

## EVALUATION CATALOGUE

General Information to assist in filing the *Evaluation Catalogue*

**Name of School Authority** - Seventh-day Adventist Church (British Columbia Conference)

### 1.02 School Authority

- a) Describe how the Authority exercises its governance duties.

The Seventh-day Adventist Church (British Columbia Conference) is the School Authority under which 15 schools throughout the province (including this one) operate. The BC Conference evaluates the teachers, administrators, and the programs through its Office of Education.

- b) Official Registration Number: NA

The BC Conference is constituted under the Seventh-day Adventist Church (British Columbia Conference) Act. The Seventh-day Adventist Church (British Columbia Conference) has its headquarters located in Abbotsford, BC and makes the appropriate filings for all the schools and entities for which it is responsible.

- c) Date that the last Annual Report was filed with the Registrar of Companies (including required financial statement).

NA

### 1.03 Additional Programs

- d) Does the school have policies governing the handling of sensitive information, access and disclosure of information, and transfer and storage of student records/that reflect the principles described in the paper entitled, *Student Records: Requirements and Best Practice Guidelines for Independent Schools*.

Yes

Comments: The School Authority has adopted guidelines for all schools in compliance with the above mentioned document.

### 4.05 Registered Home-schooled Students

Describe the school's policy regarding registration of and services offered to home-schooling parents/students.

The school accepts home schooling parents/students from across the province. Students are offered the evaluation and assessment services available to all students at the school.

#### 4.10 Appeals

How does the school's policy reflect the principles described in the paper entitled, *Procedural Fairness: Best Practice Guidelines for Independent Schools*?

This paper is the basis for the school's policy.

#### 4.13 Abuse Protocols

- a) Describe the school's policies and protocols regarding the prevention and reporting of child abuse.

The booklet entitled *Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse* has been accepted by the school Authority as the accepted policy and protocol for all schools.

- b) How does the school's policy reflect the procedures described in the Ministry's booklet entitled, *Support Our Students: A Guide for Independent School Personnel Responding to Child Abuse*

In compliance

#### 5.03 Professional Development

- b) Orientation of new staff (specify procedures):

The Office of Education provides someone to spend time at the school giving one-on-one help as needed. In addition, all new staff attend a two day orientation session sponsored by the School Authority.

### Section 6 - Educational Program: Curriculum and Instruction

Student Progress Reporting

**Note to Principals:** For sections 6.05 *Standardized Assessment Results* and 6.08 *Student Progress Reporting*, sometimes you don't have all the information you need to fill out these sections because you have less than 5 students in a particular grade. Therefore, just write in the relevant section, **less than five students in grade**.