



CHINOOK WINDS ADVENTIST ACADEMY

PARENT-STUDENT HANDBOOK



2026-2027

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10101 2nd Avenue S.W. Calgary, Alberta T3B 5T2

Contact Information:

Telephone: 403-286-5686
Fax: 403-247-1623
Website: cwaa.net
Email: reception@cwaa.net

Email for staff: Type first initial of first name, plus full last name @cwaa.net (e.g. jdoe@cwaa.net). Check the website (cwaa.net) for full listings.

School Times:

Kindergarten:	Mon-Thur: 8:20 a.m. - 3:20 p.m.
Grades 1-12:	Mon-Thur: 8:20 a.m. - 3:20 p.m., Fri: 8:20 a.m. - 12:00 p.m.
Office Hours:	Mon-Thur: 8:00 a.m. - 4:30 p.m., Fri: 8:00 a.m. - 1:00 p.m.
Before/After School Care Hours:	Mon-Thur: 7:00 - 8:00 a.m., 3:45 - 5:15 p.m. Fridays: 7:00 – 8:00 a.m., 12:00 – 2:15 p.m.

Who To Call:

General Inquiries:	office@cwaa.net
Admissions/Busing:	office@cwaa.net
Academic Programs:	principal@cwaa.net
Financial Questions:	finance@cwaa.net
Parent-Advisory Council:	pac@cwaa.net
Campus Ministries:	chaplain@cwaa.net
Music Department:	musicdep@cwaa.net
Athletic Department:	athletics@cwaa.net
Facilities:	facilities@cwaa.net

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I. INTRODUCTION

Welcome to Chinook Winds Adventist Academy (CWAA). This Parent–Student Handbook outlines the policies, procedures, and expectations that support a safe, respectful, and effective learning community. Please keep it for reference throughout the year and ensure you and your child are familiar with its contents. We look forward to partnering with your family for a successful school year.

History

Chinook Winds Adventist Academy (CWAA) has served Calgary families with Christian education since 1945, beginning in the basement of a Seventh-day Adventist church. After operating in several locations across the city, CWAA secured its permanent campus in 1974—a scenic 20-acre wooded site on the mountainside adjacent to Canada Olympic Park. In 1985 the school was destroyed by fire and reopened in fall 1986.

CWAA has grown from an elementary program to a full Kindergarten to Grade 12 school. The school is recognized as a Category 1 Private School by the Government of Alberta and is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. CWAA is governed by an Operating Board of approximately 30 representatives from constituent Seventh-day Adventist churches in Calgary and is supervised by the Alberta Conference Office of Education. CWAA is part of the worldwide Seventh-day Adventist education system, serving more than 1.5 million students in approximately 7,200 schools. The campus includes bright classrooms, a gymnasium, library/learning commons, resource spaces, computer lab and portable devices, music room, science lab, kitchen, soccer fields, and elementary playgrounds.

Education Philosophy

As Christian educators, we believe each child is created in God’s image, deeply loved, and purposefully gifted (Psalm 139:14; Jeremiah 31:3; Romans 12:6). CWAA provides a secure, caring, and engaging environment where students grow academically, spiritually, physically, and socially. We promote meaningful learning that develops critical thinking, creativity, collaboration, communication, self-advocacy, and responsible citizenship within a culture of clear expectations, student voice, and consistent, respectful practice.

- *Spiritual Development:* Through Campus Ministries, CWAA nurtures faith through weekly Tuesday chapel, daily class worship, two Weeks of Prayer, baptismal classes, and ongoing spiritual support through our Chaplain and teachers. Students are also encouraged to live out their faith through community outreach, including food bank collections, service partnerships, charity fundraising, and acts of kindness.
- *Physical Development:* CWAA offers a strong inter-school athletics program that promotes healthy competition, teamwork, and character. Many Grades 7–12 students participate in teams and tournaments. Participation requires parent permission, fee payment, regular attendance, passing grades, good citizenship and sportsmanship, and adherence to the Student Code of Conduct.
- *Social Development:* Student leadership and belonging are fostered through an elected Student Association and class officer roles that plan spirit weeks, theme days, class challenges, and other activities. Students are encouraged to maintain a healthy balance between academics and extracurricular commitments, with families supporting realistic scheduling to reduce stress and support well-being.

Mission

Our mission is to engage students to follow God completely, serve unselfishly, and achieve excellence. Through a Christ-centered, holistic program, students are invited to know God and grow in relationship with Jesus, develop Christ-like character, and live lives of joyful service locally and globally. We pursue high standards through strong learning, 21st-century skills, respectful relationships, and a close partnership with families.

Brief Summary of What Seventh-day Adventists Believe

Seventh-day Adventists believe in Salvation by faith alone through our Lord and Savior, Jesus Christ. God, through His infinite grace, has given this gift of salvation freely to all who believe in Jesus. It is the purpose of the Seventh-day Adventist church to encourage all to accept Jesus as their Lord and Savior, and to proclaim the hope of His soon return. Specifically, Adventists believe that:

- *We believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian.*
- *We believe there is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons.*
- *We accept the death of Jesus Christ on Calvary as the atoning sacrifice for our sins and believe that through faith in His blood we are saved from sin and its penalty.*
- *We accept by faith the righteousness of Christ, our Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving Christ-centered life in our homes and before the world.*
- *We believe that the Ten Commandments are a transcript of the character of God and a revelation of His will. It is our purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires observance of the seventh day of the week (Saturday) as the Sabbath of the Lord and the memorial of Creation.*
- *We believe in the Biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church.*
- *We believe that our bodies are the temple of the Holy Spirit; and will honor God by caring for them, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture or sale of tobacco, cannabis, or alcoholic beverages; and from the misuse of or trafficking in narcotics or other drugs.*
- *We believe in the New Testament teaching of baptism by immersion.*
- *We believe in church organization to promote the gospel and that it is our privilege to support the church by our tithes and offerings and by our personal influence.*
- *We look forward to the soon coming of Jesus and the blessed hope when "this mortal shall put on immortality". As we prepare to meet the Lord, we are witnesses to His loving salvation, and by life and word help others to be ready for His glorious appearance.*

II. ACADEMIC INFORMATION

Curriculum

CWAA follows all [Alberta Education](#) curriculum requirements, integrated with Biblical faith and Christian values. Courses also align with Seventh-day Adventist [\(North American Division \(NAD\) of SDA\) Curriculum Guides](#) and are taught from a Seventh-day Adventist perspective.

Program Overview

- **Kindergarten – Grade 6:** All students take the following subjects: language arts (reading, writing, spelling, comprehension), mathematics, science, social studies, physical education & health, music, art, and Bible. Computer studies are integrated into all core classes. French is taught in Grades 1–6 and technology skills are integrated into all subjects.
- **Grades 7–9:** Students take language arts, mathematics, science, social studies, physical education, religious studies, and French. Students select two full-year option courses (e.g., drama, art, band, outdoor education, computer science). Options vary yearly and depend on enrolment and class size.
- **Grades 10–12:** Senior High courses are credit-based and follow Alberta Education diploma requirements. Students plan programs with guidance staff to meet graduation and post-secondary goals. Courses vary in difficulty and credit value: 3-credit courses have 62.5 hours of instructional time, and 5-credit courses have 125 hours of instruction. All students participate in CWAA's religious studies programs, which is grounded in Seventh-day Adventist Christian beliefs and Biblical teachings.

Assessment and Reporting

- **Grading:** Elementary students are assessed using standards-based grading, based on their daily work, homework, participation, quizzes, tests and individual/group projects. Secondary students are assessed using a percentage grading system based on coursework and major exams (midterms and final exams). Final course marks in secondary school will be determined by a combination of term work and major exams. Where there is no final exam, each term is weighted equally.
- **Report Cards:** Progress reports/report cards are issued three times per year for elementary students (November, March, June) and four times per year for secondary students (November, January, April, June).
- **Provincial and Standardized Assessments:** CWAA students write provincial and standardized assessments as required by Alberta Education. Students in Grades 2–5, 8, 10, and 11 write the Canadian Achievement Test (CAT) each year, and results are shared with parents to support instructional planning. Students in Grades 6 and 9 write Provincial Achievement Tests (PATs).
- **Diploma Exams:** Students in Grade 12 write Alberta Diploma Exams for all 30-level core courses. The diploma exam counts for 30% of the final course mark, and coursework counts for 70%. Diploma exams are written in January and June. Students will receive preparation resources and schedules in advance. Missing a diploma exam may require writing in a later session, and medical exemptions require Alberta Education documentation.
- **Midterm and Final Exams** are scheduled each year, and students receive the schedule in advance. Attendance is important. If a student misses a non-diploma exam, they must contact their teacher to discuss next steps and possible rescheduling.

Homework and Assignments

Homework begins in Kindergarten and supports learning, responsibility, and independence. Approximate daily homework expectations include the following:

- Grades K–6: 10–50 minutes
- Grades 7–9: 60–80 minutes

- Grades 10–12: 80–120 minutes

Family support at home is key to student success. We encourage parents/guardians to provide a quiet workspace, set a consistent homework time, and help students plan ahead for deadlines. Please encourage your child to seek help when needed, and contact the teacher if homework regularly exceeds the guidelines.

Late, Incomplete, and Make-Up Work

To support steady progress and strong learning habits, students are expected to complete assignments on time. Late or incomplete work may affect assessment, and teachers may assign a supervised noon-hour or after-school study hall to help students finish missed work and stay current with the class. If incomplete work becomes a repeated pattern, the school will arrange a parent–teacher–administration meeting to provide additional support and a plan for success.

When students are absent, they are responsible for checking what they missed and completing all missed work, assignments, and tests. Students should review PowerSchool and speak with their teachers on the first day they return to arrange make-up work. The following general guidelines apply:

- For absences of fewer than four consecutive days, students typically have one day to make up work for each day missed (extensions may be granted as needed).
- Work assigned before an absence is due the day the student returns, unless otherwise arranged.
- Missed tests must be written upon return at a time set by the teacher. Senior High students are expected to notify the teacher in advance if they will miss a scheduled test; failure to do so may result in a mark of zero.

Class Placements

Student placements are reviewed annually. Teachers, support staff, and administrators work collaboratively to assign students to classes, considering factors such as age, development, abilities, and peer relationships. All decisions are made in the best interest of each student’s academic, social, and behavioural needs, and teachers strive to accommodate individual differences.

Secondary School Course Planning

Students in Grades 7–11 at CWAA are expected to enroll in a full program and are not permitted to take spares. Credit expectations are as follows: Grade 10 students should earn at least 40 credits (and any failed Grade 10 course must be repeated in summer school before entering Grade 11), Grade 11 students should earn a minimum of 35 credits, and Grade 12 students should earn a minimum of 30 credits.

Some senior high students may be eligible for a supervised study period (spare) to allow extra time for coursework. Study periods are a privilege, and students are expected to use this time for studying in designated supervised spaces; repeated misuse may result in the study period being removed. Grade 12 students may request a study period if they have 80+ credits when entering Grade 12. Students are also expected to have completed at least 80 credits by the end of Grade 11 in order to qualify for a study period in Grade 12. Any request to change a program, add/drop a course, or request a study period must include written communication from a parent/guardian to the Administrative Team. Requests are reviewed individually and outcomes will be communicated to the student and family.

Graduation Requirements

Graduation is a celebration of students who have completed the requirements for high school. To take part in CWAA's graduation ceremony, students must meet Alberta Education diploma requirements and also ensure the following are complete:

- At least 100 credits earned across Grades 10–12
- Final marks of 50% or higher in all courses needed for graduation
- A passing mark in Religious Studies for each year attended at CWAA (Grades 10–12)
- Any off-site courses completed by May 30
- Students must also have the required courses/credits, including:
 - English Language Arts 30
 - Social Studies 30
 - Mathematics at the 20 level
 - Science at the 20 level
 - Physical Education 10
 - Career and Life Management (CALM) 20
 - 10 credits from options such as fine arts, second languages, Physical Education 20/30, and/or Career and Technology Studies (CTS)
 - 10 additional credits in other 30-level courses (beyond English Language Arts 30 and Social Studies 30)

Course Prerequisites

To move to the next level, students must earn at least 50% in Grade 9–11 courses. To continue within the same course series at the next level, students are expected to earn 65%; otherwise, the school may recommend a move to a lower series. Students who wish to remain in the higher series with a mark below 65% may be required to repeat the course (e.g., summer school) or complete a probationary period, as determined by the teacher and administration. In some cases, retroactive credits may be available when moving from a higher to a lower level.

While the Administrative Team reviews prerequisites, students are ultimately responsible for ensuring their course selections meet Alberta diploma and post-secondary requirements. If unsure, students should consult the Administrative Team and review entrance requirements for any post-secondary programs of interest.

myPass Registration

All high school students should register for myPass by the end of Grade 10. myPass is Alberta Education's online portal for ordering transcripts, viewing diploma exam marks, registering to write or rewrite diploma exams, and accessing academic reports. Students will need their Alberta Student ID, available in PowerSchool, on report cards, or from the front office.

Dropping Courses or Changes in Registration

Student programs are planned in the spring with the Administrative Team. Because graduation and post-secondary requirements are considered in advance, course changes should be minimal. Courses may be dropped

only if doing so will not affect graduation requirements and will not reduce a student's program below the minimum required course/credit load.

Recognition, Awards & Scholarships

CWAA values growth, effort, and excellence. Students may be recognized throughout the year for academic achievement, improvement, leadership, service, character, citizenship, attendance, and athletics.

- **Honor Roll** (Grades 5–12): Students may earn Honours, Honours with Distinction, or Principal's List based on overall averages and minimum course marks in core courses (Mathematics, Science, Language Arts, Social Studies, and Religious Studies). In Grades 10–12, students must be taking at least five academic courses at CWAA, including Science, English, Social Studies, and Mathematics, to qualify.
 - Honors: overall weighted average 80%+ with no mark below 70%
 - Honors with Distinction: overall weighted average 85%+ with no mark below 80% (core subjects must be 80%+)
 - Principal's List: overall weighted average 90%+ with no mark below 85%
- **Subject Awards:** Recognize top achievement in individual courses.
- **Highest Overall Class Average:** Recognizes the student with the highest overall average in a grade level, calculated using all reporting periods and final exams (excluding Grade 12 diploma exam marks). This includes core courses and Religious Studies.
- **Year-End Awards:** Additional awards may recognize Personal Best, Christ-like Character, Leadership, Citizenship, Most Improved, Perfect Attendance, and Athletics.
- **Summit Scholarship:** Awarded to the top two students based on the highest overall weighted average in all subjects from Grades 9–11 (including core courses and Religious Studies, using the same calculations as the Highest Overall GPA Award). The scholarship is applied to the student's account at the start of Semester 2 after final marks are confirmed. Awards are \$500 (highest average) and \$250 (second highest). Students who miss any final exam are not eligible.
- **Grade 12 Recognition:** Graduating students may be eligible for the following honours:
 - **Valedictorian:** Awarded to the graduating student with the highest overall Grade 10–12 GPA (calculated prior to Convocation). The Valedictorian must be eligible for Honours Cords and be enrolled in English Language Arts 30-1, Social Studies 30-1, Mathematics 30-1, two 30-level Science courses, and Religious Studies.
 - **Salutatorian:** Awarded to the graduating student with the second-highest overall Grade 10–12 GPA (calculated prior to Convocation). The Salutatorian must be eligible for Honours Cords and be enrolled in English Language Arts 30-1, Social Studies 30-1, Mathematics 30-1, two 30-level Science courses, and Religious Studies.
 - **Honours Cords:** Awarded to Grade 12 students who maintain an 80% average across Grades 10–12 with no mark below 70% in core subjects and Religious Studies.
 - **Governor General's Academic Medal:** A national award recognizing the graduating student with the highest academic standing. The recipient is determined using a calculated mark and is typically announced in the fall following graduation.
 - **Genesis Award Cords:** Awarded to students who have attended CWAA continuously from Kindergarten through Grade 12.
 - **Alexander Rutherford Scholarship:** (from Alberta Education) based on academic achievement in Grade 10 (\$400), Grade 11 (\$800), Grade 12 (\$1,300) To qualify, students must earn a minimum 80% average in five specified subjects for each grade level, and all courses must be completed before beginning post-secondary studies. Students may qualify for one, two, or all

three years. Applicants must be Alberta residents who plan to enroll (or are enrolled) in a full-time post-secondary program of at least one semester.

- **Caring Heart Award (\$500):** Awarded to one Grade 12 student in recognition of outstanding citizenship and service. The recipient is nominated by CWAA teachers, and the award may be applied toward tuition at an Adventist school or to support a mission trip (within Canada or internationally).
- **Chris Klam Memorial Scholarship (\$1000):** Awarded to one student in Grades 10–12 in recognition of strong citizenship. The recipient is nominated by CWAA teachers and selected by teacher vote prior to graduation. This scholarship honours a student who demonstrates leadership, spirituality, sportsmanship, respectful communication, inclusiveness, humility, compassion, and a positive sense of humour.
- **Fabricio Montoya Sports Leadership Award (\$500):** Awarded to one Grade 12 student who demonstrates sports leadership and positive influence through mentorship (e.g., coaching or peer leadership). The recipient is nominated by CWAA teachers and selected by teacher vote prior to graduation, and is recognized for dedication, sportsmanship, respect, and an optimistic, enthusiastic attitude.

For full criteria and eligibility details, please contact the school office.

Service Hours

To promote a life-long commitment to serving others, all students are required to complete service hours as part of Religious Studies. Service may include school support, church or community volunteering, mission activities, and leadership roles. Requirements vary by year. Hours must be approved and documented through Religious Studies teachers. Summer service hours may count toward the following school year.

Field Trips

CWAA offers curriculum-based field trips that extend classroom learning through real-world experiences. Students are expected to follow all school rules, and staff provide supervision. Parent volunteers may be invited to assist and must meet school screening requirements. Transportation is typically by charter; when parent drivers are needed, they must meet CWAA safety and insurance standards.

Field trips are planned in advance and families will be notified in a timely manner. Field trip costs are included in the Activity/Resource Fees collected at admission. Consent forms are generally sent home at least two weeks before the trip and must be signed and returned by the stated deadline.

International Mission and Enrichment Trips

Senior High students may also have opportunities to participate in international mission or enrichment trips (e.g., music tours, athletic trips, etc.). When travel is planned, parents/guardians are required to attend a pre-trip information meeting.

Library Resources

CWAA selects library materials that support Seventh-day Adventist beliefs, align with the curriculum, and are appropriate for students' age and maturity. We aim to include resources that reflect diverse cultures and current issues, and that avoid sexual or ethnic bias. In general, we do not add books that glamorize evil, include vulgar or explicit content, or promote witchcraft, spiritualism, or magic. Books that present evolution as fact are generally not added; however, some science resources that reference evolution may be included for instructional purposes with teacher guidance. The library also welcomes donations of new or gently used books.

The library/learning commons is a quiet space for reading and research. Students should use whisper voices and may not bring food or drinks unless a staff member gives permission. Students must check out books before taking them. They may borrow up to two books for two weeks, with one renewal. Books more than one month overdue must be returned and may be treated as lost. If a book is lost or damaged beyond repair, the replacement cost will be charged. Students may not borrow new books until all previous items are returned, renewed, or replaced.

III. FINANCIAL INFORMATION

Annual Tuition and Fees

CWAA is supported by the members of the SDA churches in Calgary. Therefore, students and/or families who are members of a constituent SDA Church are charged a reduced tuition rate.

	SDA	Non-SDA	International
New Application	\$150*	\$150*	\$150*
Registration	\$100*	\$100*	\$100*
Kindergarten	\$2,900	\$2,900	\$2,900*
Grades 1-6	\$3,700	\$4,600	\$10,300*
Grades 7-9	\$4,400	\$5,300	\$11,200*
Grades 10-12	\$5,800	\$6,700	\$13,100*
Bus Fees	\$2,300 for First Rider, \$1,450 for Second + Additional Rider(s)		

*Non-refundable

Additional costs may include:

- *Extracurricular Athletics*: Cost varies per team and sport (\$20 - \$950 – subject to Tournaments & Trip Fees)
- *Secondary Options Fees*: Cost varies based on options selected (approximately \$20 - \$100)
- *Music Program*: Cost based on option class selection of Choir or Band (materials and equipment) (\$40 - \$950 – subject to Tour Fees)
- *Retreats & Alberta Conference Initiatives*: Covers the cost of an overnight retreat including transportation, food, accommodations, and activities (approximately \$100-\$300)
- *International Mission Trip (Grades 10-12)*: Cost based on fees & expenses up to \$3500
- *Hot Lunch Program (Kindergarten – Grade 12)*: Optional lunch program (approximately \$7-\$10 per lunch), available on average once per month during the school year
- *School Uniforms*: Cost dependent on student selection
- *Fundraisers*: A variety of school-wide fundraisers may occur throughout the year

Schedule and Method of Payment

Tuition and fees are due for the school year beginning September 1 and may be paid by one of the following methods:

- Full-year payment at registration
- Ten-month online payment plan
- Ten-month pre-authorized bank withdrawal
- Ten-month pre-authorized credit card (Visa or MasterCard)

If unforeseen financial difficulties arise, please contact the Business Manager before the first of the month to discuss arrangements. Accounts must be paid in full by June 30 (or August 31 for families receiving Tuition Assistance).

Tuition Incentive Program

CWAA offers the following tuition incentives:

- *Referral Incentive*: Families who refer a new family to CWAA receive a \$250 tuition credit per newly enrolled family. Both families must remain enrolled for the full school year. The credit is per family (not per student) and is applied in June.
- *Multi-Child Incentive*: Families with more than one child receive a 5% tuition reduction for each additional child.
- *Fourth Child Incentive*: Tuition for a family's fourth child attending CWAA is 100% waived.

Overdue Accounts

If an account becomes overdue, the Business Manager will contact the family promptly to arrange payment. If payment is not received, a meeting with the Business Manager and Principal will be scheduled to review the balance and establish an immediate repayment plan. If the account remains unpaid, a registered letter will be sent and further action may be taken, up to and including dismissal. Report cards will not be released until the account is paid in full. Families with outstanding tuition balances may not re-enroll for the following year unless the prior year account is paid in full or the Finance Committee has approved a repayment arrangement.

Tuition Tax Deductible Receipts

CWAA, in conjunction with the Alberta Conference of SDA, issues an annual tax-deductible receipt for the charitable (religious) portion of tuition. The receipted amount varies by grade and is based on tuition paid during the calendar year, calculated as total tuition paid minus the secular portion.

Tuition Assistance Program (Tap)

Families are expected to commit to the cost of a Christian education at CWAA. When financial circumstances make this difficult, families may apply for assistance through their local church and CWAA's Tuition

Assistance Program (TAP), as outlined in the TAP Application. Students receiving assistance must maintain a minimum 50% average and/or an acceptable teacher/staff assessment. Progress reports may be shared with contributing churches. Students registering after September 30 are not eligible for TAP. Families who are not Seventh-day Adventist and require financial assistance should contact the Principal; requests will be reviewed by the Finance Committee.

Admission Process

CWAA is sponsored by Seventh-day Adventist churches in Calgary and welcomes applications from families of all faiths. No specific religious affiliation is required. Families who want a Christian education and agree to support CWAA's mission, standards, and expectations are eligible to apply.

Application steps:

- Application submission
- Personal interview
- Notification of admission decision

Admission decisions are based on:

- Parent/guardian commitment to CWAA's Christian mission and philosophy, including a desire for their child to grow in a relationship with Jesus Christ
- For Grades 7–12, a genuine desire for a Christian education and willingness to grow in faith
- Completed application package and non-refundable \$150 application fee
- Review of academic records, behaviour, and citizenship
- Financial requirements met
- Required assessments, as applicable (e.g., placement testing; ESL testing prior to admission; Kindergarten readiness assessment)
- Kindergarten age requirement: 5 years old by December 31 of the current school year
- Submission of relevant psycho-educational assessments and prior IPPs (if applicable) before the interview
- Personal interview with the Principal and/or an admissions team representative

Returning Students

Returning students must reapply annually. CWAA reserves the right to determine continued admission based on academic performance, behaviour, and financial standing.

Appeal Process for Denied Admission

Families may appeal a denied admission decision by submitting a written letter to the CWAA School Board. The letter should address the reasons for the denial and include any additional information for the Board to consider. The School Board will review the appeal and issue a decision. If the family remains dissatisfied, a final appeal may be submitted to the Superintendent of Schools, Alberta Conference of SDA. The Superintendent's decision is final, and no further appeals will be considered.

Withdrawal Procedures

Mid-year withdrawals may have financial implications and will be handled according to school policy. Families must complete a Withdrawal Form (available from the school office). All school property must be returned, and the account must be paid in full before report cards or transcripts are released. An administrative withdrawal fee may apply. A student registering before the 15th of any month will pay tuition charges for the entire month. A student withdrawing any time after the 10th of any month will pay tuition charges for the entire month.

International Students

CWAA welcomes international applicants. Please note that once CWAA issues a Letter of Acceptance and a student visa is granted based on that letter, tuition is non-refundable, except when the student is unable to attend due to immigration-related difficulties.

Application process:

1. Submit an application form and the following documents (faxed copies are not accepted):
 - Birth certificate or passport ID page
 - Immunization records
 - Most recent report card/transcripts (last grade completed and any subsequent reports)
 - Letter of recommendation from the previous school
 - Current medical reports
2. Documents must be notarized as true copies. Any documents not in English must be officially translated into English and notarized.
3. After receiving the Letter of Acceptance, the applicant must submit a certified bank draft to CWAA for all school fees for the applicable academic period.
4. Once payment is received, CWAA will issue an additional letter to support the student visa application.
5. Tuition is normally refunded only if the student cannot attend due to immigration difficulties.

IV. DAILY SCHOOL ROUTINES

Morning Drop-Off & Afternoon Pick-Up

Morning: Students in Kindergarten to Grade 6 must be in their homeroom by 8:20 a.m. Students in Grades 7 to 12 are required to be in their first-period classrooms by 8:15 a.m. Parents are asked to not drop their children off at the school prior to 8:00 a.m. unless children are attending a pre-arranged, supervised activity. K–6 students arriving before 8:00 a.m. must enroll in the Before & After School Care program. Grades 7–12 students arriving before 8:00 a.m. must wait seated in the main lobby. Parents are asked to follow traffic patterns and not stop or park in bus zones or on the crosswalk.

Afternoon: Students are dismissed from their classrooms at 3:20 p.m. Parents are kindly asked to avoid waiting in the hallways outside classrooms before the 3:20 p.m. dismissal, as this helps keep hallways clear and allows for a smooth and orderly dismissal process for all students. Kindergarten to Grade 6 students who have not been picked up by 3:45 p.m. will go to the office, where staff will contact a parent/guardian or emergency contact. If the office is unable to reach anyone, the student will be placed in the supervised Before & After School Care program, and fees may apply for the time used.

Lunch Time

K–6 students eat in their homerooms until dismissed for recess. Grades 7–12 students eat in designated areas and are expected to go outside for lunch recess or attend study hall for quiet work. Grades 11–12 students with driving privileges may leave campus at lunch with written parent permission on file.

Students are expected to clean up after lunch using classroom supplies and place garbage and recycling in the appropriate bins. If the temperature is -25°C or below, students may remain indoors for recess. Parents are asked to ensure students are dressed for winter weather.

Student Attendance and Presence on Campus

Regular attendance and punctuality are essential to student learning and are part of how achievement is evaluated. Teachers record attendance for homeroom and each class, and attendance and late records may be reflected on report cards. Students are expected to arrive on time for all classes.

Protocols for Late Arrival: Students arriving late must sign in at the office and obtain a late slip before going to class. Late arrivals are recorded in PowerSchool, and an email notification is sent home. Unexcused lateness will be addressed by the teacher. Ongoing tardiness or absenteeism may prompt a meeting to review supports and determine whether an alternative educational setting is needed.

Protocols for Absences: Parents/guardians should notify the office before 8:20 a.m. of absences, including the time and class(es)/day(s) affected. If a student is absent for morning homeroom and the school has not been notified, the office will contact a parent/guardian. Students may leave during the school day only with parent/guardian permission. If the student is required to leave with a non-parent/guardian, the parent must provide written authorization, and the pick-up person must present photo ID. Students must sign out/in at the office. For regular early departures, parents are asked to consult with administration in advance.

Extended Absences: Extended absences may affect academic standing; missed tests and assignments may lower grades. Parents and students should discuss potential impacts with teachers before the leave. For planned absences of three or more school days, parents must arrange plans with teachers in advance. Students are responsible for missed work.

V. MEDICAL CONCERNS PROCEDURES

Parents are required to provide CWAA with updated written medical information regarding their child's medical problems or medication requirements. Parents are also required to inform their child's classroom teacher of any health concerns. Parents authorize CWAA to provide emergency medical treatment to their child(ren) for mild medical concerns.

Student Injury or Illness During School

If a student feels unwell or is injured, they should tell their supervising teacher right away. A staff member with first-aid training will assess the situation and decide on next steps. Parents/guardians will be notified as soon as possible. If the concern cannot be managed at school or is an emergency, the school will call an ambulance and contact parents/guardians immediately. An incident report will be completed for major injuries and kept on file. If a parent/guardian picks up a student due to illness, the student must be signed out at the office before leaving. Parents are kindly asked to keep their child at home until symptoms have resolved, to support the health and well-being of all students and staff.

Administration of Medication

Food Allergies (Nut-Aware / Nut-Free Requests)

Some students and staff have severe allergies to peanuts and tree nuts. Even small amounts can cause a serious reaction. To support a safe environment, CWAA strives to be a nut-free environment. The school is highly “allergy conscious” and will make every attempt to maintain a safe and healthy learning environment for all students. We ask and expect all families to be vigilant in monitoring the food items that are sent to school. No foods with peanuts, peanut butter, peanut oil, or any other nut products are to be sent to school at any time. If nut products are brought to school, they will be removed and kept in the office for parent/guardian pick-up. While we make every reasonable effort to reduce risk, we cannot guarantee a completely nut-free environment. We appreciate your partnership in helping keep everyone safe.

Life-Threatening Allergies

Should a child suffer from serious allergies which require the use of an EpiPen, the following guidelines apply:

- **Parent/Guardian Responsibilities:** Parents/guardians must provide the school with up-to-date details about the allergy, symptoms, and required emergency response. The Severe Allergy/Health Concern Alert Form must be completed at registration and updated as needed. Students must carry at least one EpiPen®. Families are strongly encouraged to provide the office with an additional EpiPen® as a backup. (The school also keeps an EpiPen® on site as an additional measure.)
- **Student Responsibilities:** Students are expected to take age-appropriate responsibility by checking labels, washing hands before and after eating, keeping their EpiPen® accessible and knowing how to use it, wearing a Medic-Alert tag, and notifying an adult immediately if symptoms occur.
- **School Responsibilities:** The school will inform relevant staff of student allergies and provide training to recognize symptoms and respond appropriately, including EpiPen® administration. Student photos and medical information will be made available to staff as needed for safety.

Vaccinations

CWAA works with a designated Calgary Public Health nurse to provide routine AHS immunizations. Vaccinations are given only with parent/guardian consent. Information, dates, and consent forms will be sent home in advance.

Contagious Diseases

If a CWAA student contracts a contagious disease, the school will follow Calgary Public Health guidance. In some cases, a student may be required to remain at home (quarantine) and may return to school only with written physician clearance, as directed by Public Health. CWAA administration will consult directly with the Public Health Nurse and communicate any instructions to families. When appropriate, families of classmates will be notified of potential exposure. For additional health information, families may contact Alberta Health Link: 403-943-5465.

VI. EMERGENCY AND SAFETY PROCEDURES

The safety and wellbeing of all students and staff are a top priority for the CWAA Board and Administration. As such, CWAA has an established Emergency Action Plan, which includes fire evacuation, lockdown, bomb threat and First Aid/Medical Emergency Care. Fire and lockdown drills will be held periodically throughout the school year. Students are educated on the emergency procedures at the beginning of each year. Additionally, student fire evacuation and lockdown procedures are posted in visible areas of each classroom. CWAA's Fire Evacuation, Lockdown and Bomb Threat Emergency Procedures have been reviewed and approved by CWAA's Community Liaison Officer. CWAA strives to provide all staff with first aid training including a minimum of four staff with First Aid Level C CPR/AED Certificates and the remaining with First Aid Level B Childcare CPR Certificates.

Fire Drills

CWAA conducts the required number of fire drills each school year. When the fire alarm sounds, everyone must exit through designated doors and report to assigned assembly areas. Evacuation routes and meeting locations are posted in each classroom. Teachers remain with their classes outside, and re-entry occurs only when directed by administration.

Lockdown

A lockdown is used when there is a real or potential threat in or near the school. Several lockdown drills are held each year to help students and staff practice procedures calmly and safely. Teachers review lockdown procedures with students in advance, and staff will direct students during any drill or real event.

Unanticipated School Closures

If the school must close unexpectedly, families will be notified through CWAA's notification system (SMS, email, and voice call). When possible, the decision will be made by 6:00 a.m. on the day of the closure (or earlier if needed). In cases such as heavy overnight snowfall, local radio and TV stations may also be notified. Parents are asked to keep contact information current and confirm details in PowerSchool.

Visitors

All visitors must report to the office upon arrival, sign in, and wear a visitor badge for the duration of the visit. Visitors are expected to schedule appointments in advance through the office or by contacting the teacher/staff member. Student visitors must be approved in advance by administration. Unscheduled visitors may be asked to return at a scheduled time. All visitors must follow school rules and policies.

VII. STUDENT LIFE

School Supplies

Families are responsible for purchasing required school supplies. Supply lists are available in the office and on the school website. Students are issued textbooks for each course and are responsible for the books assigned to them. All K–12 students receive an agenda planner to track homework, tests, events, and notices. The agenda also serves as a home–school communication tool, and students are encouraged to use it daily.

Lockers & Personal Belongings

Lockers (where available) are assigned to Grades 5–12 students. Students must use school-issued locks, keep lockers locked, clean, and free of objectionable material, and ensure displayed items reflect Christian values. Do not share locker combinations, and respect personal and school property. Students are discouraged from bringing valuables to school. Lockers remain CWAA property and may be searched at any time; prohibited items may be confiscated. CWAA is not responsible for lost or stolen items—keep personal belongings secured.

Student Electronic Device Use (Laptops, Tablets, Smart Phones, Etc.)

School devices (laptops/tablets) may be used for educational purposes only, at the teacher's direction. If students bring a cell phone to school, it must be placed with the first-period teacher in a locked container and will be returned at the end of the day. If a phone is seen or used during school hours, it will be collected until day's end. A second incident will result in the phone being collected again and parents/guardians being notified. A third incident will require a parent/guardian meeting to discuss next steps and support.

Under special circumstances, and when approved by the homeroom teacher, student owned electronic devices can be used but must be registered with the IT department to gain network and printer access. CWAA will not be responsible for lost or stolen personal electronic devices.

To protect student privacy and meet Alberta Education requirements, students may not take photos or videos of others on CWAA property unless explicitly authorized by a supervising teacher.

Support Services

CWAA strives to support all students in the classroom. When possible, teachers provide extra help individually or in small groups during class and before or after school. If a student is not meeting grade-level expectations,

tutoring may be recommended. Strong communication between parents/guardians and teachers is essential when students are struggling academically or when work habits and motivation are concerns. Information about counseling, testing, tutoring, and psychological services is available through the school office.

Student Clubs

If a group of students (12 or more) requests to establish a voluntary student organization (Student Club), they may make an application to the principal by filling out a “Student Club Application” (found in the school office). The application must include club name, purpose, proposed activities, meeting frequency, time and place, budget requirements, student organizers, and requested staff advisor. The decision to approve the establishment of a Student Club will reside with the Principal and School Board. The school guidelines for Student Clubs have been established by the Alberta Conference of Seventh-day Adventist and are as follows:

- All club activities must be congruent with the school’s mission and vision.
- All student clubs must build student morale, contribute to the community through acts of service, and build positive support for the school.
- All club activities must be inclusive to all students (regardless of race, sex, gender identity, religion, national origin, disability).
- All club meetings and activities must be voluntary, and student initiated.
- All club activities must be supervised by the staff advisor.
- All club activities must have prior approval from the principal.
- Club meetings and activities must occur during non-instructional time.
- All published student club materials must be approved by the principal.
- Clubs may have guest speakers but may not have regular attendance by non-school persons.
- The school will not expend funds beyond the incidental cost associated with providing the space for student-initiated meetings.

Student Drivers and Safe Driving

Students must drive slowly and use extreme caution on and near school property. Unsafe or irresponsible driving may result in loss of permission to bring a vehicle to school. Student vehicles must be parked in the designated area.

- **Leaving campus / transporting students:** Students who drive to school may not leave campus during school hours or transport other students without written parent/guardian permission from the passenger’s family. CWAA discourages students leaving campus during the school day; parents assume liability in the event of an accident.
- **Grade 12 driver authorization:** Grade 12 drivers and passengers must complete the CWAA Student Driver Authorization Form in advance and submit copies of the driver’s license and proof of insurance showing \$2,000,000 liability coverage.
- **Permission to leave (Grade 12 only):** Grade 12 students with an approved form on file may leave school grounds during school hours only with homeroom teacher permission each time.
- **Sign-out requirement:** All students must sign out at the office when leaving and sign in upon returning.

Note: This policy does not apply to transportation involving siblings or family-arranged carpools outside school hours.

Lost and Found

Unclaimed uniforms, school supplies, and personal items are placed in the Lost and Found bins/shelves in the Elementary and Secondary divisions. Items may be displayed periodically, and anything unclaimed will be donated to charity at the end of each term. Students are responsible for their belongings. CWAA is not responsible for lost items.

School Uniforms

CWAA uniforms help create a focused learning environment, promote a sense of belonging, and make it easy to identify CWAA students in the community. Students are expected to wear their uniforms with pride and respect. CWAA has two uniforms:

- Casual uniform: Monday, Tuesday, Thursday, and Friday
- Formal uniform: Wednesday for chapel and for special occasions

Uniforms must be worn during school hours, to and from school, on school field trips/related activities (unless a teacher grants permission), and at public school performances.

Uniform Supplier

CWAA uniforms are supplied by Elegant Design & Clothing Manufacturing Inc. Order forms are available from the school office or can be downloaded from the school website. Orders may be placed by fax, email, or in person. Please note that all required uniform items must be purchased through Elegant Design & Clothing Manufacturing Inc., and uniform guidelines must be followed.

Uniform and Dress Guidelines

Uniform items must be clean, in good repair, and not altered except for hemming or sizing. All uniform pieces should be clearly labelled with the student's name, as the school is not responsible for lost clothing. Dress shirts must be worn tucked in, and undershirts should be white under white shirts or blouses, and black only under navy or black polo shirts; undergarments must not be visible.

Skirts/Shorts

- Skorts/tunics must be no more than 2" above the knee.
- Uniform shorts/capris may be worn April–October.

Shoes & Socks

- Shoes must be clean, black, non-marking dress shoes: no coloured laces; heels no higher than 2"; no athletic shoes (except PE), boots, or open-toed shoes/sandals.
- Socks must be worn at all times; tights/knee highs must be plain (no designs).
- Students must follow the indoor/outdoor shoe policy and keep a clean pair of indoor shoes to avoid tracking mud/snow. Outdoor footwear is recommended for wet or snowy days.

Grooming & Accessories

- Hair must be clean and neat; no dramatic styles or colours.
- Make-up and nail polish must be natural and kept minimal.

- Jewelry is not permitted.
- Headphones/earbuds are not to be worn during the school day.
- Body piercings and tattoos are not permitted.
- Head coverings with cultural or religious significance are permitted.

Gym Strip

- Students in Grades 5–10 must wear CWAA gym t-shirt and shorts for PE (purchased through the office).
- Gym strip may be worn only for PE or specific option classes when required (e.g., Fitness, Outdoor Education).
- Please note that CWAA gym shirts, sports jerseys, and team uniforms are not part of the daily uniform and are not to be worn in class.

Casual/Formal Clothing

On the last Friday of each month, students may wear non-uniform clothing in exchange for bringing a non-perishable food item for the Calgary Food Bank. CWAA also holds special events during the year (e.g., graduations, banquets), and students are expected to dress modestly and appropriately to support a positive academic and Christian environment.

The following are not permitted on casual or formal dress days: clothing that promotes messages contrary to a Christian lifestyle; dresses or skirts that are shorter than near-knee length; see-through or sheer items; bare midriffs, bare feet, or spaghetti straps (tops should cover a regular bra strap, approximately 1.5–2"); tops that show cleavage; tight or ripped clothing; and hats.

Parent/Student Responsibility

Students and parents/guardians are responsible for ensuring the correct uniform is worn each day and for planning ahead for uniform needs. CWAA staff will enforce the uniform and dress guidelines consistently and will work with families to address concerns. If a student is not dressed according to the policy, an immediate change of attire will be required. A student may be sent home and will not attend class until the uniform issue is corrected.

Responsible Technology Use Agreement

CWAA students, and staff can access both local network resources and high-speed internet to facilitate educational and professional growth objectives. Network and internet access opens a vast resource for school entities throughout the world and allows users to reach out to many other people, to share information, learn concepts and research subjects. With this educational opportunity comes responsibility. It is understood that CWAA does not have sufficient resources to monitor every aspect of network use. However, the purpose of these guidelines is to foster the independent use of the network, subject to compliance with procedures and standards for appropriate network behaviour and communication. All CWAA computer users must follow the guidelines set out in the CWAA Responsible Technology Use Agreement.

1. Privileges

The use of the CWAA network is a privilege, not a right. As such, inherent with this privilege, are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities

may result in loss of complete access privileges. The school has the right to review any material stored on its network and to edit or remove such material as well as to monitor all network activity. The user is held responsible for their actions whenever using CWAA's technology. Inappropriate or unacceptable uses of the technology will result in the withdrawal of computer privileges. All users of CWAA technology will agree to respect the equipment, security, and privacy of other users. The school principal in conjunction with the system administrators will deem what is appropriate use and their decision is final. The system administrators may close an account at any time as required. The administration and school staff of CWAA may request the system administrator to deny, revoke, or suspend specific user accounts or specific privileges such as Internet or email at any time as required.

2. Property

The CWAA network and email system is the property of CWAA and unauthorized use is prohibited. Access to the network, email, and other online systems of CWAA is a privilege granted to users by CWAA and may be revoked or withheld at the discretion of the principal or designates.

3. Privacy

Users do not have a personal privacy right in any matter created, received, stored in, or sent from the CWAA network or email system. The principal or designate reserves the right to access any files to determine whether a student or employee is using the system for items of true "educational value". CWAA may at times, and without prior notice, monitor and review email messages and web site retrieval by network users to ensure proper use.

4. Personal Safety

The following rules will help promote user personal safety:

- Protect personal privacy, as well as the privacy of others. Do not give out personal information (address, telephone, number, parents' work address/telephone number, or name and location of your school).
- Let someone in authority know right away if you come across any information that makes you feel uncomfortable.
- Never agree to get together with someone you meet online.
- Never send a personal picture or any other personal information.
- Do not respond to any messages that are inappropriate, mean or in any way make you feel uncomfortable.
- If you are being harassed let someone in authority know.

5. Accounts And Passwords

Users must obtain an authorized account and password from the CWAA Technology Services Department to access the CWAA network and email system. The user should consider the account and password confidential and should not share the account or password with any other person or leave the account open or unattended on any computer system.

6. System Use And Maintenance

Users should periodically remove or erase their files from their folders or email messages from CWAA's server. Email or other files stored on a CWAA file server are not considered private property and may be removed by authorized Technology Services personnel without prior notice to the user.

7. Responsible Use

All technology use must be in support of education and research and consistent with the educational objectives of CWAA. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes, but is not limited to the following:

- Network use is restricted to only those users that have been issued an authentic username and password by the CWAA Technology Services Department
- Downloading or transferring copyrighted materials to or from any CWAA computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited
- All unauthorized and unlicensed software is prohibited on the CWAA network
- Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources
- Any use of the CWAA network for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive and illegal material or other inappropriate activities is strictly prohibited. Individuals are expected to report any abuse to the appropriate authorities
- Students may be disciplined if their activities on social networking sites cause a substantial disruption to the educational environment, interfere with the rights of another, or are a true threat. Criminal action may be taken if the activity constitutes a true threat.
- Use of email and other CWAA network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.
- Downloading or transmission of pornographic, obscene, or other socially unacceptable materials is strictly prohibited.
- Network users shall not allow any other person to use their password/key or to share their account. It is the user's responsibility to protect email accounts from unauthorized use by changing passwords/keys periodically and using passwords that are not easily guessed.
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- Users may not move, repair, reconfigure, modify, or attach external devices to the networks.
- Network users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- Network users will not engage in gaining access to any resources, entities, or data of others for any purpose without authorization.
- Network users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
- Network users will not engage in plagiarism of information obtained via the CWAA network.
- Network users will not engage in the breaking of confidentiality of any user, revealing personal information such as phone numbers or addresses of others, or otherwise invading the privacy of others over the network.

- Network users will not use the CWAA network for private or business use or for political purposes.
- Accessing sites that are restricted on CWAA computers and network resources is prohibited. CWAA computers and network resources are for educational purposes only.

8. Laptop Computer Usage

- Students must use teacher-assigned, numbered laptops only.
- Once a student signs-out a laptop they must never leave the laptop unattended.
- Touch screens are for clean fingers only. Do not use a pencil, pen, or other object to touch the screens.
- When working at a desk or table, no food, beverages, or liquids should be on that desk or table.
- Students are responsible to clean the laptop screen with microfiber cloth and screen cleaner only (provided by the teacher).
- Laptops should never be taken outside of the classroom, unless approved by the teacher.
- Laptops are not to be defaced with stickers, tape, white out, markers, pens, etc.
- Laptops must be returned to the laptop cart in the designated numbered slot.
- Students will report damage to the teacher immediately.

9. Warranties

CWAA makes no warranties of any kind, whether expressed or implied, for the service it is providing. CWAA will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the CWAA network is at the user's own risk. CWAA denies any responsibility for the accuracy or quality of information obtained through this service.

10. Security

Security on any computer system is a high priority, especially when the system involves many users. CWAA will make every effort to filter undesirable material from the internet and continuously upgrade and employ the maximum safety measures possible. If a user identifies a security problem on the CWAA network, they must notify a system administrator or principal as soon as the problem is identified. The user shall not demonstrate the problem to other users. Attempts to log into the system as any other user will result in disciplinary action. Attempts to log into the CWAA network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the CWAA network.

11. Updating User Information

The CWAA network may occasionally require new registration and account information from you to continue the service.

12.Computer And Email Misuse And Abuse

Computer misuse and abuse may result in cancellation of network privileges for a defined period of time and may result in other school disciplinary action. Serious offences may be referred to the RCMP or Calgary Police Service for investigation and possible criminal charges if the offence warrants.

13.Student Commitment

By using CWAA computers and accessing CWAA's network and email systems, students agree to abide by the policy guidelines set out in this document. Students accept that a violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, suspension, or expulsion from school, and/or appropriate legal action.

14.Parent Commitment

Parents recognize the importance of students becoming technologically aware in an increasingly technological society. Parents understand that by sending their children to CWAA, they give consent for their child to access the internet and email systems of CWAA. Parents accept that CWAA's network opens the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material by having access to the internet and by sending and receiving email. Parents understand that no matter how much supervision and monitoring and technical barriers CWAA can utilize, there will always be the possibility of their children coming into contact with defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.

However, CWAA commits to using its best efforts and making every effort to filter undesirable material coming from the internet and continuously upgrade and employ the maximum safety measures possible. CWAA affirms that security on any computer system is a high priority.

School Transportation Policy

School bus transportation at CWAA is contracted out to a private bus company. School bus transportation is planned and managed in accordance with Alberta Government requirements. These requirements ensure students are transported to and from school in a safe, healthy, and timely manner. All parents who access CWAA bus services must familiarize themselves with CWAA's School Bus Policy. Additionally, all parents who access CWAA bus services must follow the terms and conditions set out by the Parent School Bus Agreement found in the application package.

Students using busing services must follow the terms and conditions set out by the Student School Bus Agreement found in the application package and on our school website, <https://cwaa.net>. Students who are riding on the bus are expected to follow all rules set out by the bus driver and the contracted bus company, in consultation with school administration. Any violations of these rules will result in a loss of riding privileges. Students are to remember that they are representatives of the school, and all school rules and expectations apply when riding the bus.

VIII. PARENT COMMUNICATION AND INVOLVEMENT

Parent Covenant

At Chinook Winds Adventist Academy, we value a strong partnership between home and school. Parents are expected to support the school's Christian philosophy, mission, and values, and to be familiar with and uphold the policies outlined in the Parent–Student Handbook. We ask families to communicate respectfully and regularly with teachers, and to participate in key school events such as parent-teacher interviews, curriculum nights, concerts, awards, constituency meetings, and other community-building activities. If concerns arise, parents are expected to follow the biblical principle of Matthew 18 by addressing issues directly with the person involved and, if needed, following the school's line of authority (Teacher, Vice Principal, Principal, School Board, Superintendent). Parents are also expected to support the school in maintaining high standards of Christian conduct and to work cooperatively with the school when discipline is required. To help us care for students appropriately, families must keep the school informed of updated medical information and understand that the school may arrange emergency medical treatment if necessary. Finally, parents are expected to ensure that information provided to the school is accurate and up to date.

Forms of School Communication

At CWAA, we are committed to open and honest communication with families. We provide timely, accurate information about school events, student learning, service opportunities, and character development. We are always looking for ways to improve and welcome feedback from parents and community members. The following outlines how CWAA communicates with parents:

- **PowerSchool:** CWAA uses an online student information system called PowerSchool to give parents and students real-time access to grades, attendance, and student progress. Families are encouraged to check PowerSchool regularly to monitor progress and daily homework. PowerSchool also connects with other school tools, such as our family alert system and parent-teacher conference booking system. These tools may send updates to parents using approved communication methods. More information about PowerSchool access is provided at the start of each school year.
- **School Newsletter:** CWAA emails a school newsletter, *The Breeze*, to inform parents about important updates on upcoming events, outings, and school news. Families are encouraged to read it regularly to stay informed.
- **Paper Notices:** Occasionally, CWAA will send paper notices home with students. Please check with your child daily to ensure you receive them. Families with more than one child will receive one notice per family, sent home with the youngest child.
- **School Website:** The CWAA website (cwaa.net) provides publicly available school information.
- **Email and Phone:** Teachers will communicate with parents primarily by email, and by phone as needed.

Connecting with School Staff

Parents are welcome to meet with staff if questions arise about their child's education. To request a meeting, email the teacher directly or contact the main office and leave a message. Scheduling an appointment helps ensure the teacher has time to address your concerns. Teachers will aim to respond to emails and phone messages within 24 hours, though replies may be delayed during teaching hours.

Parent Advisory Council (PAC)

CWAA's Parent Advisory Council (PAC) supports the school community by strengthening connections between home and school and by helping to enhance student life. The PAC provides opportunities for parents to be involved in school activities, events, and initiatives that contribute to a positive learning environment.

All families are encouraged to participate. Parents may volunteer in a variety of ways—helping plan and support school events, assisting with special projects, and contributing ideas and feedback that support student well-being and school improvement. PAC involvement helps build a strong, supportive school culture for students, staff, and families.

Parent Volunteer Program

Parent volunteers play an important role at CWAA by supporting and partnering with our staff in many areas of school life. We are grateful for this support and work to ensure volunteering is meaningful, well-organized, and enjoyable. We encourage every family to participate in some way throughout the year, as they are able.

For student safety, all volunteers must have a current Police Information Check (completed within the past two years) on file before volunteering. This check is used only to help ensure a safe environment for students. All information is kept confidential and is used solely for volunteer screening purposes.

Parent Transportation for Field trips

Whenever possible, CWAA will use charter transportation. However, from time to time, teachers may invite parent volunteers (with a current Police Information Check/Vulnerable Sector Verification) to help with supervision. For trips outside the city or in locations where medical care is not easily available, CWAA will ensure a staff member or volunteer with current First Aid certification is present.

If parent driving is required, only approved drivers may transport students. Parent drivers must:

- Complete the Parent Driver Authorization Form and provide an Alberta Driver's Abstract
- Provide a current Police Information Check (Vulnerable Sector Verification)
- Provide proof of \$2,000,000 minimum liability insurance
- Use a vehicle that is safe and in good working condition, with a seat belt for every passenger (elementary students may not sit in the front seat)
- Have enough fuel to complete the trip without stopping for gas
- Supervise students at all times and follow all driving and distracted-driving laws
- Drive directly to and from the destination (no stops or route changes unless approved by the teacher)
- Show only "G"-rated movies, if any are played
- Not allow students to transport other students under any circumstance

Constituency Meetings

Each year, CWAA hosts an annual constituency meeting where members of our constituent SDA churches gather to hear updates, ask questions, and discuss matters related to the school. All CWAA families are

welcome to attend and learn more about the life and direction of the school. Voting on motions is reserved for members of the constituent churches. The meeting will be advertised at least two weeks in advance.

IX. ENVIRONMENT AND STUDENT BEHAVIOUR

Our Commitment to a Safe and Respectful Community

Consistent with its mission and vision, the School Board is committed to a safe, inclusive, equitable, and welcoming learning and teaching environment for all students. All students have the right to learn and work in an environment free of prejudice, harassment, and unlawful discrimination. This principle is found within the golden rule expressed by Jesus Christ, “Treat others the same way you want them to treat you” (Luke 6:31).

The School Board will not tolerate harassment, bullying, intimidation, or unlawful discrimination based on a person's actual or perceived differences. The Board believes that all students have the right to:

- be treated fairly, equitably, and with dignity and respect, irrespective of their personal and family characteristics.
- have their privacy protected and respected (subject to applicable legal obligations to disclose).
- be fully included and represented in an inclusive, positive, and respectful manner by all school personnel.
- have equitable access to the same supports, services, and protections provided to all students and their families.
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, or violence.

The School Board is committed to implementing measures that will:

- define appropriate expectations, behaviours, language, and actions to comply with applicable local laws to prevent prejudice, harassment and unlawful discrimination through greater awareness of, and responsiveness to, their harmful effects.
- ensure that all complaints of prohibited behaviours will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
- improve students’ understanding and respect of individuals and their families, who are from different cultures and communities from their own.
- develop, implement, and evaluate educational strategies, professional development opportunities, and administrative guidelines to ensure that all students and their families, regardless of their beliefs and background, are treated with respect and dignity in all aspects of the school community in a manner consistent with the school's mission, vision and religious character.

Student Conduct and Discipline

Discipline Philosophy

At Chinook Winds Adventist Academy, discipline is viewed as an educational and restorative process that helps students develop self-discipline, responsibility, and sound judgment. As Ellen G. White explains in *Education*, the purpose of discipline is to train students for self-government by fostering self-control, understanding, and obedience grounded in reason and love. Discipline is intended to help students recognize the consequences of their choices and to grow in character within the framework of God’s law.

CWAA recognizes that effective discipline requires a partnership between home and school. When parents and teachers work together with consistency and mutual support, students are best equipped to develop positive behaviour and responsibility within a caring school community.

The goals of CWAA's discipline policy are to:

- create a safe and supportive learning environment conducive to learning.
- help students take responsibility for their choices and actions.
- promote self-discipline and personal accountability.
- foster the development of Christ-like character.
- address behaviour that disrupts learning or harms others.
- apply reasonable, fair, and restorative consequences that support growth and positive change; and
- ensure all students are treated with dignity, respect, and fairness.

Discipline Process (Shared Responsibility)

CWAA believes that expectations should be clear, reasonable, and consistently applied. As Ellen G. White notes in Education, well-considered rules should be enforced, and mistakes can become opportunities for growth and learning.

Creating a positive learning environment is a shared responsibility of all staff. Classroom teachers take the lead in establishing classroom expectations, routines, and appropriate consequences, and they work in partnership with parents and school administration. Teachers communicate classroom expectations to administrators, and when discipline concerns arise, teachers and administrators will work together with families, providing timely communication and being available to support students through corrective and restorative steps.

When responding to inappropriate behaviour, teachers and administrators will consider:

- the impact on other students, staff, the school, and the wider community.
- the nature and seriousness of the incident.
- the student's previous behaviour and any prior interventions.
- the student's age, maturity, and individual needs.
- the likely impact of the response on future behaviour; and
- any other relevant information needed to respond fairly and appropriately.

Student Behaviour Expectations

To support CWAA's mission, we work together to maintain a safe, caring, and respectful learning environment where students can grow as responsible citizens. The expectations below help students understand what is required for a positive school community.

Students are expected to:

- Act responsibly and represent the school well at school, on school transportation, during school activities (on or off campus), and at any time their conduct affects the safety, learning environment, or operation of the school.
- Respect people and property, including school property and the property of others.

- Communicate respectfully with students, staff, and visitors, and avoid inappropriate, obscene, profane, or abusive language, images, or messages (spoken, written, or digital).
- Attend regularly and be on time for all classes.
- Be prepared and engaged in learning by being organized, using class time well, completing assigned work, studying for assessments, and seeking help when needed.
- Follow the uniform expectations and wear the school uniform appropriately.
- Follow directions from teachers, administrators, and other authorized school personnel.
- Move safely in the building, including walking indoors and keeping to the right in hallways and stairwells.
- Maintain appropriate physical boundaries, avoiding public displays of affection that make others uncomfortable, as determined by staff.

Note: Under Section 12 of Alberta's School Act, students are expected to attend regularly and punctually, cooperate with school staff, follow school rules, and respect the rights of others. When these expectations are not met, the principal may apply corrective measures, up to and including suspension or expulsion, in accordance with the School Act.

Student Code of Conduct

Students who attend CWAA are expected to support the school and its philosophy of providing a quality and wholesome Christian education to its students. In particular, they agree to the following:

- Strive to achieve personal excellence in all that I do: academics, extracurricular activities, service to others, and behaviour.
- Respect God and strive to follow Jesus Christ.
- Treat others with dignity and respect, acting with compassion and kindness.
- Faithfully develop the gifts and abilities God has given me.
- Be truthful and uphold my integrity.
- Show pride in my work.
- Contribute to a positive learning environment.
- Respect and honor my parents and teachers for their knowledge, guidance, and support.
- Refrain from harassment and bullying of any kind.

Behaviour Interventions and Consequences

CWAA is committed to maintaining a safe, respectful, and supportive learning environment. Student behaviour is addressed progressively, with an emphasis on learning, restoration, and personal responsibility.

1. Minor Behavioural Problems

Minor behavioural concerns may include, but are not limited to, failure to follow class rules, incomplete assignments, attendance issues, or classroom disruption.

Response Process

- The teacher will address the concern privately with the student and work with them to identify strategies for improvement. Reasonable consequences may include lunch detention, temporary removal from class

to a supervised setting, short-term loss of privileges, community service, or other appropriate corrective actions.

- If the behaviour continues, the teacher will contact the parent to meet and discuss concerns and possible solutions. The student should be present.
- If concerns persist, the teacher will involve Administration. Together, a further intervention plan will be developed.
- Continued unresolved behaviour may be reclassified as a major behavioural concern.

All disciplinary actions must be documented.

2. Major Behavioural Problems

Major behavioural concerns include, but are not limited to, physical aggression, bullying, harassment, or persistent non-compliance.

Response Process

- The teacher will notify Administration immediately.
- Administration will investigate the incident and document findings.
- Administration will determine appropriate consequences, which may include a behavioural or probationary contract, in-school or out-of-school suspension, or expulsion.
- Parents will be informed of the incident and outcome.

3. Detentions

Detentions are used to reinforce school expectations and promote positive habits. The purpose of detention is corrective, not punitive.

- Teachers may assign detention when reasonable attempts to gain compliance have been unsuccessful.
- The student will be informed of the reason for the detention, and the incident will be recorded in PowerSchool.
- Detentions typically occur during lunch in a designated classroom.
- A pattern of repeated detentions will result in a meeting with Administration and parents to determine further action.

Detention Expectations

- Arrive on time with lunch and school materials.
- Remain silent and seated.
- No electronic devices, sleeping, or leaving the room.
- Students are expected to work on school assignments throughout the detention.

4. Behavioural And Probationary Contracts

Behavioural (elementary) and probationary (secondary) contracts are used when significant or ongoing concerns have been identified.

Contracts clearly outline:

- the concern(s),
- expected behaviour changes,
- timelines for improvement,
- and consequences if expectations are not met.

Contracts may be issued for concerns including:

- ongoing academic or attendance issues,
- deliberate disobedience or disrespect,
- serious breaches of conduct (in or out of school),
- lack of parental cooperation with school procedures.

The principal will meet with parents and provide a written contract, which must be signed by both the student and parent and returned within two school days.

5. Suspensions

When a student repeatedly or seriously violates the Code of Conduct, suspension may be issued by the principal.

- A suspension may be in-school or out-of-school, for up to five school days.
- The suspension begins on the first full school day following the decision.
- Parents will receive a written notice outlining the reason, duration, and conditions of return.
- A meeting with Administration, the student, and parents is required prior to re-entry.
- A record of the suspension will be maintained in the student's file for a period of one to three years.

Reinstatement may include recommendations such as counseling, medical consultation, restorative practices, or other appropriate interventions. During in-school suspension, students will follow detention expectations.

Behaviours That May Result in Suspensions

Examples include:

- physical aggression or threats,
- bullying or harassment,
- theft or vandalism,
- academic dishonesty,
- inappropriate use of technology,
- chronic absenteeism,
- defiance or refusal to comply with school expectations,
- leaving school grounds without permission,
- use of obscene language or immoral conduct.

6. Academic Integrity

CWAA values honesty and integrity in all academic work. Students are expected to complete their own work and properly document sources. Academic dishonesty includes:

- Plagiarism: presenting another's work or ideas as one's own,
- Cheating: dishonest actions to gain unfair advantage,
- Collusion: allowing one's work to be copied or submitted by another.

The use of artificial intelligence tools is not permitted unless explicitly authorized by the teacher. Consequences may include academic penalties and disciplinary action.

7. Expulsion

Expulsion is the most serious disciplinary action and may be considered for persistent or severe misconduct. The principal, in consultation with the CWAA Board, may expel a student. While expulsion is under consideration, the student will be suspended. Parents will receive written notice and be offered the opportunity to meet with the principal. Recommendations for alternative educational programming will be provided. The parent may select to receive the alternate education program or register their child in another school; at which time CWAA will no longer be responsible for the student's education.

Behaviours Which May Result in Expulsion

Examples include:

- possession, use, or distribution of drugs, alcohol, tobacco, vaping products, or cannabis,
- possession or use of weapons or weapon replicas,
- sexual harassment or abuse,
- hazing,
- severe or chronic bullying,
- serious theft or vandalism,
- repeated academic dishonesty,
- egregious immoral or socially offensive conduct.

X. RESPECTFUL SCHOOL RELATIONSHIPS AND SAFETY POLICIES

Harassment Policy

CWAA is committed to providing a safe, healthy, and harassment-free learning and working environment that promotes dignity, respect, and equal opportunity. This policy applies to all students, employees, volunteers, and visitors at Chinook Winds Adventist Academy, including in classrooms, hallways, playgrounds, and during off-site or school-sponsored activities. All individuals are expected to comply with this policy, regardless of age.

Definition of Harassment

Harassment is unwelcome verbal, visual, or physical conduct that offends, humiliates, or intimidates another person and may constitute discrimination. Harassment will not be tolerated at CWAA. Examples include (but are not limited to):

- Verbal or physical abuse, threats, derogatory remarks, taunts, innuendo, or jokes
- Comments or conduct based on characteristics such as appearance, religion, colour, place of origin, disability, ancestry, marital or family status, stereotypes, source of income, or gender
- Displaying pornographic, racist, or otherwise offensive images or signs
- Practical jokes or actions that cause embarrassment or discomfort
- Unwelcome invitations or requests, whether indirect or explicit

Definition of Sexual Harassment

Sexual harassment is any unwanted sexual advance, request for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature. Examples include (but are not limited to): pinching, patting, rubbing, leering, sexual jokes or comments, sexual images or pornographic materials, suggestive remarks or innuendo, and requests or demands of a sexual nature. The behaviour does not need to be intentional to be considered sexual harassment. Sexual harassment is offensive and may intimidate others; it will not be tolerated at CWAA.

Reporting and Response

Students are encouraged to report any behaviour that makes them feel unsafe, uncomfortable, or undermines a stable learning environment.

- **Confidentiality:** Complaints will be handled as confidentially as possible, and information will be shared only with those who need to know in order to respond appropriately.
- **Investigation:** CWAA will respond promptly. An investigation will begin as soon as reasonably possible and may include interviews with the complainant, the alleged harasser, and relevant witnesses, and review of any related information.
- **Outcomes:** If a complaint is substantiated, appropriate disciplinary action will be taken. Discipline may include suspension, dismissal/expulsion, and documentation in the student's file.
- **No retaliation:** Retaliation is strictly prohibited. Any person who reports harassment in good faith—or participates in an investigation—will be protected from retaliation, regardless of the outcome.
- **External Reporting Options:** Alberta anonymous bullying/harassment reporting line (24/7): 1-888-456-2323 (for incidents on school property, at school-sponsored activities, on school buses, and through school computers). This policy does not prevent anyone from filing a complaint with the Alberta Human Rights Commission or reporting matters of a criminal nature to the police.

Anti-Bullying Policy

CWAA is committed to a positive, caring school environment where students and staff feel safe, respected, and able to learn. Bullying is unacceptable at any time—at school, during school activities, in sports settings connected to the school, and online when it impacts the school community. Bullying conflicts with CWAA's mission and the Student Code of Conduct and will not be tolerated.

Definition of Bullying

Bullying is repeated, intentional behaviour that harms, intimidates, or humiliates someone, and involves a power imbalance. Bullying may be:

- Verbal: name-calling, teasing, threats, hurtful comments, slurs
- Social: exclusion, gossip, humiliation, “ganging up”
- Physical: hitting, pushing, damaging property, unwanted physical contact
- Cyber: using phones, texting, or social media to harass, threaten, or spread rumors

Note: CWAA may apply school discipline for online or device-related behaviour that harms others or disrupts the learning environment.

Reporting and Response to Bullying

Students are encouraged to report bullying to a trusted adult (teacher, administrator, or another staff member). Parents/guardians should also report concerns to the school. Reports will be taken seriously and handled as privately as possible.

When CWAA becomes aware of bullying, the school will act promptly to:

- Ensure student safety and stop the behaviour
- Gather information (including speaking with those involved and any witnesses)
- Support the student who was harmed and help develop a plan to prevent further incidents
- Contact parents/guardians as appropriate
- Apply appropriate consequences and learning interventions for the student who bullied
- Document and track the incident and follow up to ensure the plan is working

Students who are targeted will be listened to, supported, and helped to create a safety plan. Students who bully will be held accountable and supported in changing behaviour through consequences, instruction, and/or referrals to additional supports when needed. Bystanders are expected to help by not joining in, not spreading the behaviour, and by reporting concerns. Positive intervention is encouraged when it is safe to do so.

Persistent or Serious Bullying

If bullying is serious or continues, CWAA may develop an individualized safety and support plan. This may include increased supervision, restricted activities, parent meetings, counseling/support services, and involvement of outside agencies when necessary (including police if required).

Prevention and School Culture

CWAA focuses on prevention as well as response. Strategies may include:

- Clear communication of expectations to students, staff, and families throughout the year
- Increased supervision in high-risk areas
- Classroom and school-wide teaching on respect, kindness, citizenship, and digital responsibility
- Staff and parent learning opportunities
- Ongoing documentation, review, and climate checks (including surveys as appropriate)

Hazing Policy

CWAA requires all individuals to treat others with dignity and respect and requires compliance with this policy by all individuals regardless of age. This policy applies to all individuals employed, volunteering or attending CWAA. CWAA does not tolerate hazing in any form – on or off campus. Hazing is a Major Offence under the Student Discipline Policy. Hazing hurts students, our school, our programs, and our communities, and is a negative aspect of sports and group activities. Often hazing causes more mental distress than actual physical harm.

Hazing is defined as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

Hazing includes, but is not limited to any situation which: creates a risk of injury to any individual or group, causes discomfort to any individual or group, causes embarrassment to any individual or group, involves harassment of any individual or group, involves degradation of any individual or group, involves humiliation of an individual or group, involves ridicule of an individual or group, involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in a group. Hazing includes active or passive participation in such acts. Hazing creates an environment and school climate in which dignity and respect are absent.

Consequences for hazing may include suspension or expulsion from school, suspension or expulsion from team/teams during school year, cancellation of season for the entire team for the sport involved, informing the RCMP and possible criminal prosecution, required counseling, required restorative measures.

Reporting Child Abuse

Child abuse is morally and legally wrong. Its impact can last a lifetime and even extends to future generations. Any adult who has reason to believe that a child is being verbally, physically, sexually, or emotionally abused or needs protection has a legal duty to report such abuse to Child and Family Services or to the Police.

Complaint Resolution

CWAA recognizes that questions, concerns, and complaints may arise from time to time regarding school or district operations. We are committed to addressing concerns courteously, promptly, and constructively, as close to the source as possible, and in a manner that is fair to students, parents, staff, and community members.

1. Complaint Process

CWAA values respectful, direct communication when concerns arise. Concerns must be raised respectfully, at an appropriate time and place, and not in the presence of students, during class time, or (when the concern involves an employee) in front of coworkers.

If a parent has a concern about their child's education, the classroom teacher is the first person to contact. Concerns discussed with the teacher will be documented. If the matter cannot be resolved, the parent should contact the Principal. If it remains unresolved, the parent may contact the School Board Chair. If it remains unresolved, the parent may contact the Superintendent of Schools for the Alberta Conference of Seventh-day Adventists. The Superintendent will address the concern in an appropriate manner, which may include bringing the issue to the local School Board or Board Executive. Decisions made by the Superintendent are final.

To help maintain a safe and respectful environment, parents should not approach or address concerns directly with another student. Any concerns involving students should be brought to the Principal or Vice-Principal.

Any CWAA employee who receives a concern will advise the individual of this process. Every effort will be made to resolve concerns at the earliest stage and without unnecessary delay.

2. Confidentiality

Concerns and complaints will be handled confidentially. To respond and resolve the matter, information may be shared (in accordance with the Freedom of Information and Protection of Privacy Act) with those who need to know as part of their duties, including the person(s) named in the complaint and those who must provide information or respond. Anonymous complaints will not be acted upon, other than being referred to the appropriate supervisor.

3. Levels of the Complaint Process

- **Level 1 – Staff Member (Informal):** The concern is first raised with the CWAA employee most directly involved. The employee will make every effort to meet in person, one-to-one, and with a focus on resolution.
- **Level 2 – Principal:** If unresolved, the concern may be brought to the principal. The principal (and appropriate staff) will meet with the individual and work toward resolution.
- **Level 3 – Board Chair (Written):** If unresolved, the concern may be submitted in writing to the Board Chair. The written submission must include (a) the nature of the complaint and (b) the steps taken at Levels 1 and 2. The Board Chair may meet with the individual, gather information, and involve administration as required. Where the concern relates to a student's educational program, the program will continue as directed by the principal while the matter is reviewed. The Board Chair will provide a written decision with rationale within 10 business days of the meeting with the individual.
- **Level 4 – Education Superintendent (Written Review):** If unresolved, the individual may request a review by the Alberta Conference of SDA Education Superintendent. The request must be in writing and include: the nature of the concern, steps taken to resolve it, the decision being appealed, and reasons for requesting review. The Superintendent may meet with the individual and will provide a written decision with rationale within 10 business days of the meeting.

Appeals

A parent or a student (16 years of age or older) may appeal a CWAA employee decision that significantly affects a student's education, provided there are sufficient grounds. Grounds for appeal include that the decision:

- failed to substantially follow procedures in the Parent–Student Handbook and/or applicable legislation or regulations.
- was influenced by bias.
- lacked supporting evidence; and/or
- was unreasonable.

A failure to make a decision is deemed to be a decision that may be appealed.

Whether a decision “significantly affects the education of a student” is determined case-by-case. In general, a decision may be significant if it results in loss or jeopardy to a student, including decisions affecting program participation or completion, access to or accuracy/completeness of the student record, suspensions longer than five days, or expulsion. Where a decision is appealable, the parent/student will be informed of their right to appeal and applicable timelines. Decisions that do not significantly affect a student's education are within the final authority of the principal.

1. Filing An Appeal

Before filing an appeal, the parent or student must first attempt resolution through the Complaint Process. Failure to do so may result in dismissal of the appeal. An appeal must be submitted in writing within 20 business days of the decision. The written appeal must be submitted to the Superintendent and include:

- name and address of the parent/student filing the appeal.
- the student's current placement.
- the decision being appealed and the date the parent/student was informed.
- a copy of the written decision (if applicable); and
- the grounds for appeal (policy/procedure/regulation/criteria relied upon).

If the Superintendent (or delegate) determines a decision is not appealable, the parent/student will be informed in writing with reasons.

2. Appeal Process

Upon receiving an appeal, the Superintendent (or delegate) will provide a copy to CWAA administration and/or the employee who made the decision. The Superintendent (or delegate) may decide based on written submissions and/or invite oral submissions. CWAA administration will prepare a written report for the appeal. The parent/student will have an opportunity to respond in writing within timelines set by the Superintendent (or delegate). If an oral hearing is required, the Superintendent (or delegate) will provide written notice, including that the hearing will be held within 30 business days of receiving the appeal.

At an oral hearing:

- the parent/student may be accompanied by a person of their choosing.
- the student may attend with parent consent.
- the Superintendent may limit attendance numbers.
- both parties may make oral presentations (including additional presenters).
- there will be no cross-examination.
- the Superintendent may ask questions and set time limits; and
- additional fair procedures may be established as needed.

The Superintendent (or delegate) may consult legal advisors at any time during the appeal process.

3. Appeal Decision

Within 20 business days of the hearing (or the close of written submissions), the Superintendent (or delegate) will issue a written decision with reasons and may uphold, alter, or revoke the decision under appeal. This decision is final. An appeal is considered abandoned if one year passes without any step being taken.

XI. ABOUT THIS HANDBOOK

This handbook cannot cover every situation. When questions arise, CWAA will respond in keeping with our mission and Christian principles. Policies may be updated, and we will communicate changes to students, parents, and staff.