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Student/Parent Handbook



Mission Statement

The mission of Kelowna Arts Academy (KAA) is to provide students with a full academic education delivered via the creative and hands-on instruction of learning through the arts. This method requires higher-order intellectual skills, active participation, and allows students to develop crucial skills of problem-solving, critical thinking, teamwork, and effective methods of communication.

As a British Columbia Ministry of Education and Childcare recognized independent school, we successfully integrate an arts and project-based education into a broad pedagogical framework. Our curriculum fosters connections with students' unique talents, perspectives, and life experiences while alternating between different modes of inquiry and observation. Thus, learning becomes more meaningful, purposeful, and valid for the student.

Patricia Rockwell, Executive Director
Cadence Trites, Principal

Welcome to Kelowna Arts Academy for the 2025-26 school year! We are sincerely excited to have your family join our family, and invite you to actively be a part of our growing community. At Kelowna Arts Academy, students LOVE coming to school each day and IMAGINATION is key to personal and educational growth.

Office Hours 8:00 am – 3:30 pm
Contact Information (250) 868-8816

Patricia Rockwell **Executive Director** patricia@kelownaartsacademy.ca

Cadence Trites **Principal** cadence@kelownaartsacademy.ca

Zack Mader **Office Manager** office@kelownaartsacademy.ca

Avital Shapiro **Office Assistant/Payments**
payments@kelownaartsacademy.ca

Update Your Contact Info

It is **very important** for you to keep us updated with accurate contact information, including parent contacts and the student's emergency contacts. **Please review the Student Information Verification Form and return it to the school office with your current information.**

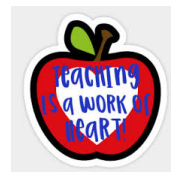
A connection to your school is vital. As such, **www.kelownaartsacademy.ca** is the provider of news, updates and the events calendar. The calendar is continuously updated as new events are booked or created. There are also pictures and videos, as well as links to events, ticket sales, product sales, and more!

Policies, calendars, and other important information can be found on our website!

Goals

The ideals defined in the KAA mission statement are achieved by:

- Operating a school of the arts, where students can explore artistic passions with a feeling of support and confidence, where expression, creativity and imagination are cherished and encouraged;
- Maintaining an environment of respect, acceptance, honesty and accountability;
- Offering a full range of academic courses, preparing students for success in their post-secondary studies;
- Providing arts and academic programs where appreciation, participation, teamwork and skills development are accomplished;
- Creating opportunities for leadership and character development involving the whole person including mind, body and spirit;
- Nurturing a community spirit and civic responsibility that stretches beyond the personal to include a global perspective and understanding;
- Imparting a system of natural and logical consequence and accountability that is positive and respectful (teaching the art of making good choices); and
- Establishing an effective system of communication between all members of the KAA society.



The KAA Parent Group (POSSE)

The POSSE is the parent group supporting KAA through fundraising, community enhancement, and spirit building. In the past it has raised money for a new playground, musical instruments, furniture, and computers. Annually the PAC gaming grant goes to subsidize the Yearbook, so that it is a quality publication for your children to enjoy.

This group normally meets once a month and then as needed to get projects and events ready. They also run the 50/50 and silent auctions at performances, and in the past have held other events like golf tournaments, school open houses, and school potlucks.

Interested in joining the KAA POSSE? Contact the office for more information!

Teaching Staff

K/1: Angelina Abbott angelina@kelownaartsacademy.ca
 2/3: Marsha Ivany marsha@kelownaartsacademy.ca
 4/5: Roxann Bocking roxann@kelownaartsacademy.ca
 6/7: Jesse Roode jesse@kelownaartsacademy.ca
 8/9: Laura Dunwoody laura@kelownaartsacademy.ca
 10-12: Heather Crown heather@kelownaartsacademy.ca
 Music/Dance: Sandi Mottle sandi@kelownaartsacademy.ca
 Dance: Zoe Welch zoe@kelownaartsacademy.ca
 Visual Art: Kristin Woolhead kristin@kelownaartsacademy.ca
 Drama/Spanish: Chad Abrahamson
chad@kelownaartsacademy.ca

Cell Phone/Communication Device Policy

The Cell Phone/Communication Device Policy can be found on our website under 'Policies'. Please review this policy and share this information with your child.



Daily Timetable

8:10-8:30 AM	Supervision Outside
8:30 – 9:15 AM	Block 1
9:15 – 10:30 AM	Block 2
10:30 – 10:45 AM	Recess
10:45 AM – 12:00 PM	Block 3
12:00 – 12:45 PM	Lunch
12:45 – 2:00 PM	Block 4
2:00– 2:15 PM	Recess
2:15 – 3:30 PM	Block 5
3:30 PM	Dismissal
3:30-3:45 PM	Supervision Outside

Requirements for Admission/Continued Admission at KAA

As we value each and every one of our potential students, we aim to provide the best educational experience for a diverse group of individuals. However, due to the unique nature of our program, there are certain essential attributes that we require of KAA students. These include:

1. The **desire and ability to work collectively with peers**, collaborating on projects and assignments. This includes demonstrating teamwork, leadership, and the ability to effectively communicate with classmates.
2. The willingness to **participate to the best of their ability in all of our arts classes**; this includes visual art, drama, music, dance, and others depending upon grade level. Active participation is mandatory.
3. The ability to **attend school consistently**. Attendance is vital to success at KAA as the teaching, learning, and collaborating all occur in the classroom setting and most work cannot be sent home to complete.
4. **Arriving on time** for school, and **staying for full days**. Late arrivals/early dismissal means missing the crucial learning, collaborating, and project completion components that are part of our learning through the arts curriculum.
5. The **ability to work at or near grade level**. As KAA has a smaller population than most schools, we currently do not have a resource room or access to remedial programs designed to benefit students who are academically much significantly lower than grade level. For students who require an adapted program, professional documentation of this need must be provided upon admission.
6. **Attendance at all after-school performances**. Students must participate in Showcase events, our year-end performance, all Collaboration days (unless ill or other valid reason for lack of attendance) and other scheduled events; these occur after school hours and may be held at places other than KAA.

Failure to adhere to the above requirements may include the following consequences:

- Lower than expected grades/marks for courses taken
- Inability to achieve a passing grade in courses taken
- Denial of admission to KAA for the forthcoming school year
- Inability to take part in school performances/special events, due to lack of preparation

Important Information

Report Cards

Formal report cards come out four times per year, with one informal report in between. Around October 1st you will be able to view student progress online with a username and password supplied by us. It will let you see a progress mark, attendance and all assignments completed, missing or upcoming. This way student progress is never a surprise. Your teachers are also available via email when you have questions about marks or assignments. Printed copies are available upon request from the office.



Permission Click

Our permission forms for field trips and other events are paperless in that they are handled via a secure online service called **Permission Click**. You can digitally sign permission forms by following the link sent by staff as field trips and other events are planned. This eliminates the anxiety and stress of lost forms. It is simple and easy to use. As well, any fees required for events or trips can be paid online at the time permission is given.



Field Trips

Field trips and tours are taken to enhance and complement academic and extra curricular activities as well as being part of instruction, particularly in project based learning. Students must abide by all the school rules, policies, and health and safety rules. While on the trip, students are expected to be responsible and behave properly at all times. Specific field trips may have other additional conditions. There may be additional costs/expenses for field trips, tours and/or trips.

Social Media



Follow us on Facebook and Instagram! Links are on our website. We update these almost daily with pictures, ideas, resources or contests, and as such, they are great places to see or download pictures of your children at various events, in class, practicing or maybe even just hanging out.



Tickets for Events

Most of our events are public which means tickets are purchased by anyone who wishes to do so. Once sold out, there are no more seats available for these events. Avoid disappointment and get your tickets as soon as you are notified. As KAA families, you will be notified first before advertising and social media blitzes begin. In the case of the RCA Mary Irwin Theatre, tickets are through the RCA ticket office. For others we will use Permission Click event forms.

School Supplies and Fees

Parents are required to supply school supplies for their child/children.

The supply lists for each grade are posted on our website under "Parent Zone" and then "Documents/Forms/School Supplies". All supplies must be labelled. **Please note** that proper clothing and footwear are considered essential school supplies for dance, performance and technical theatre. If students do not wear appropriate attire to these classes, they may not be able to participate and this could negatively impact his/her grade. Please note that all fees and tuition payments are expected to be up to date. Your child will **no longer be able to attend school if your account is in arrears for 60 days or more** until full payment is received.



Student & Parent Parking

Parents/students are NOT allowed to park in the school parking lot or in front of school, even for short periods of time. An exception to this is parking in our Loading Zone spot, which allows for quick student drop off and pick up. Houghton Road in front of KAA is closed to all public parking. **Parking and stopping is allowed on Hein Road and Kneller Road**, however please **DO NOT** stop or park in our neighbour's driveways or roundabouts. Illegal parking may result in a parking ticket issued by the City of Kelowna.

A peek at some of our programs...

Theatre - Our Theatre Program shows are very important to the students, the school and the KAA community. It is important for students to participate because we provide an authentic theatre experience for the students that flows through auditions, rehearsals, stage crew, choreography, the main event itself. There is an expected commitment to the process from each student to ensure success for all. The mental, physical, and educational benefits for each student who participates in the show are countless. Required dress, shoes and make-up items like pure black clothing are essential for students participating in our shows. Please ensure your child has the needed items early on in the process.

Band - While we have a few donated and purchased instruments, students are expected to have their own so they can practice at home. These can be purchased new or used, or alternatively students may wish to participate in rental programs within the community. Band is about coming together as a group to produce contemporary and/or original music, and is **not designed to be a series of private lessons**. Original student songs will be distributed on behalf of KAA to parents/students.

Dance - Dance is our physical education program and appropriate dance wear should be likened to proper gym strip or team uniforms. Dance class requires students to change so they can maintain proper hygiene after class. Students also need clothing that is breathable and flexible. Black pants/tights /shorts plus a black, plain t-shirt are required wear along with black dance shoes.

Students who do not change into proper clothing/shoes for dance class will not be able to participate, due to safety and hygiene concerns.

Exemption in dance for medical reasons requires a valid and recent doctor's note, which describes the amount of time that the student will not be able to/require adaptations in order to participate.

Fine Art - KAA may display student art within the school or in public galleries, or sell student art depending on the circumstances and projects. Galleries are usually open for a period of time with an opening evening to start off the event. You are invited and may be asked to volunteer for the opening event. In addition to galleries, we hold Art Auctions where students produce at least one piece of art for auction. This is a demonstration of true artist altruism and raises money for our expensive arts programming. Although parents often want their child's art for their own, the items go to the highest bidder. In the past, some student work has sold for hundreds of dollars at auction.

Digital Art - Digital Art students design and create the school Yearbook as well as other digital projects in video, photography or audio, depending on the class.

Creative Writing - Students learn to write engaging content while improving style, grammar, and detail. In addition, students learn to perform their written pieces to an audience, enhancing and refining verbal speaking skills and stage presence.

Attendance

PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL OFFICE AT **250-868-8816** or office@kelownaartsacademy.ca BEFORE 8:30 AM IF A STUDENT IS GOING TO BE **ABSENT**. Parents/guardians must notify the school of an absence, as students are not allowed to excuse themselves.

Project-based learning is severely negatively impacted without regular attendance. Please do not be absent for any reason other than illness or family emergency. Always try to book medical/dental appointments after dismissal. We recognize that in some instances (personal or family crisis, illness, injury) extended absences are necessary, but please try to schedule any extended times away around the Winter, Spring and Summer vacation times. *Requests for extended vacation absences are to be submitted to the principal at least THREE weeks in advance and cannot be longer than two weeks in length.*

In the case of absences, teachers will supply work to be completed at home for up to a **maximum of two weeks**. This is to ensure that learning prescribed by Ministry of Education and Child Care and that are essential to the course are met, allowing the student to receive credit for the course. Please keep in contact with your child's teacher to arrange pick-up and drop off of this material.

Please note these lessons cannot replace the learning that occurs in the classroom and as project-based learning is assessed on its progress as well as its results, absent students may miss valuable opportunities and marks reflecting the process and/or completion of such projects.

Our first class begins promptly at 8:30 am, so arriving late for class means that essential core learning is disrupted. Please arrive on time!

SUPERVISION ENDS 15 MINS AFTER DISMISSAL
Students should not remain on campus unless they are attending KAA extracurricular programs.

SUPERVISION BEGINS AT 8:10 AM
For liability reasons, **do not drop off children before 8:10 am** as they will not be supervised by staff.

Students will **NOT** be allowed in the building before 8:30 am and after 3:30 pm unless participating in a KAA extracurricular program. Students dropped off before 8:10 am and not picked up by 3:45 pm **WILL NOT BE SUPERVISED**.

Awards, Monthly Assemblies, & General Info

All students and staff attend our monthly KAA STAR and Imagineer Award assemblies. Each month, one student will be nominated by their teacher to receive a **KAA STAR Award** for demonstrating **Kindness, Appreciation, Acceptance, Self-Control, Truthfulness, Accountability, and/or Resolve**.

Students & staff nominate *each other* for an **Imagineer Award** if they have demonstrated creative use of imagination in work, play and in the arts.

IEP Meetings – All students who have or require an Individual Education Plan (IEP) are monitored by teaching staff to assess and change IEP goals as needed. Parents will be offered a choice of scheduled collaborative IEP meetings or written updates. Opportunities for meetings will occur in October, February, and June of each school year.

First Aid – All students requiring medical aid must report to a staff member. Office staff will provide non-emergent care & inform parents as required. A first-aid trained staff member will monitor those ill or injured. In emergency cases, students will be taken by ambulance to Kelowna General Hospital and every effort will be made to contact the parent/guardian with information regarding the emergency. **KEEP YOUR CONTACT INFORMATION UP TO DATE!**

Medication – Medications CANNOT be administered without written permission from parents. Prescription medication must include doctor's instructions, and must come in the original container with dosage information and the conditions in which medication is to be administered. Non-prescription medication must include parent's instructions, must come in the original container with the dosage information and parents must state the conditions in which medication is to be administered. Non-prescription medication purchased by KAA, such as Tylenol, will not be provided to students. A "Request to Administer Medication Form" is available at the office.

Visitors – For safety reasons, ALL visitors MUST call for an appointment prior to coming on the KAA campus and sign in at the office as soon as they enter KAA. Visitors who must quickly pick up/drop off items may do so at the office.

Student Phone – A phone is available for student use at the office for urgent reasons only. Phone calls to make social arrangements should be made before or after school. *Should students become ill at school, they are required to inform office and the office staff will contact parents directly.*

Bikes, Scooters, Skateboards & Rollerblades – Students arriving on this equipment must be wearing helmets and are to walk them to the school bike rack outside of the main entrance for lock-up. Skateboards (and smaller equipment) are to be locked in the student's locker.

Valuables – Students are advised not to bring expensive electronic equipment to school. Should they choose to do so, they are solely responsible for their possessions and are advised not to leave these items unattended. Money can be left at the office for safekeeping. KAA is not responsible for the loss or theft of student items.

Requirements for Enrolment & Code of Conduct

The following questions are guidelines that the administration use to determine continued enrolment and/or continued tuition support at KAA..

Are the parents/guardians and student(s) positively contributing to and/or participating in their school environment?
Are the parents/guardians and student(s) accountable for the student's learning?
Is this school the best fit for the parents/guardians and student(s)?

If the answer to the above is "no", then continued enrolment at KAA will be need to be re-evaluated.

The school is open to students of good character. Students with continued disruptive, uncooperative or otherwise disreputable incidents will usually not be invited back at year's end or may be asked to leave immediately if behaviours negatively affecting other students and staff cannot be changed for the better in a timely fashion. Parents/guardians who negatively impact the education and/or well-being of students and staff at KAA may have their child's KAA enrolment terminated.

We at KAA believe that everyone has a right to function in a safe, happy and orderly environment. This allows students the maximum opportunity to learn and to succeed. While we understand that no one is perfect or free from making poor choices, we believe that students must use this as an opportunity for learning and positive change. An earnest, continuing desire to be a positive and pro-active member of KAA is an essential condition of membership for students. **Every student who accepts membership into KAA agrees to follow the Code of Conduct.** A copy of the Code of Conduct must be signed by parents/guardians and on behalf of their child(ren). This can be found at <https://permission.click/aLz4Y/ca>.

CODE OF CONDUCT

The Code of Conduct applies whenever the student is in/on school property, travelling to and from the school in school affairs, and when students are attending a school-organized function or representing the school in any fashion. It also applies to off-school property (including the school's neighbours and their property), their behaviour during "off campus" spares and breaks, as well as with regard to the care and welfare of the other students.

BEHAVE SAFELY

Students are required to leave potentially dangerous objects at home, and move safely and responsibly around the school property. Students will not bring or be under the influence of any drugs, alcohol or tobacco products and will not push, shove, hit or behave in any way that may hurt or cause injury to others or themselves.

RESPECT MYSELF, OTHERS & ALL PROPERTY

Students are required to respect ALL others (and their property) in a way that they would like to be treated. This includes all adults, students, staff, equipment, facilities and the environment at KAA.

Students must be honest and recognize that borrowing the possessions of others without the owner's knowledge and consent, is considered stealing.

Students are required to dress according to the dress/hygiene requirements in this handbook.

Students must not bully, intimidate, tease, name call, threaten, put down or cause hurt feelings to others.

Students must refrain from inappropriate public displays of affection, including fondling & kissing. Students must be respectful when physically interacting with others.

Students must refrain from the use of inappropriate and disrespectful language.

BE RESPONSIBLE FOR MY LEARNING

Students are required to behave in a way that does not interfere with the teaching or learning of others. Students are to arrive school ready to do their best, fully prepared, and on time for class. Students must follow instructions and classroom/school rules, and leave potentially disruptive/dangerous items at home. Students must complete all assignments/exams, and will not cheat, plagiarize, or assist others in cheating or plagiarizing when doing so.

DRESS CODE

At KAA we require members of the school community to dress in a way that can showcase their creativity and individuality, but demonstrates respect to self and others while on campus/at school events. The following is a list of some types of inappropriate dress for school:

- Sunglasses, and/or other accessories that hide the face are not allowed in the school building
- Underwear and their parts should be totally concealed
- Clothes should not display language or graphics which are sexual, explicit, prejudicial, defamatory, profane, or offensive to any members of a professional environment
- Any references to drugs/alcohol/violence are prohibited on clothing or accessories
- Beach clothing (for example bikini tops) cannot be worn at school
- Shorts and skirts must be long enough that when the wearer is engaging in daily activities, undergarments cannot be seen
- Shirts must cover enough midriff/back that when the wearer is engaging in daily activities, undergarments cannot be seen

Students who are not compliant will be asked to change into alternate, available clothing and/or parents/guardians will be asked to bring a change of appropriate clothing to school immediately.

Policies & Procedures

All behaviour must be governed by common sense, mutual cooperation and a respect and understanding for the rights and welfare of others. Students at KAA are expected to conduct themselves in a responsible manner at all times.

THEFT

Stealing may result in suspension, expulsion, police involvement, or a combination of these, as deemed necessary by the principal or designate. Using an item you found without prior permission or borrowing an item without prior permission are both forms of theft and are unacceptable.

DRUGS & ALCOHOL

If an illegal drug, alcohol or prescription medication that is not prescribed to the student is found in their possession (for either consumption or distribution) or if it has been determined that a student is under the influence of either, parents/guardians and/or the police will be called immediately. Serious consequences will be administered as per KAA policy and may include suspension, expulsion, and/or RCMP being notified. Staff/students/visitors are not allowed to smoke or vape on school property at any time, including before and after school.

BULLIES & FRIENDS

Bullying, which is a pattern of unwelcome or aggressive behaviour with the goal of making others uncomfortable, scared, or hurt can be a serious problem. At KAA, we are here to listen and offer proactive solutions to end bullying. As we believe education is the key in solving issues, KAA uses the ERASE program (www2.gov.bc.ca/gov/content/erase) in teaching students about bullying and how to get help. If you are experiencing problems with another student, please talk to your principal, teacher or school counsellor immediately. The ERASE reporting tool (erasereportit.gov.bc.ca/) may be anonymously to report bullying behaviour.

VIOLENCE

Intent to injure another will immediately be followed up with parent contact. Consequences may occur as a result of this behaviour, as per our Discipline and Procedural Fairness policy (available on our website).

HARASSMENT

Students may not persist in conduct that is not welcomed by the recipient. This includes conduct that the harasser knows, or ought reasonably to know, is not welcomed by the recipient. Unwanted physical contact, verbal abuse and threats, unwelcome jokes, innuendo, or taunting about a person's body, race, gender, attire, perceived sexual orientation, and religion are all forms of harassment. Parent contact, documentation of the situation, and appropriate consequences will occur.

Social media or other harassment outside of school hours is not condoned. As students are not in our care and control, we are powerless to intervene, except when the harassment continues during school hours. We encourage parents to report social media harassment to the RCMP. We encourage parents to discuss harassment via social media with their children, as well as the potential consequences of harassing others via social media.

If possible, we ask that the student who is being harassed let the harasser know privately that the behaviour is unwelcome and simply ask him or her to stop. This action provides the antagonist fair warning. If the problem persists, please inform the school principal. Enduring continued harassment or hoping it will go away are not positive nor proactive solutions.

CARE OF SCHOOL PROPERTY

At KAA we take pride in our school. Our custodian, students and staff take the extra care needed to keep it clean and attractive, so we ask that students treat the school the way they would treat their own home. Actions such as wiping feet before coming into the building (particularly on rainy or snowy days), picking up anything that is dropped, use the garbage or recycling bins, avoiding damage to/marking school property, and putting belongings in designated areas are encouraged and expected. Any intended damage of school property may result in parents being charged for the cost of repairs or replacement of items.

REPORTING OF ABUSE

It is our legal duty to report abuse. Anyone who has reason to believe that a child has been or is likely to be physically or emotionally harmed, sexually abused/exploited or neglected will follow the government-regulated policies on reporting abuse. If a student is in imminent danger, the RCMP will be notified immediately.

Conflict Resolution/Discipline

When problems and/or conflicts arise, we deal with them quickly by working together to transform them into something positive. The parties involved, with staff supervision as needed, must go to a private area to discuss their differences in a calm and rational fashion. All parties will be given time to provide their viewpoint. If an amicable resolution cannot be achieved, the appropriate Administration/Management personnel or the Executive Director must be consulted to assist in the following resolution process:

1. Individuals involved jointly establish the fact of the situation: what happened and is still happening.
2. Each individual separates his/her/their emotions from the facts and deals with these emotions.
3. Jointly, the individuals find a process to solve differences and make the situation right again
4. Timeline is set and review scheduled to see if the agreed upon goal has resolved the conflict.
5. Failing success, a second attempt can be made and agreed upon.
6. Still failing success, a person in higher authority (principal) should be contacted for assistance. The facts need to be stated in writing and must include attempts at resolution.

PROCEDURES FOR PARENTS REGARDING DISCIPLINE

Parents are encouraged to resolve problems at the appropriate level of authority: teacher, then the principal, and potentially the Executive Director. Please note that all staff members conduct their behaviour in guidance with the Privacy Act, and as such, names of other students involved will not be disclosed. Our Discipline and Procedural Fairness Policy (found on our website) outlines discipline procedures.

METHODS OF DISCIPLINE

The methods used depend on each individual situation and generally follow the progression below:

1. DISCUSSION BETWEEN TEACHER AND STUDENTS WITH POSSIBLE CONSEQUENCES GIVEN
2. DISCUSSION BETWEEN PRINCIPAL AND STUDENTS WITH POSSIBLE CONSEQUENCES GIVEN
3. NOTIFICATION OF MORE EXTREME STUDENT BEHAVIOUR TO PARENTS BY PRINCIPAL
4. SUSPENSION
5. VOLUNTARY WITHDRAWAL
6. PERMANENT EXPULSION

Suspension and expulsion will only be pursued when other alternatives have failed or when an action is severe enough to warrant removal of the student. This could include a situation when student/staff safety is put at risk or when a student refuses to be a contributing member of the school population. It is the principal's duty to inform the student and parents of suspensions and expulsions.

APPEALS

Students/parents/guardians who are not satisfied with a disciplinary decision may choose to appeal this decision. Please see the Appeals Policy on our website for more information.

Academics

GRADE PLACEMENT

When students enrol at KAA, great care is taken to ensure that they are placed in an appropriate grade level to ensure the best opportunity for their success.

Research indicates that maturity gives a child distinct advantages in the classroom. It is important that parents who are registering children realize that a child's ability to succeed may improve with increased age. In other words, a child who is excelling academically may not benefit by advancing a grade as the child may not be prepared with respect to their physical, psychological, and developmental abilities. Best pedagogical practice also dictates that students who are experiencing academic challenges should not be held back a grade, due to adverse psychological consequences that the student may experience.

EVALUATION OF STUDENT PROGRESS

Grades K-9: Mastery of learning and standards-based assessment, as opposed to letter grades, will be provided on four formal report cards throughout the school year.

Grades 10-12: Percentages linked to letter grades will be provided on four formal report cards throughout the school year.

Grades K-12: Report cards will also document student progress with regard to skill level and learning demonstrated. Comments detailing what students have learned, strengths and areas of improvement will be included with each report card. Students will receive an Interim report in addition to the four formal report cards per year. As well, student Core Competency assessments, self-reflections, and goal-setting will be included in three of the four formal report cards. A student Core Competency portfolio will accompany the last formal report card in June.

LATE ASSIGNMENTS

Students are required to hand in all assignments and projects before or on the due date. Work is expected to be completed within the time scheduled by teachers. Teachers may not accept assignments or projects handed in after the due date, depending on the policies of each teacher. Refusal to hand in assignments or projects may result in a mark of zero for that assignment/project or an incomplete mark.

ACADEMIC PROJECTS

Project work, both individual and group-based, are an integral component of the school program. In order to best evaluate student knowledge and competency, all assigned group projects are to be completed at school.

PARTICIPATION EXPECTATIONS

All students are expected to participate in school-organized events. This includes scheduled activities, field trips, community work, school projects, clean up, presentations, assemblies, performances, rehearsals and other similar events. While most events will occur during regular school hours, some events may be scheduled outside of this time frame.

While attending KAA, students are expected to participate fully and to the best of their ability in all subjects, including arts blocks. A positive outlook, the desire to learn, and using constructive feedback from teachers in order to better oneself academically are all important qualities embraced by KAA students.

Academic Honesty Offences

We value integrity, so academic honesty offences will result in disciplinary consequences. The following summary of offences is not exhaustive nor is it limited to the descriptions and/or examples provided:

- Taking a test or examination for another student, or having a student take a test or examination for oneself.
- Doing assignments for another student, or having assignments done for you by another individual and stating that it is your own work.
- Giving students answers to exam questions during the exam or while leaving the examination room, or telling other students in a later sitting of the questions that appear on the exam.
- Possessing unauthorized material or electronic devices during a test or exam.
- Knowingly helping another student to commit an act of cheating by purposely or accidentally letting him or her view your answers, by lending your work, or by working together on a project not specifically deemed a group effort. All students involved will receive the same penalties under the Academic Honesty policy.
- Obtaining an exam or test, in whole or in part, before its administration, without the permission of the teacher.
- Changing grades or answers on an assignment.
- Forging a signature or altering an assessment or report.
- Deliberately damaging an academic work of another student
- Submitting any work copied, in whole or in part, from another source, such as the Internet, journal articles or textbooks, without appropriately referencing the original author or source.
- Providing assignments or tests to other students in order to be copied.
- Submitting work with misleading references that do not reflect the sources you used or how you used them.
- Having an adult complete assignments that were designated for the student to do.
- Using Artificial Intelligence (AI) to generate complete or partial assignments without proper attribution (citing all information generated by AI instead of passing it off as your own work).
- Using AI as a shortcut to completing assignments, instead of using AI as a tool to enhance understanding and critical

Other Important Information

WHAT NOT TO BRING TO SCHOOL

- Weapons of any kind including toy versions, matches, lighters, cigarettes, firecrackers or caps.
- Cigarettes, tobacco and vape products.
- Drugs or alcohol.
- Any item that is expensive, fragile or dear to you that might be lost or broken.
- Any printed, video, graphic or audio material, or clothing, that is offensive to others, pornographic, depicts/encourages the use of drugs or alcohol.

LOCKERS & PERSONAL ITEM SEARCHES

Grades 4–12 will have a locker to use for the school year to be used to store outerwear, backpacks, hats, skateboards and other personal items taken to school but not needed during class time. A \$10.00 lock replacement fee is charged to your account at the end of the school year if the lock is not returned. Only locks provided by KAA are allowed. For safety reasons, staff may conduct unannounced random locker searches as the need arises. The search of personal items can include, but is not limited to purses, bags and backpacks.

LOST & FOUND

The Lost and Found is located in the main hallway. Students are responsible for their own belongings. Lost and Found items will be displayed for students every two months, and unclaimed items will be donated.

CLOSED CAMPUS

All K-9 students are expected to remain on school grounds from their arrival in the morning until they are dismissed at the end of the day. With permission, Grades 10-12 may sign in & out at the office for **lunchtime only**.

CELL PHONES

Please refer to our 'Cell Phone/Communication Device Policy' at www.kelownaartsacademy.ca for more information.

Student Internet Access Information



KAA endorses the provision of network and Internet services to support student learning. KAA advises parents of the potential for misuse which may result from access to the network and Internet. In providing Internet access for students, KAA also affirms that it will not permit the creating, distributing, or accessing of any material that is not suitable for classroom learning or illegal for use. This policy also includes use of personal devices when used on school campus, including cell phones, laptops, and tablets.

Following is a list of guidelines and a list of specific behaviours that may lead to disciplinary action, suspension or limitation of network access privileges, or possible RCMP involvement:

1. KAA's local and wide-area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school's operation.
2. Access to network services shall only be used by authorized persons. Where password-protected accounts are used, users are personally responsible for all activity that occurs within their account.
3. When interacting with other users on the network or Internet, users are expected to behave as they would in any other environment where they represent their school. It is important that users conduct themselves in a responsible, ethical, and polite manner in accordance with the standards of KAA.
4. Using KAA's networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited and may involve the RCMP being contacted.
5. KAA's networks are shared resources and must be used in moderation. From time to time, users may be asked to limit or relinquish access for high priority processes.
6. Users are advised that computer systems are KAA property and may be inspected or monitored at any time if misuse is suspected.
7. All users of KAA computer systems are tracked and randomly monitored on an ongoing basis. We employ systems, Internet firewalls and monitoring equipment. All above rules apply whether KAA network access is gained from in school or in out-of-school settings.