

Ashern Central School Handbook 2024/2025

P.O. Box 1200 Ashern, MB R0C 0E0
Phone: 204-768-2571 Fax: 204-768-2879

Table of Contents

ACS STAFF.....	1
HEALTH AND WELLNESS.....	2
ASHERN CENTRAL SCHOOL IS “NUT-AWARE”, “FISH-AWARE”, AND “SCENT-SENSITIVE”	2 2
ACCIDENTS OR ILLNESS AT SCHOOL	2
MEDICATIONS.....	3
GENERAL INFORMATION FOR STUDENTS AND PARENTS	3
SCHOOL CLOSURE AND SCHOOL BUS CANCELLATION.....	3
LEAVING SCHOOL GROUNDS	3
PARENTS AND GUARDIANS: WHAT TO DO IF YOU HAVE A CONCERN	4
LOCKERS AND LOCKS	5
SCHOOL FEES.....	5
EXTRACURRICULAR ACTIVITIES.....	5
TRANSPORTATION OF STUDENTS	6
STUDENT ATTENDANCE	7
SMOKING/ VAPOUR PRODUCTS/ E-CIGARETTES ETC.	9
PERMISSION FOR PHOTOGRAPHS, VIDEOS ETC. OF STUDENTS	ERROR! BOOKMARK NOT DEFINED.
ASHERN CENTRAL SCHOOL CODE OF CONDUCT	10

ACS Staff

Administration and Office Staff

Tracey Kinkead: Principal/Guidance Counsellor
Memory Halldorson: Vice-Principal/Learning Support
Alanna Kiesman: Secretary

Student Support Staff

Shelley Plohman: Learning Support
Sharon Northcott: Academic Guidance/Career

Middle Years Teachers

Shannon Kosolowski
Memory Halldorson
Shelley Plohman

Dana Thage
Erika Jonasson
Christina Watkins

Senior Years Teachers

Braden McInnes
Jennifer Bjornson
Trevor Tindall
Lindsay Clow

Christina Watkins

Erika Jonasson
Derrick Cundy
Sharon Northcott
Blaine Waldner

To contact us by email: First six letters of last name, first letter of first name, then @lakeshoresd.mb.ca
e.g. Memory Halldorson halldom@lakeshoresd.mb.ca

Exceptions: email address for our secretary Mrs. Kiesman larsona@lakeshoresd.mb.ca
and Mrs. Thage emilsod@lakeshoresd.mb.ca

The School Day

Supervision does not begin until 8:35 so please do not drop your student off before then. School doors will open at 8:35.

Bell Schedule:

8:35 - 8:50	Bus unloading and Breakfast Program
8:55 - 10:15	1st period
10:15 - 10:30	Break/recess
10:30 - 11:45	2nd period
11:45 - 12:45	Lunch
12:45 – 1:55	3rd period
1:55 - 2:10	Break/recess
2:10 - 3:20	4th period

Students with Spares: High school students who do not have a scheduled class will be in the library, or a classroom as directed by staff. If parent/guardian wishes to give their student permission to leave the school during spares they may provide signed permission which remains valid until the end of the school year.

Signing in and out: Students need to sign out at the office when leaving and sign in when returning to school (except for during lunch time). Students must also sign in when arriving to school late.

Health and Wellness

Ashern Central School is “Nut-Aware”, “Fish-Aware”, and “Scent-Sensitive”

Some of our students have severe, life-threatening reactions to peanuts, peanut butter, or other products containing tree nuts, as well as fish and fish products. It is extremely important that no products be sent or brought to school which may contain, or have been exposed to peanuts or other nuts, or fish or fish products.

Accidents or Illness at School

Should a student become seriously ill or incur an injury which requires medical attention beyond normal first aid, the following procedures will be followed:

- a parent or emergency contact person will be called to take the child for medical treatment.
- if no contact person is available, the child and a member of the school staff will travel to the nearest medical facility for medical assistance (normally, Lakeshore General Hospital).
- if an ambulance is needed, the school will call for one. The cost of the ambulance will be reimbursed to the parent/guardian by the divisional insurance plan.

Medications

Staff members cannot administer medication (e.g. Tylenol, inhalers, etc.) to students with parental permission. Exceptions may be made on a case-by-case basis, in which case:

- Authorization by a parent or guardian is required before any medication may be given to students by school staff. This authorization must include:
 - the child's name
 - the name of the drug
 - its dosage and method by which it is to be administered
 - the time(s) when it is to be given to the child.
- It is the responsibility of the parent or guardian to ensure that the medication is safely delivered to the school office.
- The medication will be stored by the principal or his/her designate.

General Information for Students and Parents

School Closure and School Bus Cancellation

Adverse weather conditions like blizzards or freezing rain may cause school disruptions, including school closure. Lakeshore School Division uses an automatic phone message service to contact all families about school closures. Please be sure your information is updated with the school in order to be contacted. Information can also be found on the Lakeshore School Division website, Facebook, & Twitter (@LakeshoreSD or @AshernCentral).

An announcement is made that "Schools are closed today due to...". When such an announcement is made students must not attend. One or more designated staff member(s) will be at the school; all other staff members are not required to attend.

On days when children are at school and weather develops that creates extremely hazardous conditions for travel on the roads, the children will be kept in school until the situation improves, or until the division superintendent gives other instructions.

Leaving School Grounds

Grades 5 to 8 students must remain on school grounds from the time they arrive in the morning until the end of the school day. This includes remaining at school throughout the lunch hour unless they are a town student and walk home for lunch. **If a non-town student would like to leave during lunch, they must bring a signed, dated note, or a note in their agenda.**

Grades 9 to 12 students are presumed to have permission to leave school grounds during lunch unless the school is advised otherwise. They are expected to be on school grounds at all other times during the school day including during spares unless written permission to leave during spares has been given by parent/guardian.

Please note that the school retains responsibility for students throughout the school day, even while they are off school grounds at lunch and school rules continue to apply.

Cell Phones

Students are permitted to bring cell phones to school provided all requirements of Manitoba’s Enhancing Guidelines for Cell Phone Use in Schools are followed. Provincial policy requires the following limits on cell phone use in schools:

Grades 5 – 8

- Students bringing cell phones must turn it into the classroom teacher on arrival to school.
- Students may request to check their phone for important messages at lunch time and return it promptly to their teacher. Students going home or uptown for lunch will be permitted to take their cell phone with them and return it to the teacher on arrival back to school.
- Cell phones will be returned to students at the end of the school day.

Note: please contact the school for important time sensitive messages to your child rather than contacting their cell.

Grades 9 – 12

- Students bringing cell phones to school must keep it in a locker during class or turn it into the teacher according to their classroom expectations (such as placed on the phone table or wall organizer).
- Students are not permitted to use cell phones in the classroom unless specifically directed by their teacher for an educational purpose.
- High school students are permitted to use their phones during breaks and lunch. All content accessed at school must be “school-appropriate”, in terms of violence, explicit language and sexual content. School accounts are monitored, and inappropriate content is flagged and reported to the principal by Lakeshore’s technology department.

Communication through text messages and other forms of social messaging must not be abusive, threatening or intimidating toward others. Instances where students use technology to engage in these behaviours may result in suspensions or other consequences including reporting to authorities if appropriate to do so.

Taking images, videos and sound recordings of others is not permitted during the school day without the expressed permission of the person they are recording. Taking photo, video, and sound recordings of others without consent is a serious offense and can result in suspension, particularly if those images are publicly shared without consent.

<p>Students unable to follow the requirements of Manitoba’s Enhancing Guidelines for Cell Phone Use in Schools will not be permitted to bring a cell phone to school.</p>
--

Parents and Guardians: What to Do if You Have a Concern

If you have a concern, please contact us to discuss it. We value and encourage respectful and open communication to share views and find solutions.

The steps to follow:

- Talk to the person concerned first, e.g. the child’s teacher.
- If you can’t resolve the issue, contact the principal or vice-principal.
- If you are still not satisfied that the issue is resolved, contact the division’s superintendent.

We want to work with you to ensure that your child is safe, successful and happy at school.

Lockers and Locks

Lockers and desks are the property of the school, and they may be searched at any time.

- All students will be assigned their own individual locker. High school students must use a school issued combination lock.
- ***Students should keep their combination lock secured and not share their combination.*** The school is not responsible for articles or money lost or stolen while students are at school.
- ***It is important that students not leave valuables in the gym change rooms.*** These rooms are very accessible to other students, and items often go missing when left in the change rooms.
- Materials left on top of lockers, or inside unauthorized lockers, are discarded at the end of the day, or placed in the lost and found boxes.
- Students are to keep their backpacks and jackets in their locker, and they are not to be brought to classes.

School Fees

High school students pay a lock fee of \$10.00 for the use of a school combination lock and are reimbursed \$5.00 upon returning the lock in June. Students are also required to pay a fee for a school laptop. Grade 5 & 6 students are charged \$60 per year for school supplies.

Fees may also be charged to students in other instances, such as for:

- materials used in food and nutrition, woodworking, auto tech, music, art, and other classes where the student may consume or keep a product.
- sports teams and other extracurricular activities.
- educationally related school (class) trips.
- grad fees.
- the Foods and Nutrition class costs \$50 for students to enroll to help support the cost of items purchased and used during class.

Some courses also require that the student invest in specialized equipment. For example, a student may need a graphing calculator for an advanced math course, or an instrument for a music course. Students may be involved in various fundraising activities throughout the year to reduce some of these costs.

Extracurricular Activities

Ashern Central School offers opportunities for students to become involved in a variety of activities outside of regularly scheduled classes including sports, drama, and music opportunities. Students are required to have permission from their teachers before participating in school activities that result in missed classes. Teachers may decline permission for students that have overdue assignments or assessments. It is expected that the students are caught up on all assignments and tests before being granted permission to miss class for extracurricular activities.

If a student is causing a disturbance or under the influence of alcohol or drugs while on a school trip, their parent/guardian or designate of a guardian, is expected to pick the child up.

Under no circumstances are students (including students 18 and over) allowed to transport other students for school activities.

Transportation of Students

Bus Ridership and Safety

The school bus is the safest mode of transportation for students travelling to and from school, and for field trips and other extracurricular activities. School administration is responsible for student behaviours while students are travelling on the bus; school rules apply. Bus drivers and the administration will ensure that students are aware of rules of conduct for travelling on the bus.

Students may lose the right to travel on the school bus if their behaviour is determined to be sufficiently inappropriate, or at all hazardous to their safety and/or the safety of others.

Guidelines for Pupils

1. Leave home in time to catch the bus arriving at the pick-up location at least 2 minutes before the scheduled pick-up time provided by the driver.
2. Stand back from the roadway while waiting for the bus. Do not move toward the bus until it has come to a complete stop.
3. Stay seated while the bus is in motion.
4. Noise on the bus must be kept to a low level to ensure the driver is not distracted.
5. No eating is permitted on Lakeshore School Buses for safety reasons.
6. Do not open the windows of a school bus without the consent of the driver. Keep hands and head in the bus at all times. Do not throw anything out the bus windows.
7. When crossing the road, do so at least 10 feet in front of the bus. Maintain eye contact with the driver. Cross the road promptly on the bus driver's signal.

Permission to Travel on a School Bus

If your child will be riding a bus that is different from their regular transportation arrangements, the parent or guardian must send a **written** and signed note containing the following info **prior to 2:00 PM**.

- Your child's name
- The parent's or guardian's name and phone number at the new drop off location.
- If known, the bus driver's name for the alternate route.

Emergency arrangements can be made by phoning the school, however if you have not received confirmation, it will mean that the arrangements have NOT been made.

Students and Vehicles: Lakeshore advises against students with their license driving themselves to school.

If students will be travelling in private vehicles to or from school, or during the day, parents / guardians are asked to provide the school office with written permission. Students may not transport other students even during the lunch hour. This is not possible for staff to monitor and is the responsibility of students and their guardians to ensure they are not taking others in their personal vehicle. Lakeshore School Division and Ashern Central School accept no liability for vehicles brought to school by students.

Student Attendance

The Ashern Central attendance policy is developed in accordance with the document provided by Manitoba Education (2023) Safe and Caring Schools: **A Policy Directive and Action Plan to Enhance Student Presence and Engagement**.

Definitions and Terminology:

Presence: When a student attends and participates in the school or classroom on the days in which they are required. This is an entry point to being able to engage students in the process of learning. Students may be present even if they are not physically within a classroom, depending on their student-specific plan.

Engagement: Students' attitudes towards schooling, their attendance and participation in school activities, disposition towards learning, and working and socializing with others in school. Engagement is expressed in students' feelings that they belong at school, and in their participation in school activities (OECD, 2003).

Regular Attendance: Coming to school and/or participating in learning consistently and on a routine, habitual basis, missing no more than five days for the entire school year.

Absence: Any time that a student is not in class or not participating in a school activity while not being on suspension/expulsion.

Excused Absence refers to any time that a student is not present in class or not participating in a school sanctioned activity (while not being on suspension/expulsion) with the mutual consent of the school principal and the parent. **For an absence to be documented as excused a parent/guardian must inform the school of the date and reason for the absence. Please remember to call or email the school when your child is away.**

Unexcused Absence refers to any time a student is not present in class or not participating in a school sanctioned activity (while not being on suspension/expulsion) without the mutual consent school principal and to the parent. Administrators may consider a number of factors in whether an absence is excused including, patterns of absenteeism, cultural events, and academics.

Chronic Absenteeism: Where **unexcused** absences account for 10 or more classes in a single high school course or 10 percent or more of instructional days in Kindergarten to Grade 8 in a reporting period.

Severe Chronic Absenteeism: Where unexcused absences account for 20 or more classes in a single high school course or 20 percent or more of instructional days in Kindergarten to Grade 8 in a reporting period.

Student-Specific Plan (SSP): A planning, record-keeping, and communication document, as outlined in Standards for Appropriate Educational Programming in Manitoba (MEECL, 2022). Student-specific planning is a process through which members of student support teams meet the unique needs of individual students; it may range from short-term strategies applied in the classroom to comprehensive, individualized programming.

Response to Chronic and Severe Chronic Absenteeism

Ashern Central School will not use suspensions, expulsions, and withdrawal as a response to student presence and engagement. Rather, Student Specific Plans are required to be created for Chronic and Severe Chronic Absenteeism. When the school is aware of an external agency involvement with a student who is chronically absent, this agency must be included as part of the student specific planning process.

When a student experiences chronic absenteeism:

The principal will contact the parent or guardian and invite a meeting to discuss what barriers to school attendance can be addressed through the creation of the Student Specific Plan for attendance.

When absenteeism persists and a student reaches the level of severe chronic absenteeism (20 or more classes in single high school course or 20% or more of instructional days in grades 5-8):

The principal will invite the parent/guardians to attend a meeting to review, evaluate and update the Student Specific Plan.

If severe chronic absenteeism persists (interventions are not resulting in a change in attendance patterns):

The principal will contact CFS if there are concerns for the student's safety and well-being.

The principal will provide the following to the divisional Truancy Officer and the Student Services Manager when the severely chronic absenteeism reaches 30%:

- summary of steps taken to date
- the Student Specific Plan

The divisional Truancy Officer will:

- Compile the data on severe chronic absenteeism
- Contact MEECL School and Community Support Unit via formal written notification.

Credit Acquisition and Absenteeism for Grades 9 – 12

Students will not be removed from classes as a result of absenteeism; however, high school credits are not attainable when students do not attend regularly.

Once a student has 10 unexcused absences in a course, the credit cannot be achieved. The student will continue to attend the course for the important work of literacy and numeracy skill development. This will help in better preparing them to re-take the credit at the next semester opportunity.

Students may need to miss school for regular appointments, health reasons, sports, etc. These reasons, when informed of by the parent/guardian, are excused and the student retains the opportunity to achieve the credit. When students have these excused absences combined with over 10 unexcused absences the total missed class time is extremely high and focusing on skill development rather than credit attainment becomes our priority.

Lates and Skipping Classes:

When a student arrives less than 15 minutes late for a class will be required to make up the class time during their break.

When a student arrives more than 15 minutes late to class, this is counted as an unexcused absence for the class. Parent/guardian will receive an automated message their child was absent, provided they have a working phone number listed in our automated system. **These absences will be counted within the limit of 10 unexcused absences.**

When a student leaves a class or the school without permission (skipping) during the school day, this is counted as an unexcused absence for the class. Parent/guardian will receive an automated message their child was absent, provided they have a working phone number listed in our automated system. **These absences will be counted within the limit of 10 unexcused absences.**

If you are concerned about your child's attendance, please contact the school principal to review their attendance record and create a plan together to address the situation. We want our students in school, and to work together with parents and guardians to fix problems.

Smoking/ Vapour Products/ E-Cigarettes etc.

The use of tobacco and vapor products and other similar type products, including smoking, is prohibited by the division on school property. Tobacco or vaping products which are seen in the school or on school grounds may be confiscated and disposed of by school staff. First offense for using these products on school grounds will result in a 2-day suspension. Second offenses will result the student being suspended up to 5 days. If there is a third offense, further action may be taken at a division level as seen fit by the superintendent.

Ashern Central School Code of Conduct

The Code of Conduct for Ashern Central School outlines the behavioural expectations and consequences of inappropriate behaviours for students, staff, and parents/guardians of the ACS community. Consequences for inappropriate behaviours should be based on individual needs, the degree of the problem, and the ability of the person to understand the consequences.

Responsibilities of Students:

- Attend school regularly and on time.
- Make the most of the time in school: work hard and do your best.
- Treat others with respect regardless of race, religion, gender, age, or sexual orientation.
- Solve conflicts peacefully through discussion or by seeking help. Never seek to solve a problem by using violent words or actions.
- Respect school property and the property of others.
- Adhere to school policies respecting the appropriate use of
 - computers and the internet; including social media, text messaging, instant messaging, websites, and e-mail, and
 - digital cameras, cell phones, and other electronic or personal communication devices identified in this code of conduct or the policies of Lakeshore School Division.
- Follow this Code of Conduct and any other rules the school may have.

Dress Code

Students and staff are expected to dress in good taste and in a manner appropriate for the workplace. Clothing regulations should take into account the safety and health of the school environment.

- Appropriate footwear must be worn at all times
- Inappropriate clothing that is suggestive, vulgar, racist, sexist, obscene or that promotes the use or misuse of drugs/alcohol/cannabis will not be allowed
- Clothing that is excessively revealing and/or sexually explicit will not be allowed.

Responsibilities of Staff:

- Provide the programs and services prescribed by the Lakeshore School Division, Ashern Central School and Manitoba Education.
- Establish a positive learning environment.
- Assess students' learning on an ongoing basis and explain the assessment procedures used in each course.
- Keep students, parents/guardians and administration informed about student progress, attendance and behavior in a timely manner.
- Show common courtesy and respect to all; behave respectfully to all regardless of race, religion, gender, age, or sexual orientation.
- Treat students and other staff members fairly and consistently.
- Respect confidential information about students and staff.
- Assist students in resolving conflicts peacefully and encourage appropriate behavior.
- Treat parents, students, and fellow staff with dignity and respect at all times.
- Adhere to school policies respecting the appropriate use of

- computers and the internet; including social media, text messaging, instant messaging, websites, and e-mail, and
- digital cameras, cell phones, and other electronic or personal communication devices identified in this code of conduct or the policies of Lakeshore School Division.

Responsibilities of Parents/Guardians:

- Support your children attend classes regularly and arrive at school on time.
- Stay in contact with school staff regarding your child’s educational progress as necessary.
- Treat all individuals respectfully regardless of race, religion, gender, age, or sexual orientation.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to solve a problem. Abusive language and aggressive behavior are unacceptable.
- **Should there be a concern, try to resolve it with your child’s teacher. If unresolved, contact the principal. If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the Board of Trustees.**
- Assume responsibility with the child where school/division property is damaged, lost or converted by the intentional or negligent act of that child. (Note: Teachers and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*).
- Review the Code of Conduct with your children.

Disruptive Behaviour

The nature and scope of inappropriate behaviour ranges from disruptive to severely disruptive and should be addressed appropriately.

Examples of Disruptive Behaviour:

- Late arrival to school or to class.
- Disrespectful language and behaviours.
- Not following staff’s directions.
- Not arriving with the materials required for class.
- Not attempting and/or completing assignments.
- Profanity (swearing or using inappropriate language).
- Minor conflict (shoving or pushing).
- Minor theft.
- Inappropriate use of computers, e-mail or the internet.
- Other acts of misconduct that are disruptive or that may create a potential safety hazard.
- Use of cell phones in class during lessons (Social Media, Gaming, Pictures, etc.)
- Skipping school

Examples of Severely Disruptive / Unacceptable Behaviour:

- Abusing another student physically, sexually, psychologically, verbally, in writing or otherwise. This will include such behaviours as hazing, fighting, sexual harassment, assaults and others.
- Bullying / cyberbullying another student (see definitions in Appendix A).
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*.
- Using, possessing, or being under the influence of alcohol or illicit drugs at school or during school activities.

- Possession or use of alcohol or drug paraphernalia.
- Gang involvement.
- Possession or use of weapons, as defined in section 2 of the *Criminal Code* (Canada).
- Vandalism.
- Smoking/vaping/chewing tobacco on school property.
- Disruptions to school operations.
- Inappropriate use of computers or other digital devices, email, social media or the internet including taking images, video and voice recordings of others without consent.

Interventions and Disciplinary Consequences

The following are examples of consequences and/or strategies that may be considered in response to inappropriate behaviour. These consequences need not be applied in the order in which they appear, and the school or division may expand upon this list as appropriate.

- *Supportive Conversation:* A teacher, administrator or other staff member speaks with the student about the problem. They seek ways to solve or improve the situation together. Parents/guardians may be contacted in some circumstances.
- *Time-out / Cooling off period:* The student is asked to move to a different area of the school and given an opportunity to talk about what happened before returning.
- *Parental Involvement:* Contact is made with the parents/guardians to discuss the student's behaviour and the steps toward solving the problem. The contact could vary from a telephone call, email or text to a formal meeting at the school with the parents/guardians, student and school personnel.
- *Guidance Counsellor / Other staff:* The school's counsellor or other staff personnel meets with the student to work on a plan for improving problems that are happening.
- *Collaborative Meeting:* A meeting is held with the student, the teacher (or other staff member), an administrator and/or school counsellor and the parents/guardians to develop a plan to help resolve the concern.
- *Withdrawal from Classroom Setting / In-School Suspension:* If the student's behaviour is negatively impacting the classroom learning environment, the student can be required to learn in a supervised alternate location in the building. This is usually a temporary measure, and if a longer alternate location is recommended, parent/guardians will be informed. When this alternate location from class is for a period of a day or longer, it may be referred to as an "in-school suspension."
- *Removal of Privileges:* Privileges such as access to the playground, canteen and multi, library/learning center, extracurricular activities and/or bus transportation (as some examples) may be removed under certain circumstances. Parents/guardians will be informed.
- *Detention:* The student is asked to remain a specified room during the recess/break period and/or during the noon hour.

- *Restitution / Compensation:* The student and/or parents/guardians may be required to compensate the school for damages to school division property due to an intentional or negligent act of the student. Restitution that seeks to right the wrong in other ways may also be agreed upon by everyone involved and can include many ways for students to mend situations or relationships.
- *Behavioural Contract:* The student and parent/guardian are asked to meet with the school team to create a shared plan for behaviour expectations. The purpose of this plan is to help the student clearly understand what is required of them to continue learning in the classroom environment with their peers. It is a chance to try to address the problem together and share viewpoints and is an attempt to avoid more severe consequences.
- *Involvement of Student Services:* A referral may be made to the division's student services supports. This support can include counselling or clinical supports for the student that is beyond the school's capabilities. Parental/guardian's permission will be obtained for these assessments and/or interventions.
- *Outside Agency / Community Involvement:* A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g. a physician, Indigenous Elder, adolescent or adult mental health services, Addictions Foundation Manitoba, Child and Family Services, etc.).
- *Threat Assessment:* The school will respond to all student threats to self or to others through administrative action and/or school division threat assessment protocols, or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parents/guardians will be informed.
- *Police Notification:* Police may be notified in the event of serious incidents that happen at school, during school-related issues in or outside of school, or in other circumstances if the incident may have a negative impact on the school environment. Parents/guardians will be notified unless police direct otherwise.
- *Alternative Educational Settings:* When other strategies have been unsuccessful in maintaining safe and respectful behaviour the student may have educational programming in an alternative setting. This may be a separate, supervised room in the school; attendance at another setting in town or the student's home community, etc. The school will make every effort to assist the student in progressing with his/her education while in this setting.
- *Student Suspension:* When a student's behaviour is sufficiently serious, the student may be suspended from school. Alternatives are always considered, but in some cases (e.g. drug or alcohol offences, violence, etc.), suspension may be necessary as a deterrent as well as to impress upon the student the seriousness of the offence.

Appropriate educational programming will be available to any student while serving a suspension.

- A teacher may suspend a student from the classroom for up to two days.

- The principal or vice-principal may suspend a student from the school for up to five days.
- The superintendent may suspend a student from the school for up to six weeks.
- *Expulsion*: The school board may permanently expel a student from all schools in the division.

Appeal Process

Appeals of Disciplinary Decisions:

Students and parents must follow the school board's established appeal process. This involves first discussing the issue with the teacher who made a disciplinary decision. If the issue is not resolved, the next step is to bring the matter to the school principal. If the issue is still not resolved, the parents/guardians may then appeal to the school superintendent, and if not resolved then, finally to the school board. Exceptions are suspensions longer than five days and expulsions; in these cases, the appeal goes directly to the school board as explained below:

Appeals of Suspensions:

In the case of a student who has been suspended for more than five days, the school board must permit the student and his/her parents/guardians to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

Appeals of Expulsions:

A student expulsion may be appealed to the school board. If a parent/guardian (or a student 18 years of age or older) wishes to appeal the board's decision, the division's appeal process shall be followed.

Consequences for Staff in Response to Inappropriate Behaviour:

The conduct of the Lakeshore School Division staff is governed by the policies of the Division, the Codes of Conduct of their individual organizations, and by relevant provincial and federal legislation.

Consequences for Parents/Guardians in Response to Inappropriate Behaviour:

The conduct of parents/guardians in schools is governed by Board policies and by relevant provincial and federal legislation. Consequences for inappropriate behavior may include a verbal warning, restricted access to the school or other consequences as defined by law.