

B.I.S.

BOGAERTS
INTERNATIONAL SCHOOL

Student/Parent Handbook
2018-2019

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Welcome!

Welcome to our community! We are delighted to include your family into our own, and we sincerely hope that every day with B.I.S. is filled with learning, friendships, and fun. Our dedicated teachers and staff are here to create a unique and life-shaping educational experience for you. The purpose of this publication is to provide guidance on how we can all ensure that this school year is a true success! Student, parent, and school responsibilities and expectations are documented here.

If you have any questions about this information, please contact our teachers or staff. Our contact information is below.

The 2018-2019 school year will be an excellent year! It will be a mixture of the old and new, and shows our commitment to development and academic accomplishment. Students can expect to face many challenges, but can also count on the B.I.S. family for support. Together, we will grow! Through **respect, responsibility, and safety**, we'll make this a fantastic year.

B.I.S. Primary Contact Information

Bogaerts International School

Rue Engeland 555

1180 Uccle

Main Office Phone: +32 2 230 03 39

Main Office Email: anne-marie@bischool.com or daniellerobertson@bischool.com

In case of illness or emergency: please phone the office, email, or notify us on Managebac as soon as possible!

Bogaerts International School – Our Vision, Mission, & Philosophy

Vision Statement

Our vision is to develop students who can apply knowledge, skills, and principles to contribute to the global community.

Thus, Bogaerts International School curriculum focuses on the individual learner, and seeks to foster both personal and academic growth through relevant and forward-thinking learning experiences.

Mission Statement

Our mission is to combine passionate, technologically innovative, student-centered approaches to teaching and learning with shared community values to foster a love of inquiry, and therefore a dedication to positive action around the world.

Philosophy Statement

Bogaerts International School holds these values above all others:

- ✚ *Respect*: recognizing the importance of all parts of a community equally, and valuing ourselves, others, and our surroundings;
- ✚ *Integrity*: possessing the qualities of honesty and fairness, and applying those qualities to the learning community to improve it;
- ✚ *Collaboration*: engaging members of the learning community to enhance motivation and the quality of learning;
- ✚ *Family*: fostering a sense of safety and trust within the learning community;
- ✚ *Innovation*: instilling knowledge and skills within the learning community that prepare students for their futures in a changing and increasingly digitized world.

These values are central to our approach in developing our curriculum, and inform how we fulfill our mission and plan for the success of your child.

Primary Directory

All of our staff members are always available via email, or for a personal visit during appropriate hours.

=====

Danielle Robertson	Head Teacher of Primary Beginner English Teacher	daniellerobertson@bischool.com
Anne-Marie Trottier	Administration	anne-marie@bischool.com
Ferrielle Ftis	Homeroom Teacher 1, Early Years	ferielleftis@bischool.com
Margaret Kfoury	Homeroom Teacher 2, Early Years	margaretkfoury@bischool.com
Veronique DeHavay	Homeroom Teacher, Year 1	veronique dehavay@bischool.com
Laura Wambach	Homeroom Teacher, Year 2 & 3	laurawambach@bischool.com
Narissa Schmidt	Homeroom Teacher Year 4	narissaschmidt@bischool.com
Jinky Pano	Homeroom Teacher, Year 5	jinkypano@bischool.com
Marie Demaret	Year 1 French Teacher	mariedemaret@bischool.com
Sophie Jouffroy	Beginner French Teacher	sophiejouffroy@bischool.com
Sylviane Fourmont	Intermediate French Teacher	sylvianefourmont@bischool.com
Laurence Peetermans	Advanced French Teacher	laurencepeetermans@bischool.com
David D'hondt	Physical Education Teacher	daviddhondt@bischool.com
Stella Charton	Music Education Teacher	stellacharton@bischool.com

Remember: if your student cannot come to school, please note this absence using Managebac as soon as possible!

SCHOOL TERM DATES 2018/2019

2018

August						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

September						
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October						
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29	30	31				

November						
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December						
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24	25	26	27	28	29	30
31						

■	Term Starts / Ends
■	School Closed
■	In Service Day - No School
■	Important Dates
■	Open day

2019

January						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
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February						
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March						
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31						

April						
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29	30					

May						
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June						
M	T	W	Th	F	S	S
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24	25	26	27	28	29	30

IMPORTANT DATES

Sep 3	Term Starts
Sep 20	Parent Information Session
Oct 29-Nov 2	Autumn Holidays
Nov 13-14	Parent/Teacher Meetings
Dec 19	Holiday Celebration
Dec 20	Term Ends

Dec 21-Jan 7	Winter Holidays
Jan 8	Term Starts
Mar 4-8	Carnival
March 23	Open Day
Apr 8-22	Spring holidays
May 1	Public Holiday

May 7-8	Parent/Teacher Meetings
May 30	Public Holiday
May 31	School Closed
Jun 10	Public Holiday
Jun 26	Term Ends & End of Year Celebration

1. Picking Up and Dropping Off

For the safety of all students, staff, and parents, no vehicle access to the campus will be granted between the hours of 08:00 to 09:00 and 15:00 to 16:00.

Parents and students must part outside of the gates in the street parking on Rue Engeland (either across the street from the gate or on either the left or right sides of the gate).

Parents may walk their students onto the campus and to classrooms via the doors to either side of the larger car access gate.

2. Supervision and Teacher Visitation

Our teaching staff is available to supervise children from 08:15 to 15:45 during each school day (08:15 to 12:45 on Wednesdays). Outside of these hours, children may use our stay-and-play services or after-school activities. Students must register for these activities. Stay & play services, as well as other after-school activities, are available to families for a fee. To see our full offerings and to register for any activity, please visit the “Practical Information” section of www.bischool.com. For questions or concerns, contact Anne-Marie Trottier.

If you wish to meet with a teacher or staff member, we encourage you to do so! Teachers and staff are available in the afternoons by appointment, or for short conversations during student pick up. **Teachers are happy to greet you each morning, but appointments must be scheduled in advance for education-related conversations.**

3. Snacks and Lunches

Snacks – Early Years Only. To promote community and sharing amongst our families, pre-school snacks are a shared activity with each family in the class. Therefore, our teacher asks that each family take a turn providing healthy snacks for the class each week. The teacher will assist parents in setting up a rotation for this activity. The teacher has requested that the provided snacks consist only of fruits and vegetables.

Snacks – Upper Primary Only. Students must have a small, healthy morning and afternoon snack each day. This helps our students stay focused and ready to participate! Snacks that will hinder student learning and focus, such as candy or chips, will be confiscated from students and given back to them to take home at the end of the day. While we respect the right of families to provide nutrition to their children, we also have a responsibility as an educational institution to promote healthy eating habits (as is supported through our on-campus lunch programme). Should families have any questions about snacks, or would like suggestions about snack choice, please speak with any of our staff members!

Lunches

All primary students are invited to our canteen to enjoy a hot, nutritious, and balanced meal provided by our designated catering service. Dietary restrictions and allergies will be carefully monitored to ensure safety and quality of food. Students who choose not to participate in our canteen program may bring their own balanced lunch to school. A balanced lunch consists of items such as sandwiches, side items, vegetables, fruit, or a “hot” entrée (there will be a microwave available to our students in the canteen).

While in the canteen area, students will be supervised by at least two, but typically three, qualified adults or members of B.I.S. staff. We ask that all students follow these rules while in the canteen:

- All jackets and hats should be removed before eating.
- No objects of any kind from outside of the canteen should be brought into the canteen.
- Only walking is permitted in the canteen.

- Try new food! You might like it. Staff will assist with balanced and healthy servings.
- Staff will assist with portion control, but we do ask that students be mindful of wasted food.
- Wait patiently in line or at a table when asked.
- Use “indoor” voices.
- Use “indoor” behavior. Staff will role play and practice this skill with our students.
- Remember table manners! Staff will role play and practice this skill with our students.
- When you leave your table, make sure that:
 - Your table is clean;
 - You have pushed in your chair;
 - You have cleaned your own plate into the appropriate bin and your utensils are appropriately placed.

4. Items on Campus

We want students to be happy, healthy, and safe! Therefore, certain items should not be brought onto campus. Those items are:

- *Mobile phones;
- *Toys from home unless specifically requested by a teacher or with the teacher’s express permission;
- *Extra sports equipment without asking a teacher;
- *Food or drink outside of healthy snacks and water;
- *Bicycles or other wheeled transportation without speaking to the staff first.

If any of these items are brought to campus and a teacher discovers them, the item will be taken and given back to a parent or guardian at the end of the school day.

A note on birthday treats: We welcome birthday celebrations and treats in our school! Please plan this in coordination with your student’s core teacher, and send appropriate servings for the number of students in your child’s class to school.

5. Lost & Found

If items are misplaced and found, we will keep a lost & found box in or near our main office. We will also ask the students once per week to claim lost items. If items are not claimed in a reasonable amount of time, we will discard or donate the items. **Please make sure that children label their possessions!** Clothing is especially important!

Health & Wellness on Campus

At B.I.S. we are happy to help keep your child healthy and ready to learn. Here are the services we can provide to students:

1. Medical Treatment at School

The school is able to offer basic first aid and illness treatment services on the campus, but only with the required medical release signed by a guardian. There is a first aid kit located in the school. Students with minor injuries may be treated with plasters, disinfectant, or herbal remedies depending on parents' wishes and consent. We cannot administer any non-herbal remedy without the express consent of the parents and detailed allergy information, and most of the time, even with express consent, we cannot administer non-herbal remedies on a case-by-case basis.

2. Prescription Medications

The school requires that any type of medication a student brings to school be monitored and managed by school staff. Please notify a staff member of medication needs as soon as possible. Staff will take responsibility for administering these medications during school hours. There can be no exceptions to this for student safety. **Students may not self-medicate.**

3. Medical Treatment Outside of School

If the staff deems that an injury or illness is not readily treatable on campus, parents will be called immediately to pick a child up from school and seek a doctor's assistance. In the most severe of emergencies, the school will contact emergency services and provide information given on our medical release to the responding service. **Please make certain that your family provides the school with a contact number that will always reach someone!**

4. The Medical Release

This form is necessary for all families. It will provide the school with necessary medical information, emergency contact information, and allergy information that our staff and canteen. A copy of this form will be distributed to each family (one per child) at the beginning of the year, and additional copies are available in our main office.

5. Allergies

In order to ensure the safety and security of all of our students, we require strict disclosure of all allergies on our medical release form. This will enable the staff to safeguard your child's health to the fullest extent. We reserve the right, should the need arise, to ask that certain types of food be excluded from campus should a student with a severe allergy require it.

Attendance

Attendance is critical to a student's success in education! B.I.S. requires that, unless there is a medical or other important reason for a student to be out of class, the student attend full time.

The class day will begin promptly at 08:30 and end at 15:30. Wednesdays end promptly at 12:30. A late pick up resulting in additional supervision will incur a fee.

1. Tardies

A "tardy" occurs when a student arrives late to school. Any student who arrives late for any reason must go straight to the main office **with an adult to accompany him or her**. A staff member will record the reason for the tardy (and speak with the parent or driver) and send the student into class with a note for the teacher. If you know that you will be late to school, please try to phone or email the school.

If a student is tardy more than 3 times in a unit, action will need to be taken to ensure that the student consistently arrives on time, including a physical meeting with parents to discuss solutions.

2. Absences

A. Medical or emergency: this absence is "excused" (acceptable) and the school only asks that parents notify the school as soon as possible of a child's illness or emergency. That way, we can prepare instructors and collect work for the student. A doctor's note should be given to our staff.

B. Personal: this absence is "excused" (acceptable) up to a certain number of days per year. Personal absences are anything but medical absences. **If a student is absent for more than 10 days per year for non-medical reasons, the student may not be able to continue to the next grade level.**

C. Pre-arranged: these absences are usually personal, but the dates are known about beforehand (e.g. a family trip that has been planned). The school needs to know about these absences as soon as possible, and there is a "pre-arranged absence request" form that must be completed by parents and teachers. Students will be given their work before they leave.

Extended absences are discouraged, but only for the benefit of the student. The staff will do everything in their power to accommodate the needs of our families. However, it is also important to remember that a young student will have a very difficult time continuing in their educational development if he or she misses a great number of class days.

Uniforms & Supplies

Important Note: Pre-school students do not adhere to the uniform policy. Uniforms are only required from Years 1 to 12.

1. Uniforms

In our primary school, we have a uniform policy that must be followed whenever a student is on campus or on most field trips with the school. The uniform is:

A. On campus and on most field trips:

- * B.I.S. logo blazer, navy blue (available through our uniform supplier)
- * Grey jumper/sweater with B.I.S. logo (available through our uniform supplier)
- * Nice quality collared white shirt
- * Nice quality pants (no rips, no tears), skirt, or shorts.

B. Sports - available in a pre-packed kit that will be provided by B.I.S. directly. Information on the sports kit can be found under “Practical Information” at www.bischool.com.

If a student does not have his or her uniform on at arrival, a parent will be contacted immediately to bring appropriate clothing!

Students who do not have their sports kits on the day of their physical education lesson will not be allowed to participate in the class.

2. Obtaining Uniforms

Ordering information for all uniform items is available via the “Practical Information” section of our website, www.bischool.com. Should you have questions or concerns, please contact Anne-Marie Trottier or Gloria Harrison.

We recommend that families purchase at least two of each piece of clothing, and label all items clearly!

Supply Lists

In the following pages, you will find both the pre-school and primary school supply lists for the 2017-2018 school year.

B.I.S. Early Years School Supply List 2018-2019 School Year

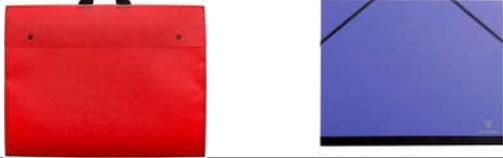
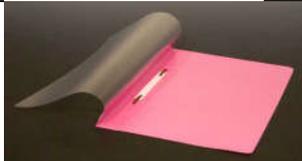
Here is a list of materials (mostly clothing items) that we ask each family to provide for their student:

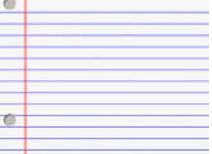
- No-slip house slippers (for indoors)
- Extra change of clothing (for accidents – we can keep this at school)
- Art apron or old t-shirt (for art activities)
- Rain kit – rain jacket with hood, rain boots, waterproof pants (we can keep this at school for rainy days)
- 3 boxes of normal facial tissue
- 2 passport-sized photos
- 1 small pencil case containing:
 - Pencils
 - Crayons or colored pencils
 - Glue stick
- 1 set of paint brushes (small and suitable for the age level)
- 1 package of colored “drawing”/ “construction” paper (can be inexpensively found at Colruyt)

**B.I.S. Primary School Supply List
2018-2019 School Year**

Below, you will find the supply list for all students. Many of the items are standard to all classrooms. We ask that these supplies be gathered as soon as possible, but no later than 10/09/2018.

All curriculum materials will be purchased by Bogaerts International School and distributed to students by staff. You can see a full list of our utilized resources in the curriculum handbook.

For All Years	
<p>Stay-At-School Rain Kit *Water-proof rain jacket with hood *Rain boots *Water-proof pants that fit over normal pants <i>Students will not be allowed out to recreation in the rain or snow without this entire kit!</i></p>	
<p>Reusable Water Bottle</p>	
<p>Stay-At-School Indoor Shoes</p>	
<p>Standard Size Backpack <i>If possible, due to storage, we ask that students not bring large, rolling backpacks to school. It won't be needed.</i></p>	
<p>Size A3 art portfolio (to store student artwork)</p>	
<p>Handheld Technology <i>Please see section below for year level requirements</i></p>	
<p>Thick 2-ring "binder" with at least 8 plastic dividers</p>	
<p>Plastic Book Box for Daily 5/Reader Programme with Lid <i>These can be purchased at stores like Ikea or Action. The optimal size is 39 x 28 x 14 cm (11 L). Ikea brand is called "Samla."</i></p>	
<p>3 Plastic Folders</p>	

<p>A4 Lined Paper Notebooks (large) *Year 1, 2, 3: two notebooks *Year 4 and 5: three notebooks</p>	
<p>Two A5 Lined Paper Notebooks (small)</p>	
<p>Grid Paper Notebooks *Year 1, 2, 3: one notebook, A5 size (small) *Year 4 & 5: two notebooks, A4 size (large)</p>	
<p>Pencil Case, containing: *2 standard pencils *1 eraser/gum/rubber *1 pencil sharpener *2 ink pens, blue or black only *1 ink pen, red only *1 highlighter, any color *1 pair of age-appropriate scissors *2 glue sticks</p>	
<p>1 Set of Paint Brushes, Labeled</p>	
<p>1 Package of “Construction Paper” <i>You can find this at Colruyt at a very reasonable price.</i></p>	
<p>1 Ruler - 30cm</p>	
<p>3 Boxes of Facial Tissue (to share)</p>	
<p>1 A4 sized Clipboard</p>	
<p>1 Art Smock or Old, Large Long-Sleeve Shirt</p>	
<p>1 “Transport” Accordion Folder</p>	

For Years 1, 2, & 3 (Handheld Technology)

- iPad, iPad mini, or other touch screen tablet

- We recommend that all equipment be labelled and covered properly. Teachers will help students to be responsible and manage this equipment throughout the school day. Should you need help with vendors or refurbished tablets, please speak with the head of primary for more details!

For Years 4 & 5 (Computer Technology)

- Laptop or notebook PC (preferred) - *Chromebooks are not compatible with some of our materials*
OR
- Tablet with full detachable keyboard
(If you are joining us from Year 3, you probably already have an iPad or other tablet! This technology is still suitable, for the most part, for this class - but, in order to succeed with our typing instruction and our research learning, you must have a detachable keyboard for your iPad. These are widely available and usually connect using Bluetooth technology. Miss Dani can provide assistance in finding a vendor!)

Primary School Technology Integration Programme

At B.I.S., portable technology is required for all students Years 1-5. Two years ago, we implemented a very successful technology usage programme in our primary school, and this has opened up our educational offerings immensely. Not only can we utilize technology to vastly expand our available resources, but we can also integrate safe and educational technology usage into your child's everyday experiences!

In Years 1 through 3, Apple technology is preferred. Not only are iPads easy for students and parents to use but they are also easy to customize and equip with safety features. The touch interface allows for maximum interaction with our learning programs, as well. Finally, the application "Seesaw" is used to deeply involve parents in the day-to-day activities of the children.

In Years 4-5, both Apple and PC technology can be used (though PC technology is slightly preferred). In Years 4 and 5, teachers integrate research skills and typing skills into the curriculum, which means that students must have access to a full keyboard in order to completely participate. iPads can be easily equipped with a separate Blu-Tooth keyboard. However, the keyboard must be charged regularly, so students must be responsible for charging it each day.

Please note: certification for these items is available for those of you who can be reimbursed for educational expenses. Anne-Marie Trottier is happy to assist you!

Sw-PBIS: Creating a Healthy Learning Environment

Introduction

At B.I.S., we use a special program that we hope will encourage our students to help us form a community that promotes learning and long-lasting relationships. We all live in a diverse and fantastic world, and our school should be a reflection of kindness and cooperation!

Keeping that in mind, the purpose of our program is:

...to create and reinforce positive community values with our students, ensuring a safe, respectful, and responsible environment for all students, staff, and parents.

Therefore, our goal is to operate within this mission statement to create the safest, most effective learning environment for our students.

In order to do this, we have implemented a special programme, known as Sw-PBIS (Schoolwide Positive Behavior Interventions & Supports). This programme has shown amazing results in many school communities across the world, and we use it here at B.I.S. to promote **safety, responsibility, and respect**.

1. Foundation: Be Safe, Be Respectful, & Be Responsible

No matter where we are or what we are doing, we all need to feel good about that place or activity before we can succeed! At B.I.S., we teach three simple rules to use when making any decisions about our behavior. We should always:

- ◆ Be Safe;
- ◆ Be Respectful;
- ◆ Be Responsible.

During the school year, students will be asked to continuously think about these simple rules. At the beginning of the year, students and teachers will create a “matrix” for each area of the school, and these charts will show everything that we should be doing in all of these areas. All throughout the year, students will participate in small projects and class activities that help us to understand what these rules mean, and how we can put them to use in our community. At the end of the year, we will come together and create something to pass onto next year’s students, giving them our advice and knowledge about how we succeeded.

2. Positive Reinforcement

The positive reinforcement of expected behavior is very important to this program! In classrooms, on the playground, in the canteen, and anywhere else on the school grounds, staff members will always be looking for excellent community members! It is our job as a school to see these actions and to reward students with kind words and encouragement.

Our rule at B.I.S.: for every one correction we provide, we should provide four positive comments!

The staff will be able to reward students in two ways: praise and prizes. Praise is our first and most important reward. Boosting a student’s confidence is very important, and we will do that as often as possible. Prizes, on the other hand, have been carefully chosen to encourage learning as well as act as a reward. Our prizes will help or highlight learning and be something the students can look forward to.

Prizes will be awarded using a system of rewards that are specifically linked to our PYP vocabulary and approach. This system allows students to accumulate reward points and then spend those points on prizes

from teachers or the school as a whole. Students can buy individual rewards, or save up together for a larger group prize.

Though rewards is a very important part of this programme, it's also important to note that positive behavior and expected behavior should sometimes be its own reward! We seek to use the power of the reward system in ways that benefit education. Therefore, rewards are not the typical edible or consumable items (treats, prizes, etc.). Teachers and the school use rewards that will improve our learning environment.

3. Consequences

Though our goal is to highlight the good, there will always be problems that the school must face together. When students exhibit problem behaviors, the school will take immediate steps to address the problem.

First of all, there is a system of consequences in place that will be followed in every situation. The system is based on three categories of behavior: minor, moderate, and major concerns. The type of problem and how many times the problem happens will decide the consequences for the behavior.

<p>“Minor” Concerns</p>	<ul style="list-style-type: none"> ◆ Tardy to class without a sufficient excuse ◆ Classroom disruption ◆ Uniform problem ◆ Throwing objects (paper, pencils, erasers, etc.) ◆ Running in an inappropriate place ◆ Horseplay indoors ◆ Disruption in the canteen ◆ Personal items in school ◆ Food/drink problem 	<ol style="list-style-type: none"> 1. Staff member will complete a report form. 2. Administrator will be notified, but will not participate in the intervention. 3. Staff member will determine an appropriate consequence for the student.
<p>“Moderate” Concerns</p>	<ul style="list-style-type: none"> ◆ Obscene language or gestures not directed at a student or staff member ◆ Disrespectful behavior ◆ Bullying (non-violent) ◆ Lying or deceitful behavior ◆ Repeated minor problem 	<ol style="list-style-type: none"> 1. Staff member will complete a report form. 2. Administrator will be notified and will participate in the intervention and determine an appropriate consequence. 3. Parents will be notified.
<p>“Major” Concern</p>	<ul style="list-style-type: none"> ◆ Fighting/violent behavior ◆ Vandalism ◆ Obscene language or gestures directed at another person ◆ Throwing objects that present direct danger to others ◆ Plagiarism or academic dishonesty ◆ Repeated minor or moderate offenses 	<ol style="list-style-type: none"> 1. Student will be removed from the classroom or other location immediately and be sent to the administrative office. 2. Staff member will complete a report form. 3. Administrator will meet immediately with the student and arrange a meeting with parents. 4. Administrator and parents will create a long-term plan of action and determine an appropriate consequence.

In conjunction with this process, the consequences available to the school are:

- ◆ Exclusion from recreation with specific tasks related to the concerning behavior – community enrichment activities;
- ◆ Additional work assigned by a teacher or administrator, or failing of an assignment (in the case of plagiarism);
- ◆ In-school suspension;
- ◆ Out-of-school suspension or exclusion from school field trips (if a concern compromises the safety or security of other students);

Beyond these consequences, staff will also offer extra assistance in preventing these situations from occurring in the future. Whether it is creating individual plans for students who need extra support, adjusting a classroom, or even a teaching method, we will regularly review our community to ensure success.