

Lake City Secondary

Student Handbook

2019 - 2020

Columnneetza Campus: 250-392-4158

Williams Lake Campus: 250-392-6284

FB Page – Lake City Secondary – School Page

Website: www.lakecitysecondary.com



School Calendar 2019 - 2020

Sept.	03	School Opens (half day –8:38 – 11:16) Students attend “A” block only today
	04	Regular classes begin
	04	Expo Rotation (E1) Date – Sept. 4 – Oct. 4
	11	WL Campus School/ID Card Photo
	12	Columnneetza Campus School/ID Card Photo
	20	Curriculum Implementation Day
	27	Professional Development Day #1
		PAC Meeting (6:00pm) to be determined in September
	30	Orange Shirt Day
Oct	07	Expo Rotation (E2) Date – Oct. 7 – Nov 8
	14	Thanksgiving Day Stat. Holiday
	15	Photo Retakes/ Williams Lake Campus A.M./Columnneetza Campus P.M.
	23	Parent /Teacher Evening – (6:00 – 8:00 p.m.)
	25	Professional Development Day #2
Nov.	04-07	Early Dismissal Days (dismiss one hour early)
	08	End of Term #1
	08	Remembrance Day Assembly
	11	Remembrance Day Stat. Holiday
	12-15	District N.I.S. Days (no students)
	18	Expo Rotation (E3) Date - Nov. 18 – Dec. 18
	18	Report Card Marks due to office
	22	Report Card #1, distributed
Dec.	19	Expo Rotation (E4) Date – Dec. 19 – Jan 31
	20	Last Day of School before Christmas Break
	23-03	Winter Break
Jan.	06	School Reopens
	06 -12	Grad Photos
	31	End of Semester #1
	31	End of Term #2
Feb	03	Report Card Marks due to the office
	03	Expo Rotation (E5) Date – Feb. 03– Mar. 04
	03	Start of Semester #2
	07	Report Card #2, distributed
	10-11	Grad Photo Retakes
	17	Family Day – Stat. Holiday
	21	Professional Development Day #3
Mar	05	Expo Rotation (E6) Date Mar, 05 – April 17
	11	Parent/Teacher Evening – (6:00 – 8:00 p.m.)
	13	Last Day of School before Spring Break
	16-20	Spring Break
	23-27	District N.I.S. Days (no students)
	30	School Reopens
Apr.	10	Good Friday Stat. Holiday
	13	Easter Monday Stat. Holiday
	17	End of Term #3
	20	Expo Rotation (E7) Date Apr. 20 – May 21
	20	Report Card Marks due to the office
	23	Report Card #3, distributed
	24	Professional Development Day #4
May	08	Professional Development Day #5
	18	Victoria Day Stat. Holiday
	22	Expo Rotation (E8) Date – May 22 – June 25
June	12-13	Grad Ceremony and Dry Grad/Parade
	22	Report Card Marks due to Office for Report Card #4
	25	Last Day of School before Summer Break
	25	Report Card #4 distributed/available for Student Pick Up
	26	Administration Day

Lake City Secondary Daily Schedule

Times	DAY 1	DAY 2	DAY 3	DAY 4
8:38 – 9:59	A	B	C	D
9:59 -10:09	BREAK	BREAK	BREAK	BREAK
10:09 – 11:30	B	A	D	C
11:30 – 12:20	LUNCH	LUNCH	LUNCH	LUNCH
12:20 – 1:41	C	D	A	B
1:41 – 1:51	BREAK	BREAK	BREAK	BREAK
1:51 – 3:12	D	C	B	A

Welcome to Lake City Secondary



At Lake City Secondary we are proud to offer a variety of courses and activities that will ensure all students have many opportunities to succeed and enjoy school. As a one school, two campus education facility we are very unique. Columneetza campus is mainly for grade 7 – 9 with senior students in attendance for specialized courses such as: French immersion, auto mechanics, metal work, welding, and more. The Williams Lake campus is mainly for grade 10 -12 students and offers a vast selection of courses to meet everyone's graduation requirements. No matter which grade you are in, we look forward to an exciting year and hope students take advantage of all the great things we can offer.

School Philosophy

In accordance with the philosophy of public education in British Columbia, the staff of Lake City Secondary recognizes two major responsibilities of this school. The first is to foster the individual growth and development of students to their fullest potential. The second is to assist students to become active and productive citizens in our society.

Mission Statement

Our Mission is to share a commitment to creating a healthy environment which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promotes a sense of belonging in the school and the larger community.

School Code of Conduct

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location. Please read over the Code of Conduct, if you have any questions, please feel free to call the school.

General Information

Fees:

In accordance with Ministry of Education policy, there are no course fees per se. However, the school does levy certain fees for goods and services available to students. If payment of any fees causes financial hardship please contact the school.

Textbook Deposit:

The Board of Trustees has authorized a charge to secondary students of a \$50 textbook deposit. This fee is paid upon initial enrolment at Lake City Secondary School and kept in trust until the student graduates or withdraws. It is the student's responsibility to keep textbooks issued to him/her in good condition. If a student loses a book signed out to him/her or is assessed damage to a book, the cost is deducted from the textbook deposit. If the amount is in excess of \$50 the student will be charged accordingly.

Student Activity Fee:

The Board has also approved the levy of this non-refundable fee which subsidizes various events and services (see later page in booklet for more info.).

These fees are payable during the first two weeks of school:

Textbook Deposit	\$ 50
Student Activity Fee	\$ 35 (see later page in booklet for more info.)
Grad Fee	\$120

The following fees are optional and are collected separately from the above so DO NOT send money for them until the time mentioned:

Hockey Program	\$150
Outdoor Ed. Fee	\$100 (paid by all students in Gr. 7 Outdoor Ed. Classes)
Yearbook	(Price to be determined) - payable when advertised

What the Student Activity Fee Pays for:

- the “Welcome to Lake City Secondary” and “Year End” student barbeques
- student picture ID card (which provides a 10% discount at some local businesses and a reduced admission to a number of events including movies, hockey games, etc.)
- support for school spirit activities, dances, teams and special events
- artists, educational presentations, pep rallies, and prizes for seasonal contests & events
- help with student initiated improvement projects
- support for student conference costs

Other:

In those courses where students undertake project work over and above the basic course work and/or wish to use more expensive or additional material than that provided, students will be charged for the additional costs. Eg: Woodwork, Metalwork, Auto Mechanics, PE, Textiles, Home Ec.

Student Parking:

Williams Lake Campus

Students wishing to park vehicles at either school campus between 7:00 a.m. and 4:00 p.m. must purchase a \$20 permit and register their name, vehicle, and license plate with the office. Parking space is limited so permits are sold on a first come, first served basis. Permits must be affixed to the rearview mirror in the center of the windshield so that the permit number is easily visible from outside. If a permit is lost or stolen, a replacement will have to be purchased.

Beginning in September, vehicles with no permit displayed may be towed without warning.

Students may park in the allowable areas only. Do not park in any Staff or No Parking areas (handicap spots, student drop off area, etc.). Students must drive in a safe manner at all times and observe all parking/traffic signs. If no parking spots are available, extra parking is available on Carson Drive. Parking privileges may be revoked for unsafe driving.

Counseling Services:

School counselors and First Nations Support Workers are available at both campuses. Students should make appointments for interviews regarding school issues such as course changes. Counseling sessions of a personal nature can be made at any time.

Course Changes:

Most classes are already full to capacity so changes will only be considered if they are essential to meet graduation requirements. No courses may be added or dropped without counselor or administrative consultation and parent/guardian consent must also be obtained before a course is dropped.

Students in grades 7, 8, 9, 10, and 11 must carry a full course load. Students in grades 12 may be allowed a ‘spare’ block if parent/guardian permission is obtained and they must carry at least 3 courses per semester.

Lockers:

Columneetza Campus:

All students will be assigned a locker. It is the student’s responsibility to provide a combination lock. The combination must be given to your homeroom teacher.

Williams Lake Campus:

All students will be assigned a locker and combination lock from their homeroom teacher.

Lockers must be emptied at the end of the year or when a student withdraws from school during the year. The lockers are the property of the school and the administration reserves the right to access a locker at any time if deemed necessary. Please keep your locker locked, clean and free of graffiti/stickers. Do not give your combination to other students. Please do not bring valuable items to school, the school will not assume responsibility for lost or stolen items.

Library:

The Library is open to students before and after school, during the lunch break, and during study periods. A Librarian and Library Assistant are available to help. There are also a number of computers for student use.

Medical Room:

If ill, a student can report to the office. A secretary may check the student into the medical room for a period of time or arrange to have a parent come to pick the student up. Injured students may be treated by a first aid attendant and, if necessary, transported to hospital. It is the student’s responsibility to explain a “medical room” absence from class and address the issue of making up any missed assignments/tests.

Student Learning Support:

Additional help for students is available from the Learning Support staff. Students may be considered for Learning Support either by teacher recommendation or by student/parent/guardian request. Assistance may be short or long term depending upon the individual’s need.

Attendance:

At LCSS we feel regular attendance is a crucial component of academic performance. Students are expected to be on time and attend each and every class. If students are ill or cannot attend for other justifiable reasons, **it is up to the parent or guardian to notify the school.** All unexcused absences will be considered skipping out and students will have to deal with the consequences which could range from detentions, in school suspensions, out of school suspensions, removal from the class, or an indefinite suspension from the school.

Absences /Punctuality:

Regular attendance is necessary for success in school. However, we understand that things come up that cannot be helped which require a student to be away from class. When excused absences happen students are required to work with teachers to make up missing work. Teachers and administration will work with students to solve attendance issues; however, unexcused absences may lead to disciplinary actions if students continually miss classes or are continually late without reason.

Below is a chart listing the difference between excused and unexcused absences:

Excused Absences	Unexcused Absences
Student Illness	Sleeping-in
Medical/dental appointment	Went out for lunch
Death in the family	Transportation issues
School sponsored trips	Tired
Family emergency	Friend had an “issue”
Personal safety issues	Missed bus to other campus
Pre-arranged family trip	Away for any reason not considered excused

Extended Absence Policy:

If your child will be missing school for an extended period of time due to trips, illness or injury please provide notification to each teacher as soon as possible so an appropriate course of action can be developed to support your child while they are away.

The “DO’s and DO NOT’s” of Attendance:

- Do** attend all your classes and homeroom periods.
- Do** inform your teachers if you know you’re going to be absent ahead of time.
- Do** make arrangements to catch up on work missed.
- Do** have your parent/guardian phone the school before 9:30 a.m. when you are away.
- Do** be prepared to face the consequences if you miss class without a valid reason.

- Do not** make any appointments during school hours if at all possible.
- Do not** miss school for such things as a driver lesson/test, a haircut, etc.
- Do not** be late for class. If unavoidably late, sign in at the office.
- Do not** be surprised if you’re asked to provide a parent/guardian note to explain absences and lates.

Students absent on the day of a school dance or other after-school activity may not be allowed to attend the dance or participate in the activity.

Field and Athletic Trips

Students who are to be absent from their regular classes as a result of school sponsored travel must receive permission from their subject teachers and ensure that work covered in classes will be made up. Teachers may refuse to give permission for students to travel on school sponsored activities if the student's performance is cause for concern.

Participation in school sponsored activities is a privilege. While a student is away on a school sponsored trip, he/she is subject to all policies, rules, and regulations of LCSS and School District # 27 (Cariboo-Chilcotin)

Leaving School During Class Time:

Columnneeta Campus is a **CLOSED CAMPUS**. This means students may only leave with parent/guardian permission and signing in/out at the office. Please inform the school secretary upon departure and arrival back at school. Williams Lake Campus students leaving school during the day should inform their teachers whose classes will be missed and then must check out at the office in the sign in/out book.

Student Dress:

The key word for Lake City Secondary's dress code is **APPROPRIATE**. Beachwear is not permitted and footwear must be worn at all times. Students dressed inappropriately or wearing clothing citing any reference to alcohol, drugs or sex may be asked to change.

Internet Use:

When first enrolling at Lake City Secondary, all students and their parent/guardian sign an Internet Policy form. Therefore, students are expected to be aware of the rules regarding Internet use. If a student violates the Internet Policy, the following disciplinary actions may apply:

First Offence – The parent/guardian will be informed of their child's inappropriate internet use and internet privileges may be temporarily suspended. The infraction will be noted on the student's conduct record.

Second Offence – The parent/guardian will be informed of their child's inappropriate internet use and the student may have their internet privileges suspended temporarily or for the remainder of the year. The student may also face further disciplinary action from Lake City Secondary. The infraction will be noted on the student's conduct record.

Third Offence – The parent/guardian will be informed of the infraction and the student may have their internet privileges suspended for the remainder of the year. The student may also face further disciplinary action from Lake City Secondary. The infraction will be noted on the student's conduct record.

Cell Phones & Other Electronic Devices:

Students are permitted use of their cell phones, within the school; however, within any classroom use is at the teacher's discretion. Music Devices requiring an earphone or head-speakers may be listened to outside of class time, during class time it will be at the discretion of the individual teacher.

Inappropriate cell phone use will be dealt with first by the teacher and subsequent misuse may be referred to the office.

Teachers do have the right to request your phone until the end of class!

Tobacco Products:

Lake City Secondary is a "Tobacco Free" school. Students are not permitted to smoke or chew tobacco, E-cigarettes or "vapes" anywhere on school property. Students may be sent home with a warning for a first offence. Repeated offences may result in escalating periods of suspension from school.

Alcohol or Drugs:

Any student caught under the influence or in possession of drugs and/or alcohol at school or at any school function will face disciplinary action from the school administration. A first offence may result in a suspension and counsellor referral. Further offences will be dealt with similarly but with longer suspensions possibly leading to indefinite.

Weapons

The possession or use of weapons at school may result in suspension. Such weapons may include but not be limited to knives, firearms, laser pointers, explosives, pepper spray, etc. For students who work on ranches and mistakenly brought their working knife to school are asked to contact administration immediately.

Harassment

Harassment is an unwelcome comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary conflicts or a student feeling unsafe or unwelcome in their classes or hallways. Harassment, or other forms of bullying, is often excused as teasing, but harassment is never acceptable. Under all circumstances, harassing behaviour is inappropriate. It may also be illegal. In the case of sexual harassment it may be criminal.

Appropriate Language

Students are expected to express themselves in a positive, courteous manner. The use of coarse or abusive language is inappropriate at all times in or around the school.

The use of 'please' and 'thank you' is encouraged at all times as a matter of courtesy.

Behaviour on School Buses

A large percentage of our students arrive and leave school each day on school buses. Students are expected to conduct themselves in a courteous manner, obeying all bus rules and instructions from the driver. **UNACCEPTABLE CONDUCT IN THE BUS LOADING ZONE OR ON A SCHOOL BUS MAY RESULT IN THE LOSS OF PRIVILEGE OF RIDING THE SCHOOL BUS OR SUSPENSION FROM SCHOOL.**

Cheating:

Cheating is a serious offence and will be dealt with accordingly. Consequences may be determined by the administration in consultation with the teacher. Cheating can be plagiarism (copying someone else's work and presenting it as your own), copying during tests, or stealing tests or test answers.

Student Organization & Homework:

Once students reach Grade 7, they could expect to have homework on a daily basis. Learning how to manage time is an important life skill. Students can help themselves in this area by creating a schedule and sticking to it. A "student planner" should be used to keep track of assignments. Any student who begins to fall behind in school should discuss the situation with a teacher, a counselor or an administrator.

Reporting Procedures:

During the year, students receive four report cards. Teachers will provide regular updates on student progress. Teachers may also contact the home if deemed necessary. Parent- Teacher evenings are held in October and March of each year, specific dates to follow. Parents/guardians may telephone the school at any time to arrange a teacher meeting.

Assemblies:

Assemblies occur throughout the year and provide an opportunity for students to experience various cultural activities such as drama and music, to recognize student achievement, to mark special occasions (Remembrance Day, Christmas, etc.), and to learn formal audience behaviour. Some assemblies are attended by all students while others are for selected grades or groups.

Clubs & Athletics:

These activities require a commitment of time and energy but are an important and rewarding part of school life. Students are encouraged to participate. Please listen to announcements for the various activities available to students. Some school team sports include: soccer, basketball, volleyball, track & field, golf, rugby, wrestling and cheerleading.

Student Leadership:

All students are welcome to become active in the Lake City Secondary Student Leadership activities. The more, the merrier! Its focus is to organize and provide worthwhile and enjoyable activities for the entire student body. Announcements are made with regard to times and dates of the meetings and the functions.

Fire Drill & Emergency Evacuation:

In the event of a fire drill or similar emergency, the school must be cleared quickly and effectively. The safety of individuals and safeguarding personal & public property are major considerations. Quiet, orderly conduct is essential. Six fire drills will be conducted each school year.

Lock Down Procedures:

When the building needs to go into lock down, an administrator will announce lock down over the P.A. system and all staff and students must find the nearest secure classroom and wait behind locked doors until an all clear signal is given. Please ask students to avoid using cell phones.

Lake City Secondary Code of Conduct

School Mission Vision Values

Our Mission is to share a commitment to creating a healthy environment, which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promotes a sense of belonging in the school and the larger community.

A. Purpose

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location.

The code of conduct applies to all students. Accommodations will be made for students with disabilities who are unable to fully comply with the code of conduct.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students at the school.

B. Development and Regular Review

1. Throughout the year the school administration will work collaboratively with school staff, students, and parents to adapt and enhance our existing Code of Conduct suitable and appropriate for our ever changing learners and their needs.
2. Parents, students, staff and school administration will review the Code of Conduct annually and make revisions as needed. Ongoing review of the Code of Conduct will be carried out in parent, staff and student settings.
3. Conduct will be consistently monitored to ensure Codes reflect current and emerging situations and are contributing to school safety through formal and informal behaviour data, student, parent and staff perception, learning community leader meetings, staff meetings, and school based team meetings.

C. Communicating Expectations

1. Student expectations for appropriate behaviour will be communicated regularly in classrooms, through team and class meetings, administrator visits, student handbooks, announcements, school wide assemblies. The Code of Conduct will also be posted on the school website. Students who enroll in school after the start of the year are provided with a copy in the student handbook.
2. Staff members will be provided a copy of the school's Code of Conduct in the staff handbook. Temporary staff is provided with a copy of the school's Code of Conduct in the TOC handbook.
3. The Code of Conduct is communicated to parents via the student handbook, newsletters, through PAC and on the school website.

D. Active Teaching and Promotion of Expectations

1. Time will be allotted in the first few weeks of school, and at regular intervals throughout the year, for teachers, administrators and counselors to meet with students, in large and small groups, to review appropriate behaviours and outline consequences.

E. Expectations of Acceptable Conduct

1. The following are examples of acceptable behaviour for Lake City Secondary students while at school, while going to and from school and while attending any school function or activity at any location.
 - a. respecting self, others and the school
 - b. helping to make school a safe, caring and orderly place
 - c. acting in a positive, honest and straight forward manner, being truthful
 - d. informing a 'tell able' adult, in a timely manner (in advance if possible) of incidents of bullying, harassment or intimidation. It is the responsibility of the by-stander to report and prevent incidents of harassment and bullying.
 - e. engaging in purposeful learning activities in a timely manner.
 - f. attending all classes on time
 - g. respecting authority and adheres to classroom, school, and district rules and policies.
 - h. acting in a manner that brings credit to the school
2. The District has no tolerance for weapons. Possessing or using weapons, explosives, fireworks, firecrackers or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons that can be perceived as real weapons may result in immediate suspension.
3. The Lake City Secondary code of conduct is aligned with district policies, administrative procedures and the BC Human Rights Code. LCSS promotes the values expressed in the BC Human Rights Code "respecting the rights of all individuals in accordance with the law - prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation, and recognizing the lives of people who identify as LGBT2Q+. Respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment."
4. The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct. Any retribution or threat of retribution by a student/parent towards another student in a breach of the Code of Conduct matter will be dealt with as a highly serious matter, and the student who is being threatened will be protected from the threat with all means available to the School Board including involvement of the RCMP if necessary.
5. The school Code of Conduct applies to behaviour at school, during school-organized or sponsored activities and behaviour beyond these times that negatively impacts the safe, caring or orderly environment of the school, and /or student learning.
Parents, coaches and involved members of the greater community must adhere to the School's Code of Conduct while acting as ambassadors of the school.

F. Consequences for Unacceptable Conduct

1. a. When students do not adhere to the Code the Conduct staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, mediation, counseling, phone calls and/or letters to parents, detentions, in school suspensions and suspensions. In cases of serious breaches of the Code of Conduct, the student may be referred to school district officials, police, and/or other agencies.
Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and their parent/guardian to reinforce an understanding of expectations; to provide opportunity to correct unacceptable behaviour, and to ensure due process. The goal of progressive discipline is to modify specific behaviour and to encourage acceptable behaviour. The goal is not to punish the student, but to alert the student and/or parent to the need to correct unacceptable behaviours.
- b. When administering consequences for behaviors of a discriminatory nature, the school will make every attempt to address all parties involved and develop a plan to address the school culture.
- c. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student, or a student with a disability of an intellectual, physical sensory, emotional or behavior nature.

2. As school is a place of ongoing learning, the expectations for acceptable behaviour increase for students as they become older, more mature and move through the successful grades. Therefore students will be expected to demonstrate:

- increasing personal responsibility and self-discipline and will receive
- increasing consequences and restitution for inappropriate behaviour.

When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or the grade level of the student.

Additionally, special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical sensory, emotional or behaviour nature.

3. Suspension will be warranted when violation of the Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences students will be brought to the office, the parent is contacted by the school and a formal letter of suspension describing the incident, the length of the suspension (1 to 10 days), and the plan of restitution and responsibilities (course work, letters of understanding or apology, etc.) will be written. A re-entry meeting will be held prior to the student returning to school after a suspension.

4. School Officials have a responsibility to advise other parents of serious breaches of the Code of Conduct.

- Parents of student offenders(s) in every serious incident.
- Parents of student victim(s) in every serious incident.
- School District Officials as required by school District Policy.
- Police and/or other agencies as required by law.

- All parents when deemed to be important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

School staff members may involve parents earlier.
Parents are always encouraged to call the school if they have any concerns or questions.

Procedures on Bullying Behaviour

All incidences of bullying are treated seriously and dealt with at the time of reporting. At the discretion of the administration, the severity of consequences escalates with each subsequent offence.

First Offence: Parents are informed by phone and the incident recorded in the student file. The student and parent must meet with the Administration to develop an appropriate plan for the student prior to re-admission to class.

Second Offence: Parents will be requested to meet with Administration, and the incident is recorded in the student file. Students may be suspended depending on the nature of the incident. Student, parent, counselor and Administration will review/amend a corrective plan before re-admission.

Third Offence: Parents are informed by school Administration, and the incident is recorded in the student file. The student may be suspended, possibly indefinitely. The suspension review committee will convene to review the case and consider re-admission of the student to school.