

## Student Handbook

*Updated: August 2022*

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# Cariboo Adventist Academy

*Developing Children Mentally, Spiritually, and Physically*

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## **ABOUT CAA**

Cariboo Adventist Academy (CAA) is a coeducational day school, Kindergarten to Grade 12, situated in Williams Lake, BC. It is operated by the Seventh-Day Adventist Churches of the Williams Lake area in conjunction with the SDA Church of British Columbia.

The school was established in 1961. It has been located at its present site since 1971. Since 1979, Cariboo Adventist Academy has graduated students from a full secondary program. Facilities consist of two buildings, a classroom complex, first opened in 1971, and a gymnasium/classroom complex opened in 1987.

The school is governed by a Board of Trustees composed of elected members from the constituent Seven-Day Adventist churches.

The school is operated primarily for Seventh-Day Adventist children in the Cariboo area, but all students who desire a Christian education are welcome.

CAA is accredited by the Board of Regents of the General Conference of Seventh Day Adventist and is classified as a Group 1 school (Kindergarten to Grade 12) under the BC Independent School Act. For further information write or call:

Principal  
Cariboo Adventist Academy  
1405 South Lakeside Drive  
Williams Lake, BC  
V2G 3A7  
Phone (250) 392-4741  
Fax (250) 392-65-83

## **CAA MISSION STATEMENT**

The total program at Cariboo Adventist Academy is designed to guide the student in developing a meaningful, personal relationship with God, church, country, community, family, and self, while harmoniously developing their physical, mental, social, and spiritual abilities as lifelong learners.

## CARIBOO ADVENTIST ACADEMY STAFF

### Administration

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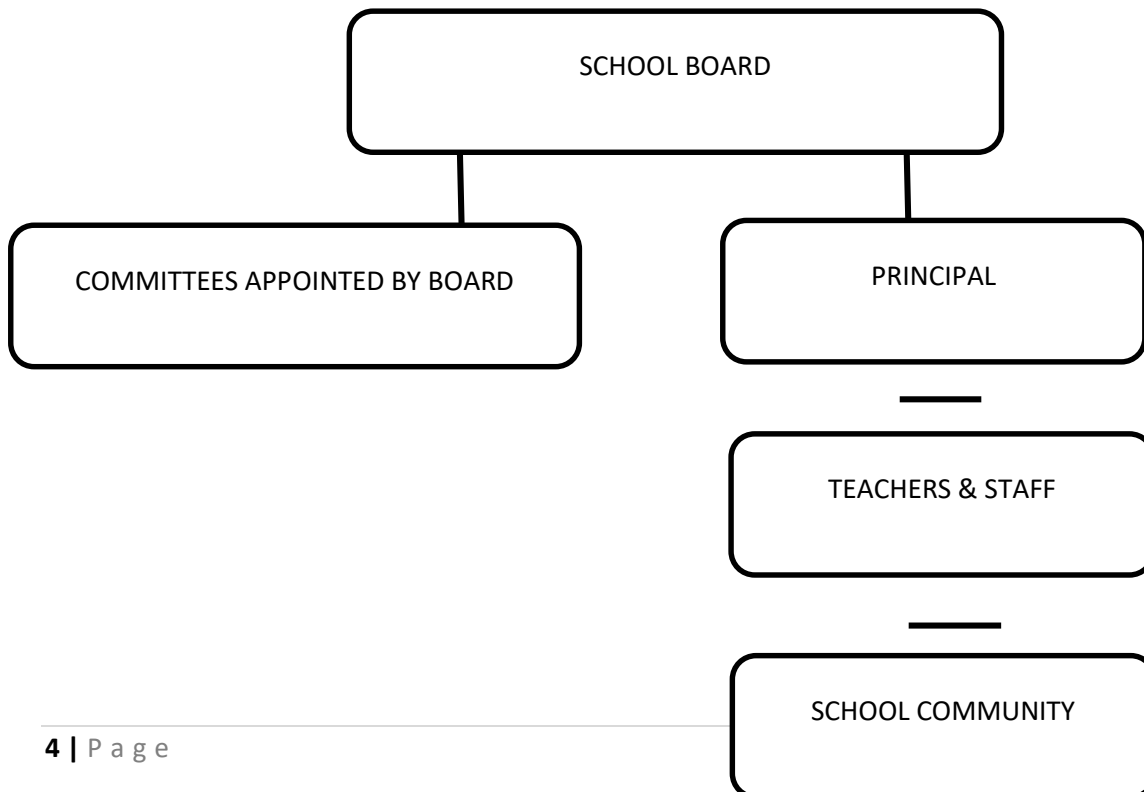
Mrs. Deepa Moore..... Principal  
 Mrs. Miriam Silveira..... Office Administrative Assistant  
 Mrs. Louise Smith..... Business Manager/Librarian

### Teachers/Educational Assistants

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Mrs. Lisa Brucks..... Kindergarten/Grade 1 Teacher  
 Ms. Rosie Oabel..... Grade 2/3 Teacher  
 Mrs. Janice Harford..... Grade 4/5 Teacher  
 Mr. Kevin McCarty..... Grade 6/7 Teacher  
 Mrs. Cory Hanson..... Educational Assistant  
 Mrs. Julie McPherson..... Educational Assistant  
 Mrs. Irine Peasgood..... Educational Assistant  
 Mr. Richard Gray ..... Work Experience Coordinator  
 Mr. Jayden Brucks ..... High School Teacher  
 Mrs. Julia Brucks ..... High School Teacher  
 Ms. Meryl Carey..... High School Teacher  
 Mr. Morghin Small..... High School Teacher  
 Mr. Adam Pardy..... High School Teacher  
 Mrs. Naomi Pardy..... High School Teacher

### CARIBOO ADVENTIST ACADEMY GOVERNANCE MODEL



## **OUR PHILOSOPHY**

The educational philosophy of Cariboo Adventist Academy is based on the beliefs and practices of the Seventh-Day Adventist Church, which believes that all true wisdom and knowledge come from God. The Word of God is the foundation on which our educational principles are based. Cariboo Adventist Academy will assist Christian parents in providing a God-centered learning experience for their children.

## **CHRISTIAN EDUCATIONAL OBJECTIVES**

### **Spiritual**

1. To incorporate into our classes a spiritual dimension that will encourage our students to accept Jesus as their Savior.
2. To help our students grow spiritually and give them opportunity to participate in spiritual activities.

### **Intellectual**

1. To provide an educational environment in which all students can reach their full potential.
2. To provide an academic foundation designed to prepare our students to enter university, college, technical or vocational school.

### **Social**

1. To develop skills in our students that will enable them to live in a multicultural society.
2. To inspire our students to become responsible contributors to family, the community and the nation.

### **Physical**

1. To provide our students with the opportunity to develop their physical skills for work and recreation.
2. To encourage our students to develop and actively practice the principles of healthful living.

## **DISCRIMINATION PROTECTION POLICY**

The safety and wellbeing of children in Adventist schools is 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 will 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 students' physical safety, social connectedness, 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 Seventy-day Adventist faith-values, cultural perspective and philosophical values.

Any student engaging in activities of promoting hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behavior 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 students' 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, the protection of every student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, will carry the highest priority. Major behavioural infractions such as these may result in removal from enrollment at a SDABC school and/or 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.

## **ADMISSION POLICY**

Students will be accepted using the following guidelines:

1. Preference will be given to families who have a Christian influence in the home. An indicator of this is regular attendance at a local church.
2. Students will usually be accepted only at the beginning of February, and mid-April. Students coming from out of town may be given an exception.
3. The resources of CAA 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.
4. Tuition charges will be paid on time.
5. Students and parent/guardians agree to abide by the policies in the CAA handbook and the CAA Operating School Board.
6. Parents agree to and sign the CAA Parent Code of Conduct Agreement.

## **ENROLLMENT PROCEDURES**

1. The parents and guardians will make initial contact with the school. An appointment will be made with the Principal to discuss the enrollment.
2. The parents or guardians will fill out the Request for Enrollment form.
3. The Principal will contact the school in which the student is currently enrolled to obtain academic and behavioral information. Permission to obtain this information is included on the Request for Enrollment form.
4. A meeting will be arranged between the parents or guardians, the student, and the Admissions Committee.
5. Upon the recommendation of the Principal, the CAA Operating School board will make the final approval for enrollment.
6. Once the student has received final approval for enrollment, the parents or guardians will fill out the Financial Agreement form.

## **ENROLLMENT PROCEDURES (Out-of-Province Students)**

For registration, the following is required:

1. The application for admission form completely filled out and properly signed by student and parent/guardian.
2. An official copy of all school marks from the grade most recently completed, in addition to all marks from other grades completed from grade 8 and higher, or all school marks from all "Forms" completed in overseas schools.
3. Copy of the local (e.g. Hong Kong) Certificate of Education (if completed).

4. Two letters of recommendation. One from school Principal and one from a teacher.
5. A completed medical form properly signed, including the consent for treatment section.
6. Proof of adequate medical insurance coverage.
7. Application fee of \$50.00 (Canadian) payable to Cariboo Adventist Academy.

## **RETENTION POLICY**

The environment which CAA seeks to create is one which reflects the Christian values and principles upon which the school is founded and operated. These include respect, kindness, regard for the well-being of others, truthfulness and patience. As Christians, we believe that each person is a unique creation and child of God, and strive to build each up, avoiding language or behavior such as gossip, spreading rumours, divisiveness, accusations, laying blame, spreading discontent, and discrimination in any form.

Student or parent who choose not to abide by these principles, as evidenced by their behavior and interactions with other students, parents, CAA teachers and staff, may forfeit the privilege of enrollment.

## **STUDENT PLEDGE**

By accepting the privilege of enrollment at CAA, students agree to uphold Christian values and principles in their language and behavior and abide by the rules and regulations of the school as detailed in this handbook and/or communicated by administration.

## **PARENT PLEDGE**

By applying for enrollment of their children as students at CAA, parents agree to conduct themselves according to Christian values and principles when interacting with administration, teachers and staff, other parents, and students. They also agree to support the rules and regulations of the school and work cooperatively with teachers and administration so that CAA can provide a positive Christian learning environment. Conflicts or difference of opinion with others, within the context of the CAA community, will be handled as per the Parent/Teacher Conflict Resolution Process in this handbook.



## STUDENT RESPONSIBILITIES

You have the responsibility to do well academically and socially. This will be evident by putting forth an effort to complete assignments, listening in class and working to create an atmosphere in the classroom that contributes to learning.

**Responsibilities to fellow students:** You have the responsibility to ensure that every student at CAA feels comfortable and has the freedom to learn. Acts of bullying, harassment (verbal, physical or sexual), or intimidation have no place in our school. You are encouraged to help your fellow students and to contribute to their well-being. You also have a responsibility to respect their privacy. Borrowing items and looking in lockers is only to be done with the other person's permission.

**Responsibilities to Teachers/Staff members:** The responsibility of teachers is to help the students learn. You are responsible to act in such a way that they may teach and not spend time asking you to control your behavior. You are responsible to see that all teachers and other staff members are treated with respect. Blatant insubordination towards teachers and staff members will not be tolerated.

**Responsibilities to the School:** You have the responsibility to take care of your school. Acts of vandalism to school property do not demonstrate this type of care. Make an effort to keep the school grounds neat and clean.

## SCHOOL GUIDELINES

**Dress Code:** How a student is dressed can impact their own educational achievement and safety, as well as the educational achievement and safety of those around them. Clothing contributes to the school atmosphere and learning environment, and as such, we encourage students to be dressed in a way that keeps the school a positive learning environment.

Different types of clothing are appropriate for different activities. The list below depicts what is appropriate under each circumstance.

### Everywhere

- Clothing must not depict anything that would be illegal for anyone under 18 (e.g. tobacco, alcohol, marijuana, pornography, violence, etc.)
- Clothing must not depict anything that is against the CAA rules (e.g. vulgar language)
- Clothing must not depict satanic symbols
- Clothing must not depict extremist, gang-related, or hate symbols

- Clothing must not be a safety hazard to either its wearer or those around them (e.g. clothing that drags significantly along the floor)

#### **Standard Dress Code (all public areas of the school)**

- All students must wear appropriate undergarments at school
- All undergarments must be completely covered by an outer layer of clothing, and must not be visible at any normally visible angle
- Clothing must completely cover the buttocks, stomach, chest, and back. Shoulder coverage should follow the previous two points.
- Translucent or transparent garments are not considered appropriate on their own, although they may be worn over top of another outer layer of clothing
- Clothing must not be so tight that it reveals genitalia
- All students should wear appropriate footwear
- Any holes in clothing must not cause a violation of any of the above requirements
- Teachers are permitted to set additional dress code requirements inside their own classrooms

#### **Swimming (official school swim events)**

- Speedos and Bikinis are not permitted as swimsuits
- Swimsuits should cover all areas normally covered by undergarments

**Attendance:** Students are required to attend school regularly and to be on time. For each absence, a written excuse from a parent or guardian is required. The note must give the student's name, date, and reason for absence, and must be signed by a parent or guardian. This note must be presented to the school administrative assistant the day the student returns. The legitimate excuses for absences are illness of a student, medical appointment, or a death in the family. Unusual exceptions may be made only if a request has been made to the principal and teachers prior to the absence.

Students (K-12) are required to remain on the school grounds, either attending classes or studying in the library, throughout the school day. Permission to leave the school grounds during the school day may be given by the principal or their designate when required.

Students in Grade 10-12 may be given the privilege of leaving the school grounds during the school day based on their academic performance during the previous semester. Students will be expected to uphold school standards for behaviour when off campus, especially during school hours or when on a school trip. Failure to do so may result in removal of privileges as deemed appropriate by the principal. Except for to and from school, students will not be permitted to give each other rides. Students with a minimum of a 70% average from the previous semester, and no grade below 55% in the previous quarter are eligible. These students may sign out and in at the office, provided that there is a letter on file from parents or guardians granting permission for the student to leave campus.

Grade 11 and 12 students missing more than twenty percent (20%) of class periods in any subject may forfeit their credit for that course. In a normal semester this usually works out to be approximately 18 class periods.

**Holiday Times:** Our school calendar has two vacation periods included during which time we encourage families to plan their vacation times as a family during the school year. There is a two-week break at Christmas and a two-week break in March. Families are strongly encouraged to plan their vacations to coincide with these times so students miss a minimal amount of school time. Classroom instruction is valuable to your student and when they miss time in the classroom, they lose out on participating in the activities the teacher has planned to enhance your child's learning experience.

Should it be necessary for you to have your child out of school for an extended period of time for a family vacation, you may request work for your child in advance. The teachers will require five teaching days' notice to have this ready for you. It is then your responsibility to ensure that all assignments are completed to be given to the teacher for marking. It should not be expected that the teacher will re-teach lessons that have been missed during this time. Arrangements for missed tests and quizzes will be made at the discretion of the teacher within an agreed upon timeframe.

**Punctuality:** Students are expected to be on-time for all classes. Students who are continually absent or late will be out of harmony with the objectives of CAA and may be asked to find a school elsewhere which suits their pattern of attendance. Parents will be contacted if there is persistent lateness at the beginning of the school day. Excessive "lates" during the day will result in an interview with the principal or their designate.

**Lockers:** Lockers are available for students in grades 4-12. All students are encouraged to use locks. *The school has the right to inspect lockers at any time it is deemed necessary.* Lockers should be kept tidy at all times. Pictures and slogans must reflect Christian ideals and may only be placed on the inside of a locker.

**Motorcycles, bikes and Motor Vehicles:** Students may bring these to school on the condition that they are licensed and parked in the location designated by the principal or teacher responsible for parking. Posted or announced speed limits on the driveway are to be obeyed. No snowmobiles are allowed on the school grounds. Violation of any on this guideline will result in the loss of vehicle privileges. Bikes may be ridden to school but are *not to be ridden during school hours*. All bikes should have a lock while parked at the school.

**Student Conduct:** Vulgar and profane language is unacceptable. Healthy friendship between students is encouraged; however public displays of affection are inappropriate on the school grounds. With the exception of public meeting times, including classes and assembly, holding

hands, shoulder hugs and other similar innocent displays of affection will be acceptable. For the sake of maintaining an innocent, sensitive, comfortable, and “work professional” environment, students will refrain from any suggestive and inappropriate displays of affection, at the discretion of the administration, while at school or at school-sponsored events.

**Personal Electronic Entertainment Systems and Computers:** Personal electronic devices, while an integral part of most of our lives, are not always conducive to classroom learning. The use of these devices in class will be subject to the professional judgement of each teacher. Use of such devices will not be permitted in some classes. It is the student’s responsibility to fully cooperate with the choice of the teacher regarding the use of these devices. Failure to do so will result in confiscation of your device until the end of that school day. Continuing problems with cooperation will be referred to the principal for disciplinary action. Bringing your personal electronics to school is at your own risk as the school will not be held liable for these items if they are lost, damage or stolen.

Students must use all personal electronic devices and school computers in accordance with the highest standards of Christian conduct and in compliance with the laws of British Columbia and Canada, especially with regards to copyright, privacy, and cyber-bullying. Viewing of inappropriate material, such as pornography, may result in suspension from school and further disciplinary action at the discretion of the principal.

**Use of Tobacco, Drugs or Alcohol:** Seventh-day Adventists believe that taking care of our bodies is an integral part of the Christian lifestyle. As a result, the uses of tobacco in any form, vaping products, drugs, or alcohol are actively discouraged. Additionally, all of these products are prohibited on school properties by provincial and/or federal laws. Students who bring such items or use them on the school grounds are subject to an immediate suspension and/or legal implications. Students whose lifestyle includes tobacco in any form, drugs, or alcohol will find themselves out of harmony with the ideals of CAA and may jeopardize their privilege of attending. Continued attendance will depend upon the student’s willingness to change their lifestyle. The student will demonstrate this by seeking help in conforming to a lifestyle in harmony with CAA goals.

**Supervision Policy:** Supervision of our K-7 students is provided from 8:00am to 3:30pm. Students on school grounds outside of those hours are not the direct responsibility of the school and *will not be supervised*. Parents need to pay close attention to these hours and have their children picked up promptly after school. The school will make every attempt to contact the parents if their child is not picked up. In the event that the parents or emergency contacts cannot be reached, the child/ren may be referred to Child Services.

**Snow Throwing:** Snow throwing on the school grounds is not permitted at any time.

**Fire:** Matches or lighters are not to be used students without specific teacher permission and supervision. Any type of fireworks is not allowed on school grounds. Fire extinguishers are for fire protection, to be used only in case of fire. Misuse of the fire alarm system is unlawful and can carry stiff penalties.

**Tools and Weapons:** Weapons of all kinds are never to come to school. Additionally, personal tools and bladed instruments are unnecessary at school and may cause others to become concerned for their security or well-being. Knives and bladed tools of all kinds, including letter openers, Leatherman's, box cutters, or razor blades are prohibited items at school and at school sponsored events.

**Locks:** Locks are not to be tampered with. Students wishing to get into a room that is locked must ask a staff member for assistance. Forced entry will be dealt with as a "Break and Enter". Use and possession of unauthorized keys is an offence and will be dealt with as such.

**Authorized Areas:** In order to provide proper supervision for students, there are designated areas that are under the care of staff members. Students are only to be in those areas. Such areas will be announced from time as the season's change.

**Teachers Driving Students:** Teachers are not permitted to drive students onto or off of campus at any time without the express written permission of the parent/legal guardian of that student being filed in the office beforehand, detailing the time, destination and purpose of the trip. At no time is a teacher permitted to transport only one student, as a matter of professional standard.

## **ANTI-BULLYING POLICY**

CAA is committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We believe this to be an outgrowth of our values as an intentionally Christian community. We believe that love and respect are foundations for our relationships with God and others. Accordingly, we have a "zero-tolerance" policy against bullying, meaning that bullying of any sort is deemed unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, and fairly.

Bullying is defined as a pattern, or extreme incident, of aggression, intimidation and/or cruelty. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids", "just teasing", or any other rationalizations.

Specific types of bullying may include, but are not limited to:

**EMOTIONAL:** Being deliberately unkind, shunning, excluding or tormenting. Examples: *Forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures.*

**PHYSICAL:** Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim. Examples: *Shoving a victim into lockers while changing classes in the hallway, throwing bottles or other objects at a victim.*

**RACIST/INTOLERANT:** Taunts, slurs and/or physical threats directed around a victim’s race, religion or ethnicity. Examples: Spreading graffiti with racial slurs.

**SEXUAL:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abuse comments. Examples: *Grabbing a victim’s body, using derogatory labels such as “slut”.*

**VERBAL:** Name-calling, ridiculing, using words to attack, threaten or insult. Examples: *Spreading rumors, making fun of a student’s appearance, mannerisms or intelligence.*

Please note that an instance of bullying may fall into more than one “category” listed above. The school will monitor, as much as possible, bullying that occurs online through social media such as Facebook, Instagram, Tumblr, etc. that is reported to the school. The school bears no responsibility to deal with events that have not been reported. If this can be verified, consequences at the school can occur at the discretion of the Principal even if it is determined that the bullying took place off school grounds and after school hours. The courts have asked school to look into this as it has been determined that the primary place the relationship takes place between students is at school.

### **Bullying Report/Response Procedures**

1. All bullying incidents should be reported immediately to a staff member.
2. Staff member will record all reported bullying incidents and may share them with the principal.
3. Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem separately.
4. In severe instances, local police may be contacted.
5. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
6. The bullying perpetrator may meet with a designated staff member and (if they are willing to cooperate) his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim’s shoes to appreciate the undesirable effects of the behavior), and to learn appropriate means of changing behavior.

7. The bully may be asked to genuinely apologize to the victim either in person or in writing.
8. There may be a range of corrective responses up to suspension for the perpetrator.
9. After the incident has been thoroughly investigated and dealt with, faculty will monitor both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

**Selecting and Applying Responses:** Staff is aware that consequences must fit with the age of the student, his/her social development, and the situation. Staffs apply “rising expectations” as students enter higher grades. In addition, staff will consider whether the bullying incident was a repeat or copy of earlier incidents. Staffs apply rising consequences if a student’s repeats a previously addressed behavior. Natural consequences go hand in hand with teaching acceptable behavior and working to assist the child who bullied to replace negative behaviours with positive. The school’s first response always is to teach.

Responses may include, but are not limited to:

- Reflection sheet/discussion
- Written or verbal apologies – if appropriate for the situation
- Relevant learning task – e.g. Writing in response to a posed scenario
- Parent conferences
- Loss of privileges including ability to leave campus during school day for grades 10-12
- Loss of access
- Being placed under specific supervision
- Restorative justice
- Involvement of the Discipline Committee
- Involvement of a Peace Officer
- In-school loss of time
- In-school suspension
- Out-of-school suspension
- Referral to a community program or services
- Transfer to another school
- Expulsion (the principal does not have the authority to expel a student, this must be an action of the School Board)

*This list is intended to show the responses that are possible. This list does not indicate an order in which these responses will be applied.*

## **DISCIPLINE POLICY**

The purpose of the CAA Discipline Policy is to ensure the safety of each student who attends this school. It is our aim to correct negative behaviours and guide restorative change in the student. However, this aim needs to be balanced against the safety of every other student and staff member at this school.

School rules are divided into four categories, with level 4 being the most serious. Rules that are listed in *italics* are also laws enacted by a branch of the Canadian government, and violations of these laws may result in police involvement, especially if the student is 12 years old or older.

Technology Code of Conduct violations may also result in a loss of technology privileges, in addition to the discipline mentioned below. Violation of the Playground Policy may also result in a loss of playground privileges, in addition to the discipline mentioned below.

These rules will only be enforced when a student is on school property, or on a school-organized field trip. The only exceptions to this will be off-campus or online bullying, and off-campus incidents which result in police involvement.

The policy is divided into three age groups. The first age division selected is grade 6, because 12 years old is the age at which a child can be arrested in British Columbia, and the possibility of arrest implies an additional level of responsibility that such students should meet, as well as requires a different approach to school discipline. Around half of a typical grade 6 class turns 12 in any given year, so grade 6 was chosen as the cut-off.

For the Grade 6 and up group, the school will deal with level 2-4 violations at an administrative level; level 1 violations will generally be dealt with by the teacher.

The second age division selected is grade 2-5, because 7 years old is considered the “age of reason”; below age 7, from a developmental standpoint, students cannot always be expected to rationalize their actions, and from a common law perspective, children under age 7 cannot be considered legally responsible for any crime.

For the Grade 2-5 group, the school will deal with level 3-4 violations at an administrative level, in conjunction with the student’s homeroom teacher; level 1-2 violations will generally be dealt with by the homeroom teacher, or by the witnessing teacher/staff in consultation with the homeroom teacher. The police will not be called in to deal with anything that occurs at the grade 2-5 level, except for extreme behaviour. Any suspensions issued must be approved by the administration.

For the K-1 group, all violations will be dealt with by the homeroom teacher, under consultation with the school administration for serious offenses. Any suspensions issued must be approved by the administration.



An annotated version of the below rules written in age-appropriate language will be made available to students, either at the beginning of the school year, or when the class' homeroom teacher feels it is necessary to do so.

#### **Level 4**

- *Aggravated Physical Assault*
- *Distribution of Alcohol, Tobacco, Vaping Products, or Marijuana, or other Illegal Drugs*
- *Distribution of pornographic material*
- *Indecent Exposure*
- *Sexual Activity*
- *Sexual Assault*
- *Voyeurism*

Disciplinary Procedure: Student will be given a lengthy suspension and referred to the school board for a possible expulsion. All of the above offenses will result in police involvement.

#### **Level 3**

- *Bringing a dangerous weapon to school (other than a knife)*
- *Bullying*
- *Physical Assault*
- *Sexting*
- *Theft over \$100*
- *Use or Possession of Alcohol, Tobacco, Vaping Products, or Marijuana, or paraphernalia related to the use of one of these substances*
- *Use or Possession of Illegal Drugs or paraphernalia related to illegal drugs*
- *Vandalism over \$100*

Disciplinary Procedure: Student will be given a suspension.

#### **Level 2**

- *Defamation*
- *Gambling*
- *Harassment*
- *Insubordination*
- *Lying to a teacher or staff member*
- *Setting off a false alarm*
- *Sharing pictures or videos of people without their consent*
- *Theft under \$100*
- *Threatening to commit assault*
- *Vandalism under \$100*
- *Viewing Pornography*

Disciplinary Procedure: Student will be given a suspension, a detention, or some other appropriate discipline as determined by the administration (6-12) or teacher (K-5).

### **Level 1**

- Being in an area where you are not supposed to be
- Bringing a knife to school
- Cursing and other inappropriate language
- Disrupting the classroom learning environment
- Dress Code Violations
- Inappropriate use of technology (phones, chromebooks, computers, device connected to the school internet, etc.)
- Littering
- Possession of other banned items (e.g. energy drinks, fireworks, lighters, etc.)
- Taking pictures or videos of people without their consent
- Throwing snow

Disciplinary Procedure: An appropriate discipline will be determined by the teacher involved or the administration (e.g. detention).

### **Factors that could change the level of an offense**

An aggravating factor is something which could raise the level of an offense above where it is listed on the list above.

A mitigating factor is something which could lower the level of an offense below where it is listed on the list above.

#### **Aggravating Factors**

- Age gap (victim or witnesses are younger)
- The degree of the offense
- Repeat offense

#### **Mitigating Factors**

- The degree of the offense
- First-time offense
- If the incident was the result of negligence rather than a deliberate act
- If the incident was provoked
- Intrafamily offense (school may choose to refer the matter to the family)
- Special need or disability that is related to the offense

## **Other Words**

The administration reserves the right to impose any alternate form of discipline it feels is necessary depending on each individual situation.

## **PARENT/TEACHER CONFLICT RESOLUTION PROCESS**

**Step 1: Visit with the Teacher:** If a problem arises that you are concerned about, please take time to inform the teacher regarding your concerns. Our staff is dedicated to assisting in meeting the needs of our students and is more than willing to listen and to assist in making the necessary changes to ensure the successful educational performance of your child. If the teacher is not aware there is a problem, they cannot take the appropriate steps to address the issue.

At the conclusion of your meeting, the two of you together, need to document the problem, identifying the concerns discussed, and the resolution agreed to by both parties. If no resolutions reached, the reasons need to be listed as to why there is an impasse. Signed copies of this are to be retained by both the teacher and the parent, with the original to be filed in the Principal's office.

If no resolution is agreed upon, the teacher will make arrangements with the principal to discuss the situation.

**Step 2: Visit with the Principal:** If there is a reoccurrence of the problem, or the concern resurfaces, please indicate to the teacher your unhappiness with the situation, and request they make arrangements with the Principal.

Together, review the previous resolution form to ensure the suggestions agreed upon have been implemented. If everything has been followed through, identify what has triggered his latest incident and decide on a course or a plan to alleviate future concerns. In the events concern re-surfaces or if no resolution is agreed upon, the Principal will keep a record of this meeting that will be signed by all parties. The Principal will make arrangements with all parties to discuss the situation.

When the Principal has been informed that the matter has not been satisfactorily resolved, the Principal will review the documentation provided to him through the resolution process. He will call a meeting with the Parent, Teacher and Principal to listen to their concerns. At this meeting and agreement will be reached to resolve the issue. A Principal's Resolution Form will be filled out, indicating the steps taken previously, identifying the concerns discussed, and stating the resolution that is agreed to by both parties. If no resolution is reached, the reasons need to be

listed as to why there is an impasse. Signed copies of this form are to be retained by all parties involved, with the original being filed in the Principal's office.

**Step 3: Meet with the School Board:** If no resolution is reached, or there is a reoccurrence of the concern or problem, the Principal will make the necessary arrangements for the parent to take their concerns to the members of the school board during the next convenient school board meeting.

**Step 4: Conference K-12 Board of Education:** In the event there is still no satisfactory conclusion arrived at, the School Board will refer the matter to the Conference Board of Education to review the procedure to ensure all attempts to bring the matter to a satisfactory conclusion have been followed. The decision of this board is binding.

It is important to follow the steps of this procedure to give administration ample opportunity to resolve the situation in an appropriate manner, to provide a teacher time to make any necessary changes, and the parent time to fully evaluate the situation in a reasonable manner.

## TECHNOLOGY POLICY

Technology is a powerful tool that can be used to aid student learning. However, technology can also be misused in a way that detracts from student learning and in some cases commit criminal acts. Students from CAA, and all who use CAA's technology equipment and internet connection, are expected to:

- Respect the school's technological equipment, and treat it with sufficient care that will allow other people to continue using that equipment in the future
- Respect technological equipment that belongs to other students and staff, and refrain from using it or vandalizing it without permission
- Understand that school technology is provided in order to improve student learning and the functioning of this school, and minimize any uses of school technology that do not contribute to these goals
- Understand that the school's technology is a shared resource with other students and staff at this school, and agree to use the school's technology in a way that will not diminish the ability of other students and staff to access technology (e.g. share Chromebooks fairly, don't mine bitcoin)
- Respect that each teacher has the right to set boundaries on the usage of technology in their classroom, and follow those boundaries when you are in their class
- Use social media appropriately, and follow age restrictions: note that Facebook, YouTube, Instagram, Snapchat, and virtually every other social media site requires a minimum age of 13 in order to use their service
- Refrain from allowing others to use their own accounts and technology
- Refrain from hacking into school technology, or changing administrative settings

- Refrain from attempting to bypass the internet filter
- Refrain from breaking the laws of Canada and the province of British Columbia while using the school's technology; some laws are cited below as potential examples:
  - Viewing, distributing, or purchasing pornographic content is illegal for students younger than 18
  - Sexting (taking nude, near-nude, or sexual images of yourself or others, or showing and/or transmitting someone else's images to someone else) is illegal if any participant (model, viewer, sender) is younger than 18
  - Downloading, streaming, or viewing pirated movies, shows, or other multimedia content is illegal
  - Gambling is illegal for students younger than 19
  - Bullying, harassing, hazing, discriminating (race, sex, religion, etc.), verbal abuse, threats, intimidation, defamation, and committing hate speech is illegal
  - Filming people without their consent is illegal
  - All people (students, staff, or visitors) are expected to refrain from doing any of the above activities while at Cariboo Adventist Academy, even if they are of legal age
- Quietly report to an authority if they suspect that any student or staff is using technology inappropriately

Students who do not meet the above expectations may find their ability to use technology in the classroom curtailed.

## MISCELLANEOUS INFORMATION

**Child Abuse and Neglect Policy:** It is the legal responsibility of CAA to report concerns regarding a child's safety and well-being to the ministry for Children and Families. (Section 13 of the Child Family and Community Service Act.). Specific policy information is available upon request of the office.

**Lunch Time (Grade 8-12):** Grade 8-12 are expected to eat their lunch in the designated lunchroom.

**Assemblies:** Assembly periods are scheduled to provide a time for cultural, religious, and educational programs. Announcements regarding school events, student activities and change in scheduling are also made during assembly. Attendance is required.

**Christian Emphasis:** During the year, programs are conducted to emphasize Christian principles. Students are given the opportunity to make a spiritual commitment to accept Christ as their personal Savior and Friend.

**Visitors:** In an effort to provide a safe campus our front door will remain locked during normal operating hours. All visitors must buzz into the school and must report to the office of the administrative assistant before visiting with students. Since our students are busy studying or are

in class, the only appropriate time to visit is at lunch or after school. To attend classes as a visitor, special arrangements must be made with the teachers involved and the administration prior to the visit.

**Student Association:** The academy sponsors a Student Association for Grades 8-12. Holding a student office is a privilege of those who demonstrate Christian principles, who uphold school standards of behavior, and who maintain a grade average of 65% or higher. Student Association officers are chosen by the student body and hold the responsibility of planning and conducting social activities.

**Library:** The Library contains book for reference and for pleasure reading. Books that are not reserved for use only in the library, may be checked out during the hours posted. Only properly “checked out” books are to leave the library. Students are expected to demonstrate maturity and responsibility in maintaining order quietness when using the library.

**Textbooks:** The school provides textbooks, but students will be charged for damage over and above normal wear and tear, and for lost books.

**Boarding Students:** Students who are non-residents of Williams Lake are welcome. Cariboo Adventist Academy, however, does not provide boarding facilities. The students may make arrangements to board in a private home on an individual basis.

**Lost and Found:** Nametags, especially for primary school children, should be sewn on students’ clothing in order to identify “lost articles”. Articles in the “Lost and Found” will be retained for 30 days, after which they will be disposed of at the discretion of the Principal.

## **ACADEMIC PROGRAM AND POLICIES**

**School Hours for Grades K-5:** School starts at 8:10 am and ends at 2:30pm

**School hours for 6 to 7:** School starts at 8:10 am and ends at 2:50pm

**School Hours for Grades 8-12:** School starts at 8:00 am and ends at 3:20pm

**School Hours on Fridays Grades F-12:** School starts at 8:00 am and ends at 2:30 pm

**Parents Please Note:** Children are to be picked up promptly at the end of school. The school does not provide an after-school care program. Supervision is over by 3:30 pm unless the students are involved in a class or in intermural that go longer. The school will make every attempt to contact the parents if their child is not picked up. In the event that the parents or emergency contacts cannot be reached the child/ren may be referred to Child Services.

**Kindergarten:** Our full-day Kindergarten shares a classroom with Grade 1 in the main building.

**Grades K-7:** Most grades in this area have two grades in a classroom, usually Grades K-1, 2-3, 4-5, and 6-7. The exact combinations may vary from year to year based on enrolment. Some courses in these grades are taught by specialist teachers, rather than their home room teacher.

**Grade 8-12:** Grades 8 to 12 are taught by subject. Students move from room to room to accommodate the various classes that they have. Most of their classes are in the gym complex. Students in grades 10-12 may take some of their elective courses online through West Coast Adventist School, our sister school offering a distributed learning alternative.

**Challenge and Equivalency:**

- a. In grades 10-12 Students may challenge a course if they can demonstrate prior knowledge and understanding and can complete a combination of a project and an exam to show proficiency.
- b. Classes that are specifically about our Christian Identity and the Faith of the Seventh-day Adventist Church may not be challenged. It is a requirement for continued enrollment at CAA that students attend religion classes and religious assemblies.

**Appeal Process: Grades:** All students and parents have the right to know their grades are calculated and/or arrived at. Teachers will be able to show exactly how any percentage grade was calculated. High school students will receive at the beginning of each course an outline of how the things they do are calculated.

If a student feels that a grade they have received is unfair or inaccurate, they should first talk with the teacher to get more complete information. (This talk with the teacher should not be attempted in the middle of class but at a time convenient to teacher and student.) If the student feels that their concerns have not been met, the students and guardian or parent will meet with the teacher to discuss the issue. The next step will be to contact the principal to review the concern.

**Access to student Files:** Parents or guardians who desire access to their child's file may do so providing that they give 3 school days' notice and under the understanding that the file never leaves the care of the office manager or principal.

**Academic Advancement:** Academic advancement is based on how prepared a student is to handle the next level. In the elementary section, advancement is done by grade. In the high school section, advancement is done by subject. Students who fail more than three subjects will not be allowed to advance to the next grade. If a student's performance in a subject is not a passing level, he/she will be required, during the summer to complete whatever the teacher feels

is necessary to gain a passing grade. He/she will not be allowed to advance to the next year or in that subject the next school year, unless such specified work is done in a satisfactory manner.

## GRADUATION REQUIREMENTS

Under the new graduation program starting in Grade 10, in order to graduate with a Dogwood, every student in the Graduation Program has to pass certain basic courses, like English, Math and science. The table gives an overview of what you need to graduate:

- 48 credits from required courses
- 28 credits from elective courses
- 4 credits for your Graduation Transitions

Preparing now will help ensure you get the credits you need to achieve your goals. Graduation requirements are introduced in Planning 10

REQUIRED COURSES	
SUBJECT AREA	Minimum Credits
Career Life Education 10	4
a Language Arts 10*	4
a Language Arts 11*	4
a Language Arts 12*	4
a Mathematics 10*	4
a Mathematics 11* or 12*	4
a Fine Arts and/or Applied Skills 10,11 or 12*	4
a Social Studies 10	4
a Social Studies 11 or 12*	4
a Science 10	4
a Science 11 or 12*	4
Physical Education 10	4
<b>TOTAL</b>	<b>48 credits</b>
ELECTIVE COURSES	
Students must earn at least 28 elective credits for Grade 10-12 courses.	Minimum Credits 28 credits
<i>Additional Grade 10-12 credits***</i>	
CAREER LIFE CONNECTIONS	
Students must earn 4 credits for Career Life Connections.	4 credits



OVERALL TOTAL	80 credits
<p style="text-align: center;">*See pages 3-5 for eligible courses  **Of the 80 credits for graduation, at least 16 must be at the Grade 12 level,  including a Grade 12 Language Arts course.  Others may be required or elective courses.</p>	

## GRADE 10

### Core Courses

- Bible 10
- English 10
- Apprenticeship & Workplace Math 10
- Foundation of Math & Pre-Calculus 10
- Science 10
- Socials 10
- Career Life Education 10
- PE 10

### Electives

- French 10
- Italian 10
- Spanish 10
- Portuguese 10
- Information Technology 10
- Art Foundations 10
- Bus Ed 10: Business

### Communications

- Bus Ed 10: Entrepreneurship
- Bus Ed 10: Finance and Economics
- Bus ED 10: General
- Bus Ed 10: Marketing
- Family Studies 10
- Foods and Nutrition 10
- Music 10: Concert Band
- Music 10: Concert Choir

- Music 10: General
- Music 10: Guitar
- Music 10: Orchestral Strings
- Visual Arts 10: Drawing and Painting
- Visual Arts 10: General

## **GRADE 11**

### Core Courses

- Bible 11
- English 11
- Communications 11
- App & Workplace Math 11
- Foundations of Math 11
- Pre-Calculus 11
- Biology 11
- Chemistry 11
- Physics 11
- Science and Technology 11
- Socials 11

### Electives

- Italian 11
- Spanish 11
- \*French 11
- Art Foundations 11
- Information computer Technology 11
- PE 11
- Visual Arts: Media Arts 11
- Family Studies 11
- Foods and Nutrition 11
- Business Computer Applications 11
- Choral Music 11: Concert Choir
- Civic Studies 11
- Economics 11
- ICT: digital Media Development 11

- ICT: Modular Survey Course 11
- Instrumental Music 11: Concert Band
- Instrumental Music 11: Guitar
- Instrumental Music 11: Orchestral Strings
- Marketing 11
- Studio Arts 11: Drawing and Painting

\*French 11 or a modern second language is a requirement for entering most universities. Take steps to confirm what your university requires.

## GRADE 12

### Core Courses

- Bible 12
- Career Life Connections 12
- English 12
- Communications 12

### Electives

- French
- Italian 12
- Spanish 12
- Portuguese 12
- Art Foundations 12
- Family Studies 12
- Apprenticeship & Workplace Math 12
- Foundations of Math 12
- Pre-Calculus 12
- Science Biology 12
- Chemistry 12
- Physics 12
- Foods and Nutrition 12
- History 12
- PE 12
- French 12
- English Literature 12
- Law 12
- Geography 12

- Business Info Management 12
- Comparative Civilizations 12
- Data Management 12
- Economics 12
- Family Studies 12
- Financial Accounting 12
- Geology 12
- ICT: Digital Media Development 12
- Entrepreneurship 12
- ICT: Modular Survey Course 12
- Instrumental Music 12: Concert Band
- Instrumental Music 12: Guitar
- Instrumental Music 12: Orchestral Strings
- Marketing 12
- Social Justice 12
- Studio Arts 12: Drawing and Painting
- Writing 12

### **CORRESPONDECE POLICY**

Students at times may require or want a class that we do not offer at CAA. If that is the case, then students have the option of ordering an appropriate correspondence course. Correspondence courses, however, are not cheap and the school cannot afford to pay for correspondence for every student who wants one. If a student wants to take a correspondence course, they must pay for it themselves.

To order a correspondence course the following procedure must be followed:

1. Obtain a correspondence order form from the office.
2. Fill out the form and bring it back to the office, (Be sure to have parent's signature on the form).
3. Give a cheque in the around of \$350.00 to the business manager. (You will be refunded or charged the amount your course is, above or below \$350.00, once the school receives a bill from the correspondence school).

When we have your form and your \$350.00, we will fax your application to the correspondence school and your course should arrive in about a week.

## **DISTRIBUTED LEARNING COURSES**

Another option for students to take courses is through Distributed Learning. West Coast Adventist School offers courses for students to provide alternative choices in helping them to earn the necessary for graduation.

Students should check with their program advisor to see what options are available in terms of course selection, and when the course may be offered.

Students taking DL courses must inform program advisor that they are taking these additional courses to ensure, they will be recorded on their transcript of grades for graduation.

CAA may use DL courses to supplement the courses that need to be offered by the school.

## **GRADING SYSTEM**

Provincial regulations for reporting Student progress require that parents or guardians be provided with a minimum of:

- **three formal written report cards (December, March and June).** The formal written report follows the requirements for the specific grade and program as stated in legislation and policy. One formal report shall be made at the end of the school year. Formal reports identify student progress and are placed in the Permanent Students Records file.
- **three informal reports each school year (October, February and May).** At least three informal reports must be provided to parents each school year.

## **FORMAL REPORTS**

Formal reports communicate to parents and students significant aspects of the students' progress in the areas of intellectual, social, human, and career development.

## **PERFORMANCE SCALE**

The performance scale for Kindergarten through Grade 9 indicates, in words or as a graph, the student's level of performance in relation to the expected learning outcome set out in the provincial curriculum for each subject and grade. Exceeding expectations will only be granted when a student has exceeded the provincial curriculum for a subject and grade.

**For Kindergarten:** performance is described as one of the following:

- Approaching Expectations
- Meeting Expectations
- Exceeding Expectations

**For Grades 1 to 9:** performance is described as one of the following:

- Not Yet Meeting Expectations
- Approaching Expectations
- Meeting Expectations
- Exceeding Expectations

Use of the performance scale to show progress in language arts (including reading, writing, and speaking/listening), mathematics, social studies and science is mandatory. The performance scale may also be used to report progress in other areas, such as fine arts, personal planning, physical education, social responsibility and work habits.

## **LETTER GRADES**

Criterion-referenced letter grades in Grades 10 to 12 indicate student's 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 will appear on report cards in Grades 10 to 12 unless the board chooses to communicate them to parents in another document. Letter grades must be included on report cards in Grades 10 to 12. A student in Grades 10 to 12 must complete and turn into the office a parent signed withdrawal slip to be removed from a course.

The following may be used on final reports in Grades 10 to 12.

**Informal Reports:** Each school year, teachers must provide parents with a minimum of three informal reports. In relation to curriculum, informal reports may describe:

- What the student is able to do
- The areas of learning that require further attention or development
- Ways the teacher is supporting the student's learning needs
- (and, where appropriate, ways the student or the parents might support the learning)

Informal reports are an important link between home and school and can take a variety of forms, such as:

- Telephone calls
- Interim report (written or oral)
- Conferences

**Parent/Teacher Conference:** Conferences will be scheduled twice during the year where parents will have an opportunity to meet with the teachers to discuss the progress their child is making.

### **The Letter Grade “I”**

1. An “I” (In Progress or Incomplete) may be assigned at any time during the school year and is not restricted to term and formal reports.
2. Where an “I” (In Progress or Incomplete) is assigned, the student and the parent of the student must be informed and have an opportunity to consult with the teacher on the plan of action specified in subsection (3) of the Provincial Letter Grades Order.
3. Where an “I” (In Progress or Incomplete) is assigned, teachers must be prepared to identify what the problem is and specify a plan of action that is intended to help students achieve the learning outcomes.
4. An “I” (In Progress or Incomplete) may be communicated in a variety of ways, including a written plan, verbally by telephone, or in a direct meeting involving teacher, parents and students.
5. Where an “I” (In Progress or Incomplete) is assigned, the “I” letter grade must be converted to another letter grade:
  - a. When letter grades are recorded on the Permanent Student Record card.
  - b. Before submission to the Ministry of Education for inclusion on that student’s transcript of grades.
  - c. Before a student’s records are transferred to another school, unless there is agreement between the principals of the two schools to defer the conversion of the “I” letter grade.

### **REPORTING ON DAILY PHYSICAL ACTIVITY**

**Kindergarten to Grade 9:** When students are meeting the Prescribed Learning Outcomes of Daily Physical Activity, a comment of “Meeting Requirement” will be made on term and final reports. A comment of “Not Meeting Requirement” will be made at any time when students are not meeting the Prescribed Learning Outcomes of Daily Physical Activity. Where a “Not meeting Requirement” comment is made, it is recommended that a further comment is added to outline a plan for the student to meet the requirement.

**Grade 10 to 12:** When students are meeting the prescribed Learning Outcomes of the Graduation Transitions program, a comment of “Meeting Requirement” will be made on term and final reports. A comment of “Not Meeting Requirement” will be made at any time when students are not meeting the Prescribed Learning Outcomes of the Graduation Transitions Program. Where a “Not Meeting Requirement” comment is made, it is recommended that a further comment is added to outline a plan for the student to meet the requirement.

Upon successful attainment of the Graduation Transitions Program, “Requirement Met (RM) will be recorded on the student’s transcript.

## **RECONGNITION AND AWARDS**

### **Honor Roll**

The honor Roll standing is for students who attain an average of 86% or higher with no grade less than 60%.

### **YEARLY AWARDS**

1. **The Tammy Enns Memorial Scholarship** - may be (and usually is) given to a Grade 11 student who demonstrates Christian commitment, desirable citizenship traits and determination to succeed in face of difficulties and challenges. The account of the recipient of the award will be credited during the second semester of the second year of graduation studies.
2. **The Valedictorian** - of graduating class will be that student who has achieved the highest percentage average in Grades 11 and 12.
3. **The Governor General’s Bronze Medallion** - award is presented to the Grade 12 student who achieves the highest academic average. The student must achieve an 80% or over for four terms, earns no grade below 60%, completes college entrance requirements and is enrolled in a minimum of five courses in the senior year.
4. **The Mr. Big Memorial Scholarship** - is awarded to Grade 12 student who shows high academic promise and who plans to attend a Christian College or University after graduation. A cheque will be sent during second semester or quarter to the school where the student is enrolled.



## FINANCIAL POLICIES

Cariboo Adventist Academy relies on tuition charges to help meet expenses. The following policy indicates the school's relation to accounts.

1. In order to complete registration a \$50 per child, non-refundable registration fee must be paid.
2. Monthly tuition charges are due on the 5<sup>th</sup> of the month.
3. If an account is more than three months in arrears, the student(s) may be asked to leave the school until the account is paid.
4. A student will not be allowed to re-enter unless the previous year's account is paid in full.
5. Post-dated cheques for the entire year are required at the time of registration.
6. Foreign Students are charged a flat rate for tuition which is payable at the beginning of the year. No discounts are given.

**NOTE:** We are pleased to announce that we will be able to issue tax-deductible receipts for tuition. Should the tuition be pre-paid, and a tax-deductible receipt be issued by the school for that period, the tuition cannot be refunded if the student withdraws from the school for any reason.

For further information regarding tuition rates, family discounts, and other financial matters, please refer to the current Financial Sheet you were given when registering.

## FINANCIAL INFORMATION

### 2020-2021 School Year

The following are the tuition fees for the 2019-2020 school year per month.

Grade	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child
<b>Grades K-9</b>	\$230.00	\$220.00	\$210.00
<b>Grades 10-12</b>	\$250.00	\$245.00	\$235.00

**NOTE:** No tuition will be charged beyond the 3<sup>rd</sup> child in the family.

## **OTHER FINANCIAL CONCERNS**

1. Class parties or trips. Amount determined by the class. There may be fundraising.
2. Banquets. Attendance is not required. Tickets are sold at an announced price, determined by sponsoring class or group.
3. Extra-curricular groups such as drama clubs, tumbling, CASA sports teams. Amounts to be determined by the clubs. Fundraising may be provided.
4. Members of the Graduating Class. Dues are set by the class. Fundraising may be provided.
5. Ski-Day. Cost is usually about \$70.00. Cost will vary according to age and how much equipment is rented.

## **E-MAIL ADDRESSES**

School Office	<a href="mailto:office@caa-bc.ca">office@caa-bc.ca</a>
Finance Office	<a href="mailto:finance@caa-bc.ca">finance@caa-bc.ca</a>
Principal	<a href="mailto:principal@caawl.ca">principal@caawl.ca</a>