



Coquitlam College

Established 1982

A photograph of three students sitting on a green lawn. On the left, a student in a green plaid shirt is looking towards the center. In the middle, a student in a red and white plaid shirt is looking down at something in their hands. On the right, a student in a white tank top and blue pants is looking towards the center. In the background, there are tall green trees and a building with a white fence. The sky is clear blue.

STUDENT HANDBOOK



COQUITLAM COLLEGE

Established 1982

INTRODUCTION

This handbook has been prepared to acquaint the student with many of the common rules, regulations and policies in effect at Coquitlam College. There is much information contained herein and you are advised to familiarize yourself with the contents and to keep this handbook available for reference as needs dictate. Any questions that may arise should be addressed to your counsellor or to the administrative personnel for clarification.

Content

STUDENT RESPONSIBILITY	6
STUDENT RESPONSIBILITY	6
STUDENT IDENTIFICATION	6
STUDENT CONDUCT.....	7
Team Work.....	7
Attendance.....	7
INTELLECTUAL HONESTY	8
Cheating.....	8
FINAL EXAMINATIONS.....	9
APPEAL PROCEDURES	9
Appeals against Grades on Individual Items of Work	9
Appeals against Final Grades	10
Appeals to Complete Work after the Evaluation Period	10
SCHOLASTIC PROBATION.....	11
ACADEMIC DISCIPLINE	12
CLASSIFICATION OF STUDENTS	12
FEES, REFUNDS, ETC.....	13
Application Fee	13
Prepaid Tuition Deposits – New Overseas Students	13
Landed Immigrants.....	13
Misconduct.....	13
Senior Secondary and English Studies programs.....	13
University Transfer Program	14
Course Change Fee.....	16
Rental Textbooks.....	16
University Textbooks	16
Request for Refund.....	17
Withdrawal from Course	17
University English Placement Test (UEPT) & Refund Policy.....	17
English 099 Students	17
Defferal.....	17
GRADING SYSTEM.....	18

ASSOCIATE DEGREE	18
CERTIFICATE PROGRAMS.....	20
Arts Certificate	20
Business Certificate	20
Science Certificate	21
DIPLOMA PROGRAMS.....	22
Arts	22
Business.....	23
SENIOR SECONDARY GRADUATION REQUIREMENT.....	24
SENIOR SECONDARY EARNING CREDITS FOR OTHER LEARNING	25
SENIOR SECONDARY REGISTRATION IN COURSES AT OTHER INSTITUTIONS.....	28
STATEMENT OF GRADES	28
OFFICIAL DOCUMENTS	28
Transcripts	28
MEDICAL INSURANCE	29
CHANGE OF ADDRESS	29
STUDENT LIFE.....	29
HOMESTAY.....	29
COUNSELLING	30
FIELD TRIPS.....	30
PARKING	30
SAFETY PROCEDURES	31
What to do During an Earthquake	31
Supplies Needed to Keep on Hand for an Earthquake	31
General Personal Safety.....	32
Bullying and Harassment Policy.....	32
FIRE DRILL REGULATIONS.....	33
SMOKING REGULATIONS	34
PERSONAL INFORMATION PRIVACY POLICY	33

STUDENT RESPONSIBILITY

Student Responsibility

It is the responsibility of the student to be aware of policies, procedures and deadlines which are in effect during his/her attendance at Coquitlam College. This information is printed online, in the Calendar and other College publications.

Each student is responsible for the accuracy and completeness of his/her program at Coquitlam College. In semester programs, care should be taken by each student to ensure that his/her courses are appropriate for the program selected, including the number of courses needed to complete the requirements for graduation. A student will not receive credit for courses in which he/she has not registered.

Students are expected to maintain a responsible standard of conduct, deportment and dress; to regularly attend classes; to keep their work up to date; and to complete all assignments as required.

The College may suspend a student at any time for unsatisfactory conduct, for failure to abide by regulations, or for consistent failure to apply himself/herself to the course of studies for which he/she is enrolled (e.g. high absenteeism).

Student Identification

All students are required to have a Coquitlam College Student ID to take a final exam. Coquitlam College Students ID's can be obtained at the Bookstore from Monday to Friday, 8:30 a.m. to 3:30 p.m.

Students in the Senior Secondary and English Studies programs may be eligible for a Go Card, this can used for Coquitlam College identification purposes. A Go Card is only given to a student who is:

1. A resident of the Transit Service area, and
2. Is fourteen (14) years of age or in Grade 8 and nineteen (19) years of age or under at the start of the school year, and
3. Regularly attends classes at a public school up to and including Grade 12 or at a private school where he/she is receiving a full-

time course of instruction leading to a high school graduation certificate or the completion of Grade 12.

Important Notice: You must provide a valid government photo ID to receive your Coquitlam College Student ID or Go Card.

Student Conduct

Coquitlam College holds students responsible in matters of conduct which affect the College community. Any student whose actions cause harm to another individual, or group, or damage to College property may be liable for legal action. Any student found conducting business to represent student recruitment agencies is considered by Coquitlam College a serious conflict of interest. The College may impose disciplinary measures for these or other actions. Sanctions include a warning, a reprimand, suspension or expulsion. No refunds will be available to students indulging in the above actions.

A. Team Work

In most courses, term essays, projects, reports and tests assigned to students during the semester account for a portion of the final grade. It is important, therefore, that students maintain a consistent effort in all assignments and class work.

B. Attendance

Students are expected to regularly attend classes, laboratories, workshops, or seminars held in each subject for which they are enrolled. After consultation with Administration, the instructor may refuse a student admission to the class for chronic lateness, class misconduct, or failure to complete assigned work. As well, failure to maintain a satisfactory attendance level may result in the student being required to withdraw from a particular course. Absence from class for any reason does not relieve a student from the responsibility of completing course work and assignments to the satisfaction of the instructor.

All students who have missed a class for valid reasons will not be penalized for missed tests or quizzes as a result of an absence. Instructors may allow an alternate test date or will apply the percentage received for the final exam to any missed tests. Missing classes, even for a valid reason, is likely to adversely affect a student's academic standing. It should be noted that instructors will assist students who

have missed classes; however, teachers are not responsible for making up lost time. To avoid disruption, students who are late for class are expected to enter politely e.g. when the instructor or student/students are not speaking, etc. Consistent lateness may also cause academic problems.

Senior Secondary and English Studies Program

It will be the responsibility of instructors to advise adult students (over 18) of the consequences of high absenteeism (6+). If the teacher wishes to emphasize the point, they may escort violators to see a counsellor at the end of class. Prolonged absences of a week or more in all classes will be monitored as expediently as possible for underage students, e.g., phone, mail, email or contact with parents to determine the problem.

Intellectual Honesty

The academic standards and reputation of a college are a shared responsibility of the faculty and students. Intellectual honesty is a cornerstone of continued membership in the college community.

Intellectual dishonesty may take many forms. For example, the unacknowledged use of the ideas or published material of others constitutes plagiarism. While much academic work must involve the consideration of ideas and material originally conceived or made accessible by others, there is a significant difference between an acknowledged restatement of such ideas and materials after intelligent assimilation, and the intentional unacknowledged reproduction of them. Other examples of intellectual dishonesty are cheating on exams, aiding and abetting cheating, using essays prepared by other persons, falsifying laboratory results, impersonating another student at an examination, misrepresenting information on academic records and the falsifying of academic records.

A. Cheating

If a student is caught cheating he/she will be brought to the office, his/her name will be recorded, and depending on the situation, will either be expelled, fail the course, or receive zero on the assignment/test. If a student is caught cheating a second time, he/she may be expelled from Coquitlam College.

B. Electronic Cheating

Any student who turns on or looks at their cell phone or other unauthorized electronic device (Ipad, laptop, tablet, etc.) during a scheduled quiz, test, midterm or final exam constitutes cheating and is punishable by receiving an “F” and/or automatic course failure.

Final Examinations

Students who fail to write a final examination because of serious illness or emergency may be able to write a **deferred** examination. The reason for absence must be verified by the Administration.

Final examinations will normally be held during the week immediately following the last day of classes. Dates of the examination period for each semester are outlined in the Academic Calendar. A copy of the exam timetable will be posted online. Travel plans should not be made until a student has verification of exam dates. Students are not eligible to write any exam for any reason prior to the scheduled date.

In order to receive credit, Senior Secondary students are required to write a final examination and in certain Grade 10, 11 and 12 courses, a Provincial Government Examination.

Appeal Procedures

Procedures have been established for dealing with the following types of appeals:

A. Appeals Against Grades on Individual Items of Work

If a student has cause to believe that a grade assigned on any single item of work is unjust, he/she should first discuss the matter with the instructor within seven days after the instructor has notified the student of the grade. Grades on final items of term work and final examinations graded after the end of classes may be appealed up to thirty (30) days following the last day of the evaluation period for the semester in which the course is offered.

If, after discussion with the instructor, a student still believes the grade is unfair, he/she may, within thirty (30) days, submit an appeal in writing to the Registrar. The appeal should include a copy of the work which is the subject of the appeal, reasons for the appeal, and a

summary of the conversation with the instructor involved. The Registrar will notify the student of the result.

In starting an appeal, students have a right to expect that the disputed grade will be reviewed in a manner other than the one which generated the original grade. The Registrar has the responsibility to rule on appeals in the concerned department. Normally, the department will be the highest body of appeal. However, if the student has reason to believe his/her appeal was not given a fair hearing by the department, a further appeal may be made in writing to the Registrar, with provision to add members from the appropriate disciplines, if necessary.

The petition must contain reasons why a new grade is requested, and must be accompanied by an administrative appeal fee, as outlined below. If the appeal is upheld, such fee will be refunded.

B. Appeals Against Final Grades

Since the grade on any individual piece of work, including the final examinations, can be appealed, there are three grounds for appealing against a final grade:

1. The assessment of the final grade must have been made without taking into consideration all pieces of completed work, because no work was missing or incomplete;
2. There must have been some error in calculation in developing the final grade because it does not appear to correspond to the grades awarded to all the individual pieces of work;
3. The overall assessment of the grade is unjust.

Students are reminded, however, that final grades in all courses are reviewed by the department concerned prior to submission to the Registrar.

C. Appeals to Complete Work After the Evaluation Period

If circumstances beyond the student's control create situations in which it is impossible, or causes too much hardship to complete a piece of required work by the end of the evaluation period, or to write an examination at the scheduled time, he/she may appeal to write the examination late, or to have additional time to complete the work.

An administrative fee of \$25.00, refundable only upon success of the appeal, must accompany all appeals for reconsideration of a term paper, or for final examination grades.

No fee will be assessed for appeals dealing with extended deadlines for completion of work or for appeals for retroactive withdrawal.

**Important Notice*

All appeals must be accompanied by adequate documentation pertaining to reasons why an appeal is warranted, and should be submitted on behalf of the student by a person or persons in a position to be aware of the student's particular circumstances. This is especially important concerning appeals under items B and C above.

Scholastic Probation

All new overseas students are given one semester to settle in and adjust to the new culture and education system. No probation will be started in a first semester unless the student has created an unacceptable situation with regard to classroom behaviour, work and participation. Attendance alone is not an issue for probation during first term.

Second semester students with a combination of poor attendance and failing grades will be placed on first probation. Counsellors will issue letters at time of registration and parents/guardians will be advised.

Third semester students who did not meet first probation requirements will be placed on final probation which could result in expulsion with no refund. These students will be required to meet weekly with a counsellor.

Doctor notes and excuses of sickness will be carefully monitored. Little regard will be given to these excuses if they are continuously offered by chronically absent students. Any student who has missed numerous days, and then appears, should be escorted to the office at the end of the class.

Counsellors will contact any previous institution – or immigration if a concern arises – prior to registration to determine acceptance and/or placement on probation. Procedures will be discussed in the

Counseling Office and details will be recorded in the student file in order to avoid duplication.

Academic Discipline

Sanctions imposed by the College for intellectual dishonesty may include a simple warning, reassessment of the work, failure on the particular assignment, failure in the course, denial of admission or readmission, or suspension or expulsion from the College. In deciding on the appropriate sanction to be imposed for an act violating intellectual honesty, consideration will be given to all relevant matters including: the extent of the dishonesty; the inadvertent or deliberate character of the dishonesty; the importance of the work in question; whether the act in question is an isolated incident or part of repeated acts of academic dishonesty; mitigating or aggravating circumstances.

Classification of Students

Coquitlam College offers a full time schedule. International students requiring study permits are therefore required to enroll in a full-time program.

1. **Full-Time Student** - Students must take a minimum of three courses to be classified as full-time
2. **Part-Time Student** - Any student enrolled in less than a regular course load as defined above.
3. **Audit Student** - Audit students attend classes for interest or self-improvement reasons. These students are required to complete class assignments but do not write examinations. Permission to enroll as an audit student must be approved by the Registrar at the time of registration.
4. **Mature Student** - Any person who is twenty-three years of age or more, or who would reach that age during the first semester in attendance, and who is not eligible for admission under another category is considered a mature student. Admission to this category is at the discretion of the Registrar who must be satisfied that the applicant has pertinent objectives in mind and is likely to benefit from such studies.

Fees, Refunds, etc.

A. Application Fee

The application fee is non-refundable whether or not the student enrolls in the College. The application fee is valid for a period of one year.

B. Prepaid Tuition Deposits – New Overseas Students

If the student is denied a Study Permit authorization from Citizenship and Immigration Canada the student will receive a 100% refund if the following criteria have been met:

- Students shall request a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the Official school letter from the College.
- Students must request the refund within one (1) year of the date that the Official school letter was issued.

Official documentation of the visa refusal must be provided to the College.

C. Landed Immigrants

Fees will not be pro-rated for a student who registers under study permit conditions and subsequently becomes a permanent resident mid-semester. The student will be charged permanent resident fees at the start of the next semester.

D. Misconduct

If a student is dismissed for misconduct, there will be no refund for that semester.

E. Senior Secondary and English Studies programs

A student is considered to have entered into a contract with the College when the student's application for admission has been accepted by the College. To be considered for a refund, a student must submit a written notice of withdrawal to the College and must have the written notice of withdrawal signed by an academic counsellor. No other form of notice shall be considered valid.

Out of country international students who have paid a tuition fee deposit are committed to the College for at least 2 consecutive semesters (8 months).

1. Where a student gives notice in writing by registered mail or in person to the College of his or her intention to withdraw prior to the first day of classes in a given semester, the College will retain 40% of the fees paid and refund the balance.
2. Where a student has given written notice by registered mail or in person to the College of his or her intention to withdraw after the beginning of the first day of classes but before the first week of classes have elapsed, the College will retain 50% of the fees paid and refund the balance.
3. Where a student has given written notice by registered mail or in person to the College of his or her intention to withdraw after the first week of classes but before the second week of classes have elapsed, the College will retain 75% of the fees paid and refund the balance.
4. Where a student has given written notice by registered mail or in person to the College of his or her intention to withdraw after the second week of classes has elapsed, no tuition refund shall be given. All refunds pending will be paid within thirty days of written notice of withdrawal.

F. University Transfer Program

A student is considered to have entered into a contract with the College when the College has accepted the student's application for admission. To be considered for a refund, a student must submit a written notice of withdrawal to the College and must have the written notice of withdrawal signed by an academic counsellor. No other form of notice shall be considered valid.

Refunds before a program of study starts:

1. If a written notice of withdrawal is received by the student prior to the start of the semester the College will retain the lesser of 25% of the fees paid or \$600.00 and refund the balance.

Refund after the program of study starts.

1. If the student provides a request form of drop/withdrawal or is dismissed within the first 2 weeks of class but before the start of the third week of class in the semester, the student will receive a 50% refund.
2. After the second week of class there will be no refund.

For All Students

1. Refunds will be granted only for those courses officially dropped by the published deadline.
2. Eligibility for a refund will be determined based on the date a course is dropped.
3. Refund cheques will be issued in the name of the student unless an authorization letter is submitted.
4. Students who have been issued an Official school letter (ex: Official Letter of Acceptance, Temporary Resident Visa Letter or Re-entry Letter) are not eligible for a tuition refund, even if the original document is returned to the school. Course registration deferral will only be approved within the Confirmation of Enrolment study period.
5. If the student is denied a Study Permit authorization from Citizenship and Immigration Canada the student will receive a 100% refund if the following criteria have been met:
 - Students shall request a Study Permit authorization from Citizenship and Immigration Canada within 30 days of receiving the Official school letter from the College.
 - Students must request the refund within one (1) year of the date that the Official school letter was issued.

Official documentation of the visa refusal must be provided to the College.

6. Wire transfer refunds will be sent to the student and the correct bank information must be provided unless an authorization letter is submitted.
7. The College is only able to receive payments for tuition and course related fees for one academic school year (two semesters); any funds received in excess of this will be returned to the student in the same manner as the payment was received by the College (i.e.: if payment is received by wire transfer it will be returned by wire transfer it will be returned by wire transfer to the country of origin.

All refunds pending will be paid within thirty (30) days of written notice of withdrawal.

G. Course Change Fee

Students must use an Add-Drop form to change courses. Under most circumstances, students who change courses will incur a \$25 dollar fee.

H. Rental Textbooks

Ministry of Education textbooks/materials are issued to all students registered in the Secondary and ESL Programs. Students are required to pay a \$175.00 security deposit when registering for their initial term. All books must be returned to the instructor at the end of each term, prior to sitting for the final exam. Students will be assessed the replacement cost of books/materials that are not returned, or are returned in unusable condition. The full security fee (\$175.00) remains on deposit throughout the period of Senior Secondary and/or English Studies.

I. University Textbooks

The sale of university books in cash, Visa or bank card only.

No refunds will be given unless a class has been cancelled or a course has been dropped. If a course has been dropped, the student must present the drop form and the bill of sale to request a refund. It is at the discretion of the Bookstore whether the book condition warrants a refund.

J. Request for Refund

Refund Forms are available at the Administration Office and are to be completed in full, indicating the reason for the request. Requests must be received in the Administration Office at least **ten days** prior to the last working day of the month; otherwise, cheques will be issued on the last working day of the following month.

A **Drop/Add** form must be completed and signed by a counsellor before any course drop refund will be issued.

Only the individual entitled to the refund may pick up the refund cheques in person. Alternatively, cheques will automatically be mailed to the address indicated on the **Refund Request** form.

K. Withdrawal from Course

Each semester, the final deadline for withdrawal from courses is published in the official academic calendar. A student shall not be deemed to have officially withdrawn from a course until he or she has filled out an official course **Add/Drop** form in the administration office and had the form signed by a counsellor. No requests to withdraw from a course will be considered after 3:30 p.m. on the final day listed in the official academic calendar.

L. University English Placement Test (UEPT) & Refund Policy

It is the responsibility of the student to seek out the results of the University English Placement Test. A student who does not pass the test must withdraw from credit English course(s) before the end of late registration. Requests for a refund must be made within 10 working days of the official results.

M. English 099 Students

Student must receive S (Satisfactory) in English 099 to be exempt from the English Placement Test (EPT)

Students who register for a credit English course must withdraw by the end of late registration if their final 099 marks are below S (Satisfactory) or if they fail the EPT.

N. Deferral

Students who request to defer their tuition must receive approval from the Counselling Office. If approval is granted, students must

understand if they do not utilize the deferral, refunds will revert to original refund guidelines.

Students who have been issued an Official school letter (ex: Official Letter of Acceptance, Temporary Resident Letter or Re-entry Letter) are not eligible to defer their tuition unless approved by the Principal or Vice-Principal.

A student will incur a \$150.00 charge for course deferral.

Grading System

SENIOR SECONDARY & ENGLISH STUDIES

<u>MARK</u>	<u>PERCENTAGE</u>	<u>POINTS</u>	<u>CREDIT</u> <u>MARK</u>	<u>USED IN</u> <u>GPA</u>
A	86 - 100	4.0	Yes	Yes
B	73 – 85	3.0	Yes	Yes
C+	67 – 72	2.5	Yes	Yes
C	60 – 66	2.0	Yes	Yes
C-	50 – 59	1.0	Yes	Yes
F	Below 50	0.0	No	Yes
IP	In Progress	0.0	No	No
W	Withdrawal	0.0	No	No
AUD	Audit	0.0	No	No
SG	Standing Granted	n/a	Yes	No
TS*	Transfer Standing	n/a	Yes	No

* TS granted on the basis of a passing mark in an equivalent course either on an internationally recognized examination or a Canadian or U.S. High School transcript.

The grade for each course will be entered on the student’s record by a letter grade and a numerical equivalent as follows:

UNIVERSITY TRANSFER

<u>MARK</u>	<u>DESCRIPTION</u>	<u>POINTS</u>	<u>CREDIT</u> <u>MARK</u>	<u>USED IN</u> <u>GPA</u>
A+	91 –100	4.33	Yes	Yes
A	86 – 90	4.00	Yes	Yes
A-	80 – 85	3.67	Yes	Yes
B+	77 – 79	3.33	Yes	Yes
B	73 – 76	3.00	Yes	Yes
B-	70 – 72	2.67	Yes	Yes

C+	65 – 69	2.33	Yes	Yes
C	60 – 64	2.00	Yes	Yes
C-	55 – 59	1.67	Yes	Yes
P	50 – 54	1.00	Yes	Yes
F	Below 50	0.00	No	Yes
DEF	Deferred	n/a	No	No
W	Withdrawal	0.00	No	No
AUD	Audit	0.00	No	No
S	Satisfactory	0.00	No	No
SR	Satisfactory But Restricted	0.00	No	No
U	Unsatisfactory	0.00	No	No

The S, SR, and U are for evaluation of achievement in non-credit courses.

Associate of Arts Degree

The Associate of Arts Degree requires students to complete a minimum of 60 credits of University Transferable courses, including 6 credits of English, 9 credits of science, and 36 credits in Arts with 18 credits from second year courses. This breadth of study allows graduates the opportunity to transfer into the 3rd year of a bachelor's degree at leading Canadian and US universities.

Associate of Arts Degree – General Art

Students must complete a minimum of 60 credits of first and second year courses including:

- 6 credits in first year English
- 9 credits in Science/Mathematics
- 36 credits in Arts (including a minimum of 18 credits in Arts at the second year level)
- 9 credits in Arts, Science or other area

Associate of Arts Degree – Business

Students must complete a minimum of 63 credits of first and second year courses including:

- 6 credits in first year English
- 9 credits in Science/Mathematics
- 36 credits in Arts (including a minimum of 18 credits in Arts at the second year level)

- 12 credits in second year Business

Certificate Programs

Arts Certificate

The Arts Certificate is a one-year (30 credit) program in general arts designed to provide students with a broad education in humanities and the social sciences.

Arts Certificate Requirement

Courses	Credits
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Second Language (CHIN, JAPA or FREN)	6
Humanities (ASIA, ENGL, HIST or PHIL)	3
Science (BIOL, CHEM, CSCI, GEOG 101 or 102, MACM, MATH, PHYS or STAT)	3
Social Science (ANTH, CMNS, ECON, GEOG, POLI, PSYC or SOCI)	6
Electives	6
Total:	27 - 30 credits

Business Certificate

The Business Certificate is a one-year (30 credits) program in business designed to provide the foundation coursework for completion of a university degree in business or entry into a professional program in accounting, finance, or financial planning.

Business Certificate Requirement

Courses	Credits
ACCT 101 and ACCT 102	6
CSCI 100	3
ENGL 101 or PHIL 101	3
ECON 100	3
MATH 110 and MATH 111	6
Electives	9
Total:	30 credits

Science Certificate

The one-year Certificate in Science is designed to provide students with a complete overview of first year science. It is intended for students who wish to go on to further studies in science or engineering at a University in British Columbia and it satisfies the first year requirement in science faculties at all BC universities. The program requirements depends upon students' intended major at university.

Science Certificate Requirement - Biology

Courses	Credits
BIOL 101 and BIOL 102	8
CHEM 101	4
MATH 101 and MATH 102	6
PHYS 101	3
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Electives	3
Total:	30 credits

Science Certificate Requirement – Chemistry, Physics or Engineering

Courses	Credits
CHEM 101 and CHEM 102	8
MATH 101 and MATH 102	6
PHYS 101 and PHYS 102	6
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Electives	4
Total:	30 credits

Science Certificate Requirement – Computer Science or Mathematics

Courses	Credits
CSCI 120	3
CHEM 101	4
MATH 101 and MATH 102	6
PHYS 101	3
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Electives	8
Total:	30 credits

Science Certificate Requirement – General Science

Courses	Credits
MATH 101 and MATH 102	6
Science courses*	12
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Electives	8
Total:	30 credits

*Science course must be chosen from courses with the following prefixes: BIOL, CHEM, CSCI, PHYS or GEOG (102 and 102 only).

Diploma Programs

Arts

These two-year programs (60-61 credits) are designed to provide you with a broad education, with special emphasis in humanities and the social sciences. Students may complete a general studies program or may choose to specialize in economics or mathematics.

Arts Diploma – Core Requirements

Courses	Credits
ENGL 101	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Second Language (CHIN, JAPA or FREN)	6
Humanities (ASIA, ENGL, HIST or PHIL)	3
Science (BIOL, CHEM, CSCI, GEOG 101 or 102, MACM, MATH, PHYS or STAT)	6 – 10
Social Science (ANTH, CMNS, ECON, GEOG, POLI, PSYC or SOCI)	6
Total:	27 – 36 credits

Arts Diploma – General Studies

Courses	Credits
Core requirements	27 – 31
Second year courses	21
Electives	9 – 12
Total:	60 – 61 credits

Arts Diploma – Economics

Courses	Credits
Core requirements	27 – 31
ECON 100	3
ECON 201 and ECON 202	6
ECON 203	3
ECON 210	3
MATH 111 and MATH 112	6
STAT 291	4
Electives	5 – 9
Total:	60 – 61 credits

Business

The two-year (60 credits) diploma program in business is designed for students who wish to pursue a career in a field where knowledge of sound business practices is an advantage. The program is designed to provide the foundation coursework for completion of a university degree in business, entry into a professional program in accounting, finance or financial planning, or direct entry into the world of business.

Business Diploma

Courses	Credits
ACCT 101 and ACCT 102	6
ACCT 205	3
BUSI 237 (or CSCI 100)	3
BUSI 272	3
ENGL 101	3
ECON 201 and ECON 202	6
ECON 250	3
One of: ENGL 103, ENGL 111, ENGL 121	3
Arts Electives	9
Electives	12
Total:	60 credits

Senior Secondary Graduation Requirement

2004 Graduation Program

Foundation Studies

<u>Subject Area</u>	<u>Minimum Credits</u>
Language Arts 10	4
Language Arts 11	4
Language Arts 12	4
Social Studies 10	4
Science 10	4
Science 11 or 12	4
Mathematics 10	4
Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
Fine Arts and/or Applied Skills 10, 11 or 12	4
Total:	48 credits

Selected Studies

Additional Grade 10, 11 or 12 (Board/Authority Authorized Courses, Post- secondary credits and/or Independent Directed Studies)	Total: 28 credits
Graduation Transitions	4
Overall Total:	80 credits

Adult Graduation Program

Foundation Studies

<u>Subject Area</u>	<u>Minimum Credits</u>
Language Arts 12	4
Mathematics 11 or Mathematics 12 or Financial Accounting 12	4
Total:	8 credits

Select one of the following options:

Option 1

Three 4-credit Grade 12 courses	12
Total:	12 credits

Option 2

Social Studies 11 or Civic Studies 11	4
And two 4-credit Grade 12 courses	8
Total:	12 credits
Overall Total:	20 credits

Senior Secondary – Earning Credits for Other Learning

Students can earn credit for other learning in the Dogwood Diploma and Adult Graduation Programs by Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies.

Course Challenge

A student can challenge a Senior Secondary course if he or she:

- a) is currently enrolled at Coquitlam College.
- b) has not completed the course through previous enrollment.
- c) can give compelling evidence that he or she will succeed in the challenge.
- d) shows that the challenge is linked to his or her Student Learning Plan.

Challenge Procedures:

- a) meet with counsellor and subject instructor.
- b) determine eligibility for process.
- c) the challenge process will provide the school mark.
- d) write the provincial exam at one of the scheduled exam times set by the ministry.

International students must earn credit for courses in the following categories through instruction from a British Columbia certified teacher. No Challenge process is permitted:

- Language Arts 11
- Language Arts 12
- One of Science 11 or 12
- One of Mathematics 11 or 12
- Social Studies 11

Equivalency

Students who complete high school courses outside of British Columbia may receive credit for a comparable course in BC through equivalency.

Equivalency will be granted for courses taken at another institution or in an education jurisdiction outside the regular BC school system. When a student presents a final percentage from an institution outside the regular BC school system, Coquitlam College will assign the appropriate credits.

Students who receive equivalency for a provincially-examinable course have the option not to write the exam. International students may earn credit through equivalency for Language Arts 10, Science 10 and Mathematics 10. International students must earn credit for courses in the following categories through instruction from a British Columbia certified teacher. No equivalency process is permitted:

- Language Arts 11
- Language Arts 12
- One of Science 11 or 12
- One of Mathematics 11 or 12
- Social Studies 11

External Credentials

Students can earn External Credentials in courses, programs, and assessment that are developed outside the BC school system and taken either inside or outside the regular classroom setting. External credentials are not equivalent to Ministry-Developed curriculum.

It is the student's responsibility to present the documentation from the external institution as proof of successfully completing the course. The Counsellor will need to examine the credential, and should verification be required, the Counsellor will need to contact the external institution.

Only those external credentials in the British Columbia Ministry of Education Course Information for the Graduation Programs can be applied toward graduation

External Dual Credit Post Secondary Courses

Students are entitled to dual credit if they can earn post-secondary credits for:

- a for-credit course that leads to a credential from a post-secondary institution that is a member of the British Columbia Transfer System (www.bccat.bc.ca), or
- a course that is offered in French in conjunction with Educacentre.

Students who successfully complete a course at Coquitlam College or present an official transcript from an institution which is a member of the British Columbia Transfer System are entitled to have the course count towards secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses and are assigned 4 credits. Courses that qualify must lead to a post-secondary credential, including courses in certificate programs of one year or less, two-year diploma programs and full degree programs.

A listing of all assigned post-secondary institutions can be found on the BCCAT website (www.bccat.bc.ca) or BC Ministry of Education Course Information for the Graduation Program.

Independent Directed Studies (IDS)

Students must demonstrate the ability to work independently in order to participate in IDS. They do not need to complete the approved classroom course curriculum before they pursue IDS in that course. An IDS must be based on the learning outcomes of a Ministry-Developed Ministry-Approved Language Template or Board/Authority Grade 10, 11 or 12 course. IDS courses can only count towards the elective courses in the Dogwood Diploma and cannot count towards the Adult Graduation Program.

Teachers and students need to develop an IDS plan that includes:

- A process for ongoing facilitation and assessment.
- Criteria for determining successful completion of the IDS.
- A credit value (one, two, three or four credits) for the proposed IDS.

The Principal needs to approve the IDS arranged between the teacher(s) and student(s).

Senior Secondary Registration in Courses at Other Institutions

Coquitlam College senior secondary students wishing to register in courses at other institutions, night school, summer school, or other continuing education or adult education programs are required to obtain prior permission from the counselling department of Coquitlam College. This permission will normally only be granted if the student cannot take the course at Coquitlam College because of a scheduling conflict and requires the course for graduation in that semester. If a member of the counselling staff grants permission for a student to enroll in a course elsewhere, an official letter of permission will be issued to the student. Students are advised that they may be required to provide, to the other institution, official picture identification as well as an official letter of permission from Coquitlam College. The student is also responsible for supplying the office of Coquitlam College with the results of any authorized courses completed elsewhere.

Statement of Grades

The Statement of Grades is designed for the information of students and parents/guardians. It documents each course taken, the grade point average (or grade) and number of credit hours completed at the end of each term. All financial obligations to the College must be met before a Statement of Grades is released.

Official Documents

All students are required to submit official documentation from prior institutions before being accepted into Coquitlam College. When students submit documents and transcripts to the College, these documents become the property of Coquitlam College

Coquitlam College ensures that transcripts will be secure and accessible for a minimum of 55 years from the time a student graduates or withdraws from Coquitlam College.

A. Transcripts

The transcript constitutes an official statement bearing the College seal and the Registrar's signature. This statement shows each course taken,

grade point average (or grade), and number of credit hours completed while a student attends the College.

Students may be provided with a copy of their academic records upon written request to the Registrar's Office. Academic record information will only be released upon proof of photo identification (i.e. Coquitlam College student card, valid driver's license, or passport). Information will not be given to any agency or person other than the student without a written letter of permission from the student.

Copies may be obtained from the Administration Office at a cost of \$6.00 for the first copy and \$3.00 for each additional copy (ordered at the same time). Transcripts should be requested well in advance of the time required. Transcripts are sent to employers, educational institutions, or other authorized agencies, only upon the request of the student involved. No transcripts will be issued until all financial obligations to the College have been met.

Medical Insurance

It is **mandatory** that all students have medical coverage. The College provides initial medical coverage through a private plan for students not eligible for coverage through the British Columbia Medical Plan. The current cost of the private plan is \$47.00 per month. Students will need full coverage each semester.

Change of Address

Students must notify the Administration Office of any change in local or international addresses or telephone numbers. Forms for this purpose are available from the Administration Office.

STUDENT LIFE

Homestay

The College has an excellent homestay program that promotes friendship and language acquisition with Canadian Families.

Canadian Immigration laws state that students under 19 years old must have a guardian in British Columbia and students under 18 years old

must live with a guardian. The Coquitlam College homestay program includes a notarized custodianship document when requested.

Students interested in homestay are advised to apply well before commencement of their studies. Homestay applications are available in the office and our website.

Counselling

All students are encouraged to seek the advice of a counsellor in both academic and personal matters. We offer confidential services to those individuals who may find themselves in a critical situation dealing with sexual, physical or emotional abuse, bullying and extortion as well as other concerns. The College encourages students not to suffer through these situations alone, and counsellors are able to address these issues or act as a liaison with appropriate trained individuals in the particular area of concern.

Field Trips

All students participating in a field trip require medical insurance. When students sign up for a field trip at the office, they must show proof of current medical insurance. If a student does not sign up at the office (e.g. classroom or program field trip), the trip organizer will have all students sign medical forms. At least one week before leaving on a field trip the instructor(s) in charge must post a list in the staffroom of students leaving the College. Students must inform their other instructors they will be away on the field trip. The students will not be marked absent and will be able to receive any assigned homework without penalty.

Parking

Parking stickers must be purchased from the bookstore at the beginning of each semester. Parking is limited and students who drive cars to school **must** have a sticker on their windshield and park in **student-designated areas only**. Any car that is parked illegally will be towed away at the owner's expense. The parking lot can be a dangerous place and drivers speeding or driving carelessly will be dealt with harshly.

Safety Procedures

A. What to do During an Earthquake

If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Remember stay clear of windows, bookcases, china cabinets, mirrors and fireplaces.

If you happen to be in the kitchen, turn off the stove at the first sign of shaking and quickly take cover under a counter or table, or in a doorway.

If you are outside, get into an open area away from buildings, trees, walls and power lines. Roll yourself into a ball for protection from flying objects.

If in a crowded, public place, do not rush for the doorway. Move away from display shelves containing objects that may fall.

If in a car, pull to the side of the road and stop the car. Do not park on or under bridges, overpasses or power lines. Remain in your vehicle until the earthquake is over. Listen to your radio for further information.

B. Supplies Needed to Keep on Hand for an Earthquake

1. **Flashlight** with spare batteries: Keep a flashlight beside your bed. Do not use matches or candles after an earthquake until you are certain no gas leaks exist.
2. **Portable Radio** (with spare batteries): Most telephones will be out of order or used for emergency purposes, so radios will be your best source of information.
3. **First Aid Kit**: Have a first aid book and be somewhat familiar with basic first aid.
4. **Fire Extinguishers**: Keep a fire extinguisher handy for small fires. Some extinguishers are only good for certain types of fires – electrical, grease or gas.
5. **Food**: It is practical to always keep a supply of non-perishable food on hand which can be rotated into your diet and replenished on a regular basis.

6. **Water:** Use water sparingly from your hot water heater, drain valve for drinking.

C. General Personal Safety

- Do not walk alone at night – take a friend or call a friend. Even if your destination is only a block or two away, be safe.
- When you take a taxi, ask the driver to wait until you are safely inside your building.
- Have a buddy system – call a friend you just left to advise you are home.
- Do not talk to people you are not comfortable with. Walk or run away. If someone threatens you, run away and scream loudly.
- Call 911 about any suspicious activity or behaviour you witness. (Know your location)
- Never get into a car with someone you don't know.
- Do not ride with friends who drive dangerously.
- Be cautious with strangers, even if they are attractive. Try to meet people through mutual friends.
- If you live in an apartment, do not leave doors and windows open at night even if you do not live on the ground floor. Make sure you have special locking devices that will allow the windows to only be opened a small amount. Your landlord is responsible for this.

Remember the police in Canada are respected and trusted, and they are there to help you at all times. Don't be afraid to call 911.

D. Bullying and Harassment Policy

Coquitlam College has zero tolerance to bullying and harassment. Students with any complaints should advise the staff immediately. The principal and/or counsellors will discuss the situation with the victim and according to the information received, appropriate action will be taken.

- Discussion with the perpetrator of his/her actions
- Verbal warnings
- Dismissal from the College
- Parental contact if student is under the age of 19
- Police intervention

Fire Drill Regulations

Periodic fire drills will be held throughout the semesters to give students practice in exiting the building orderly and quickly.

Students who are responsible for pulling a fire alarm for any reason other than to report a fire will be charged a fee of \$75.00 to cover the cost of resetting the alarm. Subsequent violations will result in a \$75.00 fine plus suspension or expulsion.

Students must realize that pulling an alarm may take an emergency service away from a life threatening situation.

Smoking Regulations

In compliance with the British Columbia Tobacco and Vapour Products Act, Coquitlam College is a “tobacco and vapour free” campus. Students who ignore the policy will receive a warning. A second violation will result in a formal report in the student’s file, and third violation may result in suspension for (5) school days.

Personal Information Privacy Policy For Parents and Students.

Issued by FISA March 2004

Independent schools in British Columbia are invited to adopt or adapt some or all of this sample policy. This policy document is not legal advice, but is intended to assist members in complying with the requirements of the Personal Information Protection Act (British Columbia). Only the Act is definitive. Lawyers should be consulted for legal advice.

Table of Contents

The School's Commitment to You.....	34
Ten Privacy Principles.....	35
Definitions	35
Principle 1 - Accountability.....	35
Principle 2 - Identifying Purposes.....	36
Principle 3 - Consent.....	36
Principle 4 – Limiting Collection.....	37
Principle 5 – Use, Disclosure and Retention.....	37
Principle 6 – Accuracy.....	41
Principle 7 – Safeguarding Personal Information.....	41
Principle 8 – Openness.....	41
Principle 9 – Individual Access.....	41
Principle 10 – Complaint Process.....	41

Coquitlam College

PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of Coquitlam College. 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.

This Personal Information Privacy Policy describes the policies and practices of Coquitlam College 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.

Coquitlam College may add, modify or remove portions of this 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 this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between Coquitlam College and an individual from time to time.

Ten Privacy Principles

As part of Coquitlam College's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the *Ten Privacy Principles* and provides further details regarding Coquitlam College's compliance with the principles.

Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

“personal information” means any information about an identifiable individual, as further defined under British Columbia'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.

“Parent” means the parent, guardian, or other legal representative of a student.

“Student” means a prospective, current, or past student of Coquitlam College.

Principle 1 – Accountability

Coquitlam College 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. You may contact our Principal/Registrar as follows:

Attention: William Eckford
Address: Coquitlam College
516 Brookmere Avenue
Coquitlam, BC, V3J 1W9
Phone: 604-939-6633
Fax: 604-939-0336
Email: weckford@coquitlamcollege.com

Principle 2 – Identifying Purposes

Coquitlam College will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

What Information is Collected?

Coquitlam College collects and uses personal information to provide students with the best possible educational services enunciated by the Mission Statement of the school. Most of the information the school collects comes to the school directly from parents, students and agents 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. Coquitlam College also collects information in connection with the use of its computer systems.

[Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.]

Principle 3 – Consent

Coquitlam College 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.

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, Coquitlam College will take into account both the sensitivity of the personal information and the purposes for which Coquitlam College will use the information. Consent may be express, implied (including through use of “opt-out” consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied. On giving reasonable written notice to Coquitlam College, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Coquitlam College will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Coquitlam College will stop collecting, using or disclosing the personal information as requested.

If a person provides Coquitlam College 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 Coquitlam College to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

Principle 4 – Limiting Collection

Coquitlam College will limit the personal information collected to that information necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

Coquitlam College 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.

How is Information Used?

Coquitlam College uses personal information as follows:

- to communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular 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 parent 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.

Coquitlam College 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?

Coquitlam College 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 Coquitlam College 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.

Outside Service Suppliers

At Coquitlam College the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing.

Suppliers

of specialized services are given only the information necessary to perform those services, and Coquitlam College 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.

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.

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.

Principle 6 – Accuracy

Coquitlam College will take appropriate steps to ensure that personal information collected by Coquitlam College is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

How May I Update Outdated or Incorrect Information?

An individual may, upon written request to Coquitlam College, request that Coquitlam College correct an error or omission in any personal information that is under Coquitlam College's control and Coquitlam College will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

Principle 7 – Safeguarding Personal Information

Coquitlam College will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's 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 handling of personal information.

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.

Electronic Security

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.

Principle 8 – Openness

Coquitlam College 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 or practices to the Privacy Officer of Coquitlam College.

Principle 9 – Individual Access

Coquitlam College 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.

How May I Access My Personal Information?

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

Parent Access to Student Personal Information

A parent may access and verify school records of the student who is under the age of 19 years, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

Student Access to Student Personal Information

Please refer to the Student Records Requirements and Best Practice Guidelines for Independent Schools in the Coquitlam College Policy and Procedure Manual.

Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints

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 by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

Last Update: December 2015