

Blessed Sacrament School



Student / Parent Handbook



School Year 2021 - 2022

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Blessed Sacrament School

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<https://bss.ecacs.ca>

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<https://www.ecacs.ca>

Welcome Message

“Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin.”

Mother Teresa

Welcome to a new school year. There is always much anticipation and excitement as we prepare for, and begin the journey of a new school year.

I hope that by using this document, there is improved communication and partnership between the school and home.

The staff of Blessed Sacrament School recognizes that you are a valuable part of our school community. We are looking forward to working together throughout the upcoming year. Let us begin!

Mission Statement

“Go into the world and proclaim the good news to all creation.”

Mark 16:15

Blessed Sacrament School is committed to living and teaching the Gospel message.

We are recipients of a great heritage of Catholic education rooted in the faith of our forefathers. This is the foundation upon which we build.

We believe in fostering the development of the whole child, intellectually, physically, socially, emotionally, creatively, and spiritually. We strive to recognize and appreciate the uniqueness and giftedness of each individual.

With the cooperation of staff, parents, school board, parish and community, we direct our teaching to developing young Christian leaders who will cherish their faith and serve as models of Christ in the world.

Palma Non Sine Pulvere
-Horace

Realizing that no victory is gained without a struggle, we endeavor, with the help of Jesus Christ our Master Teacher, to prepare our students for the demands and challenges of a constantly changing world.

We teach; we share; we learn; we care

General Office

Hours **8:00 am – 4:00 pm**

School Website: bss.ecacs.ca

**Follow us on: Twitter @BSS_Thunder &
Facebook under Blessed Sacrament School**

Bell Times

8:20-8:50	Bus Arrival. Supervision of students begins by staff. Students should not arrive at school prior to the beginning of this supervision at 8:20.
8:50	First Bell. All students proceed to their class.
8:56	O'Canada, Announcements, Classes Begin
10:20-10:30	Elem. Recess
11:50-12:31	Lunch Break
12:31	Classes Resume
1:55-2:05	Elem. Recess
3:25	Dismissal

In town Bussing (Within 2.4 km of Blessed Sacrament School)

Blessed Sacrament School offers “In town” bussing to students who reside within 2.4 km of the school. This transportation service is subject to a user fee schedule as follows:

ECS students: Sept.-June: \$150.00/student.

Gr. 1-12 students: Sept.-June: \$275.00/student; \$550.00/family;

***Family is 2 or more students**

Parents of students requiring this transportation service must register their child with the Blessed Sacrament School office by June 23. Service will begin upon receiving payment of the required fees.

Telephone

The office phone is available to students on an emergency basis only. Students are expected to ask their teachers to use classroom phones. Students should not ask to leave classes to use cell phones to call home or to answer calls. They may do so at lunch breaks only as there is not enough time between classes for phone calls.

Cell Phones

Cell phones need to be turned off and stored in the student's locked locker during class time.

Students in Elementary have no means to secure cell phones, and the school is not responsible for loss or damage.

Grade 7-8-9 students are not allowed access to cell phones during class time. If students are caught on phones, the phone will be turned in to the office for the remainder of the day.

Grades 10-11-12 students need to be aware of classroom teacher's expectations. Should the student choose to bring their phone to class and use it, he/she also risks having it turned over to the office.

The length of time will depend on the number of incidences involving this student and the circumstances surrounding the situation. Ultimately, the phone will be returned to its owner and/or the parent(s) of the student.

Parents are kindly asked not to call or text students during class time.

Students are expected to be responsible using phones in school. Accessing any Social Media during class time is not permitted. Disregarding this policy may result in students having phones taken away.

Students posting pictures of other students on Social Media need to remember that Blessed Sacrament School must adhere to FOIPP guidelines, and students must also abide by them as well. Disregarding these expectations might result in phones being confiscated.

FOIPP – Freedom of Information and Protection of Privacy

The division will manage all information in a manner that supports the Board's commitment to providing the public with the necessary access to information, **while protecting the personal privacy of the individual in accordance with provincial legislation.**

Technology / Computer Usage

Technology is an integral component of a student's life at home and at school. Blessed Sacrament staff is responsible to ensure that a copy of the Acceptable Use of Technology, a guideline for the use of computers, network resources, and the internet is received and signed by each student, grades 3-12, and by each parent / guardian for students in grades K – 12.

Technology use during school hours is to be used for educational purposes unless designated by the classroom teacher during special events. Students are to refrain from online games or personal free time activities during classroom lessons. Students are to use directed websites and content, not engage in personal Internet use during classroom lesson periods. Inappropriate use of technology might result in loss of privileges.

As all students sign the Acceptable Use of Technology Agreement, any misuse may result in the loss of access privileges.

Parental Concerns Procedures

Parental concerns are of primary importance to the administration and staff of Blessed Sacrament School. Therefore, proper procedures must be followed when parental concerns are brought forward. To expedite this process, the following procedure will be followed:

1. Parent(s) with a concern should **first** contact the teacher involved for an interview and resolution to the concern. Either party may ask a member of the school administration to attend.

2. Either party may further pursue their concern to the principal or designate for further discussion towards resolution of the concern if step one has failed.
3. If unresolved, the issue should be discussed with the superintendent of schools. This should be done in writing with copies sent to all parties involved. Anyone involved in the issue may proceed with this action.
4. The superintendent may then present the issue to the board of trustees. The parents may also make presentation to the board of trustees if the other avenues to resolution have been exhausted and no acceptable solution has been presented.
5. The parent, board of trustees or their designate may further pursue the matter to Alberta Education and ultimately the Minister of Education, or his designate for resolution.

Student Medication

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of “in loco parentis”. Specifically, in loco parentis requires that:

- a) An employee act as would a reasonable and prudent parent in the same circumstances and conditions;
- b) The employee does not have the same level of authority that a parent would have; for example, employees do not have the authority to provide consent for the medical treatment of students; and
- c) The employee recognizes the limitations of their ability to provide direct assistance.
- d) Parents of students requiring medication must complete the application forms at the office.

Please do not send medication to school with the student. All medications need to be brought to the office by a parent please.

Bicycles / Scooters / Skate Boards / Roller Blades

- Bicycles, scooters, skateboards and roller blades may be used to ride to and from school.
- They are not to be ridden during school hours or on the school grounds. Students are encouraged to lock their bicycles to the stands provided.
- The student is expected to store the skateboard or roller blades in their locker while in school.
- Students must wear helmets.

Visitors To The School

Our primary concern is the safety of pupils and visitors, and therefore the security of the building. At 9:00 am, all outside doors will be locked except for the main doors. For these reasons, we ask that parents and all other visitors to the school report to the office upon arrival.

Parents picking up students during school hours are asked to do so through the office.

Parents picking students up after school are kindly asked to wait in the foyer until the final bell goes and not in the hallways or the link, as we need to respect the privacy of students who might be working there.

Food Service

The Students' Union operates a small limited choice canteen service for Jr./Sr. High Students. This is located next to the Home Ec. Room. Vending machines are available to Gr. 7-12 students ONLY.

A hot lunch program is offered on scheduled days throughout the year. A milk program for the elementary students operates daily.

Volunteers

Volunteers assist in many areas and through their generosity, are able to offer many extra educational and recreational activities. If you are interested in volunteering at Blessed Sacrament School, please contact the office or your child's homeroom teacher or our school administration. We welcome your interest in the activities in our school.

Volunteers who may be working alone with students will need to provide Criminal Record Check, Child Welfare Check, and complete a volunteer application form available at the office. The office will provide a letter to waive the fees of the Criminal Record Check for volunteers.

Volunteer Drivers

Students should preferably be transported to and from school, or to and from school sponsored-activities, by school bus, taxi, or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

Drivers of private vehicles must be advised that:

- a) Primary insurance coverage must provide a minimum of two million dollars in liability;
- b) Drivers' insurance is considered first loss; and drivers must inform their insurance company they will occasionally transport students;
- c) The completion and submission of the Volunteer Driver Application form, Criminal Record Check, Child Welfare Check and all drivers of students require the possession of the GDL license.
- d) Students are not allowed to transport fellow students.

Field Trips and Extra-Curricular Activities

East Central Alberta Catholic Schools endorses educational field trips that support the enhancement of student learning.

Care will be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefits while ensuring the protection and safety of students that are participating. All activities sponsored by Blessed Sacrament School are an extension of the school day and therefore our school regulations and policy apply to these activities.

Participation in extra-curricular activities is voluntary, but students are welcomed and encouraged to participate in this important extension of the school experience.

Parents will be informed and consent forms requiring a parent/guardian signature will be required for a student to participate in the field trip. Fees may be charged based on the nature and travel of the trip, and will need to be paid prior to the child attending the excursion.

Extra-Curricular including team sports are offered. Students are expected to pay all fees prior to events commencing.

Inclusive Education Services

Blessed Sacrament School has an Inclusive Education Teacher. A variety of services are offered to support the students and classroom teachers in an inclusive educational setting.

Students with inclusive educational needs are entitled to have access in a school year to an educational program in accordance with the *School Act*. Students with special education needs receive adapted or modified programming to meet them at their level of learning and support them while they progress.

IPPs – Individual Program Plans

These plans are developed in partnerships with parents and the Learning Team. The setting / placement offered is dependent on the student's need; it could be:

- Inclusive
- Integrated

Inclusive Education Appeal Process

1. If a parent or independent student disagrees with a special education program, service, or placement, the first level of appeal is the principal.
2. If the parent wishes to pursue further intervention, the parent is referred to the Superintendent who will review the case and in writing, inform the parent of the Superintendent's recommendation.
3. If this review does not result in agreement, the Superintendent will direct that parent to the Local Appeal Committee to hear the case.
4. The Local Appeal Committee will convene within **45 school operating days** of the Secretary-Treasurer having received the notice of the appeal.
5. If further remedy is required, the matter is referred to the Minister of Education.

Family School Liaison Worker

Blessed Sacrament School has a Family School Liaison worker assigned to our school. The worker is available to students and parents who may wish to discuss their concerns

regarding family or school related situations. The FSL worker will provide students with help in regard to truancy, bullying, abuse, social issues or maladjustment to the school. The worker can also assist parents who could use some support, suggestions or advocacy on their behalf. We encourage parents and students to make use of these services.

Students wishing to make appointments with the FSL worker may do so by inquiring at the office, asking their teachers or the school administration. Parents may contact the worker through the office.

Accidents

All accidents must be reported promptly to the office. Seriously injured students will be given every possible care and the parents will be notified as soon as possible. Students who are seriously injured are taken directly to the hospital by ambulance if necessary.

Lockers

The school provides lockers in the halls and the change rooms. Locks will be given to all students in Grades 7 to 12 to use. The school will not take responsibility for materials and clothing placed in the lockers. Consequently, lockers should be kept locked at all times and combinations should not be shared. The student is responsible for his/her own property. Valuable property should not be brought to school.

Only locks issued by the school will be allowed on lockers. Other locks will be removed. Elementary students are not permitted to have locks on their lockers. The school retains its ownership rights to all lockers and may inspect any locker and confiscate any article deemed to be inappropriate, following Board procedure.

Report Cards/Teacher Conferences

Parents are encouraged to book interviews with their child's teacher(s) whenever a concern arises. Issues are easier to resolve when dealt with in a timely manner.

Elementary Report cards are issued three times a year - November, March and June. Parents of elementary students are advised of the dates and times available for Parent/Teacher Interviews or Student Led Conferences.

Report cards in Junior/ Senior High are issued four times a year - November, February, April, and June. Parents of Junior/Senior High students are advised of the dates and times available for interviews.

If these times and dates are not conducive to having an opportunity to meet with the teacher(s), arrangements for an alternate date should be made between the parents and the teacher.

PowerSchool

Parents are encouraged to access their child's marks through an operating system called PowerSchool. Parents will need to contact the office to obtain a username and password.

Parents of children of all ages may gain access to their child's progress through this portable. Please be sure to see our admin if you do not have this access.

In Division I (ECS to grade 3) the marks are only completed at report card time. In Division II (Grades 4 to 6) core subjects including Math, Language Arts, Social Studies and Science have marks that will be updated regularly. In Junior and Senior High, all marks will be updated regularly.

We are working towards enabling PowerSchool so that attendance can be done from home. Payment transactions for field trips, sports fees and other school costs **SHOULD** be done online at SchoolCashOnline (the link is on our website: bss.ecacs.ca). Please contact the office to gain access to this process.

Academic Success

To ensure success in student school work, students are expected to attend all class and complete all homework assignments on time and to an acceptable standard.

It is imperative that students attend classes. We understand that unforeseen absences will happen, and we will always do our best to support children who miss classes. However, the best learning opportunities occur when students are in class for lessons and instruction. Parental support in this matter is vital to success.

Blessed Sacrament School Opportunity Room

The Blessed Sacrament School Opportunity Room has been created to support students in completing assignments as required by their teachers for assessment purposes.

The focus of the Opportunity Room is to ensure student success. Blessed Sacrament School believes that, "Failure should not be an option because ALL students are capable of learning when provided with guidance and opportunity."

Thus the Opportunity Room does not serve the role of being a punishment, but rather an opportunity for success.

Completing assignments will result in the student gaining self-respect, self-confidence and the realization that learning is worth the effort needed to attain that success.

Naturally, if the student complete assignments by the due dates, the Opportunity Room is not necessary to attend. However, students are encouraged to be proactive if they wish to utilize it OR to study or to get ahead.

Ultimately, working in class diligently, will result in less homework. Homework is expected to be done at home unless support is required by the classroom teacher.

Guideline

The student has **until 12:05 pm of their assigned Opportunity Room date** to hand in the late assignment(s) to the appropriate subject teacher(s).

If they are unable to do so, attendance to the Opportunity Room is required. A student remains assigned to the Opportunity Room until their outstanding assignments are completed and submitted to the appropriate teacher or after a reasonable amount of time has passed (two school days unless otherwise agreed upon with the teacher) the student may receive an incomplete or a 'not handed in' on that assignment.

Grading / Evaluation Policy

The mark on the student's report card will indicate the success the student has had in achieving the prescribed curriculum outcomes for a specific Program of Studies.

Effort, participation, attitude and other personal and social characteristics are important parts of a student's education and growth. These will be reported or reviewed in the comments sections of the report card. They do not influence the student's grade.

Students and parents will be informed of the teacher's evaluation practices. Course outlines for junior and senior high will indicate how the teacher arrives at marks for each semester and how the final marks are calculated. These Course Information Statements are provided at the beginning of the course by the teachers.

We will determine fair and accurate grades for students by:

- Keeping accurate records, maintaining student portfolios, informing students of grading practices and specifying expectations for assignments and emphasizing achievement areas that are most beneficial to the student.
- Not all evaluations and assessments need to be used in calculating a final grade. Some assessment is designed to let the teacher know what concepts have been learned and which concepts or skills need to be developed further before a final assessment is made.
- Teachers will strive to use assignments as assessment tools; as a means of practicing skills; and as a means of teaching information while covering outcomes from the Program of Studies.

When we collect data for report cards, we will ensure that:

- Grading is not so rigid that students receive a mark of 49%, thereby failing the course, or a mark of 79%, thereby losing honors status. Students close to these marks will be given opportunities to redo assignments, tests or quizzes in order to raise their mark to a pass or to honors standing.
- If a student is absent when work is assigned, the student is expected to communicate with the teacher to obtain both the missed assignment and a fair due date.
- If a student is absent on a day when a test is scheduled, the student is expected to communicate with the classroom teacher to arrange an alternate time to write the test.

- If the student is absent when an assignment is due, the student is responsible for getting the assignment in on time via another student or the internet (Google docs or through email.)
- If the student is unable to meet the due date of an assignment, the student is expected to communicate with the teacher in order to establish a possible extension of the due date. The expectation is that students do so prior to the expected due date, unless extenuating circumstances are involved.
- Assigning a score of zero, to work that is late, missed or neglected, does not accurately depict student's learning. We will attempt to come up with solutions to the problem of missing work and assignments in order to gain data that is representative of the student's achievement. **However, the student's efforts and cooperation is necessary when making up late work. The student's success is reliant upon his/her commitment to the course work. Making up assignments or missed work needs to be done in a reasonable amount of time, not days before the course is over.**

In determining a final grade, factors we will take into consideration include:

- Using evaluations based on outcomes outlined in the Alberta Education Program of Studies, using student portfolios, and using the most recent achievement of the student where appropriate.
- Extenuating student circumstances and professional judgment may also affect the student's final grade.
- Some report card marks may be based on material that has been modified to meet the needs of an individual student. It is important, however, that parents are informed about a student's actual progress in achieving the curriculum outcomes from the Alberta Program of Studies.

We will report academic achievement and progress by:

- Developing report cards that will keep achievement of curriculum outcomes separate from personal and social characteristics.
- Maintaining student portfolios.
- Parent- Teacher Interviews and Student-Led Conferences.
- Having rubrics or other grading tools readily available in order that students and parents can understand the student's progress in achieving the outcomes in the Program of Studies for the grade level.
- Encouraging parents and students to track progress through our parent and student portal of PowerSchool.

We will report work habits and behavior by:

- Included in report cards a place to report on Effort (participation and quality of work on assignments and test preparation) and Behavior (working in groups and following rules).
- In Elementary the report cards contain a section called *Growth as a Learner* to report work habits and behavior.

We will inform students about how we grade by:

- Distributing course outlines that summarize the course evaluation.
- Familiarizing students with the instruments that will be used for assessment, rubrics, test outlines, and expressing clear expectations.
- Making students aware of test dates, test formats, and appropriate study strategies well in advance of assessments.

We will inform parents about how we grade by:

- Sharing information at school council meetings.
- Including grading practices in the Student Handbook and Course Information Sheets.
- Parent-Student-Teacher interviews.
- PowerSchool which is accessible to both parents and students.

Student Conduct

Students of Blessed Sacrament School will conduct themselves to comply with the following Code of Conduct.

- Be diligent in pursuing their studies.
- Attend school with consistency and punctually.
- Co-operate fully with everyone authorized by East Central Alberta Catholic School Division to provide education programs and other services.
- Comply with the rules established in the classrooms and in the school.
- Be accountable to their teachers for their conduct.
- Respect the rights of others to quality education.
- Parents may be contacted if students fail to comply with the Student Conduct Policy. As well, administration will be informed on a timely basis about the conduct of students not following policy.

Religious Commitment

All students are expected to participate with respect, and dignity in all school prayers, assemblies, liturgies, masses and celebrations. Attendance of these is an expectation of Blessed Sacrament School.

Reading Incentive Program

The students in ECS – grade 3 have reading minute prizes. Each child is given a tracking sheet. On Fridays, students bring full sheets to the Vice-Principal and they may choose a prize. Then at elementary assemblies the completed sheets are used in a draw for a book.

The students in grades 4-6 are challenged to spend extra time reading at home. After they complete a specified number of hours, activities are planned for an afternoon of reading rewards.

Parents are expected to sign off on their child's reading time prior to the reward date.

Attendance

Attendance for elementary students will be taken at the end of the first morning class and again during the first class in the afternoon. Attendance for junior/ high school classes will be reported on a period-by-period basis to the office. Parents are asked to inform the school that their child will be absent, even on days when buses might not run. Telephone calls may be made to your home to verify absences.

Your child's safety is our main concern. If your child is being picked up at school during the day for an appointment or because of illness, please inform the school office. Unexcused absences will be reported twice a day through our VOIP system.

We respectfully ask that parents try to schedule appointments and holidays around the school calendar, as your child's attendance is vital to his/her academic success.

While we understand that students have appointments and families take holidays, absences can add up quickly. You may receive a letter from us to reflect your child's total of missed days once they accumulate beyond 10 days. We would like to respectfully remind parents that the best learning occurs when students are in class.

Respect for Others

You are expected to treat all people with respect, courtesy and compassion. **Physical aggression, verbal abuse, harassment and intimidation are not acceptable.**

Selfish justifications such as "I was just kidding," or "I didn't think you would mind," are unacceptable excuses for disrespecting or degrading others. Any act that is demeaning to a student's personal or social worth has no place in our school. There will be consequences for any student who chooses not to follow these expectations.

Student Plagiarism (Copying)

Cheating and/or plagiarism will not be tolerated. Plagiarism is defined as "an idea, expression, plot, etc. taken from another and used as one's own."

Students found to be engaging in such behaviors may be subject to receiving a zero on this activity.

Honesty

Students are reminded that honesty is an essential component of social responsibility and good citizenship. Students are expected to submit work that is only theirs and represents their best efforts.

Appropriate Communication

A student's verbal and nonverbal communication must be respectful. Name calling, hurtful teasing, crude, rude and obscene language, either spoken, written, implied or gestured are unacceptable and may be dealt with by the administration.

Personal Appearance/Dress Code

All students are expected to dress in a neat appropriate manner. Students wearing clothing with offensive words, slogans or pictures that are inappropriate or disrespectful to the school faith, may be asked to turn their shirt inside out, to put a sweater over it, or to change. Any clothing that suggests overt sexuality is not acceptable. Respectable coverage is expected. All manner of undergarments must be covered. Shorts are permitted but must have a respectful length. Muscle shirts may be worn in gym classes only. Any symbols worn that depict evil in any form are also unacceptable. Hats, bandanas or other head-wear will not be worn in the building. Coats will be kept in the student's locker. Dirty outside footwear will be removed and carried to designated areas. Inside footwear is to be worn at school and is recommended for all students.

Care of School Property

Students must respect our school property. Desk and work areas (including the floors) are to be kept neat, organized and tidy. Nothing should be left on the floor when students leave the classroom after each class. Students must not litter and should make every effort to place waste in recycling or other appropriate bins. All students are asked to help pick up litter to aid in maintaining a clean school environment.

Smoking, Vaping, Drugs, Alcohol & Weapons

Since the actions of students allow others in the community to develop a perception of the school, creating and maintaining a positive image in the community is a special responsibility for all our students.

Smoking cigarettes, using chewing tobacco, vaping or ingesting drugs, and alcohol are not permitted in the vicinity of our school, the school grounds, within the building, or *off campus* at any school sponsored activities. Tobacco and vaping products will be confiscated and will not be returned to students. Incidents regarding drugs, alcohol and weapons will involve the R.C.M.P.

Out of school suspensions will result in any breaking of this policies. Parents will be notified of any incidents, and a formal letter will be provided should incidents result in suspension.

Energy drinks are not considered healthy and are not recommended for children under 18 years of age. Any drinks brought to school will be taken and disposed of without compensation to the student.

Suspension from the School Bus

If it is necessary to suspend a student from the school bus, the administration shall immediately contact the parents concerning the suspension. At that time it may be necessary to make other arrangements to ensure that the student is returned home.

Students who are suspended from riding the bus will be expected to work with their parents and school administration in developing a corrective action plan. This plan will be reviewed, revised, and completed following a designated time period.

The driver must not remove or pick-up a pupil from the bus at any other location than at the school or at the normal pick-up point.

The school administration may suspend a pupil from school bus transportation for a period not exceeding five school days

Appointments

Students wishing to leave the school premises during school hours for the purpose of doctor's appointments, dental appointments or other family matters, will be expected to provide their homeroom teacher and the office with a note. We respectfully ask that parents try to schedule appointments and holidays around the school calendar, as your child's attendance is vital to his/her academic success.

Homework

If a student is not completing homework, the teacher will contact the parent, and make a plan that will be monitored by the parent and teacher. The next intervention is modifying the student's program until all outstanding homework assignments are completed. The student will be responsible for completing other class work and any outstanding work by a designated day. The student will use break time, and the noon hour to work on any outstanding assignments.

Discipline

All actions, whether positive or negative, have consequences attached to them. When serious discipline problems occur, the focus of our action is to determine the cause and provide for due process.

Many discipline problems first become evident in the classroom. The initial investigation is the responsibility of the teacher. However, if the incident is judged to be very serious, then several things can happen.

- a) The parents will be contacted by the teacher.
- b) If the situation does not improve to the satisfaction of the teacher, the matter will then be referred to the Principal and/or Vice Principal.
- c) Corrective action will be decided upon and communicated to the parents or guardians. The school encourages meeting with the parents and student to discuss any concerns.
- d) Corrective action may include one of more of the following:

- Loss of privileges, detention;
- Daily monitoring and supervision plans;
- Restitution for damages;
- Referral to Educational Services for testing and assessment;
- Establishing a contract with the student;
- Suspensions from the school to a maximum of 5 days; and
- Recommendation to the Board of Trustees for expulsion.

Emergency Evacuation or Lockdown Procedures

We take the safety of children very seriously. Students practice drills that show them what they are to do if the building must be evacuated or placed in lockdown. Staff members are assigned areas of the school building so that we can ensure that every child in attendance can be located and escorted from the building in a minimum amount of time. Plans for a lockdown are also in place and will be explained and practiced with all students and staff.