



# MELITA SCHOOL

## MISSION STATEMENT

It is the goal of Melita School to develop within our students the knowledge and skills they require to live meaningful, self-filling lives with as much independence as possible. To this end we will address not only their intellectual, but also their physical, emotional, personal, and social needs and skills. We believe that this can best be done through a consultative-collaborative, organized and planned team approach, in an uninhibiting, healthy, caring, positive and constructive atmosphere.

## GENERAL SCHOOL INFORMATION

### Bell Schedule: (Grade 7- 12)

Period 1.....	8:55-10:00
<b>Break</b> .....	10:00-10:05
Period 2.....	10:05-11:10
<b>Break</b> .....	11:10-11:15
Period 3.....	11:15-12:10
<b>Noon</b> .....	12:10-12:55
Period 4.....	1:00-2:05
<b>Break</b> .....	2:05-2:10
Period 5.....	2:10-3:15
<b>Bus Dismissal</b> .....	3:15
<b>Town Dismissal</b> .....	3:20

### Bell Schedule: (Kindergarten-Grade 6)

Period 1.....	8:55-9:30
Period 2.....	9:30-10:00
Period 3.....	10:00-10:30
<b>Recess</b> .....	10:30-10:45
Period 4.....	10:45-11:10
Period 5.....	11:10-11:45

Period 6.....	11:45-12:10
<b>Noon</b> .....	12:10-12:55
Period 7.....	1:00-1:35
Period 8.....	1:35-2:05
<b>Recess</b> .....	2:05-2:20
Period 9.....	2:20-2:45
Period 10.....	2:45-3:15
<b>Bus Dismissal</b> .....	3:15
<b>Town Dismissal</b> .....	3:20

### **Melita School Environment Policy**

We require a school environment that is inclusive of all in which an overall atmosphere of safety and well being prevails for all students and staff. To this end, we expect everyone in the building to conduct themselves in a manner that supports this objective. Essentially, we view discipline issues as either *major or minor infractions*, and we deal with them accordingly. Our Environment Policy reflects a blend of education and accountability that seeks to improve future behavior and hold individuals accountable for their present day actions. It is the responsibility of our staff to protect the rights of all students in their education.

From time to time, students will break expected rules, consequences will be applied and education to improve future behavior undertaken. It is our goal that this will be done fairly and consistently, according to our Discipline Process. Good discipline is extremely important to the school program and environment. Without good discipline, the school cannot discharge its primary responsibility in the education of students. Without good discipline, students cannot realize their greatest opportunities for growth in a secure environment. In maintaining discipline, the school and home must be able to work together in cooperation to ensure that students having difficulties improve their behavior.

### **Student in Good Standing clause**

#### **(Actions/Consequences)**

*(Our actions carry consequences, and it is critical that children learn that what they do affects others and themselves)*

All students are considered to be **“In Good Standing”** unless their actions put this in jeopardy. A student in “Good Standing” has access to all privileges and school activities (including extra-curricular) that all students enjoy.

Our actions carry consequences and it is critical that children learn that what they do affects others and themselves. To this end, we have a *“Student in Good Standing”* clause. This simply means that, depending on the severity of

the infraction, a student may lose certain privileges for up to 30 days following initial disciplinary actions taken. For example, a student who was disrespectful may not be able to attend a subsequent fieldtrip since they act as ambassadors for the school. In such a case, alternate assignments would be provided for the student to ensure that no educational opportunities were lost by the student. In addition, further disciplinary infractions during a student's "Loss of Good Standing" may result in student being placed beyond the beginning of the "Disciplinary Process".

#### **Student Attendance/Student in Good Standing Clause**

Flagrant disregard for attendance norms, as defined in the SHSD School Division Policy JAA, may result in students being subjected to the provisions of the above "***Students in Good Standing Clause***". This may result in students losing privileges to engage in a variety of school and extra-curricular activities.

#### **Disciplinary Process (Please note the differences evident at the various grade levels)**

(Since younger children are often learning *Behavior Norms*, discipline may often be more of an educational opportunity than at higher grade levels)

1. The general rule of conduct *across all grade levels* is that behavior (verbal or physical) that detracts from the safety, well-being, worth or opportunity to learn of self or others is not acceptable.
2. Discipline problems should normally be handled by the classroom teacher or supervisors on duty. It is expected that the teacher will involve the parents and administration in any disciplinary matters that proceed *beyond routine behavior* modification procedures.
3. Students who persist in continuing with unacceptable behavior will be assigned *logical consequences* – either in or out of the classroom during class time or in an area removed from the other students at recess or noon breaks. *Except in the case of unacceptable behavior occurring at the conclusion of the day*, no timeouts or other consequences should extend into the next day for students from primary grades.
4. Introducing students to *homework is a developmental process and expectations vary from grade to grade*.

#### **Homework Grades K-3**

*(It is recognized that younger children must learn the importance of completing assigned tasks but that they must also receive outside break time commensurate with age level).*

Students from K-3 will receive small amounts of formal homework most often in the form of Reading Programs or Spelling Test lists. *The idea at this level is to introduce the concept of homework*, so no after school detentions are allowed for students at this level for missed homework. Portions of the noon hours are

allowed to catch up on missed homework on occasion. One or two recesses but no more than two consecutive recesses are allowed as consequences for students from K-3 per missed assignment.

### **Homework Grades 4-12**

#### First Occurance:

- Detention – recess, noon, after school
- Teacher will contact parents

#### Second Occurance:

- Detention – recess, noon, after school
- Teacher will contact parents

#### Third Occurance:

- Sent to Administrator – Detention(s) to complete work – recess, noon, after school
- Parents will be contacted – team conference will be held, including the student

### **Behavior**

#### **Minor Infractions (Classroom, Hallway or Outdoors)**

First – verbal or nonverbal correction

Continued – removal to hallway/isolation in classroom/recess or noon detention

- student is responsible for work
- student will call parent

Second – correction

- recess or noon detention
- student is responsible for work
- classroom teacher will call parent to set up a meeting for re-entry to class

Third – correction

- sent to office
- loss of “Good Standing” privileges up to 30 days
- student is responsible for work
- classroom teacher will call parent to set team meeting for re-entry and behavior plan
- discipline may include detention/community service

### **Major Infractions – Contravention of Code of Conduct**

- Lockers are owned by the school and can be searched at any time.
- any gang-related activities
- smoking and tobacco
- violence (fighting or possession of an item considered a weapon)
- alcohol and substance abuse
- bullying

Each of the above will be treated with discipline at the Administrative/Superintendent level and with proper authorities.

### **Dress Code**

Students are expected to wear clothing appropriate to our school setting; the dress should be clean and presentable. Students are to refrain from wearing clothing with offensive logos or slogans. Students who wear something unacceptable will be asked to put something else on or cover it with another piece of clothing. Hats, toques or hoods are NOT allowed in the school.

### **Noon Hour**

Grade 7-12 town students are encouraged to go home for lunch. Any noon hour issues will necessitate removal from the school during the noon hour.

### **Middle Years Student Conduct Policy**

- 1. Cheating Policy:** Any student who is apprehended cheating or conspiring to cheat will have the following consequences imposed:
  - a.) He/she will receive a zero for the work involved, and
    - i) the Principal and all other teachers involved with the student will be informed.
    - ii) the student may receive a suspension.
    - ii) the parents will be notified and provided an opportunity to come to the school to discuss the situation and be informed of consequences for a second offence.
  - b.) The student will not be eligible for the Honour Roll.
  - c.) Students will lose exam exemption privileges in that subject.
- 2. Absent without Permission:**
  - a. An application of classroom policy
  - b. Homework assignment in subject area.
  - c. Parents will be notified

**3. School Leaving:**

Bus students must have a note from home each time they leave the school at noon or at any time to carry out an errand.

**4. Late:**

Lates will be handled in accordance with the Melita School discipline procedure.

**5. Melita School Evaluation Policy:**

- a. Grade 5-6 – the evaluation is based on term work such as quizzes, tests, projects, assignments and other components of daily work. There are no formal exams in Grades 5 & 6. Please see classroom teacher for more details.
- b. Grades 7 & 8- Evaluation is based on term work but in Language Arts and Math, there will be compulsory exams with no exemptions. Grade 7 will write Mathematics, Grade 8 will write English Language Arts. 75% of the final mark will be based on the year's work and 25% on the final exam. Exams on other courses are also at the discretion of the teacher.

**Southwest Horizon School Division**  
**Guidelines for Grade 7 & 8 Promotions**

For purposes of identification, subjects will be grouped:

- |    |   |                           |
|----|---|---------------------------|
| A. | Language Arts   | Mathematics               |
| B. | Science   | Social Studies            |
|    | French or alternative course offered in place of French |                           |
|    | Art   | Health/Physical Education |
|    | Computer Awareness, Keyboarding, Band, etc.             |                           |

A student will be required to repeat a grade if he or she fails:

- a. Both subjects in Group A
- b. One subject from Group A and two from Group B

**Marks:**

75% of the final mark will be based on the year's work and 25% on a final exam. Exemptions are allowed in all courses except the compulsory course to be written.

**Middle Years Recess and Noon Hour Rules and Responsibilities for Students and Teachers**

**Teachers' Responsibilities:**

1. At recess each teacher is responsible to clear the room in which they are teaching.
2. No students are allowed near the school or doorway. Use the foot-scraper as a guide.
3. Keep your own playground equipment in your home room. Teacher is responsible for that equipment. This will eliminate equipment room problems.
4. Supervisors in charge are responsible for administering outside rules.
5. Strategies for inclement weather:  
In severe weather, students will take a bathroom break and go to their homerooms for the balance of the time.
6. Participation in Track and Field is mandatory for all Middle Years students. It will be part of the Physical Education program. Students at this level will be introduced to the various disciplines of track and field, with the emphasis being on participation in all events of field day. The emphasis is on participation. We realize that, as in academic work, not all students will excel. Those who qualify will go on – others will have a regular school day.

**Grade 9-12 Conduct**

**A. Disruptive Behavior:**

Disruptive students will be dealt with according to school and Southwest Horizon School Division policies 4-5-1, 4-5-2.

**B. Attendance Grade 9-12:**

The responsibility of ensuring regular and punctual attendance lies primarily with the student and his/her parent(s) of guardian(s).

Our responsibility as employees at Melita School is to inform the parents or guardians quickly and accurately of attendance problems in order for remediation to be most effective. Attendance is taken in each class and a record is kept.

**Attendance Policy:**

Attendance is compulsory; absences are expected to be prearranged except in the case of illness. Extended or frequent illness may require a Dr.'s note. After 2 absences that are not prearranged the teacher will conference with student. After four absences the teacher will contact the parents/guardian. After 6 absences a

parent/student/teacher conference will be required in order for the student to return to class. Any student who accumulates 10 absences (not prearranged or extenuating circumstances )in a course will be withdrawn from the course.

**C. Late:**

It is the student's responsibility to satisfy the teacher that his/her lateness was avoidable and excusable. If the late is not considered excusable, the student will be required to accept the consequences according to the classroom expectations and policies.

**D. Defacing School Property and Graffiti:**

Division policy 4-5-3

Inappropriate language in the form of graffiti on personal belongings is not permissible. Students will be asked to remove it, or if the case warrants it, cover it up.

**E. Laggard Policy:**

Students are expected to attend school and classes regularly and to complete homework assignments and study for tests and exams. In cases where students habitually disregard their responsibilities, parents will be consulted and students may be requested to withdraw from school.

**F. School Leaving Privileges and Use of Private Vehicles:**

**Noon:** Bus students in grades 9 -12 leaving the school will require a permission slip signed by a parent, which will be valid for the entire year unless it is canceled.

**Spares:** Grades 9-12 will require a permission slip signed by a parent which is valid for the entire year. Students leaving the school during spares are to do so in an orderly, quiet manner so as to not interrupt classes.

**Student's Vehicles:** Private vehicles brought to school by students are to be parked in the student parking lot. Students coming and going are to drive in a safe, prudent manner. Students leaving by private vehicle at the end of the day are not dismissed until 3:15.

**Note:** All permission slips refer to the local area.

**G. Field Trips:**

Money for excursions is limited. Students going on field trip excursions may be required to pay for part of the cost. For overnight field trips parents must sign an approval and acknowledgment form.

**H. Theft:**

May result in any or all of the following:

- a. Three day suspension from school.
- b. A recommendation that the total time of suspension be extended.
- c. Apology to the victim.
- d. Restitution.
- e. Community service –work.
- f. The matter may be reported to the RCMP.

**I. Graduation:**

Only students who are eligible to graduate will take part in Graduation Exercises. A student must have a total of 20 credits in order to be eligible to be in a Gr.12 homeroom. Thirty credits are required for graduation.

**J. Exam Policy:**

All final examinations will be available for inspection by students and their parents on an individual basis. Formal request must be made within 30 days of the exam writing. Upon request a student and/or parent will be permitted to view that student's examination paper subject to the following:

1. The paper and exam in any form will not be released from the school.
2. The subject teacher and either the principal or vice-principal, if requested by either party, shall be present. It is recommended that the student be present. If a parent requests a third-party evaluation of an exam, this will also be subject to the above, plus the third party evaluator must be certified and have experience in the present curriculum of the subject involved.

**K. Cheating Policy:**

Any student who is apprehended cheating or conspiring to cheat in any form will have the following consequences imposed:

- A. He/She will receive a zero for the work involved, and:

- i) the principal and all other teachers involved with the student will be informed.
  - ii) the student may receive a suspension.
  - iii) the parents will be notified and provided an opportunity to come to the school to discuss the situation and be informed of consequences for a second offence.
- B. The student will not be eligible for the Honour Roll.
  - C. Students may lose exams exemption privileges in that subject.

#### **Locked Door Policy**

All doors except the front entrance door will be locked during the school day. The doors that students access will be unlocked and relocked after recess. The same doors will be unlocked during the noon hour as well as the east end high school doors. The south gym door will be unlocked if there is a school activity in the gym after school.

We would ask that parents report to the office whenever they enter the school and for their understanding in implementing this plan to keep our students safe and in the least amount of risk possible.

#### **Cell Phone Policy at Melita School**

It is our opinion that a cell phone is not a necessity during class time. Any necessary message that needs to be given to a student should be done so through the office. We will pass along messages, as we have always done, from the office or call students to the phone in case of an emergency. We are of the opinion that a phone call/text message from a friend in another school or community is not a vital phone call. These are the types of calls/text messages that students often receive during school hours. In consultation with our students and staff, here is what we have decided.

1. Cell phones are to be off during class time.
2. Cell phones may only be used during breaks and noon hours in the hallway, front foyer or outside.
3. Staff will confiscate a cell phone that is visible and/or in use during class time.
4. Staff will confiscate a cell phone if a student is late for class as a result of using his/.her cell phone at break or noon hour.
5. If it is a first time offence, the cell phone will be returned to the student at the end of the day.

6. If it is a second time offence, the cell phone will be confiscated and held by the school until a parent is able to come to the school to pick it up.

7. Any student caught text messaging during a test or any other assigned activity that is being formally assessed will not only have his/her cell phone confiscated but will also face any consequences relating to cheating.