

GENERAL CLASSROOM INFORMATION AND EXPECTATIONS

Indus School Division III (Grades 7-9) 2019-2020

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 8:43am.
- Daily Announcements will take place at 8:43am. The bell to begin instruction will sound at 8:46am.
- At the end of the day, or at the end of the last period of the day during which a classroom will be used, there is an expectation that students help with tidying the classroom, picking litter up off the floors and stacking chairs.
- Students will be dismissed at 3:30pm on Monday to Thursday afternoons, and at 1:00pm on Fridays.

NEW TIMETABLE (BACK TO THE OLD WAY!)

- Current Grade 9 students may remember that, when they were in Grade 7, Indus Division III students attended six one-hour long class periods per day. Although we experimented with shorter class periods last year, teachers found that this did not leave students with enough time to work on assignments or complete Math practice problems after instructions were given. Therefore, we will be returning to a timetable in which there are six class periods in a day rather than seven.
- This year, there are three class periods in the morning and three class periods in the afternoon. Each of these periods will be 57 minutes in length.

EATING IN THE MORNING

- 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 9:43-9:53am.
- During the Snack Break, students are to bring their snack items, not their full lunch bags, to their second period classrooms.
- Please note that the Snack Break is NOT free time. The purpose of this time is for eating, and students are expected to be sitting in their third period classrooms doing exactly that.
- 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.**

LUNCH TIME and OUTDOOR LUNCH RECESS

- At 11:50pm, students will be dismissed from their third period classes and lunch time will begin immediately. An outdoor recess will occur after the lunch eating time.
- There are two designated classrooms in which students may eat lunch. There will be a supervisor in each room. Students are expected to ask permission from the supervisor if they need to go into the hallway or use the bathroom during lunch.
- Recess will begin at 12:12pm; however, lunch supervisors will only dismiss students to go outside if they have thoroughly cleaned up their lunchtime garbage and any food spills and crumbs.
- When the weather is reasonably nice, all students will be expected to go outside for recess from 12:12-12:30pm. This includes nice winter weather; therefore, students are expected to dress for the weather.
- The bell to call students back inside will sound at 12:30pm and afternoon instruction will begin at 12:33pm.

TEXTBOOKS

- Students will be assigned textbooks that have been clearly numbered and have their names written in them. Students are expected to keep track of their assigned textbooks and return them in June.
- 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.

PHYS ED ATTIRE

- Students are expected to bring a complete change of clothes for gym, including indoor/outdoor shoes when needed. (i.e. if sandals or snow boots have been worn to school, runners will be required for gym.)

LOCKERS

- Each student will be assigned a locker in the hallway. Students in Grade 9 will have their own lockers, while students in Grades 7&8 will share with a partner. It is highly recommended that students bring a lock from home to secure their belongings within their lockers. Combinations must be shared with homeroom teachers for occasions when staff need to access lockers (i.e. a parent requests a textbook be sent home for a student who is ill, or a suspicious smell of rotten food emanates from a locker). Failure to share a combination could result in lock removal if such a situation arises.
- The lockers in the Division III washrooms are **not assigned** to any one student in particular, nor can they be claimed by individual students. Items may be left in these lockers on a temporary basis only (i.e. during Phys Ed class).
- Students' assigned hallway lockers are the appropriate storage area for items they plan to leave at the school on a long term basis (i.e. overnight).
- Items left in the washroom lockers, or on any surface in the washroom, will be moved to the Lost and Found at the end of each school day. Any lock used to prevent removal of items in these lockers will also be removed at the end of each school day.

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 sometimes need reminders, or may not realize that a currently fashionable item does not meet the dress code. Students will be asked to cover up or change in a respectful and discrete way and they will be expected to do so without arguing and refrain from wearing that particular clothing item to school again. Students who may feel they have been treated unfairly, and wish to wear a particular item again, may make an appointment to speak to Mr. MacDonald 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** and at **lunch**.
- 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 each 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 website, Moodle, 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 PROCEDURES FOR 2019/2020

1. Unauthorized Cell Phone Use During Instructional Time

- 1st offense - phone confiscated and returned to student at the end of class; offense documented
- 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.

PLEASE NOTE:

It will be considered an “offense” if a student’s phone is out during instructional time. This is because the Division III cell phone policy clearly states that phones must be kept in lockers, backpacks or with a teacher. It cannot be in a student’s hand or on his/her desk during instructional time, unless a teacher has specifically directed that student to use it.

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. Student Arrives Late for Class

Students are expected to be seated and ready for instruction at the sound of the bell marking the beginning of instruction for each class period.

Less than 5 minutes Late?

- 1st offense – 5 minute recess detention
- 2nd offense – 5 minute recess detention; parents notified
- 3rd offense – office referral; parents notified

More than 5 minutes Late?

- 1st offense – recess detention for Double Time (i.e. 6 minutes late = 12 minute DT)
- 2nd offense – recess detention for Double Time; parents notified
- 3rd offense – office referral; parents notified

4. Incomplete/Missing Assignments

- 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

5. 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; parents notified
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PLEASE NOTE:

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