



## Policy 1- FOUNDATIONAL STATEMENTS

### Preamble

This Public Charter School is operated by the Foundations for the Future Charter Academy Charter School Society, a body incorporated in Alberta under the Societies Act (March 21, 1996). The official name of the school is "Foundations for the Future Charter Academy" (FFCA). The FFCA Board of Directors governs the school in accordance with the Alberta School Act and Societies Act, the Charter, the By-Laws of the Society and Board Policy.

Charters are granted and renewed for limited terms under Alberta Regulation 212/2002 (Charter Schools Regulation). Under Section 7.1 of that Regulation, FFCA's Charter was renewed for a term of 15 years (until June 30, 2027) by Thomas Lukaszuk, Minister of Education."

### Vision

Excellence in student achievement and character development through distinctive teaching and learning.

### Mission

To provide a safe and caring environment where academic excellence, character development, parental involvement and staff leadership are valued and fostered.

### Guiding Principles

Foundations for the Future Charter Academy (FFCA) fosters **strong, positive, respectful partnerships** among students, staff, parents and community. These relationships are characterized by trust, integrity, openness and collaboration and exist to support learning for all stakeholders. FFCA encourages **leadership** among all stakeholders through shared decision-making.

FFCA strives for **excellence** in:

- academic development and independent learning.
- personal and character development.
- the development of outstanding staff.

FFCA creates a **caring and optimal learning environment** for students by:

- setting clearly defined learning standards.
- building students' belief in their ability to learn.
- developing confidence through competence.
- fostering positive thinking and providing encouragement.
- optimizing learning time and student engagement.
- tailoring class size and composition to reflect the learning needs of students.

FFCA is “**one school**” on multiple campuses. We are coherent in our vision and unified in our practices, including:

- a common approach to instruction and classroom management.
- common core character virtues K-12 (respect, responsibility, integrity, self-discipline and compassion).
- cross-campus grade level and subject area collaboration.
- formal orientation, coaching and mentoring for teachers.
- use of subject specialists (e.g. Art, PE, Music, Spanish).
- parental commitment to a high level of involvement.
- wearing of student uniforms.

FFCA is purposeful and strategic in the selection and utilization of **teaching methods and resources**, including:

- direct instruction (explicit learning targets, continuous formative assessment, and sequential mastery learning).
- inquiry and cooperative learning.
- the infusion of creative and critical thinking.
- early literacy development (explicit phonics).
- integration of instructional technologies.
- homework that promotes the attainment of student learning targets.

### **The FFCA Logo:**

The meaning of the logo:

As the name of FFCA implies, the primary focus of the organization is the future. This is represented in the logo by the black road leading into the distance. The burgundy section at the top of the logo represents FFCA students’ futures and all they will achieve. The green section at the bottom represents the strong learning foundation FFCA builds within students through its distinctive approach to teaching and learning.

Distinctive elements of the logo:



The FFCA logo has three distinctive elements:

- the sky, road and earth
- the border
- type font (Eurostile)

### **The FFCA Wordmark:**

The meaning of the wordmark:

The wordmark has been specifically designed to clearly communicate the full name of Foundations for the Future Charter Academy to external audiences, and to build awareness of FFCA within the larger community.

**NOTE:** As at January 2016, FFCA is in the process of trademarking both the wordmark and logo, as well as “FFCA” and “Foundations for the Future Charter Academy”.

*Approved:* March 16, 2016

*Legal Reference:* Preamble, Section 8, 13, 34, 36, 39, 60, 78, 113 School Act  
FFCA Charter Document 2012-2027

## Policy 1 Appendix 1: Being Heard

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### Background & Rationale

This document, “**Being Heard**”, is meant to describe the ways in which individuals should work together within FFCA. The belief implicit here is that it is desirable to deal with issues at the level at which they are occurring.

### Procedures

#### 1. When making suggestions or raising concerns:

- a. Focus on achieving a positive outcome. (We are all in this together!) Remember that resolving issues does not imply “getting your own way”.
- b. Assume that everyone is acting out of good will and doing their best.
- c. If you are not satisfied with someone’s actions, speak directly to the person. If you are unsatisfied with the person’s response, you should address your concerns to the person’s supervisor.
- d. Be specific; describe the problem and identify the underlying concern.
- e. Be practical; make suggestions; actively seek resolution.

#### 2. Whom to talk with:

1. If you have a question or concern regarding the actions/decisions of a **staff member**, you should discuss the matter with the staff member directly. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Principal Educator**.
2. If you have a question or concern regarding the actions/decisions of the **Principal Educator (PE)**, you should discuss the matter with the PE. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Superintendent**.
3. If you have a question or concern regarding the actions/decisions of the **Superintendent**, you should discuss the matter with the Superintendent. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Board Chair**.
4. If you have a question or concern regarding the actions of a **Board Member**, you should discuss the matter with the Board Member. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Board Chair**.
5. If you have a question or concern regarding the actions/decisions of the **Board Chair**, you should discuss the matter with the Board Chair. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Superintendent and Board Chair**.
6. If you have a question or concern regarding **Transportation**, you should discuss the matter with the Principal Educator. In the event that the matter is not satisfactorily resolved, you should discuss it with the **Secretary Treasurer**, and next with the **Superintendent** if necessary.
7. If you have a question or concern regarding the actions/decisions of the **School Council**, you should discuss the matter with the School Council Chair. In the event that

the matter is not satisfactorily resolved, you should discuss it with the **School Council Chair and Principal Educator**.

**NOTE:**

1. If your issue or concern does not fall into any of the categories in the preceding list, or if you are uncertain about whom to contact, please direct your enquiry to: **Meredith Poole, Executive Assistant, (403-520-3206, ext. 8154)**.

## **Policy 1 Appendix 2: Public Interest Disclosure (Whistleblower Protection)**

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FFCA provides an environment in which staff are safe to disclose wrongdoing without fear of reprisal, consistent with the Public Interest Disclosure (Whistleblower Protection) Act and related Regulations of the Province of Alberta.

Foundations for the Future Charter Academy (FFCA) maintains a culture characterized by integrity, respect, trust and care, and expects all staff to demonstrate high ethical standards in their work. Staff should expect in return a positive workplace.

If you are aware of a situation that falls in the area of Public Interest Disclosure, please see Administrative Procedure AP-G-801.1.