



Wiz Kidz Private School Policies and Procedures

What does it mean to take a course for credit at a private school?

Before enrolling in a course for credit outside of a public institution, it is important to consider the benefits of doing so. Private schools offer the advantage of smaller class sizes and more personalized instruction, highly qualified and experienced teachers, and a curriculum that is taught at an appropriate level of challenge and pace.

While private schooling does offer many advantages, it is important for both students and parents to recognize that enrolling in a course for credit in a private school is not the same as purchasing an academic “safety net”. Paying a course fee does not guarantee academic success, and top grades must be earned without exception.

At Wiz Kidz, we have a strong commitment to education and the concept of “paying for your grades” is not part of our philosophy. **Additionally, students should not expect their Wiz Kidz courses to have a lighter workload or be less demanding than their public-school counterparts.**

Parent and Student Responsibilities

At Wiz Kidz, we expect all students to be courteous, inclusive, and welcoming. They should demonstrate honesty, integrity, and show proper care and respect for themselves, other students and staff. All students will receive a copy of our Code of Conduct document at the onset of each course, outlining our detailed policies and expectations. Students and staff are expected to take ownership and responsibility for their words and behaviour and consequences will occur for violations of the Code of Conduct. The general framework for enforcement of this Code of Conduct is progressive discipline, although outcomes will be determined on a case-to-case basis.

At Wiz Kidz, our goal and priority is to prepare our students for University/College. As part of our educational approach, we encourage students to cultivate self-reliance and take initiative in advocating for themselves whenever possible. This empowers them to become accountable for their own academic success.

To facilitate this, we kindly request that students reach out to their teachers directly if they encounter any difficulties or require additional support in class. Whether through email or in-person communication, our teachers are always available to assist our students and strive to create a welcoming and supportive environment.

In the event that a situation requires the attention or involvement of a parent or the principal, the teacher will provide support in facilitating the appropriate escalation.

Tests/Examinations

At Wiz Kidz, we maintain a consistent schedule for all tests and final exams. Unit tests are planned at least two weeks in advance, while final exams are scheduled three months ahead of time. This approach ensures that all students have ample time to prepare and are evaluated at the same time and under the same conditions.

Students are expected to be present for all scheduled tests and exams. Absences are only acceptable under extenuating circumstances (e.g. illness, family emergency). In such cases, it is important for a parent or guardian to promptly communicate the situation to the teacher and principal, so that appropriate arrangements can be made to reschedule the missed or upcoming evaluation.

In the event that a student misses a test or exam without a valid excuse, appropriate consequences will be determined by the teacher and principal to ensure that the student is held accountable for their education. Under no circumstances, will a test or exam be postponed at a parent/guardian's request due to a student being "unprepared".

If a student is struggling with course material, they will have ample opportunity to seek extra help before each test/exam. This includes the last class before each unit test which consists of dedicated hours of test/exam prep and review. Students are expected to attend the review class with a list of questions for which they require clarification or explanation. We ask that students please plan and make full use of the review classes.

Please note that the aforementioned rules apply for all final exams as well.

Test-taking for Online Students

At Wiz Kidz, we believe in the importance of in-person assessments for our students who choose online learning. All tests and assessments must be taken in person during the semester as well as for the final exam. Test scheduling accommodations may be made for students who live very far from Wiz Kidz on a case-to-case basis (ie. coming on a weekend).

Students with IEPs

If a student has an IEP, we require that a copy of the IEP record be submitted to their teacher so that all of the listed accommodations can be made. At Wiz Kidz, Customized Learning Plans (CLPs) are designed in collaboration with both the student and teacher, and may include accommodations such as extra time, private rooms, modified memory aids and other support as needed.

Our Teachers

All of the teachers at Wiz Kidz have been through extensive training and have navigated a stringent hiring process to secure their positions. Most of our teachers have been with us for many years and have considerable experience working in private schools. We only hire teachers that meet our exceptionally high standards, and each of these talented instructors is always prepared to go the extra mile to help their students succeed. Teachers are trained to focus on student development in order to help them realize their full potential. If a student is struggling with their grades, parents and guardians are encouraged to reach out to the teacher for a meeting to discuss the situation and find ways to support their academic success.

At Wiz Kidz, we value open and productive communication between parents, guardians, and teachers. However, we do not condone any form of disrespectful or aggressive behaviour towards our educators. If a parent or guardian has concerns about their child's progress, we encourage them to schedule a meeting with the teacher to discuss the issue in a calm and productive manner. If a situation arises where a parent or guardian exhibits inappropriate behaviour, we reserve the right to take appropriate action, **including potential expulsion of the student from our school**.

Withdrawing from a Course

Eligible For Refund (Less \$250 Non-Refundable Deposit)

- Students must withdraw prior to completion of 4 classes (12 hours) for semestered courses. The course will not appear on the official student transcript.
- Students must withdraw prior to completion of 2 classes (12 hours) for summer courses. The course will not appear on the official student transcript.

Not Eligible For Refund

- Students must withdraw prior to completion of 12 classes (36 hours) for semestered courses. The course will not appear on the official student transcript.
- Students must withdraw prior to completion of 6 classes (36 hours) for summer courses. The course will not appear on the official student transcript.

Please Note: Withdrawing from a course after the aforementioned deadlines will result in the course being recorded on the official student transcript.

Changing/"Bumping" Final Grades

At Wiz Kidz, the integrity of the grading system is of paramount importance. All final grades are based on a comprehensive evaluation of a student's performance throughout the course, taking into account tests/exams, assignments, class participation, and other relevant factors. While there is an exam feedback day where students can review their final exams and their final mark breakdowns, **grades will not be changed/"bumped" based on a student or parent request**. It is the responsibility of the teachers to fairly and accurately evaluate student performance and assign final grades.

Cheating and/or Plagiarism

At Wiz Kidz, we uphold a strong stance against academic dishonesty, including cheating and plagiarism. Our teachers use various tools such as TurnItIn to detect any instances of these behaviours. We believe that educating our students on the importance of integrity and the consequences of cheating or plagiarizing is vital to their academic and personal growth. Should any instances of academic dishonesty be discovered, the teacher and principal will work closely with the parents to address the situation and enforce appropriate consequences. This policy is clearly outlined at the beginning of each course to ensure that all students are aware of the expectations and consequences.

Homework Checks

Teachers will regularly assess the students' homework completion to ensure they are keeping up with their coursework. In the event that a student is falling behind or consistently coming to class unprepared, the teacher will communicate directly with the parents or guardians to address the situation and provide support in helping the student improve their academic performance.

Absenteeism

If a student will be arriving late or missing class, parents or students are encouraged to email the teacher directly. Teachers follow an internal system for reporting attendance, lateness, and absences to the principal as needed. Students can miss up to 4 classes (total 12 hours) throughout the term without any negative consequences or penalization. Should a student miss more than 4 classes, they will be required to come in for one-on-one tutoring or find some individualized time with the teacher to catch up on the missed material. For summer courses, students can miss up to 2 classes (12 hours) of class time per course without any consequences or penalization.

If a student falls behind due to an absence, we encourage them to take proactive steps in catching up. In such cases, the student should email their teacher to request any materials or lesson plans covered in class. If a student knows they will be absent ahead of time, we ask that they request the materials in advance to minimize the amount of material they will have to catch up on when they return.

Students may need additional support to review materials from a missed class. To accommodate this need, we offer one-on-one tutoring sessions that can be booked online at www.wizkidzcentre.com. Simply click on the "book now @ appointlet" button on the home page to schedule your appointment. Please note that these tutoring sessions are not included in the course fee, and there will be a charge for each required session.

In the event of inclement weather or other unforeseen circumstances, Wiz Kidz has made provisions for all classes to be made available online. If a student is unable to attend in-person due to illness, injury, or other extenuating circumstances, they are welcome to attend via our online portal and continue their learning without interruption.

System for Reporting Final Grades to Students' Home Schools

Once a course for credit has been completed, the final report card will be forwarded directly to the guidance office of the home school that the student attends during the day. Students in grade 12 who have applied to University or College will see their grades posted in their OUAC or OCAS online account. It is Wiz Kidz' responsibility to submit final report cards to students' home schools, and as such, students and parents are not required to take any action in this regard. Should they be inclined, students can verify with their home school guidance department that their final grade has been uploaded to their official transcript.

We kindly ask that every parent/guardian carefully review this policy form with their child/children before enrolling at Wiz Kidz Learning Centre. Should you have any questions or concerns regarding these policies, please contact the principal or teacher.