



**VANCOUVER ISLAND
UNIVERSITY**

THE HIGH SCHOOL

The High School at Vancouver Island University

Policy Manual

Updated January 2021

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I Operations

A. Admissions

1. International students
 - a) Applicants will be considered for admission who:
 - i) Will be at least 15 years of age by December 31st of the year in which they commence studies.
 - ii) Have a level of English that is suitable to the demands of the Graduation Program and/or the English Language Learning program offered by the school.
 - iii) Are prepared to adhere to the school's discipline policy.
2. Domestic students
 - a) Applicants will be considered for admission who:
 - i) Will be at least 15 years of age by December 31st of the year in which they commence studies
 - ii) Have completed Grade 9, or equivalent, in BC or another educational jurisdiction
 - iii) Are prepared to adhere to the school's discipline policy

B. Tuition

1. Tuition fees will be set and amended from time to time by the Board.
2. An increase in tuition fees will be announced at least 6 months in advance of the increase for Domestic tuition and 1 year in advance of International tuition.
3. Wherever possible, returning students will be "grandfathered" into the tuition rate that was in place when they initially registered with the school. This will be in place for the time that they are continuously registered at THS. Students who withdraw and then return will be assessed at the current posted tuition rate.

C. Payment of tuition

1. International students
 - a) Fees must be paid in full for the period of study applied for (up to 1 year) prior to an Official Letter of Acceptance being issued
 - b) Second and subsequent year's or semester's tuition must be paid prior to the commencement of classes.
2. Domestic students
 - a) Students who apply for, and are accepted, to the school are required to pay full fees for the first year of study. An arrangement to pay fees in installments does not negate this obligation.

- b) Payments for the second and subsequent years of study are required on a semester by semester basis. An arrangement to pay fees in installments does not negate this obligation.

D. Cash Payment Policy

Purpose of this Policy

The purpose of this policy is to mitigate the risks associated with accepting cash as payment for tuition and other related fees, goods, and services, and to align with anti-money laundering requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

The School is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property.

In order to fulfil this commitment, the School has established procedures for assessing the risk of financial crime, for internal reporting of suspicious activities and for making suspicious transaction reports to the relevant agencies if necessary.

Scope of this Policy

This Policy applies to all employees of The High School at Vancouver Island University Association and The International High School at Vancouver Island University Association (the “School”), and Vancouver Island University employees seconded to the School (collectively known as “Employees”).

The Policy

The School will ensure that adequate cash handling and record keeping practices are followed. Where risk factors are identified, the School will ensure that the identities of parents, guardians or other persons making any substantial cash payment to the School are satisfactorily verified.

Procedures

The School will accept the following payment types for tuition payments, deposits, and fees:

- cheque
- credit card
- wire transfer
- money order or bank draft
- online banking payment

Cash payments are not accepted.

The School will accept payment from most Canadian banks and many credit unions and trust companies including:

- All cooperative credit societies, savings and credit unions incorporated *in any jurisdiction within Canada*.
- All banks incorporated, formed, or authorized under the *Bank Act* of Canada.

Receiving Cash Payments

The School will not accept cash payments for tuition, deposits, and other fees. The School will accept cash payments for small value miscellaneous items such as field trips, yearbooks, and special events up to a maximum of \$500 per transaction per student.

If any employee is offered funds that he or she knows or suspects are criminal property or may represent terrorist finance, or if he or she receives any unusual request to receive or transfer money, the employee will decline the funds and report it immediately, in accordance with the Reporting section of this Policy, to the Dean of International Education at Vancouver Island University (the "Reporting Officer") who will, if appropriate, contact the Financial Transactions and Reports Analysis Centre of Canada ("FINTRAC"), police or other relevant agency.

Refund procedures

Refunds will be issued only in accordance with the School's refund policy and policies set by Vancouver Island University which apply to The High School.

Refunds will be issued in a method consistent with the original payment method:

- a) Cash and cash equivalents will be returned via cheque made payable to the parent or guardian of the student, with the exception of wire transfers which will be returned via wire transfer to the originating bank account.
- b) Credit card payments will be refunded back to the credit card payment was made from.

All requests for a refund in cash following a payment by credit card, wire transfer, cheque, etc., will be reported to the Reporting Officer.

Suspicious Transactions

Employees will evaluate the source of funds that are paid to the School and be alert to unusual patterns of behaviour or activities that may indicate the possibility of money laundering or other terrorist financial crimes. It is not possible to produce an exhaustive list of the matters that might give rise to a suspicion of money laundering or other terrorist financial crime. It is therefore important that employees use their own judgment when looking at any business relationship or transaction. Facts, context and money laundering/terrorist financing indicators need to be assessed to determine whether there are reasonable grounds to suspect that the transaction is related to the commission or attempted commission of a money laundering/terrorist financing offence.

The following are some possible money laundering/terrorist financing indicators:

- **Transactions:** The parent, guardian or payer engages in multiple transactions conducted

below the reporting threshold within a short time period, makes inquiries that would indicate a desire to avoid reporting, or exhibits knowledge of reporting thresholds.

- **Structures:** Payments involving complex or illogical arrangements that make it unclear who is making the payment or appear to be structured to avoid identification or reporting thresholds.
- **Third parties:** Payment of school fees or involvement by companies, trusts, off-shore entities or other third parties with no obvious relationship to student. The parent, guardian or payer appears to be collaborating with others to avoid client identification or reporting thresholds.
- **Assets:** There are reasons to doubt the ability of a person to have a legitimate source for the funds.
- **Identity:** The parent, guardian or payer has taken steps to hide their identity or is difficult to identify. The parent, guardian or payer uses a post office box or general delivery address where other options are available. There are doubts about the honesty, integrity, identity or location of the parent, guardian or payer.
- **Behaviour:** The parent, guardian or payer seems unusually anxious to complete a transaction, is unable to justify why they need to make a payment quickly, requests a cancellation, reversal or refunds of earlier transaction or makes overpayment for no good reason.
- **Documents:** Information or documentation is withheld by the parent, guardian or their representative or appears falsified. Cash payments are made using old, smelly or extremely dirty bills.

Reporting

Employees will make a report to the Reporting Officer, as soon as reasonably possible, where they have knowledge or suspicion, or where there are reasonable grounds for having knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists (“Suspicious Transaction Report”).

Your report should include as much detail as possible including:

- Full available details of the people, and organizations involved including yourself and other members of staff if relevant.
- Full details of transaction and nature of each person’s involvement in the transaction.
- Suspected type of money laundering activity or use of proceeds of crime with reasons for your suspicion.
- The dates of any transactions, where they were undertaken, how they were undertaken, and the likely amount of money or assets involved.
- Information on any investigation undertaken to date, including whether the suspicions have been discussed with anyone and if so on what basis.
- Whether any aspect of the transaction(s) is outstanding and requires action to progress.
- Any other information that may help the Reporting Officer judge the case for knowledge or suspicion of money laundering and to facilitate any external report.

Once you have reported your suspicions to the Reporting Officer, you will follow any instructions provided. You will not make any further enquiries unless instructed to do so by the Reporting Officer. Any further transactions or activity in respect of the person in question, whether or not it is related to the matter that gave rise to the original suspicion, should be reported to the Reporting Officer as they happen, unless and until the Reporting Officer has confirmed that no report to the FINTRAC is to be made.

The Reporting Officer will consider all Suspicious Transaction Reports and will make an external report to the FINTRAC (who will undertake any necessary investigation) as soon as is practicable if he/she considers that there is knowledge, suspicion or reasonable grounds for knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists, even if no transaction takes place (“FINTRAC Report”). All FINTRAC Reports will comply with FINTRAC reporting requirements.

Record Keeping Practices

All Suspicious Transaction Reports will be documented, either on paper or electronically. All enquiries that are made within the School in relation to any Suspicious Transaction Report should also be recorded. The School will keep details of actions taken in respect of Suspicious Transaction Reports, including details of information considered by the Reporting Officer in respect of a Suspicious Transaction Report where no external FINTRAC report is made. The School will also keep a copy of any FINTRAC Reports and associated evidence and documentation.

All information, evidence and reports with respect to Suspicious Transaction Reports, FINTRAC Reports, and identification and verification of individuals will be kept by the School for a minimum of five years.

Cash Handling

The following procedures will be followed by employees when handling cash:

- Cash will be stored in a locked and secure location until the funds are deposited.
- Cash should be deposited on a daily basis. Where this is not possible and providing amounts are minimal, funds will not be held for longer than one week.
- Collection of cash, deposit preparation, and reconciliation duties will be performed by separate individuals to the extent possible, to ensure the safeguarding of cash. At minimum, deposit preparation and reconciliations are to be completed by separate individuals.
- Cash receipts will be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers will also be made on a timely basis.
- Cash shortages or other discrepancies should be reported immediately to The Principal of the School.

Review

This Policy will be reviewed and updated as needed, but at least annually.

E. Refunds

1. International students

- a) In the event of a Study Permit or Visa refusal the full fees paid, minus the Application Fee and Homestay Placement Fee, will be reimbursed
- b) In the event of a Study Permit or Visa refusal the student must submit a copy of the letter of rejection from Canada Immigration
- c) In cases other than Visa/Study Permit refusal the following shall apply:
 - i) A full refund of tuition and supplies fees minus a \$500 administration fee will be issued for the first year of study if written notification is received by the Principal at least 60 days prior to commencement of studies
 - d) A full refund of tuition and supplies fees, minus a \$500 administration fee, will be issued in the second and subsequent years of study if fees have been paid for semesters in which the student does not enroll in courses, provided that notice to withdraw from these courses is received in writing by the Principal at least 60 days before commencement of the next semester.
- e) Fees will not be refunded for studies begun in a semester but not completed.
- f) There is no refund if a student is found to be in serious contravention of school or Homestay rules and is asked to leave the school
- g) All request for refunds not covered by the above must be submitted in writing to the Dean, Faculty of International Education, Vancouver Island University

2. Domestic students

- a) The application fee is non-refundable
- b) A full refund of tuition and supplies fees, minus a \$500 administration fee, will be issued provided that notice is received in writing by the Principal at least 60 days before commencement of studies in any semester
- c) Fees will not be refunded for studies begun in a semester but not completed
- d) There is no refund if a student is found to be in serious contravention of school or Homestay rules and is asked to leave the school
- e) All requests for refunds not covered by the above must be submitted in writing to the Dean, Faculty of International Education, Vancouver Island University

F. Student and/or Parent Appeals

- a) Any student and/or parent who feels that the education of themselves or their child has been significantly affected by a decision of a teacher, staff member or school administrator will have the right of appeal. In such cases the appeal procedure is as follows:

- i) Step 1: The parent and/or student must submit the basis of their complaint to the Principal in writing
- ii) Step 2: Within 48 hours the Principal will respond in writing to the complaint indicating that one of the following actions has occurred:
 - The complainant's appeal has been resolved by changing or modifying a decision to meet the complainant's request.
 - A meeting of all parties involved in the complaint has been established in an attempt to clarify points of fact and/or resolve the issue.
- iii) Step 3: The Principal shall inform the complainant, in writing, within 7 days of the result of the action taken as a result of the meeting in Step 2. If the complainant is dissatisfied with the resolution of the issue of the steps taken to resolve the issue, he/she may appeal the Principal's decision to the Board in writing.
- iv) Step 4: Within 7 days the Board will review the original complaint and the actions and or decisions made by the Principal. The Board shall make a decision regarding the complainant's concern and communicate this decision to the complainant, in writing, within 14 days. The Board's decision will be final.
- v) Students and/or families who do not agree with the Board's decision are able to take their complaint to the BC Ombudsperson.

G. Required Documentation

1. International students
 - a) Upon commencement of studies at the school all students must supply copies of:
 - i) Passport
 - ii) Study permit (if applicable)
 - iii) Visa (if applicable)
 - iv) Notarized Custodianship Declaration (if applicable)
2. Domestic students
 - a) Students who are transferring from a BC jurisdiction will need to provide copies of any documents required by the Ministry of Education if such documentation is not included in the Request for Files process between schools
 - b) Students who require Special Education support will be required to provide documentation for funding application purposes
 - c) Students from outside of BC will be required to provide copies of:
 - i) Birth certificate or equivalent
 - ii) Copies of the last 2 years of report cards and/or an official transcript

iii) Any medical alert information

H. Homestay

1. International students

- a) The school, Homestay providers and students will all adhere to the guidelines laid out in the Ministry of Education document “K-12 International Student Homestay Guidelines (2018)”
- b) Students for whom the Principal is the Custodian must reside with the Vancouver Island University Homestay Program
- c) Students who have a private Custodian may stay with alternate Homestay providers who can provide evidence to the school that they are adhering to the “K-12 International Student Homestay Guidelines.”
 - i) This evidence must be provided on an annual basis.
 - ii) If the school, at any time, has legitimate concerns about the private Homestay arrangement they may require the student to move to the Vancouver Island University Homestay Program.
- d) International students may not live on their own or in a room-mate arrangement regardless of the age of the student. Students, or their parents, who refuse to comply will be asked to leave the school.
- e) The exception to F.1.d) is for students registered in the Adult International Diploma Program or the International University Foundation Year. Students in these programs may stay in Homestay, Residence or find their own accommodation. Support is provided by the Homestay and Off-Campus Housing coordinators. Students in this program will not require the principal to be a Custodian for them.

2. Domestic students

- a) Students who attend the school and whose permanent residence lies outside the Regional District of Nanaimo may apply to live in a Vancouver Island University Homestay while attending the school. All VIU Homestay rules as well as the Ministry of Education Homestay Guidelines will apply to domestic students staying in Homestay.

II Student Health and Safety

A. Supervision of students in or around school building

1. Teachers and office staff are in the building by 8am (30 minutes prior to first block). Students who wish to be in the building prior to 8am need to make special arrangement with a teacher and/or staff member. The building is generally not accessible prior to 8am.
 - a) Teachers and office staff are in the building at least until 3:30 (30 minutes after the final block). Students who wish to be in the building later than 3:30 need to make an arrangement with a staff member.

- b) Students are given permission to leave the school building during break and lunchtime to go to the university Cafeteria or other campus location. Students are not permitted to leave the VIU campus during the day without explicit permission
- c) Students who are late (for any block) or who need to leave early are required to sign in/out at the office. Parents/Guardians are contacted for permission in the case of early leaving.

B. Supervision of students on day field trips

- 1. All field trips where transportation is required or where the field trip is expected to last longer than the regular school day, shall require a signed request, by the parent/guardian/custodian, for the student to participate.
- 2. All teachers who are supervising field trips must take with them:
 - a) A complete list of all student contact and emergency contact information
 - b) A charged cell phone
 - c) Emergency contact numbers (school office, principal, Dean of International Education, one other educator)
 - i) Teachers must be aware of any medical/behavioural/legal alerts of the students in their care and the provisions required should an issue arise.

C. Supervision of students on international trips or overnight domestic trips

1. Approval Process

- a) All trips must be approved by the principal. The Dean, Faculty of International Education will be informed of any such trips and will, at his/her discretion withdraw such permission in the event that concerns regarding safety and/or budget arise.
- b) All trip planning must be completed on the VIU Group Field Trip Activity Plan and submitted to the principal within the following deadlines. The minimum deadlines may be extended by the principal should it be that a longer planning/preparation period is required due to the nature of the proposed trip.
 - i) International trips: a minimum of 6 months in advance of departure
 - ii) US trips: a minimum of 2 months in advance of departure
 - iii) Domestic trips: a minimum of 1 month in advance of departure
- c) Approval of an international or overnight domestic trip will only be considered when the following criteria are in place:
 - i) The educational nature of the trip is well supported.
 - ii) Safety issues have been considered with regard to location, political situation, and emergency response plans. A pre-approval Risk Management plan has been developed with the support of VIU's Health and Safety Office.
- d) An agreement form is developed that details the expectations of students while abroad and the consequences for not adhering to those expectations. This

agreement form must be signed by students and parents/guardians/custodians before a student is granted permission to join the trip.

2. Supervision Planning

- a) The number of supervising employees is no less than 1:6 and there is at least 1 supervising employee for male students and 1 for female students. Only VIU employees who have the appropriate Criminal Record Check may be considered as supervisors. In no instance will there be fewer than 2 supervising employees on an international trip.
- b) Student employees (VIU or THS) will not count as a supervisor for any overnight trips.

3. Student supervision while abroad

- a) Student safety shall be the utmost consideration of all supervising employees. To this end the following practices shall be in place:
 - i) No student will be allowed to tour or stay behind (e.g. in hotel) on their own.
 - ii) Supervising employees will develop a safety plan upon arrival in their destination based on the local conditions they encounter once they arrive. This safety plan will be clearly communicated to students (in writing if possible).
 - iii) In the event of any emergency, one of the supervising employees will be in contact with the principal (and/or Dean of International Education) as well as the Emergency Response Coordinator with guard.me international insurance.

D. Student discipline

- 1. Students are expected to adhere to the school motto of “Work Hard and Be Kind.” Students who violate the spirit of the motto and/or explicit school rules around conduct will meet with the principal and/or appropriate teaching staff.
- 2. All students will be provided with an opportunity to rectify and repair a situation that requires discipline. The exception to this will be:
 - a) Use of drugs or alcohol at school or a school sponsored event or in a Homestay, or engaging in violence that results in emotional harm and/or injury to another student or to a staff member or a member of the VIU community. In the case of these severe disciplinary situations students may expect an immediate withdrawal from the school. In such situations due process will be adhered to in order to ensure that any mitigating circumstances are fairly considered prior to any final decision being rendered.

E. Responding to child abuse and neglect

- 1. The purpose of this policy is to provide specific guidance to the employees of The High School at Vancouver Island University in fulfilling the commitment to assist in child

abuse prevention and in providing reporting protocols if child abuse is suspected or known to have occurred.

2. The following guiding principles are provided as information to all parties serving children and families:
 - a) The safety and well-being of children are the paramount considerations
 - b) Children are entitled to be protected from abuse, neglect, harm or threat of harm
 - c) The staff of The High School at Vancouver Island University will be trained in, and directed to follow, all protocols as outlined in the 2017 (revised) “BC Handbook for Action on Child Abuse and Neglect” and the Independent School document “Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse.”
 - d) The Principal will be designated as the primary “Appointed School Official (ASO).” The Dean of the Faculty of International Education will be designated as the alternate “ASO.” The primary ASO, and the alternate ASO in the event that the primary ASO is unable to fulfill this requirement may be required to:
 - i) Investigate where appropriate on behalf of the school authority
 - ii) Ensure a safe school environment during investigations
 - iii) Consult with the child welfare worker and/or police
 - iv) Ensure that no school employee interferes with any investigations
 - v) Communicate with parents with respect to actions taken by the school authority
 - vi) Report to the Commission for Teacher Regulation, Teacher Regulation Branch, Ministry of Education, when the School Authority dismisses, suspends or otherwise disciplines a certified teacher or school principal and,
 - vii) Refers student(s) for counselling

F. Drinking water testing

1. All drinking water locations at The High School at VIU shall be tested for lead content as per Ministry of Education policy effective January 1, 2017 and as per the BC Drinking Water Protection Act. All testing shall be completed by December 15, 2017 and checked at least every 3 years after that date.
2. The Facilities Department at Vancouver Island University will work with The High School at VIU to ensure compliance with this requirement. Where necessary, the Facilities Department will arrange for outside contractors to complete the testing and issue a report to Facilities.

G. Emergency procedures

1. The High School at Vancouver Island University, as a part of Vancouver Island University, is included in the university Emergency Response Plan. This plan includes an Incident Command model in the event of a campus emergency such as earthquake, armed intruder, active shooter, chemical spill, etc. In the event of campus wide emergencies

the Incident Commanders will direct all staff at Vancouver Island University, including The High School at VIU.

2. The Vancouver Island University Emergency Response Plan complies with the BC Emergency Planning Guide document available for BC schools.
3. The High School at VIU will conduct emergency drills on the following schedule:
 - a) Earthquake -- 3 annually
 - b) Fire -- 6 annually with at least 2 per term
 - c) Lockdown -- 2 annually

H. Responding to Accident/Medical Alert Situations

1. In the event of an accident the following shall occur:
 - a) If emergency medical attention is deemed necessary a call to 911 is made
 - b) Once the 911 call has been made a call is placed to Campus Security for First Aid attendance and/or direction of the ambulance and first responders to the accident scene
 - c) If an ambulance is not required then Campus Security shall be called to provide First Aid services
 - d) In the event of a medical alert situation the school personnel shall follow the protocol established by the student parent/guardian/custodian. An exception to that will be made should it be determined that emergency medical assistance is required, in which case a call to 911 will be made followed by communication with the student's parent/guardian/custodian.

I. Harassment and bully prevention

1. The High School at VIU is committed to respecting the human rights and personal dignity of all students and staff and recognizes the need to provide a safe learning environment for children, in which the children and the adults who work with them must operate in a climate of trust, mutual respect, and understanding. THS nurtures an environment that embraces to school code of "Work Hard and Be Kind." Students are given instruction and examples of the kinds of behaviours that are aligned with out code.
2. The school recognizes its responsibility to keep students safe from bullying and harassment behaviours at school and while engaging in any school related activities that occur on or off the school site.
3. The school recognizes that the responsibility for student growth is shared among the students, their parents, faculty, and agencies and services in the broader community. As partners in this community, parents have an important role in fostering and supporting learning and acceptable conduct, as well as recognizing that the student must accept the consequences of his/her actions.

4. The school recognizes its responsibility to protect students' physical safety, social connectedness, inclusivity and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.
5. The school will not tolerate bullying/harassment behaviour on the VIU campus or at school sponsored events or in any other circumstances where engaging in bullying/harassment will have a negative impact on individual students or the climate of the school as a whole. Unacceptable behaviour includes, but is not limited to: bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours.
 - a) It is the responsibility of the principal to ensure this policy is followed
 - b) The school recognizes that bullying/harassment:
 - i) Adversely affects students' ability to learn;
 - ii) Adversely affects healthy relationships and the school climate
 - iii) Adversely affects the school's ability to educate its students
6. Bullying/harassment prevention is implemented through the following:
 - a) The education of all student in areas of conflict resolution, awareness programs, strategies, and how to report bullying/harassment incidents safely and in a way that will minimize potential reprisal;
 - b) The education of school employees in the recognition of signs of bullying/harassment and intervention strategies;
 - c) The communication of bullying/harassment prevention and intervention strategies to parents and other members of the school community
 - d) The reporting of all suspected cases of bullying/harassment to the principal, teachers, school staff, or counsellors
 - e) Assistance to victims of bullying/harassment by appropriate counselling and further community referrals as needed;
 - f) The maintenance and communication of accurate and appropriate documentation and communication of existing policies and procedures
 - g) The establishment of a monitoring and review process to determine the effectiveness of the policies and procedures
7. Consequences for bullying/harassment:

A student who engages in the harassment or bullying of anyone in the school will be subject to disciplinary action up to and including dismissal. Consequences will be assessed in collaboration with, and at the discretion of, the principal. The principal will ensure fairness and due process and will consult with appropriate personnel (e.g. counselling staff, police services, etc.) as needed and appropriate.

The principal will also do the utmost to ensure that all reasonable steps are taken to prevent retaliation by a person against a student who has made a complaint of a breach of the policy.

J. Anaphylaxis

The High School at VIU has safety procedures in place for responding to students experiencing severe allergic reactions. The High School at VIU follows recommendations of the BC Anaphylactic and Child Safety Framework (2013).

Controlling allergens in a high school setting on a university campus is difficult, if not impossible, to achieve. Students are able to leave the school building at lunch, obtain food at the VIU Cafeteria and vending machines and freely share food with each other. The High School at VIU does not guarantee an allergen-free environment.

It is the expectation of The High School at VIU that all students who have the potential for a severe allergic reaction that would require epinephrine, carry with them their own EpiPen or similar device. As a precaution, the potentially anaphylactic individual should supply the school with an extra epinephrine auto-injector in case of an emergency.

The VIU First Aid attendants carry EpiPens to administer in an emergency. The High School at VIU will contact VIU First Aid and 911 if a severe allergic reaction occurs.

The general procedure that will be followed is:

1. Call VIU First Aid to give an EpiPen injection.
2. Call 911
3. Give a second dose of epinephrine in 5 to 15 minutes if the reaction continues or worsens. VIU First Aid attendants will provide this.
4. Call parents/guardians or designated emergency contact persons

K. School Environment (Safety, Respect, Inclusion, Diversity)

1. Inclusion in The High School at Vancouver Island University is based on the principles of respect, acceptance, safety and equity. It is the recognition and honouring of diversity, and valuing the contributions of all members of our school community. The High School at Vancouver Island University recognizes that visible and invisible diversities exist and therefore is committed to creating an inclusive environment for all who learn and work in the school. The school affirms that a learning environment that reflects diversity, inclusivity, and equity is essential in supporting the highest levels of individual growth and achievement.
2. The purpose of this policy is to ensure that all employees reflect on how their interactions can create a respectful, accepting, safe, and supportive environment for the students and staff of our school. Students, staff or members of the school community who through intention or ignorance behave in a manner that runs contrary to the following principles will be subject to a restorative process that seeks to educate the individual on the requirement for inclusion and discrimination prevention. Students who intentionally break the code of conduct around these principles may experience discipline up to removal from the school. Employees who intentional break the code of conduct around these principles will face employee discipline as outlined in the anti-discrimination policies for employees of Vancouver Island University.

3. The school expects that all students, staff and members of our school community will:
 - a) Adhere to a code of conduct that is educative, preventative and restorative in practice and response;
 - b) Foster school cultures that are responsive to the diverse social and cultural needs of individuals and groups;
 - c) Understand how characteristics of diversity impact the access to, and outcomes of, education;
 - d) Recognize the injustices of marginalization, advocate for social justice and promote human rights; and
 - e) Participate in the ongoing development of practices that promote fair and equitable treatment for everyone, cultivating mutual respect, civility and a sense of belonging.

L. Smoking and vaping

1. Smoking on the Vancouver Island University campus is permitted in designated shelters only. No smoking is allowed in or within reasonable proximity of The High School at Vancouver Island University.
2. Vaping on the Vancouver Island University campus is permitted in designated shelters only. No vaping is allowed in or within reasonable proximity of The High School at Vancouver Island University.
3. Vaping products are prohibited for use by THS students. THS students who are discovered consuming any of these products anywhere on the VIU campus will have these products confiscated. A meeting with parents or guardians will be convened to discuss the health and legal risks.
4. THS will include tobacco, vaping products and cannabis health awareness lessons in Career-Life Education and Career-Life Connections courses.
5. VIU's cannabis policy is:

Use of cannabis products is prohibited on all University campuses and properties and inside all University-owned vehicles, with limited exceptions related to documented medical accommodation. Signs will be posted as determined by the Associate Vice-President, Facilities & Ancillary Services, and the Regional Campus Administrator for Regional Campuses to communicate this policy.

M. Transportation and supervision of students on school trips

1. All students will be transported for school activities in appropriate vehicles driven by properly licensed drivers
2. Any school staff who transport students in VIU owned vehicles must be in possession of a Class 4 license and adhere to all rules and regulations that are required by that license as well as all rules and regulations stipulated by the university regarding use of university vehicles.

3. All multi-passenger vehicle (e.g. charter bus, VIU bus, etc.) use will be accompanied by an evacuation drill prior to commencing the trip.
4. Students may not transport other students on school sponsored activities.
5. International students wishing to obtain a Driver's License must:
 - a) Produce a letter of permission or other document acceptable to BC Driver Services that is signed by their parents.
 - b) Custodians of international students will not be permitted to provide permission. Permission may only come directly from the student's parent or legal guardian
 - c) Understand that the school takes no liability or responsibility for international students as young drivers.
6. For day field trips the ratio of teacher supervisor to student shall be no less than 1:10
7. For overnight trips the ratio of teacher supervisor to student shall be no less than 1:6
8. For international trips the ratio shall be no less than 1:6 and with a minimum of 3 responsible adults of which at least 1 must be a certified teacher at the school

III Academic

A. Reporting to Parents

1. All parents will receive at least 6 two reports cards each semester.
2. Interim reports will be sent at the discretion of the course teacher and/or the school principal. Such interim reports will detail the student's current achievement level and include a plan for improvement if applicable
3. All students will be provided with a hard copy of their report card
4. All parents (international and domestic) will receive an electronic copy of the student report card

B. Special Education Policy

1. Students with special needs who apply to The High School at VIU will be accepted based on the school's determination of ability to support those particular needs. Consideration of ability to support will be based on:
 - a) Number of students with special needs already in the school
 - b) Ability of the school to access appropriate resources for the student's needs
 - c) Appropriateness of the school environment for the student
 - i) IEP's and/or Learning Plans will be developed for all designated students at The High School at VIU. These plans will be reviewed and revised at least once per year.
 - Extra learning support will be provided by the classroom teacher, either within or outside of the regularly scheduled class time. In some cases, if the resources can be accessed and it is appropriate for the student's learning

needs, an education assistant will be hired to work with the student under the supervision of the educators.

- In the event that extra funding is provided, through a Ministry of Education grant, a special education budget for that funding will be developed.
- Students for whom a School Completion Certificate is the most appropriate route will not be accepted at The High School at VIU as the needs of the student will likely outstrip the school's capacity to provide adequate resources and time.

C. Challenge and Equivalency

1. Challenge process

- a) The Challenge process assesses students' undocumented prior learning for the purposes of granting credit for a Grade 10, 11 or 12 course. The opportunity to challenge for credit begins 1 year after the implementation of any new provincial curriculum
- b) Students must provide proof of competency to the administration in a subject before they are granted the opportunity to challenge a course. This proof is often in the form of a comprehensive assessment ("test") administered by a subject area specialist to determine if the student has the likelihood of successfully challenging the full course.
- c) The challenge process is not to be used to improve a mark for a course for which the student has already received credit.
- d) Assessment strategies for the challenge will be created by the subject area specialist in consultation with the school principal. Assessment could include formal examinations and/or a variety of assignments to determine student competency.

2. Equivalency process

- a) The Equivalency process is the process of assessing documented learning from other jurisdictions such as school outside the BC school system in order to grant credit "equivalency" for a Grade 10, 11 or 12 course.
- b) Equivalency will be granted only by the school principal. The school principal will, in conjunction with the student's documentation, use the BC Ministry of Education Handbook of Procedures as a reference in determining equivalency.
- c) Whenever possible a percentage will be attached to an equivalent credit rather than a Transfer Standing (TS).
- d) International students are granted Equivalent credits in line with the Ministry of Education's International Student Graduation Credit Policy.

D. Phones in the classroom

1. The High School at Vancouver Island University is a 1-1 Chromebook environment and as such provides students with immediate access to the internet for school purposes.

For this reason it is not necessary that students use their smart phones for internet access.

2. All students are required to put their cell phone in the phone holder provided in each classroom. Students who do not comply will have their phone confiscated for the class block or up to an entire day (3pm).
3. Parents are notified in the school newsletter in August/September and again in January/February that students will not have access to their cell phones or communication via cell phone with their parents during class time. Parents are asked to contact the office if they need to speak with their child during class time.

E. Learning Resources

1. Definition of Learning Resources

- a) Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula.
- b) Learning resources used in the classroom will be evaluated and approved by The High School at VIU with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical and cultural values.

2. Evaluation Criteria for Determining Appropriate Learning Resources

- a) The criteria listed will include, but are not limited to:
 - i) Supporting the learning standards and outcomes of the curriculum
 - ii) Assisting students in making connections between what they learn in school and its practical application in their lives
 - iii) Addressing developmental and age appropriateness
 - iv) Having effective instructional and technical design
 - v) Meeting the requirements set by copyright and privacy (PIPA) legislation
 - vi) Encourage understanding and promote positive social attitudes and respect for diversity and individual differences
 - vii) Ensure that BC students will see themselves and their life experiences, within a free, pluralistic, and democratic society and evidenced in the learning material they use in their classroom
 - viii) Identify potential controversial or offensive elements that may exist in the content or presentation, and highlight where resources might support positive social attitudes, diversity, and demonstrate tolerance and respect for individual differences

3. Authority Approval

- a) The Board of The High School at VIU vests the approval of classroom learning resources with the principal and educators at the school. Ultimately, the Board holds the principal accountable for the selection, evaluation and use of all learning resources within the school.
 - b) The Boards holds the expectation that the principal and educators of The High School at VIU will choose appropriate, effective, culturally sensitive and respectful resources to be used in the classroom.
 - c) Should however, any resources come to light that do not adhere to the criteria, both stated and expected, the Board of The High School at VIU reserves the right to withdraw the use of the particular learning resource from the school.
4. Challenge to the Use of Learning Resources
- a) Challenges to the use of learning resources must be made in writing to the principal, identifying the learning resources and stating the reason why the resources may not be suitable. Challenges will only be accepted from individuals in the school community whose children are directly engaged with the learning resources, educators who use the resource or Ministry of Education staff.
 - b) The High School at VIU's Appeal Process policy will apply in any instance where the Challenger feels that the principal has not accepted their challenge as appropriate.

F. Online coursework

1. Students who require a course for graduation that The High School at Vancouver Island University cannot offer in time for their graduation may register for online courses. If an international student is affected by this the school will pay for the course.
2. International students who choose to register for an online course may do so unless the school is offering the same course in a classroom-based format. International students who choose to register for an online course that the school will be offering at some point prior to their graduation will be required to pay for the course.
3. All students who are working on courses online will be under the direct supervision of a teacher to ensure timely progression through the course and educational support as needed.
4. Where appropriate, students will be assigned to a study block, with designated teacher support, in order to complete the course.

G. Dual credit courses

1. Dual credit courses are available to all students in grade 12 provided that they have room in their Graduation plan for the elective and they have demonstrated readiness to take on university level coursework. The principal will determine such readiness and base it on academic performance, regular attendance and general conduct.
2. Students who are approved for dual credit courses will have their university tuition paid for by The High School at Vancouver Island University.

H. International Student Graduation Credits

The High School at VIU follows the Ministry of Education International Student Graduation Credit policy.

Students must earn credit for courses in the following categories through instruction from a BC certified teacher. No Challenge or Equivalency process is permitted:

- Language Arts 11
- Language Arts 12
- One Science 11 or 12
- One Mathematics 11 or 12
- Social Studies 11 (or equivalent)
- Career Life Education

I. External Credits

The High School at VIU follows the Ministry of Education policy for offering External Credits. The Ministry policy is as follows:

Students can earn external credentials by taking courses, programs or activities that fall outside the normal B.C. school curriculum. An example might be graduation credits for Grades 10, 11 or 12 given to students who have completed B.C. Conservatory of Music training.

Because these courses are developed and offered outside the B.C. school system, they must meet specific criteria in order to be authorized as an external credential course – this includes the same (or greater) level of depth, breadth, and rigour as would be found in Ministry-developed Grade 10, 11 or 12 courses, as well as an evaluation component that assesses the intended learning outcomes. Organizations offering these kinds of courses must also:

- *Be governed by a provincial, national or international body*
- *Have certified instructors*
- *Be non-discriminatory and offer credentials that are available to a significant number of students throughout B.C.*

Some courses may count for credit towards required courses under the Graduation Program (e.g. Fine Arts or Applied Skills), while others may count as credit towards elective courses. External credentials may also count toward credit for the Adult Graduation Diploma provided they are 4-credit courses at the Grade 12 level

J. School Completion

The High School at Vancouver Island University only offers students the opportunity to complete either the full BC Dogwood Diploma or the Adult Dogwood Diploma. Most students who attend The High School at VIU are planning to continue on to post-secondary studies. While The High School at VIU does not practice selective entry per se, it is expected that all students who enroll at The High School at VIU are capable of completing either Diploma requirements.

Any student who demonstrates, after enrollment, that it is likely that they will not be able to meet the academic requirements to obtain either Diploma will be referred to an appropriate program in another independent school or local school district.

In the event that a student needs to be referred to another program, The High School at VIU will take on all responsibility for locating an alternative program and working with the receiving school to ensure a smooth transition.

IV Privacy and Confidentiality

A. Personal information privacy policy for parents and students

1. Safeguarding personal information of parents and students is a fundamental concern of The High School at VIU. The school is committed to meeting or exceeding the privacy standards established by BC's *Personal Information Protection Act* (PIPA) and other legislation.
2. This Personal Information Privacy Policy describes the policies and practices of The High School at VIU regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.
3. The High School at VIU may add, modify or remove portions of the Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of the policy at the school office. This policy may be supplemented or modified by agreements entered into between The High School at VIU and an individual from time to time.
4. Ten Privacy Principles:
 - a) As part of The High School at VIU's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This policy describes these principles and provides further details regarding the school's compliance with the principles
 - b) Definitions:
 - i) **"personal information"** means any information about an identifiable individual, as further defined under BC's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.
 - ii) **"parent"** means the parent, guardian, or other legal representative of a student

- iii) **“student”** means a prospective, current, or past student of The High School at VIU
- c) Principle 1—Accountability
 - i) The High School at VIU is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is (are) accountable for the school’s compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school. The principal is appointed as the Privacy Officer for the school.
- d) Principle 2—Identifying Purposes
 - i) The High School at VIU will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.
 - ii) The High School at VIU collects and uses personal information to provide students with the best possible educational services in line with the mission of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student’s school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. The High School at VIU also collects information in connection with the use of its computer systems.
- e) Principle 3—Consent
 - i) The High School at VIU will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.
 - ii) Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, The High School at VIU will take into account both the sensitivity of the personal information and the purposes for which the school will use the information regarding a particular service, consent to use the address to provide the requested information maybe implied.
 - iii) On giving reasonable written notice to the school, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, the school will notify the individual of the likely consequences of withdrawing his or her consent and, except where

otherwise required or permitted by law, The High School at VIU will stop collecting, using or disclosing the personal information as requested.

- iv) If a person provides The High School at VIU or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable The High School at VIU to collect, use and disclose such personal information for the purposes set forth in the policy.

f) Principle 4—Limiting Collection

- i) The High School at VIU will limit the personal information collected to that information necessary for the purposes identified by the school.

g) Principle 5—Use, Disclosure and Retention

- i) The High School at VIU will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

ii) *When is Information Used?*

- The High School at VIU uses personal information as follows:
 - To communicate with parents and students, process applications and ultimately to provide students with the educational services and programs you expect
 - To enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parents and volunteer participation and fundraising
 - Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services
 - If, for any reason, personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.
 - The High School at VIU may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.
- *When May Information be Disclosed?*
 - The High School at VIU may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how the school may disclose personal information:

- When authorized by you—
- Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.
- In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.
- When required by law—
- The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.
- Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.
 - When permitted by law—
 - The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed.
 - The school does not sell, lease or trade information about you to other parties.
- iii) Outside service suppliers—
- At The High School at VIU, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. (For example, the school gives its yearbook publisher the information required to produce the annual yearbook.) Suppliers of specialized services are given only the information necessary to perform those services, and the school takes appropriate steps

to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

iv) Restricting sharing information—

- If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

v) *How Long is Personal Information Retained?*

- Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

5. Principle 6—Accuracy

- The High School at VIU will take appropriate steps to ensure that personal information collected by the school is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

6. Principle 7—Safeguarding Personal Information

a) The High School at VIU will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

i) The School Employees:

- In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.
- Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding the handling of personal information.

ii) Student Files:

- Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.
- The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's

security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

7. Principle 8—Openness

- a) The High School at VIU will make information available to individuals concerning the policies and practices that apply to the management of personal information.

8. Principle 9—Individual Access

- a) The High School at VIU will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

9. Principle 10—Complaint Process

- a) Individuals may question compliance with the above principles. Questions, concerns, complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

B. Personal information privacy policy for employees and volunteers

1. Safeguarding personal information of employees and volunteers is a fundamental concern of The High School at VIU. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

- a) This Personal Information Privacy Policy describes the policies and practices of The High School at VIU regarding the collection, use and is closure of personal information about employees and volunteers, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.
 - i) The High School at VIU may add, modify or remove portions of the Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy.

2. Ten Privacy Principles:

- a) As part of The High School at VIU's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This policy describes these principles and provides further details regarding the school's compliance with the principles

3. Definitions:

- a) **"personal information"** means any information about an identifiable individual, as further defined under BC's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under

applicable laws, such as information available from a public telephone directory or from a public registry.

4. Principle 1—Accountability

a) The High School at VIU is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual who is accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school.

i) The Privacy Officer for The High School at VIU is the principal.

5. Principle 2—Identifying Purposes

a) *What Information is Collected, Used and Disclosed?*

b) Employees—

i) The school collects, uses and discloses personal information about employees in order to establish, manage and terminate the employment relationship and for other purposes identified when the information is collected.

ii) Below are some examples of personal information about employees collected, used and disclosed by the school:

- Personal information collected, used and disclosed in the hiring process, including information on resumes and application forms (contact information, personal and professional history, qualifications, emergency contact information) results of criminal records checks, information collected from references;
- Payroll and related information including, social insurance number, rate of pay, hours of work, deductions, bank account information, any court orders;
- Benefit information including social insurance number, premiums or contributions, coverage information, date of birth, marital status, dependent information, medical information;
- Performance information, including work history, performance reviews, discipline and related notes and memorandums, documentation related to job qualifications (professional or technical qualifications), internal competition information;
- Other personal information as required or permitted by law.

c) Volunteers—

i) The High School at VIU collects, uses and discloses personal information about volunteers for the purposes of recruiting volunteers and establishing and managing an effective volunteer program and for other purposes identified when the information is collected.

ii) Below are some examples of personal information about volunteers collected, used and disclosed by the school:

- Information collected, used and disclosed in the recruiting process including information on resumes and application forms (contact information, personal and professional history, qualifications) and information collected from any references;
- Information related to the volunteer’s services, including availability, schedule, duties, reviews, and related notes and memorandums and documentation related to volunteer qualifications (professional or technical qualifications);
- Personal information about employees and volunteers (including photographs and biographical information) may also be collected, used and disclosed in the course of the school’s activities including in publications such as yearbooks and newsletters and websites.
- Computer use and email are monitored in accordance with the Vancouver Island University computer access and use policy and personal information is collected in the operation and maintenance of these systems.
- Personal information about employees and volunteers may be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.

6. Principle 3—Consent

- a) Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, The High School at VIU will take into account both the sensitivity of the personal information and the purposes for which the school will use the information. Consent may be express, implied or deemed.
- b) Most personal information is collect, used and disclosed for the purposes of establishing, managing and terminating the employment or volunteer relationship. In most cases, consent is not required. In other cases, consent will be sought or implied where it is reasonable to do so.
- c) From time to time, the school may advise employees and volunteers of other purposes for which it will collect, use or disclose personal information, in which case the school will, if appropriate, obtain consent for collection, use or disclosure of that personal information.

7. Principle 4—Limiting Collection

- a) The High School at VIU will limit the personal information collected to that information necessary for the purposes identified by the school.

8. Principle 5—Use, Disclosure and Retention

- a) The High School at VIU will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.
- b) *How is Information Used?*
- i) Personal information about employees and volunteers is used for the purposes identified under Principle 2.
 - ii) If, for any reason, personal information is required to fulfill another purpose, the school will notify the employee or volunteer of that purpose.
 - iii) The school may use anonymous information, such as information collected through surveys or statistical information about employees and volunteers to improve the school's operations.
- c) *When May Information be Disclosed?*
- i) The school may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law.
 - ii) Personal information about employees is disclosed to third parties for purposes related to the employment relationship, including to:
 - Government departments, bodies and agencies such as Canada Revenue Agency, WorkSafe BC, Ministry of Education
 - Financial institutions for payroll related purposes
 - Insurance companies, benefit, group RRSP and pension plan administrators for enrollment in and administration of benefits, plans and claims
 - Teacher certification information as per forms filed with the Ministry of Education
 - Advisors to The High School at VIU and Vancouver Island University such as accountants, lawyers and consultants
 - When required or permitted by law.
 - Personal information about volunteers may be disclosed for the purposes of establishing and managing an effective volunteer program and for other purposes identified when the information is collected. Information may also be disclosed when required or permitted by law.
 - The school does not sell, lease or trade information about employees and volunteers to other parties.
- d) *How Long is Personal Information Retained?*
- i) Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purpose for which it was collected

and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

9. Principle 6—Accuracy

- a) The school will take appropriate steps to ensure that personal information collected by is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed. Employees and volunteers are responsible for providing up to date personal information to the school.

10. Principle 7—Safeguarding Personal Information

- a) The school will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.
- b) Employees and volunteers will be appropriately educated about the importance of privacy and they are required to follow the school’s policies and procedures regarding handling of personal information.
- c) Employee files are stored in secured filing cabinets. Access to personal information is restricted to authorized employees who have a legitimate reason for accessing it.
- d) Vancouver Island University manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The university’s security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

11. Principle 8—Openness

- a) The school will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school’s privacy policies to the Privacy Officer.

12. Principle 9—Individual Access

- a) The school will inform an individual, upon the individual’s request, of the existence, use and disclosure of the individual’s personal information, and shall give the individual access to it in accordance with the law.

13. Principle 10—Complaint Process

- a) Questions, concerns and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school’s Privacy Officer.

V Student records

- A. The High School at VIU is committed to ensuring that student records are handled in accordance with all legal requirements.
- B. High School at VIU will

1. Ensure that the principal is responsible for the establishment, security and maintenance of the student record and student file for each student registered in the school;
2. Only collect, use or disclose personal information with the consent of the individual student or legal guardian, unless otherwise authorized by law; “authorized by law” is to mean duly appointed representatives from the Vancouver Island Health Authority, Ministry of Child and Family Development, and other support services who can verify their status as having a legal right to the information.
3. Secure student records and student files with access within the school authority restricted to those individual who, by the nature of their work, are required to have access to the information;
4. Subject to legal requirements, ensure that personal information will be retained only for the period of time required to fulfill the purpose for which it was collected.
 - a) Active students:
 - i) Student files are kept locked in fire proof cabinets
 - ii) Access is restricted to those employees who, by the nature of their work, are required to have access
 - iii) The school protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks
 - iv) The principal will regularly review student records to ensure that the information is current and complies with legal requirements.
 - v) Permanent Student Record will be updated as information changes and student moves through the system
 - vi) Inclusions will be listed on the Permanent Student Record
 - b) Inactive students
 - i) Unless another school requests a student record, the school authority archives student records for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school.
 - ii) The archived records are stored securely and access is limited to only those for whom, due to the nature of their work, require access.
 - c) Transfer of student records
 - i) On receipt of a request for student records from a school, a Board of Education, or an independent school authority within British Columbia where the student is (or will be) enrolled, the school will transfer that students’ Permanent Student Record (including declared inclusions), the current Student Learning Plan (if any) and the current IEP (if any)
 - ii) The school will only transfer sensitive, confidential information after dated and signed parent/guardian consent has been obtained

VI Staff

A. Teacher evaluation

1. The principal of The High School at VIU is responsible for the evaluation of teachers employed by Vancouver Island University to teach at The High School at VIU. Teachers will be evaluated in order to ensure the quality of the instruction provided for students and to encourage professional growth and development.
2. Teacher evaluation will take into account the requirements of the Teacher Regulation Branch, specifically the *Standards for the Education, Competence and Professional conduct of Educators in British Columbia*. Teacher evaluation will also take into account the provisions of the BCGEU Collective Agreement as it applies to the evaluation and professional growth of teachers employed to teach at The High School at VIU.
3. Teachers at The High School will be formally evaluated by the principal no less than once every 4 years. Teachers new to THS will be evaluated by the end of their first year.

B. Principal evaluation

1. The principal of The High School at VIU is evaluated each year by the Dean, Faculty of International Education, Vancouver Island University. The format of the evaluation is determined by the Administrators contract that requires annual growth and accountability plans that include sections, in the case of The High School, regarding school operations and performance.