ROYAL BRIDGE

HIGH SCHOOL



**#301-1123 Westwood St**

**Coquitlam BC V3B 0M3**

**604.474.3718**

**Your Pathway to Excellence**

**STUDENT/PARENT HANDBOOK**

**2025-2026**

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**WHAT ARE YOU MADE OF?**

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| --- | --- |
| **Daily Schedule** | |
| **Activity** | **Time** |
| **Period 1** | **8:30 to 9:40** |
|
| **Period 2** | **9:45 to 10:55** |
|
| **Period 3** | **11:00 to 12:10** |
|
| **Lunch Break 12:10 to 13:00** | |
| **Period 4** | **13:00 to 14:10** |
|
| **Period 5** | **14:15 to 15:25** |
|

**AFTERSCHOOL HOURS**

The school office officially closes at 4:00PM.

**SCHOOL CALENDAR 2025-2026**

|  |  |
| --- | --- |
| **Designation** | **2025-2026** |
| Days in session | 207 |
| Schools Open | September 2 |
| Pro-D Day | September 19 |
| National Day for Truth & Reconciliation | September 30 |
| Thanksgiving Day | October 13 |
| Pro-D Day | October 24 |
| Non-Instructional Day | November 10 |
| Remembrance Day | November 11 |
| Winter Vacation period | December 22 – January 2 |
| Schools reopen after Winter Vacation | Monday, January 5 |
| Pro-D Day | January 30 |
| Family Day Holiday | February 16 |
| Spring vacation period | March 16 - 27 |
| Schools reopen after Spring vacation | Monday, March 30 |
| Good Friday | April 3 |
| Easter Monday | April 6 |
| Pro-D Day | April 24 |
| Non-Instructional Day | May 15 |
| Victoria Day Holiday | May 18 |
| Administrative Day | June 29/30 |
| Schools close | June 30 |

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**VISION STATEMENT**

Royal Bridge School is a distinctive and innovative school with the ability to respond to the needs of a diverse student population while supporting academic, social and life skills.  Together with students, parents and stakeholders, our vision is to create an environment built on excellence, personal success, inspirational student leadership, and the acquisition of essential and practical competencies relevant to the demands of the modern world.

BC Curriculum

Students at Royal Bridge High School are enrolled in the British Columbia Ministry of Education school system and have the same opportunities for learning as all students in Canada. Marks are reported to the British Columbia Ministry of Education which will issue transcripts and diplomas to our graduates.

### ****“Your bright future begins at Royal Bridge High School.”****

**SCHOOL GOALS 2025-26**

Royal Bridge is a high school whose establishment was based on fostering educational excellence and solid citizenship in our students and recognizing that leadership within our communities is an integral part of being a global citizen.

* **ELL Learners: Refine the process for evaluating the needs of our ELL learners; develop an array of instructional techniques to deliver the program; and use the AIP to provide reporting on each learner.**
* **Student Engagement: Continue to explore ways to develop and sustain a passion and excitement for learning in all students that culminate in celebrating student learning successes.**
* **Reporting:  Continue to refine the process of using Student Self-Assessment in the Reporting Process and examine new report cards.**

**The ROYAL BRIDGE 6Cs Support our students as they learn to:**

* **Communicate**
* **Create**
* **Connect**
* **Challenge**
* **Collaborate**
* **Be Citizens of the Globe**

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## 1.

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## Welcome to Royal Bridge

## Our School Vision

*Royal Bridge School is a distinctive and innovative school with the ability to respond to the needs of a diverse student population, while supporting academic, social and life skills.  Together with students, parents and stakeholders, our vision is to create an environment built on excellence, personal success, inspirational student leadership, and the acquisition of effective competencies relevant to the demands of the modern world.*

**PRINCIPAL’S MESSAGE**

At Royal Bridge, we are a community where students, families, and staff come together to create something truly special. Our school is a place to be proud of—a place where every learner is encouraged to discover their strengths, follow their passions, and reach their highest potential.

With the renewed BC Curriculum, we are excited to provide learning that is more personalized, flexible, and meaningful. This approach celebrates the individuality of each student and encourages them to demonstrate their knowledge and talents in ways that reflect who they truly are. Together with modern assessment practices, our students are empowered to showcase their creativity, critical thinking, and problem-solving skills—qualities that will serve them well in every part of life.

At Royal Bridge, we value respect, kindness, perseverance, and curiosity. We aim to nurture global citizens who are thoughtful, compassionate, and ready to make a positive difference in the world. Whether it is through academics, the arts, or leadership opportunities, we encourage students to be active participants in their own learning journey.

Our school’s unique location and diverse community provide an environment that is rich with culture, ideas, and perspectives. It is this diversity that strengthens us, inspires us, and makes Royal Bridge a truly international school that embraces the world.

As each of you take’s part in the opportunities ahead, remember that every experience here helps prepare you not only for post-secondary studies but also for the exciting challenges and opportunities life will bring. You are are the future leaders, creators, and innovators—and the world is waiting for your contributions.

This handbook has been designed to support you in making a smooth transition into school life at Royal Bridge. Inside, you will find key information, expectations, and resources to help you feel supported, safe, and connected. Most importantly, we invite you to bring your voice, your energy, and your ideas.

A person standing in a yard holding a microphone

Description automatically generatedTogether, let’s make Royal Bridge a place where learning is inspiring, growth is celebrated, and dreams are within reach. Welcome to our community—we are so glad you are here.

Georgia Lee Nieken B.Ed. M.Ed.

Principal

Royal Bridge High School

September 2025

Tel: 604-474 3718

Address: 301-1123 Westwood Street, Coquitlam. BC

**Royal Bridge High School** is located on the ancestral and unceded territories of the Kwantlen, (kʷikʷəƛ̓əm territory), and Coast Salish Peoples. We value the opportunity to learn, live, play, and share educational experiences on this traditional land. Royal Bridge High School is committed to building strong meaningful relationships and positive partnerships with all the traditional keepers and stewards of this land.

**Royal Bridge High School** is an independent, coeducational international school teaching students from Grades 10 to Grade 12, located in Coquitlam British Columbia near Vancouver

2.

**CODE OF CONDUCT**

The teachers and administration of Royal Bridge High School believe that all of our students are capable of success. Learning must be purposeful and take place in a safe environment. Consequently, and in accordance with the responsibilities assigned to it by the School Act, the school expects that students will actively participate, through effort and punctual, regular attendance, in their assigned education program.

Expectations of student behaviour, school rules and Policies shall apply to students while at school, while going to and from school, and while attending any school curricular or extra-curricular function or activity.

**ROYAL BRIDGE HIGH SCHOOL EXPECTATIONS**

We at Royal Bridge believe that appropriate conduct should be based on respect for oneself and for others. This guides all of us at Royal Bridge andis essential to the development of responsible citizens. Student behaviour, dress and decorum shall be in accordance with generally accepted community standards and appropriate for the educational environment. Appropriate behaviour is a responsibility shared among the students, their parents and the school system.

The school believes that our expectations for student conduct are designed to give due consideration to the following:

* 1. Maintaining a positive and safe learning environment.
  2. Respecting the dignity of others, their rights and properties.
  3. Providing positive guidelines for student behaviour.
  4. Encouraging and promoting educational opportunities for students.
  5. Fostering, appropriate to age, a sense of personal responsibility, honesty, and self-discipline.
  6. Fostering co-operation, with other students in the achievement of their intellectual, social and career goals.

Through the observance of the above, all students at Royal Bridges hall ensure their participation in a safe, and purposeful education.

**SCHOOL CULTURE & CONDUCT**

**Royal Bridge High School does not condone the following:**

1. Physical violence, intimidation or threats.
2. The possession, use or distribution of illegal or restricted drugs, including alcohol.
3. The carrying or possession of weapons or simulated weapons.
4. Verbal abuse, profanity, racism, and sexism.
5. Disruption of the classroom or learning environment.
6. Vandalism of school property.
7. Internet use which involves bullying of other students.

As students become older, more mature and move through successive grades, they are expected to demonstrate increasing personal responsibility and self-control.

**Please View CONSEQUENCES AND DISCIPLINARY PROCEDURES on the School Website**

**3**.

**APPEAL POLICY & PROCEDURES**

Royal Bridge High School embraces procedural fairness. The Appeals Policy is posted on the school website. IF a parent is NOT satisfied with the outcome/decision at the school level, they can request intervention from the Ombudsperson at FISA.

**Minor matters will be handled in an informal process between parties involved.**

**ATTENDANCE POLICY**

At Royal Bridge High School, we believe that all students must do their best in the classes in which they are enrolled. They can only do that if they attend all classes regularly and on time. To encourage punctuality and regular attendance, the following rules are in effect. Attendance and supervision Policies are posted on the school website.

# PUNCTUALITY

Teachers may ask students to make up missed instructional time due to tardiness.

# MISSING CLASSES

Students absent from classes without a valid reason (Drs. Note or Written Letter from Parents/Guardian) or permission from school may be subject to progressive disciplinary steps that may lead to detention, suspension and, if the problem is serious enough, expulsion. Students may be placed on a Learning Contract.

**A Drs. Note is required for missing exams/tests/presentations.**

# ATTENDANCE

Any student who is listed as an unexcused absence and/or late may have to meet with the principal and may be required to make up lost learning time. Strong attendance at school is one of the best predictors of student learning success.

Students with serious attendance/detention issues will be placed on a progressive disciplinary plan as follows:

* + Students will meet with the Principal after a combination of 5 lates/unexplained absences in one term. A letter will be sent to parents or guardians.
  + Students will be placed on a Learning Contract after a combination of 10 lates/unexplained absences in one term. A letter/email will be sent to their parents or guardian informing them that if the student continues to not adhere to our attendance policy, he/she may be asked to withdraw from the school/affected course(s).
  + The above-stated steps will escalate quicker depending on the seriousness of the absenteeism

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4.

The school discourages parents from taking their child/children out of school. Parents wishing to take their child/children out of school for 2 days or longer must complete the *“Request for Leave of Absence from School”* form to the Principal.

The remaining tuition fees will not be refunded if the student is asked to withdraw from school.

*Remember: Punctuality and regular attendance in classes are critical to improve your academic performance and to prepare you for a University Program adequately.*

**Royal Bridge Grading**

|  |  |
| --- | --- |
| **Percentage/Mark** | **Achievement of Curriculum Expectations** |
| **86-100 (A)** | The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the provincial standard. |
| **73-85 (B)** | The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the provincial standard. |
| **67-72 (C+)** | The student has demonstrated the required knowledge and skills with effectiveness. Achievement meets the provincial standard. |
| **60-66 (C)** | The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the provincial standard. |
| **50-59 (C-)** | The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls below the provincial standard. |
| **Below 50** | The student has not demonstrated the required knowledge and skills. Extensive remediation is required. |
| **I** | Insufficient evidence to assign a percentage mark (for Grade 9 and 10 courses only) |
| **W** | The student was withdrawn from the course. |
| **ESL/ELD** - Achievement is based on expectations modified from the curriculum expectations for the course to support English language learning needs. We use an Annual Instruction Plan (AIP) for each ELL Learner. | |

5.

ROYAL BRIDGE ACADEMIC INTEGRITY POLICY

Royal Bridge High School aspires to develop honest, ethical and accomplished students capable of being responsible citizens in Canadian society. Education achievement reflects a student's subject area performance and honesty acquired skill, knowledge and ability. Students who participate in any activities that undermine the integrity of education achievement at RBHS are serving neither their own nor society's best interests.

**Staff and administration at Royal Bridge endorse the following policy to ensure the integrity of student achievement.**

# 6.

# INFORMATION TECHNOLOGY (IT) POLICY

**THINGS TO REMEMBER**

Students should use their device (e.g. another computer, tablet or smartphone) for personal use, such as entertainment or gaming.

All users are responsible for appropriately using school devices and networks in a manner consistent with the **Acceptable Use of School Computer Network and Internet Policy**. Any prohibited use may lead to disciplinary action and/or suspension or limitation of school IT resources.

Students have signed an agreement indicating their adherence to appropriate internet and social media standards.

# ROYAL BRIDGE STUDENT APPEARANCE

* + Complete student uniforms are expected each day unless it is a sports related field trip
  + Hats/head coverings cannot be worn in school unless there is a religious foundation
  + Hoodies cannot be worn over your head during the school day.

**SAFETY TIPS**

Coquitlam is a safe city, and violent crime is not typical and not very likely to occur to a resident or student. However, thefts, pickpocketing, and small crimes happen as in any other big city. This material was produced to educate students on crime prevention so that they can have a safe and enjoyable stay in Coquitlam. The most common type of crime is theft. DO NOT leave your purse, backpack, or other property unattended in public places.

## ON THE STREET

Be alert. Walk with confidence. Walk with your head up. Be aware of who is and what is around you, and be careful when someone approaches you with a simple question. Leave strange or uncomfortable situations. Trust your instincts. Always tell your roommate or host family where you are going and when you will return. Before going out, ask for advice on the best routes to events, restaurants, or shopping and tell people/homestay parents where you are going.

* Change direction if you think you are being followed
* Do not carry large amounts of money (cash), and do not show money in public; use bank/debit cards instead of cash
* Never share your PIN or let others see it.
* Keep your passport in a safe place at home; instead, carry a photocopy of your passport and other ID
* Don't go out alone or accept rides with strangers; do not hitchhike
* Don't use headphones when walking/jogging; they make it difficult to hear an approaching car or stranger
* Don't carry weapons; they are illegal and can be used against you
* Don't argue or fight if robbed – yell loudly
* Fight back to protect yourself if you are attacked; try to stop or distract the attacker so that you can escape and call 9-1-1

7.

**OUT AT NIGHT**

* At night, walk on well-lit, busy streets. Try to be with someone. Walk in the middle of the sidewalk. Avoid isolated areas such as parks where there are no other people around. Carry a whistle or other personal safety device. Scream or yell loudly if attacked.
* Taxis are a good way to get home - know the taxi company and number of the taxi in case you have any problem
* The drinking age in B.C. is 19 years. Drinking in public places such as parks, beaches, cars, or on the street is illegal.

## STRANGERS & STREET PEOPLE

Street people who ask you for money are sometimes called "panhandlers." Many of them suffer from drug and alcohol addictions. If you give them money, you will encourage their addictions. Many social agencies in the community help street people by giving free meals, shelter, and counselling. If you want to help street people, please contribute to a good charity.

Please ignore panhandlers. If they continue to bother you, talk to your local [Community Policing](http://vancouver.ca/police/community-policing/index.html) [Centre](http://vancouver.ca/police/community-policing/index.html).

**BUSES & SKYTRAIN**

* Know your route and bus schedule before you leave; choose busy, well-lit bus stops After dark sit at the front of the bus near the driver
* After 9:00 p.m. you can ask the bus driver to stop at the street closest to your destination (between bus stops); you must exit from the front door (not available on express buses)
* When on SkyTrain sit in a car with lots of people; move to another seat if someone bothers you
* All SkyTrain platforms have a yellow safety area monitored by cameras
* If you are harassed, use the emergency phones on the SkyTrain platform or emergency button on the train

**SCAMS & FRAUD**

Never give or loan money to a person who approaches you on the street, and never give cash for a cheque. People will take advantage of your trust

**PURCHASES/SHOPPING**

When you buy something, make sure that you get a receipt and are charged the right amount

* + make sure that your card is returned promptly
  + never give your credit card information or copies of your card unless you are ready to buy something

**PLEASE REVIEW MAJOR SCHOOL RULES on the ROYAL BRIDGE Website or in the attached APPENDIX**

8.

# APPENDIX A: MAJOR SCHOOL RULES

# UNACCEPTABLE BEHAVIOURS

To ensure a safe learning and living environment, all students need to know that the school cannot and will not tolerate any of the actions and behaviours described below. Direct involvement in any of these behaviors will result in disciplinary action from the school; indirect involvement in these behaviours may also result in consequences when required.

It is a student’s responsibility to know, understand and follow these rules to the best of their ability. If students have questions or are unsure about a particular rule, they need to ask a school staff for more information. If students have concerns about their own safety or the safety of others as it relates to these rules, they need to inform a staff member as soon as possible**. We have a zero tolerance for Bullying, Harassment, Violence or any forms of Prejudice.**

# VIOLENCE & FIGHTING

Students are expected to refrain from acts of violence toward their peers, which include: anything meant to cause physical harm (punching, slapping, kicking and the like); intimidation (making someone afraid); verbal abuse (including using sexual, racial, homophobic or other offensive slurs); and hazing (an activity expected of someone that abuses, shames, or puts them in danger). If a student is physically violent **toward a staff member**, the student may be expelled immediately.

Students are not to resort to fighting with one another to solve problems. Students should be willing to participate in mediation to resolve conflict between both parties. Factors important to decisions include: the level of physical violence, degree of harm, damage to property, timely resolution of the conflict, etc.

# WEAPONS

Weapons are expressly forbidden, including any object used to simulate a weapon or cause harm, such as but not limited to: sharpened objects, projectiles, high-voltage electrical devices, blunt objects, objects used to choke, etc.

# DEFIANCE

Students are expected to follow the lawful instructions of staff in order to best ensure the safety and well-being of the school community. If students are defiant, they will be given consequences (which can exclude suspension and expulsion). Defiance includes refusing to listen to staff, arguing angrily and consistently ignoring the recommendations of staff. Repeated defiance will result in more serious consequences. Intimidation or threatening behaviour toward any staff member will be treated very seriously.

# HARASSMENT & BULLYING

**Harassment** is seen as troubling, bothering and/or annoying someone continually. It is any type of behaviour that is not wanted, offensive or intrusive. **Bullying** can be defined as using strength and/or power to frighten or hurt others. It is usually aggressive, intimidating, and used to gain advantage over someone else. **Sexual Harassment** can be defined as unwelcome sexual advances (i.e. gestures), unwelcome requests for sexual activities, and other unwelcomed verbal or physical conduct of a sexual nature.

Some examples of bullying and harassment are as follows:

* Demanding favours (through pressure or force), exercising verbal threats and excessive play fights, or intimidation by physical proximity, circling or pushing;
* Ignoring, isolating, or excluding from what is going on;
* Teasing; constantly criticizing others' differences such as gender, racial or language background, sexual orientation, body shape, and so on.

Students who experience or witness bullying or harassment need to seek help from a staff member as soon as possible.

Taking or sharing of sexual images of any student is not tolerated at the school. It is important to note that the Canadian Criminal Code views the following as “child pornography”, an illegal offense: possession of any image that shows a person who is under the age of 18 years and is engaged in explicit sexual activity, the depiction, for a sexual purpose, of a sexual organ of a person under the age of 18 years, and so on.

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# OBSCENE BEHAVIOR

Students are not to engage with one another in sexual activity on campus. Possession or viewing of pornography is not allowed. Sustained and inappropriate public displays of affection (e.g. kissing,sitting on each other’s laps, etc.) will result in consequences depending on the nature and frequency of the behaviour.

**DRUGS**

Using, possessing, or supplying drugs (including marijuana) or direct drug paraphernalia is extremely serious and will result in the student being expelled from school. As possession of drugs (such as marijuana) is illegal in BC, the school police liaison may be involved or contacted to advise in the matter. Students found abusing pharmaceutical drugs or other potentially dangerous substances will also face serious consequences. Students attending events in which drugs are present will be given serious consequences based on the circumstances.

**Royal Bridge High School Policy on Marijuana (Cannabis) Usage**

Although non-medical marijuana is now legal in Canada for recreational use, there are some facts you must know:

* You have to be 19 to buy, use or possess - this is the same for alcohol purchase and usage
* If you are under 19, it is not legal to possess or use
* Even if you are 19, marijuana use at or around the school is nor permitted
* Showing up at school smelling of marijuana (which means usage) may lead to suspension or dismissal from school
* Driving while using marijuana could result in criminal charges
* Dismissal from school for marijuana, alcohol or any drug abuse will part of your permanent record.  This could impact your study visa.
* Serious issues may be reported to the consul of your country.  It is important to note that drug use/abuse is not tolerated in many countries, like China.
* Please Do NOT make this an issue which impacts your study in Canada and perhaps even your life and ability to travel or go to school abroad.

# ALCOHOL

The legal drinking age in B.C. is 19 and anyone under that age is considered a ‘minor’ under the law; however, for safety reasons Royal Bridge students of any age should not consume alcoholat any time (including for students aged 19 or older). Students found using, possessing or supplying alcohol will be put on behaviour probation and given appropriate consequences. Students attending events in which alcohol is present will also be given serious consequences based on the circumstances. For safety reasons, students will be subject to a breathalyzer test if they are suspected of being under the influence.

It is important to know that according to BC laws, it is illegal for minors to be caught with liquor, buy liquor, or try to buy liquor using false ID. Minors must also not go to establishments that sell liquor for consumption unless with a parent or guardian.

# SMOKING & VAPING

Royal Bridge is a smoke-and vape-free school. For all Royal Bridge students, no smoking or vaping is permitted on campus. Royal Bridge High School recognizes that smoking and the use of tobacco products present a significant health and safety hazard that can have serious consequences for the smoker and non-smoker and the safety of the school. It is important to know that, according to BC laws, a person must not smoke or use tobacco in or on school property. It is also illegal to sell or give tobacco to anyone under 19.

IF you are caught SMOKING or VAPING inside the building you will be fined and may be asked to leave the school.

**This is VERY SERIOUS. It is against the Law.**

IF you smoke or vape outside the school it must NOT be on the property our school building sits on.  You CANNOT be near the restaurant, the corner of Lincoln & Westwood or in front of any shops or stores.  Remember: we have young kids and families going by and into our building.

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**Fines & Penalties**

**IF you are caught Smoking or Vaping INSIDE the school:**

First Time: $125 Fine

Second Time: $250 Fine

Third Time: $375 Fine + Potential Removal from School

**IF you are caught Smoking or Vaping OUTSIDE the school on School Property:**

First Time: $50 Fine

Second Time: $100 Fine

Third Time: $150 Fine + Suspension from School

**PLEASE NOTE:** A suspension or removal from school could occur at any stage if the circumstances are serious enough.

# THEFT, VANDALISM OR PROPERTY DAMAGE

Students who damage, vandalize or steal the property of the school, their homestay or others must pay for replacements or repairs and will be given serious consequences depending on the circumstances. Anyone who accidentally damages something around the school should tell a staff member immediately.

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# iii.

# APPENDIX B: ATTENDANCE POLICY

1. **ATTENDANCE POLICY for ABSENCES & LATES**

**RULES/POLICIES/PROCEDURES:**

1. IF you are LATE/ABSENT, **call the school** (604.474.3718) to let us know. Do NOT just tell a friend to tell the Teacher. **CALL THE SCHOOL.**
2. If you will be absent because of ILLNESS, we *MAY* ask you to GET a note from the Doctor or Clinic. **We will ask you to get a note IF you miss an EXAM/TEST/PRESENTATION.**
3. IF you are **more than 5 minutes** LATE for CLASS (for example, at 8:35; or at 10:05; at 12:30; or at 2:05), the TEACHER MAY NOT ALLOW (Teacher Choice) you into the Classroom and Deduct (Take away) 1% of your Grade for the Semester as well as any marks that you could have earned through a test or presentation.
4. If you are continually absent/late for a particular course, we may have no other option but to withdraw you (which means a W), and then you will have to RETAKE the Course and Pay.

**We Succeed When YOU Succeed!!**

1. **ATTENDANCE POLICY Addendum**

**September 2022**

**Dear Parents/Guardians:**

**It is essential to note the parameters of Supervision that are present at Royal Bridge High School:**

1. Our Supervisory Responsibility **begins** once a student arrives at 301-1123 Westwood St. in Coquitlam – our school address.
2. Our Supervisory Responsibility **ends** once a student leaves 301-1123 Westwood St. in Coquitlam. This includes leaving for (a) a Break; (b) Lunch; (c) Illness; (d) an Appointment; (e) End of School Day; and (f) any other reason. In summary, we are **not responsible** for students when they leave the campus on a non-school-sanctioned activity.

**Note:**

* **IF you do not want your child/ward to leave the school during the school day – *other than at the conclusion of the school day* – please inform the school in writing via email by September 15h, 2020.**

iv.

# ENGINEERCHEFBUSINESS OWNERCARPENTEROPT OMETRISTELECTRICIANT EACHERPILOTWELDERAR CHITECTTHERAPISTVETE RINARIANPSYCHOLOGIS TNURSEWEBDESIGNERP HARMACISTFIREFIGHTER CARPENTERBANKERHAI RSTYLISTCOUNSELORME CHANICPAINTERDIETICI ANJOURNALISTBAKER

**WHO WILL YOU BE?**