



ILAC International High School

Vancouver

Student & Parent Handbook

2025-2026

Welcome from the Principal



Welcome, students and parents, to the ILAC International High School, Vancouver campus. I am thrilled to have you join our community as we embark on this exciting new chapter in education.

As a student at ILAC, you are part of a vibrant and diverse network of learners from around the world. Our school is committed to providing a supportive and inclusive environment where you can explore your passions, develop your language skills, and grow into capable and confident individuals.

One of the unique advantages of attending ILAC is our connection to our sister school in Toronto. This partnership offers unparalleled opportunities for cultural exchange, collaboration, and networking. You will have a chance to connect with students and teachers from our Toronto campus, broadening your perspective and fostering lifelong

friendships.

At ILAC Vancouver HS, you can expect a world-class education that combines academic rigour with innovative approaches to learning. Our teachers and staff are dedicated to helping you achieve your goals, whether you are looking to pursue post-secondary education, embark on a career, or continue your international explorations as a global citizen. As part of the British Columbia education system, you will also benefit from a curriculum that emphasizes the development of your core competencies, such as critical thinking, creativity, and collaboration. These essential skills will not only enhance your academic success, but also prepare you for an ever-changing world, giving you a competitive edge in your future pursuits.

As you begin this new journey with us, I encourage you to be curious, take risks, and get involved in our school community. Join clubs and activities that spark your interest, participate in volunteer opportunities, and make the most of our incredible facilities and the city of Vancouver.

Once again, welcome to ILAC Vancouver High School! I am honoured to be your principal and look forward to seeing the amazing things that you will achieve. Let's make this year an unforgettable one!

Sincerely,

Paul R. Cohee

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SECTION ONE: Introduction to ILAC International High School (Vancouver)

Mission, Values & School Philosophy

ILAC International High School (IIHS), Vancouver, is committed to providing a safe, supportive, inclusive and innovative teaching and learning environment that fully aligns with British Columbia's provincial curriculum.

ILAC's mission is to change lives through education and create opportunities for students to achieve their dreams. Every interaction with students, teachers and staff is guided by our core values:

- ✓ **We listen**
- ✓ **We deliver**
- ✓ **We work together**
- ✓ **We find solutions**
- ✓ **We value diversity**
- ✓ **We have fun**

Our school philosophy is centred on a commitment to teach each student to be independent, responsible, to lead with integrity, to pursue excellence in every endeavor, and to go forward and transform the world. In our academic structure students take fewer courses at a time, typically two courses per term. This structure fosters student development and provides greater flexibility, student choice, and teacher support. Additionally, students will be supported to optimize their personal and academic potential. This structure aligns with BC's curriculum and facilitates:

- An appreciation for the value of learning;
- The development of student confidence in their ability to succeed;
- The establishment of strong study habits and commitment to learning skills, including the ability to work both independently and collaboratively;

Our goal is to prepare students for postsecondary and career success – to be lifelong learners and educated citizens who are well-prepared to strive for personal and academic excellence. Our learner centred High School program is built on the BC curriculum framework's core elements; **understand, do** and **know**. Our rigorous academic curriculum provides exceptional specializations combined with opportunities for students to develop the capabilities needed for lifelong learning, to explore their passions and interests, to learn about Indigenous knowledges and perspectives, and to participate in experiential hands-on-learning by doing while building curiosity and personal growth.

Students will learn critical and creative thinking skills, communication skills and be nurtured personally and socially in cultivating cultural identity, personal awareness, and social responsibility.

ILAC International High School subscribes to the (5) tenets of BC's Policy for student success: healthy and effective learning environments, high and measurable standards, quality teaching and leadership, student centred learning, future orientation, and high and measurable standards demonstrated in our philosophy of teaching and learning excellence.

History

The International Language Academy of Canada (“ILAC”) was founded in Toronto in 1997 and opened its first Vancouver campus in 2005. Since then, ILAC has expanded to become a leading provider of English-language training in Canada, with 8 campuses in Vancouver and Toronto, as well as an online school. Graduates from ILAC’s University Pathway Program have access to direct admission to over 110 colleges and universities across Canada without an official IELTS or TOEFL test.

ILAC is a part of the ILAC Education Group, which includes ILAC International College, Tamwood Careers, Tamwood Language Centres, Tamwood Camps, ILAC and CASA accommodation services, IELTS and CELPIP test centers, ILAC higher education programs, and the Canada Partnership Forum. In September 2024 ILAC International High School opened its doors in Toronto and celebrated its first cohort of graduating students in Spring 2025. ILAC International High School’s Vancouver campus opens in September 2025.

The International Language Academy of Canada (“ILAC”) and Tamwood Language Centres are accredited by [Languages Canada](#) in British Columbia and Ontario.

ILAC, Tamwood Language Centres, Tamwood Careers and ILAC International College are designated by the [Private Training Institutions Regulatory Unit](#) (“PTIRU”) of the [Ministry of Postsecondary Education & Future Skills](#) and hold the province’s [Education Quality Assurance](#) (“EQA”) designation.



SECTION TWO: School Organization

Calendar

Please note the following important dates for the 2025-2026 school year. For more information, please visit [Admissions Vancouver - ILAC International High School](#).

Term One (September 8 to November 7)			
Sept. 2-5	Faculty/Staff Planning/Orientation	Oct. 10	Midterm Report Cards
Sept. 5	Student Orientation (Online)	Oct. 13	Thanksgiving (No School)
Sept. 8	School Start	Oct. 24	Pro-D Day (No School)
Sept. 26	Add/Drop Deadline	Nov. 3	Exam Week Start
Sept. 30	Truth & Reconciliation Day (No School)	Nov. 7	Final Report Cards/Last Day of Term

Term Two (November 12 to January 27)			
Nov. 7	Student Orientation (Online)	Dec. 12	Midterm Report Cards
Nov. 10	Faculty/Staff Planning/Orientation	Dec. 22-Jan.2	School Closed for Christmas Break
Nov. 11	Remembrance Day (No School)	Jan. 19	Exam Week Start
Nov. 12	School Start	Jan. 27	Final Report Cards/Last Day of Term
Nov. 28	Add/Drop Deadline	Jan. 28	Pro-D Day (No School Scheduled)

Term Three (February 2 to April 13)			
Jan. 30	Student Orientation (Online)	Mar. 16-20	School Closed for Spring Break
Feb. 2	School Start	Apr. 3	Good Friday (School Closed)
Feb. 16	Family Day (No School)	Apr. 6	Easter Monday (School Closed)
Feb. 20	Add/Drop Deadline	Apr. 7	Exam Week Start
Mar. 6	Midterm Report Cards	Apr. 13	Final Report Cards/Last Day of Term

Term Four (April 20 to June 19)			
Apr. 15-17	Faculty/Staff Planning/Orientation	May 22	Midterm Report Cards
Apr. 17	Student Orientation (Online)	June 15	Exam Week Start
Apr. 20	School Start	June 19	Final Report Cards/Last Day of Term
May 8	Add/Drop Deadline	June 22-24	Faculty/Staff Admin Week
May 18	Victoria Day		

Daily Schedule

School Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1: 9:00am – 10:30am	Course I				
	Morning Break 10:30am-10:45am				
Period 2: 10:45am-12:00pm	Course I (Continued)				
	Lunch 12pm-1:00pm				
Period 3: 1:00pm-2:30pm	Course II				
	Afternoon Break (2:30pm-2:45pm)				
Period 4: 2:45pm-4:00pm	Course II (Continued)				

General Course Offerings

Required Courses (52 Credits)	Other Graduation Requirements
• A Language Arts 10 (4 credits) • A Language Arts 11 (4 credits) • A Language Arts 12 (4 credits) • A Social Studies 10 (4 credits) • A Social Studies 11 or 12 (4 credits) • A Mathematics 10 (4 credits) • A Mathematics 11 or 12 (4 credits) • A Science 10 (4 credits) • A Science 11 or 12 (4 credits) • Physical and Health Education 10 (4 credits) • An Arts Education and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits) • Career Life Education (4 credits) • Career Life Connections (4 credits) • Indigenous-focused (4 credits)	• 28 Elective credits (see below) • Grade 10 Numeracy Assessment • Grades 10 Literacy Assessment • Grade 12 Literacy Assessment • 30 hours of Community Service (typically, 15 hours in both Grade 10 & 11) • Students must complete a minimum of 16 credits at the Grade 12 level, including a required Language Arts 12 course and Career Life Connections. • Once the credits for required courses have been met, additional courses in that subject area count as elective credits.

Electives (28 Credits) – Based on Student Interest

Computer Studies & Business	Mathematics & Science	Social Studies
Media design 10/11 Web Development 10 Entrepreneurship and Marketing 10 Marketing and Promotion 11 Tourism 11/12 Computer Information Systems 12 Graphic Production 11 Business Computer Applications 12 E-Commerce 12 Economics 12	Foundations 11/12 Calculus 11/12 Statistics 12 Chemistry 11/12 Earth Science 11 Environmental Science 11/12 Science for Citizens 11 Physics 11/12 Life Sciences 11 Specialized Science 12	20 th Century World History 12 Comparative Civilizations 12 Comparative World Religions 12 Urban Studies 12 Law 12 Urban Studies 12 Social Justice 12

Student Life

Student Engagement

Thoughtful, empathetic, and engaged students will find opportunities to get involved with leadership and service throughout the school year. Some primary examples include participating on student council, volunteering for community outreach activities, and joining other school committees and clubs.

Social Events

A calendar of activities (school events and excursions) will be shared with students at the beginning of each term. Seasonal celebrations, weekend school activities and trips, and Vancouver-wide events are arranged for students to build a sense of community and expose students to Vancouver's rich cultural diversity and stunning natural landscapes. These activities include co-curricular field trips, which take place during class time and beyond the limits of the school property in connection with a particular component of their course curriculum.

Extra-curricular activities are optional and may include participation in social events that promote team building and include sight-seeing activities scheduled classes are finished. These include student clubs, which are organized based-on student interest, such as homework club, running club, chess club, math club, basketball or soccer club and more. Student suggestions are welcomed.

Pathway to Graduation Planning

Course Selection

Students must work closely with the academic advisor to plan their course schedule. Each term will offer a variety of courses based on school capacity and each student's path to graduation. Advisors will consult with the principal and students on course availability.

Course Add/Drop

Changes to student schedules are possible, if the master schedule allows. Students should discuss course add/drop options with their advisor. The deadlines for course add/drop are published for each term, without exception. A "W" (withdrawal) will be awarded on student transcripts for any changes after the stated deadlines.

Course Withdrawal (W)

Teachers, academic advisors, and parents must support a student's withdrawal from a course. Students must complete a *Withdrawal Form* to withdraw from a course, which is submitted to the principal for review and approval.

Student Expectations

Code of Conduct

ILAC International High School encourages the development of respect, responsibility, honesty, empathy, fairness and perseverance. The school's administration and teachers are committed to fostering these characteristics in all students who attend our school.

Students must behave respectfully and courteously towards others while on school property, as well as when coming and going from school and participating in co-curricular and extra-curricular activities. Our school is to be a safe, welcoming place where all students and staff can have a sense of belonging. We respect the rights of all school members, value diversity, and ensure our school community is free from all forms of discrimination against race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and age as mandated by the BC Human Rights Code.

All students are responsible for abiding by school policies, rules, and protocols; attending all classes punctually and regularly; following classroom rules as set out by teachers, following rules around academic honesty (plagiarism); and making safe use of equipment, facilities and other educational resources. Students are expected to uphold certain behaviours that align with the values and mission of our school:

Our Relationship with Those in Authority:

- We will be respectful in our speech and conduct
- We will express any disagreement or issues in a polite and respectable manner

Our Relationship with Others:

- We will be respectful of others and their property
- We will address each other in a respectable manner and not resort to name calling, swearing or use derogatory speech in any language
- We will encourage the inclusion of everyone

Our Relationship with School Property:

- We will respect school property, including furniture, books, equipment and the building
- We will report any damage done and volunteer to pay for damages if we are responsible
- We will uphold the cleanliness of the school and take responsibility for cleaning up after ourselves
- We are responsible for our own library books, textbooks, and classroom materials

These expectations include but are not limited to:

- Respecting the educational rights of all members of the school community and ensuring that the learning process is not interfered with
- Respecting the personal property of all those in our school community, as well as all property in our surrounding neighborhood
- Respecting the right of every member of the school community to feel safe
- Reporting any instance of bullying to a staff member or administrator
- Respecting our peers and teachers regardless of ethnicity, religion or gender
- Conducting ourselves in a courteous and appropriate manner in school and in public
- Respecting that the school and school events are weapons, drugs, alcohol, vapour and tobacco free zones

In the event of infractions against the standards set by the School, students may be subject to disciplinary actions (for more information see our policies and procedures at: <https://ilacihs.com/wp-content/uploads/2025/06/Policy-and-Procedures-Manual.pdf>).

Consequences for students who conduct themselves contrary to the Code of Conduct will be appropriate to the context, severity and frequency of the behavior, as well as the maturity level of the student.

It is important that parents/guardians be informed when serious contraventions of the Code of Conduct occur. When appropriate, College personnel may also be informed, with the specific goal of resolving the situation in the best interests of both the individual student and the greater school community.

Class Attendance

Students should arrive to school around 8:45am.

Absent/Tardy - The teacher will administer a wide range of consequences for being late and absent. Each student is responsible to make up lost time and missed work by working cooperatively with the teacher. Student effort to recover lost class time and related marks will be fruitful. Student disregard for attendance will naturally lead to less teacher and peer contact time, and likely a reduction in marks.

15% class absence = 0 course credit; 4 tardy arrivals = 1 absence.

Custodians/Parents/Guardians must send an email to **ILAC attendance email** for any absence: attendance@ilacihs.com. The student must communicate with their teacher before class start as a matter of proper conduct. A student who is missing from class/school is creating a significant safety concern that will require urgent efforts from the school to locate them. Custodians/Parents/Guardians will be contacted.

Sick - Students who are unwell should stay home. Custodians/Parents/Guardians must send an email to ILAC attendance email: attendance@ilacihs.com. Student absence must be verified to minimize concerns about truancy. Honest and respectful communication regarding sickness from a student to their teacher will lead to support from faculty and staff. Repeated absence due to illness will result in a referral to medical professionals. Medically supported absences will lead to supportive measures from the school. Fraudulent documentation will result in immediate suspension from school.

A. Statement of Principle

The underlying principle of our attendance policy is that students take full responsibility for attending their classes punctually and regularly. Students must be diligent and self-disciplined in their efforts to attend their instructional classes at ILAC. Being punctual allows students to maximize their learning time and avoid disrupting other students in class. Students are to realize that arriving late has a negative effect on the learning environment of the class and will result in consequences.

If the number of missed classes exceeds 5, the student is facing the possibility of not gaining the credit. Every step will be taken by the school to avoid this consequence, but ultimately, it is a responsibility of the student to attend the required classes and meet the required expectations.

B. British Columbia Ministry of Education Requirements The Ministry requires that each student complete 100 hours of instructional time in order to be granted a credit at the secondary level. Proper knowledge of the subject area cannot be achieved if students complete less than the required 100 hours. The school's calendar is designed to include required class time. Students who miss an

excessive number of days will very likely realize lower final marks and an excessive number of absences (15% or more) will likely result in a loss credit. Parents will be informed of absences by email and at each regular reporting period.

The classrooms will be opened by 8:45, and formal classes begin at 9:00. Our Co-Curricular activities and some courses may be offered in the late afternoon starting at 4:00 and ending at 6:45. See school hours schedule on following page.

C. Procedure for Early Dismissal It is expected that appointments not to be scheduled to interfere with classes. However, under special circumstances, early dismissal may be granted.

Common reasons for early dismissal may include:

- **Medical or Health-related Reasons:** If a student becomes ill or requires medical attention during the school day, they may be granted early dismissal to seek medical care or recover at home.
- **Family Emergencies:** In the event of a family emergency or unforeseen circumstances, such as a death in the family or a household crisis, students may be allowed to leave school early to address the situation or be with their family.
- **Weather Emergencies:** In cases of severe weather, such as storms, hurricanes, tornadoes, blizzards, or extreme heat, school administrators may decide to dismiss students early to ensure their safety. This decision is typically made based on guidance from local emergency management agencies.

Student ID Cards

All students will be provided with a Student Identification Card (SID) and lanyard. Students are required to have their SDI at all times while on campus. SID Policy:

- Students must display their SID cards at all times and never lend to anyone else
- Lost or damaged cards must be reported to the front desk immediately
- 1st replacement – free
- 2nd replacement - \$10
- Students may be asked to show their SID if it is not visible
- Students should report any suspicious person (loitering, aggressive behaviour) to the front desk immediately

Academic Honesty

Academic honesty is vital to the individual success of students and integral to the culture of teaching and learning. IIHS Vancouver students are expected to conduct themselves in an honest manner in all aspects of their academic career. Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is an offence under this policy and will not be tolerated by the school.

Plagiarism – Presenting another person's work or AI search results as your own work. Some examples of plagiarism are:

- Cutting and pasting text from websites without citing the source;
- Handing in work that someone else (or AI) has done for you;
- Copying another person's work and presenting it as your own.

Cheating – Using any unauthorized materials (notes, translators, electronic devices, etc...) while writing quizzes, tests, or exams is dishonest; this is referred to as cheating.

Plagiarism and cheating offenses are serious and will not be tolerated. With evidence of plagiarism or cheating, an investigation will occur. The teacher will work with the student to determine what has occurred. A teacher does not need video or photographic evidence to validate their concern of an indiscretion as their observation, word, and concern for student misconduct is valued. A student's honesty during this process is vital when establishing consequences and support. If it is determined that an offense has occurred, a '0' mark will be awarded. To assess learning, re-submissions are required. Depending on the nature of the offense, a teacher may provide substitute marks.

Personal Belongings

Students are responsible for their own personal belongings on school property (such as backpacks). IHS is not responsible for any lost items. The principal reserves the right to inspect a student's personal belongings, and/or their school storage space, particularly if there is any concern for safety or suspicion of prohibited substances or materials that violate school policies. Any disciplinary action will be consistent with the school code of conduct and discipline policy. If a student refuses to submit to a request to search their belongings, they will assume guilt and disciplinary action will be taken consistent with school policies.

Internet/Computer/Cell Phone Use Policy

The Internet provides students with access to the most recent research and the most up-to-date statistics and opinions. The Internet can also be a source of inappropriate materials. Consequently, students are required to use the technology (computer/cell phone) needed to access the Internet as follows:

Classroom use of technology is under the direction/supervision of school staff. Students are obligated to use it responsibly, ethically, and politely, or risk temporary or permanent confiscation of the device.

Inappropriate use of technology is prohibited:

- Laptops/cell phones are to be used as directed by your teachers.
- Gaming is not acceptable, unless it is associated with a club and after school hours.
- Use of obscene or illegal materials or indulging in related activities is prohibited.

Students must avoid activities or discussions that are illegal or ill-suited and that might include opening themselves to access by people wishing to make inappropriate contact with students.

Appropriate etiquette of Internet use includes:

- Respect for the rights of others;
- Moderate information storage;
- Acceptance of responsibility to use the Internet wisely.

The school is not liable for materials retrieved from the internet.

Medical Insurance

All students are provided with ILAC Essential Health Care for the duration of their enrolment. This includes access to 24/7 support and [basic coverage/benefits](#). For more information on ILAC Health Services visit <https://ilac.com/health-services/>, email healthcare@ilac.com, or call toll-free 1-888-230-8148. International students in BC with a study permit valid for six months or longer are required to register for the BC Medical Services Plan (MSP). Learn more [here](#) on [how to apply](#).

Home Life

Good habits at home lead to success at school. The following are basic home-life expectations:

- Sleep well – be home early
- Eat healthy food, wear appropriate clothes & get regular exercise
- Follow all BC laws – smoking, vaping, and the consumption of alcohol and other legal substances are not permitted by minors (19 is the age of majority in British Columbia).

Homestay

International students participating in the IIHS homestay program are placed with Canadian host families who provide students with a furnished bedroom and three meals per day. Students have the opportunity to integrate with the family, learn about Canadian culture, and practice and improve their English language skills outside of school.

IIHS's host families are Canadian citizens or permanent residents who live in the Vancouver area and whose multi-cultural backgrounds reflect the country's celebrated diversity. IIHS's homestay department is available 24/7 to support students, parents, agents, and homestay families.

IIHS's homestay program is consistent with the province of British Columbia's International Student Homestay Guidelines. For more details on the ILAC homestay placement procedures, please see the Homestay Policy available in the [Policies & Procedures Manual](#) or visit <https://ilac.com/homestay/>. All high school students are expected to follow ILAC's [accommodation guidelines](#).

Emergency Procedures

Accidents

All injuries must be reported to the front desk.

If more serious, call 911 and inform the emergency operator of the following:

- The nature of the injury
- The location of the injury (IIHS campus is located at 1168 W. Cordova Street)
- Answer questions from the operator in a calm manner

Emergency Drills

The safety of students and staff is of critical importance at ILAC International High School. Students will participate in multiple emergency drills and learn the emergency protocols, exit routes, and muster points, as well as:

Readiness Drills

Readiness drills will be conducted as follows:

- 6 fire drills per year
- 3 earthquake drills per year
- 2 lockdown drills per year

Fire

Once the fire alarm has been activated:

- Students will leave the building in an orderly fashion according to the evacuation route (or the alternate) posted in each classroom
- Staff assigned to washrooms and other areas of the School will ensure evacuation is complete
- Do not lock the door when leaving the classroom
- Students will assemble in the designated area outside of the building
- Teachers will take class rosters with them and report missing students to the School administration
- Once the “all clear” is given by administration, students and teachers may return to their classrooms.

Earthquake

Once an earthquake occurs and an alarm has been activated:

- Staff and students stay inside
- Get under a desk or table and cover their head for at least a minute or until instructed that it is safe to leave the building
- Face away from any windows
- Avoid being near bookcases, tall furniture and hanging light fixtures
- Any student in a wheelchair should lock the wheels and protect the back of their head and neck
- Once outside the building in the designated assembly area, teachers will take attendance and report missing students

Lockdown

Once a lockdown has been announced:

- Call 9-1-1
- Direct students and staff to the nearest classroom or secured space
- Notify any staff or students who are outside the School to not enter the School
- Students are to stay away from windows and doors
- Direct students to stay quiet
- Assist students with special needs accommodations
- Announce the “all-clear” signal when the threat has ceased as authorized by law enforcement

Medical emergency

In the event of a non-responsive or life-threatening injury or illness:

- Check the victim for a medical alert bracelet
- If the emergency stems from an allergic reaction, initiate the Anaphylactic Policy
- Call 9-1-1
- Notify School administration (and/or front office)

- Call on the staff member with first aid training
- Notify parents/guardians or designated emergency contact
- Disperse onlookers from the immediate area
- If needed, assign a staff member to accompany the person to the hospital.

Security

The following security systems and procedures are in place:

- The front entry is equipped with an intercom camera system and doorbell, allowing staff to approve entry from a remote location. A comprehensive camera network is in place; all footage is remotely monitored and recorded as part of a holistic security system.
- A card reader system provides secure access to the building for authorized individuals with an access card.
- Physical security guards are on site and conduct regular patrols, including two full campus sweeps daily. To contact security, please call 1-604-685-5918.

SECTION THREE: School Staff

Administration

The IHS administrative team provides extensive support to students, including Study Permit & Visa guidance, course planning, social events & activities, as well as support with post-secondary applications to ensure student success. Students are strongly encouraged to familiarize themselves with ILAC services and to be proactive in arranging appointments for more information. Students can ask for more information at the front desk or speak with the school program coordinator and/or principal for guidance.

Faculty

Faculty are responsible for teaching the B.C. curriculum according to all the requirements of the B.C. Ministry of Education. Duties include:

- Providing instruction of B.C. Curriculum
- Providing a safe and comfortable learning environment for the students
- Providing frequent and timely feedback to students regarding their progress
- Supervising students during classes and various other occasions as required
- Assessing evaluating and recording student progress in each subject
- Reporting student progress to parents (report cards and parent conferences)
- Setting clear objectives for students regarding attendance, participation, evaluation, completion of assignments and student behaviour
- Serving as a role model for students by his/her own conduct and positive attitude
- Reflecting on teaching practice, establishing professional goals and participating in professional development
- Following all requirements, standards and procedures as established by the B.C. Ministry of Education

Principal

The Principal is responsible for the students, staff and all administrative duties at ILAC International High School, Vancouver. Duties Include:

- Ensuring the safety and well-being of the students
- Supervising the teachers
- Ensuring that all the required B.C. curriculum is taught
- Setting a tone of professionalism and positive interactions with staff, students and parents
- Supporting the professional development of the teachers
- Supporting the teachers' needs, so that they can serve their students well
- Ensuring that all assessment and reporting procedures set out by the B.C. Ministry of Education are implemented
- Establishing good public relations and communications with parents and the broader community
- Reflecting on teaching and administrative practice, establishing professional goals and participating in professional development
- Completing all administrative duties required by the B.C. Ministry of Education

SECTION FOUR: Assessment & Evaluation

Course Outlines

Faculty will share a Course Outline for the course(s) they teach with students on the first day of class.

Each course outline will specify the following:

- Course Overview – Units & Chapters of study
- Class Expectations – Teacher specific rules for course completion
- Grading – Requirements for Participation / Assignments / Homework / Labs / Projects / Quizzes / Tests / Final Exams
- Office Hours – When/where to go for extra help or questions

Students are responsible for completing all their own work and must communicate proactively with their teacher if an assignment is missed. Teachers reserve the right to award a '0' for late or incomplete assignments.

Assessment Activities

Assessment is the ongoing gathering of information about what students know, are able to do, and are working towards. Additional assessment methods may include the following tasks:

Observation	Student work samples	Oral & Written Assignments
Student Self-Assessment	Rating Scales	Review of Performance
Daily Practice Assignments	Pencil & Paper Tests	Portfolio Assessment

Teachers use a wide variety of assessment methods. Students will always be made aware of the criteria for marking assignments before they begin. Teachers provide students with frequent and timely feedback to ensure that improvements and skill development are constant.

Grading Student Performance

The following grading system is used by ILAC International High School in all formal reports to parents:

Letter Grades and Definitions:

A	(86-100%)	Excellent performance
B	(73-85%)	Very good performance
C+	(67- 72%)	Good performance
C	(60-66%)	Satisfactory performance
C-	(50-59%)	Minimally acceptable performance
I		In-Progress or Incomplete
F	(0-49%)	Failure
MR		Meeting Requirements
RM		Requirements Met
W		Withdrawal

Work Habits:

Good (G)	• Responsibility: all assignments in, never tardy, ready to work / learn • Cooperation: always works well with teachers and other students • Independence: self-directed learner, takes appropriate initiative
Satisfactory (S)	• Responsibility: most assignments in, seldom late, usually ready to work/ learn • Cooperation: usually works well with teachers and other students • Independence: occasionally needs one-on-one attention
Needs Improvement (NI)	• Responsibility: most assignments missing, often late, not ready to work/ learn • Cooperation rarely works well with teachers or other students • Independence: often needs one-on-one attention

Reporting Student Progress

Formal student progress reports are provided to parents two (2) times each term. Informal progress reports are encouraged on a case-by-case basis, in response to concerns about student success. As well, a teacher or a parent may request a meeting regarding student progress or any problem at any time. Parent teacher conferences are scheduled over zoom up to twice per term, with additional meetings by appointment as needed.

Promotional Practices

Each teacher is responsible for recommending the promotion status of each student. Decisions are based on the criteria identified in the course outlines, attendance, and standards established by the B.C. Ministry of Education. At the end of the year, the principal and teachers adjudicate the students to decide on their promotional status.

Awarding Credits

Students are awarded credits for the successful completion of each course. Each course has 4 credits. Students must demonstrate that they have met the performance standards in relation to the prescribed learning outcomes for each course, as per B.C. Ministry of Education Policy. Attendance standards are also mandatory, with students being in attendance a minimum of 85% of the scheduled class time. Students with less than 85% attendance have missed important contact time with their teacher and classmates.

Appeal Process

An open appeal process is available to all students and parents regarding decisions affecting them.

Steps:

- First, the issue should be discussed, and resolved, if possible, directly with the appropriate teacher;
- Second, if the issue is not resolved with the teacher, the principal will meet with the student/parent and teacher to facilitate a mutually agreed upon resolution.

When necessary, if no agreement can be reached by all parties, the principal will make the final decision. These appeal mechanisms are available for course or grade promotion, as well as for other

issues, which will be facilitated by the principal. For more details see the IIHS Appeal Policy in the [Policies and Procedures Manual](#).

Appeal Procedure

If parents wish to appeal the decision made by the School, the following process is to be followed:

- The appeal should be made directly to the person responsible for a pending decision or for implementing a particular action.
- If the matter cannot be resolved at this level, a subsequent appeal in writing may be made to the principal.
- If the matter cannot be resolved at this level, a further appeal in writing, may be made to the Board of Directors of IIHS.
- If the matter cannot be satisfactorily resolved by the Board of Directors, a 3-member Appeals Committee may be established, consisting of one person appointed by the parent(s), one person appointed by the board and the third person appointed by agreement between the other two appointments.
- If the matter cannot be satisfactorily resolved by the Appeals Committee, a further appeal may be made to engage an ombudsperson recommended by the Federation of Independent Schools. The ombudsperson's role is to review the decision-making process to determine it meets the standards regarding procedural fairness.
- The written decision of the ombudsperson will be considered by the Board of Directors, and they will make a final decision.

The School will seek to ensure it acts to preserve natural justice through procedural fairness by:

- Ensuring the matter does not appear to be prejudged.
- Selecting persons to hear an appeal who have no out-of-school relationship, family ties or adversarial relationship with the student or student's family or a staff member closely involved in the incident precipitating the decision and/or the appeal.
- Ensuring that any person who has participated in a previous decision now under appeal is only given opportunity to provide testimony (written or oral) rather than to participate in a decision making at the appeals level.
- Ensuring that an Appeals Committee not hear or receive evidence that will not be shared with the other parties in the dispute.

My Education BC Portal

Students and Parents will be given portal access to academic information. This access will allow students to be fully engaged in their learning process. Motivated students frequently review course outlines, assignment details, timelines, and their current marks. These same students engage in conversation with each teacher about expectations and opportunities to demonstrate learning to elevate marks. Parents are invited to access the portal to keep up to date on their child's progress, successes, and challenges.

BC Ministry of Education

Students are expected to be proactive about their school pursuits. While Advisors may assist, students are encouraged to frequently visit the BC Ministry of education website to answer a wide range of graduation, provincial exam, and transcript related questions.

For more information, please see the BC Ministry of Education website: <http://www2.gov.bc.ca/gov/content/education-training/k-l2/support/graduation>