



Columbia Academy
VANCOUVER, CANADA

STUDENT & PARENT/GUARDIAN HANDBOOK

2021-2022 Term 1

Revised Sept 2021

A Message from the Principal

Here at Columbia Academy we strive to provide a school where holding a high standard in education is paired with both a healthy environment and an enthusiastic school community. It is with this foundation that we are able to help students enter into the top ranked universities in Canada.

Our mission is to have each and every student see the world full of opportunities and live a successful, happy life after being a part of Columbia Academy. This mission reflects our belief that academic success is not the only thing students should cultivate at school. By engaging students with our school values of communication, happiness, compassion, integrity, responsibility, and resilience, we hope to prepare them to be leaders of tomorrow who love to give back to the community around them.

Our school offers a wide range of professional services in order to aid students in the goal of reaching top universities. Our small classroom setting creates an atmosphere that fosters student learning, and our teachers, staff, counselors, and administrators are professionals committed to seeing students reach their desired path. Beyond in-school learning, we also provide students with a variety of volunteer opportunities that allow them to know more about the local culture of Vancouver. These elements, together with our unique individual course planning service, makes the dream of entering top universities a realistic goal for each student at Columbia Academy.

I extend my warmest welcome to you from all the staff of Columbia Academy. Our programs are designed to support individual learning styles and provide students with a rewarding educational experience. We are here to help enrich your learning experience, to provide you with a holistic education, and to support you in reaching all of your goals.

Sincerely,



Graham Setters, B.A., B.Ed., M.Ed.,
School Principal
Columbia Academy

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School Policy Overview: 2021-2022 Term 1

Attendance & Exams

Students attending class in person must abide by all school safety policies. Students attending class remotely must log into the Zoom classroom 5-10 minutes before the start of class time in case they experience technical problems. Students attending remotely must display their full face and shoulders on video throughout class to be marked “present.”

Students who are unable to attend school due to illness are expected to attend class remotely, and their parent or guardian must contact and inform the school of their situation.

Students who miss 3 unexcused sessions or 6 excused sessions of a course will be withdrawn from that course. Midterm and final exams **will not be** rescheduled for individual students.

Students will not be granted course credit if they do not complete either the midterm and final exam components of this course.

Students in the transitions program may be required to attend midterm and final exams at school. The timing of these exams will be shared with students in advance.

Daily Health Check Survey & Displaying Symptoms at School

Students must review the Health Check Survey daily and must stay home if the survey indicates such, and their caregiver must contact and inform the school by 9:00am. If a student begins to display signs of illness at school, they will be removed from class and be sent home for remote learning for the day.

If students display symptoms at home or at school, they are to complete the BC COVID-19 Self-Assessment Tool to see if they should be tested for COVID-19 at a collection center/testing center before returning to school.

BC K-12 Education Stages & Remote Attendance

During each of the BC K-12 Education Stages, students will be required to attend school remotely if:

- The student is registered in the transitions program
- The student’s daily health check survey indicates they should stay home
- A change in BC Education Stages requires students to study remotely
- The student does not possess the full school uniform, eg. the uniform is still on order (the student is still expected to wear a collared white shirt and a tie during remote learning)

School Safety & Communication

School safety measures are subject to change due to the developing nature of public health directions from the BC Government. Students and families must monitor their email regularly for updates from the school.

Transitions Program

Students in the transitions program may not leave the transitions program until the conclusion of the school term. Students in the transition program are subject to the same academic and

behavioural expectations as all other students. Students who have questions about the transitions program are encouraged to contact the school office.

Work Habits & Conduct

Students will be graded for work habits weekly in every course they take. It comprises 10% of their course grade in all courses. Students will lose marks in this category if they do not complete homework, or do not complete work in class. Students should refer to their course syllabus for a more detailed explanation of how Work Habits are graded.

Uniform

Students must attend class in full uniform every day. If students are attending remotely, a white shirt and hair of a natural-looking colour is required, as well as a school tie for boys. Students who are not in full uniform will be met with disciplinary action, which may include added work assignments, suspension from class, and/or Code of Conduct warnings.

Homework and Missed Assignment Policy

Students will receive an average of 60 minutes of homework each night in each of their English courses, and 30 minutes each night in each other course. All homework must be submitted to teachers through Google Classroom unless otherwise instructed. All homework must be completed on time and to a high standard.

Regardless of any reasons for being absent, late or missed assignments in the Work Habits category will receive a permanent mark of 0 and cannot be made up. These scores will not be subject to change.

If students fail to submit their homework on time, the teacher will send a daily notice to the parents/guardian, student, and school office. If a student continues missing homework, the school office will issue them a Code of Conduct warning after their third violation.

Each week the students are expected to complete a minimum of one assignment/project. All assignments/projects must be submitted on time and to a high standard. All assignments must be submitted to teachers through Google Classroom unless otherwise instructed.

For late or missed assignments/projects, teachers will choose to accept work up to:

- 1 day late with a deduction of -10% OR
- 2 days late with a deduction of -20%

If the student does not submit the missed assignment/project at the end of the third day by 11:59 pm, they will receive a mark of zero and the teacher will report this to the school office. The missing assignment will result in a Code of Conduct warning.

Cheating & Plagiarism

All work that you submit must be your own. Plagiarism is a type of cheating and includes copying from your friends, classmates, the Internet, books, or any other source. If you don't know if you are plagiarizing, ask before handing-in an assignment. Cheating and plagiarism will

not be tolerated; any assignment that is flagged as plagiarism or cheating will be met with disciplinary action, up to and including a mark of 0 and/or a Code of Conduct warning.

Technology Policies

Students will require home internet access for the duration of their term, and must ensure that their home network can access all school-required software. The school will not be responsible for students' internet access, and will not be responsible for consequences related to students' internet access problems.

For the duration of the school term, students will require access to a laptop or desktop computer that can run full Windows or MacOS. Smart phones, tablets, etc, may be used to supplement learning, but cannot be a replacement for a full computer. Students will also require access to camera and microphone functionality during all courses. For physically present students, teachers may require students to turn off a device or submit it to the principal if the student cannot use the device responsibly.

Students will require use of Alma, Gmail, Google Classroom, and Zoom for all courses. Students may also require apps for the following programs: Google Chrome, Google Docs, Google Sheets, Google Slides, Google Jamboard, and Google Forms. Teachers may require students to use additional software applications.

0.0 Remote Learning & COVID-19 – Related Policies

Issue date: March 15th, 2020. Last amendment: Sept 10th, 2021.

This policy describes school and classroom expectations and requirements that are unique during remote learning courses. In addition to these policies, all staff and students are expected to follow the requirements of the Columbia Academy Safety Plan, which is available from the school website and which is communicated through school posters, community emails, the Alma bulletin, and other means.

Failure to abide by the policies listed herein or in the Safety Plan shall be met with disciplinary action as per the school Code of Conduct (section 3 of this document).

0.1 School Policies

The following school policies are in effect at all times during remote learning periods.

0.1.1 Code of Conduct

The school Code of Conduct will continue to apply at all times. All individuals at Columbia Academy must remain respectful during all interactions with the CA community, both online and offline. For full details, see section 3.0 of this document.

0.1.2 Attendance Policy

Students attending class in person must abide by all school safety policies. Students attending class remotely must log into the Zoom classroom 5-10 minutes before the start of class time in case they experience technical problems. Students attending remotely must display their full face and shoulders on video throughout class to be marked “present.”

Students who are unable to attend school due to illness are expected to attend class remotely, and their parents or guardians must contact and inform the school of their situation.

Students who have 3 unexcused or 6 excused absences in a course will be withdrawn from that course.

- Unexcused absences are any absences that have not been granted by the school or any instance when a student is more than 20 minutes late for class.
- Excused absences or lateness are instances that are excused by the school.

0.1.3 Midterm and Final Assessments Policy

Students must attend and complete all midterm and final assessments. If a student fails to attend or complete one or more of these assessments, the student will be removed from the course and will not receive course credit.

0.2 Classroom Policies

The following classroom policies are in effect at all times during remote learning periods.

0.2.1 Work Habits Grading

Students will be graded for work habits in every course they take. Students will lose marks in this category if they do not complete homework, or do not complete work in class. See course syllabus for detailed criteria for work habits grading.

0.2.2 Homework

Students will receive an average of 60 minutes of homework each night in English or ELL courses, and an average of 30 minutes of homework each night in all other courses. All homework must be submitted to teachers through Google Classroom unless otherwise stated.

0.2.3 Missed Assignments

For late or missed assignments/projects, teachers will choose to accept work up to:

- 1 day late with a deduction of -10% OR
- 2 days late with a deduction of -20%

If the student does not submit the missed assignment/project at the end of the third day by 11:59 pm, they will receive a mark of zero and the teacher will report this to the school office. The missing assignment will result in a Code of Conduct warning.

0.3 Technology Policies

0.3.1 Internet Access Requirements

Students will require internet access for the duration of their remote learning term, and must ensure that their network can access all school-required software. The school will not be responsible for students' internet access, and will not be responsible for consequences related to students' internet access problems.

0.3.2 Device Access Requirements

For the duration of the school term, students will require access to a laptop or desktop computer that can run full Windows or MacOS. Smart phones, tablets, etc, may be used to supplement learning, but cannot be a replacement for a full computer. Students will also require access to camera and microphone functionality during all courses.

0.3.3 Software Requirements

0.3.3.1 Requirements For Laptop/Desktop Devices

All students using laptop or desktop devices will be required to download the following software:

- Google Chrome
- Zoom (zoom.us)

These students must also have access to the following websites:

- Google Classroom
- Google Docs, Sheets, Slides, Jamboard, Forms
- Alma (<https://columbiaacademy.getalma.com>)

0.3.3.2 Requirements For Mobile Device (supplementary to Laptop/Desktop)

All students using laptop or desktop devices will be required to download the following software:

- Google Chrome
- Zoom (zoom.us)
- Google Classroom
- Google Docs
- Google Sheets
- Google Slides
- Google Jamboard
- Google Forms

0.4 Accounts and Personal Information

0.4.1 Alma

An Alma account will be created for all Columbia Academy students. Students will use Alma to access their grades, schedules, course information, and to send messages to their teachers. New students must ensure they activate their account using the Alma email message they receive before the start of term.

0.4.2 Gmail

All students are required to create a personal Gmail account. This account must use their legal first name, or preferred first name (eg. their preferred English name -- *ex. sunnyli001@gmail.com*). Students must update the school with their Gmail address after they create their account. All emails for students will be sent to this Gmail account.

0.4.3 Zoom

All students are required to create a personal, basic Zoom account. This account must use their legal first name, or preferred first name (eg. their preferred English name).

0.4.4 Personal Information

Students are not permitted to share personal information online. This includes phone numbers, full names, mailing addresses, birth dates, and other identifying information. Failure to follow this policy may result in students receiving school warnings issued under the Code of Conduct (see section 3.0).

1.0 The Secondary Academic Program

Issue date: September 1st, 2014. Last amendment: Sept. 10th, 2021.

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.

1.1 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.

1.2 B.C. 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 fifty-two credits from required courses, as well as twenty-eight credits from elective courses, plus taking three provincial assessments in numeracy and literacy. It is required that a minimum of sixteen credits be at the Grade 12 level, of which four must be for English Studies 12.

1.3 Academic Planning

Post-secondary institutions may require specific courses for admission to a particular program. Columbia Academy offers services to help students in planning to meet the graduation and post-secondary requirements. Students may contact the front desk to inquire for details as details may vary based on their completed courses.

1.4 Graduation Credit Policies

In addition to earning credits by successfully completing courses at their school, B.C. students may be eligible to gain graduation credit under the provisions of the B.C. Ministry of Education policy for Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies. The Ministry of Education International Student Graduation Credit Policy also allows International Students to receive graduation credit for certain courses that they have taken outside Canada or outside of a traditional school.

International Student Graduation Credit Policy 1.4.1

Two methods—*equivalency* and *challenge*—allow students to receive graduation credit for past coursework.

1.4.2 Equivalency (Credit Transfer) Policy

Students may apply to receive credit for completion of equivalent Grade 10, 11, or 12 courses from an educational jurisdiction or institution outside of the B.C. school system.

The Ministry of Education has made determinations about equivalency that apply to all students, which can be found in the [Handbook of Procedures for the Graduation Program](#) or [Course Registry](#). For courses not listed in these resources, students may apply for an equivalency review to be undertaken by Columbia Academy. This review may require that the student provide the course outline, course description, and/or similar documentation of the course under review.

The review shall be conducted with regard to the B.C. Ministry of Education Equivalency Policy and International Student Graduation Credit Policy. Pending a successful review, Columbia Academy shall declare the course to be equivalent to a local course and grant credit for it. The assigned grade shall be equal to the percentage or letter grade which was reported by the authority that administered the course, or shall be assigned as “TS” (Transfer Standing”) if such a grade is not available.

1.4.3 International Student Graduation Credit Policy

A student who has taken and passed a course in another country may wish to have the course considered for equivalency review. The student must apply for the equivalency review process, which will be conducted according to the process detailed in item 1.4.2 Equivalency (Credit Transfer) Policy.

International students whose educational program was not instructed in either French or English for at least two years prior to arriving in British Columbia must earn credits from a British Columbia-certified teacher as stated in the International Student Graduation Credit Policy. Additionally, all international students must earn graduation credit in Career-Life Connections under supervision of a B.C board of education or independent school authority.

Students who completed the following grades outside of Canada may be eligible for equivalency credits as noted in figure 1. Students whose language of instruction was English or French for at least two years prior to arriving in British Columbia may be eligible for additional equivalency credits.

| Credit Transfer Table | | | | |
|------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| | Grade 9 completion | Grade 10 completion | Grade 11 completion | Grade 12 completion |
| 1 | Languages 10 | Languages 10 | Languages 10 | Languages 10 |
| 2 | | Languages 11 | Languages 11 | Languages 11 |
| 3 | | Math 10 | Languages 12 | Languages 12 |
| 4 | | Music 10 | Math 10 | Math 10 |
| 6 | | PHE 10 | Music 10 | Music 10 |
| 7 | | Art 10 | PHE 10 | PHE 10 |
| 8 | | | Art Studio 10 | Art Studio 10 |

Fig. 1 Credit Transfer table.

1.4.4 Challenge Course Policy

A student who has already mastered the content of a course may choose to take a challenge course that covers the course content from Columbia Academy. Work towards this credit may include individual assignments that address particular course learning standards, and a final assessment that includes the course content as a whole. A student who receives a final grade of at least a C- (50%) in the challenge exam, projects, and assignments will receive credit and a letter grade for the course.

Note that in a university application, a letter grade (consisting of a percentage) is generally considered better than the “requirements met” or “transfer standing” granted by an equivalency.

Note the information indicated in item 1.4.3 which restricts the courses eligible for challenge credit.

1.4.5 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 he 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.

1.4.6 External Credits

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.¹ A student who wishes to receive credit for an external credential should discuss this request with the principal. Full details are found in item 1.5 External Educational Programming.

1.4.7 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 and in accordance with the B.C. Ministry of Education Credit from Post Secondary Courses Policy.

1.5 External Educational Programming

The B.C. School Act establishes the conditions under which students are entitled to enroll in educational programming provided by school authorities outside of Columbia Academy. Columbia Academy will work with all students to program their educational experience and plan accordingly, in accordance with the requirements of this legislation.

Students must receive prior approval from Columbia Academy if they intend to enroll with institutions outside of Columbia Academy, including online or distributed learning programming. School decisions regarding this approval will be made with consideration given to Section 2 of the BC School Act, and approval may be granted in extenuating circumstances. Columbia Academy will not accept course credit for distributed learning programs which are not approved by the school. Appeals to the decisions of Columbia

¹ The web page is currently at <http://www2.gov.bc.ca/gov/topic.page?id=7F3AA93E5AA7433FBD971B74F3697DB4&title=Organizations%20Offering%20Approved%20External%20Credentials>

Academy in this regard may be made in accordance with the Columbia Academy Dispute Resolutions & Appeals policy, found in section 5 of the school handbook.

To ensure that all student programming aligns with and contributes to BC Graduation Program requirements, students enrolled with Columbia Academy must consult with the school before pursuing registration in external educational programming. Students who are approved for registration in a distributed learning program will be assigned a Columbia Academy teacher who will oversee their work and program progress.

It is the expectation that students, while enrolled at Columbia Academy, will be registered in a full course load (4 courses per term). If a student doesn't obtain permission from the school in advance of registering in an outside program, Columbia Academy reserves the right to unenroll a student from our program.

2.0 Awards and Course Registration

Issue date: September 1st, 2014. Last amendment: July 19th, 2021.

This section describes the requirements for the school awards, promotion through English courses, as well as the procedure for students who wish to address concerns about their grades or course registration.

2.1 Awards

2.1.1 Principal Scholarship

Columbia Academy offers the Principal's Scholarship to full time students every semester. The students are required to meet the following minimum requirements to be eligible to apply:

1. Actively involved in community work inside and outside of school and demonstrates great passion in volunteering work and helping others.
2. Average of all courses taken is over 85% (conditions might apply)**
3. Have a positive and happy attitude towards life and others.
4. Be a role model for all students at school and outside of school.

If you think you meet these requirements, please submit a letter which describes your achievements along with two teacher's recommendation letters.

The deadline to submit the application is the last day of the current semester.

The Principal's Scholarship comes in 2 cash prizes: \$500 and \$300. The school will award up to 5 students each term. Note that Mandarin 11, 12 and Career Life Connections are not calculated in GPA.

2.1.2 Dedication Award

Current Columbia Academy students with a full-term record of 100% attendance and 0 late arrivals are automatically eligible for a Dedication Award. This award is not available during periods of ongoing remote instruction.

Students who qualify will receive \$300 each term with a total possible award of \$900 per year.

2.1.2 Special Talent Scholarship

Current or new Columbia Academy students with an academic performance of 85% or higher, and rank Top 3 in a provincial, national, or international competition, may apply for a Special Talents Scholarship.

Up to ten (10) students each year will be selected by a committee to receive a scholarship in the amount of \$1,000 to \$5,000. Applications must be submitted for a Special Talents Scholarship before August 30th.

2.1.3 Additional Awards

The following awards may be awarded each term, as determined by teachers and school administration:

- Community Service
- Best Club
- Most Improved
- Happiness Ambassador
- English Ambassador
- Service Photographer
- Science Leadership
- Arts Leadership
- Class Achievement
- Outstanding Leadership
- Special Recognition
- Term Valedictorian

2.2 English Level & Passing Promotion Policy

Students of Columbia Academy are expected to maintain high academic achievement. In order to ensure student success, Columbia Academy has the following policies in regards to assessing student readiness for higher level English courses.

Upon admission and throughout the school semester, students are assessed for language proficiency. This score is referred to as the student's School Language Score. Students who feel that they are not placed at the right level may complete an external IELTS evaluation and provide the school with evidence of their score for consideration. Any changes to be made must follow the policy and deadlines of the Course Change Policy.

2.2.1 English Language Learner (ELL) Level Courses

Students entering Columbia Academy who have not taken an English 10 course in BC will be given an English Language Proficiency Test. Based on this assessment and performance in subsequent coursework, students will be scheduled for courses that are appropriate to their current language ability.

1. Students who achieve a mark comparable to IELTS 3.5 or lower will be placed in the ELL level 2 courses.
2. Students who achieve a mark comparable to IELTS 4 to 4.5 will be placed in the ELL level 3 courses.
3. Students who achieve a mark comparable to IELTS 5 or higher will be placed into non-ELL English courses.

2.2.2 English Language Arts (ELA) Courses –

Students are recommended to advance to the next level in their ELA course planning only when they have achieved the minimum School IELTS scores below. Students who do not follow this guidance may not have the skills necessary to achieve strong results in their ELA coursework, which will affect the strength of their university admissions applications.

1. Students who achieve a score of 5 or higher will be placed in Composition 10 and/or Literary Studies 10.
2. Students who achieve a score of 5.5 or higher and who complete four credit hours at the ELA 10 level (such as two credit hours of Composition 10 and two credit hours of Literary Studies 10) are recommended to move on to ELA 11.
3. Students who achieve a score of 6 or higher on the School IELTS Assessment and who complete four credit hours at the ELA 11 level (such as Composition 11) are recommended to move on to ELA 12.

2.2. School Language Test (SLT)

To provide ongoing, standardized assessment of language proficiency, students will write three School Language Tests (SLTs) each term. These tests will contribute to their English and ELL course grades, and will be assigned differentiated scores based on the student's English or ELL course level. This test does not count toward a student's grade in any course, but will provide valuable feedback, and preparation of the English 12 Exam, and IELTS testing.

2.3 Course Change Policy

Columbia Academy strives to engage and challenge students at the learning level that is appropriate for each student. This section addresses the occasions in which students may not be in a position to successfully complete a course, or where changes to a student's course schedule must be made.

Within the restrictions outlined below, Columbia Academy allows students to drop or change courses before the beginning of the school term with no penalty, meaning tuition fees are refundable. Course drops made at this time will not appear on the student's report card or transcript of grades.

The beginning of the term, a student must seek permission from administration before being removed from a course or making course changes. A *Course Change Form* must be completed within the required timelines, or the course change will not be considered by administration. If a course is dropped after the start of the term, the tuition fee for that course is not refundable. Limitations of these terms are outlined in sections 2.3.1 and 2.3.2.

2.3.1 Course Withdrawals with More than 4 Courses

Students with more than 4 classes may opt to withdraw from one class at any time, but will receive a grade of W if they withdraw after midterm exams.

2.3.2 Course Withdrawals with 4 or Fewer Courses

During Week 14 only, students in 4 or fewer classes may withdraw from a course for a grade of W. At the discretion of the Principal, students who are disruptive or who do not apply themselves in the course may not be granted withdrawal status.

2.4 Tutoring Policy

Columbia Academy offers tutoring to students who wish for extra help with their homework from professional teachers and mentors.

Teachers are available to review material and assist students between 4:00pm and 4:30pm, Monday to Thursday. Additionally, students may register with the school office to schedule private tutoring with a student volunteer.

This service is a very important part of Columbia Academy, and it is important that students use all tools at their disposal to succeed at school and in their personal lives. All students are encouraged to visit their teachers after school or to register for private, volunteer tutoring.

Students who wish to provide volunteer tutoring service may visit the front desk to apply. Students who provide peer tutoring services will receive volunteer hours towards their graduation.

3.0 Code of Conduct Policy

Issue date: September 1st, 2014. Last amendment: Sept 10th, 2021.

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.

3.1 Columbia Academy Code of Conduct

What follows is referred to collectively as the **Columbia Academy Code of Conduct**. All Columbia Academy students must abide by these terms.

As a student at Columbia Academy, students must:

1. Respect the instructions and authority of teachers and staff.
2. Follow all school policies and guidelines.
3. Be present in, and punctual to, classes.
4. Complete all assigned work in an authentic and timely manner.
5. Respect and care for others, including respect for cultural and personal differences.
6. Be polite and practice honesty (under all circumstances, even if it is difficult).
7. Have a positive attitude towards everyone.
8. Maintain an organized system for keeping track of school work.

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

9. Consciously abide by classroom discipline; not interrupt the teacher, and not involve themselves in unrelated activities while in class.
10. Use technology in class as instructed by the teacher.
11. Practice non-violence and peaceful conflict resolution; students shall not have in possession any weapons or dangerous implements.
12. Actively participate in class and various activities organized by the school; sleeping in class is not permitted.
13. Respect the property of others and the community; if damage to property is caused, there is a responsibility to replace it; keep themselves and the area around them clean.
14. Develop good personal hygiene habits; demonstrate an understanding of professional and kept personal grooming and dress (no excessive make-up).
15. Partake in sustainable practices, such as saving water and electricity and classifying garbage into various recycling bins.
16. Students are not allowed to take photos of teachers or staff without the expressed consent of the teacher or staff member.

3.1.1 Code of Conduct Violations and Consequences

If a student breaches the above expectations the following procedures will be followed. At the discretion of the Principal, students may receive after-school detention in lieu of a permanent warning for initial, minor infractions.

The 1st time: Student receives a renewable 1st recorded warning from administration, after-school detention, and their parents/guardian are notified by the Alma message system.

The 2nd time: Student receives a renewable 2nd recorded warning from administration, after-school detention, and their parents/guardian are notified by the Alma message system to meet with the Principal. Contacts who do not reply or acknowledge receipt of the email will be contacted by phone.

The 3rd time: Student receives a renewable 3rd recorded warning from administration, after-school detention, and their parents/guardian are notified by the Alma message system to meet with the Principal. Contacts who do not reply or acknowledge receipt of the email will be contacted by phone.

The 4th time: The student will be dismissed from Columbia Academy. An Expulsion Letter is issued due to failure to follow the Code of Conduct.**

Please note the following: For expelled students, **tuition fees will not be refunded.

3.2 Serious Violations of the Code of Conduct Policy:

The following are examples of what are considered to be serious violations of the code of conduct policy. This non-exhaustive list includes:

- (1) Disrespecting teachers, staff, or other students.
- (2) Swearing or using hateful and/or derogatory language.
- (3) Being violent or exhibiting aggressive behaviour.
- (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) Selling or buying illicit or controlled substances such as alcohol or cigarettes.
- (8) Must abide by the laws of Canada.
- (9) Use appropriate language at all times; students cannot use bad language at school or on social media.
- (10) Refrain from inappropriate or sexually suggestive behavior at school or on social media.

Violations pertaining to substance use or interpersonal conflict are considered Serious Violations and are outlined below.

Violations pertaining to substance use or interpersonal conflict are considered Serious Violations and are outlined below.

3.2.1 Serious Violations – Substance Use

The following policies elaborate and clarify items relevant to the Serious Code of Conduct Violations.

3.2.1.1 Alcohol and Drugs Policy

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, up to and including expulsion and, when appropriate, legal proceedings.

3.2.2 Serious Violations – Interpersonal Conflicts

The following policies elaborate and clarify items relevant to the Serious Code of Conduct Violations.

3.2.2.1 Anti-Bullying Policy

Columbia Academy focuses on a 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.

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

Steps will be taken to address anyone involved in any bullying of any kind, up to and including expulsion of the offending student.

3.2.2.2 Harassment and Discrimination

Columbia Academy 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, and religious or sexual harassment. The school's harassment and discrimination policies

follow the guidance of the BC Human Rights Code² and the Canadian Charter of Rights and Freedoms³.

3.2.2.3 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 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.

3.2.3 Consequences of Serious Violations

The following procedures will be followed if a student is found to be in serious violation of the Code of Conduct policy:

The 1st time: 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 Principal will write a Letter of Direction, outlining the student's violation, consequences, and required improvements. Administration will notify parents/guardians to meet with administration expeditiously. Based on the outcome, the student may or may not be expelled after the 1st offense.**

The 2nd time: If the student remains at Columbia Academy, and commits a second serious violation of the Code of Conduct, parents/guardians will be notified, and the student will be expelled from Columbia Academy without further warning.**

Please note the following: For expelled students, **tuition fees will not be refunded.

3.2.4 Smoking and Use of Vaping Products on School 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.

² The web page is currently at http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01

³ The web page is currently at <http://laws-lois.justice.gc.ca/eng/const/page-15.html>

Columbia Academy reminds students that minors are not allowed to smoke or purchase smoking products and that it is also illegal to sell or supply cigarettes and other smoking products to minors. As required under BC legislation and this policy, Columbia Academy is committed to providing welcoming, safe and sustainable facilities that enhance the learning and teaching while remaining free of tobacco and vapour products. These products are therefore banned on school premises, and students are banned from their use within the school area. This ban extends to the downtown area around the school, and Columbia Academy does not permit any students to smoke while school is in session, including breaks or at lunch. Teachers and school administration will regularly monitor the school and surrounding area to enforce this policy.

Students who violate these terms will have their parents notified immediately, and a meeting will be scheduled with the student, parents, and the principal. Students will also be assigned to after-school detention. An action plan will be developed in order to ensure that the behaviour does not continue. If the student continues to violate section 3.2.4 of this handbook, they will be expelled upon the third violation.**

Please note the following: For expelled students, **tuition fees will not be refunded.

3.3 Detention

At the discretion of school staff, students may be assigned to after-school detention for violating any Code of Conduct policy.

3.3.1 Scheduling

The detention roster of a given day will be determined by school administration by 3:30pm of the preceding day. Eligible students will be communicated to administration via Teacher Report forms. The list of selected students will be communicated to all students via the school paging system, and an email will be sent home to selected students' parents and guardians. This list will also be posted on the Principal's Board.

An end-of-day announcement will be made which includes:

- Students who will attend detention tomorrow
- A reminder of which students will attend detention today

3.3.2 Activities

Detention activities may include, but are not limited to:

- Improving the school's appearance by cleaning scuff marks, gum from tables, tidying bulletin boards, collecting recycling, etc.
- Watching instructional videos regarding the acquisition of conversational English

- Review of class material
- Copying of dictionary pages or similar additional assignments

3.3.3 Detention Attendance & Escalation

If a student would be assigned detention on a day when they are to attend a block 5 class, they will instead be scheduled on the next available day. Students who skip a detention (absent unexcused) will have their present detention time reassigned, and will be assigned an additional hour of detention.

Students who would warrant three disciplinary actions under this policy within the course of one week will receive Code of Conduct for the third and each subsequent infraction.

Students who are absent unexcused from a Friday detention will automatically receive a Code of Conduct warning.

3.4 Harassment and Bullying Curricular Incorporation

Issue date: September 1st, 2018. Last amendment: July 19th, 2021.

Columbia Academy offers a variety of workshops, seminars, and awareness days that provide students with access not only to information about bullying and harassment at school and in the community but also prevention methods and coping strategies to deal with bullying and harassment. Some examples of these activities include, but are not limited to, presentations by the Vancouver Police Department and Directions Youth Services, participation in Pink Shirt Day, and teacher-led lessons/units.

3.4.1 Pink Shirt Day

Pink Shirt Day is recognized annually in Columbia Academy's events calendar. Student council and volunteer club prepare posters for display around the school, which communicate the harassment and bullying prevention information found on the Erase Bullying website as well as a url for the ERASE Report It Tool. Student council introduces Pink Shirt Day to all students a week in advance through presentations to each first period class. During the first period class on Pink Shirt Day, teachers in all grades facilitate activities and discussions on bullying and harassment prevention, and introduce and orient students to the ERASE Report It Tool, prompted by the teacher's administration-approved selection of youtube videos or movies, shown in class, and posters around the school.

3.4.2 Career Life Education

Columbia Academy incorporates Anti-Bullying and Harassment curriculum in Career Life Education, a required course for graduation in British Columbia. One of the sections in this course deals with Healthy Relationships.

Within this section of the course, students are required to:

- a. demonstrate an understanding of skills needed to build and maintain healthy relationships (e.g., effective communication, problem solving).
- b. analyze factors contributing to a safe and caring school (e.g., respect for diversity, prevention of harassment and intimidation).
- c. analyse factors that influence health (e.g., physical activity, nutrition, stress management).

These requirements will allow the students to develop a strong understanding of their personal circumstances and their abilities to build positive and healthy relationships with themselves and others.

3.4.3 Career Life Connections

Students engage with harassment and bullying prevention during their study of communication, personal management, and teamwork skills within their Career Education programming. This includes how to identify and intervene in situations of

bullying or harassment in school or work environments, and how to navigate interpersonal conflict through conflict resolution experience. The ERASE Report It tool is introduced in these contexts. Students are enrolled in Career Life Connections towards the end of their time with the school.

3.4.4 Personal Awareness 12/ Happiness 12

Columbia Academy also offers Happiness 12 (a Board Authority Approved course registered under the name Personal Awareness 12). Self esteem, self concept, and healthy communication are key components of the Personal Awareness 12 BA course, which is required of all graduates of Columbia Academy. Relevant components of the course include students' engagement in identifying their self-concept and contributing factors to their self-esteem, their impact in the self-esteem of others, communication and communicating about others in-person or digitally, and critical analysis of social constructs and how cognitive bias may play into how one perceives and treats others. Harassment and Bullying Prevention are explicitly connected to these ideas, and students examine how to identify and intervene in these situations and are introduced and oriented to the ERASE Report It Tool.

Student activities include written- and discussion-based analysis of relevant movies and videos, study of choice excerpts from research regarding self esteem and cognitive bias, as well as presentation and peer evaluation of student-created skits and performances. Students are generally enrolled in Personal Awareness 12 midway through their time with the school.

3.4.5 ERASE Training

Columbia Academy also registers staff members in the ERASE training programs, as required by the British Columbia Ministry of Education. At least one staff member will be trained in Level 1 and Level 2 training. The Principal will be trained in Levels 1 through 3, as well as Basic DTA.

The school will also enlist the services of the AMS Association-Level Support when appropriate.

4.0 Student Classroom Procedures & Expectations

Issue date: September 1st, 2018. Last amendment: Sept. 10th, 2021.

In addition to the Code of Conduct standards, students are expected to adhere to the following behavioural policies that expand upon the code of conduct. These policies may include consequences, such as detention, formal warnings, or expulsion, that are in place of or in addition to the code of conduct penalties as stated below.

4.1 School Facility & Resources Policies

Students are expected to follow all instructions and policies of their classroom teachers. The following rules apply to all classrooms and school areas:

4.1.1 School Property

Students are not to misuse student property of any kind in any way. This means that students may not sit on tables, rock on chairs, or conduct horseplay of any kind at any time. Students are responsible for any loss or damage to property that results from their intentional misuse, and students will be charged for repair or replacement of that property.

Students are restricted to using food and drinks in designated spaces only. No food or drink other than water will be permitted in classrooms at any time.

4.1.2 Locker Policy

Students may rent a lock and locker from the school at a cost of \$10 per term. Students may visit the front desk to complete the necessary form and pay their rental fee. Students must remove all belongings from their locker by the last day of final exams; material left in lockers after this date will be disposed of at the discretion of school administration.

The school will not be held liable for any items that become lost or damaged while stored in school lockers. Students will be charged a \$20 replacement fee if their lock is not left on their locker or returned to school staff at the end of term.

4.1.3 School Library Policy

The student may be required to sign out designated texts from the school library for each of their courses. Each student is responsible for maintaining these novels and textbooks in the same condition in which they are received. Upon return of the novel or textbook at the end of the course, these books are brought to the school secretary to be checked in. If there are any marks or writing in the book, the book must be cleaned before returning. If a book is in poor condition when it is returned, a penalty fee will be charged.

If a student fails to return their textbook or novel before the last day of final exams in the present term, they will be charged for the cost of the book. This deadline will be explicitly told to each parent or guardian and will be in the school calendar.

As students purchase workbooks individually, and they are to keep all workbooks. The school will not accept returned workbooks.

4.2 Technology Policy

Students of Columbia Academy are expected to be present and attentive in all their classes. To facilitate this expectation, all cell phones and devices must be placed in the front basket before each class. This includes headphones, earbuds, apple watches. Laptops may be taken to your seats, but should not be opened until the teacher instructs you to, or the class is online. Students are only allowed to take back their devices at the end of class, or under the direct instruction of the classroom teacher.

Students who use their devices for any purpose other than school work (eg. Videos, social media, shopping, etc) will be reported to the administration. This will also negatively impact work habits grades. At the discretion of the Principal, their device may be confiscated for a number of days equal to their total number of Technology Policy infractions.

Students should note that they are never permitted to possess an electronic device or other unauthorized equipment during an exam. In this situation, a student will receive a mark of zero on the exam.

Note: Students who wish to use a laptop or similar device for general classroom purposes must remove all social media or games (WeChat, Steam, etc) from their device before the device is opened in class. Students who misuse such devices will not be permitted to use the device in future.

4.3 Uniform Policy

All students are required to wear their school uniform *before* they come to school, or attend online classes, and must wear their school uniform throughout the school day when they are in the building or attending class.

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

Shirts: Shirts must be worn tucked in, and must be all-white dress shirts or Columbia Academy dress shirts. Branded shirts are not appropriate. Shirts must be fully buttoned to the collar, and any undershirts must be white.

Pants and Tie/Skirts: All students must wear black dress pants with a uniform tie. Girls may instead wear school skirts without a tie, and may wear black, white, or skin-coloured nylons/tights if desired.

Shoes: Shoes for all students must be all-black dress shoes. Gray shoes, coloured laces, or stripes of colour are not appropriate.

Outerwear: Students may also wear school blazers, sweaters, or vests. No jackets or other non-uniform clothing may be worn at any time within the school. Hats may not be worn in school.

Blazer Day: Beginning in the second week of term, all students must wear a school blazer on Monday of every week, as this day will often include school assemblies.

4.3.1 Uniform Clarifications

Cold Weather:

Students may wear their uniform sweaters and/or blazers; other jackets or overcoats are not permitted.

Hair

Students are expected to have well-kept, clean, professional, natural-looking hair at all times at Columbia Academy. Students who dye their hair are not permitted to deviate far from their natural hair colour. Students who dye their hair to create an unnatural appearance will be asked to dye it back to their original or a more natural colour as soon as possible.

If a student refuses to change their hair back after the school's suggestion, disciplinary action may result and a parent meeting with the principal will be held to discuss the matter further.

Skirts

Skirts must be no more than 3 inches above the knee in length. Students whose skirts are over three inches from the knee will be asked to lower their skirt. If a student refuses to wear the skirt to the appropriate length, a parent meeting with the principal will be held to discuss the matter further.

4.3.2 Penalty if a student fails to wear uniform:

Students who demonstrate minor uniform infractions will receive a warning, and it will negatively impact their work habit grades. Students who demonstrate major uniform infractions (such as wearing non-black pants or shoes, non-white shirt, etc) will receive an in-school suspension for the day, as well as detention.

Teacher Expectations: It is the responsibility of all staff to ensure that students are in uniform, and that improper uniforms are reported to administration.

4.4 Attendance Policy

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. After 3 unexcused or 6 excused absences per class, a student will be removed from that class.

4.4.1 Absences and Absence Equivalents

Unexcused absences: are any absences that have not been granted by the school or any instance when a student is more than 20 minutes late for class.

Excused absences or lateness: are absences or instances of lateness that are excused by the school. These may be 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.

4.4.2 Consequences for Unexcused Absences

If a student misses three or more sessions of one class due to unexcused absences, the student will be removed from the class without refund.

If a student incurs 12 or more total unexcused absences within one term, they may face additional disciplinary measures up to and including expulsion.

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

Columbia Academy reserves the right to make all final decisions on students' absences and the attendance procedures.

4.4.3 Excused Absence Policy

Certain procedures must be followed for an absence to be excused:

- When a student is ill, a parent or guardian must telephone the school (778.379.6811) before classes start at 9:00 a.m. to state the reason and expected duration of the absence. Alternatively, a doctor's note may be provided.
- All situations will be recorded in detail in the student's file.
- Students who receive more than 24 excused absences in a semester, will be withdrawn from the school to attend to their health. Exceptions to this measure may be made only after consultation between parents/guardians and the Principal.
- Students who cannot attend class due to illness are expected to attend class remotely when such school capacities are in active use.

Students who are absent excused must follow these homework policy procedures:

1. Students must make up their homework regardless of any reason for being absent.
2. The teacher will allow the student to make up their homework when the student returns to school.
3. If a student misses a test or quiz, they must collect and complete an “Excused Absence Makeup Request” form from the front desk.
4. The student’s marks will not be penalized in any manner if the above procedure is followed.
5. Being absent for a midterm or final exam is a serious matter and will jeopardize a student’s credit for the course. Students who do not complete EITHER/OR the midterm and final exams in a course will receive a grade of “F.” See the Exam Policy section for important details.

4.4.4 Homework Assignment Policy

As a student at Columbia Academy, all homework and assignments should be completed on time. Teachers will provide a clear explanation of all homework and assignments, as well as clear due dates and deadlines. This information will be posted in the classroom, on the class website, or on an assignment handout.

All homework must be completed on time and to a high standard. Students who are absent are still responsible for completing the homework for that day. Assignments that contribute to the student’s “Work Habits” category will receive a mark of 0 and cannot be made up.

Daily Homework Policy

Students will receive an average of 60 minutes of homework each night in each of their English courses, and 30 minutes each night in each of their other courses. All homework must be completed on time and to a high standard. If students fail to submit their homework on time, the teacher will send a daily notice to the parents/guardian, student, and school office. If a student continues missing homework, the school office will issue them a Code of Conduct warning after their third violation.

Missed Assignment Policy

Each week the students are expected to complete a minimum of one assignment/project. All assignments/projects must be submitted on time and to a high standard. All assignments must be submitted to teachers through Google Classroom unless otherwise instructed.

For late or missed assignments/projects, teachers will choose to accept work up to:

- 1 day late with a deduction of -10% OR
- or 2 days late with a deduction of -20%

If the student does not submit the missed assignment/project at the end of the third day by 11:59 pm, they will receive a mark of zero and the teacher will report this to the school office. The missing assignment will result in a Code of Conduct warning.

4.5 Academic Honesty and Integrity

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. Below is a non-exhaustive list of examples.

4.5.1 Plagiarism

Here are three examples of plagiarism:

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.

4.5.2 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. This includes possession of unauthorized materials, looking at other's work, or making one's own work visible to others;
2. Giving or receiving information in 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.

4.5.3 Consequences for Breaching Principles of Academic Honesty and Integrity

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.

In all instances, the breach will be recorded and put into the student's file as a note or code of conduct warning. Teachers, counsellors or administrators may contact parents or guardians in these matters, in order to determine suitable consequences.

Consequences may include:

- Code of conduct warning
- Notification of parents
- Grade of zero on the assignment

4.6 Exam Policy

Midterm and Final exams at Columbia Academy are very important to students' academic progress and mastery of course information. To ensure the integrity of these examinations, students must abide by the following:

- Students cannot receive graduation credit for a course without completing all Midterm and Final exam components. Students who do not complete these components will receive a grade of "F."
- Absent students will receive a mark of zero. For details, see the Exam Makeup Policy.
- Arrive ten minutes early for the exam. Late students will have 10% deducted from the final grade of their exam.
- No cheating. Cheating of any kind will result in a mark of zero.
- **No unauthorized materials, devices, or apparel. This includes cell phones, apple watches, other devices, or paper materials. No jackets or bags. Possession of these items during an exam will result in a mark of zero.**
- No outside papers. Scratch paper and formula sheets will be provided in the exam when appropriate.
- No use of washrooms during exam times. In exceptional circumstances, a staff member may be called upon to accompany a student to and from the classroom.
- No writing after the finish time. Writing after the end of an exam may result in a mark of zero.
- Follow the instructions and commands of invigilators. Disregard of instruction may result in a mark of zero.

4.6.1 Exam Makeup Policy

Students will not be permitted an excused absence on an exam day without extensive documentation of a major health challenge. In these rare instances, approved students may be given another exam at a later date. The date of the makeup exam will be determined by the classroom teacher. There will only be one day available for each class for those students who missed the exam day.

Students must provide a valid doctor's note if they are missing an exam due to medical reasons. A note from a parent will not be sufficient in this circumstance.

If the student is missing for another reason, it is the student and parents' responsibility to discuss with the school what sort of appropriate documentation will be needed to grant an excused absence.

In the case of final exams, a makeup exam must take place during the following semester in order to give teachers enough time to prepare an adequate alternative examination.

No excused absence or makeup exam will be granted without considerable evidence to justify the excused absence; makeup exams or changes to exam dates will never be granted for student travel or other such preventable calendar conflicts.

4.7 Work Habits Assessment

Issue date: September 1st, 2018. Last amendment: Sept 10, 2021.

Students are expected to engage fully in their classes, and will be assessed for engagement in each of their courses. Work Habits will comprise 10% of the final grade in a course. Desirable work habits for top grades include:

- Always speaks English and asks questions to improve their English
- Uses class time effectively, sensibly and responsibly
- Always completes all homework on time and meets deadlines
- Always brings the correct equipment, book, text to class
- Always records notes and keeps materials well organized
- Always enthusiastically participates and is very involved in lessons, and is never off task with games or sleeping
- Consistently takes initiative for their own learning
- Demonstrates leadership

For online learning we will adopt the following work habits policy:

- **HW** - homework quality and submission (5 per day) - If HW is not finished, it will be a -20 point deduction for the entire weekly work habit grade. If HW is not completed fully, or in a satisfactory manner, it will be a -10 point deduction.
- **FI** - following instructions during class (5 per day) - Students are expected to listen attentively, and follow all instructions. If instructions are not followed -5 points will be deducted.
- **CP** - communication participation (5 per day) - Students are expected to communicate and fully participate. This includes asking questions consistently. If students are not participating and communicating -5 points will be deducted.
- **VU** - video use with full face + shoulders, and in uniform (5 per day) - Students are expected to always show their full face and shoulders on Zoom during class time. Also, they must always be in proper uniform. If the camera is turned off, or not in proper uniform -5 points will be deducted.

Teachers will regularly track Work Habits using the rubric found in Appendix B, in order for students to understand that their participation in class matters.

5.0 Discipline, Dispute Resolution, and Appeals

Issue date: September 1st, 2014. Last amendment: July 19th, 2021.

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. Columbia Academy follows a structured disciplinary policy that evaluates the context and causes of a breach of discipline.

5.1 Discipline in the School

Upon initial registration, students and parents are given appropriate Handbooks outlining the regulations of Columbia Academy. Infractions of the regulations generally involve a meeting between the Principal and the student and, should repeat offences occur, the parent or guardian will be asked to become involved in meetings. Should the infractions continue, eventually there is a termination of the student's membership in the school community. However this generally occurs after repeated consultations with the student and parent as stated in their handbooks.

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 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.

Minor matters will be handed in an informal process between the parties involved.

5.2 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/she should reach out to the school to obtain further information or to express his concerns. He or she must:

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

5.3 Resource Appeal Policy at Columbia Academy

Individual parents/guardians can request in writing to the school Principal that specific learning resources not be used with their children. No parents/guardians have the right to restrict access to instructional materials for students other than their own children.

5.4 Grade Appeal Policy at Columbia Academy

At Columbia Academy the following steps must be completed 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 must meet with the Principal to discuss the details of the situation. The Principal will then determine whether action will be taken on the issue, and will conduct any actions towards resolution deemed to be appropriate by school administration.

Step 3: Finally, a scheduled meeting may be held with the student, Principal and Teacher to finalize the issue.

Note: Grade appeals regarding assignments from term weeks one through seven must be made *before* the date of midterm exams; grade appeals regarding assignments from term weeks eight through fourteen must be made *before* the date of final exams. At the discretion of school administration, grade appeals made outside of these deadlines may not be processed.

5.5 Dispute Resolution and Appeals

Columbia Academy maintains a School Appeals Committee, consisting of the Principal, the School Director, and the Student Services Manager, to handle disciplinary appeals. A parent/guardian and/or student may appeal a disciplinary action where the education, health, or safety of the student is significantly affected.

Students and parents who wish to appeal a decision relevant to their ability to study at Columbia Academy can bring the matter to the School Appeals Committee for a review. Parents and the student should all be a part of the appeal process. Parents and the student should prepare a detailed plan for the student to follow to ensure success if they are to be potentially allowed to remain at the school. The plan must include active involvement and support from the parents or guardian. The School Appeals Committee will meet to review the plan and all relevant evidence to determine the outcome of the appeal.

If the parent/guardian or student disagrees with the School Appeals Committee's decision, it is their right to appeal to the Ombudsperson of the Federation of Independent School Associations Associate Member Society, Robert Kuhn, at bkuhn@kuhnco.net.

6.0 Fee and Tuition Policies

Issue date: September 1st, 2014. Last amendment: Sept. 10th, 2021.

6.1 Fee and Tuition Payment Policy

The following policy applies to all student fees payable to Columbia Academy.

1. Columbia Academy is bonded with the British Columbia Ministry of Education.
2. All fees are given in Canadian dollars and include applicable taxes, unless otherwise indicated.
3. The base tuition fee for each semester is calculated on full-time enrollment of 4 courses per semester. Students who elect to take more than 4 courses in a semester will have their accounts charged accordingly.
4. Students must be registered for full-time enrollment for each of their terms of study. Exceptions may be granted depending on circumstances.
5. For a student's first two terms, payment of all fees and tuition is due before the first day of classes. Late payment of fees incurs a 5% surcharge or removal from classes.
6. After the first two terms, fees are due no less than 60 calendar days before the start of the returning term. Late payment of fees incurs a 5% surcharge or removal from classes.
7. Tuition fee balances may not be transferred between terms.
8. Additional fees may be charged to a student's account in cases where the student has been found responsible for damage to school property as a result of misuse, or if the student fails to return borrowed school materials, such as textbooks, before the end of the school term.

6.2 Fee and Tuition Refund Policy

The following policy determines if and when fee and tuition payments may be refundable.

The prepaid tuition fee will be refunded under the following circumstances:

- Full prepaid tuition fee will be refunded if the student fails to obtain a Study Permit.
- 1/2 of the prepaid tuition fee will be refunded if the student withdraws prior to the start of the program.
- 1/3 of the prepaid tuition fee will be refunded if the student withdraws within 15 days after the program starts.

The prepaid tuition fee will not be refunded under the following circumstances:

- Student obtains a Study Permit or extended visa by use of the Letter of Acceptance from Columbia Academy.

- Student is expelled or made to withdraw from the school due to breach of Code of Conduct policies, and/or other school policies as outlined in the student handbook in effect for the present semester.

Appendix A: Emergency Response Procedures

Columbia Academy conducts regular drills to familiarize students with the following emergency procedures. All students must follow the instruction of Columbia Academy staff in the event of an emergency. The principal and other trained staff members can respond to first aid needs in the event of accident or injury. We meet and exceed BC Ministry of Education requirements.

Columbia Academy regularly collects and updates cell phone, email and emergency contact details. This information may be used to alert students in the event of an emergency.

Familiarize yourself with the school floor plan posted at the main entrance of the school and identify emergency exits. In the event of an Evacuation or Lockdown, if you are off campus, do not proceed to the school address. Await an “All Clear” message (email, text, and/or phone call).

Fire (Evacuation)

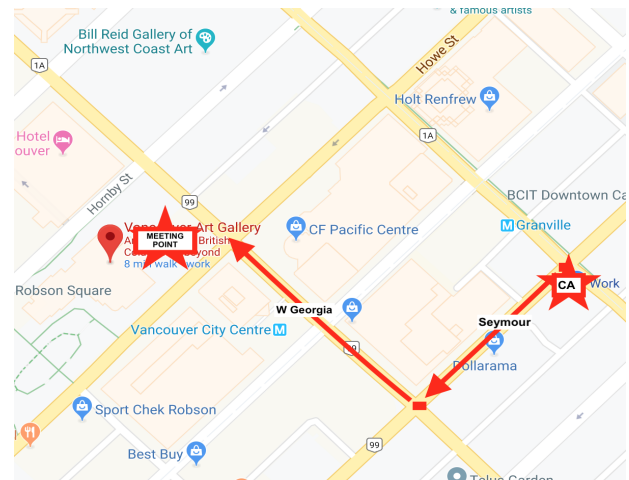
In the event of fire, the fire alarm sounds throughout the building. If in class, your teacher will direct you. If in a washroom or hallway, school staff will direct you. Remain calm and leave via the nearest stairwell exit. Assemble outside at the southwest corner of Seymour Street and Dunsmuir street and await direction from school staff. Stay off the road. Only return to the school building following “All Clear” from Vancouver Fire Department or a school administrator.

Earthquake (Drop/Cover/Hold)

Stay calm and take cover under a table. Protect your neck and head. Be aware of falling objects (move away from library shelves). Without tables for shelter, move to an interior wall away from windows.

Stay in place until shaking stops. Wait 3 minutes after the last tremor. Listen for instructions. You will be directed to stay together as a class, exit the building calmly and assemble in the open area outside of the Vancouver Art Gallery.

Await instructions from the Crisis Management Team (orange vests). Do NOT call 911.



Appendix B: Work Habits Rubric

| Level | Description |
|---------------------------------|--|
| Excellent 100% | Regularly goes beyond expectations <ul style="list-style-type: none"> • Always speaks English and asks questions to improve their English • Always behaves sensibly and responsibly • Always brings the correct equipment, book, text to class • Always keeps materials well organized • Enthusiastically participates and is always very involved in lessons • Consistently takes initiative for their own learning • Demonstrates leadership |
| Very Good 85% | Meets all expectations and sometimes goes beyond them <ul style="list-style-type: none"> • Always speaks English or asks for exceptions • Always behaves sensibly and responsibly • Always brings the correct equipment, book, text to class • Consistently keeps materials well organized • Consistently participates in lessons • Consistently takes responsibility for their own learning |
| Good 70% | Meets most expectations and is consistently good <ul style="list-style-type: none"> • Consistently speaks English or asks for exceptions • Consistently behaves sensibly and responsibly • Consistently brings the correct equipment, book, text to class • Usually keeps materials well organized • Usually participates in lessons • Usually takes responsibility for their own learning |
| Satisfactory 55% | Adequately meets expectations <ul style="list-style-type: none"> • Generally speaks English or asks for exceptions • Generally behaves sensibly and responsibly • Usually brings the correct equipment, book, text to class • Sometimes keeps materials well organized • Usually participates in lessons, when encouraged • Can follow directions for taking responsibility for their own learning |
| Cause For Concern 40% | Inconsistent in meeting expectations and there is improvement needed <ul style="list-style-type: none"> • Sometimes speaks English or asks for exceptions • Sometimes behaves sensibly and responsibly • Often forgets to bring the correct equipment, book, text to class • Rarely keeps materials well organized • Occasionally participates in lessons • Is generally dependent upon others to guide their learning |
| Serious Concerns 25% | Rarely meets expectations <ul style="list-style-type: none"> • Rarely speaks English or asks for exceptions • Does not behave sensibly and responsibly • Rarely brings the correct equipment, book, text to class • Does not keep materials well organized • Rarely participates in lessons • Is frequently dependent upon others to guide their learning |

Online Learning Work Habits Rubric:

- **HW** - homework quality and submission (5 per day) - If HW is not finished, it will be a -20 point deduction for the entire weekly work habit grade. If HW is not completed fully, or in a satisfactory manner, it will be a -10 point deduction.
- **FI** - following instructions during class (5 per day) - Students are expected to listen attentively, and follow all instructions. If instructions are not followed -5 points will be deducted.
- **CP** - communication participation (5 per day) - Students are expected to communicate and fully participate. This includes asking questions consistently. If students are not participating and communicating -5 points will be deducted.
- **VU** - video use with full face + shoulders, and in uniform (5 per day) - Students are expected to always show their full face and shoulders on Zoom during class time. Also, they must always be in proper uniform. If the camera is turned off, or not in proper uniform -5 points will be deducted.

Appendix I: School Contact Information

Mailing Address

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

Internet

School E-mail: info@ColumbiaAcademy.ca
Principal E-mail: principal@ColumbiaAcademy.ca
Web site: www.ColumbiaAcademy.ca

Telephone & Fax

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