

*Accende Magnitudinem Animi  
Igniting Greatness of Spirit*



*where bright kids become great students  
and everyday successes become  
a lifetime of achievement*

## Student Order and Discipline Policy and School Rules

Some reasons why a student's success at Scholars' Hall Inc. would be jeopardized and/or enrollment discontinued include, but are not limited to, the negative of the Standards of Good Conduct and Teachability and its aforementioned assumptions and such indicators as tardiness, absenteeism, breaking the law, negatively affecting the public good will and reputation of the school, threatening or endangering the physical or emotional well being of another person, refusal to comply with academic or behavioural expectations, attitude, verbal or nonverbal disrespect, interference with the general ability of others to benefit from the school, negative influence upon other's attitudes or efforts, smoking, or continuing inappropriate behaviour. All of the above indicators shall be solely at the Director's definition. The Standards of Conduct and Teachability and its implementation is described in detail here and in various other parent and student information and is a condition of this registration and continued enrollment.

All schools must maintain good order and discipline. In order to achieve this, there must be a clearly defined policy to outline what is considered to be non-acceptable behaviour. To go along with this policy there must be clearly defined consequences for inappropriate behaviour. Scholars' Hall reserves the exclusive and sole right to review, investigate, question and/or detain individual students or groups of students before taking any action with respect to the keeping of good order and discipline in the school. This table reflects the Order and Discipline Policy at Scholars' Hall.

**Definitions:** (defined, interpreted and implemented solely by Scholars' Hall)

Refusal – failure to comply with a teacher's direction, instruction, request, command.

Interference with the learning of others – causing a situation/atmosphere where-in another person is unable to benefit from classroom instruction.

Non-uniform compliance – wearing items not of school issue; wearing of uniform in a manner not permitted; improperly fitted uniform; soiled or unkempt uniform.

Fooling around – “just joking”; making inappropriate light of a person and/or situation.

Late for class – arriving after the class has begun (after O'Canada has begun).

Skipping class – absent for part or all of a scheduled class, including homework club.

Truant – absent without parental/school knowledge and/or consent.

Possession of smoking related items – tobacco, matches, lighter, papers, pipe, etc. on the person; in a locker; in a vehicle; on the property.

Teasing – making “fun” of a person; having “fun” at a person's expense.

Gossip – speaking in an unkind/inappropriate/untrue manner about someone.

Exclusion – shunning from a group, failure to invite/include; to ignore.

Rudeness and Disrespect – to directly or indirectly communicate inappropriately

Lying – to be dishonest by admission or omission.

Swearing – to speak profanity either aloud or under one's breath where by accident or by purpose.

Argumentative – to continue to verbally argue in an inappropriate manner

Rough Play – to play in a manner which could result in injury and/or hurt feelings.

Non-Compliance – to continue to refuse.

Leaving the property – to cross the property line of the school

Hitting – to strike another person by accident or on purpose

Fighting – to engage, offensively or defensively, in a physical altercation

Temper tantrum – to angrily be disruptive either verbally and/or physically.

Cheating – to plagiarize, to copy another's work, to falsify one's accomplishment

Property Damage – to cause, accidentally or on purpose, damage to the school's property (furniture; building; grounds; fixtures; text books; uniform). Parental monetary restitution is required.

Violence – unprovoked and wilfully causing physical harm to another.

Threats – unprovoked and wilfully making statements of physical harm to another.

Harrasment/Bullying – unprovoked and continual (a history of similar unprovoked behaviour towards a specific person which resulted in prior school disciplinary action), wilful, unwanted behaviour towards another.

Alcohol/Drugs – regardless of age, possession on person; in locker; in clothing/bag/purse/binder; in vehicle; on property in any manner and/or use of during a school day (defined as the time of morning home departure to and including time of evening home arrival – 6 am to 6 pm). Included, in addition to illegal substances, prescription drugs and unreported over the counter medications.

Illegal Activity – any activity/behaviour which contravenes the laws of the state engaged in at anytime while registered as a student at Scholars' Hall.

Class A Unnecessary Behaviour	Class B Inappropriate Behaviour	Class C Undesirable Behaviour	Class D Unacceptable Behaviour
Refusals	Repeat from Class A		
Distracting, or interfering with other's learning	Teasing, gossip, exclusion	Repeats of Class A , B	Repeats - A,B,C
Non-uniform compliance	Rudeness	Swearing at a person	Violence
Fooling around	Disrespect	Hitting, Fighting	Threats
Lates – to school – to class	Lying	Temper Tantrums	Harassment, Bullying
Skipping class / Homework Club	Swearing	Cheating	Alcohol – Drugs
Truant – half day	Argumentative	Property damage	Any illegal activity in or outside school
Possession - smoking related items	Rough play	Possession - cigarettes	
	Non-compliance		
	Full day truant		
	Leaving property		
<b>(3/4 x age) points</b>	<b>(1 ½ x age) points</b>	<b>(3 x age) points</b>	<b>(5 x age) points</b>

This chart is not a complete listing but rather a sample of behaviours.

**In the opinion of Scholars' Hall, there are behaviours and/or attitudes and/or degrees of behaviours listed or not that shall result in immediate expulsion. Scholars' Hall reserves the right to determine the class of each behaviour. Scholars' Hall also reserves the right to expel any student, for any reason, without regard to this chart.**

Each violation will result in an "Office Trip", a visit to the office where administrative staff or the Director will discuss what caused the office trip. At that time, the number of points to be allocated to the student for their misbehaviour will be recorded by the office. Students will also be required to serve a detention during their lunch hour.

A running total of points acquired by a student each month will be kept, with the following consequences:

- ✓ 30 points: a 1-day "in school" suspension and parents notified by phone
- ✓ 50 points: a 3-day "1<sup>st</sup> day in-school and 2 days at home" suspension and parents are notified by phone
- ✓ 70 points: a 5-day "out-of-school – come and get your child immediately or we send him/her home in a cab at your expense" suspension
- ✓ 90 points: expulsion

At the end of each month, ¼ of the accumulated points will be carried over to the next month. The balance of the points will be erased. If a student accumulates the number of points, which leads to an in-school or out-of-school suspension, parents will be notified immediately.

### **The Scholars' Hall Day uniform consists . . .**

- 1) school embroidered shirts – green, long or short sleeve, polo or T-shirt
- 2) school pants or shorts – khaki
- 3) school skirt/tunic
- 4) school embroidered gym shorts and T-shirt – red
- 5) school embroidered sweater – cardigan, green
- 6) school embroidered wind shirt – V-neck, pull-over

All Day Uniform articles must be purchased from McCarthy's. All students from JK to grade 9 must have a complete gym uniform, as well as any student taking Physical Education.

### **The Scholars' Hall Dress uniform consists . . .**

- 1) school embroidered blue dress shirt
- 2) school tartan tie
- 3) school pants – grey or Khaki
- 4) school kilt/skort (non-shortened – hand on the knee rule)
- 5) school embroidered blazer
- 6) school embroidered tunic
- 7) school embroidered sweater
- 8) shoes – appropriate for dress wear
- 9) socks – black/white or solid colour matching tartan , dress (ladies – knee or tights)

All Dress Uniform articles must be purchased from McCarthy's.

Lower School students (JK to Grade 6) must have a day uniform plus a dress shirt and a tie.

Upper School students (Grade 7 to 12) must have a complete dress uniform consisting of the blue dress shirt; a school tie; a school blazer; and khaki or grey pants or a school kilt/skort. Upper School students may also have a day uniform consisting of green school T-shirts and/or golf shirts.

The first day of school, every year will be a dress uniform day for all returning students from the previous year. The first school day of each week is dress uniform day. Dress uniforms are required for picture day, all class or school trips, Remembrance Day, and other days as specified by the school.

**The uniform identifies and unites our students. Students should be proud to proclaim their decision to get a good education. As such, the uniform must be worn with respect and dignity. All students are required to have a uniform appropriate to Lower School or Upper School standards. No non-uniform items of clothing is permitted.**

- the day uniform and the dress uniform clothing have been clearly indicated by Scholars' Hall – no other items of clothing are part of the uniform (because it is beige or green does not make it part of the uniform)
- students are to arrive in full day or dress uniform and leave in full uniform.
- uniform must be clean and in good repair and worn according to school's instructions
- students who show up at school not in proper uniform for that day will not be permitted to attend classes until the proper uniform has been brought from home or is otherwise acquired (it's in the wash, or it's too small, or it's lost, or I forgot, or no-one informed me, etc. will not excuse a student from being in proper uniform of the day)
- dress shirts must be tucked in at all times and pants must be worn at the waist – belt if necessary (over sized pants are not permitted)
- socks (or tights, stockings, etc.) are to be neutral in tone
- pants and skirts must be worn at appropriate height and length – pants, cuffed or hemmed
- shoes which leave black marks are NOT allowed in the school
- proper gym uniforms must be worn in all phys-ed classes
- if a gym uniform is not worn, the student will be required to complete tasks assigned during the gym time and will be recorded as absent from gym class for grading purposes. Alternatively, if available, the student may borrow a proper gym uniform from someone else prior to the class, or from the "Lost & Found" or one that is provided by the school from the clean/used uniforms donated by former students and attend gym class without any loss of attendance or grading.
- hats, head wear, sunglasses are not part of the school's uniform and are not permitted on civvies day. Appropriateness of footwear, accessories, jewellery, as well as appropriateness of civvies day apparel is determined by the school.
- appropriateness of body piercing, tattoos, hair style and colour is determined by the school and in accordance with the standards set by the majority of the student population.

## School Rules -

1. Upper School - No food or drink is permitted in any classroom or the hall or the lockers. All food and drink will be consumed in the lunchroom.
2. Bathroom breaks during class will not be permitted. (emergencies excepted)
3. No backpacks, knapsacks, or purses are allowed into a classroom/washroom.
4. All students are expected to be in each class with all books, pens, homework, etc. etc. before the bell rings, otherwise they are late.
5. No electronics (other than a calculator or lap-top with name engraved) are allowed in the school. This includes cell phones, cameras, pagers, games, CD players, walkmans, e-mail devices, etc. Any device from the afore mentioned list, if at school, will be confiscated and will only be returned to a parent. Any calculator or laptop/computer used for anything other than assigned schoolwork will be confiscated and future use will be restricted/supervised or denied regardless of educational needs.
6. Any item related to smoking (i.e. a lighter, or cigarettes) that is brought on to the school property, in a pocket, a bag, a locker, a car, etc., will be confiscated and destroyed.
7. No person is allowed in the gym storage room, the art storage room, the computer room, the staff room, or the kitchen without teacher supervision.
8. Students on unsupervised study periods must remain in the designated areas.
9. Vehicles are to be used solely for arriving or leaving the school property. No one (students, friends, parents, or persons known or unknown to the school) is to be in or around any vehicle, especially during recesses and lunch breaks and during the school day except to drop off or pick up a student.
10. Bringing a vehicle to school and/or parking a vehicle at school is with the permission of the Director. Any school unauthorized, improper, unsafe (without regard to self or others), or illegal use of a vehicle will result in the Director's permission being revoked.
11. All students are to be dropped off and picked up at the back student entrance. No student will be permitted to be picked up or dropped off at the front of the school. Parking or stopping on Trillium Drive is not permitted. No student may be "dropped off or picked up around the corner". This will be treated the same as leaving the property without permission.
12. No student will be permitted to leave the school property for any reason at any time during the school day except when a parent picks up their child or it has been pre-arranged, in writing, by a parent for their son/daughter to leave or the student has the school's permission. Verifiable phone calls will be accepted in lieu of the parental written notification. Should a student, contrary to the afore mentioned conditions, leave the school property they will not be permitted to return and will be recorded as truant for the balance of that day and they will serve their office trip the next day. Parents will be notified.

**Smoking Policy** - Scholars' Hall is a NON-SMOKING SCHOOL! Smoking is not permitted at anytime, anywhere during the school day. The school day begins when you leave your home and ends when you return home. This following policy is designed to ensure that all students are clearly aware of the consequences if they are caught smoking in the school building, on the school property, in proximity to the school property, on any route of access or any property on any school access route:

1<sup>st</sup> offence: a 5 day out-of-school suspension

2<sup>nd</sup> offence: expulsion from Scholars' Hall for the remainder of the semester

**Attendance** - Regular test days and assignment due days will be Monday to Thursday. In order to succeed in school, regular attendance is a must. If a student is absent for any reason, a written note of explanation from a parent or guardian is required. If a student misses too many classes, whether it is due to illness, a medical condition, appointments, vacations, and even with parental permission, their school year may be in jeopardy. It is recognized that days absent can occur for a number of legitimate reasons and that a student with effort and "catch-up" time can maintain their marks to a point. However absenteeism beyond a certain point (warning letters will be sent home) will not allow a student to demonstrate the learning expectations as stated by the Ontario Ministry of Education. Late to school and/or late to class is a form of absence and it will affect marks and school performance as well. Excessive lates can also result in their school year (courses) being in jeopardy. If marks and/or school performance are being negatively affected by a child's absenteeism, parents will be notified by letter at each level of absenteeism.

**Homework and HomeWork Club** - The “rule of thumb” for the amount of homework given to each student to do at home is five minutes times their grade (a grade five student would have an average of twenty five-minutes of homework on Sunday, Monday, Tuesday, Wednesday, and Thursday evenings – a grade 12 student would have an average of 60 minutes of homework on those five nights). If a student consistently has more or less than is suggested for his/her grade please call and let the office know. Please do not help your child do their homework. Please do not assign a homework time. If the homework is consistently not done or if it is done poorly, he/she will be in HomeWork Club. Skipping HomeWork Club is skipping a class. Consequences of class skipping are outlined in the Order and Discipline Policy. A student can be required to spend time in HomeWork Club getting caught up on work missed. Please remember that every Friday is “stay till it’s done” day. If a student has not completed all their week’s work by 2:30 they will not be dismissed for the weekend until the work is done and done well. If a student is absent on a Friday and has unfinished work, the very next day of attendance will be a “stay till it’s done” day.

**Examinations** - Final exams will be written in the morning. Only those students who have completed all their homework, assignments, and independent studies will be permitted to go home after their exams.

**Dismissal and Pick-Ups** - Parents should not arrive at the school to pick-up their child until 3:30 or later. Time is needed at the end of each day to make sure that students are not rushing off and forgetting things. If you have to wait in line then you have arrived too early!

**Note to Parents:** Scholars’ Hall will take particular care in the application of this Student Order and Discipline Policy and the School Rules. It is, however, impossible to be aware of every thought; action; behaviour and/or comment of every student, everywhere, all the time. Therefore, if your child is the recipient of an infraction of this policy, please contact the Director immediately and an investigation will be initiated (please remember that Scholars’ Hall will not take one student’s word against another without the school affirming independent, verifiable, evidence of the accusation). There are always three sides to every story – your side; their side and the right side.

As the Director always says “We are very, very good at solving little problems and not so good at solving big problems. So do not let a small problem get so big (as a result of you not informing the school in a timely fashion) that no solution will be acceptable to you”.

Scholars’ Hall maintains an open door – both as a policy and as a physical actuality – the Director’s and the Principal’s doors are always open (except in confidential instances). The school has been designed so that parents, teachers and students can interrupt at any time to communicate directly to the administration. No appointment needed!

*Scholars’ Hall – Waterloo Region’s Singular Private School*

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