



Nepalese Canadian Society of Edmonton (NECASE)

Juneli School of Nepali Language and Culture (Juneli School)

Operational Guidelines

Revised On: December 4, 2021

Approved by Juneli School Council & NECASE Board

(The Juneli School council can revise this guideline to meet the school's need)

1. Background

Nepalese Canadian Society of Edmonton started the Nepali Language School in 2004 by teaching the Nepali language to community kids from the basements of private homes of community members. Since then many kids have successfully graduated from the school. It received an official name “Juneli School” in 2015 and subsequently, the school was renamed “Juneli School of Nepali Language and Culture (Juneli School). This is one of the effective and self-sustained programs of the Society. The school has contributed significantly to maintaining the Nepali language and culture among the new generation of children and youths. The School has always been a primary source of cultural performances in major NECASE events and celebrations. Coordinating with volunteer instructors, the School has been organizing separate classes for Nepalese dance and music for interested children.

The main purpose of this guideline is to systematize the activities and provide consistent guidance for a smooth operation of Juneli School.

2. Objectives

- To conduct classes in the Nepali language, dance, and music.
- To practice and showcase Nepali language, dance, music, cultural rituals, and performances
- To provide students opportunity for leadership development, involve in community activities, and network with friends and families.

3. Programs

The Juneli school will teach students Nepali language, culture, and heritage through the following programs.

1. Language Program
2. Music Program
3. Dance Programs
4. Others as necessary

These programs will run independently from each other at appropriate times at the NECASE Centre. Enrollment for each program will be separate and open to the community. The school may expand in the future and add any new program as necessary and as capacity becomes available

4. Curriculum, Grades, and Graduation

Each program will have its own curriculum and appropriate grade levels. Currently, the school does not have its own curriculum and has been teaching materials developed and shared by Calgary Nepalese Community Association (CNCA) Nepali School. The curriculum developed by the Non-resident Nepalese Association, Canada will also be referenced while developing the curriculum.

4.1 Language Program

Students have been learning the Nepali language at three different levels (Level 1, Level2, and Level 3). Students are placed in an appropriate level based on teachers’ assessment of their language skills. Juneli School intends to develop its own curriculum and level assessment criteria in the future. The number of grade levels will be decided based on the developed curriculum. Assessment criteria will also be prepared in order to test the language skills for their placement in an appropriate grade level. A student

will graduate from the school once the graduation criteria are met. The School council will appoint a Curriculum Development Task team to develop the curriculum.

4.2 Music Program

Music classes have been operated for more than two years in NECASE facility. A curriculum will be developed in consultation with the music instructors (Teachers) and grade levels will be decided accordingly. The School Council will form a Music Committee to run the Dance Program.

4.3 Dance Program

Currently, Juneli school has been teaching Nepali dances to interested students at the school. A curriculum will be developed based on the past experience and experience from this pilot program in consultation with the dance instructors (Teachers) and grade levels will be decided accordingly. In general, the curriculum will focus on teaching the basics of dance skill and apply the skills and prepare performances for the regular NECASE events. The School Council will form a Dance Committee to run the Dance Program.

1. Resource/Program Management

The school is a community-driven program run under NECASE as an autonomous entity. It will operate in a self-sustaining manner. Every other program will also run individually in a self-sustaining manner. A monthly fee is collected from each student enrolled in each program in the school. NECASE provides additional financial support, as necessary, to run the program efficiently if the school falls short on the fund which may arise due to unexpected circumstances or if there is a need for funds for a bigger purchase or organize special events.

1.1 Academic Calendar

The school will follow the Edmonton Public School Calendar year starting in September of each year. The school will have the following three sessions - fall, winter, and spring. A calendar outlining all the schedules for the whole calendar year is planned to be published on the website at the beginning of the Fall Session.

1.2 Student Enrollment

- 1.2.1 Enrollment of students in any program of the school will be open to the whole community. However, reference will be given to the existing students and students already enrolled in any other program.
- 1.2.2 A call for student enrollment notice will be sent out to the wider community in August every year with a deadline. The notice will also be posted on the website.
- 1.2.3 The enrollment notice will outline the enrollment criteria or provide a link to the criteria document.
- 1.2.4 From January 2022 onwards, Juneli School Enrollment Form must be completed by parents/guardians with consent approval. The form is at NECASE-Juneli-School shared drive (Link: <https://docs.google.com/forms/d/1yuX7CPQxepAiU0q30Ygi1l6-FnnS4FiBNOZYIodGyMQ/edit>) Note: Only accessible to Juneli School and its stakeholders and parents/guardians must provide the consent before form submission
- 1.2.4.1 Parents/Guardians information are captured at the time of student enrollment

1.2.4.2 Consent approvals are also captured which are as follows:

- 1.2.4.2.1 Parents/Guardians must pay the deposit fee and consecutive session fee in advance
- 1.2.4.2.2 If Parents/Guardians fail to pay the current session fee then deposit will be used as current session fee for deduction. Moreover, once deposit fee has been utilized then parents/guardians need to re-pay the deposit and consecutive session fee
- 1.2.4.2.3 3. Parents/Guardian will be responsible to notify coordinator or teacher for any child/children absence with valid reason

1.3 School Address

The classes of the school will run in NECASE Centre except in special circumstances. In case of special circumstances (e.g. maintenance or upgrade), it will run in a facility arranged by NECASE.

1.4 School Hours

The classes will run usually on the weekends. The timing for each program will depend upon the availability of the facility and resource persons (teachers/instructors). In-person classes are running in the following schedules.

Department	Sunday
Language Department	10:00 AM to 11:30 AM
Music Department	11:30 AM to 2:30 PM
Dance Department	11:30 AM to 2:30 PM

Due to COVID issue, except Nepali language music and dance classes are suspended. Online Nepali classes are run at 10-11AM and 11:30-12:PM for various levels.

1.5 Fee

A monthly fee will be collected from each student enrolled in a program. As each of the three programs will run independently of each other, a separate fee will be collected for each program. The amount will be determined by the school council based on the number of students enrolled and teachers/instructors required to run the classes. The fee should be sufficient at least to cover the anticipated regular expenses.

As decisions made by Juneli School council on December 4, 2021

- Parents/Guardians must pay the deposit fee and consecutive session fee in advance
- If Parents/Guardians fail to pay the current session fee then deposit will be used as current session fee for deduction. Moreover, once deposit fee has been utilized then parents/guardians need to re-pay the deposit and consecutive session fee

Consent must be provided by parents/guardians to maintain the momentum on financial aspects of Juneli School

Void check: (Parent/Guardian can use following void check to deposit the fee)




December 4, 2021

To: Whom it may concern

Re: Void Cheque

Please accept this copy of a void cheque as confirmation of NEPALESE CANADIAN SOCIETY OF EDMONTON's bank account information for the purposes of pre-authorized debit or credit.

	NEPALESE CANADIAN SOCIETY OF EDMONTON	Date: <u>2021 12 04</u> YYYY MM DD
5624 53 AVE NW EDMONTON, AB T6B3K1	VOID	\$ <input type="text"/>
Transit Number: 00373	Institution Number: 003	Account Number: 1016054

Account# for Juneli School of Nepali Language and Culture check deposit RECEIVER MUST BE under Nepalese Canadian Society of Edmonton with memo on Juneli School

Confirm Your Autodeposit Registration

Please review the information here to make sure your email address is correct and linked to the right account. Once you have submitted your email address, you will receive an email from *Interac* telling you how to activate your registration.

Before we continue

Please note that the name on your Royal Bank account

NEPALESE CANADIAN SOCIETY OF EDMONTON

will be shown to the person or organization sending you money. This will assure them they're sending it to the right account.

Your email address: **juneli.school.accounts@necase.ca**

Autodeposit account: **Juneli School 00373-1016054**

Online e-transfer can be achieved through juneli.school.accounts@necase.ca and liaison (the Principal) will be updated via bank statement

2. School Management Structure

In order to run the school, the school council selects one of the parents as the Principal. Upon recommendation from the school, NECASE Board will endorse the name and appoints the Principal. The principal will be the head of the school and oversees all the programs. The principal will appoint coordinators for each program. The principal will then appoint the required number of teachers in consultation with the program coordinators. Figure 1 depicts the structure of school management.

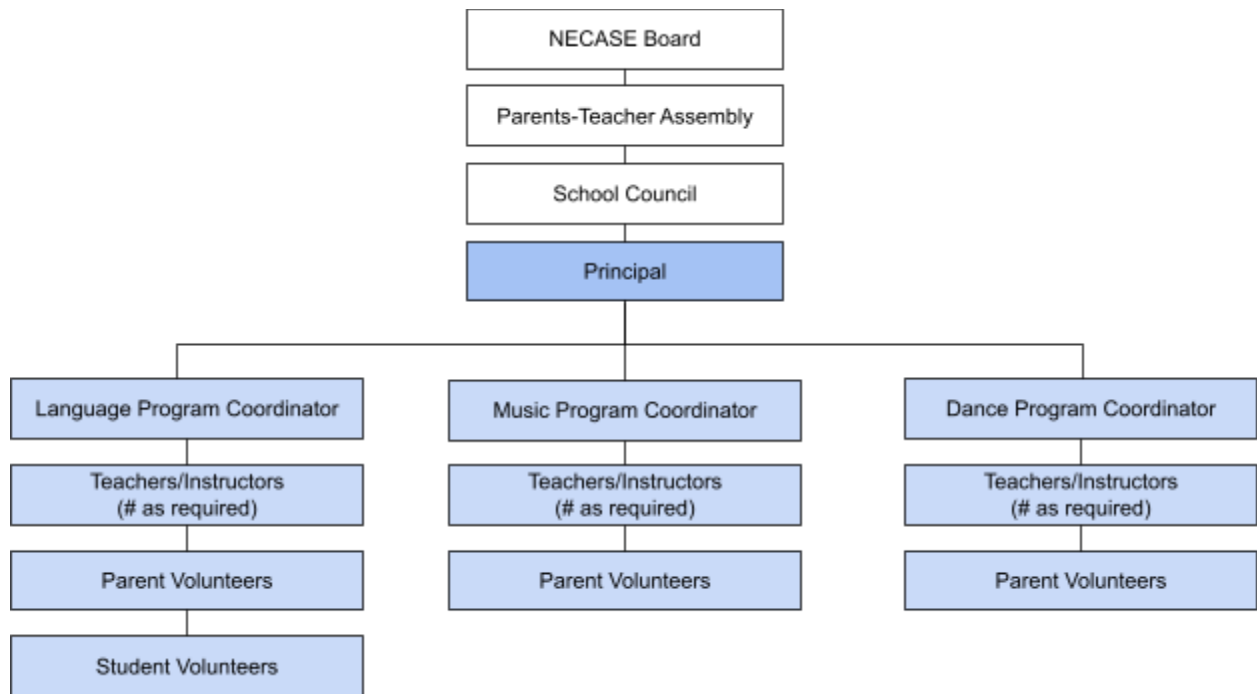


Figure 1. - Juneli School Management Structure

2.1 Parent-Teacher Assembly

At the beginning of the fall session every year, the Principal calls a general assembly of the parents of students enrolled in the school and teachers.

2.1.1 Roles and Responsibilities of the Parent-Teacher Assembly

- Elect the School council
- Get feedback from the parents
- Plan for the next session

2.2 The School Council

The Parent-Teacher Assembly elects the School Council of at least nine members comprising the following.

2.2.1 Composition of the School Council

1. Principal
2. Member (Coordinator – Language program)
3. Member (Coordinator – Music program)
4. Member (Coordinator – Dance program)
5. Member (Principal, outgoing)
6. Member (Past Principal)
7. Member (Parent representative)
8. Member (Parent representative)
9. Member (NECASE Cultural Program Director or Board representative)

2.2.2 Roles and Responsibility of the School Council

- Announce vacancy of the principal, collects expression of interest, evaluates, selects, and recommend the name to the NECASE Board. NECASE Board appoints the principal of the School.
- Discuss any issues and make the necessary decisions to run all the programs in the school
- Provide necessary advice and support to the principal to run the school smoothly
- Help develop curriculum, activities, assessment criteria, and guidelines as necessary
- Act as a bridge between the school administration and the parents and help improve two-way communication
- Plan and Manage the Parent-Teacher Assembly.
- Follow the school operating guidelines and help update it as necessary
- Strive for improving the school standard and quality
- Change the mode of teaching on emergency situations declared by the local authorities.

2.3 School Principal

2.3.1 Appointment of the Principal

In order to run the school, the School Council announces the vacancy of the principal, collects expressions of interest, evaluates, selects, and recommends the name to the NECASE Board. NECASE Board appoints the principal of the School. The principal will be the head of the school and oversees all the programs.

2.3.2 Roles and Responsibility of the Principal

- a) Lead the school management team. Call and chair the Parent-Teacher Assembly
- b) Seek for resources required for the school including teachers/instructors in coordination with the program coordinators
- c) Call the school council meetings, act as the chair in the meeting, and prepare & distribute meeting minutes
- d) Liaison with NECASE Board and provide school updates to the board and seek support and advice
- e) Prepare annual school calendar in coordination with program coordinators
- f) Prepare annual budget of the school and submit to the Board
- g) Maintain external communication of the school
- h) Provide necessary support to the program coordinators and teachers
- i) Collaborate with International Heritage Language Association (IHLA) and attend meetings and participate in its activities
- j) Provide updates to the IT Director for Juneli school webpage
- k) Maintain proper communication with the NECASE Board, school council, and parents as necessary
- l) Prepare an annual report for the school including all the programs and activities and associated finances.

2.3.3 Roles and Responsibility of the Program Coordinators

- a) Prepare annual programs for the program and implement them
- b) Provide necessary support to the Principal

- c) Provide necessary support to the teachers in the class activities
- d) Lead and coordinate special events
- e) Coordinate parent volunteers in order to assist teachers in the classes and for the school events as necessary
- f) Make arrangements to cover teacher absence in the class
- g) Maintain proper communication with teachers and the parents and help create a healthy learning environment
- h) Identify the materials and resources to run the program and make necessary purchases
- i) Make the necessary purchase and keep track of all the finances for the program
- j) Prepare a financial summary of the program at the end of each session and share it with the parents
- k) Work with the principal to collaborate with IHLA and attend meetings and participate in its activities
- l) Prepare an annual report including all the programs and activities and associated finances.

2.3.4 Roles and Responsibility of the Teachers

- a) Prepare class lessons and activities and create an effective learning environment in the class
- b) Teach students in the class
- c) Provide support to program coordinators and the principal for the preparation of program, activities, and events
- d) Organize parent-teacher meetings and share the progress of the students
- e) Interact with parents as necessary
- f) Provide support developing the school curriculum, guidelines, and assessment criteria
- g) Maintain students' discipline in the class
- h) Provide guidance to parent volunteers and student volunteers and utilize their time effectively
- i) Attend Professional Development (PD) sessions organized by IHLA. At least two PD sessions must be attended to maintain a good standing status.
- j) Before quitting the job as teacher, the teacher must inform us before another session/semester starts. For example: the running session/semester is January-March. To leave your role in the month of April, you must inform in January. The time is period is made long because we need another teacher to shadow the current teacher and time-frame is required to recruit another teacher to carry the current teacher's responsibilities and prepare for the next session

2.4 Volunteering

2.4.1 Student Volunteer

The school encourages children whose skill level is higher than the student in the class or those who have graduated from the school but still want to keep up the skills they have learned, to volunteer. They are encouraged to volunteer especially with the Nepali language class, by helping children in the class. By participating as a student volunteer they keep the skills they already have and also get ample opportunities to learn new things, network with friends, opportunities to improve their leadership skills, obtain volunteer hours, and many more. This opportunity will be provided to interested children who meet the set criteria and will be based on the teacher's assessment. An eligible student volunteer will

assist teachers in the language classes. The roles and responsibilities of the student volunteers will be as set by the school.

2.4.2 Parent Volunteer

Because of the fact that the school management team will have a very minimum number of members, the school always needs volunteers to help teachers in the classrooms and to run other school programs and activities. The school will give parents the opportunity to sign up for volunteering in different areas as required to run the programs at the beginning of each session. The school will assign volunteer shifts for parents who fail to sign up. The parent volunteers will work as per the final schedule provided by the school following the set roles and responsibilities. Because of the nature of the programs and their operations, the volunteering in each program will be independent of each other.

2.5 Volunteer Deposit

To run school activities and programs parents of each student are required to volunteer in these activities and programs. The school will assign a voluntary task to each parent at the time of child enrollment. Parents of every student enrolled in a program need to volunteer as assigned by the school. A volunteer deposit of \$50 will be collected from each student enrolled in a program at the time of enrollment. Each program will have separate volunteer deposits. This means the volunteer deposit collected for the language program does not cover the volunteer deposit for the dance program. The amount deposited will be refunded back to parents at the end of the academic year once the volunteer duty is fulfilled or can be used towards the volunteer deposit for the next year. The amount will not be refunded to parents who reject volunteering or fail to do the volunteer duty they have signed up for or assigned by the school. In this case, the volunteer deposit will be forfeited by the school.

2.5.1 Honorarium to Principal and Coordinators

The school will run as a non-profit autonomous entity in a self-sustaining way and is run by highly motivated volunteer parents. All the management/coordinating positions are volunteer positions. So, no honorarium will be paid to the principal and program coordinators. However, an honorarium could be considered if a teacher takes the dual role of the Principal and teacher.

2.5.2 Honorarium to Teachers

All the teachers/instructors are volunteering positions. However, a partial honorarium will be paid as a token of appreciation to the teachers/instructors for their time commitment and special skills required to teach in the classes. The honorarium will be as decided by the school council.

2.6 Communication and Digital Record

- All the external communications will be done by the principal from the school's email address – juneli.school@necase.ca.
- The principal and program coordinators will get individual email addresses from NECASE (@necase.ca)
- Program-related communications and data sharing within the school will be done by the respective program coordinators using the @necase.ca email address
- All working team (program coordinators, parents volunteers, student volunteers etc.) must use @necase.ca email for any communication and data sharing purpose

- Principal will use juneli.school@necase.ca email address for any communications within the school.
- Google Classroom can be used for any unforeseeable circumstances to hold the online classroom like for example COVID-19, environment changes or demanded as necessary
- Principal and program coordinators will use Google Applications for creating digital documents and store them in the **NECASE-Juneli-School Shared Drive**.
- Every working team member shall maintain their email signature
- Following email mailing exist for stated purpose
 - All coordinators and principal only
 - All parents mailing list
 - Only school council members
 - All team members under language program coordinator
 - All team members under music program coordinator
 - All team members under dance program coordinator
- All mailing list might need revision update as per the request sent by Principal
- Group email will be created and used as necessary within each program

3. Finance

The school will run under NECASE as an arms-length body but follow NECASE's financial regulations. The school will design and implement all programs under the financially self-sustaining principle. It will run regular programs and activities within the fund it collects, basically from the fees collected from students. However, additional funding may be required to cover the shortfall of the collected fund or for bigger purchases, or for special events. In such circumstances, NECASE Board will be requested to support the necessary fund to the school, based on its priorities for programs delivered by NECASE. Each program within the school will prepare an annual budget and keep track of all the income and expenses individually and prepare an annual report. The following guidelines will be followed for all the financial transactions within the school.

1. It is essential to have easy access to the fund in order to smoothly run programs. So, NECASE Board may consider providing an amount not exceeding \$250 to the program coordinators at the start of the session as petty cash, based on the project planning submitted to the Board.
2. All the fees and deposits will be collected by the program coordinators either in cash or cheques. All money must be deposited into NECASE's account dedicated to Juneli School.
3. A receipt will be provided to the parents upon receipt of the fees and deposits collected.
4. A detailed log of all the income and expenses will be maintained by each program coordinator and shared with the parents and NECASE for transparency and as required by the financial regulations.

5. Program coordinators will make all the purchases required for the program and keep the receipts and invoices. All the original receipts will be kept in the record for auditing purposes.
6. A digital copy of the receipt may be considered if the hard copy is lost.
7. All the honorarium will be paid upon a receiver's signature (or receipt).
8. Any income to the school from grants or donations received in the name of NECASE, and deposited in the NECASE bank account dedicated to Juneli School. **NECASE Board will not use it for purposes other than Juneli School operation.**
9. A financial summary will be prepared by each program at the end of each session.
10. In case of a change of the program coordinators, the outgoing coordinator will hand over all the accounts and surplus funds of the program to the new coordinator.

4. Reporting

4.1 Session Financial Report

Each program will prepare a summary report at the end of each session. It will include the details of the financial transactions.

4.2 Annual Report

The school will prepare an annual report for the school summarizing all the programs and activities and related finances at the end of the academic year. A copy of the report will be sent to the NECASE Board and published on the school webpage.

5. Collaborations

The school is currently a member of the International Heritage Association (IHLA) and has been participating in the association's activities since 2014. It has helped the school to get exposure to the wider multicultural communities in Edmonton. The association also provides professional development opportunities for the teachers and program coordinators. The school will pay an annual membership fee and participate in its activities to be in good standing status.

The school is open to collaborations with relevant organizations for a mutual benefit as permitted by the available resources within its capacity.



Note:

FIRST VERSION - DRAFT: December 2018 (Prepared by Naba Raj Adhikari and team)

SECOND VERSION: November 2020 (approved by NECASE board)

THIRD VERSION: December 4, 2021 (approved by Juneli School council and NECASE board)