



**Parent and Student Handbook | 2026-2027**

*Flexible. Christ-centred. Connected.*

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# ABOUT WEST COAST ADVENTIST ONLINE SCHOOL

## About Us

Founded in 2006, West Coast Adventist School (WCAS) is part of the globally recognized Seventh-day Adventist educational system, the largest Protestant school network in the world. With a legacy spanning over a century, this system operates 7,200 schools worldwide, educating more than 1.5 million students. WCAS is supervised by the British Columbia Conference of Seventh-day Adventist Office of Education and is dedicated to supporting parents as the primary educators of their children. By providing a strong academic and faith-based foundation, WCAS empowers families to confidently lead their children's education at home.

Building on a rich history of Adventist Christian education, WCAS embraces modern technology—including interactive online classrooms, digital resources, and personalized learning platforms—to make faith-based learning accessible to students across British Columbia and beyond. Rooted in the Seventh-day Adventist philosophy, which recognizes parents as the primary educators, our school offers an ideal solution for families seeking an Adventist component in their home education.

We proudly offer fully accredited Kindergarten to Grade 12 programs, recognized by the British Columbia Ministry of Education. As of 2022, WCAS has been designated as a Provincial Online Learning Provider, allowing us to serve students in any district throughout British Columbia.

## Program Overview

West Coast Adventist Online School (WCAS) offers a comprehensive online educational experience, providing a fully virtual learning environment with no in-person components. The curriculum is developed by BC-certified educators and delivered through Desire to Learn (D2L), a sophisticated digital platform designed to foster student success and engagement.

### Key Features

#### **Blended Learning (Synchronous & Asynchronous):**

All students participate in a blend of independent study and, for full-time students, live interactive classes.

- **Synchronous Learning:** Real-time classes conducted via Zoom.
- **Asynchronous Learning:** Independent, self-paced study facilitated through D2L.

**Live Classes:**

Full-time students engage in scheduled Zoom sessions, enabling real-time interaction with peers and instructors, fostering a collaborative and dynamic learning environment.

**Tutorials & Assemblies:**

Regular tutorial sessions provide personalized academic support. Additionally, school-wide assemblies encourage a strong sense of community and school spirit.

**Student Work Submission:**

Students are required to consistently submit assignments on time, ensuring continual progress and assessment.

## Mission

West Coast Adventist Online School provides a Christ-centred, flexible online education in partnership with home-learning families. We support students in growing academically, strengthening their faith, and developing Christ-like character through meaningful connections with teachers and the community.

*Flexible. Christ-centred. Connected.*

## Philosophy

West Coast Adventist School operates as a faith-based institution, where the integration of Seventh-day Adventist (SDA) beliefs permeates every part of our online learning environment. Our approach is designed to nurture both academic success and spiritual growth, anchored in the Bible and the 28 Fundamental Beliefs of the Seventh-day Adventist Church.

**School Objectives:**

1. **Spiritual:** To encourage students to develop a personal relationship with Jesus Christ and a desire to follow His will.
2. **Mental:** To encourage academic excellence, critical thinking, and sound judgment based on Christian principles.
3. **Social:** To cultivate respect, kindness, and strong interpersonal skills, enabling students to contribute positively to society.
4. **Physical:** To encourage a healthy lifestyle, promoting well-being and service to God and others.

# Parent/Teacher Relationship

At West Coast Adventist School (WCAS), we believe that a strong partnership between parents and teachers is essential for the academic and spiritual success of each student. The role of parents in the education process is critical, and we ask that parents actively support their child's learning journey. By enrolling in the WCAS program, parents agree to the following responsibilities:

## **Educational Program and Responsibilities**

Parents are expected to ensure that their child's educational program aligns with the learning outcomes set by the Ministry of Education. This includes engaging with the child's supervising teacher, participating in Student Conferences, and submitting assignments on time as requested.

## **Teacher Responsibilities**

Teachers are responsible for creating the course content, delivering live classes, providing instructional materials, and assessing student work. They will monitor students' progress, provide individualized support, and give regular feedback on assignments. Teachers will also maintain communication with parents to ensure that students are on track to meet academic expectations.

## **Assessment and Reporting**

Parents are responsible for supporting the teacher in assessing their child's progress by assisting in the collection, recording, and documentation of student achievements. Regular updates on the student's progress will be provided by the teacher.

## **Standardized Testing (BC Residents Only)**

Parents are required to ensure their child participates in standardized testing, including the Ministry Foundation Skills Assessment for grades 4 and 7, as well as provincial assessments for high school students.

## **Technology Requirements**

Parents must ensure that their child has access to the necessary technology to complete coursework. This includes having a computer, printer, scanner, webcam, microphone, and high-speed internet connectivity.

## **Parent Responsibilities**

Parents must actively support their child's learning by:

- Providing the necessary technology and assistance to complete coursework.
- Using the school's learning platforms (such as D2L and G Suite for Education) to communicate with teachers, submit assignments, and stay informed about WCAS events.
- Maintaining weekly communication with the child's supervising teacher to discuss progress and address any concerns.

- Monitoring their child’s completion of coursework and ensuring deadlines are met.
- Addressing any questions, concerns, or extended absences in a timely manner with teachers or the principal.

### **Consequences of Non-Compliance**

Failure to fulfill the parental responsibilities outlined may result in the student being removed from the WCAS program.

## **Accreditation**

West Coast Adventist School (WCAS) is an accredited Independent Provincial Online Learning School (POLIS-I) providing education from Kindergarten through Grade 12. Owned and operated by the Seventh-day Adventist Church in British Columbia, WCAS is governed by a school board composed of officers from the Office of Education, SDABC, representatives from the K-12 Board of Education, WCAS Administration. The K-12 Board of the British Columbia Conference serves as the constituency of WCAS.

The Ministry of Education, through its Independent School Branch, ensures that WCAS upholds high standards in educational programs, staff qualifications, and facilities. Additionally, the Federation of Independent School Associations (FISA) acts as a liaison between the government and independent schools, advocating for and supporting their needs. WCAS is also accredited by the Board of Regents of the General Conference of the Seventh-day Adventist Church.

## **Administration**

The Administration of West Coast Adventist School is responsible for ensuring that:

1. The school’s stated philosophy and mission are upheld.
2. Parents' concerns regarding their children’s education are addressed in alignment with the school’s philosophy.
3. WCAS meets the requirements and standards set forth by the Independent Schools Branch of the British Columbia Ministry of Education.

# ADMISSION AND ENROLLMENT

## Admission Policy

Membership in the church is not a requirement for admission. Our school admits students of any race, religion, colour, national or ethnic origin, sexual orientation or gender identity and expression. We welcome any young person who desires a character-building education and is willing to support the school's standards and comply with its regulations.

To choose West Coast Adventist School is to decide to uphold its standards.

### **Parents must be willing to support the purpose, philosophy and program by:**

1. Complete and sign the Student Application Form, indicating they have read, understood and are in agreement with the policies and regulations of this school.
2. Accepting the responsibility to provide your child with the necessary technology and support to complete coursework.
3. You agree to use technologies and systems provided by the school to communicate with teachers, submit assignments, and stay informed about WCAS events.
4. You agree to monitor your child's completion of coursework on the learning platform (D2L) and adhere to teacher deadlines and expectations regarding class coursework and monthly progress reports (K-8).

### **Students must be willing to support the school by:**

1. Agreeing to adhere to the standards and regulations of the school as outlined in this Handbook.
2. Demonstrating commitment through consistent effort and timely submission of assignments.
3. Maintaining honesty in assignments and the reporting of activities.
4. Using the internet and the D2L environment ethically at all times.

Parents and students are asked to carefully review this Handbook before taking the following steps:

**Complete the registration application** (<https://wcasdl.ca/about-us/application-documents/>) and submit the following documents:

- a. Original Birth Certificate
- b. Proof of BC Residency
- c. Most Recent Report Card
- d. Special Conditions Documentation (if applicable)

By registering at West Coast Adventist School, the student(s) and parent(s)/guardian(s) agree to abide by the judgment of the school board as it applies to standards of conduct. Registration implies an obligation to promptly meet the financial responsibilities that accrue out of tuition, fees, or other applicable charges approved by the School Board.

**NOTE:** Students will not be admitted until all required documents are submitted, and registration procedures are complete. You will be notified once these processes are finalized.

Enrollment may be revoked if the application is found to contain inaccurate or incomplete information about the applicant. Providing misleading or false information may render the application null and void, resulting in termination of enrollment. Students may also be asked to withdraw if they misrepresent required information or fail to align with the school's code of conduct.

## Entrance Age

Kindergarten students must be a minimum of five (5) years of age on or before December 31 of that year.

Grade One students must be a minimum of six (6) years of age on or before December 31 **of that** year.

## Transfers

Students transferring from another school must provide evidence of the last grade successfully completed and any educational plans (i.e. IEP or SLP) that are or have been in place for them. This can be verified by report card or a request for records from the previous institution.

## Students with Diverse Learning Needs

The resources of WCAS are limited in terms of what can be offered in the way of learning support. Students who require additional learning support will only be enrolled if there are adequate resources and support available to meet the child's needs.

## Homeschooling

Parents who wish to register their child(ren) as homeschoolers through WCAS can do so. As per Ministry of Education policy, parents who wish to go the route of homeschooling will be overseeing the academic program of their child(ren) without the support of a teacher and without access to WCAS curriculum resources.

## FINANCES

*For the most current fee schedule, please refer to our website.*

### Registration Fees | All Students

- **Full-Time K-12:** \$275.00/year
- **Cross-Enrolled:** \$100/course
- **Cross-Enrolled International:** \$200/course

### Tuition Fees | Canadian Residents (Out-of-Province)

- **Grades K-4:** \$200/month × 10
- **Grades 5-8:** \$260/month × 10
- **Grades 9-12 (Full-Time):** \$320/month × 10
  - Additional courses beyond the minimum eight courses for Grades 10–12 shall be billed at \$400 per course.
- **Cross-Enrolled Grades 10–12:** \$400/course

## Tuition Discount for Out of Province Families

WCAS offers a **50% tuition discount** for the youngest **out-of-province** student in families where **three or more children** are enrolled full-time. To qualify, the student must be classified as out-of-province based on proof of residency provided to the office.

## Tuition Fees | International Students

- **Full-Time Grades K-9:** \$480 CAD/month
- **Full-Time Grades 10–12:** \$600 CAD/course
- **Cross-Enrolled Grades 10–12:** \$1,200 CAD/course

## Additional Enrollment Notes

- **Full-time students in Grades 10–12** must enroll in at least **eight** courses during the school year.
- **Cross-enrolled students in Grades 10–12** may take up to **five** courses.
- **All fees are non-refundable**

## Method of Payment

Registration fee due with application. Tuition fees for out of province and international students, after discounts and student assistance, are due on the first day of each month. Ten (10) equal payments **MUST** be made with Adventist Pay or e-transfer. Cash will not be accepted. See website for current details.

## Financial Assistance

Families who experience too great a financial burden to have their child(ren) attend West Coast Adventist School are encouraged to contact our Office. We are committed to your children being at WCAS, so please do not hesitate to talk to us about your need so that we can work with you.

## Student Resource Funding (SRF)

WCAS provides a resource funding plan to support educational costs that would typically be covered in a traditional school setting. This includes:

- K–8 consumable math resources (e.g., Jump Math)
- Access to the Learning Management System (D2L)
- Teacher support (live classes and tutorials)
- **BC residents only:** eligibility for third-party resource funding

All third-party funding requests must be submitted for approval by **March 1**.

## Third-Party Funding Conditions

Student Resource Funding (SRF) supports the use of third-party providers for non-core, hands-on learning opportunities that align with course outcomes and are not easily delivered within the online environment, such as music lessons, art instruction, and physical activity programs.

### Funding Limits

- Up to \$300 for a non-core Athletic course
- Up to \$300 for a non-core Fine Arts course (including school-provided subscriptions)

Program	Registration Fee	Resource Budget Available 3rd party services, consumables
Full Time K–12	Paid in Full	up to \$600
Full Time K–12	\$0	up to \$350
Out of Province, International & Cross Enrolled Students		\$0

### Engagement Requirements

Students must meet WCAS engagement requirements (**see *Engagement & Course Activation***) to remain eligible for funding.

#### Additional Requirement (Grades 10–12)

- Note: Gr 10-12 students must be enrolled in a minimum of **eight (8) courses**, including **Physical Education, Music, or Art**

### Request Process

- Parent/Guardian to complete the **Learning Agreement** and **SRF Pre-Authorization Form** (available in Art and Physical Education courses on D2L)
- Submit forms to office@wcasdl.ca by March 1

### Funding Conditions

- Third-party providers must complete a **BC Criminal Record Check**; providers outside of British Columbia are not eligible
- Funding amounts are **prorated** based on enrollment date and registration fee payment

- Funding **cannot be carried forward** to future school years
- Funding **cannot be used for future purchases** beyond the current school year
- If a student withdraws from WCAS during the school year, funding will be prorated and any agreements with third-party providers will be adjusted accordingly.

### Eligible and Ineligible Expenses

Third-party funding is intended to support instruction aligned with curricular outcomes.

#### Eligible:

- Instructional services (e.g., music lessons, gymnastics instruction)

#### Not eligible:

- Equipment (e.g., skis, saddles, weights, hockey gear)
- Day or season passes (e.g., ski lift passes)
- Tutoring
- General school supplies (e.g., stationery)

Funding is not intended to supplement beyond what would typically be provided in an in-person school setting.

## ACADEMIC INFORMATION

The school follows curriculum guidelines established by the B.C. Conference of Seventh-day Adventists and in harmony with the requirements set by the B.C. Ministry of Education. As a Christian school, the teaching staff seek to integrate spiritual applications into all classes. Currently our classes are also taught in alignment with the guidelines established by the North American Division of the Seventh-day Adventist Church. West Coast is running the Encounter Bible Curriculum. Other courses offered by WCAS follow the British Columbia Ministry of Education curriculum guidelines from a Christian perspective. For more information about the BC Curriculum, visit: <https://curriculum.gov.bc.ca/>

West Coast Adventist Online School provides a fully online program with no in-person components, using the Desire2Learn (D2L) platform.

**Grades K-9** students have a complete curriculum, while Grades 10–12 can choose from a wide range of elective courses.

**Cross-enrollment** is available for grades 8-12, with all such courses completed asynchronously. Grade 8 students wishing to cross-enroll should contact the school for a list of eligible courses.

For more details on course options for Grades 10–12, visit our [course catalog](#).

## Daily Schedule

Full-time students follow a **synchronous schedule** for live online classes, with additional **asynchronous time** for independent study. See website for class schedule.

- **Grades K-4:**  
2 live classes per week (Foundations & Encounter). Remaining time is **flexible** for independent learning.
- **Grades 5-8:**  
3 live classes per week (Foundations, Encounter, & Math). Remaining time is **flexible** for self-paced work.
- **Grades 9-12:**  
Multiple live classes per week, covering core subjects (English, Math, Science, Socials, Encounter, Careers). Live class times are **set**, with the remaining time **flexible** for independent study.

The **live class schedule** is fixed, and students are expected to attend at designated times. Outside of these live classes, students have **flexible** time for independent work.

## Engagement & Course Activation

To support student success and meet provincial reporting requirements, students must provide evidence of active engagement in their courses.

### Grades K–9 (Full-Time Students)

Students must demonstrate active engagement within three (3) weeks of the school year start date or enrollment date, whichever is later.

Engagement is demonstrated through:

- Regular participation in **live classes**, and
- Submission of **literacy and numeracy samples**, as directed by the teacher

Additional evidence of learning may be requested by the teacher to support student progress and reporting.

## Grades 10–12 and Cross-Enrolled Students

Students must become active in each course within four (4) weeks of the course start date or enrollment date, whichever is later.

Active participation includes:

- Logging into the course, and
- Submitting initial coursework or completing a course-aligned assignment

### Exception

Second semester live courses are not required to meet the four-week activation timeline. Students are expected to begin participation at the scheduled course start date.

### Failure to Activate or Participate

If a student does not demonstrate active participation within the expected timeframe, WCAS may:

- Remove the course from the student’s timetable, or
- Review the student’s enrollment status in consultation with the family

## Grading System

In keeping with the Ministry guidelines for reporting student progress, WCAS reports progress differently at various grade levels using the following notations on Evidences of Student Learning reports. These reports can be realized in several different manners including Parent/Teacher Conferences, Student Led Conferences, Term report cards, and Progress Reports. It should be noted that based on the BC Ministry of Education’s expectations, percentages and/or letter grades will not be reported on formal Student Learning reports.

For Grades K to 9, performance is described as one of the following:

1) Emerging	2) Developing	3) Proficient	4) Extending
The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.  The student works with ongoing support.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.  The student works with some support.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.  The student works independently.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.  The student works independently and can support the learning of others.

**For Grades 10 to 12**, letter grades are based on how well students meet the learning expectations outlined in the provincial curriculum for each subject or course. These grades reflect the student's performance in relation to the specific outcomes that are required for each course. The standard sets and criteria for assigning letter grades at the high school level in BC are as follows:

- **A (86–100%)** – Excellent
- **B (73–85%)** – Good
- **C+ (67–72%)** – Good/Satisfactory
- **C (60–66%)** – Satisfactory
- **C- (50–59%)** – Minimal Pass
- **F\* (Below 50%)** – Fail
- **IE (Insufficient Evidence)** – A student cannot complete a course with an **IE** grade. \* Assigned as a final grade should “IE” not be rectified by the student/parent as prescribed by the teacher by the end of the school year.
- **W (Withdrawn)** If less than 49% of the course has been completed, the student will receive a Withdrawn status.
- **SG (Standing Granted)** – Awarded when a student has completed sufficient work but has not met all course requirements for a grade.
- **TS (Transfer Standing)** – Used when a student transfers credits from another institution or learning environment, and the credit is granted but no grade is assigned.
- **RM (Rewriting Mark)** – Given when a student has been allowed to rewrite an exam, and the new mark is recorded.

## Testing

WCAS recognizes the importance of testing for the student and the school. With this in mind, WCAS participates in the following achievement tests and other tests as required from time to time:

- **FSA (Foundation Skills Assessment)** – Taken in the fall, Grade 4 and 7 FSA tests as designed by the Ministry of Education are required, and it is expected that all students who are residents of BC in the affected grades participate.
- **High School Literacy and Numeracy Assessments** - mandatory for graduating high school students who are residents of BC. WCAS will coordinate these assessments in the following manner:
  - The student will write exams at their local Seventh-day Adventist school in a supervised environment.
  - If no Seventh-day Adventist school is available, WCAS will arrange for the student to write the exam at a local high school.
  - If neither option is feasible, alternate arrangements will be made.

## Graduation Credit

Students earn graduation credit from Grades 10–12. During that time, they must accumulate a minimum of 80 credits, successfully complete required courses, and complete the Career-Life Education and Career-Life Connections requirements in order to earn the provincial Dogwood Diploma. Out-of-province students will receive a North American Division Certificate of Graduation instead of the Dogwood Diploma.

## Academic Honesty

**West Coast’s program is built on trust, as assignments are completed remotely without direct teacher supervision.** Parents are expected to supervise students during tests to ensure they only use materials and resources approved by the teacher. Students are also expected to submit work that is their own. Teachers will check for instances of plagiarism or evidence of AI-generated content. If cheating is discovered, the student will receive a zero for that assignment, and the teacher will address the issue with the student and their parent. The administration will also be notified. If cheating continues, the student may be withdrawn from all courses at WCAS and may not be allowed to re-register in the future.

## GRADES 10–12 ACADEMIC POLICIES

### Assignment & Assessment Retakes

WCAS teachers are committed to providing excellence in online education for all students. In the spirit of mastery-based learning, WCAS does offer students the opportunity to repeat assignments and assessments as necessary. However, the assessment procedure must ensure that the results are obtained fairly and accurately reflect the learner’s ability. For this reason, the following criteria must be met by the student for a student to apply for a retake on an assignment or assessment:

- The student’s grade on the assignment or assessment must be less than 73%, the assignment must be free of any teacher suspicion relating to plagiarism or academic dishonesty (refer to the Academic Honesty Policy),
- the student must have less than 80% overall in the given course,
- and the teacher must receive the retake request within five business days of receipt of the assessment or assignment results.

If the assignment or assessment meets the above requirements, the student may submit a request for a retake to the classroom teacher. The following policies will apply throughout the process:

- WCAS provides the opportunity for up to two resubmissions per assignment.
- WCAS provides the opportunity for one retake per unit test or major project. Students must submit the “WCAS Retake Application” form to be eligible to retake unit tests and major projects within five business days of receiving the initial mark.

The maximum grade a student can receive on a unit test or major project that has been retaken is 85%.

## Course Challenge Policy

In cases where full-time WCAS students have demonstrated competency in a given subject area, it is possible that students can request to challenge a course. Students who wish to challenge a course are responsible for providing documentation of learning that satisfies the Ministry of Education's curricular competencies. Contact with the adult who oversaw the learning (which cannot be only a parent) and the teacher assigning the grade will also need to be initiated and maintained by the student. Whether the curricular competencies have been satisfied will be at the teacher's discretion. The teacher may require additional proof of student learning. In this case, the student will not be assigned the grade until the requested documentation has been submitted. WCAS Students are not permitted to take Bible courses or any other Board Authority Authorized course as challenged credit. All WCAS full-time students are required to take Encounter (Bible) as a live class.

A student can challenge a course if they:

- Have not already challenged the course and received a passing grade, or completed the course through previous enrolment, or been granted equivalency for the course.
- Can give compelling evidence that they will succeed in the challenge.

## Course Challenge Process

The challenge process begins when it is determined that credit cannot be awarded through equivalency, and a student has provided compelling evidence that they will succeed in a challenge assessment.

To receive credit for a course that does not have a required exam, a student must:

- Obtain at least a C- (50% minimum) grade/score in the challenge course assessment. WCAS teachers and staff create a course assessment, typically consisting of a mid-term exam and a final exam in core academic courses. For certain electives, other criteria will be used to determine competency of the course curricular competencies, at the discretion of the course teacher.

To receive credit for a course that has a required exam, a student must:

- Complete the challenge process through the school and have a passing school percentage reported to the Ministry;
- Obtain a final mark in the course of at least a C- (50% minimum) based on the combination of the school mark (from the challenge) and the exam mark. The minimum passing score is the same as for students enrolled in the course.

## Course Withdrawal Policy

Students who enroll in a course are expected to do so with the intention of completing it within one year of the activation date. However, there may be circumstances where withdrawal is necessary.

### Before Course Activation

If a student withdraws before becoming active in a course, the course will be removed from the student's timetable and will not appear on the student's transcript.

### After Course Activation

If a student has become active in a course, the withdrawal will be recorded on the student's Ministry of Education Transcript of Grades.

### Final Grades Upon Withdrawal

Final grades are determined by the percentage of the course completed at the time of withdrawal:

- If less than **50%** of the course has been completed, the student will receive a **Withdrawn (W)**.

- If **50% or more** of the course has been completed, a **final grade will be issued**, even if the student withdraws. Any incomplete assignments will receive a mark of **0**.

Please note: once a student has completed 50% or more of a course, sufficient evidence of learning exists to issue a final grade.

### Requesting a Withdrawal

Students may request to withdraw from a course by emailing the office at [office@wcasdl.ca](mailto:office@wcasdl.ca). Requests will be reviewed in consultation with the course teacher.

### Administrative Withdrawals

A teacher or Grad Advisor may initiate a withdrawal in the following situations:

- The student has directly communicated a request to withdraw
- The student has been enrolled in the course for **one year or more** with no reasonable plan for completion
- The student has not responded to communication regarding coursework for **8 weeks or more**

In these cases, communication will be sent to the student (and family, where appropriate).

### Re-enrollment After Withdrawal

Students who withdraw from a course may not re-enroll in the same course until **two funding periods** have passed.

If a student later indicates a commitment to complete the course, administration may consult with the teacher to determine whether re-entry is appropriate.

## CODE OF CONDUCT FOR STUDENTS

We believe the home is the primary influence on children. We also believe home and school must share the responsibility for teaching children appropriate behaviour and social skills. This socialization process, that is, teaching children to relate positively with others and to understand the need for certain behaviours, is one of the more difficult aspects of parenting and teaching. Consequently, as parents do at home, teachers spend much time explaining the “whys” of this world. For example – why we don’t throw things, why we speak politely, why we don’t touch others’ property, why we show respect to others. By working together, we can increase the probability that students

will learn these skills, thus resulting in increased self-respect, respect for others, responsibility, and enhanced learning.

The West Coast Adventist School is a Christian school. We, therefore, look for those who attend to desire an education with this special emphasis. All are expected to abide by the standards of the school and conduct themselves as courteous Christian young people. Admission to the school is considered a privilege for those students who can appreciate its unique character and ideals. Digital citizenship is of utmost importance in a Distributed Learning environment. Any form of bullying (online or otherwise) will not be tolerated and will result in disciplinary action.

## Rights & Responsibilities

ALL MEMBERS of the WCAS community have the following rights:

- To learn and work in a safe environment
- To have their positive behaviour recognized
- To be protected for physical harm and verbal abuse
- To have their personal property protected
- To be treated with kindness and care
- To be provided with the best learning and work opportunities possible

Each TEACHER/SUPERVISOR, therefore, has the responsibility to:

- Provide a safe, Christian and supportive environment
- Treat students with respect and consideration
- Provide quality curriculum that reaches students
- Nurture positive relationships
- Understand, support, and follow the goals and procedures of the discipline policy

Each STUDENT, therefore, has the responsibility to:

- Understand, support and obey all home and school rules and graciously submit to correction when it is given
- Show respect to all members of their learning community
- Take responsibility for their own actions
- Care for one another and refrain from hurting each other by actions or words
- Actively engage in the learning process
- Demonstrate fairness and sportsmanship
- Show care for the property of others
- Maintain a clean, neat environment
- Complete daily class requirements/assignments

## Electronic Supervision & Internet Safety

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other information repositories. It also enables them to communicate with other Internet users worldwide. However, families should be aware that some material available online may contain illegal, defamatory, inaccurate, or potentially offensive content.

While the school's primary goal is to use the Internet for constructive educational purposes, students may sometimes encounter inappropriate materials. We believe that the benefits of Internet access—such as information resources and collaboration opportunities—outweigh the disadvantages when appropriate precautions are in place.

Parents and guardians play a crucial role in setting and conveying the standards their children should follow when using media and information sources. WCAS requires students to explore the Internet as part of its educational program. The school has implemented security measures, including login usernames and passwords, to keep D2L (Desire2Learn) safe and private for students.

To protect students' privacy:

- Any content posted on D2L, the school website, or social media will not include students' backgrounds, private information, or location details.
- Students' names/photos will not be posted without parental permission.
- Personal information shared within **D2L** is strictly for WCAS use and will not be shared with other students or individuals outside the immediate family.

These measures ensure a safer and more secure online learning experience for all students.

The safety of students is a top priority for WCAS. Ensuring online safety is a shared responsibility between WCAS, parents, and students. The school and its staff work collaboratively with students and parents to minimize risks and promote responsible Internet use.

Students are expected to follow these guidelines:

- Use the Internet only with permission from your teacher, parent, or guardian.
- Verify information—not everything you find online is true.
- Avoid advertisements—do not click on ads or commercial links.
- Tell an adult if you feel uncomfortable about something you see or read online.
- Keep personal information private—never share your name, address, phone number, or other personal details online.
- Don't talk to strangers online—only communicate with people you know.

- Be careful with online games or social media—make sure you have permission to use them and always follow the rules.

## Responsibilities & Ethical Use

Students are expected to use technology responsibly and ethically. The following guidelines must be followed:

- **Never log in as someone else.** Always use your own login and password.
- **Do your own work.** Assignments and tasks should be completed by you, not copied from others.
- **Be kind and respectful**—treat others as you would like to be treated online. Do not engage in hurtful behavior, such as bullying or spreading rumors.
- **Respect others' work**—always ask for permission before using someone else's pictures, videos, or writing.
- **Use technology to learn, not just for fun**—technology should help you grow and learn new things.
- **Keep your password safe**—don't share it with anyone except for trusted adults.
- **Be careful with your digital footprint**—what you post online might stay there forever, so think before you share.

By following these guidelines, students contribute to a safe, fair, and ethical digital learning environment.

## Online Class Behaviour

Since our online class time together is limited, it's essential that all students cooperate to create a positive and productive learning environment for everyone. The following expectations are for WCAS students participating in live classes:

### General Classroom Etiquette

- **Be prepared** by completing any pre-class activities and having all necessary materials ready.
- **Ensure a quiet learning environment**, free of distractions, to maintain focus.
- **Arrive on time** or enter quietly if late to minimize disruptions.
- **Use their first name** for participant identification in Zoom.
- **Follow the teacher's guidelines** on when to speak and when to listen.
- **Respect others' speaking time** by allowing everyone a chance to contribute and avoid dominating the conversation.

- **Avoid interrupting** the teacher or fellow students.
- **Mute microphones unless speaking** to reduce background noise.
- **Contribute relevant, positive comments** that support and encourage others in their learning.

### Chat Box Etiquette

- **Use positive and respectful language** that reflects the Christian atmosphere and contributes to constructive discussion.
- **Use the chat box for questions** that can be addressed later to avoid interrupting ongoing conversations.
- **Keep chat comments relevant** to the current discussion and avoid off-topic remarks.
- **Limit use of graphics** to those that support learning and avoid distractions.
- **Practice cyber etiquette**, including avoiding using all caps, which can be interpreted as shouting.

### Video Camera Etiquette

- **Keep their cameras on** during live classes unless otherwise instructed by the teacher.
- **Ensure their full face is visible** during class and remain present unless granted permission to step away.
- **Stay stationary** during class to avoid distracting other students.
- **Refrain from bringing objects into the camera view** unless directed by the teacher.
- **Avoid behavior that could be interpreted as disrespectful, distracting, or unsafe** on camera.

**WCAS reserves the right to remove a student from the live class at any time** if behavior does not align with these expectations. Further disciplinary action will be taken if a student's actions disrupt the class or violate the live class protocol.

## Discipline Policy

The West Coast School Board upholds the discipline policy of the British Columbia Conference of the Seventh-day Adventist Church. Classroom control and discipline will be maintained. Insubordination will not be tolerated, nor harassment/bullying of other online students. The teacher will implement the following guidelines in case of an infraction:

1. The child will be removed from the classroom, and parents will be notified.
2. A parent/teacher conference will be held before re-entering the class.

3. If problems are not resolved, additional steps involving the Discipline Committee of the School Board may be necessary.
4. Policy dictates that a teacher may suspend a student and that the School Board may find it necessary to expel a student.

## Suspensions

A student may be suspended from a class by a teacher or from school by the principal for the following reasons:

- Gross insubordination
- Persistent violation of school regulations
- Disruptive behaviour to the school or class program
- Bullying or harassment of another person

## Dismissal & Withdrawal

The Administration is authorized to dismiss a student. Due to the unique nature of the West Coast program, it may become evident that the program is not the best fit for some students.

With the school board's support, the principal has the authority to dismiss students who fall behind in coursework, attendance, or both at any point during the academic year. Timely and active participation during scheduled class periods is a requirement at West Coast. Students who are unable or unwilling to meet these expectations will be asked to withdraw.

Dismissal decisions will only be made following a conference between the parent/guardian, student, and Administration.

## Parent Appeal Procedure

Should a student or parent disagree with the disciplinary actions or other decisions of a teacher, principal, or teacher's aide of the West Coast Adventist School, the following is the procedure for appealing those decisions or actions.

Try to resolve the problem by discussion at the lowest level of authority. It is essential to follow the steps of this procedure to give the administration ample opportunity to resolve the situation appropriately, to provide a teacher time to make any necessary changes, and the parent time to evaluate the situation. The following is the sequence of successive levels of authority:

1. Supervisor
2. Teacher
3. Vice-Principal
4. Principal
5. School Board – Should a parent or student desire, they may request, in writing, the opportunity to present their appeal of a decision or action in writing or personal attendance at the next meeting of the School Board or a specially called board meeting.
6. Personnel of the Office of Education of the Seventh-day Adventist Church (SDABC) may be invited to meet with the parent, student, and School Board on such occasions.

## **SAFETY & EMERGENCY PROTOCOLS**

### **Harassment and Bullying Prevention Policy**

The safety and well-being of children in Adventist schools are of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. Therefore, all Seventh-day Adventist Church, BC Conference (SDABC) schools will ensure that children attending these schools experience a learning environment where they feel safe, accepted, and respected.

SDABC schools will continuously develop strategies to help students feel valued, respected, and connected within the school community. This includes protecting students' physical safety, social connectedness, and inclusiveness, as well as safeguarding them from all forms of bullying—regardless of gender, race, culture, religion, sexual orientation, or gender identity and expression—while remaining consistent with the Seventh-day Adventist faith-values, cultural perspective, and philosophical values.

Any student engaging in hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening, or violent behavior against any individual or group based on gender, race, culture, religion, sexual orientation, or gender identity and expression, threatens the safety and well-being of students. These behaviors may occur at school, during a school-related activity, or in any other circumstances where they impact the school environment.

Such activities will be immediately subject to disciplinary review, which may include consultation with parents and legal authorities. A student's age, personal needs, and mitigating circumstances will be considered in this review, and every reasonable effort to educate and remediate will be explored. However, ensuring every student's safety, social connectedness, and protection from bullying will remain the highest priority. Major behavioral infractions may result in removal from enrollment at an SDABC school and referral to law enforcement.

SDABC schools and the authority will take all reasonable steps to prevent retaliation against a student who has made a complaint concerning a breach of this policy.

## Fire Drills

Parents are responsible for ensuring that both they and their child(ren) are familiar with proper home evacuation procedures. Every student learning at home should have a designated meeting area outside in case of a fire, and families are encouraged to conduct fire drills once per term.

Students attending a **learning center** must participate in fire drills with their supervisors.

### Home Fire Drill Procedures

1. When the smoke alarm sounds, all household members should immediately stop what they are doing and move calmly toward the nearest safe exit.
2. The first person to reach the exit door should hold it open until everyone has safely exited.
3. If safe to do so, close all windows and turn off lights and appliances before leaving.
4. A responsible adult should check that the planned escape route is clear. If not, use a pre-determined alternate exit.
5. Everyone should gather at the designated meeting spot outside, away from the home.
6. A responsible adult or older sibling should take a headcount to ensure everyone is accounted for.
7. If someone is in another part of the house, they should exit through the nearest safe door and meet at the designated meeting spot.
8. Never re-enter the home until an adult confirms it is safe or emergency responders give the all-clear.

The information provided is for general awareness only and does not replace professional fire safety advice. Parents/guardians are solely responsible for ensuring their home fire safety plans meet local regulations and their family's specific needs.

## Earthquake Drills

Earthquakes can occur suddenly and without warning. Taking immediate life-protecting actions at the first sign of an earthquake is essential. Research shows that injuries are most often caused by falling or shifting objects rather than building collapse. Regular earthquake drills are a critical part of preparedness.

The school participates in the **Great ShakeOut BC**, a province-wide earthquake drill held annually to help prepare students and staff for an earthquake. Families are encouraged to conduct at least two earthquake drills per year. The following response plan provides general safety recommendations in the event of an earthquake:

### Home Earthquake Drill Procedures

1. **Drop, Cover, and Hold On** – Students should immediately drop to their knees under a sturdy desk or table, turn their backs to windows, and assume the earthquake safety position:
  - Knees and elbows on the ground.
  - Hands clasped behind the neck or head covered with a book or jacket.
  - Count aloud to 60, as most earthquakes last less than a minute. Counting helps remain calm.
2. **If Outside** – Move away from buildings, trees, and power lines to a clear, open space.
3. **Avoid Hazards** – Stay clear of potential dangers, such as broken electrical, gas, or water lines.
4. **Wait for Instructions** – Remain in place until shaking stops and follow a pre-established evacuation plan to a designated safe area.

These guidelines are provided as general safety recommendations. Parents/guardians are responsible for creating and practicing an earthquake safety plan that best suits their family's needs and home environment.

## Transportation & Field Trips

**Volunteer policy:** All volunteers working with children regularly must have a completed Criminal Record Check. Occasional volunteers, such as drivers for field trips, must be well-known to the organization and complete a Statutory Declaration form – available from the Office of Education SDABC.

**Driver policy:** Anyone driving students must have the following filed with the office: a copy of their car insurance showing a minimum of \$3,000,000 coverage and a driver's abstract showing their driving record.

## School Insurance

Basic minimum 24-hour accident coverage is included upon enrolling in the distributed learning school.

## Accidents

In the event of an accident, every effort will be made to contact the parent/guardian immediately. When necessary, medical attention will be sought to ensure the student's well-being.

## Child Abuse Policy

In the event of suspected child abuse and/or neglect, the West Coast Adventist School staff member learning of or suspecting abuse and/or neglect will contact one or more of the following agencies: Ministry of Children and Family Development (MCFD), the Delegated Aboriginal Child and Family Services Agencies, the Police if the child is in immediate danger and/or when a criminal offense is suspected. In addition, the staff member also needs to contact the principal or Conference superintendent.

Contact	Phone Number	Additional Info
Ministry of Children & Family Development (local office)		Open Monday to Friday, 8:30 am – 4:30 pm <a href="#">Ministry of Children and Family Development - Province of British Columbia</a>
Aboriginal Child & Family Service Agency	location dependent	<u>Contact - FVACFSS</u>
MCFD After Hours	1-800-663-9122	
Police (local)	location dependent	Emergency situation: 911
Principal	1-877-853-5053	Appointed School Official: Erin Sutherland
OE Superintendent	1-604-853-5451 ext. 320	Alternate Appointed School Official: Cathy Domke

## Substance Use Policy

The West Coast Online School will follow the BC Conference of the Seventh-day Adventist Church brick-and-mortar policies regarding Tobacco and Vapour Products.

West Coast Adventist Online School is committed to the health and safety of students. We recognize that the use of drugs, tobacco, vaping products, alcohol, and certain medications can have serious effects on students and the learning environment. Accordingly, our school is committed to preventing substance use and impairment at all times during school hours. Policy strictly prohibits students from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs, tobacco, vaping products, or alcohol during school hours and at school events.

## Personal Information & Privacy Policy

West Coast Adventist School (WCAS) is responsible for safeguarding all student personal information. The school ensures that all data is handled appropriately, stored securely, and not disclosed outside of the school's jurisdiction, except as required by law. Student records are maintained in compliance with the Ministry of Education's publication *Student Records: Requirements and Best Practice Guidelines for Independent Schools*.

You may contact the Privacy Officer of West Coast Adventist School as follows:

- Erin Sutherland
- 1-877-853-5053
- [principal@wcasdl.ca](mailto:principal@wcasdl.ca)

In addition, WCAS adheres to the privacy guidelines outlined by the Seventh-day Adventist Office of Education, specifically the *Personal Information Privacy Policy for Education Parents and Students of the Seventh-day Adventist Schools (BC Conference)*, to further protect the privacy and confidentiality of student information.