



# DISCIPLINE HANDBOOK

## LOWER SCHOOL

COLEGIO  
MENOR

## SCHOOL YEAR 2016-2017

Colegio Menor is a community grounded in the values of **respect, responsibility, trustworthiness, fairness, citizenship, and caring**. We believe that all members of our community should contribute in a productive manner and help to create a positive learning environment. We're conscious that mistakes are a part of this process too. Therefore, we believe that responsible people build opportunities to reflect on and learn from their mistakes.

The school is committed to providing the necessary resources to help students develop a better understanding of their behavior and the impact it has on the community.

We expected that all members of Colegio Menor community, adults and students, will defend the institutional principles of the school: Goodness, Beauty and Truth, and follow the Community Code, both inside and outside the school.

As members of the Colegio Menor community, and based on the six pillars of the Character Counts, we will:

<b>TRUSTWORTHINESS</b>	
<ul style="list-style-type: none"> <li>• Be honest.</li> <li>• Be loyal—stand by your family and friends.</li> <li>• Don't deceive, cheat or steal.</li> </ul>	<ul style="list-style-type: none"> <li>• Be reliable—do what you say you'll do.</li> <li>• Have the courage to do the right thing.</li> <li>• Build a good reputation.</li> </ul>
<b>RESPECT</b>	
<ul style="list-style-type: none"> <li>• Treat others with respect.</li> <li>• Celebrate differences.</li> <li>• Use good manners and appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of the feelings of others.</li> <li>• Don't threaten, hit or hurt anyone.</li> <li>• Deal peacefully with anger, insults and disagreements.</li> </ul>
<b>RESPONSIBILITY</b>	
<ul style="list-style-type: none"> <li>• Do what you are supposed to do.</li> <li>• Persevere: keep on trying!</li> <li>• Always do your best.</li> <li>• Exercise self-control.</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-disciplined.</li> <li>• Think before you act—consider the consequences.</li> <li>• Be accountable for your choices.</li> </ul>
<b>FAIRNESS</b>	
<ul style="list-style-type: none"> <li>• Play by the rules.</li> <li>• Take turns and share.</li> <li>• Don't blame others carelessly.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to others.</li> <li>• Don't take advantage of others.</li> </ul>
<b>CARING</b>	
<ul style="list-style-type: none"> <li>• Be kind.</li> <li>• Be compassionate.</li> <li>• Show you care.</li> </ul>	<ul style="list-style-type: none"> <li>• Express gratitude.</li> <li>• Forgive others.</li> <li>• Help people in need.</li> </ul>
<b>CITIZENSHIP</b>	
<ul style="list-style-type: none"> <li>• Help make your school and community a better place</li> <li>• Cooperate.</li> <li>• Stay informed.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good neighbor.</li> <li>• Follow and abide by laws and rules.</li> <li>• Protect the environment.</li> </ul>

## MANAGING DISCIPLINARY INCIDENTS

We understand that students will make mistakes and that this is part of the educational process, which is why it is important to have clear procedures and consequences established so that we may respond consistently to these situations. The management of disciplinary incidents will take place in the following manner:

- When a disciplinary report is received (verbal or written) an investigation will take place by the school authorities in which the versions of all relevant parties (either directly or indirectly involved) will be heard.
- The type of infraction will be classified and appropriate consequences will be applied as detailed in this handbook.
- The incident will be documented and the conclusions and consequences will be communicated to the involved parties.

### How to Report an Incident?:

- **Teachers and School Personnel:** should use the disciplinary incident report form and send it to the Student Life Coordinator or the Area Principal.
- **Parents/Guardians:** should report the incident (electronically or in person) to the Core/Homeroom teacher, School Counselor, Student Life Coordinator or the Area Principal. **In no case should a parent/guardian ever approach other students directly to resolve an incident.**

## CLASSIFICATION OF DISCIPLINARY INFRACTIONS

According to Article 330 of the General Regulation of the Organic Law of Education, and in accordance with school policy, the following are considered as MINOR, SERIOUS and MAJOR offenses (as detailed in the Community Code).

### **Examples of MINOR infractions include, but are not necessarily limited to:**

- Demonstrating inappropriate behavior at any school activity, whether in the classroom, assembly, evacuation drill, academic field trip, school transportation, or other activities. (E.g.: not following the rules of the class/bus, frequent interruptions, defiant behaviors, interfering with the learning process of others, use of inappropriate vocabulary or gestures, etc.)
- Accumulation of five (5) unexcused late arrivals to a class during a partial grading period.
- Not going to class or leaving a school activity without permission (E.g. skipping class, leaving the classroom without permission, being in an off limits area, etc.)
- Staying on campus after school without an authorized activity (E.g. Waiting for a friend or sibling who is in an extracurricular activity).
- Not taking care of the campus or school transportation.
- Causing non-permanent damage to equipment or materials and/or the misuse of campus facilities, bus, or any school service. (E.g. Writing on tables, walls, seats, damaging class materials on purpose, etc.)
- Use of a cellular phone, electronic device or other object (such as toys, trading cards, etc.) during the school day or educational activities, without the consent of the teacher or

responsible person.

- Not following the Dress Code approved by the institution (E.g. Excessively revealing clothing or clothing that contains offensive messages or images. See the Community Code for further details).
- Selling items or requesting monetary contributions on campus.
- Committing an act of academic dishonesty **Type I:**
  - In academic work, using paraphrased or exact phrases/ideas/opinions/statistics/graphs/drawings, etc. without citing the source.
  - Presenting the same academic work, even with modifications, in two or more different occasions, without having permission to do so.
  - Being aware of and not communicating to authorities an act of plagiarism against oneself or another member of the community.

***Examples of SERIOUS infractions include, but are not necessarily limited to:***

- Participating actively or passively in acts of discrimination or acts that affect the physical or psychological integrity of other members of the community, inside or outside the institution, during an educational activity. (E.g.: Physical aggression - fighting. Actions that threaten the safety or well being of oneself or others. Belittling, yelling, threatening, radicalizing, manipulating or hurting others in any way.)
- Participating actively or passively in acts of bullying, such as, any psychological, verbal or physical abuse against classmates in a repeated manner (personally and/or by electronic means).
- Participating actively or passively in actions that violate the right to privacy of any member of the community. (E.g. Spying on others in bathrooms, sharing confidential information in a hurtful way, etc.)
- Participating actively or passively in a theft or being in possession of stolen property without the permission of the owner.
- Causing significant or irreversible damage to equipment or materials, campus facilities, buses, or any other school service. (E.g. Misuse of electronic equipment inside or outside the computer lab, damage to equipment and classroom materials, school bus, etc.).
- Accumulation of 10 or more unexcused tardies in a class during a partial grading period.
- Leaving the school without permission or without following the procedure for an early dismissal during school hours.
- Possession, use or promotion of pornography or visually offensive material during the school day or during a school activity.
- Possession, use or promotion of alcohol, cigarettes (including electronic ones), or illegal substances in or around the school during an educational activity.
- Committing an act of academic dishonesty **Type II:**
  - Turning in academic work (that is completely or partly done by another person) and presenting it as one's own, with or without the person's consent.
  - Completing part or all of an assignment for someone else to submit as their own.
  - Copying academic work or an exam of a classmate (by any means) with or without consent, or allowing someone to copy your own academic work or exam.
  - Using notes or other reference materials during an exam without explicit permission.
  - Including the name of a person in a group assignment, even though that person was not involved or didn't contribute to the work.

- Interfering with the work of others in order to sabotage the development or presentation of their academic work.

**Examples of MAJOR infractions include, but are not necessarily limited to:**

- Selling or distributing alcohol, tobacco or other illegal substances in the educational institution.
- Possession of weapons or unauthorized material that threatens the physical integrity of community members.
- Participating actively or passively in the publication and/or distribution (by any means) of images or defamatory content that affects the dignity of another community member. (E.g. Sharing embarrassing photos, defaming others through social media, etc.)
- Causing serious damage to equipment or materials, campus facilities, buses, or any other school service. (Vandalism)
- Committing an act of academic dishonesty **Type III:**
  - Including fake/falsified/modified results or data, from interviews, surveys, experiments or research in an academic assignment.
  - Obtaining copies of exams and/or their answers and/or distributing them.
  - Modifying one’s own or another person’s grades in any way.
  - Forging signatures, documents, data or academic records.

## **APPLICATION OF DISCIPLINARY CONSEQUENCES**

According to the school Community Code, as approved by the Ministry of Education, any or all of the following consequences will be applied immediately after a disciplinary infraction occurs:

### **Level I: Minor Infractions**

(managed by classroom teacher, principal and/or other intervening adult):

#### **First Incident (generally managed by classroom teacher):**

- Student receives a warning for an unacceptable behavior.
- Teacher documents the incident and provides the student a description of the unacceptable behavior and a description of the expected behavior.
- Teacher decides whether it warrants informing parents/guardians about the incident and defines the type of written communication to be used (email, reflection form, student’s agenda, etc.)
- A consequence is applied according to the type of infraction (see list of possible consequences for minor infractions below).

#### **Re-incident or continued misconduct:**

- Teacher/intervening adult sends an electronic report to the relevant authority with the type of infraction and a description of the behavior.
- An interview takes place with the Student Life Coordinator or another relevant authority. A meeting form will be completed detailing the student’s version about the incident. The student will be instructed about the consequences of committing further infractions.

- A consequence will be applied according to the type of infraction (see list of possible consequences for minor infractions below).
- Written communication is sent via email to parents/guardians, relevant authorities, the teacher (and possibly the student if he/she has an electronic address).
- The incident report and other communication is included in the student's file.

**Continued misconduct or failure to comply with above (now considered a SERIOUS infraction):**

- Student is referred to the Lower School Office: teacher sends notification to the Area Principal/ Student Life Coordinator and requests a meeting to discuss the next steps to be taken. All the above documents must be shared at this meeting. Other teachers and/or the area psychologist may be required to attend.
- The Area Principal / Student Life Coordinator and teaching team will determine an intervention according to the guidelines of a Level II, or SERIOUS infraction.

**POSSIBLE DISCIPLINARY CONSEQUENCES (Level I – Minor Infractions):** *To be applied at the discretion of the teacher/intervening adult.*

- Apologies made to affected parties and/or define actions to repair situation.
- Notification of parents (written/verbal/personal meeting).
- Loss of break or recess for the student (supervised by teacher).
- Reassignment of seat/place in the classroom, line, in the bus, etc.
- Increased adult supervision in certain activities and/or required to be accompanied by an adult to other areas of the campus or activities.
- Separation from an activity or cooperative learning environment.
- Alternative assignments provided instead of regular class activities (independent work). This should take place in the classroom, supervised by teacher.
- Taking home work not done in class (only if work has not been completed because the student was doing other unauthorized activities or refused to do so).
- Initiation of a behavioral monitoring system.
- Formal bus incident report included in the student's file and/or consequences at school.
- Formal report of DP's (disciplinary points). For 5<sup>th</sup> & 6<sup>th</sup> grade only.

**Level II: Serious Infractions**

(Managed only by Student Life Coordinator, Area Principal, or General Director):

NOTE: Any SERIOUS or MAJOR infraction MUST be referred to the Lower School Office: teacher should report the incident to the Area Principal/Student Life Coordinator, using the electronic form, including the type of infraction and description of the incident.

In addition to the actions set out in the preceding section, for these types of infractions, one or more of the following consequences will be applied, according to the case:

- Student's parents/guardians will be called to a meeting with the Student Life

Coordinator or other relevant authority. In this meeting parents will be informed about the incident and the consequences to be applied. At the end of the meeting all attendees will sign a document certifying the topics discussed.

- In some cases, separation of the student from class may be required until the parent/guardian comes to meet with the Student Life Coordinator or the Lower School Principal.
- Separation of the student from class to work in another area with a work package (under supervision).
- Loss of several breaks or recesses (supervised in the Principal's or the SLC's office).
- Initiation of a formal conduct improvement plan or behavioral contract for the student (including established dates for monitoring progress).
- Temporary suspension of classes (supervised in the school), or temporary out of school suspension. This suspension may last one (1) to a maximum of fifteen (15) days, during which the student must do/complete educational activities/work provided by the institution and monitored by the parents/guardians. This action will be authorized by the Area Principal or General Director, according to the case.
- Suspension of bus service (temporarily up to 30 days, or permanently, depending on the case).

### **Level III: MAJOR Infractions**

(Managed only by the Area Principal or General Director):

**For MAJOR infractions, in addition to the actions set out in the preceding paragraphs, the General Director may decide to request an academic junta (meeting) to analyze the case and suggest the implementation of actions, including:**

1. Temporary out of school suspension for a maximum period of thirty (30) days, with educational activities/work provided by the school. This action requires the direct participation of parents/guardians in monitoring the suspended student.
2. Definitive separation from the school (expulsion). The General Director will substantiate the disciplinary process and will forward the case to the District Board for Resolution of Disputes (Ministry of Education) requesting the relocation of the student in another institution. The relocation does not imply failing the school year.

***(More details about this process can be found in the Community Code).***

## **BEHAVIOR ON SCHOOL TRANSPORTATION**

We consider school transportation to be an extension of the school, which includes the same behavioral expectations detailed in this discipline handbook. Any incident reported will be processed in the same manner as if it occurred in the institution, with consequences according to the type of infraction (MINOR, SERIOUS, MAJOR). Additionally, the following consequences will be applied for accumulation of incidents (of any type) in the bus during the school year:

# of Incidents	Consequence
3	Suspension of service for one week
4	Suspension of service for one month
5	Permanent suspension of service

## ELECTRONIC DEVICE POLICY

### (CELLULAR, IPOD, TABLETS, LAPTOPS, GAMES, ETC. )

In lower grades (1-2) we prefer that students NOT bring electronic devices to school. In the upper grades (3-6) we recognize that these devices are more common amongst students and that when permitted and supervised by a teacher, can be useful tools for learning. However, we do not allow unrestricted use of these devices, and as such, they can only be used for authorized academic purposes. Finally, it is important that parents and students understand that when they bring these devices to school that Colegio Menor is not responsible for any damage or loss that may occur.

Students who decide to bring smartphones and other electronic devices to school agree to respect the following guidelines:

1. The electronic device should remain turned off and should be stored in the student's backpack (or locker) during the entire school day (7:45-14h45).
2. If the student has an extracurricular activity, the electronic device must also remain off and stored until 16h30.
3. Electronic devices may ONLY be used during the regular school day for academic purposes and ONLY if authorized explicitly by the teacher for use in the classroom.
4. Students may NOT make phone calls or send messages with their devices during the school day. In case of sickness (or other emergencies), the student should either go to the infirmary or the Lower School offices, where the determination will be made to call home or not.

If a student does not follow the electronic device policy, the consequences will be:

- **First Occasion:** The electronic device will be taken from the student and returned at the end of the school day. The parents will be notified by the teacher. In the case of 5th and 6th grade, the student will receive a disciplinary warning.
- **Second Occasion:** The electronic device will be taken from the student and only returned to the parent or guardian by the teacher. In the case of 5th and 6th grade, the student will also lose a DP (Discipline Point)
- **Third Occasion:** The electronic device will be taken from the student and given to the Student Life Coordinator (SLC), who will contact the parents to return the device and a meeting to establish a plan to avoid future offences. In the case of 5th and 6th grade, the student will also lose 2 DP's.
- **Additional Re-incidence:** Any additional re-incidence will be considered a "Serious" or Level II offence and will involve the appropriate consequences as detailed in the Discipline Handbook.

Colegio Menor reserves the right to sanction a student who has inappropriate information in

their electronic device such as: pornography, inappropriate photos, defamatory information, etc. The consequence for this will in accordance with the Discipline Handbook and the "Codigo de Convivencia".

## INTERNAL DISCIPLINE POINT SYSTEM (DP'S)

### *(for 5th and 6th Grades Only)*

In 5<sup>th</sup> and 6<sup>th</sup> grades there will be a more formal disciplinary monitoring process for all students, which will prepare them to assume more responsibility, independence and self-control over their conduct. A discipline point system will be used, with all students beginning the year with 20 discipline points (DP's). These points will be lost with each infraction that occurs.

The discipline point system also allows students (if they choose) to recover some or all of lost points (based on each case), through community service or other agreed upon activities (helping teachers with work in classrooms after school, contributing to other service initiatives of the school, etc.). The Student Life Coordinator, SLC, will monitor this system.

Students lose discipline points by committing infractions against the Community Code (these offenses are reported by teachers or school authorities). For this, the school has an electronic system aligned with the Ministry of Education law, which defines each offense and notifies them to the relevant authorities, teachers, and parents/guardians.

Thus, according to the type of infraction committed, the following DP reductions will be applied:

Type of Offense (for each one)	DP's to be deducted
Minor - Level I	From 1 to 2 (at the SLC's discretion)
Serious - Level II	From 3 to 4 (at the SLC's discretion)
Major - Level III	From 5 to 8 (at the SLC's discretion)

Accumulation of incidents may imply the change of level (type of infraction) according to the table below. This involves the application of the consequences for the new type of infraction resulting in the total of DP's the student has.

reach 16 DP's = SERIOUS infraction
reach 12 DP's = MAJOR infraction

Example: if a student is currently at 17 DP's and receives a new MINOR infraction, it will actually be processed as SERIOUS, since the 1DP deduction moved the student to a total of 16 DP's.

The discipline points can be recovered through community work, assigned by request of the student and in agreement with the Student Life Coordinator, according to the following table.

Current DP's	Recuperation of DP's	Term
17-20	Until 20	Within the current semester
13-16	Until 18	Within the current semester
Less than 13	Until 16	Within the current semester

\* The maximum number of DP's which can be recovered in school year is eight (8).

The Student Life Coordinator will offer the student community service options that he/she can do (voluntarily) in order to recover his/her lost discipline points. The Student Life Coordinator will ensure the availability of appropriate community service options at all times.

## EVALUATION OF THE SEMESTER CONDUCT GRADE

### *(for 5th and 6th Grades Only)*

The number of discipline points that the student accumulates at the end of each semester, will be considered as an “assignment” in the conduct category in the grade book, in addition to the other conduct grades entered by teachers according to the Lower School rubric. The average of these assignments will lead to the final semester grade, according to the table issued by the Ministry of Education. It follows the structure stipulated by the General Regulation of the Organic Law of Education. It does not affect the promotion of the student, since it is not a numerical score.

A	Very Satisfactory	20 DP's
B	Satisfactory	19-17 DP's
C	Somewhat Satisfactory	16-15 DP's
D	Needs Improvement	14-13 DP's
E	Unsatisfactory	12 DP's or fewer

**NOTE:** *If a student ends the school year with 14 DP's or less, the next school year he/she will be subject to beginning with a formal behavioral plan. This plan will be communicated to the student and his/her parents/guardians at the end of the current year.*

## ACADEMIC FIELD TRIPS AND REPRESENTING THE SCHOOL

### *(for 5th and 6th Grades Only)*

During academic trips or special events (sports or cultural), we expect our students to uphold the values of our community while representing Colegio Menor in the larger Ecuadorian community and the world. All students must be responsible to comply with the school rules and any pertinent government laws and regulations during this time.

The following are reasons enough for a student to lose the privilege to participate in an academic trip or represent the school in a special event:

- ✓ Having an average of “F” in any subject and/or a grade of “D” in two or more subjects within the current partial grading period (and/or semester average), the week prior to the event.
- ✓ Having 16 or fewer DP's one week prior to the event.
- ✓ Accumulation of excessive absences (regardless of excused or unexcused) representing more than 10% of the days of class in the year.
- ✓ Failure of the parent/guardian to meet financial obligations with the school.

When students do not participate in a school event, they will be required to attend school during the day(s) of the event. Students will be assigned to an appropriate classroom.

The school reserves the right to refuse participation to any student (or requires the presence of the legal guardian) on a trip due to health and/or safety reasons.

Before the field trip or school event, as appropriate, the student and his/her parents/guardians may be requested to sign a contract of good behavior and academic achievement.

## ATTENDANCE AND PUNCTUALITY

According to the General Regulation of the Organic Law of Education, school attendance is mandatory and must be met according to the days and hours established by the educational institution. It is the obligation of parents/guardians to ensure their children attend classes regularly, and likewise, students must remain in the educational establishment throughout the school day.

*Colegio Menor Students will:*

- Arrive at school between 7:45 and 7:55 in order to be prepared to begin class on time at 8:00 am.
- Arrive fully prepared and on time to each class and assigned activity during the day.
- Depart campus punctually, by school bus or with parents, at 2:45 PM (regular day), at 4pm (extra help) or 4:30 PM (extracurricular activities). Under no circumstances may students stay on campus if they do not have an assigned activity.

### **ABSENCES:**

- An absence of a student from one (1) to two (2) days, must be justified by the parent/guardian within a maximum of two (2) days after the student returns to school. This excuse should explain the reason and must be submitted to the Lower School Office, either in written or electronic form.
- An absence of more than two (2) consecutive days, requires the submission of the respective legal documentation in the Lower School Office. This documentation (in writing) includes, but is not limited to, a medical certificate, certificate from an educational institution or program, official invitations and appointments that can't be postponed, etc.
- All excused/planned absences must be communicated directly to the Lower School Office and the Student Life Coordinator at least one week in advance. Classroom teachers are not allowed to excuse these absences or provide work packets without office authorization.
- Absences due to family trips will not be considered excused and in these cases, the school is under no obligation to provide a special work packet to be done during the student's absence. At his/her return, it is the the family's obligation to contact teachers and ensure that the academic recovery plan presented by teachers is met within the established timeframe (maximum one week).
- If absences are not excused within the established timeframes, students may not be allowed to recover credit for the activities done during their absence.
- In the case of excused absences, the institution will be responsible for establishing deadlines for the submission of assignments and evaluations so that the student can receive credit for the missed activities. The student will be given a reasonable time to complete missed work. Note: It is not the school's responsibility to provide extra tutoring (though guidance from teachers will be offered).

- Medical absences occur when the student does not attend classes due to illness or necessary medical procedures. These types of absences will be excused, and students will be allowed to receive academic credit for missing activities/work (if submitted by the established deadlines). In the event of an extended medical absence (more than two weeks) the student must follow the same procedures for a regular medical absence, and a recovery plan will be established by the teachers and the Student Life Coordinator or Principal. Only in very exceptional cases will the school allow a student to finish the school year early for medical reasons. This is a very serious matter and not recommended. For this type of request, the parents/guardians should schedule a meeting with the Student Life Coordinator and the Area Principal.
- Absences for special events: When the student participates in an activity organized by the school (on or off campus), such as field trips, sport/cultural/artistic performances etc., these will be excused. This category also includes student participation in other external events (sports, cultural, etc.), in representation of the city, province or country, which will also be excused if accompanied by the appropriate documentation. In these cases, students will be able to receive credit for missing activities/work, if submitted by the established deadlines. An absence for special events should be managed as follows:
  - In the case of an activity sponsored by the school, the teacher or the relevant authority who organizes/promotes the activity should send an electronic or written document to the Student Life Coordinator, detailing the reason, list of students, dates and times of the absence. This activity must be authorized by the Area Principal.
  - For an activity not organized by the school, the parents/guardians must submit an official invitation (from the sponsoring organization) certifying the participation. Only the official document (submitted BEFORE the absence) can excuse the absence. This document must clearly specify the type of participation of the student and be sent to the SLC.
- Students whose unexcused absences exceed 10% of the total periods of classes during the school year, in one or more subjects, may be subject to repeating the school year.

#### **PUNCTUALITY:**

It is the student's responsibility to attend and be punctual to all classes during the day, and we count on parents in particular to ensure that they arrive on time to school in the morning. Colegio Menor highlights the importance of punctuality in life, as a positive habit, therefore, late arrivals to class will be excused only in exceptional circumstances.

- In order to enter the classroom, each student who arrives late to a class must give a "tardy pass" to the teacher. It must detail the name of the student, time of arrival, and the reason for the late arrival. If the student is late to class due to another teacher's responsibility, a "tardy pass" must be issued by that teacher, either in paper or electronically.
- Only late arrivals due to academic school activities or other teachers'/authorities' responsibility will be excused (with a written or electronic justification).
- Late arrivals in the morning can be excused by parents in either of the Lower School offices, however, this can only be done on the same day of the late arrival, otherwise it will be "unexcused".

- Five (5) unexcused late arrivals to a class during a partial grading period (every 6 weeks), will be considered as a minor disciplinary infraction and will receive the appropriate consequences.
- Unexcused late arrivals also affect the punctuality grade of the class and also can affect the overall conduct grade (for more details read the Community Code and Grading Policies).
- Students may leave school early if parents/guardians provide a note (written or electronic) to the teacher during the first period of classes (student agenda), or by requesting it personally in either Lower School office. The parent/guardian must come to the Lower School office to receive the dismissal card and must accompany the student off campus. If the student returns the same day, they must report to the office with their parent upon return to be readmitted to class.

*Policies in this manual are subject to change and will be reviewed annually in order to ensure alignment with the Community Code; document which is approved by the Ministry of Education.*