

## **Mini School Program Expectations**

Tupper's Mini School Program has been established since 2002. The program was intended to be an option for academically motivated students who want to challenge themselves in various ways. In order to continue to be in the program, students need to be able to keep up with the level of expectations in each of their classes in terms of attendance, attitude, work habits and achievement as well as to be involved with the extracurricular activities including field trips set up by the staff and students.

To maintain the Mini School's level of commitment from staff and students, and to ensure that the program is suitable for the students involved, procedures are outlined below to address concerns regarding students who may be struggling to meet the expectations.

### **A) For students demonstrating a consistent pattern of unexcused poor attendance:**

- 1) Subject teacher speaks to the student and student's parent regarding their concern.
- 2) If pattern of poor attendance continues, then the student is put on an attendance contract for two weeks (refer to school's attendance contract form) to be checked by the teacher, counselor and students' parent or guardian.
- 3) If there is a repeat pattern of poor attendance after the attendance contract has been conducted, then the subject teacher will contact the Mini School Coordinator and grade counselor to arrange a meeting with the student, the student's parent or guardian, and an administrator (if necessary) to discuss appropriate actions/measures.
- 4) Possible withdrawal from program?

### **B) For students not meeting the expectations (ie. mark is under 60%, pattern of incomplete assignments, etc.) of class subjects:**

- 1) Subject teacher speaks to the student and student's parent regarding their concerns and possible options.
- 2) If expectations are still not being met, then the subject teacher meets with the student to set up a subject contract (refer to Form A) to be signed by the student and the student's parent/guardian. (A copy of the contract will be given to the Mini School Coordinator and grade counselor.)
- 3) If expectations on subject contract are not being met, then the subject teacher will contact the Mini School Coordinator and grade counselor to arrange a meeting with the student, the student's parent/guardian, and an administrator (if necessary) to discuss appropriate actions/measures and possible options.
- 4) Possible change in classes?

### **C) For students not meeting the expectations of more than two academic subjects:**

- 1) The Mini School Coordinator will contact the student, the student's parent/guardian, subject teachers, grade counselor, and administrator (if necessary) to arrange a meeting to discuss whether the student is appropriately placed in the program and to discuss possible options.
- 2) Possible withdrawal from program?