



# **STUDENT HANDBOOK**

## **2024**

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## 1. GENERAL INFORMATION

### A) School Day

The Meridian School is open for complimentary student drop-off at 7:30 am. Dismissal ends at 3 p.m. for ION, Nursery, and Rising 3-5. Dismissal for Grades 1-6 is at 3:15 p.m. with final pick-up ending at 3:30 p.m.

**Classroom times** are as follows:

Nursery, Rising 3, Rising 4 and Rising 5	9:00 am – 2:45 pm
Grades 1-6	8:30 am – 3:15 pm
ION	8:30 am - 3:00 pm

**Clubs** – Club attendance and collection is the sole responsibility of the club instructor and the parent/child. Students are to be supervised by the club instructor while waiting to be picked up, or the club instructor, with approval from the parent/guardian. Parents must sign a waiver releasing The Meridian School its agents, employees and representatives from any and all claims, liabilities or causes of action arising out of or related to their child's participation in any club activities or otherwise whatsoever.

### B) Cancellation of School

If school is to be canceled for any reason, families will be notified via email.

### C) Arrival and Dismissal

- **Late Arrival**

Students who arrive late in **Primary** after 8:30 a.m. will be marked as tardy. Any student who is tardy will be marked as excused or unexcused. In order to be marked as excused, students will need to provide a note/notice from their parent/guardian.

Excessive tardiness (being tardy more than five [5] times) will result in a meeting between parent/guardian and the Principal.

- **Early Student Checkout**

If a parent/guardian wishes to take their child off campus during the school day, they must sign their child out at the office.

- **Change in Pick-up Plans**

Parents/guardians are asked to notify the office regarding any persons, other than themselves, who will be picking up their child from campus.

## **D) Closed Campus**

All students are required to remain on campus during the school day. If a parent/guardian takes their child off campus during the school day, they must sign out at the office. Upon return, parent/guardian must sign their child in at the office. At no time should a parent/guardian take another child unless written permission is provided from that child's parent/guardian or contact has been made with the office by the child's parent/guardian with a follow-up email. Access to the school is only through the main entrance office doors.

Parents are encouraged to send lunch with their child upon dropping off in the morning or purchase lunch from the school's cafeteria. We discourage lunch dropped off in the middle of the day to avoid disruptions to the child's lunch time. However, emailed notifications to the class teacher and office for pre-arranged class lunches for birthday parties should be made well in advance.

## **E) Guests and Visitors**

Students wishing to bring a guest to school (either an adult or a child) must receive prior approval from administration and/or the classroom teacher(s). Parents/guardians are also welcome to bring visitors to The Meridian School. All visitors must report to the office upon arrival and sign the visitor log.

## **2. VALUES AND BEHAVIOUR**

At The Meridian School we believe that:

- Students thrive in a secure, orderly, and non-disruptive environment.
- Students have the right to a quality education delivered in a safe, enriching, creative and productive environment.

- Students develop a positive sense of self-worth and realise their greatest potential, when they are aware of, and are dedicated to, the social and academic expectations being placed upon them.
- Students must understand and accept that they are responsible for their behaviour and decisions.
- Students are more successful when their mistakes are approached as learning opportunities and their efforts are positively recognised.
- Parents/guardians must share the responsibility for teaching children appropriate and acceptable behaviour with the school. By cooperative partnering, we can ensure positive student conduct.

### **A) Student Acknowledgement and Recognition**

The Meridian School has established a school-wide strategy that ensures that all learners receive positive acknowledgement/recognition for demonstrating Meridian School attributes. Positive acknowledgement will occur at both the classroom level and school-wide.

### **B) Student School Behaviour Expectations**

The Meridian School has identified four behavioural expectations. These expectations are:

- Be respectful
- Be responsible
- Be safe
- Try our best at all times

### **C) The Meridian School Attributes**

At The Meridian School, we promote eight keys of excellence, which are displayed in every classroom and promoted in our assemblies year round.

#### **Integrity**

- Student follows the standards outlined in the Student Handbook.
- Student is accountable and self-manages emotions and behaviour.
- Student is honest and committed in all that they say or do.

**Failures lead to success**

- Student uses a positive mindset to manage setbacks and learns from mistakes.
- Student uses constructive feedback to improve self and work.
- Student completes and submits class work on time, every time.

**Speak with good purpose**

- Student speaks kindly and honestly to others.
- Student treats others appropriately and with dignity.

**This is it! Make the most of every moment.**

- Student participates with a positive attitude in class and school activities.
- Student remains focused and on task.
- Student focuses on the present moment.

**Commitment**

- Student applies critical and creative thinking to overcome barriers.
- Student gives their very best effort in their school work and activities.
- Student never gives up on their goals and dreams.

**Ownership**

- Student holds high standards for self.
- Student is responsible for their thoughts, feelings, words and actions.
- Student cares about the environment and shows initiative towards safety and cleanliness.

**Flexibility. Be willing to do things differently.**

- Student tries something different when they realize something is not working.
- Student accepts differences and respects the viewpoints of others.

**Balance**

- **Live your best life**  
Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

**D) School-Wide Rules** In order to fulfill our beliefs and maintain high standards at The Meridian School, what follows, is a set of behavioural rules that are to be adhered to by every child enrolled in the school.

Rules will be reviewed with students on a periodic basis. Common rules include:

- respecting one another, equipment and facilities,
- gathering and playing in designated areas only,
- making safe choices.

In addition to posting behavioural expectations in each classroom, the school has a Behaviour Matrix **[Ref Table 1]** of what these behaviours look like for all students to follow both inside and outside of the classroom. These expectations extend to breaks, lunch, assemblies, tournaments, and field trips.

Please note that breaks and school activities will always be supervised by appointed teachers and/or teaching assistants. Students are encouraged to report any behavioural misconduct to the teacher and/or teaching assistant in charge immediately and report any faulty equipment or facility issues to the principal or the office. If rules are broken, one of the supervising teachers will set an appropriate consequence.

**Table 1: Behaviour Matrix**

	Respect	Responsibility	Safety	Effort
Classrooms	Raise your hand and speak in turn; use appropriate language and tone; help others when needed.	Follow rules; attend school regularly; be punctual; actively listen and participate.	Remain in class during class time; obtain teacher's permission to leave.	Remain focused on tasks; do your best, ask questions.
Walkways	Walk and observe others' personal space. Greet adults and other students politely.	Go straight to your destination. Place your belongings in the proper location in an orderly fashion, pick up litter.	Do not jump on the boundary walls by the turf. Wear shoes at all times.	Keep track of personal belongings and send any unclaimed items to the lost and found.



<b>Reading Room</b>	Raise your hand and speak in turn, use appropriate language and tone, help others when needed.	Take good care of the books, return books to where they belong.	Follow rules and regulations, respect property and furniture in the library by treating it appropriately and with care.	Maintain an exemplary level of order. Assist younger learners.
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	<b>Respect</b>	<b>Responsibility</b>	<b>Safety</b>	<b>Effort</b>
<b>Office</b>	Walk quietly and observe others' personal space. Greet adults and other learners politely.	Follow directions. Go straight to your destination.	Leave and enter by the designated doors. Always remain on school premises unless having been given permission to leave.	Be a Meridian ambassador.
<b>Eating Areas</b>	Wait in line for your turn at the kitchen, exhibit good table manners, keep food in designated eating areas.	Clean up after yourself, return plates and utensils to kitchen, report any misconduct.	Report spills, carry hot food carefully, clean up after yourself, throw trash in appropriate receptacles.	Maintain an exemplary level of cleanliness.
<b>Bathrooms</b>	Respect the privacy of others, keep the facilities clean.	Flush the toilet, wash hands thoroughly, dispose of trash in appropriate receptacles, no loitering.	Report incidents immediately to the office.	Maintain an exemplary level of cleanliness.
<b>Pool Area</b>	Keep the facilities clean. Remember to use restroom prior to entering pool.	Wear proper swimwear. Dispose of trash in appropriate receptacles.	Follow rules and regulations; keep gates closed, walk only; use equipment correctly.	Maintain an exemplary level of safety, assist younger learners.
<b>Changing Room</b>	Be respectful of each other's privacy. Be neat, keep your belongings together.	Change promptly, dispose of trash in appropriate receptacles, no loitering.	Follow rules and regulations; keep door closed; be cautious of wet floors.	Maintain an exemplary level of decorum and cleanliness.
<b>School Grounds</b>	Use appropriate language and tone; greet adults and other learners politely. Help others when needed; obey fire/safety drill procedures.	Gather and play in designated areas only. Dispose of trash in appropriate receptacles.	Follow rules and regulations; use equipment correctly. Keep your hands and feet to yourself.	Maintain an exemplary level of cleanliness. Be a role model to others.

## **E) Toys, Cell Phones, Computers, and Other Electronic Devices**

Students in Grades 1-6 are required to bring a laptop or device as part of their learning equipment. It is of paramount importance that students understand that they are trusted to use these devices solely for educational purposes. The playing of games other than educational games during school hours will result in privileges being taken away and/or the confiscation of the device.

Students may not bring toys, electronic devices, or other items that may potentially interfere with learning to school, unless otherwise approved by a teacher.

Students in the Pre School may bring special items to share on 'Show and Tell' days.

Cell Phones are **not allowed** in the classroom at all. Students may not leave personal computers or iPads unattended and are not allowed to use them during break times. The Meridian School is not responsible for the loss or damage of toys, mobile phones, computers, or other electronic devices brought on campus. Students who do not comply with this rule will face disciplinary consequences [Ref Table 2].

## **F) Social Media**

The social media platform is considered a digital extension of the classroom. The Meridian School behavioural rules apply online when a Meridian School learner is using social media. There is no right to privacy when using social media affiliated with The Meridian School.

Students are held responsible for any content they post on any social media environments. Students should report any instances of misconduct. In the event of misconduct using social media (cyber-bullying, unauthorised posting of pictures or information, etc.), students will face school disciplinary action [Ref Table 2].

Parents/guardians are encouraged to gauge/monitor the at-home social media and computer activity of their children.

## **G) Foundation and Primary Behaviour Policies -**

As a school, it is our goal to foster an environment where students can develop the attributes that are at the core of who we are and what we do. Students are encouraged to display these attributes at all times.

As a school, we have agreed upon a list of guiding principles that students are encouraged to follow. Please see the list of principles below.

- Try our best at all times
- Be honest
- Be committed
- Be kind
- Be respectful
- Be responsible
- Take ownership
- Be present
- Have balance

Students are exposed to these principles and what they mean as a Meridian student from the start of our school year. These are modelled, reinforced, and displayed in each classroom.

Demonstration of these attributes are rewarded to reinforce the desired behaviours. Behaviour incentive charts are displayed in each primary classroom. These charts may differ in design from room to room but the principle remains the same. Students begin at a set level on the chart. This is considered the baseline for expectations. Student names are moved up/forwards to the next step on the chart as a result of their positive actions and decisions. Students are rewarded by the class teacher for their efforts. This may be in the form of 'Golden Time', a prize from 'The Good Job Shop' or other incentives. For continued and sustained positive behaviour and effort, students can be chosen by the class teacher to make a special visit to the Principal to receive a reward in recognition of their outstanding efforts.

As a school, we recognise the need to reward positive thoughts and decisions and this is very much the primary aim in the classroom. However, there are times when sanctions need to be applied and just as students can move up/forwards for positive decisions, if they choose decisions that are in conflict

with the key principles of The Meridian School, they will move down/back on the chart. Self-reflection is a key learning attribute and we encourage all students to reflect on their actions if they are moved down/back on the chart. It is our hope that after reflection, the student will change their behaviour and their actions and start to move forwards. We actively encourage students to reflect on their choices and behaviour and make positive steps to move forward.

We are aware that there may be instances when a student may deviate from this code of conduct, which will result in the activation of the below step process.

- Step 1 - A verbal warning to start to reflect on behaviour and choices.
- Step 2 - Teacher led discussion and moving down a level.
- Step 3 – Moving down another level. Consequence and reflection sheet.

If a Primary student makes a choice that is not in alignment with the behaviour expectation, then it may result in the following consequences depending on the severity of the behaviour displayed;

- Loss of free choice activity.
- Minutes taken away from break or lunchtime respectively at which time the student will complete a behaviour reflection sheet.
- Parent or guardian contact via email or phone call.
- Meeting with the class teacher, parents, or guardians.
- Student visit to the Principal.
- Meeting with the Principal, class teacher, and parents or guardians.

As a school, we encourage our students to politely seek further feedback if they are unsure why they have been sanctioned. This should be clear to them before they move to the next lesson and/or go home. Students are also encouraged to talk to teachers or other members of staff if they have a worry or a concern linked to their behaviour or the behaviour of others.

We would like to share the responsibility with our families in making every effort to provide our students with a well-rounded, high quality, education characterised by high expectations and excellence in character.

## The Point System

The point system allows staff members to consistently and objectively hold all students accountable to the school’s behavioural expectations. When a student violates any of the policies contained within this handbook, the student will typically receive a discipline point. Discipline points accumulate per term (but are refreshed) and are documented in the student’s behaviour record. Most violations carry a penalty of only one (1) or two (2) points, but repeated infractions and severe violations may be worthy of more points.

**Table 2: Discipline Point Model**

	Disciplinary Matter	Further Description	Points
<b>Minor Infractions</b>	Disturbs class	n/a	1 pt.
	Eating in classroom	n/a	1 pt.
	Inattention in class or assembly	n/a	1 pt.
	Late for class	n/a	1 pt.
	Unprepared for class	n/a	1 pt.
	Missing homework/ assignments	n/a	1 pt.
	Improper/Out of Uniform	n/a	1 pt.
	Uniform in Disrepair	Uniform in unkempt condition	1 pt.
	Littering	n/a	1 pt.
	Disregarding Classroom Rules	n/a	2 pts.
	Non Authorised Electronic Usages	Using tablets, computers, cell phones, and other media devices when not authorized	2 pts.

	Disrespectful to Others	n/a	2 pts.
	Unacceptable Language	n/a	3 pts.
	Inappropriate Behaviour	Includes any incorrect act towards self, other students, teachers, and staff or school property	3 pts.
<b>Alerts</b>	Damaging/Defacing School Property	n/a	5 pts.
	Damaging/Defacing Another Learner's Property	n/a	5 pts.
	Leaving School Grounds Unauthorized	n/a	5 pts.
	Falsification	Dishonesty	5 pts.
<b>Major Infractions</b>	Bullying	Cyber or in person	10 pts.*
	Cheating on Exam/Quiz During Class	n/a	10 pts.*
	Physical Aggression	n/a	10 pts.*
	Tobacco/Alcohol/Drug	Any use or possession of Tobacco/Alcohol/Drugs and related paraphernalia	10 pts.*
	Plagiarism/Academic Dishonesty	n/a	10 pts.*
	Stealing	n/a	10 pts.*
	Truancy	n/a	10 pts.*
	Verbal Aggression	n/a	10 pts.*
	Inappropriate physical contact	n/a	Expulsion

*\* Major infractions merit a suspension, and the length of the suspension will be determined by what they have done.*

### Point System Benchmarks

Below are the disciplinary measures taken as a student's discipline points accumulate. Parents/guardians will be notified via email.

- **Five-Seven (5-7) points** Office referral – a conference with the principal, the student, and/or parent/guardian will take place with one or more of the
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following possible outcomes: the principal will write an appropriate reflection addressing the student's behaviour and strategies for improvement and the student will be placed on disciplinary probation.

- **Ten (10) points** Suspension – If considered appropriate by the Principal and administration, the student could be suspended from school and all school-related activities if 10 points are acquired. Prior to suspension, the student and their parent/guardian will meet with the Principal and administration to create and sign a behaviour contract that clearly delineates what is expected of the student of the remainder of their enrollment at The Meridian School; reasonable goals will be set and agreed upon by all parties; any violation of this contract will result in the student's expulsion from the school.

**Disciplinary Probation** A student's behaviour record may be grounds for administration to place that student on disciplinary probation. If repeat infractions occur while the student is on disciplinary probation, suspension or expulsion may result.

**Suspension** The length of a student's suspension from school is determined by the administration on a case-by-case basis.

**Expulsion/Forced Withdrawal** A student who accumulates 3 suspensions in an academic year has demonstrated that they are not committed to the values of The Meridian School; the result may be expulsion. Expulsion may also occur depending on the severity of the infraction at the principal's and administration's discretion.

Any student expelled or forced to withdraw will not be eligible to reapply for admission to The Meridian School.

### **3. DRESS CODE POLICY**

**A) Uniform Requirements** At The Meridian School we believe that pride taken in proper appearance is associated with pride taken in personal success.

When engaged in Meridian School activities, including award ceremonies, on or off campus, students are required to dress in the appropriate school uniform.

- Parents/guardians must ensure that their child arrives at school clean and neatly dressed in the correct school uniform on a daily basis.
- The uniform should be clean, pressed, properly fitted, and age appropriate.
- Students who are not dressed in the appropriate uniform must present a written explanation from their parent/guardian to their teacher. Students who are not properly dressed and do not present a written explanation will not be permitted to participate in class until the appropriate uniform or note/email is provided.

Uniform items are available at The Meridian Uniform shop (online).

[www.meridianuniformshop.com](http://www.meridianuniformshop.com)

### **Formal School uniforms are as follows:**

- **FORMAL:** Meridian Polo shirt, khaki Bermuda shorts or skirts, brown belt, white socks, and brown dress shoes (black tennis or trainers are not acceptable as dress shoes).
- **PROPER DAILY UNIFORM:** Polo style dress.
- **Students in Pre School to Grade 6** will wear formal/proper uniform three (3) days per week and sports kit on two (2) days per week with a swim kit brought on one of those 'sports' days.
- **ACCESSORIES:** Meridian sweater, hoodie, and rash guard.
- Skirt hemlines must be no higher than two (2) inches above the knee, are not allowed to be rolled up, and must be kept at a natural waist. Shirt-sleeves are not to be rolled up. Polo shirt bottom button must be buttoned.
- Formal uniforms are mandatory on the first day of school, picture days, field trips (unless otherwise specified), certain events and competitions, and school ceremonies.

### **II) P.E. and Swimming Kit**

- **P.E. Kit** Consists of a Meridian School house t-shirt, Meridian School shorts/skort, athletic white socks, and athletic shoes (of any colour).



- **Swim Kit** Consists of a Meridian School logo swimsuit/swim trunk, swim cap for students with hair below ear length, goggles are optional, and rash guard is optional.

**Please note:**

- All skorts must be modest, properly fitting, and appropriate for all athletic activities.
- Students will not be permitted to participate in P.E. and Swim class without the proper kit. Repeated infractions will be subject to P.E. grade deductions and disciplinary action **[Ref Table 2]**.

## **Changing Etiquette**

Change rooms **[Ref Table 1]** for students in Grades 1-6 are located in the Pool House, but they can also use the bathrooms. Students are expected to exercise the utmost maturity, responsibility, and respect when changing into and out of their P.E. and Swim kits. Change rooms must be kept clean and free from personal items such as hangers, clothes, towels, toiletries and goggles.

**Cold-Weather Wear** All cold-weather outerwear must conform to the Meridian School uniform requirements (see above). Female students may wear tights under their formal skirt – which must be of a dark gray or black colour.

## **B) Personal Presentation, Grooming, and Accessories**

**I) Hair/Hairstyle** Hair is to be neatly groomed, combed, and kept out of the eyes. Extreme hairstyles or designs in hair are not acceptable (i.e. patterns, words, colours). Any hair dye or colour must be one that is natural to human hair colours.

### **II) Makeup/Nail Polish**

Extreme colours and false applications are not appropriate. Students will not be permitted to attend class wearing makeup or colored nail polish. Clear or pale pink nail polish that is the color of one's natural nails is acceptable.

**III) Earrings/Tattoos** Female students may wear one pair of modest stud earrings that do not dangle or pose a danger of catching on things. Male

students may wear a single modest stud earring. No other visible body piercings/tattoos are permitted for either gender.

#### **4. ATTENDANCE POLICY AND PROCEDURES**

At The Meridian School, consistent attendance is the responsibility of the parent/guardian and student.

**A) Tardiness** Students are expected to be in class on time. A student who enters class unexcused after the first five minutes will be considered tardy (please see section 1(C) Late Arrival). Teachers will address tardiness and set appropriate classroom consequences. **[Ref Table 2]**

**B) Reporting and Excusing Absences** Parent/guardian is expected to email/notify the teacher to pre-arrange or excuse their child's absence. Notification should be made as soon as possible, or prior to 8:00 am on the day of the absence.

**C) Pre-arranged Absences** At The Meridian School, we understand and appreciate the fluidity of life. The parent/guardian must make all necessary arrangements to have the absence formally excused by notifying teachers and administration and collecting assignments in advance. In extenuating circumstances and emergencies, spontaneous collections will be permitted, otherwise, absences must be pre-arranged.

**D) Unexcused Absences** In the case of an unexcused absence, it is necessary for the parent/guardian to provide documentation to explain the reason for the absence. When absences are excessive (four [4] in a month or ten [10] during the year) the principal and the learner's teacher(s) or advisor will meet to review if this is interfering with academic performance; parents/guardians will be notified accordingly.

**E) Absences Due to Illness** In order to maintain a healthy learning environment, the parent/guardian is requested to use good judgment to decide whether or not they should keep their child home due to illness. For example, children with a fever are unfit to attend school.

**F) Illnesses Occurring at School** If a student becomes ill while in school, she or he will be excused to the office so that the parent/guardian or the emergency contact can be notified.

## 5. HEALTH

The Meridian School strives to promote the health and well-being of all our learners. Health education, healthy lunch options, daily outdoor recess, and regularly scheduled physical education classes are integral in our efforts towards promoting a healthy learning environment.

**A) Safety** The educational team has been trained in CPR and first aid. In the event of a medical emergency, emergency services and the child's physician will be contacted along with the parents.

**B) Snacks and Lunch** Our school promotes healthy eating habits. We have a strict no soda policy for our students. Also, owing to the allergies of our students and educational team, please ensure that your child's snacks and lunches are peanut free. **The Meridian School IS A PEANUT FREE FACILITY.**

The Unicorn Snack Shack offers breakfast, morning and after-school snacks, and lunch. Students can place their orders on the link [here](#). Parents/guardians will receive a statement from the office and will make payment on their account. Please contact [info@themeridianschool.com](mailto:info@themeridianschool.com) for more information.

**C) Medication** Parents/Guardians must inform the office and their child's teacher if their child needs medication administered while in school. This includes both short and long-term medications, especially in relation to allergies and asthma.

All short-term medication must be:

- brought to the office for storage at the beginning of the school day and collected at the end of the day;
- clearly labelled with the name and type of medication, the student's name, and correct dosage; and
- accompanied by a signed and dated note from parent/guardian and/or physician providing clear instructions for administration.

All long-term medication must be:

- brought to the office for storage at the beginning of the school Term and renewed upon expiration; unused medication can be collected at the end of each Term;
- clearly labelled with the name and type of medication, the student's name, and correct dosage; and
- accompanied by a signed and dated note from parent/guardian and/or physician providing clear instructions for administration.

## **6. HOMEWORK POLICY**

While we do espouse that work should be done at school to allow for a more balanced school/after-school life, sometimes homework is necessary either for preparation, practice or extension. In Grades 1-3, students should receive one to three assignments per week, taking them no more than 15-20 minutes. In Grades 4-6, students should receive two to four assignments per week, lasting between 15 and 45 minutes. We ask parents to help their child find a quiet space, away from distractions, to complete their work and check Google Classroom for assignments.

Homework should have the following attributes:

1. Clear academic purpose (i.e. preparation, checking for understanding, practice, or applying knowledge or skills).
2. The task efficiently demonstrates the purpose.
3. The task promotes ownership of learning.
4. The task instills a sense of accomplishment and competence.
5. The task is relevant.

### **Teachers should:**

- develop homework that is relevant to the curriculum.
- provide students with adequate opportunities to ask questions and clarify expectations prior to leaving class.
- provide support for students who may need additional instruction to complete homework.

### **Students should:**

- understand that homework is an important part of their academic responsibility.
- ask for clarification regarding homework assignments prior to leaving class if needed.
- seek extra support when needed.
- complete all homework as directed and with integrity.
- turn-in homework by the assigned due date **[Ref Table 2]**.

**Parents/guardians are encouraged to:**

- ensure their child has access to a suitable study environment as well as sufficient time to work on and complete their homework.
- provide appropriate guidance or assistance.
- facilitate communication with the teacher regarding questions or challenges their child is having regarding homework assignments.

Students are held responsible and accountable for the completion and timely submission of homework. A pattern of homework infractions could result in a parent/teacher/student conference for discussion and a plan for improvement and/or further disciplinary action.

We understand that students may be absent from school and may miss homework deadlines. We politely ask parents to keep strong communication with the class teacher in these scenarios.

## **7. Literacy Initiatives**

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of literacy skills. They are designed to be short (one minute) fluency measures that can be used to regularly detect risk and monitor the development of early literacy and early reading skills in kindergarten through eighth grade. The measures are consistent with many of the Common Core State Standards in Reading, especially those for Foundational Skills. When implemented as recommended, DIBELS results can be used to evaluate individual student development as well as provide grade-level feedback toward validated instructional objectives.

Take Home Readers- In our continued efforts to improve your child's reading fluency and comprehension skills and their passion for reading, The Meridian School will be implementing a new reading initiative this academic year, Take Home Readers, for children from Rising 5 to Grade 6. Parents must read and sign a contract to show your understanding and agreement with your child receiving books each week to read at home.

## 8. ASSESSMENTS, REPORTING, PRINTING, AND MAILING

Testing is an important part of assessing student progress. At The Meridian School, in-house, local, and international examinations will be administered.

### A) Internal testing

- Dibels
- End of unit/term assessments

### B) External testing

Iowa Assessments - These tests assess achievement in vocabulary, word analysis, reading, listening, language, mathematics, computation, social studies and science. Students in Grades 1-6 sit these exams.

### Local Examinations

- The Bahamian Grade Level Aptitude Test (**GLAT**) is sat at the end of Grade 3 and Grade 6.

**Parent Teacher Conferences** Parent Teacher Conferences will be held twice a year (mid-term in Term 1 and mid-term in Term 2).

**Report Cards/Attribute Reports** Students attending Nursery through Grade 6 will receive report cards and attribute reports at each mid-term and end of term.

### Academic Progress, Honour Roll, and Principal's List

In order to help ensure that all students are maintaining a pattern of academic success while attending The Meridian School, teachers will work closely with each student and parent/guardian to keep them updated regarding **academic progress**. At each midterm, if a student is having difficulties with comprehension of subject matter and/or completion of coursework, the parent/guardian will be notified by the class/subject teacher and strategies for improvement will be addressed.

Students who maintain an 'A' average term grade from Grade 1 upwards will earn a place on the **Honour Roll**.

Students maintaining an 'A+' average term grade will earn a space on the prestigious **Principal's List**.

Students who display an extraordinary commitment to their education, acts of exceptional selflessness, or the achievement of a longstanding goal, may be awarded the Director's Award.

**The Grading Scale for The Meridian School is as follows:**

Nursery to Rising 5 Grading Scale

- 4 Advanced
- 3 Proficient
- 2 - Developing
- 1 - Beginning

Grading Scale for Grades 1-6

- A+ 97-100
- A 93-96
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62
- F+ 57-59
- F 53-56
- F- 50-52

**Sycamore** Our school's management software Sycamore. Login information is available through [info@themeridianschool.com](mailto:info@themeridianschool.com).

**Google Classrooms** Google Classroom is one of many learning tools that educators have access to, to help them meet their students' needs and diversify the learning experience; it weaves together Google Docs, Drive and Gmail. In short, Google Classroom allows teachers to make a virtual extension of their physical classroom and can be used in a number of different ways.



Google Classroom is an added parent communication component to their application. All teachers will be using Google Classroom as a tool to communicate homework and assessment information to parents/guardians.

### **Academic Probation & Academic Summer School**

Academic Probation is utilized as an indicator that a student has fallen into academic difficulty and students must improve their academic standing by meeting or making evident progress toward the school's eligibility criteria. The teacher will constantly monitor and inform parents of their child's progress with consultation with the principal throughout the school year. Should the student have a failing grade in math and/or Language Arts by the end of Term 3, the student must be enrolled in Academic Summer School for a period of three weeks. At the end of the three weeks, students are retested to see if they can access the curriculum at their grade level. Should they pass, they will advance to the next grade level with recommendations for additional help as needed. Should they fail the retest, consultation would be provided on a case by case basis to find a solution or a programme that is suitable for the child (although not promoting to the next grade level may also be a consideration).

Students can also be recommended to Academic Summer School should they have a grade of D in one or both subjects (math and Language Arts). Parents might also enquire to have their child enrolled in Academic Summer School to strengthen, enrich, or reinforce their child's skills (even though they are passing both subjects).

## Signature Requirement

To promote accountability, we encourage parents to read or explain the contents of the Student Policy Handbook to their child(ren). In school, teachers and administration will reiterate the contents where applicable so students know the expectations and guidelines. Taking responsibility and being accountable for one's actions and behaviors, helps our students be well-rounded and prepares them to be conscientious global citizens.

Parents/guardians must sign and have their child sign (Grades 1-6).

**I have read and agreed to abide by the content outlined in this handbook. I also agree to cooperate fully with the school on matters pertaining to my child's education.**

\_\_\_\_\_  
Parents/Guardian Name  
(Please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Name (children of the same family)

\_\_\_\_\_  
Student's Name (children of the same family)

\_\_\_\_\_  
Student's Name (children of the same family)

Date: \_\_\_\_\_  
DD/MM/YYYY

Dear Parents/Guardians,

At The Meridian School, we celebrate the students' efforts by mentioning their participation in school events and achievements across our media platforms. Student photographs, videos, digital images or work samples may be included in newsletters, social media platforms, and on the school website. These can be accessed by all members of the school and general public.

In the event, the media features a news story on an individual achievement in our school, we will always seek consent prior to publication. Unless a story features an individual child, only group photos are included.

If you do NOT want any digital files of your child or samples of their work included in one or more media platforms, please complete the form below and return it to your classroom teacher.

If you do not return this form, it will be deemed that you have given permission for publication. This non-consent form is valid for the current school year, and must be completed every year.

MEDIA NON-CONSENT FORM I do not give permission to use form or media of my child/ren in accordance with this letter.

Student Name \_\_\_\_\_ Class \_\_\_\_\_  
Student Name \_\_\_\_\_ Class \_\_\_\_\_  
Student Name \_\_\_\_\_ Class \_\_\_\_\_  
Student Name \_\_\_\_\_ Class \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This applies to School Publications (website, newsletters, social media platforms)