signed by the Teacher Witness and the Director, sent home to parents for signature and returned to school to be kept on file in the office. All head injuries require an Accident Report form to be completed and the parents to be contacted. Parental contact must be recorded on the form and the type of medical attention given. (i.e., ice applied). If continued attempts to contact the parents by phone are unsuccessful, it is noted on the form, and a written account is included in the student agenda.

3.2.9 –Serious Accidents and/or Unknown Injuries

A student suspected of a serious injury is never moved and immediate first aid and life support will be administered as needed. The Director will call 911 and contact the parents immediately.

3.2.10 –Perceived Threat of Violence

Lockdown - Teachers and students are to enter or remain in the nearest room, blockade the doorway, stay away from windows and doors, and remain quiet until given the established all clear code.

Evacuation - All staff and students will exit the school in an orderly fashion, quickly and quietly proceeding to the St. Mark's Parish Hall grounds, until the assessment of the situation is complete and the all clear is announced. Authorities will be contacted as needed.

3.2.12 – Drills

The Director is responsible to schedule practices for each emergency procedures to be practiced four times per year (some unannounced).

3.2.13 – School Closure (Weather)

The St. Lawrence Academy remains open for scheduled school days unless storms are extremely hazardous. The Director, with the support of the Chair or Vice-Chair of the Board is responsible for the decision to close the school or end the school day early in the case of hazardous weather. A staff representative will remain onsite until all students have been picked up.

3.3 – STUDENT HEALTH

3.3.1 –Medical Files and Vaccinations

Every student has a confidential medical file in order to provide emergency and ongoing health care for your child. A Student Medical History is part of the admission criteria and required for all new students. Parents of returning students must provide updates or changes in information yearly, or as soon as information changes.

Ontario Health Insurance or the equivalent is required for all students attending school in Ontario.

Immunizations are mandatory for all students attending schools in Ontario. In order to comply with the Immunization of School Pupil's Act, children must have their vaccinations up to date for their age. A copy of each child's immunization record must be provided to the school. Failure to provide this information will result in suspension, until the vaccination has been completed.

3.3.2 –Peanut Free Environment

The St. Lawrence Academy is a Peanut Free Environment to protect students medically identified with the life-threatening risk of anaphylaxis. Parents of students with allergies must

complete an Allergy Form that will be posted in the school. An Epipen must be readily accessible. Faculty and staff are trained each year to administer an Epipen.

3.3.3 –Illness and Attendance

When a child becomes ill during the day, the Director will call parents for pick up, as appropriate. Depending on the nature of the illness, the student may have to be isolated/resting in the Nursing Nook or will be accompanied by a teacher or the Director while waiting for pick up.

A child must be without fever, vomiting, or diarrhea for 24 hours (without over-the-counter medication) before returning to school.

3.3.4 –Head Lice

The St. Lawrence Academy faculty and staff will perform head checks at any time it is appropriate. Students found to have lice or nits are sent home for treatment with an information letter. A notice will be sent home with classmates advising parents to perform a head check then and again in one week's time. Children must be nit free before returning to the classroom.

3.3.5 –Medications

Medication should be administered at home whenever possible. Should a child require medication during school hours, a Medication Administration form must be completed. Prescription medication administration will be recorded in a log book.

3.4 – Transportation (School Bus)

School buses are considered an extension of the School and as such are covered under the "Safe Schools Act of Ontario." Parents must support the St. Lawrence Academy's efforts to maintain high standards of safety and acceptable student behavior on the school bus by adhering to the established guidelines.

3.4.1 –Disciplinary Action for Improper Conduct on the Bus

First Incident

- The driver reports and files a School Bus Misconduct Report, stating the concerns or issues. The Director communicates this with the parents. Major incidents may result in immediate withdrawal of bus privileges.

Second Incident

- The driver reports and files a School Bus Misconduct Report, stating the concerns or issues. The Director communicates this with the parents. The Director may withdraw the student's transportation privileges for up to 3 days.

Further Incidents

- The Director may remove bus privileges for a specified period of time.

3.4.2 –Inclement Weather

The St. Lawrence Academy school bus will be cancelled according to Student Transportation of Eastern Ontario decisions. The school will remain open at the discretion of the Director and this information will be communicated to all families by email, social media (Facebook) and/or through the school's phone messaging system.

Section 4: The PROGRAM

4.1 – CURRICULUM

The St. Lawrence Academy's program is founded on traditional Christian values and the Ontario Curriculum from Junior Kindergarten to grade 8 with a focus on Academics (Math, English, Social Studies, and Science), the Arts (Visual Art, Music, and Drama), Physical and Health Education, and community outreach, in order to provide a richly balanced education for students. The St. Lawrence Academy mission statement and philosophy guides the development of units of study. Instructional methods are both traditional and innovative and are differentiated and enriched to allow all students to meet and exceed the established expectations.

4.2 – SPECIAL PROGRAMS

4.2.1 – The Arts

The St. Lawrence Academy offers an Arts program that includes Music, Visual Art and Drama. Students also participate in choirs and instrumental. Extra-curricular artistic and musical opportunities are also offered throughout the year.

Private music lessons in violin, guitar and piano are available, at an extra cost, at the Academy. Lessons are based primarily on student interest and teacher availability. Other instruments may also be taught depending on teacher experience and expertise.

4.2.2 – Physical and Health Education – Enhancement and Enrichment

The St. Lawrence Academy Physical Education Program includes the study of many age-appropriate team sports and also takes advantage of various facilities and clubs in and around Prescott, such as the Prescott Golf Club, the Leo Boivin Arena, and the Prescott Curling Club.

4.2.3 – French

The St. Lawrence Academy offers an extended French program that is founded on the Ontario Ministry of Education curriculum, with enrichments. The AIM (Accelerative Integrated Method) program guides the 100 plus hours of classroom instruction. The St.

Lawrence Academy French program enables students to develop a working proficiency in French.^[SEP]

4.3 – RESOURCES

The St. Lawrence Academy provides learning resources for all students, including textbooks, workbooks, reading books, technology (computers, iPads), and manipulatives. Parents are responsible for purchasing supplies according to the list provided by teachers.

4.4 – ASSESSMENT, EVALUATION & REPORTING

4.4.1 – Assessment and Evaluation

Teachers are required to assess and evaluate students' progress and provide feedback for growth on a regular basis. Teachers are also required to keep records of marks throughout the term.

4.4.2 – Progress Reports and Report Cards

Student progress is officially reported to parents three times per school year for all grades; at the end of the first term in the form of a Progress Report, mid-year and end-of-year Report Cards.

4.4.3 – Parent Conferences

Parent Conferences are scheduled after school for all students following the Progress Reports (end of first term), and on request (by teacher or parent) following the mid-year Report Card. Parents are informed regularly of their child/children's progress, and may request alternate conference dates as needed.

4.5 – ORGANIZATION PLAN

4.5.1 – School day

The students' school day at the St. Lawrence Academy is from 8:30–3:30. The Director, with the help of the teachers, schedules the school day in order to offer the greatest return for the time spent, within the limitations of the school facilities.

The Director may plan release time for special activities for students and teachers when such activities are deemed beneficial to the instructional program.

4.5.2 – Grouping of Students

The St. Lawrence Academy offers a program with multi-age groupings. The Director, with the assistance of the teachers, is responsible for a grouping plan designed to offer pupils the best available opportunity to reach their maximum potential.

The Director considers the expertise and experiences of the teachers in making teaching assignments.

4.5.3 – Homework

The St. Lawrence Academy believes that homework is essential to the development of good study skills and independent learning. Parents are responsible for providing time for homework each day. Homework will increase as the student progresses through the grades. Estimated time by grade follows:

Grade	Homework/Study Time	Reading for Enjoyment
Kindergarten, Gr. 1 & 2	As teacher directed	10-20 minutes
3	20 minutes	20 minutes
4	30 minutes	30 minutes
5	30 - 45 minutes	30 minutes
6	60 minutes	30-45 minutes
7 & 8	60-90 minutes	30-60 minutes

4.5.4 – Standardized Testing

The St. Lawrence Academy participates in Ontario Ministry of Education EQAO Testing for Primary and Junior Divisions on a bi-yearly basis.

4.5.5 – Tutoring

Professional responsibility requires that teachers make themselves available during the school day for student conferences and extra help outside of the regular class periods. No remuneration may be accepted for such extra help during the regular school day.

Teachers may recommend to parents, through the Director, that a student receive tutorial assistance outside of school hours. Arranging tutorial assistance is the responsibility of the parents. Teachers may not tutor their own students for remuneration.

The Director may assist, when requested by the parents, in arranging for tutorial instruction and in suggesting possible tutors. All tutoring assignments involving the St. Lawrence Academy teachers and students must be approved by the Director.

4.5.6 – Lunch Program

The St. Lawrence Academy offers a voluntary Hot Lunch Program that supports various restaurants in the community. Parents are responsible for this cost.

Section 5: The PERSONNEL

5.1 – EMPLOYMENT

5.1.1 - Recruitment and Selection

When approving the annual budget, the Board of Trustees, in consultation with the Director, shall also adopt a staffing plan for the program of instruction offered by the school.

The Director is responsible for employing individuals to fill the teaching and support Staff positions. The Director shall establish recruitment and selection procedures to employ an outstanding teaching and support Staff to carry out the program of instruction.

5.1.2 - Qualifications

The minimum educational requirement shall be a Bachelor's Degree in Education or a related field. The Director, with the approval of the Board Chair or Vice-Chair, shall be permitted to make exceptions to the above requirements when it is deemed to be in the best interest of the school.

5.1.3 - Changes in Positions

Changes in position within the school shall be made at the discretion of the Director.

5.1.4 - Contractual Agreements

All Personnel of the school will be provided with a written contract or a contract amendment prior to employment. Authority to offer contracts rests with the Director.

All contract renewals will be on a one-year basis. At the end of the period covered by contract, a renewal may be offered for the following school year.

The Employee shall be entitled to regular school vacations designated for the students at the St. Lawrence Academy. During the school's vacations, the Employee shall complete student evaluations as part of the performance of his duties. Personnel shall attend all promotional, faculty meetings, and parent-teacher meetings, and do such professional development and course preparation as is deemed necessary by the Director regardless of vacation time. Up to twelve Professional Activity days are assigned by the Director during school breaks.

5.1.5 - Grievances and Due Process

If at any time a staff member feels aggrieved towards the principles or practices of administration or any other teaching member, these must be directly communicated first, directly to the person involved, next, to the Director and ultimately in writing for the Board of Trustees, through the Director.

In the event that an issue is raised without approaching all other levels of authority, Trustees must not address the issue and require that parents or staff follow the appropriate line of communication.

Preliminary Remarks

1. The term "complainant" in the following procedures means the person(s) having the grievance.
2. When a satisfactory solution cannot be worked out informally, the employee may file a formal written grievance.
3. The time limits set down in the procedures may be adjusted by the mutual consent of the parties involved but must fall between the first and last days of the official school year. The Director may extend the time limitations not to exceed ten working days.
4. If a grievance arises late in the school year, all parties shall undertake to expedite the grievance procedure in such a way that the matter can be resolved, if possible, before the end of the school year.
5. For a grievance to be processed, it must be formally presented within 20 working days after the teacher was notified of the condition or action that is the basis of the grievance.
6. If the complainant fails to meet the time limit at any step in the grievance procedures, then the grievance shall be considered as waived, unless otherwise determined by the Director.
7. If the Director fails to meet the time limit at any step in the grievance procedure, then the complainant shall proceed independently to the next immediate step of the grievance procedure.
8. Either party may request the presence and assistance of third parties at any meeting provided for in the grievance procedures.
9. All parties to the grievance shall have the right to question any participants presented as a witness at such meetings.
10. Any oral statements from third parties that are to be included, as part of the official record of the case shall be taken only in the presence of the complainant.
11. At no point in the handling of the grievance may the Director and/or the Board of Trustees consider any statements or other material that may be against the interests of the complainant without their knowledge.
12. The Director must keep an official record of all proceedings and documents in a locked cabinet in the office. This record shall be available to the complainant for copying if desired.

5.1.6 - Official Grievance Procedures

Step One – The Director

The employee who feels he/she has a grievance should present the grievance in writing to the Director

The complainant shall present the following:

1. a precise statement indicating the nature of the grievance;
2. the specific school policy or part thereof, or part of the written employment contract that the complainant believes has been violated, misapplied or misinterpreted.
3. The Director shall schedule a meeting with the teacher within five working days of receipt of the written grievance to discuss the grievance.
4. The Director shall render a decision in writing to the complainant within five working days of this meeting.
5. If this decision resolves the matter satisfactorily, and no further action is deemed necessary, the case shall be considered closed.
6. If the complainant feels the matter is still unresolved, they would then move to Step Two.

Step Two – The Board of Trustees

1. Complete and submit an official Grievance/Complaint Report (Form SLACGR-1) Within 15 working days of receipt of this request, the Board of Trustees shall schedule a special meeting for the hearing or place it on the agenda of the next regular meeting.
2. The hearing shall be conducted in the following manner:
 - a. The hearing shall be held with quorum.
 - b. The written grievance, as well as copies of all relevant documents, shall be supplied to the Board of Trustees in advance by the Director and the complainant.
3. Official participants, in addition to members of the School Board, may include:
 - a. the Director who shall appear as a respondent and present his/her findings in the matter;
 - b. the complainant and/or his/her representative; and/or;
 - c. witnesses presented by any of the official participants in the hearing.
4. All official participants in the hearing shall have the opportunity to question witnesses.
5. At the end of the hearing, the complainant or his/her representative shall be the last one to submit a summation.
6. After the conclusion of the hearing, the Board of Trustees shall meet, with the exclusion of all parties to the case, including the Director, to arrive at a final decision.

7. The Board of Trustees shall communicate its final decision in writing to the parties involved within 10 working days after the hearing. This shall include an explanation of the reason(s) for its decision, which shall be based solely on the matters contained in the official record.
8. The Board of Trustees is responsible for keeping minutes of the hearing. The complainant has the right to keep a personal record during the hearing and shall receive a copy of the official record afterwards.
9. The decision of the Board of Trustees is not subject to further appeal.

5.1.7 - Privacy of Information

The St. Lawrence Academy is committed to providing an environment of integrity and respect for all staff and fosters the values of openness, honesty, tolerance, fairness and responsibility socially and morally and as academically.

Staff members who have access to official documentation or oral communications and information of either a personal or professional nature, are expected at all times to maintain the integrity, confidentiality and privacy of such information protecting of students, families, and faculty members of the Academy. Reference of expectations of confidentiality is also stated within the teacher contracts issued from the St. Lawrence Academy.

Staff files are highly confidential records relating to staff members. It is essential that staff members feel confident that information relating to them is treated in an appropriate manner, with due attention paid to the need for non-disclosure of file contents outside normal school business transactions. Staff must take care to respect the confidentiality and privacy of students and only provide information when authorized by the Director for legitimate purposes.

The Employee shall not either during the duration of this agreement or at any time thereafter, disclose to any person, unless required by law, any confidential information concerning the operation of the St. Lawrence Academy or its students. In the event that the Employee is unsure as to whether certain information is confidential or not, he/she agrees to secure direction from the Director or other appropriate person before making any disclosure to any third party.

5.1.8 - Responsibilities/Duties

The continued growth and progress of the school depend on the dedication and cooperative effort of both the teaching and non-teaching Staff.

Teachers and non-teaching Staff must carry out their assignments according to the terms in their contracts (including job descriptions). Teachers are also expected to fulfill

their duties according to the instructions issued by the Board of Trustees and the Director.

5.1.9 - Absences

Full-time – 1.0 Teaching personnel are entitled to 5 paid sick or personal days per school year.

Part-time .50 – Teaching staff are entitled to 2.5 paid sick or personal days per school year.

Contract – Support Staff are paid for the hours they work as specified by their contracts.

5.1.10 – Parental Leave

TO BE UPDATED

5.1.11 - Dress Code

Maintaining respect, establishing credibility as well as establishing yourself as an authority figure of the school is expected. Business attire is expected at the St. Lawrence Academy.

Gentlemen:

- Collared shirts (e.g. polo style)
- Shirt and tie on student dress uniform days and other occasions specified for dress uniform
- Dress casual pants - no jeans with the exception of casual dress days
- Athletic attire may be worn for physical education teaching and during the coaching of or playing in school sports activities.

Ladies:

- Be cognizant of clothes deemed too tight or visible cleavage. Tank tops and strapless shirts/dresses are not permitted.
- Skirt length **no shorter than an inch above the knees** as expected from our students
- No flip flops
- Jeans may be worn on those days deemed as casual days
- Athletic attire may be worn for physical education teaching and during the coaching of or playing in school sports activities.

5.2 – BENEFIT

5.2.1 - Tuition

TO BE UPDATED

5.3 – PERFORMANCE MANAGEMENT AND PROFESSIONAL LEARNING

5.3.1 - Commitment, Expectations and Requirements

The Board of Trustees delegates to the Director developing and implementing a continuing school-wide program for evaluating the instruction process that shall take into account the following guidelines:

- Evaluation criteria will be distributed to all Personnel at the beginning of each school year.
- Evaluation should be based on the total performance and effectiveness of the teacher. It must include, but should not be limited to classroom observation.
- The evaluation should be a constructive process that enables the teacher to become more aware of strengths and weaknesses. The teacher should be assisted in capitalizing on strengths and eliminating or overcoming weaknesses.
- Findings of the evaluations should be taken into account in the assignment of teaching duties.
- The Director has the right to place a teacher on probation for a specified period of time. If performance does not improve during the specified time period, the Director shall inform to the Board of Trustees of the non-renewal or termination of the teacher's contract.

5.3.2 - Performance Assessment and Support

The Employee is subject to a probationary period of up to three months, during which time the employee will be required to demonstrate to the Board's satisfaction his/her suitability for the position in which the employee is employed. It is during this time that the employee will be evaluated by the Director on the following qualities: punctuality, quality of work, staff/parent and student relations and overall professionalism and performance.

After a successful initial probationary period, a specific performance appraisal review will commence annually. The Employee will have the opportunity to respond in writing to

any comments in the performance appraisal form in accordance with the St. Lawrence Academy's Performance Review Policy.

Teachers are strongly encouraged to take part in conferences, workshops, and courses relevant to their professional work. Whenever possible, the St. Lawrence Academy will provide coverage for time away and either full or partial compensation for costs upon the Board's approval.

Staff is encouraged to take advantage of professional development opportunities throughout the year, both within and outside the school. Teachers will be kept up-to-date on future classes available and are encouraged to bring ideas and suggestions to the Director.

5.4 – REDUCTION IN NUMBER OF EMPLOYEES AND DISCIPLINARY MEASURES

5.4.1 - Resignations

The Director may accept and request resignations and shall inform the Board of Trustees at the next scheduled Board meeting.

In a case of emergency (e.g. health, economics, personal or family problems) an employee may request that his/her contract be terminated, subject to the approval of the Director and in compliance with the termination clause.

5.4.2 – Reduction in Number of Employees

Should it become necessary to reduce the number of employees (e.g. teachers in a given subject area, grade or program, or to eliminate or consolidate positions or programs), the decision for retention or dismissal shall be made on an individual basis, depending primarily upon the overall effectiveness of the employee in conjunction with the needs of the school.

The following factors shall be considered when assessing the needs of the school: financial sustainability, curriculum needs, projected student enrollment, positions of extra duty to be filled, extra curricular activities to be supervised, and safety of students, employees and facilities.

5.4.3 - Overall Effectiveness

1. Overall effectiveness is defined as a teacher's demonstrated ability and willingness to fill the needs of the school.
2. When determining which employees of equal overall effectiveness shall be retained, the employee with the longest service at the school will be given preference.

5.4.4 - Disciplinary Measures

The Director may exercise disciplinary measures in addition to termination and suspension, such as (but not limited to) verbal or written reprimands or temporary pay deduction for unauthorized absences. Normally, an employee should be informed in advance of any impending disciplinary measures.

5.4.5 - Suspension

The Director, with the approval of the School Board, may suspend an employee from active duty for health reasons or for other specified written reasons if s/he deems this to be in the interests of the school. However, the Director may suspend an employee prior to informing the Board of Trustees if, in his/her opinion immediate suspension is in the interests of the school and s/he informs the Board as soon as possible. Any suspension shall be with pay.

5.4.6 - Dismissal for Cause

Before exercising his/her authority to terminate an employee "for cause," the Director shall inform the Board of Trustees.

5.4.7 - Appeal of Administrative Decisions

Appeals of administrative decisions other than dismissal for cause shall be conducted according to the procedures set out in Grievances Policy.

5.4.8 - Termination of contract

Either party may terminate an employment contract by giving thirty (30) days notice in writing. Dismissal of professional Personnel prior to the expiration of the contract will be governed by procedures set forth in the policy manual of the School. The Teacher

agrees that, should either party terminate this agreement in accordance with this paragraph, no salary will be due the Teacher beyond the effective date of the termination or the end of the contract period, whichever is sooner. Benefits as outlined in the contract will be paid at the discretion of the Board of Trustees.

5.5 – BACKGROUND CHECK

5.5.1 – Vulnerable Sector Police Check

At the commencement of employment and at any time thereafter at the sole discretion of the St. Lawrence Academy and after advising the Employee in each instance, a Vulnerable Sector police check of the Employee shall be conducted.

5.6 – SUBSTITUTE TEACHERS

The St. Lawrence Academy personnel cover classes for other teachers in the event of a short absence (e.g. part of a day or one-day absence). For a longer period of time, it is the responsibility of the Director to recruit a substitute teacher in the event of a longer absence.

The St. Lawrence Academy tries to recruit substitute teachers that are qualified and experienced. In the event that a qualified teacher is not available. A volunteer may be recruited. Short-term substitutes are employed on a daily basis at a rate of compensation set by the Board of Trustees.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided and implemented by the Director.

Section 6: The Volunteers

6.1 – PROCEDURES AND SCREENING

6.1.1 – Procedures

Volunteers are non-salaried staff in all capacities in any school-sponsored activity and includes both parent and community volunteers.

Volunteers must be invited to assist at school-sponsored activities and are assigned at the discretion of the Director and teachers. Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs. Volunteers cannot assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

6.1.2 – Screening

It is the responsibility of the Director to ensure that:

1. prior to any assignments, all volunteers have provided the school with a recent Vulnerable Sector Police Check;
2. references have been requested and verified, when applicable;
3. all volunteers are given an orientation to the school as appropriate: to relevant school and Board policies and procedures and to the role, responsibilities and expectations for volunteers; and
4. volunteers are supervised adequately.

6.2 – SUPERVISION AND FEEDBACK

The Director and teachers will ensure that volunteers:

1. are not assigned responsibility for the sole supervision of students or the delivery of programs without the direction of a teacher;
2. are utilized to assist the staff members in the fulfillment of their roles;
3. are not involved in any evaluation of students, staff or program or made a party to personal information regarding students, their families or staff unless it is critical to the performance of their duties as a volunteer; and
4. treat as confidential all personal information which they may acquire in the course of their involvement in the school.

Section 7: The Board of Governance

7.1 – ROLES AND RESPONSIBILITIES

7.1.1 - Responsibilities

The Board will concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies is an administrative task to be performed by the Director and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school.

Among the specific functions exclusively reserved to the Board are the following:

A) Exercise legislative authority over the school

The Board holds all legal authority over matters pertaining to the school. These powers include the authority to:

- Enter into negotiations and contract
- Perform the other duties described below

B) Determine and amend policies by which the school operates

The Board concerns itself primarily with the development of policies while the execution of policies is an administrative task to be performed by the Director and Staff. Policies should be broad enough to allow discretionary action by the Director yet narrow enough to give clear guidelines.

The main responsibilities of the Board of Trustees are:

- Set and amend policy
- Review the policy manual regularly
- Ensure that policies are in accordance with the school's mission and aims

C) Ensure effective leadership of the school and evaluate the results based on the goals and policies of the school

Because the execution of policy is an administrative task performed by the Director and Staff, the Board of Trustees is responsible to:

- Recruit a qualified Director

- Negotiate and enter into a contract with a Director for an initial term of, for example, three years and renegotiate the contract for additional terms thereafter
- In conjunction with the Director, establish Director goals and duties
- Ensure that policies are applied appropriately
- Work cooperatively with the Director in achieving the goals of the school
- Set the criteria with the Director by which his/her performance will be assessed, appraise performance through annual evaluation, and if required, dismiss the Director
- Renegotiate the Director's goals and duties, based on evaluation results

D) Delegate executive, supervisory, and instructional authority to its employees

The Board is responsible for legislating policies of the school, which authorize discretionary administrative powers to the Director. The Director is held accountable for the implementation of these policies.

E) Oversee fiscal matters pertaining to the overall operation and physical structure of the school

The Board makes financial decisions related to the operation of the school and ensures the sound financial condition of the school. Specifically, the Board will:

- Approve the school's operational budget
- Set tuition and other fees
- Approve investments and loans
- Approve salary scales and benefits of school personnel
- Conduct annual reviews of the school's finances

F) Provide an environment which is conducive to achieving high educational standards

The Board is responsible for providing a safe and effective educational environment for the students. In order to do this, the Board has the authority and responsibility to:

- Approve permanent major changes to the school's facilities
- Procure and approve new facilities
- Approve the school calendar
- Approve major changes to the curricular programs of the school
- Set and/or amend policies affecting the well being of the students.

G) Organize and manage itself to fulfill its responsibilities

To accomplish this, the Board is responsible to:

- Organize training for its members that encourages positive Board practices;
- Set annual goals for itself that meet school needs;

- Evaluate its own performance annually;
- Use Board evaluation results to set goals for the following year.

7.1.2 - Selection and Term

The Board of Trustees is a self-appointing Board of a minimum of 5 and a maximum of 7 members with a ratio of 2:3 or 3:4 parents of the School to non-parents. Trustees are selected based on their experience and expertise for a term of 3 years and is renewable for multiple terms. When a Trustee leaves, another member of the community (school and beyond) is invited to join the Board of Trustees. A staggered replacement of Board Trustees will ensure continuity and history.

7.1.3 - Succession to the position of Board Chair

The Board of Trustees is responsible for electing an Executive Board: Board Chair, Vice-Chair, Secretary, and Treasurer. The Executive will be elected by the Board of Trustees for a term of three years and is renewable for multiple terms.

7.2 – THE DIRECTOR

7.2.1 - Board and Director Relationship

The development of policy is a function of the Board while the execution of the policies is the function of the Director.

Delegation by the Board of its executive authority to the Director should provide freedom for the Director to manage the school within the Board's policy framework and should free the Board to devote its time to policy-making and appraisal of results.

The Board holds the Director responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The Board as a whole and individuals as members of the Board will:

- Give the Director full administrative authority and hold the Director accountable for acceptable results;
- Act on recommendations from the Director in matters related to personnel grievances;
- Hold all legal meetings of the Board in the presence of the Director, except those pertaining to the Director's performance and contract or those of his/her family;

- Refer all complaints, criticisms, and requests to the Director and discuss them only at a regular meeting after failure of administrative solutions;
- Present personal criticisms of any school employee directly to the Director.

The Director shall provide a summary report of the school happenings to the Board at each Board meeting. The Director's report shall follow a standard format that mirrors the policy manual and the Director's performance objectives.

The nature of the Board and Director relationship will be examined as part of both the Director evaluation and the Board self-evaluation.

7.2.2 - Qualifications

The minimum educational requirement shall be a Bachelor's Degree in Education or a related field plus three years' experience in teaching/school administration unless otherwise approved by the Board of Trustees.

The Director shall direct the school's day-to-day operation in conformity with the principles established in the Board policies and administrative rules.

The Director shall:

- Establish and maintain high educational standards and practices.
- Determine admissibility and placement of prospective students.
- Maintain proper discipline within the school.
- Supervise and evaluate teaching personnel, administrative and other staff.
- Share the school successes and information with the community to advertise the school.
- Report to the Board of Trustees.

7.2.3 - Contractual Agreements

The Director will be provided with a written contract or a contract amendment prior to employment. Authority to offer the Director a contract rests with the Board of Trustees.

Contract renewals are on a one-year basis. At the end of the period covered by contract, a renewal may be offered for the following school year.

The Director shall be entitled to regular school vacations designated for the students at the St. Lawrence Academy. The Director shall attend all school events both in and outside of the school, and do such professional development and course preparation as is deemed necessary by the Board of Trustees regardless of vacation time.

7.2.4 - Administrative Decisions

The Director shall keep the Board of Trustees informed of major administrative decisions s/he has made. In cases where emergency action must be taken where the Board has provided no guides for administrative action and the Chair or Vice-Chair cannot be contacted, the Director shall have power to act, but his/her decisions shall be subject to review by the Board of Trustees. It shall be the duty of the Director to inform the Board of Trustees promptly of any such action.

7.2.5 - Evaluation

The Chair and Vice-Chair of Board of Trustees, on behalf of the Board, shall prepare a written evaluation of the Director at the end of each school year. The Director's job description, school goals and success and challenges should be used as a guideline for the written evaluation.

7.3 – GOVERNANCE POLICIES AND PROCESSES

7.3.1 - School Year Calendar

The Director is responsible for developing and submitting a recommended calendar to the Board of Trustees for approval no later than the April Board of Trustees meeting each year. This calendar will be set to maximize ideal conditions for student learning and will take into consideration faculty needs for professional development. It will, additionally, meet the following minimum requirements:

- It will include 173 school days.
- Student will begin after Labour Day
- It will include 10 professional development days for teachers prior to students' first day
- It will include a 2-week Christmas Break and a 2-week March Break
- It will include 4-day weekends throughout the year and may be tied to the following statutory holidays:
 - Thanksgiving Monday
 - Family Day
 - Easter Friday and Monday
 - Victoria Day
- It will include 2 professional development days

After calendar is approved, changes can only be made in extreme cases with the approval of the Board of Trustees.

7.3.2 - Make-up Days

There is one reserved emergency closing day built into the 173-day calendar. This day can be used for emergency closings without any changes to the calendar. However, should extreme circumstances cause the number of school days to fall below the minimum of 172, each day below the minimum will be made up by taking one day from a scheduled 4-day weekend.

Should the number of school days fall below 172, the Board of Trustees shall decide if and how the remaining days should be made up.

7.3.3 - Announcement of Make-up Days

The Director is responsible for communicating Board policies related to emergency closings and make-up days early in the academic year. Additionally, after the first day of emergency closing, the Director will immediately inform the school community of the schedule of possible make-up days.

7.3.4 - Communication with the school

TO BE UPDATED

7.3.5 - Code of Ethics

Each member of the Board of Trustees is required to adhere to the following code of ethics.

- Do their utmost to represent the community interest in education.
- Avoid any legal conflict of interest or the appearance of impropriety that could result from their position, and shall not use their Board membership for personal gain.
- Recognize that a Trustee has no legal authority as an individual and that decisions can be made only by majority vote of the Board of Trustees at a noticed and minuted Board meeting.
- Take no private action that might compromise the Board or the Director and shall respect the confidentiality of privileged information.
- Encourage and respect the free expression of opinion by fellow Trustees and others who seek a hearing before the Board.
- Represent all school constituents honestly and equally and refuse to surrender their responsibilities to special interest or partisan groups.

- Abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

7.3.6 - Conflict of Interest

To avoid conflicts of interest:

- The Board prohibits the purchase of goods or services from a company in which a Board Trustee has any financial interest. Exceptions to this rule shall require the Director's recommendation and an affirmative vote from a majority of Board Trustees, with the concerned Trustee(s) abstaining from voting and the discussion of the matter.
- Individual Trustees shall not unduly influence the hiring of school personnel. The final decision rests on the Director, with the support of the Board.
- The Board Trustee is expected to excuse him/herself on the voting on any issue where there might be a personal conflict of self-interest.
- A Trustee may not take part in any policy decision or discussion that explicitly involves in any way the immediate family of the Trustee.
- A Trustee is required to inform the Board of any business association they have with the School.
- Trustees are required to inform the Board of any other association or situation that may be perceived as a conflict of interest.
- The Board Chair or Vice-Chair will have the final decision to determine whether or not an actual or appearance of a conflict of interest exists.
- If there is a conflict of interest, a Trustee can be asked by the Board to:
 - Refrain from participating in discussions and voting on issues related to the organization, business or individual with whom the member has association.
 - Leave Board meetings during discussions and voting on issues related to the organization, business or individual with whom the member has association.
 - Resign from the Board because of the association.

7.3.7 - Privacy Policy

Trustees shall not, either during the duration of their time as a Trustee or at any time thereafter, disclose to any person, unless required by law, any confidential information concerning the operation of the School, other Trustees, the Director, the Staff or the Students. In the event that the Trustee is unsure as to whether certain information is confidential or not, s/he agrees to secure direction from the Board Chair or Vice-Chair before making any disclosure to any third party.

7.3.8 - Complaints, Criticism and Requests

All complaints, criticisms, and requests must be addressed with the person closest to the issue. Any classroom issue must be addressed with the teacher first. If the issue is not resolved, the Director may then become involved in resolving the issue. The Board of Trustees should be approached only if all previous levels of authority fail. This is done by presenting the complaint in writing via form SLACGR-1 available upon request and on our school website. The completed form must then be submitted in a sealed envelope to a Parent Board Member or Board Member for the attention of the Board.

In the event that an issue is raised without following protocol, Trustees must not address any issue with the complainant and require that parents or staff follow the appropriate line of communication. Disregarding the protocol by taking actions contrary to its provisions may result in further action including the possible termination of their family contract with SLA.

7.3.9 - Board Meetings

The Board holds a minimum of 5 meetings per school year on a bi-monthly basis. Additional meetings may be scheduled or called by the Chair or Vice-Chair, or upon the request of at least three members. A quorum of voting members must be in attendance for a meeting to be held. A quorum consists of a majority of voting members of the Board.

7.3.10 - Board Remuneration/Compensation

Members of the Board of Trustees shall receive no remuneration and shall not be liable for any action lawfully taken by them in that capacity. Board liability insurance will be obtained at no cost to individual Board members. In the event of a lawsuit, individual Trustees may not be held liable. The Board will defend as an entity.

Section 8: Financial Accountability and Transparency

8.1 – FINANCIAL ACCOUNTABILITY

The Board of Trustees is responsible to approve the annual operating budget for the ensuing school year. The budget should be adequate to properly finance ongoing programs, to provide for additions or alterations as dictated by the projected needs of the school and include a contingency item to provide for the uncertainties of forecasting.

8.1.1 – Annual Budget Approval Process

Preparation: After consulting with the Board of Trustees and members of the Staff, the Director has the responsibility for preparation of the budget.

Adoption: The Board of Trustees shall approve the budget for the ensuing school year not later than its March meeting. An updated revised budget will be approved at the beginning of the following school year at the first Board of Trustees meeting.

Amendments: Amendments may be proposed at any time to the approved budget. The Board of Trustees must approve all proposed amendments.

8.1.2 – Authorization and Limits of Authority for Expenditures of Money

Authorization and limits of authority to spend money for goods and services needed to carry out the business of the school shall be as follows:

Types of Expenditures:

Physical Capital is defined as capital required to obtain non-consumable equipment, buildings, and furnishings having an economic life of three or more years.

Expense is defined as the non-physical capital required to do business. Commitments to spend expense money are further classified as short-term commitments (those extending over a period of one school year or less) and long-term commitments (those extending over a period of more than one school year).

Authorization:

The Director may approve all expenditures within the established budget. All other expenditures must be approved by the Board of Trustees.

8.1.3 – Checks and Signatures

The Board of Trustees shall designate those persons who are authorized to act as bank signatories. All disbursements or movements of school funds require at least two authorized signatures.

8.1.4 – Reserve Funds

At the close of each fiscal year any surplus or deficit resulting from current operations shall be allocated to the Reserve Fund.

8.1.5 – Board of Trustees Designated Funds

Other restricted funds (including contingency fund) may be established and supervised by the School Board.

8.1.6 – Systems of Accounts

The Board of Trustees sees accounting systems and information reporting as a valuable tool in guiding the sound financial management of the school toward accomplishing the purpose of the school.

The Director, with the assistance of the Bookkeeper, is responsible for developing accounting systems and management information that guide the sound financial management of the school toward accomplishing the purpose of the school and conform to sound business practices.

8.1.7 – Periodic Financial Reports

The Bookkeeper is responsible for maintaining the books and records of the school. The

Director, with the assistance of the Bookkeeper, prepares all fiscal and financial reports and keep necessary records to control adequately the financial transactions of the school.

The Director will, with the assistance of the Bookkeeper, present a monthly running budget for the Board to review and a quarterly financial report to the Board of Trustees. The reports will include the current financial position of the school, a forecast of the annual position and a comparison with the approved budget, plus any other information the Board of Trustees may request from time to time.

The Director shall be responsible for filing all documentation related to the financial operation of the school.

8.1.8 – Corporate Income Tax Return

The Bookkeeper is responsible for sending all required documents to the school-selected accountant.

8.1.9 – Tuition Fees Payment

All school fees shall be payable in accordance with the Board-approved Tuition Payment Timeline. Charges for extra-curricular activities may be added as necessary.

8.1.10 – Request for Financial Aid

Parents may apply for financial aid through Apple Financial. A link to the application is provided to parents by the Director via the school's website.

The Finance Committee, a sub-committee of the Board of Trustees, will receive the recommendations from Apple Financial, and finalize decisions regarding requests for financial relief from fees.

8.1.11 – External Funding, Gifts and Grants

The Director must submit application for grant, gifts and awards so long as acceptance of the funds does not include conditions contrary to school policy.

8.1.12 – Funds on site

Money collected by school employees shall be handled with good and prudent business procedures.

All money collected shall be receipted and accounted for and directed without delay to the proper location for deposit.

Under no circumstances shall money be left overnight in school buildings except locked in a safe provided for safekeeping of valuables.

8.1.13 – Money Management Depository

The Director, with the assistance of the Bookkeeper, is responsible for the management of the school's funds. Financial management by the Director should ensure sufficient ready access to funds to enable the school to operate efficiently.

The Board of Trustees will review the depositories annually as part of the final Financial Report

8.1.14 – Money Management Depository

Purchase of (or commitment to purchase) equipment, supplies and non-professional services shall be carried out in a manner, which assures competitive price and satisfactory quality for the school.

Section 9: Fundraising

9.1 – The St. Lawrence Academy Parent Association

Fundraising is a crucial activity to the success of the St. Lawrence Academy. Fundraising activities are coordinated by the St. Lawrence Academy Parent Association.

9.1.1 – Parent Association Membership

The St. Lawrence Academy Parent Association makes a valuable contribution to the life of the school community. All parents or guardians of St. Lawrence Academy students are automatically members of the Parent Association and hold a right to vote.

9.1.2 – Parent Association Roles and Responsibilities

The St. Lawrence Academy Parent Association supports the work of the Board of Trustees and St. Lawrence Staff, and complies to all policies, regulations and practices of the School.

The St. Lawrence Academy Parent Association is governed by an Executive Board that consists of a Chair, Co – Chair, Secretary, Treasurer, and includes the Director. The Executive Board volunteers on a yearly commitment. All parents are encouraged to seek a leadership position on the Parent Association. The Parent Association will hold elections if more than one person volunteers for the same role. Sub-committees are set-up as deemed necessary by the chairs.

The purpose of the Parents' Association is to:

- instill and achieve a sense of unity among parents, students and staff;
- co-ordinate parent volunteers and encourage a sense of friendship as well as participation;
- provide supplemental funds for the School through fund raising activities;
- facilitate the integration of new families into the school; and
- promote positive relationships between the School and the community at large.

9.1.3 – Board Spearheaded Fundraising

The St. Lawrence Academy Board may from time to time, initiate fundraising activity aimed at satisfying a specific need as raised by the school.

9.1.4 – Parent Association Funding

The St. Lawrence Academy Parent Association is a self-sufficient association that funds its own activities. It does not receive funds from the Board of Trustees or school budget.

9.1.5 – Parent Association Fundraising Activities

The St. Lawrence Academy Parent Association organizes multiple fundraising activities and participates in a variety of events in the community. Parents assist with these activities by volunteering their time and making or collecting donations and gifts.

9.1.6 – Parent Association Fundraising Beneficiaries

The St. Lawrence Academy is the only beneficiary of the Parent Association. All funds raised are given to the school in monies or in the form of a gift, selected with the help of the Director.

9.1.7 – Parent Association Meetings

The St. Lawrence Academy Parent Association meetings are held bi-monthly and all parents are welcome to attend. The purpose of these fundraising meetings is to share information, hold discussions, ask and answer questions, and make decisions with respect to specific Fundraising initiatives at SLA.

9.1.8 – Spring Fling Gala Fundraiser

The Parent Association's major fundraiser is the annual Spring Fling Gala. The Spring Fling Gala is coordinated by a sub-committee of the Parent Association.