

Routines and Policy

Skaha Lake Middle School has a number of procedures that aid in the smooth running of the school. Please do your best to follow these.

1. Attendance

Absences:

Any time you know you are going to miss school please have your parent phone the office at **250-770-7674** and leave your name, division, date to be absent and reason. Skaha Lake Middle School has instituted a computer call back system for students who have an unverified absence. A telephone call will be made in the evening to the homes of students with unverified absences.

If a student is absent for family holidays or for other non-medical reasons, the school may not be able to make special arrangements for missed work and tests. Although the school cannot approve such absences, the student should talk to all teachers so they are made aware of the absence. The responsibility for the decision to take a student out of school rests with the parent or guardian.

Lates:

Students who are late to class disrupt, annoy and consume the time of fellow classmates, teachers and the office staff. Please ensure your child arrives at school on time.

- Students who arrive late in the morning or after lunch **must** report to the office to sign in and get a late slip.
- Late arrivals to classes will be dealt with by the teacher and may result in further disciplinary action.

Signing Out:

When you need to leave early for an appointment, you must sign out and then sign back in again when you return. A note or phone call to accompany this is mandatory. Students may not leave the school without parent permission.

When a student becomes ill at school, parent will be contacted by the office to confirm that it is safe to send the child home. The medical room can be used with permission of a staff member. Students need to check in and out of the medical room at the office. In the case of illness or injury, no student should go home on his/her own initiative but should seek help at the office.

2. Announcements

Student led PA announcements on video monitors are broadcast each morning during advisory. These announcements are very important for students to gain information with regard to any changes in regular routine. They also provide students with information about clubs and activities. Make special notes in your planner so that you do not forget special events.

Other announcements are made during the day at nutrition break, lunch and after school as needed.

3. Assemblies

Although assemblies do not take place on a daily basis, they are an important component of our school program. Assemblies are used for student recognition, entertainment, and school management. We highly value appropriate assembly conduct. A courteous audience shows its appreciation with applause and active listening skills. Often assemblies will be conducted by you and your peers. Leadership is important.

4. Athletic Participation Fees

Students are encouraged to be active and participate on school athletic teams as well as our intramural program. We believe that an active and healthy student is more involved in the school and helps create a positive school environment. Research also tells us that students that get active in their school, also tend to do better academically.

We are pleased to offer our students the opportunity to play on our extra-curricular sports teams. In order to run these programs, all the middle schools in School District #67 charge an "athletic participation fee" which covers costs of referees, officials, time keepers and team costs.

- Grade 6: \$30.00 (*includes a Shark t-shirt with a number on the back*)
- Grade 7: \$35.00 (*if a Shark t-shirt is purchased*), \$15.00 (*if students already have a Shark t-shirt from Grade 6*)

Note: The Shark t-shirt constitutes the team uniform top for all our grade 6 and 7 teams

- Grade 8: \$50.00 (*\$35.00 plus \$15.00 uniform user fee*) Volleyball, basketball, rugby and field hockey uniforms have become very expensive and need to be replaced at certain intervals after a number of years of use. The \$15.00 helps support the purchase of new uniforms for our students.

5. Bicycles/Skateboards, Roller Blades, Scooters

Bicycles brought to school are the sole responsibility of the owner. Bicycles are to be parked and LOCKED in the bike racks on the front side of the school. Students are not permitted to be around the bike rack area during the school day. For safety reasons, skateboards, roller blades and scooters must be stored in lockers.

Skateboards may be used in the designated skateboard area. Students using skateboards in this area **must wear helmets**. If students do not comply they will lose their privilege to use the skateboard area. Loss of skateboards and roller blades at school is not the responsibility of the school.

6. Bus Behaviour

For safety reasons, the bus driver has authority over the students on the bus he/she operates. These drivers are to be given the same respect and courtesy given any staff member. Students who behave inappropriately on school buses may face suspension from further use of the bus system.

7. Change of Address/Phone

If you change your address/phone during the year, report the change to the office as soon as possible.

8. Closed Campus

Skaha Lake Middle School has a **CLOSED CAMPUS** policy. This means that only students who attend Skaha Lake are to be on the school grounds during the school day. It also means that once students arrive at school by bus, car, and bicycle or on foot, you remain on the school grounds for the remainder of the school day. Students needing to sign out must do so through the main office. A written note from your parent or guardian is required. We ask parents **NOT** to write notes giving students permission to be off campus at lunch.

9. Community Relations

We are part of the Penticton community. It is important that we maintain good relations with our community. At all times we expect our students to respect the property and premises of our neighbours. Common sense in most cases will dictate students' behaviour in the community. If you're not sure, please ask first.

10. Dress Code

Students and their parents are expected to support a learning environment where attire is appropriate and not distracting to others.

- Articles of clothing, which promote alcohol, drugs, inappropriate language or racial issues, are unacceptable.
- Students wearing clothing, which is too revealing will be asked to wear something more appropriate. (e.g. beachwear, spaghetti straps, and clothing which is too revealing is not appropriate for school; simply put – no midriff or bra straps should be showing).
- Hats and head apparel must not be worn in the school.
- Jackets should be taken off during school hours and stored in lockers.

11. Electronic Devices (Cell Phones / iPods / MP3 Players / Gaming Systems)

All electronic devices are to be stored in student lockers upon arrival to school. Electronic devices must remain in the locker for the entire day. Electronic devices will be confiscated if seen. If there is a second confiscation, the devices will only be returned to a parent. **Students are strongly discouraged from bringing electronic devices to school.** Their loss at school is not the responsibility of the school.

12. Field Trips/Travel

Permission forms for all school-authorized excursions must be signed by the parents/guardians prior to the departure date. Parents volunteering to supervise must complete a criminal record check. Information and forms are available at the office.

13. Fire Drills

There will be a number of fire drills during the year. Students should be familiar with the exits from the rooms in which they receive instructions. Fire drills should be considered serious and conducted without talking.

14. Homework

Homework is an important part of our educational program and is a compliment of a classroom activity. It emphasizes that learning is more than just a school class activity and independent learning is valued. Reviewing the material covered in class each day is also a component of homework. Students should expect to spend 1 hour per night on homework.

15. Lockers and Locks

All students at Skaha Lake Middle School will be issued a locker during the first week of school after school fees have been paid. Locks must be rented from the school for security reasons (included in the activity fee). A \$2.00 fee is charged to any students who lose their lock. Remember it is a privilege to have a locker. School staff may enter a locker if needed. Keep your combination confidential, even from your friends.

16. Lost and Found

Identify all personal items with your name. If you misplace books, etc., check for them in the rooms in which you have classes. Textbooks turned into the office will be given to the subject teacher. Valuables turned in to the office can be claimed by giving a verbal description. Lost clothing is on display in the front foyer. Unclaimed articles of clothing will be donated periodically to a worthwhile charity.

17. Nutrition Break and Lunch

Nutrition Break takes place every day between A/B block and F/G block. The purpose of our morning break is to encourage you to "recharge your batteries" with a snack and fresh air. Please remember to put your garbage in its proper spot.

It is important that you eat lunch every day. Students can eat their lunch in the common area or outside. Please remember to clean up after yourself.

18. Photos

Due to student and staff privacy legislation, students are not permitted take pictures while on school property.

19. Physical Education

Students are **required** to change into PE strip for all PE classes. PE strip consists of a t-shirt or sweatshirt, shorts or sweatpants and running shoes. All students using the gymnasium **MUST** wear standard gym clothes as approved by the instructor. This applies also to gym activities in and out of class periods. Spectators with normal footwear may proceed along the edge of the gym to the stands. Students who must be excused from P.E. classes for a period of time must present a medical statement to this effect. **No food or drink in the gym or change rooms.**

20. School Fees

The school fee is \$35.00, which covers a student planner, student activities, and locker rental. A \$15.00 refundable textbook deposit is also collected for students new to the school or who have lost their deposit the prior year.

\$35.00 fee + \$15.00 book deposit = \$50.00

21. School Photos

During the month of September, school photos are taken of all students. Prints are used for office files, the yearbook and student ID cards. Packages may be purchased separately by students and their parents/guardians. Retakes will occur in October.

22. Sickness or Injury

Please report to the office immediately, and you will be admitted to the Medical room. We have staff members qualified in First Aid. We will call your parents to come and get you if you are very sick and/or send you to the doctor or hospital. Please help other students by reporting accidents to the office.

23. Snowballs

Due to safety reasons, throwing snowballs is not permitted on school grounds. Students may face suspension if caught snowballing.

24. Starting the Day

A warning bell is rung at 8:38 am each day. Students are expected to be sitting silently at their desk prior to the start of the day, which is 8:43 am. At the beginning of the day, prior to 8:41 am, all personal belongings such as backpacks, I Pods, cell phones, hats, etc. are to be left in your locker. All class materials are to be gathered together for the block(s) following each break.

25. Student Support Services

If you need help with your schoolwork, or have a personal concern, there are lots of ways to get support. Don't be afraid to ask Peer Tutors, Advisors, Administrators, our Student Support Services Team (Counsellor, Learning Assistance Teacher and Special Education Teacher) to lend a hand. At Skaha Lake Middle School, we all work together to support one another.

26. Student Telephone

A phone for students is located in the main lobby. It is only to be used during break times or if a teacher has given permission. Students must keep a quarter in their locker for telephone use.

27. Textbooks

Due to the high cost of textbooks and library books, there will be a \$15.00 refundable textbook deposit. Books will be given out during class time by the teacher. Students who lose or damage books will be charged accordingly.

28. Valuables

We encourage students to keep valuables locked in their lockers, thereby minimizing the temptation for theft. Do not bring large sums of money to school and never leave money or valuables in the PE change rooms. If possible we will help recover missing things, but the school cannot assume responsibility.

29. Vending Machines

Vending machines are only to be accessed during break times. If you attempt to use the vending machines before school or during class time, your food may be confiscated.