



Columbia Academy
VANCOUVER, CANADA

STUDENT & PARENT/GUARDIAN HANDBOOK

2022-2023 Term 1

Revised November 2022

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,



Ms. Laura Galiyeva B.Ed.(UBC), B.A.(UBC)
Principal
Columbia Academy

Table of Contents

A Message from the Principal	2
0.1 School Policies	7
0.2 Classroom Policies	8
0.3 Technology Policies	8
0.4 Accounts and Personal Information	9
1.1 Assigning Grade Levels	11
1.2 B.C. School Graduation Requirements	11
1.3 Academic Planning	11
1.4 Graduation Credit Policies	12
1.5 External Educational Programming	15
2.1 Awards	16
2.2 English Level & Passing Promotion Policy	18
2.3 Course Change Policy	19
3.1 Columbia Academy Code of Conduct	21
3.2 Serious Violations of the Code of Conduct Policy:	22
3.3 Detention	26
3.4 Harassment and Bullying Curricular Incorporation	27
4.1 School Facility & Resources Policies	29
4.2 Technology Policy	30
4.3 Uniform Policy	30
4.4 Attendance Policy	32
4.5 Academic Honesty and Integrity	34
4.5.2 Cheating	35
4.6 Exam Policy	35
4.7 Work Habits Assessment	36
5.1 Discipline in the School	37
5.2 Discussions with the Parent or Guardian	37
5.3 Resource Appeal Policy at Columbia Academy	38
5.4 Grade Appeal Policy at Columbia Academy	38
5.5 Dispute Resolution and Appeals	38
6.0 Fee and Tuition Policies	40

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: Jan 5, 2022

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.

If a student is absent for more than 9 times (excused and unexcused) for one class, they will be removed from the class regardless of the reason for their absences.

If the student needs to be away for more than 9 days for personal reasons during one semester, the student is asked to provide the required documentation, and then ask for the semester off.

Students who have missed 9 days for all classes will not be allowed to continue the school term. Students might be allowed to come back for the following semester if the student can follow school policy.

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

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. Below are Columbia Academy Course Requirements:

All Columbia Academy students are required to complete a set of 8 courses during each of Grades 10, 11, and 12. These courses align with the British Columbia Ministry of Education graduation program and also fulfill university course requirements. Our primary academic goal at Columbia Academy is to provide guidance and support to our students to help them gain admission to top-tier universities, and these courses are designed to meet that goal.

Grade 10

1. Composition 10
2. Literary Studies 10

3. Social Studies 10
4. Foundations and of Mathematics & Pre-Calculus 10
5. Science 10
6. Physical and Health Education 10
7. Career Life Education 10
8. Arts / Applied Skill

Grade 11

1. Composition 11
2. First Peoples literature 11
3. Social Studies 11
4. Pre-Calculus 11
5. Second Language
6. BA Personal Awareness 12
7. Science 11*
8. Science 11*

*Science 11 (Chemistry 11/ Physics 11/ Life Science 11)

Grade 12

1. English Studies 12
2. Pre-Calculus 12
3. 20th Century World History 12
4. Career Life Connections 12
5. Elective Course
6. Elective Course
7. Elective Course
8. Elective Course

(Cal 12, Economics 12/ Geography 12/ Biology 12/ Physics 12/ Chemistry 12/Mandarin 12 /AP 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.

1.4.1 International Student Graduation Credit Policy

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. If the student is seeking external education for a course that Columbia Academy is already offering, then their approval will automatically be declined.

Columbia Academy will not accept course credit for distributed learning programs which

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

are not approved by the school. Appeals to the decisions of Columbia 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 an external learning program may 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.

1.5.1 Tuition Forfeiture

If a student takes a course outside of Columbia Academy, which is offered during the same school year (September to August), the student will not be enrolled in alternative courses. This will result in a non-refundable forfeiture of the tuition paid for full time enrollment, even if the student isn't enrolled full-time (4 courses per term) at Columbia Academy.

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.

2.3.3 Course Load Policy

Columbia Academy is committed to offer 4 courses per semester for each student. The standard course load for each student is 4 courses per semester. You might be allowed to take an extra course with special approval from the counselor. In limited circumstances, a student can be approved for an extra class if they need this extra class by graduation time, which is April of each year.

Strong students can take AP courses at their wish as the 5th course.

Columbia Academy

The base tuition fee for each semester is calculated on full time enrollment of 4 courses. Students who elect to take more than 4 courses in a semester will be requested to pay an extra course fee after approval.

International Students are required to take 4 courses per semester and will be charged 4 courses per term.

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 Harassment and Bullying Prevention (H&BP Policy: 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 policy takes into consideration the student's age, maturity, and special needs (if

any), while also following 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.

3.2.5 Free Block Policy

Students are expected to follow these policies during their free block(s):

- Students shall use the free block for independent studies and are expected to be quiet all the time;
- Students are not allowed to shout, talk loud, or distract others in the classroom or hallway;
- Students are not allowed to interfere with the students who are having class during their free block;
- Students are not allowed to be engaged in any activities that are not related to studies, including, but not limited to, playing cards or board games;
- Students are asked to clean up after themselves and keep their study block room clean and neat so as to encourage a positive and safe learning environment;

Students who are not following the above rules will be issued a school warning.

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:

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

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. (Doctor Notes shall be provided on the same day when students are absent) 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

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

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.

8.0 Suspected Child Abuse and Neglect Policy

The Child, Family and Community Service Act requires that anyone who has reason to believe that a child or youth needs protection under section 13 of the Child, Family and Community Service Act must promptly report the matter to a child welfare worker.

Phone # 310-1234 from anywhere in BC (no area code needed)

Child abuse and neglect come in many forms, including physical violence, emotional abuse, sexual abuse, sexual exploitation, and failure to treat medical conditions.

8.1 Reporting by Students or Parents or Guardians

Students should be encouraged to bring experiences with or concerns about abuse or neglect to a staff member with whom they feel comfortable. Children's comments about abuse must be taken seriously.

Parents or guardians who suspect abuse or neglect should bring their concerns to the Principal immediately so that the school can take action and report the claim to the Ministry of Children and Family Development.

8.2 Communication

Columbia Academy also has a responsibility to safeguard its students, so a staff member's suspicions of abuse or neglect should be communicated immediately to the Principal or hers/ his designate. This will allow the Academy to respond effectively and collaborate better with external agencies.

8.3 Responsibility

The Principal is responsible for communicating and enforcing this policy within the school. The Principal will also make herself/himself available to answer any questions about the policy.

8.4 Appointed School Official and Alternate Appointed School Official

ASO: Director

AASO: Principal

While reviewing and referring to the BC Handbook, independent school authorities and administrators should know the BC Handbook was written primarily for the public school system. It refers to superintendents, school districts, and boards of education. The critical

difference between the public and independent systems is the requirement that independent school authorities nominate at least two ‘Appointed School Officials’, a primary and an alternate, who are responsible for working with child care workers to determine whether a child has been harmed by someone who works or volunteers at the school, or works on contract for the school. The role of the alternate appointed official is to ensure the continuity of the reporting and investigation process in the event of possible involvement of the primary appointed official in a matter that falls under section 14 of the CFCSA.

School authorities should delegate duties to the Appointed School Officials (e.g., a principal, superintendent, the chair of the school authority committee, or any member of that committee). In fulfilling the role as a school’s Appointed School Official, a person may be required to:

- investigate where appropriate on behalf of the school authority;
- ensure a safe school environment during investigations;
- consult with the child welfare worker and/or police;
- ensure that no school employee interferes with any investigations;
- communicate with parents with respect to actions taken by the school authority;
- report to the Commission for Teacher Regulation, Teacher Regulation Branch, Ministry of Education, when the School Authority dismisses, suspends or otherwise disciplines a certified teacher or school principal (Independent School Act section 7 and 7.2); and,
- refer student(s) for counseling according to the school’s policies.

8.1.1 Anaphylaxis Policy

Columbia Academy recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school. This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

While Columbia Academy cannot guarantee an allergen-free environment, the school will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies.

Columbia Academy will be committed to ensure the following steps are implemented:

- a) identifying anaphylactic students; Columbia Academy will make sure that any allergies are documented at the time of registration.

- b) Keeping a record on file for each student who has a risk for anaphylaxis with the following information
 - i) Name
 - ii) Contact information
 - iii) Diagnosis
 - iv) Symptoms
 - v) Emergency Response Plan, including storage of medication
 - vi) Emergency procedures/treatment, including administration of medication by preauthorized employees if appropriate
 - vii) Physician section including the student's diagnosis, medication and physician's signature.
- c) Keeping a emergency procedure plan for each student which will include the following:
 - the diagnosis;
 - the current treatment regimen;
 - who within the school community is to be informed about the plan – e.g. teachers, volunteers, classmates;
 - current emergency contact information for the student's parents/guardian;
 - a requirement for those exposed to the plan to maintain the confidentiality of the student's personal health information;
 - information regarding the parent's responsibility for advising the school about any change/s in the student's condition;
 - information regarding the school's responsibility for updating records and reporting incidents to the board

If a reaction occurs the school will do the following:

- 1) Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
- 2) Call emergency medical care (911)
- 3) Contact the child's parent/guardian
- 4) A second auto-injector may be administered within 5 to 15 minutes after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
- 5) If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
- 6) One person stays with the child at all times, and one person goes for help or calls for help.

8.2 School-based Homestay Policy

8.2.1 Preamble

The International Student Program is the administrative group or unit within an independent school that arranges for and supports international students while they are studying in a BC K-12 school. At Columbia Academy, the individual responsible for the International Student Program is the Student Services Coordinator.

8.2.2 Purpose

The purpose of the Homestay Policy and Guidelines is to promote the best possible homestay experience for international K-12 students.

8.2.3 Custodianship

Upon registration, the International Student Program personnel will identify, and note in the student's file, the custodian, appointed by the parent/guardian, who is responsible for the care of each international student. Students under the age of 19 must have a custodian appointed to them during their stay in Canada.

8.2.4 Homestay Provider

Columbia Academy works with a partner home stay provider. The current provider is Liane's Vancouver Homestay. The contact phone number for the provider is 1-604-540-4434. The home stay provider is responsible for ensuring that the expectations of the school are met as per the home stay agreement, signed between the provider and the International Student Program at Columbia Academy. They are also required to complete their responsibilities as outlined on page five of the BC International Student Homestay Guidelines as published by the BC Ministry of Education and to ensure compliance of the host family with their responsibilities as outlined on page eight of the BC International Student Homestay Guidelines as published by the BC Ministry of Education.

8.2.5 School-specific Responsibilities of the Student

In addition to the expectations identified in Appendix B, the following are the School's expectations of the student while staying with a host family in Canada. The host family may have further rules and expectations.

The student is expected:

1. To be considerate of all family members and their guests.
2. To respect household rules and repay the family for any damages caused.
3. To make an effort to participate in family activities, including meals and excursions around the city. Inform the family in advance, if he/she is not going to be home for a meal.
4. To keep their room clean and pick up after themselves, and their guests, around the home.
5. To invite guests home ONLY with the permission of the host parent. Invited guests must leave before curfew.
6. To not have guests stay over at the home stay. If the student wishes to spend the night in a different location, they are to inform their guardian and home stay in advance. It is the guardian's responsibility to decide and inform the host family if the student can have an overnight.
7. To be reasonable and responsible about computer use in the home stay.
8. To be home by curfew:
 - Sunday to Thursday curfew should be 10pm.
 - Friday and Saturday curfew should be 12am.
9. Understand that students are prohibited from using cigarettes, alcohol or illegal drugs. In cases where this has occurred, the school rules and expectations will be applied.
10. To follow school communications, forms, and information requests regarding the school's COVID-19 safety plan.

8.2.6 School-specific Responsibilities of the Host Family

In addition to the responsibilities identified in Appendix A, Host Families must be aware of the School's expectations while accommodating a student from Columbia Academy. The Home Stay Provider agrees to ensure that the following expectations are communicated and met:

The host family is expected:

1. To have the guardian contact the school if the student will not be in attendance for any reason at the school's office 778-379-6811.
2. To provide their student with a hot evening meal, a "bagged" lunch to eat at school and food items for the student to prepare for breakfast. The home stay family will use open communication with the student about what food items s/he prefers to eat.
3. To communicate with the guardian if the student is behaving in an unacceptable manner.
4. To treat the student with respect and tolerance, include the student in all family activities, and ensure that the student is not required to babysit.
5. To ensure that guests do not stay overnight at the home stay. Students may stay at another location if the guardian provides permission.
6. To communicate curfew:
 - Sunday to Thursday curfew should be 10pm.
 - Friday and Saturday curfew should be 12am.

It is not the host family's responsibility to enforce curfew but to report any breach of the rules to LVH.

7. To stay actively involved in the student's life and include them in outdoor and daily activities, such as sightseeing around Vancouver.
8. To follow school communications, forms, and information requests regarding the school's COVID-19 safety plan.

8.2.7 Enforcement of Rules

The School and Homestay family shall notify LVH and/or the School of any unusual incident that a LVH student is involved in, e.g. a breach of school or home stay expectations. If the student violates any expectations of this program policy, they may be subject to consequences including expulsion from the School.

8.2.8 Host Family Communication with the School

The Host Family is welcome to contact the school regarding ways in which they can assist the student in their academic and personal development. They may contact specific personnel for personalized advice, including but not limited to English language development and conflict resolution.

8.2.9 Appendix A: Host Family Responsibilities

To promote the best possible home stay experience for international K-12 students, host family parent(s) must abide by the following measures recommended by the BC K-12 International Student Homestay Guidelines (2018):

1. Provide a caring, nurturing and supportive environment for international students.
2. Abide by all rules/guidelines established by the homestay program provider when hosting a student placed by that provider
3. Be 25 years of age or older, or receive approval from the international student program as an approved exception.
4. Agree to scheduled in-home inspections by either the international student program or the homestay program provider or both and criminal record checks (for anyone living in the home who is 18 years or older).
5. Have no more than two international students in the homestay at the same time.
6. Avoid concurrently hosting both adult and minor international students.
7. Provide food for three nutritious meals per day.
8. Provide a clean and tidy home with a private, adequately furnished bedroom, with access to:
 - A. An area with a desk, chair and adequate lighting for homework
 - B. A bathroom, linens and use of laundry facilities
 - C. entry into the home like any other member of the family (e.g. house key and alarm code, if applicable)
 - D. Where possible, access to the Internet to support educational goals and consistent communication with home
9. Ensure the house is safe and complies with the BC Building Code and/or the local building bylaw, as applicable, and with the local fire code.
10. Ensure a student's general well-being, seek medical attention when necessary, and report any significant medical or mental health issues to the school, the custodian, the homestay program provider and the international student program.
11. Inform the school or international student program if the student drinks alcohol, takes or possesses nonprescribed, illegal drugs or breaks the law.
12. Ensure the home and auto insurance policy adequately covers students residing within their home; some policies do not cover homestay students.
13. Promote strong connections between an international student and their parents, schools and communities by:
 - A. Using the student's desired language of study (English or French) in the home
 - B. Imposing reasonable limits on the student's personal use of the internet (i.e. number of hours/ day and appropriate times of day)
 - C. Negotiating and enforcing an appropriate and reasonable curfew and house rules for the student
 - D. Assisting the student in seeking extra- curricular activities and sports
 - E. Attending school or district orientation for host families and other cultural or education events

8.2.10 Appendix B: International Student Responsibilities

International students coming to BC and entering a home stay must abide by the following measures recommended by the BC K-12 International Student Homestay Guidelines (2018):

1. Abide by all rules/guidelines established by the homestay program provider when staying with a host family arranged by that provider.
2. Engage with the host family and the school and seek out opportunities to become involved in the school and family life.
3. Communicate regularly with their parent/guardian and with their host family.
4. Communicate significant issues or concerns to the host family, parent/guardian, custodian, school principal, vice-principal or teachers, homestay program provider or international school program as appropriate.
5. Understand that the school district or independent school international student program may require a student to move homestays or withdraw from the international student program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
6. Respect and be responsible toward the homestay home and property and pay for any damage to family property if found to be responsible for the damage.
7. Understand that there are the following resources regarding child health and safety:
 - A. B.C. Helpline for Children (Tel: 310-1234) May be called in cases where the international student feels he/she is being mistreated or feels unsafe in the home or at school.
 - B. Kids Help Phone (Tel: 1-800-668-6868) Provides counselling and mental health support.
 - C. Kelty Mental Health Resource Center (<http://keltymentalhealth.ca/>) Provides resources regarding mental health issues, substance use, medications and healthy living.

8.2.11 Appendix C: Parent/Guardian Responsibilities

An international student's parent/guardian must abide by the following measures recommended by the BC K-12 International Student Homestay Guidelines (2018):

1. Accurately complete the application and in-take materials and disclose all of the student's relevant information, such as medical conditions, to the homestay program provider and the host family so that they are fully able to support and care for the student for the duration of the homestay.
2. Be familiar with the rules/guidelines established by the homestay program provider arranging the host family placement for the student and help ensure that the student abides by those expectations.
3. Stay in regular touch with the student to monitor that the student is coping well with the pressures and stresses that come with living and studying in a new country and learning a new language.
4. Report significant concerns to the homestay program provider.
5. Understand that the school district or independent school international student program may require a student to move homestays or withdraw from the international student program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
6. Understand that there are the following resources regarding child health and safety:
 - A. B.C. Helpline for Children (Tel: 1-800-663-9122) May be called to report when a child or youth under 19 years of age is being abused or neglected. There is a legal duty to report your concern to a child welfare worker.
 - B. Kids Help Phone (Tel: 1-800-668-6868) Provides counselling and mental health support.
 - C. Kelty Mental Health Resource Center (<http://keltymentalhealth.ca/>) Provides resources regarding mental health issues, substance use, medications and healthy living.

8.2.12 Appendix D: International Student Agent Responsibilities

An international student's parent/guardian must abide by the following measures recommended by the BC K-12 International Student Homestay Guidelines (2018):

1. Accurately complete the application and in-take materials and disclose all of the student's relevant information, such as medical conditions, to the homestay program provider and the host family so that they are fully able to support and care for the student for the duration of the homestay.
2. Be familiar with the rules/guidelines established by the homestay program provider arranging the host family placement for the student and help ensure that the student abides by those expectations.
3. Stay in regular touch with the student to monitor that the student is coping well with the pressures and stresses that come with living and studying in a new country and learning a new language.
4. Report significant concerns to the homestay program provider.
5. Understand that the school district or independent school international student program may require a student to move homestays or withdraw from the international student program in cases where accommodation that has been arranged privately is deemed to be unsafe or unsuitable.
6. Understand that there are the following resources regarding child health and safety:
 - A. B.C. Helpline for Children (Tel: 1-800-663-9122) May be called to report when a child or youth under 19 years of age is being abused or neglected. There is a legal duty to report your concern to a child welfare worker.
 - B. Kids Help Phone (Tel: 1-800-668-6868) Provides counseling and mental health support.
 - C. Kelty Mental Health Resource Center (<http://keltymentalhealth.ca/>) Provides resources regarding mental health issues, substance use, medications and healthy living.

8.2.13 Appendix E: Glossary/Definitions

For the purposes of this document:

Custodian is a person who is appointed by a child's parent/guardian, through an international student program's authorized document, to care for that child. International student programs and the Canadian federal government require that international students who are minor children have a custodian while studying in the province of British Columbia.

Code of Conduct is a set of written rules on how to behave, and interact with other people. Under the Provincial Standards for Codes of Conduct Order, boards of education must establish one or more codes of conduct for the schools within their jurisdiction and ensure that schools implement the codes.

Guardian as under the BC Family Law Act, the parent of a child is generally that child's guardian. A guardian has legal responsibilities and rights for that child. Homestay is a formal arrangement by an international student program, or its delegates, to house an international student with an approved family during their course of study. This family and its residence are both commonly referred to as the 'homestay'.

Homestay Program Provider is the entity that places students with a host family. Depending on the circumstances, the homestay program provider could be an independent school or school district, a company or organization contracted by the international student program, or a business or individual that is not in a relationship with the international student program.

Host Family or Homestay Family is the family with which an international student resides during the course of a homestay.

International Student refers to students from outside Canada who do not meet the Ministry of Education's funding eligibility requirements and/or have to obtain the authorization of the Canadian government to enter Canada with the intention of pursuing studies longer than six months.

International Student Program is an administrative unit within an independent school or school district. The international student program administers, facilitates or arranges for the education, accommodation and care of international students. At Columbia Academy, the ISP consists of the Director of Admissions and the Student Services Coordinator.

Minor Child refers to any person below the age of 19 years. Minor children require certain care by either a guardian or custodian.

Parent refers to the biological or adoptive parent of a child.

Private and/or Independently Arranged Accommodation is accommodation that has been arranged for an international student that is not provided by a school or school district approved homestay program provider.

Residence/Boarding refers to accommodation where two or more minor students live together, typically on the school property and administered by a BC independent school. Residence/Boarding situations are not covered by these Guidelines.

School Connectedness is a term used by educators to describe the level of connection that a student feels for their school. Research shows that a strong feeling of connection to a school and to the adults in that school leads to stronger school performance.

8.2.14 Visitor Status Enrollment Protocol

The following protocol has been developed from direct correspondence with IRCC staff and with regards to the [Immigration and Refugee Protection Act and related program guidance](#). To determine whether a new student can study without a study permit, assuming the student is under 19:

1. Verify the status of their parents to determine whether or not a study permit is required.

Is a study permit required? [A30(2)]

Minor children already in Canada are authorized to study without a study permit at the pre-school, primary or secondary level if

- they are either accompanying parents [claiming refugee status](#) or are claimants themselves;
- one of their parents (biological or adoptive) is a Canadian citizen or permanent resident;
- one of their parents (biological or adoptive) is authorized to work or study in Canada; this includes temporary residents who are
 - o work permit holders,
 - o study permit holders,
 - o visitor status holders (e.g., visitor record holders) who are either authorized to work without a permit, as per [section 186](#) of the *Immigration and Refugee Protection Regulations* (IRPR), or authorized to study without a permit, as per [section R188](#); or
- neither parent is physically in Canada.

Minor children intending to study are required to apply for a study permit before entering Canada.

It should be noted that minor children of a temporary resident (visitor) who is **not** authorized to work or study **require** a study permit to study in Canada.

2. If one of the above options is not met, then request documentary evidence to determine whether they submitted their application to extend their visitor status before or after their previous status expired (normally six months from the initial date of admission, or the validity date printed in their passport on their status document (i.e. visitor record)).
3. If they submitted their application before, then they are in implied status and can study until a decision is made on their application to extend their visitor status. If they submitted after, then in order to study they will also need to provide you proof they have applied for [restoration of status](#).

9 Protection of Information and 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*

Independent School Act, Sections 9 and 10 of *The Independent School Regulation* (the Regulation), *The Student Records Order* (the Order), and *The Personal Information Protection Act* (PIPA).

Columbia Academy has designated Vivien Wen as Privacy and Information Sharing Officer, who shall ensure that information policies adhere to Provincial Guidelines of Office of the Commissioner of Privacy, FIPPA, and PIPA. Any complaints filed against the school in regard to Personal Information would be heard by the full Academic Board, whose decision would be final.

9.1 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).

Additionally, the file will contain:

- Photocopy of birth certificate or passport
- Parent, guardian, and emergency contact information
- The student's original application package
- Copy of current study permit or evidence of renewal application

9.2 Filing and Maintenance of Student Files

The student file as outlined in section 18.1 will be securely archived after the student leaves Columbia Academy, and will be retained for 55 years after the academic year of the student's last semester of enrollment.

The Permanent Student Record (PSR) will be updated at the conclusion of each term during the Fall semester. Other documents will be updated as needed.

9.3 The Security of the Information

Student information in paper format is kept in a fire-safe cabinet locked within a restricted access room. Student information in digital format is stored on a secure local server, and sharing of this information with any third parties is done with the authorization of the Principal in the capacity of Privacy and Information Sharing Officer.

9.4 Access to the Information

A student's information can be viewed by the student or a parent or 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. Student files, including the Student Learning Plan (if any), the current IEP (if any), and the Personal Student Record, will be transferred to a school authority or school board where the student is enrolled on receipt of a request from the enrolling organization. Where a former student is enrolled with an education institution outside of the province, these same files will be transferred to that educational institution upon request from the institution.

A person who is planning for the delivery of, or is delivering, health services, social services or other support services shall be permitted access to information in student records which is required to carry out those services. Access to the files or copies of the files will be given to these individuals and/or to government officials or departments as required by law, or by the orders of the Inspector of Independent Schools, with authorization of the Principal in the capacity of Privacy and Information Sharing Officer.

In the event of school closure, the school will transfer to the inspector the Permanent Student Record of any student that has not been forwarded to another authority or board in British Columbia.

9.5 Employee Information

Employee information will be kept confidential using security measures similar to that of student information. Teachers would be allowed to view their files upon request. However, third party requests would require consent of the individual before information was shared. Accountants, book-keepers, and others involved in updating the information, verifying the information, or using the information in their work will be granted access to the files with the permission of the Principal or the Director. Access to the files, copies of the files, or information from the files will be given to government officials and departments as required by law.

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).

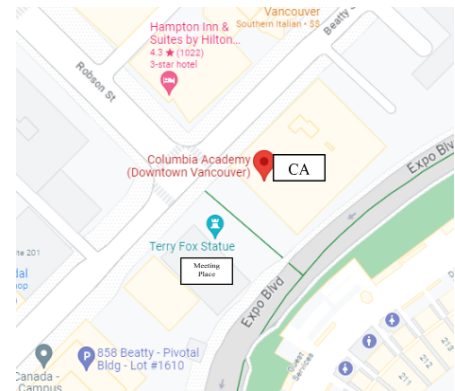
Fire (Evacuation)

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 side of Terry Fox Plaza between the statues and Boston Pizza. If very smokey, proceed to Gate H at BC Place. Teachers are to align students against the wall, grouped by class 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 school at the Terry Fox Plaza between the statues and Boston Pizza.

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



Appendix B: Work Habits Rubric (In person classes)

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

Work Habits Rubric (Online classes)

- **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 C: School Contact Information

Mailing Address

Columbia Academy
792 Beatty Street
Vancouver, B.C.
CANADA, V6B 2M1

Internet

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

Telephone & Fax

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