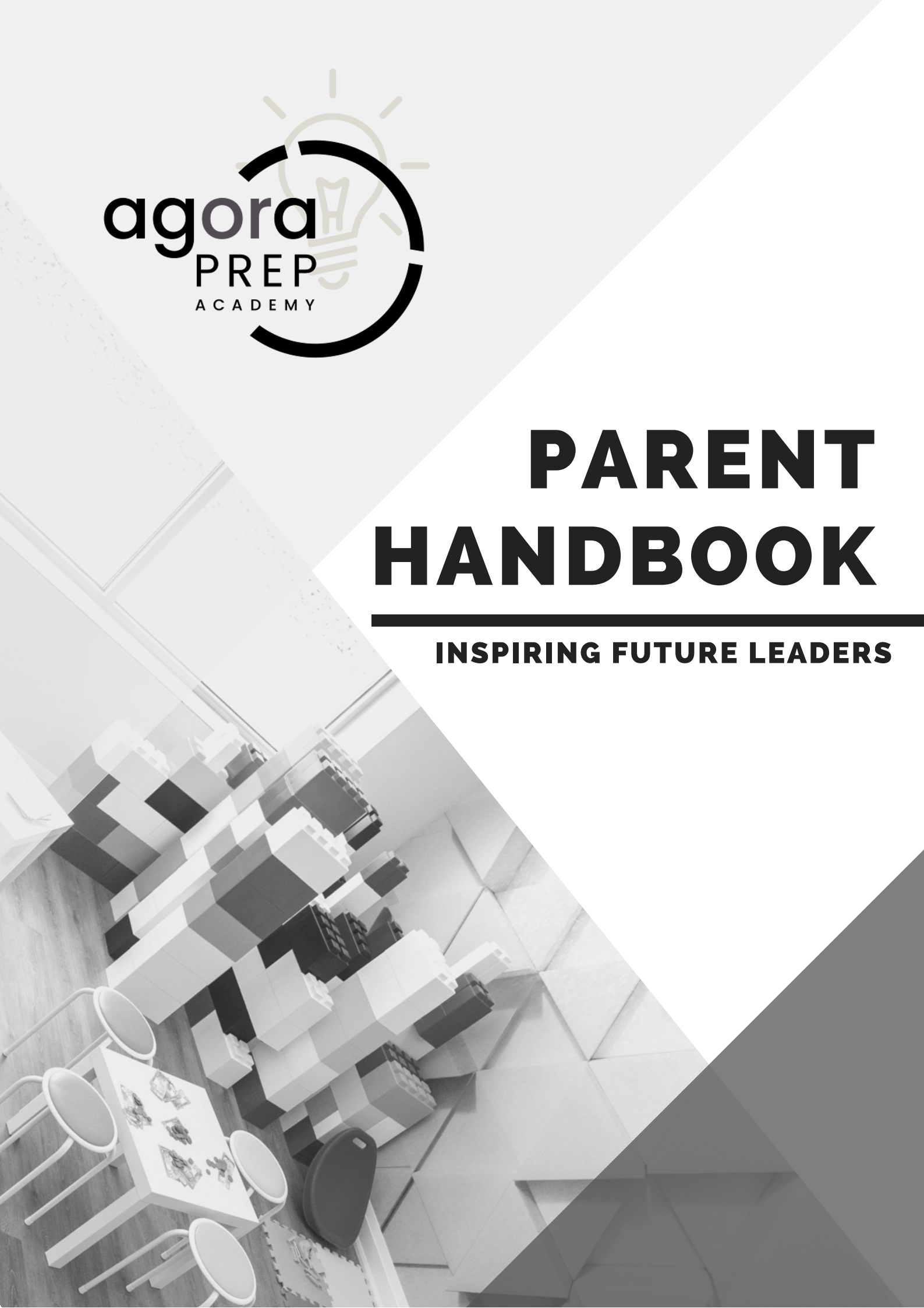




agora
PREP
ACADEMY

PARENT HANDBOOK

INSPIRING FUTURE LEADERS



AN OPEN LEARNING ENVIRONMENT THAT ADVANCES GLOBAL OPPORTUNITIES AND REVOLUTIONIZES ACADEMIA THROUGH PREPARING AND INSPIRING STUDENTS TO BE THE LEADERS OF THE FUTURE.”

~SYLVIA , AGORA PREP FOUNDER

Curriculum Standards and Expectations

At AGORA Prep (AP), we start with the learner. What do they desire to learn? What are their talents, interests, and ambitions?

They can use everything in the world that is worthwhile to investigate, innovate and initiate their learning paths. Teachers are personal coaches who will support and supervise the natural and elaborate learning processes. At AGORA Prep., we traded courses, timetables, classes, and tests for challenges, collaborations, creativity, and coaching by educators and learners.

AGORA prep. is unique in three key areas:

- 1) AGORA Prep. believes in the INTRINSIC and INHERENT desire to learn as well as the INNATE motivation to succeed and grow.
- 2) AGORA Prep. is COMMUNITY and PROJECT-BASED in all aspects of learning.
- 3) AGORA Prep. is preparing all students for ENTREPRENEURSHIP and LEADERSHIP opportunities in the future.

INTRINSIC, INHERENT, and INNATE:

Since the beginning of time, learning has been a significant aspect of human nature. It is what places humankind above all other creatures, yet it is as natural as our instinctual desires for food, air, and sleep. No one instructs a newborn baby on how to sleep, feed or breathe. They are born with this knowledge, ability, and capacity. Over the centuries, education has been linked to learning or being “learned”. Teachers or instructors would study to teach young and inquiring minds. Frontal, hierarchical, and traditional instruction started in the 19th century. Credit for our modern version of the school system usually goes to Horace Mann. When he became Secretary of Education in Massachusetts in 1837, he set forth his vision for a system of professional teachers who would teach students an organized curriculum of basic content.

Since then nothing has changed.



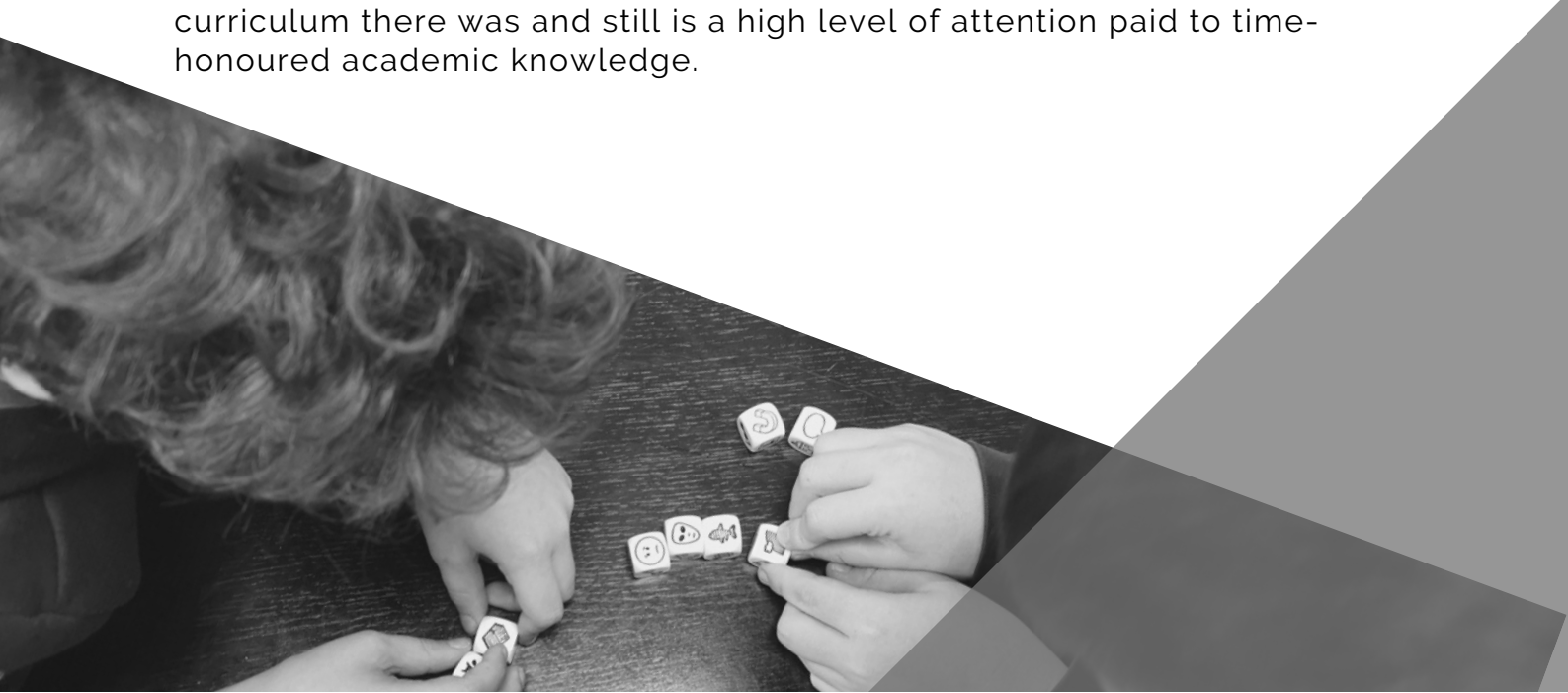
TRADITIONAL EDUCATION

The following is the definition of "Traditional Education" according to Wikipedia:

The chief business of traditional education is to transmit to a next generation those skills, facts, and standards of moral and social conduct that adults consider to be necessary for the next generation's material and social success. As beneficiaries of this plan, which educational progressivist John Dewey described as being "imposed from above and from outside", the students are expected to docility and obediently receive and believe these fixed answers. Teachers are the instruments by which this knowledge is communicated and these standards of behavior are enforced.

Historically, the primary educational technique of traditional education was simple oral recitation: In a typical approach, students sat quietly at their places and listened to one student after another recite his or her lesson, until each had been called upon. The teacher's primary activity was assigning and listening to these recitations; students studied and memorized the assignments at home. A test or oral examination might be given at the end of a unit, and the process, which was called "assignment-study-recitation-test", was repeated. In addition to its overemphasis on verbal answers, reliance on rote memorization (memorization with no effort at understanding the meaning), and disconnected, unrelated assignments, it was also an extremely inefficient use of students' and teachers' time. This traditional approach also insisted that all students be taught the same materials at the same point; students that did not learn quickly enough failed, rather than being allowed to succeed at their natural speeds. This approach, which had been imported from Europe, dominated American education until the end of the 19th century, when the education reform movement imported progressive education techniques from Europe.

Traditional education is associated with much stronger elements of coercion than seems acceptable now in most cultures. In terms of curriculum there was and still is a high level of attention paid to time-honoured academic knowledge.



Here is an article, in the Globe and Mail (reconfigured into a table format by us) about the differences between Traditional and Alternative Schools, released in 2010. More than a century after "schools" were institutionalized and constituted.

<i>Element</i>	<i>Traditional Schools</i>	<i>Alternative Schools</i>
Environment	Students who thrive in a structured learning environment that offers a rich, broad-based education. Kids who want to "do it all" will find plenty of academic and extra-curricular opportunities in a traditional private school.	Students who perform best when they're allowed to be independent and creative. Students who are shy or anxious often come out of their shell when they're enrolled in an alternative school that adjusts teaching methods based on each student's personality.
Class Sizes	Traditional private schools generally boast lower student-to-teacher ratios than public and separate schools.	Some niche schools have even lower ratios. The Study Day Program in Toronto, for instance, has about five students per teacher.
Curriculum	Traditional private schools offer various elective subjects outside of the provincial curriculum. In some schools, students can accelerate their studies and complete core curriculum subjects sooner. Students in higher grades start focusing on subjects that reflect the post-secondary programs they intend to pursue.	Programs are based on provincial curriculum and enriched with electives or deeper course content. Some alternative schools also have a unique focus. One example is St. Margaret's School in Victoria, B.C., which is well known for its equestrian and animal husbandry programs.
Teaching Method	Most classes are delivered in instructor-centred lecture format, with the teacher speaking at the front of the class. But students also learn through projects and are often asked to present their findings in class.	Alternative schools use interactive technology such as smart boards to let students and teachers work together during in-class lectures.
Admission	Many traditional schools are highly selective and choose students with higher-than-average grades. Extra-curricular activities are also taken into account during the selection process.	Like traditional schools, many alternative schools apply rigorous entrance standards. Certain schools, however, work specifically with students who have special needs, such as gifted children.
Campus	Because many traditional schools have been operating for decades and have more students, they tend to have larger campuses with more facilities. For instance, St. George's School in Vancouver is spread out over two campuses and has multiple facilities, including two libraries, four gymnasiums, two dining halls and an indoor swimming pool.	Campus sizes are typically smaller, reflecting the smaller student bodies served by alternative schools. The Study Day School, for instance, occupies a space annexed to a church. Students in all three grades at The Study work together in the same space.

MODE OF EDUCATION

In 2020, the founder of AGORA Prep. took a Harvard Course called "Leadership in Learning". The course was both alarming and transformative. There were theories of learning taught that were completely revolutionary and non-traditional. Sylvia Badwi, decided to establish this leading-edge, transformational, and reinvented learning environment. Sylvia is committed to changing the traditional paradigm of learning and shift it to a path of life-long learning. She seeks to provide a safe-haven to children and youths away from the current ideologies and indoctrination of the traditional school systems.

According to Harvard Professor Richard Elmore, there are 4 modes of learning.

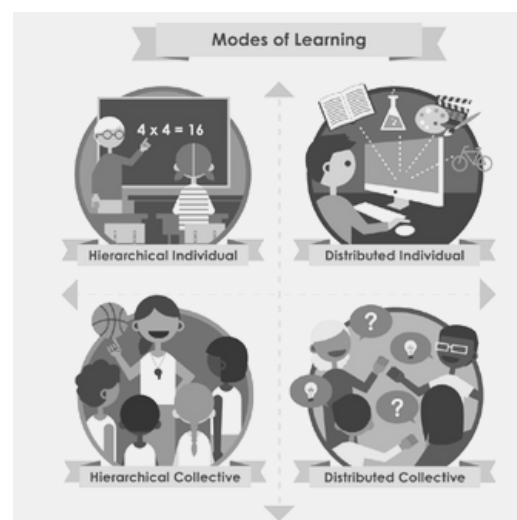
1. **Hierarchical Individual** = traditional schooling. A teacher direct knowledge at learners and assumes they are all the same in capacity and understanding. Testing is a measurement of how much learning took place.

2. **Hierarchical Collective** = Again, there is a hierarchy inherent in the relationship but now it's a group of individuals who share a common interest or hobby or talent.

3. **Distributed Individual** = more common today is online learning based on interest of the learning. YouTube is an example of facilitating this kind of knowledge. "Just In Time Learning" is relevant, powerful and self-motivated.

4. **Distributed Collective** = when you place a group of learners together and ask them for their interests and how they like to learn. The groups form organically, and the learning is project driven. Peer-to-peer interaction is encouraged and highlighted in the environment. Teachers are actually "Coaches" that provide guidance and assist students in the learning process. Demonstrating methods of inquiry, research methods and varied ways of interpreting and expressing new knowledge. Students are encouraged to present their findings and lead the path to their own learning.

Agora Prep Academy follows the 3rd and 4th modes of learning because this is the most ideal environment for children of the 21st century.



Parents

Parents are a key aspect of learning for their child. Since Agora Prep. is non traditional in it's instructional methods, by nature this means learning will be shaped differently. The pursuit of knowledge will be led by the students themselves which will engage them since the learning is relevant to their needs. Parents must respect the student's need to explore varied methods of seeking knowledge. This means a trip to a bakery or mechanic to discover how to bake or install brakes. Parents are partners in our instructional methods because they can provide the opportunities to experience learning when it is most relevant and slowly unravel a student's talents, keen strengths and innate capacity towards a certain career or passion. The ongoing encouragement may take the form of enrolling a student in music classes or martial arts.



Program Statement

Agora Prep has prepared and provided all families and staff with a copy of the Program Statement in both the Parent Handbook and Employee Policy Manual. The Program Statement serves to provide our community with an understanding of Agora Prep's approach to instruction and learning, as well as the overall culture of our learning environment. The Program Statement is reviewed and adjusted if needed by the Administration and should changes be made, a revised copy will be provided to all family and staff.

Agora Prep provides education for students from grade **K to grade 12**. Our curriculum follows the Inquiry Based Learning (IBL) philosophy for all age groups. Our programs include Physical Education, Music, Art, French, Finance, and Computer classes.

Our goal at Agora Prep is to provide each student with a positive and engaging learning experience while in our care. The grades will be blended and will fulfill all objectives and requirements of the Ministry of Education.

Our educational programs are under the Ministry of Education and we meet and go beyond the requirements of the Ontario Curriculum. Agora Prep offers full day classes. The school opens at 8:30 am daily and regular classes begin formally at 9 am. Dismissal is between 3 pm and 3:30 pm. The philosophy behind flex starts and ends of the day are strategic. They spare parents the morning and afternoon "rush" of getting students to their classes. Which further encourages a positive start and finish to the day of learning. Students may arrive anytime before the formal start of the day and leave anytime within the half hour of dismissal.

At Agora Prep, we are committed to promoting the individuality of all our students and aim to be an inclusive school. We endeavour to teach our students to appreciate, respect and value the differences they see in one another. We offer equal opportunities for participation and learning for all our students and will ensure that they feel secure in knowing that their contributions to the school are valued.

Agora Prep is committed to the teachings of the IBL method. We encourage all members of the teaching team and administration to pursue professional development opportunities that will enrich their abilities and hone their skills in instruction. Workshops and conferences are promoted within the school that we believe will benefit our staff in their practice.

We ensure an environment that empowers and equips students of varying needs and talents to flourish and expand in their learning. We, at Agora Prep, believe that a student's innate ability to inquire and express interest in specific subject matter is critical in guiding our curricula and the same guides each child through a world of incredible discovery as they develop a creative, entrepreneurial, balanced personality with an engaged, critical and, competent mind.

Teaching teams in our environment as referred to as "coaches". We do not follow the traditional method of rote learning and generalized instruction. Our coaches do not assume that every child can learn the same thing, the same way at the same time. Coaches are subject matter experts who have successfully completed our "Train the Trainer Modules"

Instructional Team

The main role of our instruction team is to enhance the natural curiosity of students, identify their core interests and talent then shape, mold and guide each student to expand their own learning. Through scaffolding and engaging activities that will further stimulate and activate the student's basic need for information, coaches will assign group projects. Through active engagement and consistent guidance, coaches will be tasked with the substantial fulfillment of all objectives set out by the Ministry of Education for each student according to their grades. These objectives will be utilized as the fundamental benchmarks for students and their learning. All instructional and administrative teams will respect the freedom of each learner to forge his or her own unique path of learning and personal growth, energized by his or her natural curiosity. Coaches will observe and assess students using varying and proven methods and then record assessment results to share with the instructional team and parents throughout the year. Students will also be required to complete an annual assessment to evaluate their existing academic knowledge. Results will be shared with parents and a plan will be developed for each individual student to continue excelling in their academic life.

We are committed to inspire and encourage each student to take in hand a wealth of activities and experiences to ensure successful development. The classroom allows for the freedom of movement and for the development of a positive work cycle by allowing the students to choose their activities and to explore with them without interruption. There is flexible seating available and standing desks where students are welcome to learn while upright instead of sitting behind a desk.

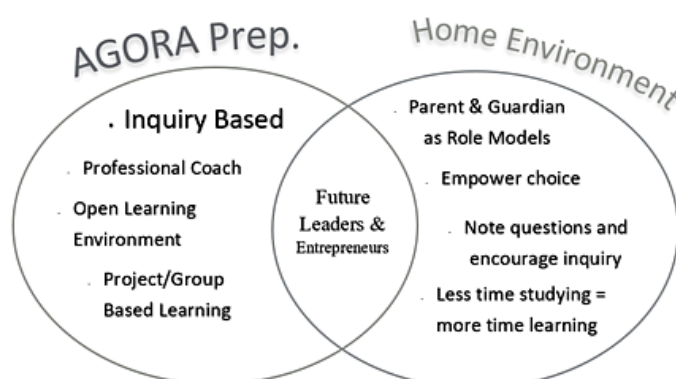
Coaches will not prepare lesson plans as a guide since this is counterintuitive to the IBL method. Students will be given an orientation of the environment and will be asked to choose where they would like to spend their time learning. Technology and inquiry-based activities will be available with guest coaches who teach skills like hair-dressing, public speaking, coding and accounting occasionally to explore areas of strength and keen interest.

The function of our environment is to encourage and inspire the development of each learner – intellectually, socially, emotionally, psychologically and physically so that the child may eventually emerge as a leader of the future. Students requiring supports outside of Agora Prep's expertise will be supported through welcoming community partners and other professionals into the environment to help build a better understanding of the students' learning needs. We will support both child and the family by meeting with all necessary persons to understand the child's needs and to learn about and implement any individualized plans and accommodations that have been put forth.

Agora Prep will not be providing meals to students. All snacks and lunches must be brought from home. Please note the Allergy List and parents and students are asked to avoid any foods that include nuts, shellfish and other known allergens.

Parent Involvement

Parents can meet with coaches regularly to understand the continuum of learning and provide cross-collaborative strategies to engage and empower their children for future leadership and entrepreneurship opportunities.



DYNAMIC EDUCATION

D	Developing student's metacognition (<i>thinking about their thinking and how they learn</i>)
Y	Yearning for Learning (<i>Interest based and self-motivated</i>)
N	Necessary, relevant, and engaged learners (<i>no rigid schedules, rote memorization, or monologues</i>)
A	Absorbing knowledge through experiences and questions (<i>developing research methods through technology</i>)
M	Mindful associations and mastering concepts (<i>Leveraging talents and strength- dance, music, movement to learn</i>)
I	Initiating the learning and seeking solutions (<i>Students decide the curriculum and explore answers to their inquiries</i>)
C	Calculating, self-driven, and innately desired Learning (<i>developing life-long skills that matters</i>)

At Agora Prep, we have a simple daily structure. The coach teaches you to plan your challenges and other activities. Students are welcome anytime between 8:30 am and 9 am. At 9 am, there is a group mindful stretching and some meditation.

Then we start our project circles which are all about interacting with other students about working together. After Project Circles, everybody has their own agenda.

Coaches inspire conversation, facilitate discussions and transcribe new questions requiring exploration. Lunch break is about chatting about our learning so far in the day.

The afternoon comprises of exploring finance, gardening, cooking and baking activities as well as organized group projects that will be used as the basis of their "Agora Talks" presentation. Dismissal is between 3 pm and 3:30 pm.

Children go outside three times a day for physical activity and gross motor development.

Vision and intention for the curriculum:

Agora Prep (AP) is a private school model structured to reflect the objectives of the standardized core curriculum without the traditional method of pedagogical delivery. Purely based on Inquiry and exclusively focussed on student's interests, AP endeavours to teach all core curriculum areas without the burdensome challenge of isolating each core subject and teaching it singularly.

The curriculum is designed to be flexible and customizable to students of varied abilities and interests.



AGORA CURRICULUM

Overarching topics:

Topics in the AP curriculum particularly highlight the following required areas of development:

1) **Communication:** included in this topic is the ability for students to write, present and speak about their learning. Encouraging reflection daily and after every activity. New languages, literacy and penmanship, music, art, sign language, drama, body movement, dance, as well as all other methods and mechanics of expression should be encouraged under this topic.

2) **Reasoning:** included in this topic is the ability to rationalize, measure, evaluate, test, hypothesize, synthesize, calculate and discover. Encouraging metacognition (thinking about their thinking) is key to this topic. All areas of mathematics, life/earth/physical sciences, technology and AI, and experimental lab activities are all related to this topic.

3) **Vital Skills:** included in this topic is the development of any ability that will contribute to the student's future perspective. Finance, gardening, baking/cooking, auto mechanics, electrical and structural engineering, woodworking, sports, landscaping as well as any other activities that develop real-life skills that will be pivotal in a career or future trade.

4) **Business Acumen:** this topic is seldom taught in any other institution. This topic is a purposeful and deliberate scope of interest for AP. Instructing students on how to present ideas, persuade investors, develop the plans, manage R&D, outline objectives and successfully grow their ideas is critical in developing future business experts in the varied fields of interest.

5) **Innovation:** this topic will focus on empowering students to evaluate current "problems" and explore solutions. Students will be encouraged to review all modern inventions and evaluate their effectiveness, efficiency, price point, impact on the environment and their flaws. Students will be challenged to improve on the designs and build new technology based on these existing inventions. Innovation is a significant attribute of childhood and early adolescents because the limitations are not yet realized which leaves an incredible opportunity for simple solutions to complex problems.



POLICIES

Non-Discrimination

The School does not discriminate against qualified applicants and students on the basis of race, color, national or ethnic origin, ancestry, nationality, sex, religion, mental or physical disability, gender identity or expression, affectional, health choices, and/or sexual orientation, pregnancy, marital, domestic partnership or civil union status, or any other status protected by applicable law in the administration of its educational, admissions, athletic, and other policies and programs.

Search and Seizure

AP may conduct a search of a student that is reasonable in scope, and/or a search of the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects if AP suspects a student may be violating the law or violating a safety rule.

Emergency Notification

AP will list any emergency or closure on the school website and send an email to the distribution list. You may also find more information on our Facebook page and Instagram. If necessary, we will also contact you through Class Dojo.

Personal Belongings

Students are expected to take care of, protect, and properly secure their belongings.

- Students should label their property to protect against loss.
- Students are required to respect and maintain building security by keeping doors closed.
- Students are expected to store books and belongings neatly.
- Students must respect the environment and the premises (parents will be charged if furniture or equipment is deliberately broken).
- Agora Prep is not responsible for damage to and/or loss of student property.

BEHAVIOURAL GUIDELINES – CODE OF BEHAVIOUR

Please REVIEW the following with your child before signing.

The Ontario Education Act and the relevant regulations made under it govern schools and students. It requires students to attend classes regularly, to accept reasonable disciplinary measures, to be neat and clean in person and habits, to be diligent in studies, to be courteous to fellow pupils, and to be obedient and respectful to teachers.

All students, families and staff at Agora Prep are expected to:

- show care, courtesy and consideration to others at all times
- demonstrate high moral and ethical standards of courtesy and honesty
- control their words; cursing or inappropriate language is not permitted
- show respect, compliance and cooperation to those in authority
- respect and appreciate the efforts of classmates
- participate and purchase required materials to ensure academic success
- handle learning materials in a responsible, careful manner
- treat peers with love, compassion and complete inclusion
- demonstrate a positive attitude in class, on field trips, and at special events
- show respect for school property and personal property (if something the belongs to the school breaks, a replacement must be made at the family's expense)

Technology User Agreement (to be signed)

The following can be brought to AP and used throughout the course of the day by students if they choose:

- Music Players and noise cancelling headphones
- Personal laptops or tablets
- Cell phones are permitted but will be turned off during the school day and/or given to the office to keep during work

AP is not responsible for loss, theft, or damage of such equipment. Please emphasize the importance of the student taking care of their property.

We require that our students adhere to expectations and respect the rights and well-being of all individuals. Doing so inspires valuable participation in school life, promotes learning, and encourages the care and concern for self and others that is central to our community. Each student must learn and review expectations, as well as the policies and procedures necessary for school life. We expect the cooperation of parents and guardians in upholding our standards. We believe that families and AP share the task of establishing the right balance of freedom and responsibility, realistically and consistently. We will work with students to support their understanding of and adherence to the values and principles of this community.

DISCIPLINE POLICY

We respect our student fully and completely at Agora Prep. We do not believe in time-outs, yelling or corporal punishment. Our main methods of discipline include the following:

- Redirection and Distraction
- Meditation and Emotional Expression
- Reward systems that positive reinforce acceptable behaviour
- Natural consequences (with reasoning and logic, we do not force students to make decisions, we just guide them and lay out consequences of their decisions)
- Logical consequences (if you hit your friend, you will be asked to move elsewhere in the room)
- Quiet and Calm Down corner (for students to choose to visit when they need to calm down)
- Communication with parents for positive guidance strategies
- Intervention from specialized community partners if and when required
- Physical restraining of a child who demonstrate self-injurious behaviour or aggressive behaviour towards other children/staff
- Specifically, students who are violent towards others or cause self-harm will be immediately removed from the environment and expelled

Families and students may be terminated from AP for any of the following reasons:

- Abusive/ discriminatory treatment of instructional, administrative or any staff of the school (physical, emotional, sexual harassment)
- Abusive or violent behaviour towards students in the learning environment (physical, emotional, sexual harassment)
- Foul, abusive, inappropriate, or lewd gestures
- A specialized developmental issue or severe undisclosed diagnosis where student would not flourish in the current school environment
- Failure to pay school fees and participate in activities
- Detection, threat or discovery of harmful materials at school that can potentially cause illness or death (cigarettes, drugs, alcohol, explosives, weapons, or poisonous materials)
- Stealing, gambling, cursing, destruction of school or student property and defying authority resulting in harm to self or others
- Do not physically engage in any activities meant to cause harm or fear

Suspension

This means a student will be sent home for a set amount of time then return to drive home the seriousness and impact of their behaviour. Suspension may also be exercised if a child is extremely disrespectful to others. This will solely be based on the Principal/Vice-Principal's discretion.

Expulsion

This is final termination, and the student may not return to school. Expulsion may become necessary when other methods of discipline have been unsuccessful, or in the case of profoundly serious misbehavior. In certain cases, expulsion may be required on the first offense, depending on the gravity of the offense, the attitude of the individual student and the influence on other students. From time to time, the Principal's sole discretion can be made to expel a student that is not thriving in the environment and there is no benefit to the child to remain at AP.

Absences

All student absences must be reported before 8 am of the same day. An email to the office with a small note explaining why a student is absent is required for our records. **Info@AgoraPrep.com** is the email address which you must contact if your child will be absent. Any days missed for any reason will not be refunded nor will the school fees be adjusted in any way.

Student Illness

If a student feels ill while at Agora Prep, the administrative staff will contact the parents promptly for pick up of the student. For the safety of the other students and staff of the school, in some cases, a doctor's note will be required to return to school. This ensures that any contagious or potentially harmful diseases to immunocompromised members of our school do not spread within our environment. To protect your child and others, we ask if a child is exhibiting symptoms of a cold (sore throat, stomach aches, headaches, cough, sneezing, watery eyes, lethargy, diarrhea) that they remain at home. Students given medication to come to school will be sent home after it wears off. **So please protect your child and others from spreading illnesses and keep them home if they are ill. If a child cannot participate, they should not be attending school.**

Outdoor Activities and Sports

Please ensure that the learner is dressed appropriately for weather conditions with an additional set of spare clothing in case of accidents, messy exploration, or unintended incidences. Sports and other outdoor activities will take place at Agora Prep. Track and Field as well as a host of other sports will be played at the school. When necessary, students will be required to purchase specific gear for the sport they are learning at Agora Prep. Parents are expected to provide all necessary materials for students when requested.

Field Trips and Special School Activities

Parents will receive announcements about trips and school activities well in advance. Costs associated with any trip or event is above and beyond the school fees. Communication will be clear about the trip or event's learning objectives and the costs associated with it. Agora Prep students are required to participate in any planned activities to strengthen community and social connections within the learning environment.

POLICIES CONT...

Charitable and Social Responsibility

Agora Prep believes that it does not operate in a vacuum. We are part of an active and rich community. As contributing and ethical members of society, we endeavour to give back through any means necessary. Fundraisers and charitable campaigns will run throughout the year and parents are expected to encourage their children to participate and use the opportunity to give back as a point of discussion and learning. It is vital to develop the attributes and characteristics that will set students up for a lifetime of success; including kindness, generosity, altruism, volunteerism, charity and sacrifice.

Mentorship Programs

Since grades are blended at Agora Prep, it is encouraged that older students mentor younger students. This program will take many forms but essentially, students will form strong connections as friends and demonstrate leadership as a skill for the future.

Playground Accidents

In the event of a playground accident, the accident (however minor) should be reported to classroom coach as soon as possible. If there is serious injury to the head, a parent will be called and a report given to continue monitoring signs of possible complications. If an incident takes place between students, parents will be informed if needed. If playground/outdoor equipment is unsafe due to weather or pollution, students may play in the paved area behind AP.

Student Achievement

Agora Prep uses an academic assessment called the Comprehensive Inventory of Basic Skills (CIBS) which reports on the student's literacy and math levels. This academic assessment will index the students' scores and allow staff and families to further comprehend developmental gains and the equivalence of those gains in terms of the 'traditional school system'. This will enable families to have the choice to return to traditional schooling after Agora Prep and understand the levels of their learner.

Differentiation

Agora Prep is extremely sensitive to and acutely recognizes the unique learning needs, learning styles, developmental needs, and expression styles of each individual student. All learning can be differentiated, modified, or accommodated to reflect the uniqueness of each child. The basic premise of Agora Prep is to leverage student's strengths, talents, and interests and use them comprehensively and exclusively for the purposes of learning core subjects in our environment.

POLICIES CONT...

Withdrawal

Agora Prep only accepts post-dated cheques for tuition fees or payment of two semesters in bulk. Full year tuition paid upfront would garner a savings of \$500 per year, per student. If a parent would like to withdraw, **30 days notice must be given** and acknowledged by the office. **Also, there will be a payment equal to 30% of the year's remaining tuition required as penalty.**

Service Animal

Service animals are permitted at Agora Prep with proper documents which are required. The owner of the animal must have total control and charge of the animal. They must remove all waste immediately and dispose of it. **Only accepted on case by case basis.**

Student Record and Portfolio

Every student at Agora Prep will have a digital student record and portfolio with a collection of photographs, videos, assessments and samples of work. This record will follow the student from grade to grade until graduation. It will also be consulted in case of required meetings or follow ups on student development.

Inclement Weather

Agora Prep will close from time to time if the weather is dangerous for parents and teachers to commute. If the weather is good in the morning but calls for a storm, parents may be called to pick up early.

Important Contact Information

School's main number is 1 (800) 524-6725

Weekdays, Agora Prep is open from 8:30 a.m. to 3:30 p.m

Before / After School program runs from 7:30-8:30 am & 3:30-6 pm **(Extra fees apply)**

General Email Address: Info@AgoraPrep.com

Admission Email: Office@Agoraprep.com

To report an absence: Info@agoraprep.com

To reach specific coaches, please use Class Dojo

Other Emergency Contacts:

Emergency 911

Local Police station

Local Fire Station

Local Public Health

Local Evacuation Site information: Wellington Public School,
125 Wellington St W, Aurora, ON L4G 2P3

USER TECH AGREEMENT

Agora Prep believes technology to be an integral part of the curriculum. In addition to the Code of Student Behaviour and Discipline, any student using the school network is required to adhere to the following rules of conduct both on and off the school site.

As a student:

1. I am responsible for my actions on the computer and will help others to not break the rules.
2. I will not seek or modify information, files, or passwords belonging to others.
3. I will not share passwords or private information that can compromise my own or others' privacy.
4. I will not attempt to obtain administrator privileges.
5. I will not attempt to introduce additional programs to the school computers.
6. I will not introduce files that may contain viruses and will regularly check my files for viruses.
7. I will not seek or send images, sounds, or messages, which might be considered inappropriate, hurtful to others, or illegal.
8. I understand that what I say and do online can never be taken back. I promise to contribute to the web in a positive way, and I understand that just because I can post anything online, doesn't mean I should!
9. If I encounter any inappropriate, hurtful, or illegal images, sounds or messages, I will speak up and tell a teacher immediately.
10. I will respect the copyright status of programs, songs, movies, images, and games, and will not participate in breaking the law by illegally downloading, copying or distributing these without permission from the authors.
11. I will respect other people's online work and give them proper credit for it.
12. It is my responsibility to back-up, save, and maintain all my files.
13. I will not eat or drink near computers or other technologies.
14. I will ask for an instructor's permission to use my personal electronic device at school, and I will continue to abide by this Technology Use Agreement.
15. I understand the risks of bringing my personal electronic device to Agora Prep, and I agree that the school is not to be held responsible for any loss or damage.

Agora Prep:

1. Reserves the right to change this policy at any time (changes to rules will be posted).
2. Reserves the right to remove network access from any user who breaks these rules.
3. Is not liable for any indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the operation of, or inability to use, the system.
5. Reserves the right to apply web and security filters to devices brought into the school environment.
6. environment.
7. Is not liable for any loss or damage of personal electronic devices brought to the school site.

TUITION FEES

Non-refundable Registration Fees - Domestic- \$450 (booked before enrollment)

Non-refundable Registration Fees - International - \$900 (booked before enrollment)

Domestic Monthly Fees \$1950 (per student K-8) | **Annual fees** \$19,000

International Monthly Fees \$2550 (per student K-8) | **Annual Fees** \$25,000

Before/After School (whether it is one or the other or both): **\$30/day**

Domestic Annual fees for High-School \$2,000 (per student 9-12)

International Annual fees for High-School \$35,000 (per student 9-12)

School Starter Fees (agenda, supplies and other school materials) \$ 150 per student

Closure Dates:

Labour Day, Thanksgiving, Winter Break Second last week of December to the day after New Years' day in January, Family Day (3rd Monday in February), March Break Second week of March. As well as, Good Friday, Easter Monday, Victoria Day, and other related statutory holidays.

Professional Development Days: *AP is closed for students* (Annual calendar will be attached to the Handbook)

Refund Policy: There will be no refunds once payments are made.

Early Cancellations: There will be a penalty of 30% of annual tuition for students who withdraw from Agora before the academic year ends.

NSF Cheques: All NSF payments will incur a \$150 Service Charge. All fees including the service charge must be repaid within 3 business days of notification.



ACCOUNTABILITY FRAMEWORK

AGORA PREP ACADEMY

**EVERYONE
WELCOME.**



0 BULLYING

**PACK ONLY
USEFUL THINGS.**



0 THINGS THAT HURT.

ONLY GOOD TECH.



0 SCARY/VIOLENT
GAMES/APPS/MUSIC

**TREAT OTHERS
WITH RESPECT.**



0 TOLERANCE FOR
CURSING, DEFIANCE,
YELLING & ABUSE

**USE ONLY NICE
WORDS.**

&\$#!%

0 TOLERANCE FOR
SWEARING.

KEEP IT CLEAN.



0 IMPOLITE GESTURES,
JOKES OR
PICTURES/VIDEOS

PARTICIPATION.



BRING YOUR BEST
ATTITUDE AND TRY
YOUR BEST

SAFETY FIRST.



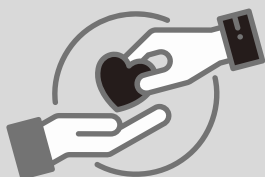
STAFF CAN REMOVE ANY
ITEM THAT IS DEEMED
UNSAFE AT ANYTIME

**RESPECT THE
SPACE.**



KEEP THE SPACE
CLEAN AND WITHOUT
DAMAGE

BE KIND.



EVERYONE IS
DIFFERENT. PLEASE BE
KIND ALL THE TIME.

BE HONEST.



ALWAYS TELL THE
TRUTH AND ONLY
BRING HOME WHAT IS
YOURS.

SHOW INTEGRITY.



DO THE RIGHT THING
EVEN IF NO ONE IS
LOOKING SO WE CAN
TRUST ONE ANOTHER.



INSPIRING FUTURE LEADERS

POLICIES AGORA COPY

STUDENT FULL NAME:

.....

**PLEASE SIGN AND RETURN TO
THE OFFICE OR EMAIL
INFO@AGORAPREP.COM
BEFORE ENROLLMENT**

POLICIES

Non-Discrimination

The School does not discriminate against qualified applicants and students on the basis of race, color, national or ethnic origin, ancestry, nationality, sex, religion, mental or physical disability, health choices, pregnancy, marital, domestic partnership or civil union status, or any other status protected by applicable law in the administration of its educational, admissions, athletic, and other policies and programs.

Initials:

Search and Seizure

AP may conduct a search of a student that is reasonable in scope, and/or a search of the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects if the School suspects a student may be violating the law or violating a safety rule.

Initials:

Emergency Notification

Agora Prep will list any emergency or closure on the AP website and send an email to the distribution list. You may also find more information on our Facebook page and Instagram. If necessary, we will also contact you through Class Dojo.

Initials:

Personal Belongings

Students are expected to take care of, protect, and properly secure their belongings.

- Students should label their property to protect against loss.
- Students are required to respect and maintain building security by keeping doors closed.
- Students are expected to store books and belongings neatly.
- Students must respect the environment and the premises (parents will be charged if furniture or equipment is deliberately broken).
- Agora Prep is not responsible for damage to and/or loss of student property.

Initials:

POLICIES CONT...

BEHAVIOURAL GUIDELINES – CODE OF BEHAVIOUR

Please **REVIEW** the following with your child before signing.

The Ontario Education Act and the relevant regulations made under it govern schools and students. It requires students to attend classes regularly, to accept reasonable disciplinary measures, to be neat and clean in person and habits, to be diligent in studies, to be courteous to fellow pupils, and to be obedient and respectful to all staff:

All students, families and staff at Agora Prep are expected to:

- show care, courtesy and consideration to others at all times
- demonstrate high moral and ethical standards of courtesy and honesty
- control their words; cursing or inappropriate language is not permitted
- show respect, compliance and cooperation to peers and those in authority
- respect and appreciate the efforts of classmates
- participate and purchase required materials to ensure academic success
- handle learning materials in a responsible, careful manner
- treat peers with love, compassion and complete inclusion
- demonstrate a positive attitude in class, on field trips, and at special events
- show respect for school property and personal property
- Do not physically engage in any activities meant to cause harm or fear

Parent Initials:

Student Initials:

Technology User Agreement (to be signed)

The following can be brought to school and used throughout the course of the day by students if they choose:

- Music Players and noise cancelling headphones
- Personal laptops or tablets (with parent approved apps and controls)
- Cell phones are permitted but will be turned off during the school day and/or given to the office/educator to keep during work time

The school is not responsible for loss, theft, or damage of such equipment. Please emphasize the importance of the student taking care of their property.

Parent Initials:

Student Initials:

POLICIES CONT...

We require that our students adhere to expectations and respect the rights and well-being of all individuals. Doing so inspires valuable participation in school life, promotes learning, and encourages the care and concern for self and others that is central to our community. Each student must learn and review expectations, as well as the policies and procedures necessary for school life. We expect the cooperation of parents and guardians in upholding our standards. We believe that families and AP share the task of establishing the right balance of freedom and responsibility, realistically and consistently. We will work with students to support their understanding of and adherence to the values and principles of this community.

DISCIPLINE POLICY

We respect our student fully and completely at Agora Prep. We do not believe in time-outs, yelling or corporal punishment. Our main methods of discipline include the following:

- Redirection and Distraction
- Meditation and Emotional Expression
- Reward systems that positive reinforce acceptable behaviour
- Natural consequences (with reasoning and logic, we do not force students to make decisions, we just guide them and lay out consequences of their decisions)
- Logical consequences (if you hit your friend, you will be asked to move elsewhere in the room)
- Quiet and Calm Down corner (for students to choose to visit when they need to calm down)
- Communication with parents for positive guidance strategies
- Intervention from specialized community partners, if and, when required
- Physical restraining of a child who demonstrate self-injurious behaviour or aggressive behaviour towards other children/staff
- Specifically, students who are violent towards others or cause self-harm will be immediately removed from the environment and expelled.

Parent Initials:

Families and students may be terminated from the school for any of the following reasons:

- Abusive/ discriminatory treatment of instructional, administrative or any staff of the school (physical, emotional, sexual harassment)
- Abusive or violent behaviour towards students in the learning environment (physical, emotional, sexual harassment)
- Foul, abusive, inappropriate, or lewd gestures
- A specialized developmental issue or severe diagnosis where student would not flourish in the current environment (determined at Principal's sole decision)
- Failure to pay fees and participate in activities
- Detection, threat or discovery of harmful materials at school that can potentially cause illness or death (cigarettes, drugs, alcohol, explosives, weapons, or poisonous materials)
- Stealing, gambling, cursing, destruction of school or student property and defying authority resulting in harm to self or others

Parent Initials:

Student Initials:

Suspension

This means a student will be sent home for a set amount of time then return to drive home the seriousness and impact of their behaviour. Suspension may also be exercised if a child is extremely disrespectful to others. This will solely be based on the Principal/Vice-Principal's discretion.

Parent Initials: **Student Initials:**

Expulsion

This is final termination, and the student may not return to school. Expulsion may become necessary when other methods of discipline have been unsuccessful, or in the case of profoundly serious misbehavior. In certain cases, expulsion may be required on the first offense, depending on the gravity of the offense, the attitude of the individual student and the influence on other students.

Parent Initials: **Student Initials:**

Absences

All student absences must be reported before 8 am of the same day. An email to the office with a small note explaining why a student is absent is required for our records. **Info@AgoraPrep.com** is the email address which you must contact if your child will be absent. Any days missed for any reason will not be refunded nor will the school fees be adjusted in any way.

Parent Initials: **Student Initials:**

Student Illness

If a student feels ill while at Agora Prep, the administrative staff will contact the parents promptly for pick up of the student. For the safety of the other students and staff of the school, in some cases, a doctor's note will be required to return to school. This ensures that any contagious or potentially harmful diseases to immunocompromised members of our school do not spread within our environment. To protect your child and others, we ask if a child is exhibiting symptoms of a cold (sore throat, cough, sneezing, watery eyes, lethargy, diarrhea) that they remain at home. Students given medication to come to school will be sent home after it wears off. **So please protect your child and others from spreading illnesses and keep them home if they are ill. If a child cannot participate, they should not be attending school.**

Parent Initials: **Student Initials:**

POLICIES CONT...

Outdoor Activities and Sports

Please ensure that the learner is dressed appropriately for weather conditions with an additional set of spare clothing in case of accidents, messy exploration, or unintended incidences. Sports and other outdoor activities will take place at Agora Prep. Track and Field as well as a host of other sports will be played at the school. When necessary, students will be required to purchase specific gear for the sport they are learning at Agora Prep. Parents are expected to provide all necessary materials for students when requested.

Parent Initials: **Student Initials:**

Field Trips and Special School Activities

Parents will receive announcements about school trips and school activities well in advance. Costs associated with any trip or event is above and beyond the school fees. Communication will be clear about the trip or event's learning objectives and the costs associated with it. Agora Prep students are required to participate in any planned activities to strengthen community and social connections within the learning environment.

Parent Initials: **Student Initials:**

Charitable and Social Responsibility

Agora Prep believes that it does not operate in a vacuum. We are part of an active and rich community. As contributing and ethical members of society, we endeavour to give back through any means necessary. Fundraisers and charitable campaigns will run throughout the year and parents are expected to encourage their children to participate and use the opportunity to give back as a point of discussion and learning. It is vital to develop the attributes and characteristics that will set students up for a lifetime of success; including kindness, generosity, altruism, volunteerism, charity and sacrifice.

Parent Initials: **Student Initials:**

Mentorship Programs

Since grades are blended at Agora Prep, it is encouraged that older students mentor younger students. This program will take many forms but essentially, students will form strong connections as friends and demonstrate leadership as a skill for the future.

Parent Initials: **Student Initials:**

Playground Accidents

In the event of a playground accident, the accident (however minor) should be reported to classroom coach as soon as possible. If there is serious injury to the head, a parent will be called and a report given to continue monitoring signs of possible complications. If an incident takes place between students, parents will be informed if needed. If playground/outdoor equipment is unsafe due to weather or pollution, students may play in the paved area behind the school.

Parent Initials: **Student Initials:**

Student Achievement

Agora Prep uses an academic assessment called the Comprehensive Inventory of Basic Skills (CIBS) which reports on the student's literacy and math levels. This academic assessment will index the students' scores and allow staff and families to further comprehend developmental gains and the equivalence of those gains in terms of the 'traditional school system'. This will enable families to have the choice to return to traditional schooling after Agora Prep and understand the levels of their learner.

Parent Initials: **Student Initials:**

Differentiation

Agora Prep is extremely sensitive to and acutely recognizes the unique learning needs, learning styles, developmental needs, and expression styles of each individual student. All learning can be differentiated, modified, or accommodated to reflect the uniqueness of each child. The basic premise of Agora Prep is to leverage student's strengths, talents, and interests and use them comprehensively and exclusively for the purposes of learning core subjects in our environment.

Parent Initials: **Student Initials:**

Withdrawal

Agora Prep only accepts post-dated cheques for tuition fees or payment of two semesters in bulk. Full year tuition paid upfront would garner a savings of \$500 per year, per student. If a parent would like to withdraw, **30 days notice must be given** and acknowledged by the office. Also, there will be a payment equal to 30% of the year's tuition required as penalty.

Parent Initials: **Student Initials:**

POLICIES CONT...

Service Animal

Service animals are permitted at Agora Prep with proper documents which are required. The owner of the animal must have total control and charge of the animal. They must remove all waste immediately and dispose of it. **Only accepted on case by case basis.**

Parent Initials:

Student Initials:

Student Record and Portfolio

Every student at Agora Prep will have a digital student record and portfolio with a collection of photographs, videos, assessments and samples of work. This record will follow the student from grade to grade until graduation. It will also be consulted in case of required meetings or follow ups on student development.

Inclement Weather

Agora Prep will close from time to time if the weather is dangerous for parents and teachers to commute. If the weather is good in the morning but calls for a storm, parents may be called to pick up early.

Parent Initials:

Important Contact Information

School's main number is 1 (800) 524-6725

Weekdays: Agora Prep is open from 8:30 a.m. to 3:30 p.m

Before / After School program runs from 7:30-8:30 am & 3:30-6 pm

(Extra fees apply)

General Email Address: Info@AgoraPrep.com

Admission Email: Office@Agoraprep.com

To report an absence: Info@agoraprep.com

To reach specific coaches, please use Class Dojo

Other Emergency Contacts:

Emergency 911

Local Police station: Call 1 (866) 876-5423 or 905-830-0303

Local Fire Station 4-3: 19058959222

Local Public Health: 905-882-2081

Local Evacuation Site information:

Wellington Public School, 125 Wellington St W, Aurora, ON L4G 2P3

Dear Parents: Please check off the options on this page, initial after each one and return it to the office to acknowledge that you have agreed to the following:

1) My child may use technology and we have set parent controls to assume oversight responsibility on what they are doing online.

YES

NO

Parent Initial:

2) My child is permitted to use the internet to access coursework and research topics as well as complete practicum modules.

YES

NO

Parent Initial:

3) My child will be able to contact me in case of an emergency or to ask for permission for something specific to the child's needs.

YES

NO

Parent Initial:

4) My child will complete all assignments without the help of an adult, unless requested, in the house so that the Academy knows where extra assistance is required.

YES

NO

Parent Initial:

5) Agora Prep is permitted to post photographs of my child for marketing purposes and for the purposes of accumulating pictorial memories for the yearbook and newsletters (where applicable). Also to post on social media from time to time as brag posts.

YES

NO

Parent Initial:

6) My child will be participating in trips (when applicable) and I understand that fees for trips will be over and above my tuition fee costs.

YES

NO

Parent Initial:

Please note that we **must** have a copy of this signed acknowledgement form **before** a student commences their academic year with Agora Prep.

If at any time you have questions or concerns about policies outlined in the Handbook or any related matter to financials, school trips or procedures, please email the Principal directly at Sylvia@agoraprep.com or the **Office at info@agoraprep.com**.

***Please ask the office for a copy of this form for your records. Thank you.*

ACKNOWLEDGEMENT

Acknowledgments and Permissions

In order to succeed as a community, we need to maintain a strong partnership between students, parents, educators and the Agora Prep Community. The Staff at Agora Prep believe that we must provide a safe, enjoyable learning environment for our students.

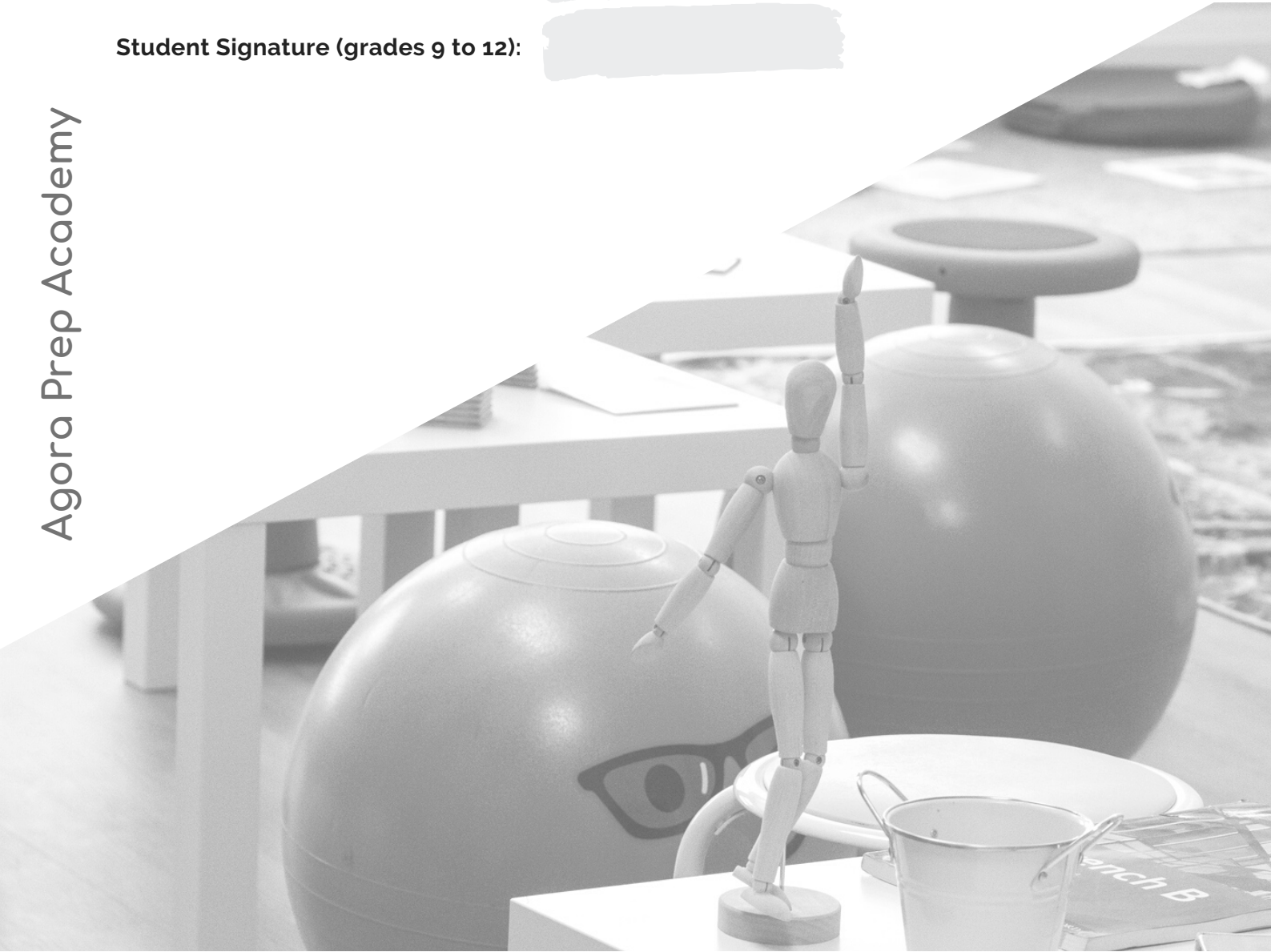
We believe that students thrive from consistency with regard to expectations and discipline. The best results occur when home and school work together to promote a responsible, caring and co-operative school environment. This page must be signed prior to enrollment of a student at Agora Prep. By signing below, you are acknowledging that you have read, initialed, understood and you agree with our school policies regarding behaviour, discipline, and all other important contractual obligations between your family and Agora Prep.

I have read over the Student Handbook with my student (child)

Date:

Parent/Guardian Signature:

Student Signature (grades 9 to 12):





WELCOME TO YOUR JOURNEY

INSPIRING FUTURE LEADERS

