

### **A Message from the Principal**

Welcome to Columbia Academy. Our school's standard of excellence in education, our emphasis on a healthy lifestyle, and the enthusiasm of our school community assure your entry into top ranked universities all over the world.

We are located in downtown Vancouver, a fabulous global city with a wide range of activities for those non-academic moments. You can choose from skiing on the close-by mountains, hiking the natural trails of our parks, enjoying the numerous ethnic foods in the many cafes surrounding Columbia Academy, or exploring the beautiful beaches on the shores of our city.

We are a student-centered school and we are here to create a loving and caring learning environment for students from all over the world. We are here to help students enter the top universities; our teachers, staff, counselors and administrators are professionals who are committed to understanding each student's goals and help all students achieve their future path.

Our programs are designed to support individual learning styles and provide all students with rewarding educational experiences at Columbia Academy. However academic success is not the only thing that we work towards. We also want our students to be "Happy Students", citizens who have a high level of mental intelligence, who can be the leaders of tomorrow, and who love to give back to the community and society around us.

Columbia Academy's mission is to provide a loving and caring learning environment for our students. Our students will not only learn academic skills, but will also develop key virtues such as compassion, integrity, resilience, happiness and responsibility during their time at Columbia Academy. Students will be inspired to become fine and happy people and bring these values to their society. Our mission is to have each and every student see the world full of opportunities and live a successful and happy life after being a part of Columbia Academy.

I extend a warm welcome from Columbia Academy. We are here to help you have an enriched learning experience, gain a deep understanding of the complexities of knowledge, and find success in achieving your goals in the beautiful city of Vancouver.

Sincerely,

**Ashley Slade**, *B.A. (U.Vic), B.Ed. (UBC)*  
Principal, Columbia Academy



## Table of Contents

### Table of Contents

A Message from the Principal.....	1
Table of Contents .....	3
The Secondary Academic Program .....	4
Discipline, Dispute Resolution, and Appeals .....	11
Cheating and Plagiarism .....	12
Attendance Policies.....	14
Principal Honour Roll.....	17
Credit Policy.....	17
Student Supervision Policy .....	20
Anti-Bullying Policy.....	22
Suspected Child Abuse and Neglect Policy.....	23
Emergency Policies, Response Plan and Procedures.....	24
Student and Employee Records and Protection of Privacy Policy .....	25
Gifts Policy .....	27
Tutoring Policy.....	27
Physical Education.....	27
English Level.....	28
Homework Policy.....	29
Textbook Policy.....	30
Phone Policy.....	30
Contact Information.....	31

## **The Secondary Academic Program**

This policy describes how students are assigned to grade levels, the requirements for graduation, and the support for planning the students' academic program to enter post-secondary institutions.

### **Assigning Grade Levels**

When a student is admitted to Columbia Academy, a grade level is selected that reflects what the student has accomplished to date.

The Principal, the Advisor and the Director of Admissions review the application and determine the appropriate grade level. In the BC secondary school program, a student may be assigned to more than one grade level. Additionally, a student may complete the requirements for a course at a higher grade before completing the requirements for a course at a lower grade.

### **2004 BC School Graduation Requirements**

The BC Secondary School graduation requirements include core and elective courses at the Grade 10, 11 and 12 levels. In order to graduate with the Dogwood Diploma, students must successfully complete forty-eight credits from required courses, as well as twenty-eight credits from elective courses, a four credit Portfolio assessment, and 1 English 12 provincial exam. It is required that a minimum of sixteen credits be at the Grade 12 level, of which four must be for English/Language Arts.

### **Academic Planning**

Post-secondary institutions may require specific courses for admission to a particular program; we offer help to the student in planning to meet the graduation and post-secondary requirements.

### **Code of Conduct Behaviour Policy at Columbia Academy**

A code of conduct is a set of guidelines that establishes the expected standards of personal or social groups. The Columbia Academy Code of Conduct has been established to maintain school order and establish a positive school energy and environment. Students are expected to follow these guidelines at all times.

#### **As a student at Columbia Academy, students must:**

- Respect teachers and staff.
- Care for students and respect each student equally.
- Be polite and practice academic honesty.
- Have a positive attitude towards everyone.

#### **Within school and in the community, all students must:**

- Abide by the laws of Canada and the rules of Columbia Academy.
- NOT practice cheating and/or lying.
- Attend class on time; students should not be late or leave early.
- Follow Columbia Academy policies and not incur unexcused absences.
- Consciously abide by classroom discipline; not interrupt the teacher, and not involve themselves in unrelated activities while in class.
- Actively participate in various activities organized by the school.
- Complete assignments on time; not copy assignments from others; not plagiarize from the internet; and, not cheat on school work or tests.
- Not use cell phones in class.
- Avoid all acts of violence.
- Refuse to buy, sell, or use drugs, alcohol, or cigarettes.
- Not have in possession any weapons or dangerous implements.
- Respect property of others and school's property; if damage to property is caused, there is a responsibility to replace it.
- Respect cultural and individual differences.
- Develop good personal hygiene habits; demonstrate an understanding of professional and kept personal grooming.
- Keep school and classrooms clean.

- Students should tidy their individual workspace and classroom; clean tables, stack chairs, etc.
- Partake in sustainable practices, such as saving water and electricity and classifying garbage into various recycling bins.
- Speak English only while in school.
- Be alert during class time; no sleeping in class is permitted.
- Ask, and obtain, permission from the teacher to leave the classroom.
- Maintain proper posture when in class; no sitting or lying on the desks is allowed.
- Not wear excessive make up.
- Use appropriate language at all times; students cannot use bad language at school or on social media.

***If the student violates the above criteria:***

**The 1<sup>st</sup> time:** Student receives the 1<sup>st</sup> warning from the Principal. Parents/Guardian are notified.

**The 2<sup>nd</sup> time:** Student receives the 2<sup>nd</sup> warning from the Principal. Parents/Guardian are notified.

**The 3<sup>rd</sup> time:** Student receives the 3<sup>rd</sup> warning from Principal. Parents/Guardian are scheduled to meet with the Principal.

**The 4<sup>th</sup> time:** Student receives the 4<sup>th</sup> warning from Principal. Parents/Guardian are scheduled to meet with the Principal. Student is suspended for 1 day from school; the absence is unexcused.

**The 5<sup>th</sup> time:** The student will be dismissed from Columbia Academy. Expulsion letter is issued due to failure to follow the Code of Conduct.

**For expelled students, tuition fees will not be refunded.**

**II. Serious violations of the Code of Conduct Policy:**

- (1) Disrespecting teachers and students.
- (2) Swearing on campus/off campus in social media and in person.
- (3) Using rude/disrespectful words and/or violent behavior.
- (4) Bullying others via social media, in person or on phone.
- (5) Gossiping about others or spreading rumours in social media/in person or phone.
- (6) Going to nightclubs or bars.
- (7) Using/selling or buying alcohol, drugs, and/or cigarettes.

**Serious Violation of these criteria will be subjected to this punishment:**

**The 1<sup>st</sup> time:** The school will notify parents and guardians to meet with the Principal immediately. If the student poses a safety or security risk to other students, the teacher, or themselves, they will be removed from the situation and monitored accordingly.

**The 2<sup>nd</sup> time:** If the student violates the serious violation of Code of Conduct a second time, the student will be dismissed from Columbia Academy and parents/guardians will be notified to meet with the Principal.

**For expelled students, tuition fees will not be refunded.**

## Dress

### Uniform policy at Columbia Academy

All students are required to wear the following items neatly and clean:

**Men:** White shirt with tie, black shoes, black pants.

**Women:** White shirt, black shoes & uniform skirt (with black, white, or skin-coloured nylons/tights if desired).

- Hats may not be worn in class.

When the weather is cold:

- Students may wear their uniform sweaters and/or blazers; other jackets or overcoats are not permitted.
- If the temperature is at or below 5 degrees Celsius on a given morning, black pants may be worn instead of a skirt.
- Pants must be of appropriate style; track pants, sweat pants, leggings, and/or pants that look of a casual nature are not appropriate.

#### **Penalty if a student fails to wear uniform:**

Student receives a detention each time the uniform is not worn properly.

Failure to attend the detention will be counted as one class unexcused absence.

Repeated or serious offenses may result in further reprimands.

*Columbia Academy school office will record every situation in detail.*

## Alcohol and Drugs

The possession of alcohol or non-prescription drugs is prohibited. The student cannot be under the influence of alcohol or non-prescription drugs while in the school, within its vicinity, or at functions that are sponsored by the School. Any behaviour that contravenes this policy will be regarded as serious and the consequences will be substantial.

## Smoking



### **Policy: Smoking and use of any Vapour products on Columbia Academy premises**

In accordance with Section 2.2 of the Tobacco and Vapour Products Control Act, in effect September 1, 2016, the use of tobacco and vapour products is banned on all public and private schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property.

This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

Columbia Academy believes in providing welcoming, safe and sustainable facilities that enhance the learning and teaching environment and is committed to its fundamental responsibility of enforcing a tobacco and vapour products free environment, as required under the legislation and this policy.

If a student is caught 5 times by photo, the student will be expelled from Columbia Academy.

### **Harassment and Discrimination**

The school believes that everyone is entitled to be treated with courtesy, dignity and respect, therefore, any behaviour that can reasonably be described as discrimination or harassment is not acceptable. There will be disciplinary consequences for any student who is implicated in any form of discrimination, including racial, ethnic, cultural, religious, or sexual harassment. The school's harassment and discrimination policies follow the guidance of the BC Human Rights Code<sup>1</sup> and the Canadian Charter of Rights and Freedoms<sup>2</sup>.

### **Violence**

Violence in any form will not be tolerated. Violence is described as any form of threat or intimidation that threatens the health, safety and welfare of any member of the learning community. Violence includes

---

1 The web page is currently at [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_96210\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01)

2 The web page is currently at <http://laws-lois.justice.gc.ca/eng/const/page-15.html>

verbal, written or physical threats, bullying, fighting, or emotional, psychological or physical abuse. Weapons are not permitted in the school environment, and any student found with a weapon will be disciplined. A weapon is defined as anything used with the intent to cause harm or to frighten someone.

## **Discipline, Dispute Resolution, and Appeals**

This policy describes how students may be disciplined, and how concerns can be raised or disputes resolved between a child's parents or guardians and the school. The Columbia Academy follows a progressive disciplinary policy that evaluates the context and causes of a breach of discipline.

### **Discipline in the School**

Teachers are responsible for classroom management and they retain the authority to decide how discipline should be maintained during their classes. A teacher may decide that a behaviour or a problem must be addressed outside of the classroom environment; in this case the teacher may ask the student advisor or Principal to intervene.

In all cases, the Principal, or the Principal's delegate, acts to ensure the safety and well being of the school community. Therefore, the final authority in all matters relating to discipline will always fall on the highest-ranking administrator on campus.

### **Discussions with the Parent or Guardian**

Should a parent or guardian become concerned with a student's behaviour, an event at the school, or a decision to discipline a student, he or she should reach out to the school to obtain further information or to express the concerns. He or she can either

1. Phone the school to make an appointment with the teacher involved, or with the teacher and/or student advisor, and then
2. Talk privately with the teacher, the student advisor, or both.

### **Appeals of School Decisions**

1. If the concern is not resolved to the student's or parent's or guardian's satisfaction, then the person concerned may arrange to meet with the Principal for a private conversation.
2. Upon initial registration, students and parents are given appropriate Handbooks outlining the regulations of Columbia Academy. Administrative decisions are made according to these guidelines, and in the event of disagreement, decisions may be appealed to the Board for deliberation and a final decision.

## **Grade Appeal Policy at Columbia Academy**

At Columbia Academy the following steps must be complete to appeal a grade or mark of assessment in any course.

**Step 1:** If a student has a grade concern he/she needs to speak to the teacher directly about grades and marks and try to resolve the issue. If the issue is not resolved between the teacher and student within three days, the student should proceed to step 2.

**Step 2:** If the issue is not resolved the student needs to submit a *written* request to the Principal in regards to the issue. This request must include the following details:

- The course name and teacher
- A description of the assignment
- The score of the assignment
- The student's justification for the appeal

**Step 3:** If step two is completed within four days of the student's receipt of the grade (electronically or on paper), the Principal will assess the situation and discuss the matter with the teacher.

**Step 4:** Finally, a scheduled meeting will be held with the student, Principal and Teacher to finalize the issue.

## **Cheating and Plagiarism**

This policy defines plagiarism and cheating and the consequences for these behaviours.

Columbia Academy recognizes the importance of academic honesty and integrity, and it promotes an environment that supports these values. As plagiarism and cheating are contrary to the principles of academic honesty and integrity, they are not tolerated.

### **Plagiarism**

Here are three examples of plagiarism, which will not be tolerated:

1. The use of another person's written or visual work, without giving acknowledgement of the source of that work;
2. The presentation of another person's work, in part or in whole, as being one's own work;
3. Assisting in the act of plagiarism by allowing one's work to be used by someone else as if it were someone else's own work.

### **Cheating**

Here are five examples of common types of cheating, which will not be tolerated:

1. Giving or receiving information during a test, evaluation or other form of assessment;
2. Giving or receiving information concerning any parts of a test, evaluation or assessment prior to sitting that test, evaluation or assessment;
3. Taking the place of another student, or arranging for another person to take one's place for the purpose of deception or dishonesty;
4. Altering or changing text, percentages, letter grades or other academic records once the academic record has been recorded as being official; and
5. Attempting to improve a grade using any other means that have not been and would not be approved by a teacher.

## Consequences

Students are expected to be serious about their studies. Therefore, there will be consequences for behaviours or actions violating academic honesty and integrity. The consequences will vary according to the severity of the breach, and will take into account the student's history. Teachers, student advisors or administrators may contact parents or guardians in these matters, in order to determine suitable consequences.

### **Attendance Policy at Columbia Academy**

All students are expected to be present and punctual throughout the day at Columbia Academy. Students are expected to attend every class. Punctual attendance is considered both a requirement and a courtesy to one's classmates, the teacher, the school, and oneself. 3 times a student is late unexcused to school, equals 1 unexcused absence, when a student reaches 15 unexcused absences, and after 3 warnings the student will be dismissed from school without further warning.

#### **Absences:**

- **Unexcused absences or lateness:** are any that have not been granted by the school count as absences.
  - **Excused absences or lateness:** are ones that are granted for reasons such as
    1. Illness
    2. A medical or dental appointment;
    3. Religious holidays or ceremonies;
    4. Family emergency;
    5. Authorized in-school service; and
    6. Organized school activities with the subject teacher's permission.
    7. Approved by Columbia Academy administration
- **Certain procedures must be followed for an absence to be excused:**
1. When a student is ill, a parent or guardian must telephone the school to state the expected duration of the absence before the class start at 9:00 a.m.

➤ **Student who are absent must follow these homework policy procedures:**

1. Students must make up their homework regardless of reason for being absent.
2. The teacher will allow students to make up their homework when student returns to school.
3. If a student misses a test or a presentation, a meeting with the Principal is advised.
4. According to above procedure to make up homework, the scores will not be penalized.

➤ **The following represents the combination of procedures and consequences for unexcused lateness or unexcused absences:**

1. When a student is late or absent for an unexcused reason for 5 classes the intervention will be managed between the Principal and the student and the first warning will be discussed. Also, the student's parents or guardians will be asked to have a conversation with the Principal.

Student Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Number of Unexcused Absences \_\_\_\_\_

Number of Excused Absences \_\_\_\_\_

2. When a student is late or absent by an unexcused reason for 10 classes the intervention will be managed between the Principal and the student and the second warning will be discussed. Also, the student's parents or guardians will be asked to attend a meeting with the Principal. The student will be suspended for 1 day at 10 unexcused absences.

Student Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Number of Unexcused Absences \_\_\_\_\_

Number of Excused Absences \_\_\_\_\_

3. When a student reaches 15 unexcused absences the student will be dismissed from Columbia Academy on the breach of the attendance policy. The school will issue a dismissal letter and expel the student.

- **Expelled student tuition fees will not be refunded.**

4. 3 unexcused late arrivals equal 1 absence.

5. All students' attendance will be documented in detail at Columbia Academy's school office.

#### **Absence and Attendance procedure**

1. All the students who will be late or absent from school must call the school 778. 379.6833  
Before 9:10 a.m.
  - Students need to explain the reason for their lateness or absent.
2. Students who arrive to school between 9:01 – 9:20 a.m. will be marked LATE by their teacher on the attendance sheet.
3. Students who arrive to school after 9:20 a.m. will be marked absent, and school principal will talk to student. Students must only enter the classroom with principal's permission.
4. At 9:30 am, the office will call the parents/guardians or home-stay parents of the absent students to verify the situation.
5. All situations will be recorded in detail in the student's file.
6. The students who request a leave must show a doctor's or guardian's letter the next day.
7. Columbia Academy reserves the right to make all final decision on students' absences and the attendance procedures.

#### **Absence Note Policy at Columbia Academy**

Students of Columbia Academy are expected to be in school on a daily basis. When an illness or emergency occurs, students are expected to have their parent or guardian advise the school by telephone or email. The teacher will provide any missed homework upon return.



### The Principal Honour Roll

Columbia Academy offers Principal Scholarship to the top 3 current students every semester.

Students are required to meet the following minimum requirement to be eligible to apply:

- 1) Average of all courses taken is over 90%.
- 2) Average is based on 4 courses or more.
- 3) Actively involved in community work inside and outside of school.
- 4) Have a positive and happy attitude towards life and others
- 5) Be a role model for all students at school and outside school.

Principal's scholarship consists of three cash prizes.

### Credit Transfer Policy

**Students who completed the following grades overseas will receive the credit transfer as noted in the chart below. Transfer and Equivalency Credits and Independent Directed Studies**

	<b>Grade 9 completion</b>	<b>Grade 10 completion</b>	<b>Grade 11 completion</b>	<b>Grade 12 completion</b>
--	---------------------------	----------------------------	----------------------------	----------------------------

Ministry of Education guidelines<sup>3</sup> allow International Students to receive graduation credit for certain courses that they have taken outside Canada (through *Equivalency* or *Challenge*) or outside a traditional class (through *Independent Directed Studies*, *External Credentials*, or *Distributed Learning*). Graduation credits are available for some courses through these methods for some courses, but not for all. It is best to discuss the options with an academic counsellor.

---

3 The general policies are currently at <http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/earning-credit-through-equivalency-challenge-external-credentials-post-secondary-credit-and-independent-directed-studies> and those applying specifically to International Students are at <http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/international-student-graduation-credit>.

Note: Student who receive credit transfer will get “TS” on the transcript, no grades. Grade 12 courses are critical when applying to University. TS will not be accepted.

\*\* TS transfer for Grade 12 courses will be given only to satisfy graduation, however Top Universities need a grade and percentage, so students will need to retake these courses to receive full letter grade standing on their transcripts.

## Equivalency

1	Mandarin 10	Mandarin 10	Mandarin 10	Mandarin 10
2	Mandarin 11	Mandarin 11	Mandarin 11	Mandarin 11
3	Mandarin 12	Mandarin 12	Mandarin 12	Mandarin 12
4		Math 10	Math 10	Math 10
5		Science 10	Science 10	Science 10
6		Music 10	Music 10	Music 10
7		PE 10	PE 10	PE 10
8		Art 10	Art 10	Art 10
9			Math 11	Math 11
10			Bio 11/Chem 11/Phy 11	Bio 11/Chem 11/Phy 11
11				Math 12 **
12				Bio 12/Chem 12/Phy 12**
13				

A student who has taken and passed a course in another country may apply to have the foreign course declared the equivalent of a local course and receive credit for it. With the application, the student may be required to provide the course outline and course description of the foreign course. An approved equivalency is shown on the student’s transcript with a “requirements met” notice in lieu of a letter grade.

## Challenge

A student who has already mastered the content of a course may choose to take a challenge exam that covers the course content from Columbia Academy. A student who receives at least 60% in the challenge exam, projects and assignments will receive credit and a letter grade for the course. In a university application, a letter grade

(consisting of a percentage) is generally considered better than the “requirements met” granted by an equivalency.

### **Independent Directed Studies**

The Independent Directed Studies (IDS) policy allows a student to study certain topics in greater breadth or depth than is possible in a classroom setting. The topics must already be recognized Learning Outcomes of an existing Ministry or Board Authorized course. An IDS plan may also allow a student to receive credit for coursework that was done in a course that the student did not complete. However, the purpose of the IDS will be to carry the studies further than the work that has been completed. The number of credits awarded for IDS (from 1 to 4 credits each) will be set out in the plan developed by the student and a teacher and approved by the principal. Awarding of credit for IDS is governed by procedures of the board of education.

### **External credentials**

The Ministry of Education allows students who have studied in certain organizations outside the regular educational system to receive credit for their studies. Examples are musical studies at the Royal Conservatory of Music or the Central Conservatory of Music of China, any Advanced Placement (AP) or International Baccalaureate (IB) courses, and various dance, language, and physical activity associations. A complete list is available on-line.<sup>4</sup> A student who wishes to receive credit for an external credential should discuss this request with the principal.

### **Distributed Learning**

If a student is required to take courses on-line, the student must receive prior approval from Columbia Academy, which will assign a teacher to supervise the course work.

### **Post secondary credits**

If a student has completed a post-secondary course that is similar to one offered by Columbia Academy, the student may apply to receive credit for the local course. Documentation on the course marks and content must accompany the application. Local credit will be awarded at the Principal’s discretion.

---

4 The web page is currently at <http://www2.gov.bc.ca/gov/topic.page?id=7F3AA93E5AA7433FBD971B74F3697DB4&title=Organizations%20Offering%20Approved%20External%20Credentials>

## **Student Supervision Policy**

This policy specifies how students must be supervised for their own protection by responsible adults both inside and outside the school.

### **Supervision Policy inside the School**

For the safety of the students, and to ensure that students are following the school policies and procedures, the Principal will assign supervisory duties and areas to staff members. These office staff members will supervise; in particular, during all breaks, including lunch breaks, and at all other necessary times, staff will supervise the entire school area.

If a student is found to be breaking policies or disobeying reasonable instructions from staff, the regular disciplinary procedures will be followed. If a student does not cooperate with staff's instructions, the Principal or office manager may, at his or her discretion, apply disciplinary measures.

### **Supervision Policy on Field Trips**

The school supports field trips which have educational merit and which complement approved curriculum goals.

1. In planning field trip procedures, the school will ensure that
  - a) safety and liability insurance is in place,
  - b) written permissions from the parent or guardian have been obtained,
  - c) alternative activities have been arranged for the students who remain at school, and
  - d) appropriate instruction, related to definite educational objectives, precedes and follows the field trip.
2. Transportation is by means of well-maintained vehicles under the control of a competent driver. All normal safety precautions, such as the use of seat belts, are required. The vehicle is either
  - a) a public carrier or rental vehicle with school bus permit or
  - b) a private vehicle which is adequately insured and operated by an individual who shows the appropriate driver's licence

and submits an ICBC Driving Record (or “Driver’s Abstract”).<sup>5</sup>

3. Adequate supervision is provided by at least one teacher. Parents or other non-educational employees may assist with supervision.
4. Potentially risky activities—such as swimming, canoeing, and skiing—are only be undertaken with appropriate instruction and under supervision of well-qualified personnel. Certain other activities—such as mountain-climbing, bungee-jumping, and parachuting—are too dangerous and are avoided.
5. Volunteers, including drivers and non-staff supervisors, must submit a Criminal Record Check.<sup>6</sup>

---

5 Information on obtaining a Driving Record is currently at <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

6 Information on obtaining a Criminal Record Check is currently at <https://justice.gov.bc.ca/eCRC/home.htm>

## **Anti-Bullying Policy**

Columbia Academy focuses on safe, caring, orderly school environment.

Columbia Academy will protect each student in physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.

The following policy explains how Columbia Academy works to maintain a safe social environment.

Unacceptable behaviour includes cyber-bullying, bullying, harassment, intimidation, threatening, or violent behaviours while at school or school-related activities.

Anyone involved in any bullying of any kind, proper steps will be taken.

## **Violence**

It is the Columbia Academy's responsibility to maintain an environment in which all members of the school community feel secure. The school ensures the safety of the environment by preventing violence, which is intimidation, and harassment wherever possible and by acting promptly whenever it does happen.

Violence is *either* the attempted or actual use of physical force on another person *or* any threatening language or behaviour that causes fear of physical violence. As it is considered a serious offence, the school can administer disciplinary action.

The possession of a weapon or potential weapon within the school environment is forbidden. Necessary and appropriate action will be taken by the Principal to ensure that the school is a secure and safe learning environment for all students and staff.

The people involved in a violent incident must provide written statements on the incident to the Principal, who will keep copies of the statements in the individuals' files.

### **Suspected Child Abuse and Neglect Policy**

Columbia Academy will report any perceived case of neglect or abuse of any child to the Provincial government. This is done because of the school's concern about child abuse and because it is legally required under the *Child, Family and Community Service Act*.

If you are being abused or neglected, or if you suspect that another student is being abused or neglected, please tell any member of the staff right away.

**Any member of the staff will listen and take you seriously.**

If you cannot report to a staff member right away, please phone the helpline for children at 310-1234 or phone 9-1-1 for emergencies.

Please feel free to speak with the Principal or any teacher if you have any questions.

## **Emergency Policies, Response Plan and Procedures**

The following policy covers the school's preparations for emergencies including medical emergencies, earthquakes, and fires.

### **First Aid**

A staff member who has acquired first aid training is designated as responsible for administering first aid during emergencies. The school encourages staff members and students to acquire such training. Fully supplied First Aid kits are kept in the office for ready access in emergencies.

### **Evacuation Drills**

Evacuation drills are held for fire and earthquake preparedness. A map of the building with evacuation routes marked is posted in prominent locations throughout the school.

In all evacuation drills,

1. staff and students exit the building calmly, quietly, and orderly,
2. they use predetermined main and alternate routes,
3. school classes are to remain together in formation,
4. students muster in pre-determined evacuation areas for the taking of attendance, and
5. There will be no re-entry of the building until instructed.

### **Fire Drills**

Fire extinguishers are kept up to date in locations approved by the Fire Inspector. Staffs are required to know the location of the nearest fire extinguisher.

Emergency drills to ensure fire preparedness are held regularly. The drills allow the practice of alarm, emergency services contact, evacuation, head counting, and parent contact. Detailed procedures for each aspect of the emergency response are drawn up by the Principal or a designate in consultation with the staff.

An evaluation of each drill takes place, with staff and students advised of any improvements needed before the next drill.



## **Student and Employee Records and Protection of Privacy Policy**

Columbia Academy must collect personal and academic information on students but has responsibilities to store these records securely and to control access to them. The policy in this section obeys the requirements set out in the applicable laws and regulations: Section 6.1 of the *The Independent School Act*, Sections 9 and 10 of the *The Independent School Regulation* (the Regulation), *The Student Records Order* (the Order), and *The Personal Information Protection Act* (PIPA).

### **The Information**

The information that the school stores on each student includes the documents listed in the Student Records Order:

1. The Personal Student Record (Form 1704);
2. A student file containing
  - a) The Personal Student Record (Form 1704)
  - b) documents listed as inclusions on the Personal Student Record,
  - c) all student progress reports and the transcripts of grades, issued by the Ministry of Education,
  - d) a document verifying the student's parent or guardian, in a form required by the Inspector, for any student eligible for funding,
  - e) a copy of the Student Learning Plan, if any, and
  - f) a copy of the student's current Individual Education Plan (as defined in Ministerial Order 41/91, the Educational Standards Order).

### **The Security of the Information**

Student information in paper format is kept in a locked location. Student information in digital format is kept securely through appropriate procedures.

### **Access to the Information**

A student's information can be viewed by the student or a parent or a guardian in the presence of the Principal or other staff member who

can explain the information. A copy of the information will be printed for the student or a parent or guardian upon request at a mutually convenient time.

Other people who may access the files are those who must maintain it, update it, verify it, or use it in their work. These include the Principal, teachers, a designated member of the office staff, and members of the Board.

Access to the files or copies of the files will be given to government officials or departments as required by law.

### **Gifts Policy**

Columbia Academy prohibits school employees from accepting any gift that has a value in excess of \$20—whether in the form of cash, event tickets, meals, or goods from students and parents. If the gift exceeds \$20 in value, it shall be returned; if that is not possible, it will be donated to the school’s fundraising pool.

### **Tutoring Policy**

Columbia Academy offers tutoring to students who need extra help with their homework and their classes.

- Students who are failing, have missing assignments or need extra help to get better grades should attend all the sessions they need.
- It is the teacher’s responsibility to inform a student of their need to attend a tutoring session. It is, however, the student’s responsibility to attend.
- All students are invited to attend tutoring sessions. Teacher recommendations are not required.
- Tutoring is offered to all students on Friday.

### **Physical Education and Physical Activity**

- Physical Education course is offered to students at Columbia Academy; students will be part of a gym facility.
- Gym facility downtown will be walking distance to the school and students will have PE classes there.
- Such facilities are Steve Nash or Trevor Linden gym or another YMCA community centre.
- When students are taking PE class at Columbia Academy, all students are supervised by their PE teacher.
- If students are at the gym, all employees from the fitness facility will have their criminal records checked make sure they are in good standard employees.
- Students are under primary supervision of the PE teacher at the time of PE class.
- 150 min a week physical activity will be monitored through the PE teacher and the GT teacher.
- A record of physical activity is placed in the student file.

## **Dictionaries Policy at Columbia Academy**

- Students are expected to purchase and bring their own paper dictionary to use in class and at Columbia Academy. Cell phone dictionaries will not be permitted. Students can buy a paper dictionary from any book store of their language of choice.

### **English Level & Passing Course Policy**

- Passing grades for the following courses at Columbia Academy is 70%
- Student who achieve 70% or higher can move up to the next level English course.

- 1. ELL Level Courses- 70% to move up**
- 2. English Composition 10 & English 10**
- 3. English 11**
- 4. English 12**

- Students in ELL3 who receive between 70-89% will need to do English 10 and English Composition 10.
- Students in ELL 3 who receive 90% or higher will enter English 10 directly, without English Composition 10.
- Students need to achieve 70% or higher in English 12 to write the Provincial Exam.

### **Homework - Assignment Policy Columbia Academy**

As a student at Columbia Academy, you should complete all homework and assignments on time.

- All teachers will provide clear explanation of all homework and assignments, as well as, clear due dates and deadlines.
- Students are expected to bring their assignments and homework to meet the deadlines.
- If a student doesn't complete their homework, teachers will deduct 10% from grade the next day and 20% if two days late. After that, a grade of zero will be assigned for the homework and the student will be reported to the office. When a grade of zero is given, the student must meet with the Principal.

➤ **Student who are absent must follow these homework policy procedures:**

1. Students must make up their homework regardless any reason for being absent.
2. The teacher will allow students to make up their homework, when student returns to school.
3. According to above procedure to make up homework, the scores will not be penalized.

➤ **If students do not hand in homework and receive a zero for grade:**

**The 1<sup>st</sup> time:** Student must meet with Principal. Parents will be notified.

**The 2<sup>nd</sup> time:** Student must meet with Principal. Parents will be notified.

**The 3<sup>rd</sup> time:** Student must meet with Principal and a Parent/Guardian meeting is also scheduled with Principal.

**The 4<sup>th</sup> time:** Parent/Guardian and student meet together with Principal.

**The 5<sup>th</sup> time:** The student will be dismissed from Columbia Academy. Expulsion letter is issued due to failure to follow the Homework Policy.

**Note: For expelled students, tuition fees will not be refunded.**

- Columbia Academy school office will record every situation in detail.

### **Columbia Academy School Textbook policy and procedure**

- Textbooks will be distributed from the Office at the commencement of classes.
- Students must sign out books on the sign-out form. Each student is responsible to maintain their textbooks in the same condition as received.
- Upon return of the textbook at the end of the course, textbooks are checked, signed for and returned. If there are any marks or writing, this will need to be cleaned before returning.
- If a book is in poor condition, a textbook penalty will be charged.
- If a student fails to return their textbook, the student is charged for the cost of the book.
- For the students who are not returning: a deadline will be given and if it is not returned, the book deposit will not be returned.
- For the current students, the books have to be returned before the new term starts.

### **Cell Phone Policy at Columbia Academy**

Students of Columbia Academy are expected to be present and attentive in all their classes. All cell phones are placed in the front basket before each class. If a student has two cell phones, both must be put in the basket. Use of a cell phone in class is a disruption and will result in the confiscation of the phone by the Teacher. Repeat offenders may see their phone confiscated for days or even weeks. The student will need to schedule an appointment with the Principal to discuss its possible return at a later date.

**Contact Information**

**Mailing Address**

Columbia Academy  
4<sup>th</sup> Floor, 570 Dunsmuir Street  
Vancouver, B.C.  
CANADA, V6B 1Y1

**Internet**

E-mail: [info@ColumbiaAcademy.ca](mailto:info@ColumbiaAcademy.ca)  
Web site: [www.ColumbiaAcademy.ca](http://www.ColumbiaAcademy.ca)

**Telephone & Fax**

T: 778-379-6811  
F: 778-379-6833