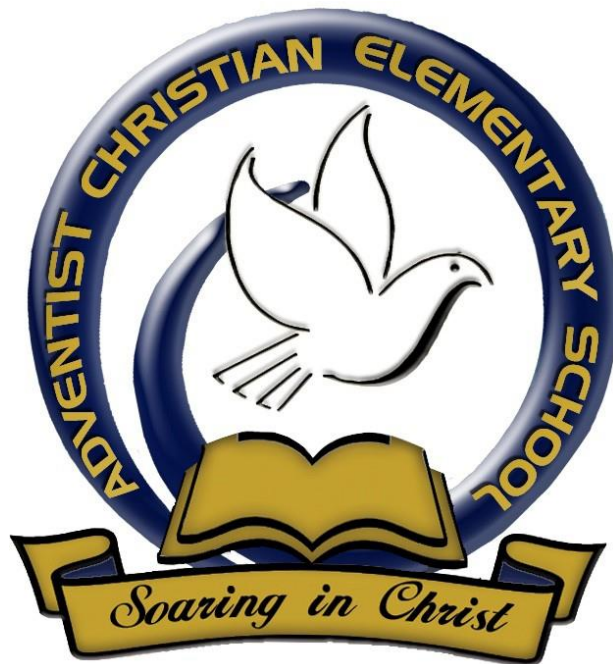


ADVENTIST CHRISTIAN  
ELEMENTARY SCHOOL



A.C.E.S of London  
Parent Handbook

**805 Shelborne Street  
London, ON**

[www.aceslondon.ca](http://www.aceslondon.ca)

# Welcome

Welcome to the Adventist Christian Elementary School. A.C.E.S. is owned and operated by the Seventh-day Adventist Church of Ontario and is a part of the worldwide Seventh-day Adventist educational system, second-largest Christian school system in the world, operating 7,598 educational institutions in over 100 countries with over 1.5 million students. world-wide which includes 92 colleges and universities. Within this system A.C.E.S. teaches Biblical principles of Christianity within the context of local provincial educational program, fostering relational approach.

An education of this nature has a lasting impact and helps with the balanced development of the whole child. At Adventist Christian Elementary School, we not only prepare your child for life here on earth, we also prepare them for eternity.

This handbook provides detailed information on the policies and procedures of the school as well as expectations for parents and students in this community. It is the responsibility of every parent to read and know the contents of this handbook. If you have difficulty understanding any portion of the school policies, please consult with the staff for clarification.

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## Vision Statement

*To provide affordable and accessible education to the broader community while working in cooperation with other educational facilities.*

## Mission Statement

*Adventist Christian Elementary School's mission is to  
**SHOW** children Jesus,  
**NURTURE** their love for Him and others,  
**TEACH** them to think and  
**EMPOWER** them to serve.*

Motto: Soaring in Christ

# Objectives

## Intellectual

Students will:

- Demonstrate an awareness of themselves as a person of worth, with a recognition of individual gifts, strengths and weaknesses.
- Demonstrate the ability to read, write, listen, and speak with clarity and confidence.
- Be able to think creatively and apply knowledge to the solution of everyday problems.
- Demonstrate the ability to think independently and to make personal decisions.

## Spiritual

Students will:

- Exhibit knowledge of the Bible and be able to apply its teachings to daily living.
- Develop an understanding of the use of prayer as a means of direct communication with God.
- Manifest an acceptance of Christian principles as evidenced by their interaction with other people.

## Social

Students will:

- Develop an understanding that all people are children of God regardless of race, creed, or religious affiliation as manifested through their relationships with others.
- Develop an understanding of social values such as courtesy, consideration of others, cooperative group interactions, self-control and respect for authority.
- Develop skills that will enable them to participate and take leadership roles in church and community programs.
- Be able to participate in social activities that uphold Christian values and manifest the respect for the dignity of manhood and womanhood.

## Physical

Students will:

- Demonstrate awareness that the body is the temple of the Holy Spirit, and will foster the practice of healthful principles of living.
- Exhibit an understanding of the close relationship between spiritual, mental, and physical development.
- Participate in a physical education and recreational program that will develop good physical and mental health.

# Admission Information

ACES is a private, religiously-oriented school and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities. We welcome any student who wishes to flourish in this environment to develop a Christian character, and who can support the philosophy and policies established by the school.

Parents seeking admission for their children in the ACES must be in agreement with the standards and policies of the school. Parents/guardians pledge to assist in every way possible to uphold the school, staff and the education program.

## Admission Criteria

Admission criteria for new students will consist of the following:

- completion of all ACES admission forms including
  - Student registration
  - Health and medical information
  - Consent forms
  - Technology use
  - Financial contract
  - Signed acknowledgement and support of ACES policies
- verification of status in Canada (copy of birth certificate or citizenship papers);
- photocopy of health card and immunization records.
- review of the Admissions committee
- financial clearance determined by the school Finance Committee

### Minimum age requirements

Students entering school for the first time must have proof of age and status in Canada. A child must be:

- four (4) years of age by December 31 of the current school year to be accepted into junior kindergarten.
- five (5) years of age by December 31 of the current school year to be accepted into senior kindergarten.
- six (6) years of age by December 31 of the current school year to be accepted in the first grade.

## Re-Admission

All students must re-register each year in August. It is a school board policy that no student be enrolled unless his/her previous account is paid in full or prior arrangements are made with the school board. Secondly, behavioural/scholastic approval must be given by the teacher.

We believe that all children will benefit from our program. However, we may not be able to adequately serve children with special learning needs at this time.

# 2021 – 2022 Registration and Tuition Fees

## Application Fee

A one-time application fee of \$100 is payable upon registration.

## Registration Fee

An registration fee of \$175 is applicable for the purchase of insurance, schoolbooks and supplies is to be paid at the time of registration in August. Early registrants submitting an application for early intent to enroll/return, by the June 30 deadline, are eligible to receive a \$50 discount.

## Monthly Payments

Payment of school fees can be made in three ways:

### **ONLINE**

Debit and credit card payments are accepted through Adventist School Pay, which can be accessed at [www.aceslondon.ca](http://www.aceslondon.ca) or through interac e-transfers sent to [treasurer@aceslondon.ca](mailto:treasurer@aceslondon.ca).

### **IN PERSON**

Cash or cheques can be deposited in the mail slot or given directly to the principal

### **BY MAIL**

Mail payments to:  
Adventist Christian Elementary School  
805 Shelborne Street  
London, Ontario  
N5Z 5C6

A receipt will be provided for all payments.

## Statements

Monthly financial statements are invoiced on the 5<sup>th</sup> of each month; reflecting tuition received, payable, and outstanding balances; for the month ended and up to the 5<sup>th</sup> of the current month. Electronic copies of financial statements are automatically sent to the email address provided at the time of registration as well as a printed invoice sent home with your child(ren). Parents are responsible for keeping an updated email address on file throughout the course of the school year and checking with your child for a copy of the most recent tuition invoice and/or receipt.

Questions regarding monthly financial statements should be directed to the School Treasurer at [treasurer@aceslondon.ca](mailto:treasurer@aceslondon.ca).



## Tuition Fee

\*\*5% rebate for payment in full at the first of the year.\*\*

The monthly tuition fee should be paid the first day of each month with the exception of the first month's tuition which is due at the time of registration. Additional payments will be charged throughout the remainder of the year according to the financial contract completed.

<b>Constituent Member Annual Fee:</b>	<b>Grade 1 -8</b>	<b>Kindergarten*</b>
One Child	\$3250.00	\$3500.00
Two Children	\$6175.00	\$6412.50
Three Children	\$8775.00	\$9000.00
<b>Non-Constituent Annual Fee:</b>	<b>Grade 1 -8</b>	<b>Kindergarten*</b>
One Child	\$3750.00	\$4000.00
Two Children	\$7125.00	\$7362.50
Three Children	\$10, 125.00	\$10, 350.00

\*Kindergarten fees subject to change based on grade level of siblings.

# Scholarships, Bursaries and Financial Aid

## **The Ferreira Worthy Student Award**

Value: \$100 per annum

Available: 1

Contact: n/a

Summary: This scholarship is awarded each June to a returning student demonstrates financial need. The recipient nominated by school staff will demonstrate Christian citizenship and service to others.

## **Student Benefit Fund**

Value: Variable

Available: Variable

Contact: Pastor Juan Carlos Atencio 519- 680-1965  
Pastor Charles Skeete 519-453-9419

Summary: Recipients are eligible through ongoing membership at a constituent church, whose fundraising efforts will be divided equally amongst its students.

## **School Cleaning Bursary Fund**

Contact: Teresa Ferreira 519- 680-1965

Summary: The church has a cleaning program available to parents to offset tuition expenses.

## Financial Aid

Financial aid is awarded based on demonstrated financial need and are confidential. All applicants must meet the school's terms for admission or re-registration to be considered for financial aid. The amount of financial assistance awarded is applied as a reduction of tuition fees.

- To be considered, please complete the Financial Assistance application form available on [www.aceslondon.ca](http://www.aceslondon.ca).
- For earliest consideration, applications should be submitted no later than September 30.
- Financial assistance is granted on an annual basis; therefore, an application must be submitted each year.

## Delinquent Accounts

- Accounts in arrears will receive a notice from the office, if not paid by the 12<sup>th</sup>; however, failure to pay by the 20<sup>th</sup>, or without alternative payment arrangements through the Treasurer, are subject to administrative withdrawal. Students will be readmitted once the account balance(s) are cleared.
- Parents of students who intend to transfer or graduate from ACES remain financially obligated to fulfil all outstanding payments and return the student account(s) to a zero balance. This not only serves as an acknowledgement to the educational services received, but also benefits the other students at the school who are continuing in the program.

# General Procedures and Guidelines

## Attendance

School is in session from 8:30 a.m. to 4:15 p.m. Monday through Thursday. Regular and punctual attendance is essential to good scholarship. Absences due to illness of the student, death in the family, severe weather conditions, medical/dental appointments, and emergency-related problems will be excused. ACES has a safe arrival plan to ensure the safety of our students. Parents/guardians should notify the school by 9:00 a.m. if their child(ren) is going to be absent. A written note signed by the parent/guardian, giving the dates and the reason for the absence must be presented to the teacher in charge upon their return to class.

Students must remain on school premises during school hours. Students will not be excused from class without written parental consent.

## Communication

Parents who wish to speak to a teacher should call after 4:15 p.m. unless it is an emergency. The teacher is available for consultation by appointment.

Students will be given permission to use the telephone only in urgent situations. Parents are asked to communicate their plans to their child/children prior to school.

In the event of school closure due to inclement weather or an emergency, school staff will contact you. Each parent/guardian should ensure the school has *up-to-date home, work and/or cell phone numbers*. DO NOT call the school. The school will contact you in an emergency.

## School Visits

Parents and visitors to the school are asked to **sign in upon entry and wear a name tag** that identifies you as a visitor to the school, prior to heading to a classroom. When you enter the school, please use the main door, as other doors will be locked. Please call the school phone line and staff will open the door for you.

If you are coming to pick up your child, please wait at the main entrance. Staff will notify your child in his/her classroom. These measures are necessary to help keep all students safe and to eliminate the possibility of strangers gaining access to the school.

At the end of the day, parents and guardians picking up students are asked to wait just outside the front door until their child is signed out by the attendant at the door.

**Thank you for your cooperation with these important safety procedures!**

# Grievance Procedure for Students and/or Parents

Adventist Christian Elementary School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; based on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is a teacher or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference, the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and the ACES grievance mediator, Chris Mirambo. The principal shall follow up in writing to all parties.
5. If not resolved, parent contacts the board chair, in writing, who will seek resolution through the appropriate subcommittee of the board.
6. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

Written complaints can be sent to the administration via email at [principal@aceslondon.ca](mailto:principal@aceslondon.ca).

## Protocols for Meeting with a Teacher

**Make an appointment** to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention: as well and there will be fewer restrictions on the amount of time the teacher will be able to meet with you.

# Dress Code

The school has standards that it believes to be appropriate wearing apparel for students who attend Adventist Christian Elementary School and reserves the right to maintain the standards it has outlined in its dress code. In addition to the daily uniform, students have a formal attire dress code of white shirts and dark slacks/skirts for special occasions and programs. Families will be notified in advance when this attire is required.

## DAILY UNIFORM

Students are expected to wear the school uniform correctly at all times. Wearing the school uniform well and with pride signals to our community that we are a learning environment that values integrity.

### BOYS

- Shirt attire includes the school polo in navy blue or white with the school crest. The official school sweatshirt may be worn in colder months.
- Students are to wear tan or navy-blue khaki pants or shorts.
- Socks are to be navy-blue or black.
- School indoor shoes should be black or navy to compliment the uniform.

### GIRLS

- Shirt attire includes the school polo in navy blue or white with the school crest. The official school sweatshirt may be worn in colder months.
- Students are to wear tan or navy-blue khaki pants, shorts, or skirts. Shorts and skirts must not be shorter than 9 cm above the knee with the waistband at the natural waist.
- Socks are to be navy-blue or black.
- School indoor shoes should be black or navy to compliment the uniform.
- Hair accessories include black, navy-blue, brown, and white.

## GENERAL APPEARANCE GUIDELINES

What follows are guidelines about our student's general, both for uniform and casual dress days. In these matters, we expect the full cooperation and support of parents.

- Appearance should be modest, clean, and neat. Students should be well-groomed at all times, avoiding extremes in hairstyles
- Outside footwear is not to be worn inside the classrooms
- No improper, obscene, nor lewd wording or advertisement will be allowed on any clothing (Beer/Alcohol/Tobacco Ads, etc.)
- Make-up, including nail polish should be a natural colour and not distracting
- Jewelry, such as bracelets, rings, earrings and necklaces are not permitted. Bracelets or necklaces worn because of medical condition (Medic-Alert) are the only exception
- During swimming outings proper one-piece swimming attire is required

# Academics

## Curriculum and Instruction

Adventist Christian Elementary School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the North American Division of Seventh-day Adventists.

The school provides instruction covering the following areas:

- Christian Growth: Bible (Encounter Program)
- STEM: Mathematics, Science and Technology
- Humanities: Language Arts, Social Studies, Geography and History
- Physical Education/Health Education
- The Arts: Visual Arts, Drama and Music

## Academic Excellence

Each student is expected to maintain good work habits and pursue scholastic achievement to the best of their ability through the following:

<b>Expected Behaviour</b>	<b>Reasons for Expected Behaviour</b>
<ul style="list-style-type: none"><li>• Completing all homework and assignments on time and with care and making up missed work.</li><li>• Coming to class prepared and ready to participate (with the necessary supplies) actively and positively in class</li><li>• Students are expected to identify appropriate academic goals, and use feedback and apply strategies to work towards those goals</li><li>• Students are expected to show academic integrity by submitting work representing their efforts and acknowledging the information sources used</li></ul>	<ul style="list-style-type: none"><li>• Good work habits learned and practiced in school will be valuable throughout life</li><li>• Students who are engaged in the learning process are more successful</li><li>• Goal setting enables students to identify one's unique strengths and weaknesses and opportunities for personal growth</li><li>• Students have the right and responsibility to be assessed and evaluated on their own work</li></ul>

## HONOUR ROLL

Students with a minimum of 80% overall average and no marks below 60% in regular academic subjects, qualify for the school Honour Roll. These students are recognized and awarded at the end of each academic year.

## AWARDS

Students are recognized for their exceptional ability of development of skills in a variety of subjects and like skill areas. The following awards are given at the end of the academic year:

- ▶ Mathematics
- ▶ French
- ▶ Science
- ▶ Language Arts
- ▶ Athletics
- ▶ The Arts
- ▶ Christian Citizenship
- ▶ Most Improved

## Reporting Periods

Scholastic progress can be regularly monitored by staff, parents, and students alike on our online grading platform PowerSchool. Progress reports and report cards are distributed at the mid- and end of each term.

Progress 1 Report (official)	November
Report Card 1 (official)	February
Progress 2 Report (unofficial)	April
Report Card 2 (official)	June

# Technology Use

Adventist Christian Elementary School authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. This includes the use of:

- iPads
- Chromebooks
- Laptops
- Cameras
- AV equipment

The use of school technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The school reserves the right to suspend access at any time. The school expects all students to use technology responsibly in order to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use school technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

## DEFINITIONS

School technology includes, but is not limited to, computers, the school's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations.

## STUDENT OBLIGATIONS AND RESPONSIBILITIES

Students are expected to use school technology safely, responsibly, and for educational purposes only. The student in whose name school technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using school technology for improper purposes, including, but not limited to:

1. Access, post, display, or otherwise use material that is discriminatory, libellous, defamatory, obscene, explicit, or disruptive.
2. Bully, harass, intimidate, or threaten student peers, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Insurance Number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm school technology (such as destroying equipment, placing a virus



on computers, adding or removing a computer program without permission from a teacher, changing settings on shared computers).

6. Install unauthorized software.

7. "Hack" into the system to manipulate data of the school or other users.

8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or school practice.

## PRIVACY

Since the use of school technology is intended for educational purposes, the school reserves the right to monitor and record the use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of school technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any school technology are the sole property of the school.

## CONSEQUENCES FOR VIOLATION

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to school technology and/or discipline, up to and including suspension or expulsion.

# Code of Conduct and Discipline

## Student Conduct

Each student enrolled at ACES is a representative of the school and is expected to conduct him/herself in a way that is consistent with the standards set forth by the school. This code of behavior sets out the standards of behavior which are expected of all members of the school community to create a positive climate in the school. The purpose of this code of behavior is:

- To ensure that all members of the school community are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the school community
- To maintain an environment where conflict and difference can be addressed in a positive manner
- To encourage the use of non-violent means to resolve conflict
- To promote the safety of people in the school
- To discourage the use of violence and bullying

### EXPECTATION MATRIX

Common Area	Be Safe	Be Responsible	Be Respectful
<b>Classroom</b>	Keep hands and feet to self. Go directly to class and be seated. Follow all safety procedures and directions	Follow the teacher's direction the first time asked. Take all correspondence home. Come prepared for class with all materials; ready to learn.	Attentively listen to the speaker. Keep the room, desk and lockers clean. Use kind words and actions. Use inside voice; no shouting
<b>Hallways/ Locker Areas</b>	Walk at all times and keep hands and feet to yourself. Be careful of others when opening and closing your locker.	Keep your belongings in your locker.	Keep your locker clean. Do not leave litter in the halls. Whisper in the halls. Use the water fountain properly.
<b>Bathrooms</b>	Keep water in the sink. Wash hands with soap. No loitering.	Report any problems to staff. Dispose of trash. Take all belongings with you.	Flush toilet/urinal. Keep the bathroom clean; do not vandalize.
<b>Kitchen</b>	Stand in a single file when waiting to use the microwave.	Wash and return any utensils borrowed from the kitchen.	Wait in line patiently. Use good manners.
<b>Playground Recess</b>	Keep hands and feet to self. Use equipment properly. Do not throw things that can hurt others; ex: stones, sticks, and snow.	Line up immediately when the whistle sounds. Return equipment to the appropriate storage area.	Share equipment. Use kind words and include others in play. Do not climb or hang on trees.
<b>Bus/Trips</b>	Stay seated until bus stops. Face forward. Keep feet out of aisles. Keep arms inside the bus.	Take your belongings and garbage with you when leaving the bus.	Use a quiet voice on the bus. Keep hands and feet to yourself.

# Student Discipline

The ultimate purpose of Adventist Christian education is the restoration of human beings to the image of their maker through a saving relationship with Jesus Christ. This is mainly achieved through redemptive discipline. The Christian teacher disciplines and equips the learner to grow spiritually, academically, psychologically, emotionally, and socially.

The aim of redemptive discipline is to change students into the image of Christ (Romans 8:29). The wrongdoer is led to see his fault and is given an opportunity to change. The student is helped to know God more deeply and to understand more clearly His design for their life. This method of discipline is

- Scripturally based
- Positionally focused
- Grace oriented

Each student is expected to be orderly in conduct while in and out of the classroom, on the playground, on school outings or in other circumstances where engaging in the activity will have an impact on the school climate.

## BEHAVIOUR INTERVENTION

Minor student disciplinary problems such as excessive talking, not bringing materials to class, will be dealt with by teachers. Teachers will follow progressive discipline steps when working with students and their families. The following is an example of progressive discipline.

**Step One:** Talk with the student and take appropriate action. For example, if a student is running in the hall, they may be reminded not to run and asked to go back and walk.

**Step Two:** Students will complete an age-appropriate reflection log. Parents will receive a copy of the reflection log; original reflection log will be kept at school.

**Step Three:** After three events of the same nature, students will be placed on a behaviour contract.

If the above-mentioned interventions do not correct the student's behaviour, the teacher may move to the fourth step, recommendation to the discipline committee. Some behaviours are considered to major infractions due to safety concerns. These will immediately progress to steps 3 or 4. All behaviours and interventions will be evaluated and dealt with based on age level and severity.

## DISCIPLINE COMMITTEE

Consequences are designed as a guide to teach the students to accept responsibility for his/her actions. Consequences may include, but are not limited to:

- loss of privileges
- detention
- writing a reflection or evaluative essay on the misconduct
- behavioural contract
- in-school suspension
- out-of-school suspension
- expulsion.

Parents will be contacted and behavioural records will be kept.

The following behaviours are considered to be major infractions:

- Assault i.e., hitting, kicking, punching, biting, fighting, slapping.
- Vandalism or theft of school, church and/or personal property.
- Persistent opposition to authority.
- Disrespectful abusive language or gestures.
- Disruption of instruction.
- Recklessly or wilfully endangering oneself or others.
- Use or possession of tobacco, alcoholic beverages, illegal drugs and other controlled substances.
- Possession of fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards, radios, electronic devices and obscene (sexual or violent) literature or objects.
- Violation of internet usage agreement.
- Leaving the school grounds for any reason without the permission of the teacher/principal.

Please also note the following:

- Damage or loss to school property and schoolbooks is unacceptable.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics.
- Rollerblading and skateboarding are not permitted on school premises at any time.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures and furniture.

# Health and Safety Information

## Health and Well-being

Parents need to be aware of their child's health and decide when it is necessary to keep him/her at home.

Please inform the school of contagious illnesses such as pink eye, chicken pox, or cases of head lice so that other parents can be alerted to watch for symptoms. A medical certificate is required before a child can be readmitted to class.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

## Administration of Medication

Teachers are not permitted to give any internal medication. If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, the child may be assisted by the teacher if the school receives:

1. A written statement from the parent/guardian of the student indicating their wish that the teacher assist the student with their medication(s). The letter must also state the time schedule, the amount and method by which such medication is to be taken; and,
2. Such medication must be delivered to the school in its original, identified container.

## Lunches / Snacks

We ask that lunches / snacks do not include any unclean meat as stated in Leviticus, Chapter 11 of the *Bible*. This includes foods containing pork (ie. ham, bacon, pepperoni, etc.) and shellfish of any kind. Children's lunches should be healthy and balanced.

Preventative strategies for the potential of food allergies shall include the following:

- Children should not trade or share food.
- Children with food allergies should eat lunches and snacks that have been prepared at home.
- **ACES is a NUT FREE ZONE.** Nuts *in any form, including nut oil*, are NOT to be included in foods brought into the school.

# General Safety

All members of the school community have the right to be safe and feel safe in a respectful, focused school environment.

## EXPECTATIONS

- Members of the school community **must not**:
- Engage in bullying behaviours
- Bring anything to school that will compromise the safety of others (including weapons, drugs and alcohol)
- Commit theft, robbery, or any act of vandalism that damages school property
- Use any object to threaten or intimidate another person
- Cause injury to another person with an object
- Inflict or encourage others to inflict bodily harm on another person (such as kicking, hitting, punching or pushing)
- Engage in harassment – physical, verbal, sexual or psychological
- Use the internet without a signed internet agreement form or violate the user agreement

# Bullying Awareness, Prevention, and Intervention

Staff are teaching students to identify bullying behavior and giving them tools to respond and to stop it from happening as part of our awareness and prevention strategies.

Bullying is typically a form of **repeated, persistent, and aggressive behavior directed at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person’s body, feelings, self-esteem or reputation. Bullying occurs when there is a real or perceived imbalance of power.**

When someone experiences or observes bullying behavior, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behavior will be addressed using a progressive discipline approach with a range of interventions and consequences.

# Safety Procedures

ACES complies with local Building and Fire Codes. Monthly fire drills are held each year along with lockdown procedure practices. The MLHU regulates ACES in matters of public health concerns. In cases of suspected child abuse, ACES follows the Province of Ontario’s legislation which requires that school staff report concerns immediately to the local Children’s Aid Society.



