



Parent and Student Handbook | 2023-2024 School Year

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ABOUT WEST COAST ADVENTIST DL SCHOOL

HISTORY

Founded in 2006, West Coast Adventist School is part of the Seventh-day Adventist educational system. This educational system is the largest protestant education system in the world and has existed for over a century. We draw on this experience and combine that with new technology to enable us to bring you Adventist Christian education no matter where you live in British Columbia or the world. Given the SDA education philosophy of recognizing the role of parents as the primary educators of their children, this school could be a natural fit. For SDA parents, many of whom want an Adventist component in their home educational program, it makes sense that the Distributed Learning option be offered.

We are pleased to be offering the Kindergarten to Grade 12 programs. These programs are fully accredited by the British Columbia Ministry of Education.

As of 2022, WCAS is an approved Provincial Online Learning Provider, meaning we can provide online learning to students in any district within British Columbia.

What Makes Us Different?

Christian – Is it important for your children to learn in a religious environment and be able to use Adventist Christian curriculum resources in your DL program? If so, you will want to enrol them in a Seventh-day Adventist DL school. Public school DL programs must be secular.

Direct – Each learner is provided with direct access to their teacher, who administers and evaluates the learner's educational journey. We also recognize the vital role parents play in our learning equation. Students can contact the teacher via phone, e-mail, or direct online tutoring.

Live – With the WCAS program, students will participate in live classes with other students while the teacher instructs them. The number of live meetings will vary. Students in the primary and elementary grades meet twice a week in a live class with the teacher, while high school students meet for live classes daily.

West Coast Adventist School will provide quality, personalized distance learning based on the student's needs. We will encourage and motivate the student to reach their full potential academically, spiritually, emotionally, and physically.

THE SCHOOL

Mission Statement

Our mission at West Coast Adventist School is to provide the highest quality Adventist Christian education in a Distributed Learning environment.

Philosophy, Purpose and Objectives

We believe that all true wisdom and knowledge come from God, the Creator and sustainer of the entire universe and the source of knowledge and wisdom. In His image, God created man perfect. Because of sin, man lost his original estate.

Through the harmonious development of the physical, the mental, and the spiritual powers, and by perfecting faith in Christ, Christian education restores in us the image of God, nurtures in us a dedication to work with God on earth, develops in us a willingness to serve others, and prepares us for the higher joy of eternal life.

We accept divine revelation as the guiding principle of our philosophy of education. We believe that teachers are servants of God and that students are children of God. We operate our school to ensure that our youth may receive a balanced physical, mental, moral, and social education in harmony with Christian standards and ideals, with God as the Source of all moral value and truth. The specific objectives of the school are as follows:

1. **Spiritual**—To encourage and help students to have a personal relationship with Jesus Christ, a true knowledge of God, and a desire to do His will.
2. **Mental** – To help students develop habits of accuracy, diligence, and sound judgment based on Christian principles and provide academic training in various subjects, which allow students to move successfully to other learning institutions. To help students know how to learn as well as how to speak, read, write, and compute.
3. **Social**—To help students develop a desirable personality while learning to value, respect and relate to others in loving and considerate ways. The school wants to produce young people with sound interpersonal skills who can contribute to social progress, fairness and justice and make a difference in the next generation.
4. **Physical**—To teach and encourage students to develop a healthy lifestyle, enabling them to enjoy personal health so that they can be of service to God and man.

Parent/Teacher Relationship

We encourage parental involvement at our school. The success of the school depends upon cooperation between parents and teachers. Parents are encouraged to maintain an interest in their child's education, and the teacher will be available to discuss the student's progress.

Administration

West Coast Adventist School is a distributed learning institution offering grades Kindergarten through twelve. The Seventh-day Adventist Church in British Columbia owns the school. The school board is composed of the officers of the Office of Education, SDABC and representation from the K-12 Board of Education, WCAS Administration and the constituency.

The Ministry of Education, through the Independent School branch, ensures that standards are maintained in educational programs, staff qualifications and facilities. The Federation of Independent School Associations (FISA) acts as a liaison between the government and the various Independent School groups that work with the government and other groups to promote support of independent schools. The Administration of the West Coast Adventist School is designed to ensure that:

1. *The stated philosophy is upheld.*
2. *The parents' concerns regarding their children's education are fully expressed and meet with this philosophy.*
3. *WCAS meets the requirements of the Independent Schools Branch of the British Columbia Ministry of Education.*

Personal Information & Privacy Policy

WCAS is responsible for all student's private information and will ensure that it is handled properly, that it will not give access to or disclose any information outside of the school's jurisdiction and will store all student records in a safe environment in compliance with the Ministry of Education publication entitled, "Student Records: Requirements and Best Practice Guidelines for Independent Schools."

WCAS follows the guidelines outlined by the Seventh-day Adventist Office of Education in the policy entitled "Personal Information Privacy Policy for Education Parents and Students of the Seventh-day Adventist Schools (BC Conference)."

ADMISSION

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. Completing and signing the Student Application Form, indicating they have read, understood and are in agreement with the policies and regulations of this school.*
- 2. Accepting responsibility for conferences with teachers and students when the situation warrants.*
- 3. Accepting responsibility for making sure that logs and other communication with the teacher is taking place.*

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. Endeavoring to demonstrate commitment by effort and work.*
- 3. Honesty in assignments or reporting activities.*
- 4. Ethically using the Internet and WCAS website.*

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

1. Complete the registration form package and submit it with a photocopy of the original birth certificate and BC CareCard:

West Coast Adventist School
 Box 1000
 1626 McCallum Road
 Abbotsford, BC V2S 4P5
office@wcasdl.ca

2. A student entering Kindergarten must be 5 years of age before Dec. 30, and a student entering Grade One must be 6 by the same date.

3. Parents/guardians must sign the application forms giving their approval for the student to attend.

Students with Special Needs: The resources of WCAS are limited in terms of what can be offered in the way of learning assistance. Students who require learning assistance will only be enrolled if there are adequate resources for the child.

Resource Funding

The WCAS financial plan is provided to offset the cost of what would be typically provided to a student in a brick and mortar school program. Under that general guideline, WCAS will cover the costs of learning materials necessary to implement the student-learning plan.

Costs include:

- 1. Paper-based and/or computer-based learning resources*
- 2. Administration materials (teacher guides, etc.)*
- 3. Lessons, and/or programs directly related to course outcomes*
- 4. Tutoring*
- 5. Any other costs that directly relates to the student's learning plan.*

While athletic program instruction costs (e.g. gymnastics) may be covered, season or day passes for skiing, etc., will not be covered. Stationary supplies will not be covered.

Resource Funding Conditions

WCAS will deal with third parties to provide educational services, materials, educational resources, or supplies. WCAS will not pay funds directly to students or the parents of students.

Unused funds will not be carried over into the next academic year, nor can they be used to cover the purchase of resources intended for use in the following year.

Resource funds will be prorated based on full-time enrollment and the percentage of registration payment. If students leave the program during the school year for any reason, the program's cost will be prorated, and WCAS will charge that amount to the parent, and any borrowed resources or equipment must be purchased or returned.

Third-party services are ideal for assisting students with meeting curricular outcomes in non-core areas such as Fine Arts, Physical Education, and Applied Skills. These services offer practical, hands-on instruction in areas such as music, dance, horseback riding, judo, skiing, woodworking, and welding. They support the delivery of DL programming, focusing on ongoing instructional needs that can't be easily met through WCAS. This allocation is not meant to cover equipment costs like saddles, weight sets, skis, or hockey gear.

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		\$0

* Maximum funding requires full-time enrollment. Full Time for grades 10-12 students requires enrollment in at least 6 courses during a school year.

** Resource Fund amount will be prorated based on date of enrollment.

Books

All materials a student would need to complete any course taken through WCAS are available digitally, except for consumable math workbooks for Grades K-8.

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. The Seventh-day Adventist, North American Division Department of Education, oversees the use of Reading, Bible, and Science/Health materials. 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/>

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 will 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 attend their community's local Seventh-day Adventist school to write their exams in a supervised environment.
 - If there is no Seventh-day Adventist school in their community, WCAS will make arrangements with a local high school in their community for them to write the exam at that high school.
 - Alternate arrangements will be made with the student should neither of these options be feasible.

Academic Honesty

West Coast's program is based on an element of trust, as assignments are completed at a distance without the teacher providing direct supervision. When taking a test, parents are expected to provide supervision to ensure the students use only the materials and resources the teacher expects. Work handed in is also expected to be the student's work. Teachers check to see if student work has been copied from other sources and if there is evidence of AI writing. In cases where the teacher finds that cheating has been taking place, the student will receive no grade for that assignment, will address the issue with the student and the parent, and will notify the administration this has happened. If there are recurrences of this practice, the student will be withdrawn from all courses with WCAS and may not be allowed to re-register with the school in the future.

Assignment & Assessment Retakes

WCAS teachers are committed to providing excellence in DL 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 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 given 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 generally consisting of a mid-term exam and a final exam in core academic courses. In 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, and
- Write the provincial exam at one of the scheduled exam times set by the Ministry; and
- Obtain a final mark in the course of at least a C- (50% minimum) based on the combination of school mark (based on the challenge) and 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 should do so with the intention of completing it within a year of the active date. However, there may be times when it becomes necessary for a student to withdraw from a course for various personal or academic reasons. If this happens before the student becomes active in the course, WCAS will remove the course from the student's timetable and will not be posted to the student's transcript. However, in a case where the student is already active in a course, the course will be posted as "Withdrawn" (noted by a "W") on the student's Ministry of Education Transcript of Grades.

****Please note that if you withdraw from a WCAS course, you cannot retake the course until two funding periods have passed. You can check with the office on when that might be.****

Students can request to be withdrawn from a course by emailing the WCAS office manager (office@wcasdl.ca). This request will be forwarded to the course teacher for consultation and confirmation. If students have completed more than 80 percent of the course as determined by the teacher, students will not be permitted to withdraw. Students will be given the opportunity in those cases to choose one of the two options:

- Complete the remainder of the course, including any requested proctored or final exams
- Take a 'zero' for any remaining outstanding assignments or proctored exams and a final grade will be submitted by WCAS.

Teachers or Grad Advisors can request that a student be withdrawn from a course in the following cases:

- Students communicate directly the request to be withdrawn.
- Students have been enrolled in the course for a year or more; no plan to complete it is in sight. Communication must be sent to the student, as well.
- Student has not responded to communication about coursework for more than 8 weeks.

Please note that the withdrawal policy (being unable to start a course again for a minimum of 2 funding periods) also applies in these situations. As such, if a student confirms an intention to complete the remainder of the course, the administration will contact the teacher to confirm re-opening the student's course.

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.

Grading System

In keeping with the Ministry guidelines for reporting student progress, WCAS reports progress differently at various grade levels.

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

- Emerging, Developing, Proficient, Extending

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 demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.
The student works with ongoing support.	The student works with some support.	The student works independently.	The student works independently and can support the learning of others.

WCAS will use the performance scale to show progress in all subject areas and core competencies.

Criterion-referenced letter grades in **Grades 10 to 12** indicate students' level of performance in relation to the prescribed learning outcomes set out in provincial curriculum guides for each subject or course and grade and the learning outcomes for board-authorized courses and independent directed studies. Letter grades must be included on report cards in Grades 10 to 12. Below are the various standard sets and criteria for assigning letter grades at the high school level:

Letter grade	Percentage range	Definition
A	86–100	The student demonstrates excellent or outstanding learning in relation to the learning standards.
B	73–85	The student demonstrates very good learning in relation to the learning standards.
C+	67–72	The student demonstrates good learning in relation to the learning standards.
C	60–66	The student demonstrates satisfactory learning in relation to the learning standards.
C–	50–59	The student demonstrates minimally acceptable learning in relation to the learning standards.
F	0–49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning standards. Prior to assigning an F, it is important students, parents, and caregivers are made aware of any concerns and given a chance to address the needs of the student.
SG	N/A	Standing Granted: Although completion of normal requirements is not possible, sufficient evidence of learning has been demonstrated to warrant, consistent with the best interests of the student, the granting of standing for the area of learning and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry, or early leaving, but may only be granted by an adjudication process authorized by the principal, vice-principal, or director of instruction in charge of a school.
TS	N/A	Transfer Standing: May be granted by the principal, vice-principal, or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the <i>School Act</i> . Alternatively, the principal, vice-principal, or director of instruction in charge of a school may assign a proficiency scale indicator or letter grade and percentage on the basis of an examination of those records.
IE	N/A	Insufficient Evidence: The student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the learning standards.

SG	Standing Granted. Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice-principal or director of instruction in charge of the school. Standing Granted may not be used for the Graduation Transitions or for a course with a required Graduation Program Examination.
TS	Transfer Standing. May be granted by the principal, vice-principal, or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the <i>School Act</i> . Alternatively, the principal, vice-principal, or director of instruction in charge of a school may assign a letter grade on the basis of an examination of those records. Transfer Standing may not be used for the Graduation Transitions.
RM	Requirement Met. The student has met the learning outcomes set out in the "Program Guide for Graduation Transitions". Requirement met may only be used for Graduation Transitions.

GENERAL INFORMATION

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.

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 Policy

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and exchange personal communication with other Internet users worldwide. Families should be aware that some material accessible via the Internet might contain illegal, defamatory, inaccurate, or potentially offensive items. Unfortunately, while the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages when the appropriate precautions are taken. Parents and guardians are responsible for setting and conveying the standards their child(ren) should follow when using media and information sources. WCAS 's program requires that students explore the Internet. The school, through login usernames and passwords, has tried to keep the Website safe and private for the students. Anything posted to the Website will not bear names, backgrounds, private info, or place names of students. The personal information of students using the Website is for the strict use of WCAS and will not be shared with another student or persons not connected to the immediate family.

Internet

The safety of students is a very high priority for WCAS, and ensuring that safety is the joint responsibility of WCAS, parents and the student: the school and its staff endeavour to work with students and parents to reduce and minimize student risk.

We follow The following guidelines:

- Use the Internet only when your supervisor permits.
- Information found on the Internet is not always true.
- Some Internet pages contain commercials or ads- do not click on commercial or ad links.
- Be a good online citizen and do nothing that hurts others or is against the law.

Responsibilities & Ethical Use

- Never log in as someone else.
- Tell an adult immediately if you encounter any information that makes you uncomfortable.
- All work completed using technology resources must be your own.
- Do not participate in online activities that will hurt yourself or others.
- Information on TV, video, and computers is likely someone else's property. Copy this information only with permission.

School Insurance

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

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 \$2,000,000 coverage and a driver's abstract showing their driving record.

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.

Citizenship

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.

Online Class Behaviour

WCAS provides live classes as an opportunity for students to learn while engaging with each other and their classroom teachers. Since our time together is limited, it is very important that all students cooperate in a way that establishes a productive learning environment for all members of the class. The following are the expectations for WCAS students wishing to participate in live class:

Classroom Etiquette

Students will...

- Be prepared with pre-class activities completed and necessary materials ready to learn.
- Ensure their environment is quiet and conducive to learning, avoiding background activity if possible.
- Arrive on time or enter quietly if late.
- Use their first name for participant identification in Zoom.
- Adhere to teacher guidelines regarding when to speak and when to listen.
- Allow others to speak and avoid dominating class discussions.
- Avoid interrupting the teacher or fellow students.
- Unless speaking, keep their microphones muted.
- Provide relevant comments that lift up others and encourage learning.

Students will...

Chat Box Behaviour

- Use language that uplifts others, reflects the Christian atmosphere, and positively contributes to class discussion.
- Use the chat box to ask questions that need to be addressed later to avoid interrupting others.
- Avoid interrupting the class with comments that do not apply to the discussion.
- Only use graphics that are relevant to learning and are not a distraction.
- Use cyber etiquette while writing comments (for instance, avoid using caps, as it indicates the writer is yelling).

Video Camera Behaviour

- The camera is always to be turned on during live classes unless otherwise instructed by the teacher.
- Ensure that their entire faces are visible during live class and that they are present during live class unless they have been given permission to step away by the teacher.
- Remain stationary during class to avoid distracting other class members.
- Refrain from bringing objects into the line of sight of other class members unless instructed by the teacher.
- Avoid demonstrating any behaviour that may be interpreted as disrespectful, distracting, or unsafe on camera.

WCAS reserves the right to remove a student from live class at anytime. Further disciplinary action will be pursued in a case where a student's behaviour is inconsistent with the above 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.*

Daily Schedule

For students registered in Grades K-8, school hours outside of the live class schedule are flexible. This flexibility makes distributed learning a unique experience. For students in the live Grade 9-12 program, a daily timetable of classes is provided, indicating when the student should be present in the online classroom for instruction.

Role of the Parent

By enrolling your child in the WCAS program, you agree to the following:

- Your child's teacher is responsible for the learning program and will collaborate with you to develop your child's learning plan, including course/unit outlines, description of instructional strategies and program implementation;
- You and your child must meet on Zoom with your teacher several times during the school year/as needed.
- Your child's educational progress will be regularly reported to WCAS for assessment by a West Coast teacher, and this will require you to support and assist with the gathering, recording and documentation of student achievement through tests, work samples (Guidelines in courses);
- Your child must undertake standardized testing, which includes participation in the Ministry Foundation Skills Assessment in grades 4 and 7;
- Your child must have access to a computer, printer and internet connectivity.

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. The West Coast program's unique nature may lead to the realization that it isn't the optimal fit for some students. With the school board's support, the principal retains the authority to dismiss students who fall behind in coursework, attendance, or both at any point in the academic year. Timely and active participation during scheduled class periods is a prerequisite at West Coast. Students unable or unwilling to adhere to these expectations will be asked to withdraw.

Parents/guardians are encouraged to exemplify punctuality and responsibility.

This will only be done with a conference between parent/guardian, student and the Administration.

Parent Appeal Procedure

Should a student or parent disagree with the disciplinary actions or other decisions of a teacher/principal/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 that enables every child to feel safe, accepted and respected.

SDABC schools will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the student's physical safety, social connectedness, and inclusiveness, as well as protection from all forms of bullying, regardless of their 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 activities that promote hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviour against any individual or group because of their gender, race, culture, religion, sexual orientation or gender identity and expression threatens the safety and wellbeing of students. These behaviours may occur at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school environment. These aforementioned activities will immediately become subject to disciplinary review, which may include consultation with parents and legal authorities. A student's age, unique personal needs and mitigating circumstances will be considered in such a review, and every sensible option to educate and remediate will be explored. However, protecting every student's physical safety, social connectedness, and inclusiveness, as protection from all forms of bullying, will be the highest priority. Major behavioural infractions such as these 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 by a person against a student who has made a complaint concerning a breach of this policy.

Fire Drills

It is the responsibility of parents to acquaint themselves and their child(ren) with the proper home evacuation procedures. All students learning at home should have a planned meeting area outside the house in case of fire. Families should hold fire drills once a quarter. Students who attend one of WCAS's learning centers must practice Fire drills with their supervisors. The following procedure is recommended:

1. *When the alarm sounds, all students stand and calmly walk in single file to the nearest appropriate exit.*

2. *The first student will hold it open through the exit door until everyone exits.*
3. *All windows are closed, and the Teacher's Assistant turns off lights and equipment.*
4. *The Teacher surveys the building to verify that the prescribed exit route is safe and, if not, determines the use of a safe alternate way.*
5. *All students assemble in the pre-designated area.*
6. *The teacher takes attendance to ensure that all students are accounted for.*
7. *Students in other areas of the building should exit through the nearest door and walk around the outside of the building to join their class in the designated place.*
8. *Teacher assistant(s) will direct the class back into the school after the all-clear is given.*

Earthquake Drills

Earthquakes occur suddenly, without any warning. Life-protecting actions must be taken at the earliest indication of the earth's shifting. It has been noted that buildings rarely collapse and that shattering or falling non-structural objects most often cause injury and death. Earthquake drills are the most critical preparedness measure available. Families should hold at least two earthquake evacuation drills a year. The following response plan has been developed for use in the event of an earthquake:

1. *Students drop to their knees under their desks, tables, etc., turn their backs to the windows, and assume the earthquake safety position on their knees and elbows, with their hands clasped behind their necks or heads covered with a book or jacket. Count aloud to 60; earthquakes rarely last longer than 60 seconds, and counting is calming.*
2. *Students who are outside should move away from the building.*
3. *Avoid all possible broken electrical, gas or water lines.*
4. *All students should remain in their respective areas and await further instructions from the person in charge to move to the outdoor evacuation area.*

Child Abuse Policy

Child abuse is a severe problem. It is morally and legally wrong. Its impact can last a lifetime and even extend to future generations. Anyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused, or sexually exploited by a parent or other person or needs protection in the circumstances described in sections 13(d) to (k) of the Child, Family and Community Service Act, is legally responsible, under section 14 of that act, to report promptly to a child protection social worker. In British Columbia, a child is anyone under the age of 19. Knowing this, West Coast Adventist School will follow protocols outlined in the booklet [Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse](#) when responding to child abuse and neglect situations.