

GENERAL CLASSROOM INFORMATION AND EXPECTATIONS

Indus School Division III
Mr. Winters Mr. Green Mrs. Olson
Mr. MacDonald Mrs. Ellefson

Beginning and End of Day Expectations

- Students are expected to gather the supplies they need for their first class and quietly enter their first period classrooms by 8:46am.
- At the end of the day, there will be an expectation that students help with tidying and stacking chairs in their last period classroom before dismissal.
- Students will be dismissed at 3:30pm on Monday to Thursday afternoons, and at 1:00pm on Fridays.

Eating Times

- Students are expected to eat breakfast prior to arriving at school and will not be permitted to make a habit of eating breakfast during instructional time.
- Students who arrive at school in the morning without eating anything may inform their first period teachers and will be dealt with on a case-by-case basis, in consultation with their parents and school administration.
- There is a designated Snack Break from 9:47-9:55am.
- During the Snack Break, students are to bring their snack items, not their full lunch bags, to their second period classrooms.
- Students are only permitted in the halls during the Snack Break if they need to use the bathroom or water fountain.
- **Water is the only food/beverage permitted during instructional time.**

Textbooks

- Students will be assigned textbooks once they have a locker assigned to them. Students are expected to keep track of their textbooks and return them when asked.
- Students who are unable to locate an assigned textbook, or have damaged it, will be expected to pay the replacement cost for the textbook.
- Students may also access online textbooks if they so choose.

Gym Strip

- Students are expected to bring a complete change of clothes for gym, including indoor/outdoor shoes when needed.

Dress Code

- Students must follow the dress code outlined in the student handbook on the school website at all times -- including gym time and while on field trips.
- It is understood that students at this age sometimes need reminders, but when respectfully asked to cover up or change, they are expected to do so without question or argument. If they feel they have been treated unfairly, they may talk to an adult respectfully outside of class time.

Digital Devices and Cell Phones

- It is ***strongly recommended*** that students provide their own personal digital device for use in the classroom. Laptops and iPads are examples of acceptable digital devices to be used in class.
- Students are allowed to have a cell phone at school, but **may not** use them **during class time** unless specifically instructed to do so by the teacher.
- During class time, students may not use their cell phones in hallways, classrooms, the Learning Commons, the gym, bathrooms, etc. However, students may access their cell phones **before and after** school, during **snack break** (Mon-Thurs 9:47-9:55, Fri 9:39-9:45) and at **lunch** (Mon-Thurs 11:50-12:32, Fri 11:15-12:00).
- A student serving a detention forfeits the right to use his or her cell phone during the detention time.
- During class time, cell phones must be kept in students' lockers, placed in their backpacks or given to their teachers.
- If parents need to reach their children for emergency purposes they are asked to call the school at 403-936-5855.
- Students who do not have a suitable digital device will be expected to sign out a computer from the Learning Commons at the beginning of the day.
- Students will be responsible for treating school-owned devices with care throughout the day and returning them to the Learning Commons at the end of the day.

Assignment and Homework Completion

- Students are expected to complete classroom assignments and homework completely and on time.
- Teachers will be posting assignment and due date information regularly on the Indus Plone site or Google Classroom and will help ensure that students and parents are able to access it as needed.
- If for some reason students can't complete their work, it is expected they contact the appropriate teacher via e-mail **prior to the due date** to make alternative arrangements.
- Students are expected to ask for extra help with their work when needed. This may include early morning, recess time, or after school time. Students can talk to teachers to set up specific details.

DISCIPLINE MEASURES FOR 2017/2018

1. Cell Phone in Classroom During Instructional Time

- 1st offense - phone confiscated and returned to student at the end of class
- 2nd offense - phone confiscated and sent to office until the end of the day; parents notified
- 3rd offense - phone confiscated and sent to office until the end of the day; parents notified; student referred to office and phone not permitted at school for two weeks
- Further offenses - student not permitted to bring phone to school for balance of the year; student suspended.

2. Student Unprepared for Class

Teachers will loan students required materials whenever needed, however:

- 1st time (in a month) - student given a friendly reminder
- 2nd time (in a month) - student provided with a checklist of needed materials; parent contacted to request supplies
- 3rd time (in a month) - student serves detention; parents notified
- Further incidents - office referral

3. Incomplete/Missing Assignments (tracked monthly)

- 1st offense - warning; assignment re-checked the next day
- 2nd offense - recess detention; assignment re-checked
- 3rd offense - recess detention; parents notified
- 4th offense - office referral; arrangements made for after school detention

4. Disrupting Class with Off-Task Behaviour

- 1st offense – student redirected
- 2nd offense – 10 min lunch recess detention
- 3rd offense – recess detention, parents emailed, incident report filed
- 4th offense – office referral; after school detention served; administration will notify parents

PLEASE NOTE: Defiant or disrespectful behaviour will result in an immediate office referral.

Three office referrals for any of the above issues may result in a suspension.

The number of tracked office referrals will be reduced by *one* for every month without an office referral.