

# **STUDENT HANDBOOK**



**Melfort & Unit Comprehensive Collegiate**

## **The Comet Way: Code of Conduct**

At MUCC, we follow The Comet Way to provide comprehensive learning experiences in a safe, supportive, respectful environment. Everyone at MUCC is expected to be:

### ***Respectful***

- Treat others with kindness, empathy, and fairness.
- Use polite language and listen actively when others are speaking.
- Respect personal space, property, and differences.
- Follow classroom and school rules without disrupting learning.

### ***Responsible***

- Take ownership of your actions and choices.
- Arrive on time and prepared for class.
- Complete assignments and meet deadlines.
- Use technology and school resources appropriately.
- Help keep our school clean and safe.

### ***Ready to Learn***

- Come to school with a positive attitude and a growth mindset.
- Stay focused and engaged during lessons.
- Ask questions and participate actively.
- Set goals and work hard to achieve them.
- Support others in their learning journey.

### ***Living the Comet Way Means...***

- Being a role model for others.
- Making our school a place where everyone feels valued.
  - Striving for excellence in everything we do.

## Attendance Guidelines and Procedures

Academic success is closely tied to regular and prompt attendance. Successful intervention comes from the combined efforts of students, parents, teachers and the community. Although students, parents and teachers must work jointly to assure continual progress in all subjects, each group also has particular responsibilities.

1. Students are responsible for attending all classes regularly and promptly. Attendance is mandatory.
2. Secondary students who are repeatedly absent from class put themselves at risk of unsuccessful credit completion
3. Students should report to the office if they become ill during the day. Contact will be made with the home, but if such contact is unsuccessful, the student will be cared for in an appropriate manner.
4. Students taking part in a school sponsored or school approved activity are **NOT** considered absent.

**\*\*The following guidelines enable students and families to be responsible for their attendance. The staff and administrators of MUCC are aware that extenuating circumstances will arise; these will be handled on an individual basis.**

1. Parents should enter absences into Edsby or telephone the school at 306-752-2891 prior to the start of school to report excused absences. Parents should also inform the school if their child is expected to be absent for more than one day.
2. The school attendance call is made through School Messenger at 11:00 am. Please ensure that correct attendance is taken by this time.
3. In Edsby a student will be marked as “excused” if a parent notifies the school, they are involved in extra-curricular or if busses do not run.

## Student Conduct and Progressive Discipline

The conduct and duties of students enrolled in the schools of the North East School Division shall be consistent with the following expectations.

1. Students shall be responsible for conforming to the rules established by the principal, vice-principal and staff of each school.
2. The principal shall, in cooperation with the staff, develop and maintain guidelines describing expectations pertaining to students which seek to promote good harmony in the school.
3. Teachers shall be responsible for the implementation of the rules and procedures established in each school

For the purposes of clarification, the duties of students as outlined in the Education Act are as follows:

1. In the exercise of his/her right to access to the schools of the division and to be benefits of the educational services provided by the Board of Education, every pupil shall cooperate fully with all persons employed by the Board and such other persons who have been lawfully assigned responsibilities and functions with respect to ancillary services as may be provided or approved by the

Board and Saskatchewan Education and without restricting the generality of the foregoing every pupil shall:

- attend school, regularly and punctually
- provide himself or herself with such supplies and materials not furnished by the Board of Education as may be considered necessary by the principal for the courses of study
- observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy, and respect of the rights of other persons
- conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

Every student shall be accountable:

1. To the teacher for his/her conduct on school premises during school hours and during such hours as the teacher is in charge of the pupils in class or when engaged in authorized school activities conducted in out-of-school hours
2. To the principal for his /her general deportment at any time that he/she is under the supervision of the school and members of the teaching staff, including the time spent in traveling between the school and his/her place of residence.
3. Subject to the stated policies of the Board of Education, the driver of the school bus and to any other person appointed by the Board for the purposes of supervision during hours when pupils are in the personal charge of such employees of the Board, and those employees shall be responsible to and report to the principal in accordance with procedures approved by the Board.

Where students are found to be in violation of the code of conduct and/or rules of the school:

1. Through restorative practices, students will be given the opportunity to be accountable for their actions by determining any harm that was done and developing a plan in consultation with teachers and/or school administrators to repair the harm.
2. Violations of the code of conduct are recorded in OurStudents. Chronic offences and/or violent and aggressive incidents may result in progressive discipline that includes but is not limited to in and out of school suspensions.

## **Controlled Substance Guidelines and Procedures**

MUCC is a tobacco and vape-free facility for students, staff, and the public, including the outdoor school property. The possession, use, distribution, or sale of drugs, alcohol, or any controlled substances is strictly prohibited on school grounds, at school-related events, and during school hours. Students should be aware that the class breaks are intended for class changes, NOT vaping or smoke breaks. Where time permits (ie. the noon period), the designated smoking/vaping area is at the KVC ball diamond, located across the street, west of the school.

Students who are in conflict with these guidelines shall be subject to the MUCC progressive discipline guidelines. The Public Health Officer may be contacted to determine if a ticket is warranted. Any contraband found in the school will be confiscated by school staff.

The school encourages students who are struggling with substance use to seek help. Confidential counseling and support services are available through the school division. The school may also provide referrals to

external support organizations and substance abuse programs. This policy aligns with provincial and federal laws regarding drug and alcohol use. Any illegal activity will be reported to law enforcement as required.

The school believes in a collaborative approach to address substance use issues. Parents or guardians will be informed of any violations and will be encouraged to participate in meetings and support plans. This policy aims to ensure a safe and healthy learning environment for all students. By adhering to these guidelines, we can foster a community that prioritizes safety, respect, and well-being.

## **Personal Electronic Device Policy**

Personal electronic devices (PEDs) (including, but not limited to, smartphones, smartwatches, and tablets) can distract from classroom learning. To support student focus and engagement with learning in a respectful environment, the Saskatchewan Ministry of Education and the North East School Division have provided guidelines for schools to limit the use of these devices during instructional time. MUCC is committed to providing a learning environment that promotes student engagement without the distraction of personal electronic devices and adheres to the Ministry's and Division's policies.

**Policy Statement:** MUCC students are expected to comply with the NESD's Use of Personal Electronic Devices in Schools (AP 419) and the NESD Student Responsible Technology Use Agreement (all guardians of students in grades 7 through 8 and all students in grades 9 through 12 sign the agreement at the beginning of each school year). Students in grades 6 through 8 will not have access to PEDs during the school day (excluding noon hours) and students in grades 9 through 12 may only access PEDs during class time if given explicit permission by the teacher (with Principal approval) if the PED is being used for a specific educational task or purpose.

### **Expectations:**

- MUCC has an ample supply of school technology for students to use for educational purposes.
- PEDs are prohibited in test and examination settings unless explicitly permitted by the teacher.
- PEDs are not allowed in areas where privacy is expected, such as change rooms, washrooms, or private counseling rooms.
- PEDs are valuable electronics. Students bring these devices to school at their own risk. The school assumes no responsibility for the loss or repair of PEDs.
- Grade 7 through 8 students who bring their PEDs to school will keep them in their locker during instructional time. Grade 7 through 8 students will not have access to the PEDs at school breaks, but they have the option during the lunch period.
- Any student, regardless of grade level, will lose PED privileges during detentions and in-school suspensions.
- Students with specific learning or medical needs supported by PEDs, may have access during the school day as defined in medical plans, Inclusion plans, success plans or records of adaptation.

### **Disciplinary Measures (as outlined by AP 419):**

7.1 Each violation of this Administrative Procedure will be recorded into a student's behavior log and will result in disciplinary actions aligned with the NESD AP 409 - Discipline and AP 407 – Student Conduct. Specifically in an effort to teach appropriate behavior, recognizing increasing accountability for the student's behavior.

7.1.1 First Offense: Warning, reminder of Administrative Procedure, and parental notification.

7.1.2 Second Offense: Parental notification and device temporarily confiscated and returned at the end of the school day to the adult student or the parent.

7.1.3 Third Offenses: Parental notification and device temporarily confiscated. The adult student or the parent and, if appropriate, the mature minor student will either agree in writing that the PEDs will be stored in a security bag upon entering school for the duration of the school day or the student leaves all PEDs at home for a three-week period following the infraction before the device(s) will be released to the parent or adult student.

7.1.4 Subsequent Offenses: Parental notification and device temporarily confiscated. The adult student or the parent and, if appropriate, the mature minor student will either agree in writing that the PEDs will be stored in a security bag upon entering school for the duration of the school day or the student leaves PEDs at home for a minimum six-week period following the infraction before the device(s) will be released to the parent or adult student.

7.1.5 The Principal has the discretion to commence disciplinary action under NESD AP 409 and AP 407 – Student Conduct at any time.

## **Assessment Guidelines and Expectations**

Teachers are responsible for providing the assessment plan for each course delivered at MUCC. Students are expected to complete each required assessment (formative and summative) to fully demonstrate their understanding of the outcomes of the course. Students that do not fully demonstrate each outcome or fail to demonstrate proficiency or meet grade level expectations may receive an incomplete or failure in the course.

### **RE-DEMONSTRATION /RE-ASSESSMENT PRACTICE**

Re-demonstration of understanding at MUCC is permitted when the following conditions are applicable:

- A poor result on a summative assessment despite evidence of high achievement in prior formative and summative assessments in the same focus area.
- If the teacher believes a poor result is due to circumstances beyond the student's control (i.e. health, family emergency, etc).

In situations where one or both above conditions exist, and the student has always maintained an attitude that contributes to learning, a re-demonstration will be permitted. The specific requirements of that re-demonstration will be at the discretion of the classroom teacher.

### **LATE/OUTSTANDING ASSESSMENTS**

In accordance with Section 150(3)(d) of the Education Act 1995, students are to “be diligent in his or her studies”.

Teachers are responsible to:

- Communicate due dates
- Provide in-class time to work on assignments
- Share feedback about progress with students
- Assign Study Hall if student work is not on time to meet the due date
- Communicate with families and administration

If an assignment is not handed in to a teacher, the student will receive an “incomplete” which the Ministry of Education will deem as a failure for grades ten through twelve students, and the course credit will not be issued. Students who are found to be in neglect of their duty will be subject to progressive discipline to ensure that schoolwork is complete. Extra-curricular activities may also be impacted by a student's neglect of duty.

## **DRESS CODE**

Students are expected to dress in a manner consistent with the positive, safe, and healthy atmosphere within our school at the discretion of teachers and administrators.

Items that do not support this atmosphere include those that advertise, display, or promote:

- drugs (including alcohol, tobacco, vape, and cannabis),
- sexual activity and vulgarity,
- profanity,
- violence,
- gang affiliation
- disrespect towards any group.

Students who violate this code will be required to remove or replace the item, or alter the item by turning it inside out, or covering the offense material with tape. Families will be notified to ensure the violation does not happen again.

## **GRADUATION EXERCISES CRITERIA**

1. By April 1 each year, a joint meeting of Career Guidance and school administration shall be held to establish an authorized graduation program, including a budget and estimate of other expenses to be incurred.
2. School is only responsible for the Graduation Exercises (After Grad is the parent's responsibility)
3. Due to liability issues all After Grad activities must be planned outside of MUCC.

The following criteria shall apply for Graduation Exercises:

a) Exercises shall be held after second semester final exams on the second last day the school is open. (i.e. June 26<sup>th</sup>).

b) Student eligibility for graduation. The student must:

- be successfully taking classes to complete grade twelve requirement at the end of either semester
- have written final assessments in all required classes.
- have attended school at least one semester of the school year.
- have completed a grade XII standing upon leaving school after the first semester.
- not have taken part in a previous graduating exercise.

c) The final graduation class list for 2025-2026 will be established by May 19, 2026.

d) A school staff committee shall determine the MUCC graduation exercises program each year.

## **STUDENTS ON STUDY PERIODS/SPARES**

If students leave the school during that hour they must still check out at the office. Otherwise, we request they go to the LRC or cafeteria.

### **Locks and Lockers**

Although hallway and physical education lockers and locks are provided at no charge, a fee will be assessed for lost locks, abused lockers and/ or lockers. The school division assumes no responsibility for items removed from students' lockers. The MUCC administrators may examine a student's locker contents for administrative reasons.

### **Parking**

MUCC students shall park their vehicles in the designated parking areas located to the west of MUCC. The staff parking lot is not available to students even if spaces are empty. Vehicles parked in areas deemed in violation of these designations are subject to being towed away at the owner's expense.

### **Homework**

It is an expectation that students of MUCC will be required to complete some schoolwork at home. While adequate class time is planned to fulfill the requirements of the curriculum, homework provides opportunities for students to enrich their understanding and will allow them to meet deadline expectations if class time is not used efficiently. Teachers will communicate classroom homework expectations and procedures on a class-by-class situation with the students and/or through Edsby. Students will be accountable for completing learning assignments and assessments as communicated through their classroom teacher.

### **Parental Involvement**

Parents/guardians are encouraged to be involved in their child's learning journey at MUCC. Edsby provides a direct and real-time opportunity to follow along with each students course, communicate with teachers, and in many cases, comment on student work. Opportunities to be more involved with the school climate and culture can be made through the School Community Council.

Parents are encouraged to be informed of school events through Edsby Messages, the school website and through communications sent home with students.