

Persian Language Classes

Rules and Policies

2015-2016

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RULES and POLICIES

INTRODUCTION

The Persian Language Classes Committee was started by the Iranian Community of Manitoba (ICM) and a group of parent volunteers to organize and run Persian language classes in Winnipeg. For the purpose of this document the ICM will be referred to as the “Board”, the Persian Language Classes Committee will be referred to as the “Committee”, and the Committee members and other volunteers will be referred to as the “Volunteers”. The Volunteers do not obtain any financial support from the Board or the Committee.

The purpose of the following rules and policies is to enhance the learning experience for the students and to ensure the safety and well being of the students and the Volunteers. Adherence to the Persian Language Classes rules and policies is required by all students, parents, and Volunteers.

GENERAL RULES

Volunteers and Teachers

- The Volunteers and teachers are responsible for ethical conduct during classes including treatment of students and other Volunteers and teachers with respect and dignity.
- The Volunteers and teachers shall attend at least one orientation session/workshop per year led by a legal advisor or an expert on the treatment of students (physically and emotionally). The orientation session/workshop shall be organized by the Committee and/or the Board.
- The Volunteers and teachers are responsible for safety and well being of the students during classes.
- The Volunteers and teachers shall keep all student records (e.g. registration forms, students contact information sheet, medical information, students’ evaluations) confidential.
- At least one volunteer or teacher with CPR training must be present on site during classes.
- The teachers shall notify the Committee 24 hours prior to the start of a class if they cannot attend the class.
- The Volunteers and teachers shall be subjected to a background criminal record check by the Board.

Parents and Students

- Regular and punctual attendance enhances successful student. It is preferred that parents contact the Committee before the start of each class if their child is not able to attend a class.
- Upon registration, parents shall notify the Committee if their child has any special needs or, an illness that may require special attention during classes.
- Parents’ communication regarding their child (ren) performance and conduct shall only be through the Committee, and not directly with the teacher.

- Nut-free snacks may be provided by the Committee on specific dates throughout the school year. Upon registration, it is the parents’ responsibility to notify the committee if their child suffers from any allergies. In the case of accidents, the Committee will try to contact parents or the contact emergency person and will follow the pre-defined procedures.

POLICIES

REGISTRATION FEE

A registration fee shall be charged to the parents when the child (ren) is enrolled. The fees are as follows:

	First child	Second child
ICM Member Families	\$220	\$155
ICM Non-member Families	\$240	\$175

VOLUNTEER AND TEACHERS PROTECTION FROM ASSAULT BY PARENTS/PUBLIC

The Committee believes that their Volunteers and teachers have the right to work in an environment free from physical violence, verbal abuse or the threat of physical assault by parents/public. To that end, the Board/Committee will take actions against those who assault or threaten Volunteers and teachers while in performance of their duties.

Violation of this policy shall result in disciplinary action against the student including immediate suspension and dismissal.

CONFLICT OF INTEREST

A conflict of interest exists when an act to further the economic well-being of a Volunteer or a teacher or his/her personal interest has a negative effect on the Committee or raises a reasonable question of conflict with his/her duties and responsibilities in the Committee. The Committee will not condone the action of Volunteer or a teacher whose activities are a conflict of interest.

If a Volunteer or a teacher is found to be in conflict of interest by the Board, the Volunteer or the teacher may be subject to disciplinary action, which may include suspension or termination of the work.

ALCOHOL AND DRUG FREE WORKPLACE

The Committee recognizes the importance of maintaining a workplace free of alcohol and controlled substances to enhance the welfare of Volunteers, teachers and students. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while on duty or on location of classes, unless the substance is a requirement of a medical intervention and being taken according to prescription directions. Violation of this policy shall result in disciplinary action up to and including immediate suspension and dismissal of the Volunteer, teacher or student.

STUDENT ADMISSIONS TO/WITHDRAWAL FROM SCHOOL

The Committee will determine if students are eligible for admission into classes.

The Committee may decide to withdraw a destructive student.

If a student misses more than 30% of classes without any reasonable explanation the Committee may withdrawal student from classes.

ASSIGNMENTS OF STUDENTS TO CLASSES AND GRADE LEVELS

It is the goal of the Committee that every student be placed at an appropriate academic level in which the student can achieve success with the appropriate effort. This determination shall be made by the Committee, in consultation with parents and teachers and reference to the student's age, Persian language knowledge and available learning assessments.

The decision of the Committee shall be final regarding placement of students at a grade level or the reassigning of students within classes.

RELEASE OF STUDENTS AFTER OR DURING SCHOOL HOURS

Parents are responsible for delivering and picking up their child (ren). Parents shall sign the sign-in and sign-out sheet every time they drop off or pick up their child (ren). Upon registration the parents shall notify the Committee if any other person (s) is authorized to pick-up their child (ren) during or after the classes. Photo ID is required when any person(s) other than parents picking-up students from classes.

No student shall be released to a person or persons other than the custodial Parent/guardian without authorization of the parent/guardian. Upon formal request from the student's parent/guardian, the Committee may excuse the student for any reason deemed to be reasonable.

CARE OF LOCATION OF CLASSES BY STUDENTS

Textbooks class equipments and facilities are available to students for their use. Students as well as parents or guardians of minor children are responsible for any damage to the location of classes.

The Committee is authorized to make a reasonable charge for any damage to the location of classes because of the negligence, carelessness, inappropriate behaviors or violence of an individual student. Funds collected for damage to items purchased through the classes budget may be retained by the financial officer of the Committee.

BULLYING

The Committee supports a secure school climate, conducive to teaching and learning, free from threat, harassment and any type of bullying behaviors. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is a form of harassment and is prohibited in the class environment. Bullying generally involves repeated, hurtful, words or actions by an individual or group with intent to harm others. Bullying includes, but is not limited to, the following forms:

Verbal Bullying: hurtful names and insults, cruel put-downs, false accusation, racial slurs, homophobic remarks, inappropriate comments about appearance, sarcasm, vicious rumors, and threats.

Relational Bullying: excluding, isolating, ruining reputations, destroying friendships, ignoring, and glaring.

Physical Bullying: extorting, pushing, punching, kicking, beating, spitting and pinching.

Electronic Bullying: threatening emails, rumor spreading via text messaging, invasive pictures, and websites designed to criticize, threaten and/or harass.

Violation of this policy shall result in disciplinary action up to and including immediate suspension and/or dismissal.

SUSPENSION OF STUDENTS

The suspension of a student from class may be granted, for a predetermined length of time, following a happening of such severity by the student that the student's presence at class is detrimental to the welfare of the student, other students or Volunteers.

For purposes of this policy:

“Out of class suspension” means the exclusion of a student from attending classes, being on class property, and participating in class activities for a specified and limited period of time as set forth in the notice provided.

The period of suspension should be sufficient for the Principal or designate to organize appropriate meetings with parents and other Committee members and the teacher in order to find a suitable approach to the problem, but in any case, the suspension by the Principal or designate must not exceed five (5) classes.

ADVERTISING ON LOCATION OF CLASSES

Requests to distribute materials for the purposes of commercial advertising or giving notice of shows, exhibitions, concerts, lectures or other events must be approved by the Committee.

FIELD TRIPS

The Board/Committee recognizes the educational value of field trips. It is the desire of the Board/Committee to encourage and lend support to field trips, provided that they are properly planned, that the learning experiences are an integral part of the instructional program, and that the plans are well implemented.

The Board and the Committee are not responsible for the physical injury of a student during classes or field trips, when the injury is not caused by the direct actions of a Volunteer.

STUDENT'S PRIVACY

People other than the student's parents will not have access to the student's Persian language Classes academic file and records. If a person or persons other than the student's parents are required access, the student's parent(s) must provide an authorization letter to the Committee.

The Board and the Committee are not responsible for the physical injury of a student during classes or field trips, when the injury is not caused by the direct actions of a Volunteer or a teacher.