



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.08 ACADEMIC ADVISOR – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		IN	I	D
SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: APRIL 28, 2014	REVIEW FREQUENCY: EVERY 5 YEARS			

PREAMBLE

Students require guidance in planning their future after graduation from Richmond Christian School. As a result, the school has a responsibility to provide students with guidance and counseling in key areas such as meeting BC graduation requirements, meeting Richmond Christian School graduation requirements, planning for pursuing a post-secondary education and confidential personal support when necessary.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. SUPPORT PROVIDED BY THE ACADEMIC ADVISOR

- a. The Academic Advisor has primary responsibility for ensuring that:
 - i. Students meet the minimum requirements for graduation as set by the BC Ministry of Education;
 - ii. Student courses and marks are reported directly to the Ministry where required; and
 - iii. Individual students meet the minimum requirements for graduation from Richmond Christian School.
- b. The Academic Advisor will provide a broad range of general and specific support to Secondary students, including but not limited to:
 - i. ensuring that students plan for and meet entry requirements at post-secondary institutions including but not limited to:
 - 1) Canadian Universities;
 - 2) USA Universities;
 - 3) BC trade colleges;
 - 4) BC apprenticeship programs; and
 - 5) Pre-requisites for various common career paths.
 - ii. Complete reference forms when requested by students, in writing, for university applications; and
 - iii. Assist students with scholarship applications.

2. STUDENT-ADVISOR RATIO

In order to ensure proper graduation transition planning and academic guidance, a recommended student-advisor ratio is .5 FTE for every 150 students.

3. JOB DESCRIPTION

A job description for the Academic Counselor will be reviewed with this policy review.