

Burlington Royal Arts Academy

STUDENT HANDBOOK 2025-2026



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



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Administration

Joanne Yang, Principal

Joanne@burlingtonroyalartsacademy.ca

Howard Xu, Director

Howard.Xu@burlingtonroyalartsacademy.ca

Amber Yang, Office Manager

Amber.yang@burlingtonroyalartsacademy.ca

Key Contacts:

Office Staff

Amber Yang

Amber.yang@burlingtonroyalartsacademy.ca

General Office Mailbox

Admin@burlingtonroyalartsacademy.ca

Connect with BRAA

Website: www.burlingtonroyalartsacademy.ca/

Facebook: www.facebook.com/Burlingtonroyalartsacademy

Instagram: 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 as 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

Period 1	8:30 am - 9:45 am	Break	1:10 pm - 1:20 pm
Break	9:45 am - 9:55 am	Period 4	1:20 pm - 2:35 pm
Period 2	9:55 am - 11:10 am	Break	2:35 pm - 2:45 pm
Lunch	11:10 am - 11:55 am	Period 5	2:45 pm - 4:00 pm
Period 3	11:55 am - 1:10 pm		

BRAA Calendar of Events

Sept. 1, 2025	Holiday - Labour Day	Feb. 6, 2026	Sem 1 Final Reports Go Home
Sept. 2, 2025	PD DAY	Feb. 13, 2026	PD Day
Sept. 3, 2025	First day of Semester 1	Feb. 16, 2026	Holiday - Family Day
Oct. 10, 2025	PD Day	Feb. 17, 2026	Chinese Lunar New Year
Oct. 10, 2025	Progress Reports Go Home	March 13, 2026	Progress Reports Go Home
Oct. 13, 2025	Holiday-Thanksgiving	March 16 - 20, 2026	March Break
Nov. 14, 2025	Sem 1 Midterm Reports Go Home	April 3, 2026	Holiday – Good Friday
Nov. 28, 2025	PD Day	April 6, 2026	Holiday – Easter Monday
Dec. 22- Jan. 2	Winter Break	April 10, 2026	Sem 2 Midterm Reports Go Home
Jan. 1, 2026	Holiday - New Year's Day	May 18, 2026	Holiday – Victoria Day
Jan. 5, 2026	Classes Resume	June 19, 2026	Last day of Semester 2
Jan. 23, 2026	Last day of Semester 1	June 20 - 25, 2026	Exams
Jan. 26 - 28, 2026	Exams	June 26, 2026	PD Day/ GRADUATION
Jan. 29, 2026	PD Day	Early July 2026	Report Cards & Timetables Mailed Home
Feb. 2, 2026	First day of Semester 2		

About BRAA

Burlington Royal Arts Academy is a ministry certified Burlington private school. It is a safe, supportive and creative school that focuses on the holistic development of its students: their academic success, creative expression and self development. With an educational philosophy that believes in small class sizes, individualised pathways, and innovative teaching methods, we seek to both inspire and lead our students to succeed in all areas of life: academically, creatively and interpersonally.



Expectations of All Students

- Students are expected to attend all classes regularly and to arrive on time.
- Students are to wear their BRAA uniform daily.
- Students are expected to use appropriate language and to avoid altercations of any kind with other students and staff.
- Students are expected to complete assessments to the best of their ability and to 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 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 Planned Student Absences 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.**
- 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 from 5 minutes to 10 minutes to help students arrive at each period 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) 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 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 then the parent/guardian's signature is required for the form to be considered complete. If the student is over 18, then their parent/guardian's signature is not required.
5. The signed form is to be returned to the main office to be approved/signed by Admin, the Principal or the 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 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

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

***Dress Down Days:** On the last Friday of every month, students are allowed to wear casual clothing to school. Dress down days may also be utilised for special events such as halloween or field trips but that decision will be at the sole discretion of the administration.

BRAA 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, they are expected to 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/or 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, the number and frequency of incidents and the individual requirements of the assignment.

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.
- 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.

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.

Effective as of the **25-26 School Year**, students who withdraw prior to finishing their classes or who are unsuccessful for any reason, will be responsible for reimbursing Burlington Royal Arts Academy in full for the cost of the course. 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 regardless of their final achievement.

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 or Admin Staff 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.

Online Learning Policies Continued

When students are absent from school, regardless of the reason, remote 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.

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 dealing 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. 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 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 (as needed) 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 and/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. Burlington Royal Arts Academy 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 required. 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 each semester, as well as before scheduled breaks such as Winter and Spring Break under the supervision of a staff member.

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 these loaned materials are not returned or are returned but are in damaged condition. This policy 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).

Ministry of Education Information

If you started Grade 9 in or before Fall 2023, you need the following to get your OSSD.

- 18 compulsory credits
- 12 optional credits
- the literacy requirement
- at least 2 online learning credits

Compulsory credits

You need the following 18 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 3 credits for group 1, 2 and 3 courses (1 credit in each group)
- 2 credits in science
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship

The following also apply to compulsory credit selections.



- You can use the Grade 11 English: Understanding Contemporary First Nations, Métis and Inuit Voices course to meet the Grade 11 English compulsory credit requirement.
- You can use the Grade 9 Expressions of First Nations, Métis, and Inuit Cultures course to meet the compulsory credit requirement in the arts.

Group 1, 2 and 3 compulsory credits

Of the 18 compulsory credits, you must complete 1 from each of the following groups:

Group 1

- English (including the Ontario Secondary School Literacy Course) or French as a second language
- Native languages
- First Nations, Métis, and Inuit studies
- classical studies and international languages
- social sciences and the humanities
- Canadian and world studies
- guidance and career education
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

Group 2

- health and physical education
- the arts
- business studies
- French as a second language
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

Group 3

- science (Grade 11 or 12)
- technological education
- French as a second language
- computer studies
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

The following conditions apply to compulsory credit selections from the above 3 groups.

- In groups 1, 2, and 3, you can count a maximum of 2 credits in French as a second language as compulsory credits, 1 from group 1 and 1 from either group 2 or group 3.
 - If you have taken Native languages in place of French as a second language in elementary school, you may use a Level 1 or 2 Native languages course to meet the compulsory credit requirement for French as a second language.



- You can count a maximum of 2 credits in cooperative education as compulsory credits from any of the above 3 groups.

The Langue des signes québécoise langue seconde course is only available in French-language schools.

Optional credits

- You must earn 12 optional credits by successfully completing courses from your school's program and course calendar.
- Optional credits may include up to 4 credits earned through approved dual credit programs.

If you started Grade 9 in Fall 2024 and after, you need the following to get your OSSD.

- 17 compulsory credits
- 13 optional credits
- the literacy requirement
- at least 2 online learning credits

Compulsory credits

You need the following 17 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (Grade 9, Grade 10 and 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in technological education (Grade 9 or Grade 10)
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship
- 1 credit from the STEM-related course group

The following apply to compulsory credit selections.

- You can use the Grade 11 English: Understanding Contemporary First Nations, Métis and Inuit Voices course to meet the Grade 11 English compulsory credit requirement.
- You can use the Grade 9 Expressions of First Nations, Métis, and Inuit Cultures course to meet the compulsory credit requirement in the arts.

STEM-related course group

Of the 17 compulsory credits, you must complete 1 from the following group:

- business studies
- computer studies
- cooperative education
- mathematics (in addition to the 3 compulsory credits currently required)



- science (in addition to the 2 compulsory credits currently required)
- technological education (in addition to the 1 compulsory credit required)

Optional credits

- You must earn 13 optional credits by successfully completing courses from your school's program and course calendar.
- Optional credits may include up to 4 credits earned through approved dual credit programs.

IMPORTANT

Starting September 2024, students must earn a **Technological Education Credit** in Grade 9 or 10 as part of their high school diploma. Students will earn a total of **19** compulsory credits and **11** optional credits.

This requirement starts with students entering **Grade 9** in September 2024 and will **NOT** affect any students already in high school (students starting Grade 10, 11 and 12 in September 2024).

For more detailed information, please visit [Ontario High School Grad Requirements](#)

Online Learning Requirement

Students who entered Grade 9 in 2020 and beyond, are required to earn two credits through an online source such as Ontario Virtual School 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 achieve this requirement by completing the [BRAA e-Learning Opt Out Form](#). This form is available by request from the BRAA main office.

Community Service Hours

All high school students (Grades 9-12) in the province of Ontario are required to complete 40 hours of community service 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 needs to 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, or during the summer months.

Provincial Secondary School Literacy Test

In Ontario, all students are required to complete a literacy component as one of their high school graduation requirements. This component is fulfilled either by passing the Ontario Secondary School Literacy Test (OSSLT) or, by completing the Ontario Secondary School Literacy Course (OLC4O). Please note, enrolment in the literacy course is only available to students who have unsuccessfully written the Literacy test twice. The test is administered bi-annually for all eligible BRAA students. It consists of two booklets, each one containing both multiple-choice and written response questions. The test is written online via the EQAO site. The content of the OSSLT is based solely on the Ontario high school curriculum, which means that it is based only on concepts and themes that students are already familiar with. Once the test is completed, the final results will be provided to BRAA by EQAO. Please note, the results are listed as only a pass/fail and a percentage or letter grade is not assigned. Students will be provided with a second opportunity to write the OSSLT should they not be successful in their first attempt.

Provincial Secondary School Literacy Course (OSSLC)

Should a student not be successful in their second attempt of the OSSLT, they will be required to take the Provincial Secondary School Literacy Course (OLC4O) in order to meet the provincial Literacy Component in order to graduate.

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 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.

Prior Learning Assessment and Recognition (PLAR)

PLAR is a formal evaluation and credit-granting process whereby students may obtain credits for prior learning. The process involves two components: challenge and equivalency. The challenge process is the process whereby students' prior learning is assessed for the purpose of granting credit for a course developed from a provincial curriculum policy document. The equivalency process involves the assessment of credentials from other jurisdictions.

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. 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.

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 am - 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 am - 6:30 am. The email will include a determination of whether or not instruction can be facilitated remotely during the power outage.

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, in or out-of-school suspension and finally, expulsion. All decisions regarding disciplinary action are at the discretion of Burlington Royal Arts Academy's Administration.

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 very 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 or <https://twitter.com/burlingtonraa?lang=en>), or on www.burlingtonroyalartsacademy.ca/ and through local police and media. If you have any questions about safety procedures, as always, please contact the main office.

The staff at BRAA look forward to welcoming students back for the 25-26 school year! If students, parents, or guardians have any questions or concerns, please don't hesitate to reach out to Administration by emailing

admin@burlingtonroyalartsacademy.ca