

# Burlington Royal Arts Academy

## STUDENT HANDBOOK 2022-2023



BURLINGTON  
ROYAL *Arts* ACADEMY  
A PRIVATE ARTS-ACADEMIC HIGH SCHOOL

**2054 Mountainside Drive, Burlington, ON**  
**Telephone (289) 245-1534**



## STUDENT HANDBOOK TABLE OF CONTENTS

<a href="#"><u>Administration Contact Information</u></a>	3
<a href="#"><u>Office and Support Staff Contact Information</u></a>	3
<a href="#"><u>Message From The Administration</u></a>	3
<a href="#"><u>2022-2023 BRAA Daily Schedule</u></a>	4
<a href="#"><u>2022-2023 Calendar of Events</u></a>	4
<a href="#"><u>Expectation of All Students</u></a>	5
<a href="#"><u>Attendance and Late Policy</u></a>	5
<a href="#"><u>Planned Student Absence Policy</u></a>	6
<a href="#"><u>Uniform Policy and Dress Code</u></a>	7
<a href="#"><u>Online Learning Policies</u></a>	8
<a href="#"><u>e-Learning Graduation Requirements</u></a>	8
<a href="#"><u>BRAA Academic Standards (Late and Missed Assignments)</u></a>	8
<a href="#"><u>BRAA Academic Standards Continued (School Tests/Presentations and Examinations)</u></a>	9
<a href="#"><u>Academic Honesty</u></a>	9
<a href="#"><u>Cheating and Plagiarism</u></a>	10
<a href="#"><u>Technology at BRAA</u></a>	10
<a href="#"><u>Information Communication Technology (ICT) Acceptable Use Policy</u></a>	11
<a href="#"><u>Community Service Hours</u></a>	11
<a href="#"><u>Student Code of Conduct</u></a>	12
<a href="#"><u>BRAA Property and Locker Policies</u></a>	13
<a href="#"><u>General BRAA Policy Information</u></a>	14
<a href="#"><u>Inclement Weather and Power Outages</u></a>	14
<a href="#"><u>Emergency Procedures</u></a>	15
<a href="#"><u>BRAA Extracurricular Activities and After School Programmes</u></a>	16
<a href="#"><u>Closing Remarks</u></a>	16



## Administration

May Zhang, Principal

May.Zhang@burlingtonroyalartsacademy.ca

Geoff Tiller, Head of School

Geoff.Tiller@burlingtonroyalartsacademy.ca

---

## Key Contacts:

### Office Staff

Jennifer Feere,  
Assistant to the Principal/Admin Coordinator

Jennifer.Feere@burlingtonroyalartsacademy.ca

Fiona Johnston,  
Administrative Assistant

Fiona.Johnston@burlingtonroyalartsacademy.ca

### Custodial and Building Staff

Jeremy McLaughlin, Head Custodian  
289 828-5007

Jeremy125@live.ca

John Aberhardt, Pastor/Superintendent of the Building  
905 617-7366

Jaberhardt@icloud.com

---

### Connect with BRAA

Website: [www.burlingtonroyalartsacademy.ca/](http://www.burlingtonroyalartsacademy.ca/)

Facebook: [www.facebook.com/Burlingtonroyalartsacademy](https://www.facebook.com/Burlingtonroyalartsacademy)

Instagram: [www.instagram.com/burlingtonroyalarts/](https://www.instagram.com/burlingtonroyalarts/)

Twitter: <https://twitter.com/burlingtonraa?lang=en>

---

# Welcome to YOUR BRAA Student Handbook

As you prepare for an exciting new school year, we would ask you to take some time to review our Student Handbook. In this document you will find some very important information regarding student expectations, academic standards and helpful information to support you throughout the school year. Burlington Royal Arts Academy provides many opportunities for you to learn and grow and our staff will do their best to help you have a successful year. Your hard work and cooperation is crucial to your overall performance throughout your time at Burlington Royal Arts Academy.

We are looking forward to another successful year at BRAA!



## Daily Schedule

<b>Period 1</b>	8:30 am - 9:45 am	<b>Break</b>	1:10 pm - 1:20 pm
<b>Break</b>	9:45 am - 9:55 am	<b>Period 4</b>	1:20 pm - 2:35 pm
<b>Period 2</b>	9:55 am - 11:10 am	<b>Break</b>	2:35 pm - 2:40 pm
<b>Lunch</b>	11:10 am - 11:55 am	<b>Period 5</b>	2:40 pm - 3:55 pm
<b>Period 3</b>	11:55 am - 1:10 pm	<b>After School Programs</b>	TBD

**Please Note:** To support our student's prompt arrival to each class, the break between Period 1 and 2 along with the break between Period 3 and 4 have been extended from 5 minutes to 10 minutes. This is intended to help with managing late arrivals. We also have shortened the lunch period from 60 minutes to 45 minutes and the school day will now end at 2:35pm instead of 2:40pm.

## BRAA Calendar of Events

Sept 1 & 2, 2022	PD Day	Feb 1, 2023	First Day of Semester 2
Sept 5, 2022	Holiday - Labour Day	Feb 3, 2023	Sem 1 Final Reports Go Home
Sept 6, 2022	First day of Semester 1	Feb 17, 2023	PD Day / BRAA Open House
Oct 7, 2022	PD Day	Feb 20, 2023	Holiday - Family Day
Oct 10, 2022	Holiday - Thanksgiving	Mar 10, 2023	Progress Reports Go Home
Oct 11, 2022	Progress Reports Go Home	Mar 13-17, 2023	March Break
Nov 14, 2022	Sem 1 Midterm Reports Go Home	Apr 7, 2023	Holiday – Good Friday
Nov 25, 2022	PD Day / BRAA Open House	Apr 10, 2023	Holiday – Easter Monday
Dec 26th - Jan 6th	Winter Break	Apr 14, 2023	Sem 2 Midterm Reports Go Home
Jan 2, 2023	Holiday - New Year's Day	May 22, 2023	Holiday – Victoria Day
Jan 9, 2023	Classes Resume	June 22, 2023	Last day of semester 2
Jan 22, 2023	Lunar New Year	June 23-27, 2023	Exams
Jan 24, 2023	Last day of Semester 1	June 28, 2023	PD Day
Jan 25-27, 2023	Exams	June 29, 2023	PD Day
Jan 30, 2023	PD Day	June 29, 2023 AM	Graduation
Jan 31, 2023	PD Day	July 4, 2023	Sem 2 Final Reports Go Home



## Expectations of All Students

- Students are expected to attend all classes regularly and arrive on time.
- Students are to wear their BRAA uniform daily.
- Students are expected to use appropriate language and avoid altercations of any kind with other students and school staff.
- Students are expected to complete assessments to the best of their ability and hand in all work on time.
- Students are expected to know and follow the expectations as outlined in the Student Code of Conduct section.

## Attendance and Late Policy

- Regular attendance and punctuality is critical to your success at school. Teachers and the administration will monitor attendance closely in order to help all of our students succeed.
- If you are planning to be absent for one day or are away unexpectedly. **Please email [admin@burlingtonroyalartsacademy.ca](mailto:admin@burlingtonroyalartsacademy.ca) or phone the school and leave a message (289-245-1534)** including in your message the date of absence/late arrival and the reason for it.
- **If you are planning to be absent from BRAA for an extended period- please see the section below**
- Parents/Guardians may be called when the cause of absence is unknown or needs substantiation.
- Upon reaching the age of 18, attendance becomes the responsibility of the student. A valid reason is still required for absence from school. Being 18 does **not** mean that a student can leave school at any time. It does, however, mean that all absences are to be reported to the office by the student themselves.
- Late arrivals or early dismissals for appointments: Parents/Guardians are asked to notify the school in advance of any changes in their student's attendance. **Students arriving late or leaving early due to an appointment are expected to sign in/out at the office.** Please avoid making appointments during school hours if at all possible.
- If a student becomes ill during class time, they are to report to the office. Their parent or guardian will be called to discuss how best to support the student. Parent/guardian permission is still required to leave school and students are to sign out before they leave campus.
- Students must report to classes promptly. **If arriving late for school, the student is required to get a late slip to be admitted to class (regardless of the reason why they were late).** If the student arrives to class without a late slip they will be sent back to the office to receive one. Breaks between classes have been extended to help students arrive on time.
- **Legitimate absences include but are not limited to:** Illness, medical/specialist appointments that are unavoidable, emergencies, religious days, bereavement etc.

**Please see the section on Progressive Discipline for the guidelines we follow if attendance or lates become an area of concern.**



## **Planned Student Absence Policy**

In accordance with the Burlington Royal Arts Academy's attendance policy, all planned student absences and vacations require approval from the Principal or Head of School prior to the planned absence. BRAA families are asked to have their student obtain a Planned Absence Approval Form from the main office at least **one week** prior to the scheduled absence date. There are a few steps required from both the student, their parent/guardian and their teachers for this form to be considered complete.

### **These steps are:**

1. The Parent/Guardian is to send a notification of the planned absence (via handwritten letter or email to [admin@burlingtonroyalartsacademy.ca](mailto:admin@burlingtonroyalartsacademy.ca)) at least 1 week prior to the absence
2. The Student/Parent is to obtain the BRAA Planned Absence Approval Form from the Main Office
3. The Student is to share the Planned Absence Approval Form with all their classroom teachers in order for the teacher to outline/record the work which will be missed and the appropriate timelines for work's completion on the form
4. The Student is to review this completed form with their parents/guardians and the parent/guardian's signature is required for the form to be considered complete
5. The signed form is to be returned to the main office to be approved/signed by the Principal or Head of School prior to the planned absence
6. A copy of the fully signed Planned Absence Approval form will be given back to the Student and the original will be retained in the Main Office



## **Uniform Policy and Dress Code**

Our school uniform is an integral part of the tradition we are creating at Burlington Royal Arts Academy. As such, all students are expected to arrive at school already in uniform and to continue to wear it throughout the day.

### **The BRAA School Uniform Consists Of:**

- A white or navy polo shirt with the BRAA crest
- A solid white dress shirt with the BRAA crest  
\*If desired, a plain white t-shirt may be worn underneath a uniform dress shirt or polo shirt. Plain white means absolutely NO logos, sayings or graphics of any kind.\*
- A solid navy cardigan with the BRAA crest
- A 1/4 zip sweater with the BRAA crest
- A navy hoodie with the BRAA crest
- A uniform dress shirt or polo shirt **must** be worn underneath uniform sweaters or cardigans.
- No sweatshirts, turtlenecks or hooded tops- other than the official BRAA crested hoodie.
- Pants, shorts or skirts are to be worn in either navy, grey, black or tan.
- Jeans, sweatpants, lounge pants or jogging pants are NOT permitted.
- Hats, bandanas or similar headwear are not to be worn inside the school (religious exemptions will be made as needed).
- Closed-toed shoes

**If a student arrives at BRAA without their uniform on, they will be denied entry and will be asked to return home to change into their uniform before being allowed to return to school. Exception: Students who are not in their BRAA uniform BUT have them in their locker will be asked to change before they are allowed entry into class.**

Please see the section on Progressive Discipline for the guidelines we follow if uniform compliance becomes an area of concern.

### **Benefits of wearing a uniform:**

- School uniforms create equality and a level playing field among students despite the potential differences in family income.
- School uniforms keep students focused on their education, not on their clothes.
- Wearing uniforms enhances school pride, unity, and community spirit.
- School uniforms make getting ready for school easier, which can improve punctuality.



- School uniforms can be a cost-effective option which is great for parents/guardians

## **Online Learning Policies**

Online learning is encouraged and paid for by Burlington Royal Arts Academy for courses that the school cannot provide in person, due to our small student population. If a student chooses to enrol in an online class instead of taking the in-person option (when it is offered by BRAA), the student will be financially responsible for the full cost of the online course.

All online course registrations are done through the main office. Once the student is registered, it becomes the student's responsibility to complete all assignments and tests in a timely manner. To help facilitate this, our students are required to set up biweekly meetings with the Principal/Head of School to discuss how their coursework is progressing. More information about online classes and our policies can be found in the [BRAA Guide for Online Courses](#).

When students are absent from school, regardless of the reason, online learning will not be provided. It is the position of Burlington Royal Arts Academy that our courses are best delivered in-person and although accommodations were made during the pandemic, our student's education, especially the delivery of arts courses, works best in the classroom.

## **e-Learning Graduation Requirement**

Starting with the students entering Grade 9 in the 2020-21 school year, students will be required to earn two credits online as part of the graduation requirements for their Ontario Secondary School Diploma (OSSD). While online courses will be a mandatory graduation requirement, exemptions may be made for students who feel they are unable to complete this requirement by completing the BRAA e-Learning Opt Out form.

## **Academic Standards**

### **Late and Missed Assignments**

Burlington Royal Arts Academy policy on late and missed assignments is founded on the principles set forth by the Ministry of Education in the *Growing Success* document. It involves communication between the student, parent/guardian and their teacher to clarify the reason for any missed assignments. Most often we expect our teaching staff to resolve this issue with the student directly.

Responses to late and missed assignments may include, but are not limited to:

- Student referral to the in-school support (e.g., administration, guidance or ESL teacher)
- A negotiated extension
- An alternative opportunity for the student to demonstrate the same expectations
- A phone call or email to the parent/guardian for out of school support





An assignment may only receive a mark with no deductions. A zero can only be assigned for any missed assignment after all other opportunities have been given to the student and the reporting period is completed.

A student's provincial report card Learning Skills and Work Habits section (e.g., Organisation, Responsibility) may be used to reflect late and/or missed assignments.

### **School Tests and/or Presentation Policy**

If a student knows in advance that they will be absent on a test or presentation day, please make alternate arrangements with the teacher beforehand to complete the work. If a student is unexpectedly absent on the day of a test or presentation, they should be prepared to do the work on the day that they return to class or at a time deemed appropriate by the teacher. If this communication has not occurred, there may or may not be an opportunity to complete the missed work.

### **Examinations**

- Final Examinations are compulsory. Parents/Guardians are strongly encouraged to avoid booking family vacations or appointments during exam periods. Students who require exams to be rescheduled because of an emergency or other critical situations should request consideration in writing from the Principal. Teachers are not authorised to reschedule examinations without approval from the administration.
- Parents/Guardians must notify the school promptly if a student will be **absent from an examination** due to illness or a serious emergency. A doctor's note may be required when verifying an absence due to illness. Alternate arrangements may be determined to be appropriate and decisions will be based on each individual case.
- If a student is **late for an exam**, they should report to the office. Extra time may or may not be permitted. Decisions are based on each individual case.
- If the **school examinations cannot be written for any reason (ie. weather, etc...)**, the entire schedule will be postponed by one day.

### **Academic Honesty**

Students are responsible for being academically honest in all aspects of their schoolwork. Academic dishonesty includes a variety of behaviours including cheating, plagiarism, forgery, facilitating or aiding academic dishonesty, and the unauthorised access or manipulating of student records, work and computer programs. Teachers and parents should support students in striving for excellence and producing work with integrity. Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be tolerated. It is important that students understand the gravity of such behaviour and the importance of acknowledging the work of others.



Addressing cheating and plagiarism will reflect a continuum of behavioural and academic responses. Consequences will be based on the following: student's grade level, maturity of the student, the number and frequency of incidents and the individual circumstances of the student.

### **Cheating**

Cheating may take many forms including the following:

- claiming credit for work not the product of one's own effort.
- knowledge of or toleration of cheating by others.
- use of unauthorised notes or materials during an evaluation.
- turning in the same work to two different classes without prior approval.
- a student allowing their work to be plagiarised or assisting another student to cheat.

### **Plagiarism**

Plagiarism is a form of cheating. It is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work (*Growing Success, 2010* p. 151). Work products that are not original student work (in whole or in part) will not be considered and must be rewritten and resubmitted before a grade is given. Students and parents/guardians should be aware that students must demonstrate new coursework for each class they are enrolled in to be granted a credit. Therefore, they will put their course credit in jeopardy by repeatedly submitting unoriginal work.

**Plagiarism** may take many forms, including the following:

- Copying word for word from any outside source without proper acknowledgement. This applies to use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.
- Paraphrasing ideas from any outside source without proper acknowledgement.
- Submitting in whole or in part work completed by another student.
- Submitting in whole or in part an assignment completed for another course without prior approval of the teacher.
- Allowing one's essays, assignments, and/or test answers to be copied by another student.

This is not a definitive list - any action which implies that someone else's work is your own can be considered plagiarism.

### **Technology at BRAA**

- **Electronic Devices/Computers/Cell Phones**

Students are only to use cell phones outside of instructional time during the school day unless given expressed permission by a staff member. No electronic devices are ever to be used in the bathrooms or changing areas. Students are encouraged to keep their cell phones in their locker. Earbuds are not to be worn in class. The school is not responsible for lost, damaged, or stolen electronic devices. Each student should have their own



laptop with them daily and wireless access is provided throughout the building for use by staff and students.

## **Information Communication Technology (ICT) Acceptable Use Policy**

Each year students, parents/guardians and staff will be given a copy of the Burlington Royal Arts Academy ICT agreement to read, sign and return to the office. This policy outlines the expectations surrounding the use of hardware (computers, tablets, cell phones etc), networks and related equipment, as well as the use of information systems and applications such as computer software, e-mail, webpages/applications and the internet. ICT policy also applies whether those devices are used within Burlington Royal Arts Academy or in any way that has a connection to the school. The term ICT includes both personally-owned and borrowed school-owned equipment. BRAA is responsible for providing a safe environment for students to learn and develop, an environment which now includes social media and the internet. By signing this document, both staff and students are agreeing to abide by the outlined rules and regulations within the ICT policy.

## **Community Service Hours**

All high school students (Grades 9-12) in the province of Ontario are required to complete 40 hours of community services as a graduation requirement. This requirement helps young people develop new skills while encouraging them to develop an awareness and understanding of civic responsibility as they play a role in contributing and strengthening their communities. Community involvement activities may be done in many places, including charities, not-for-profit organisations, and public sector institutions (including hospitals and libraries).

The ministry has outlined student's roles and responsibilities when completing community service hours-[see here](#). The Ministry has also developed a list of [acceptable activities](#) and a list of [unacceptable activities](#) to choose from when planning your community service hours. \*Unapproved activities cannot be started until permission has been granted by the school.\*

## **What does a BRAA student do once they have arranged a volunteer opportunity and have had it approved by BRAA Administration?**

Please come to the office to receive a copy of the BRAA Completion of Community Involvement form. Once the volunteer opportunity activity is completed, the student must fill out the Completion of Community Involvement Activities form. This form must also be signed by a member of the volunteer organisation before it can be submitted. The form then must be returned to the main office to be entered into the student's record in order to count towards this graduation requirement.

## **When Can I Complete Community Involvement Hours?**

- Starting on July 1st the summer before grade 9.
- Outside scheduled class time; e.g., during lunch breaks/during spares.



- In the evenings, on weekends, during the summer months.
- Completed community hours can be submitted to the Office as you finish them.

## **Student Code of Conduct**

The objective of the 'Code of Conduct' is to encourage a positive and inclusive learning atmosphere which assists students in the development of feelings of self-worth, self-discipline and respect for others. All students, parents, teachers, and administrative staff have the right to feel welcome and safe in their school community. To support this objective, clearly defined student expectations have been written down for the benefit of all students, staff and parents/guardians.

## **Respect for Yourself**

### **Drugs and Alcohol**

Under the Safe Schools Act (2000) any student who is in possession of alcohol or drugs, under the influence or suspected of being under the influence of alcohol or drugs while that student is at school or engaged in a school related activity may face a suspension. Drugs, drug paraphernalia, and alcohol will be confiscated, and it may become a police matter. If you are in possession of drugs for the purpose of distribution, you may face expulsion from school. School administrators operate under the Safe Schools Act of Ontario.

### **Smoking or Vaping**

Smoking and/or vaping on school property is an illegal act with severe consequences. Smoking or vaping in the school or on BRAA grounds is not permitted because of health, legal and fire regulations. An individual who violates the prohibition of smoking and/or vaping in the school or around our school grounds may be charged and if convicted, may face a maximum fine of \$1,000 (for the first offence) or \$5,000 (for any subsequent offences).

## **Respect for Others**

- All students are entitled to an environment that is safe, welcoming and free of violence. This means acts such as intimidation are not to be part of school life and as such will not be permitted.
- Students are expected to be courteous and considerate when dealings with others. Physical, verbal, sexual or psychological abuse, bullying, cyberbullying or discrimination based on race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.
- Involvement in a fight or provoking/encouraging a fight may result in a suspension. Continued involvements in fights will result in increased length of suspensions or expulsion.



## **Respect for Property**

Students are expected to treat the school grounds, the building, and everything within the school with respect. Our custodian is nothing less than exemplary in his constant attention to repair. Therefore, all students are expected to help keep it tidy, in good repair, and notify staff of any potential issues. Students who destroy or deface school property, or property belonging to others, will be required to pay the full cost of the repair or the replacement. Destruction of school property may result in suspension or expulsion and possible police involvement if required.

## **Lockers**

Lockers are the property of the Burlington Royal Arts Academy and are not the property of the student. Each student will be assigned a locker and given a lock by the main office. Lockers must only be used to store school related materials and authorised personal items. Students are responsible for the contents of their lockers. Lockers are to be treated with respect, and the inside of the locker must be kept free of inappropriate graffiti, postings or pictures. Any damage done to the lockers will be the responsibility of the student. Illegal or unsafe items stored in lockers may lead to consequences based on BRAA's progressive discipline policy.

In addition, following the Police/School Board Protocol, the police may be contacted if necessary. BRAA Administration has the authority, with reasonable suspicion, to search personal property and lockers. This right to search helps school administration provide a safe and secure learning environment for all students and staff. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and may be turned over to the police when requested. The parent/guardian of a minor student or the student themselves (if 18 years of age or older), shall be notified by the school administration if illegal or unsafe items are removed from their locker.

Failure to comply with any of the above policies, will result in the student losing the privilege of having a locker.

**Please note**, locker and desk clean outs will be completed in the last week of semester 2 each year under the supervision of a teacher.

## **Course Materials, Textbooks and Other Equipment**

Textbooks are loaned to students free of charge provided that they are returned on time and are in good condition. BRAA may charge a fee for the replacement or repair of textbooks, or other loaned materials (e.g., electronic equipment), if said loaned materials are not returned or are returned but in damaged condition. This also applies to all library materials. Students are responsible for providing their own workbooks, writing and calculating instruments, paper, and consumable course supplies (e.g., pencil crayons).



## **General BRAA Policy Information**

### **Adding/Dropping Courses**

Students at Burlington Royal Arts Academy are expected to take a full course load each semester. This means that all students in grades 9 and 10 will take 4 classes per semester. In grades 11 and 12, students may take 3- 4 courses per semester.

Any program changes for students under 18 years of age requires parent/guardian permission and the involvement of the office. In most cases, students should not add or change courses after the second week of the semester nor drop courses within the final month of the semester.

In accordance with the policy implemented by the Ministry of Education and Training (September 1999), there will be full disclosure for all secondary school students taking Grade 11 and 12 courses. This means that the official school record, the Ontario Student Transcript (OST), will record all course withdrawals and repeated courses. As such, BRAA has created an Add/Drop form which indicates that all those involved (students/parents/guardians) understand the potential implications of changing/dropping courses on all levels: the transcript, the Ontario secondary school diploma requirements and any post-secondary aspirations the student may have. Therefore, this form must be signed by the student, parent/guardian and the administration before any courses may be changed.

### **Progressive Discipline**

We do not anticipate any disciplinary issues at our school. However, should the need arise, the following policy outlines the steps taken to resolve such an issue:

Disciplinary actions may involve, but are not limited to: a warning, a referral, a call home, completion of a discipline package, detention(s), removal from class (short term or permanently), removal from a school activity, and/or an out-of-school suspension, expulsion. All decisions regarding disciplinary action are at the discretion of Burlington Royal Arts Academy's Administration.

### **Inclement Weather**

During severe winter weather, the decision to remain open or to close is always made with the safety and security of our students and staff in mind. All parents/guardians, students and staff will be notified via email of any school closures due to inclement weather between 6:00 to 6:30 am. When the school is closed due to inclement weather, the option of switching to online learning will not be provided.

### **Power Outages**



In the event of a power outage that prevents starting the school day, all parents/guardians, students and staff will be notified via email of the school closure due to a power outage between 6:00 to 6:30 am. The email will include a determination of whether or not instruction can be facilitated remotely during the power outage.

## **Emergency Procedures**

Emergency and evacuation procedures must be reviewed and practised periodically in order to prepare staff and students to react quickly and safely in the event of an incident. Listed below are main types of emergency procedures we must practise and prepare for at BRAA.

### **Fire Drills and Evacuations:**

The signal to evacuate is the fire alarm. Upon hearing the alarm, all students and staff must leave the building via the closest exit. Students and staff should assemble at least 30 feet from the building, keeping all emergency access routes and driveways clear. It is a criminal offence to sound a false alarm and such occurrences will be dealt with accordingly.

### **Shelter in Place:**

Shelter in place is used when there is an environmental or weather-related situation, like a chemical spill outside the building or a major storm. During a shelter in place, activities will continue inside the school, but students and staff will not be allowed to leave the building. The ventilation system may be shut off as required.

### **Hold and Secure:**

A hold and secure is used when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building, but all exterior doors are locked and no one is allowed to enter or exit the school.

### **Lockdown:**

A lockdown is used when there is a major incident or a threat of violence related to the school. A lockdown can be initiated by police or by a BRAA staff member. During a lockdown, students and staff will go to secure areas, away from doors and windows. Interior doors are locked, lights are shut off and blinds are drawn. Students and staff are to remain silent.

In the unlikely event of an actual lockdown, police ask that parents do not go to the school. Information will be communicated through the school social media sites ([www.facebook.com/Burlingtonroyalartsacademy](http://www.facebook.com/Burlingtonroyalartsacademy) or <https://twitter.com/burlingtonraa?lang=en>), or on [www.burlingtonroyalartsacademy.ca/](http://www.burlingtonroyalartsacademy.ca/) and through local police and media. If you have any questions about safety procedures, as always, please contact the main office.



## **BRAA Extracurricular Activities and After School Programmes**

School life is enriched for students and staff through co-curricular opportunities. At BRAA, students are encouraged to become involved in the activities and clubs offered throughout the school year. Although the pandemic had halted the majority of BRAA's after school programmes, students were still able to participate in some activities such as the student council. The Student Council and their Staff Advisor helped to support the creation of the Culinary Club and the GSA Safe Space Community. We look forward to the full return of our after school programmes in the 22-23 school year. Please note, a staff supervisor is required for all co-curricular activities and clubs. More information will be sent to the BRAA Community as to availability and scheduling when those decisions have been made.

**The staff at BRAA look forward to welcoming students back for the 22-23 school year. Should students/parents/guardians have any questions or concerns they are encouraged to contact Administration by emailing [admin@burlingtonroyalartsacademy.ca](mailto:admin@burlingtonroyalartsacademy.ca)**