



Class Policies & Procedures

Rationale:

Welcome to Room 203 at the Swan Valley Regional Secondary School. This document is to provide you with some information of my and SVRSS's expectations when in the classroom. Please take the time to familiarize yourself with these important expectations, policies, and procedures as we go forward with this semester.

Class Expectations/Beliefs:

Our school expects that the four underlying beliefs of the school are met. These beliefs are the following: **Learning**, **Respect**, **Responsibility** and **Safety**.

Students are expected to put forth an honest effort, attend class on time, arrive with materials daily and display a respectful, cooperative, responsible attitude and behaviour towards other class members, EA's, substitute teachers. If any of these four values are compromised the issue will be addressed.

Learning Behaviours:

Personal Management Skills, Active Participation in Learning, and Social Responsibility are assessed during formal reporting times and are recorded on the report card.

Classroom Information:

Communication for the students in Room 203 (or 208 in some instances) will be made via Microsoft Teams. The plan is to upload important updates, assignments, and any additional important student related information or worksheets to the Microsoft Teams platform. This may be used for also submitting assignments. Use of Microsoft Teams will be further discussed as we find what works.

***Note:** Please make sure that you have your Microsoft Teams notifications turned on!

Attendance:

This is a school division policy. Attendance will be taken within the first 10 minutes of class. Students will be marked truant if they are not in class when attendance is taken. At the time that they enter class they will need to notify the teacher so that the truant designation can be changed to reflect lateness. If a student knows ahead of time that they will be away, get any assignments that will be missed before leaving. This will help you to stay with the rest of the class and not get behind.

***Note:** Please try and come to class on time. If there is a reason to be late, let the teacher know you are present and why you were late.

Class Routines:

- Please be on time to class
- Open your binders and have your textbooks ready when class starts
- Be ready to listen

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- ****We are in a French class!**
 - **Immersion students**, let's keep this an immersion space. We live in a minimal French area and the more we use the French language the less we will lose it! French will be used as the language for teaching and when in the classroom unless otherwise specified/instructed. (The expectation is that students speak/use French as much as you know/can and if you don't know something, let's learn it together!)
 - **Basic French students**, let's try to use French as much we can! English and French will both be used during instruction and learning. (The more we use the French language the more we will learn; however, both languages will be used frequently by both the instructor and students depending on the class learning/progression!)
- Set phone aside and be ready to learn
- Be an active learner (during lessons, discussions, questions, group work etc.)
- Raise your hand when asking a question
- One out of a class at a time
- Water can be brought to class (any other food/beverages can be further discussed)

***Note:** Focus must be on academic success in a course. If a student's learning is affected then the following may occur:

- Participation in extra-curricular activities will be suspended
- A plan will be decided upon in order to improve academic success
- Extra-curricular participation will resume when improvement has been achieved
- Parents will be informed of the plan

Washroom Breaks:

One student can be out of the classroom at a time with permission

Classroom Dismissals:

The class is dismissed by the instructor and not the bell.

Extra Help:

If any additional help is required or wanted with class materials, please use your TAG/RTI time appropriately. Please ask if you have questions with any course specific or school content.

School Internet Guidelines are to be followed

Digital Citizenship:

During class time, personal devices are to be set on silent and put in a location where they won't cause a distraction. The solution is to put your device somewhere in which you won't notice any notifications. If I see that your device is causing a distraction, then I will have to choose where it is stored. If this becomes a further problem other steps may be taken (Ex: taking a phone and putting it in a safe place). I expect my students to be responsible with their devices and that they should be able to keep them. At times, technology (personal devices or computers) will be used in the classroom to further our learning opportunities. For example, we in the French

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room may be using our portable devices for definitions and translations of unknown terminology. During tests, all phones are on silent and preferably turned off until the student has completed writing their test or assessment. If you are anticipating an important call, please let me know ahead of time so you can be excused if needed.

- During work time you may request to listen to school appropriate music.

***Note:** No videos or photos of or during time of instruction without permission.

*“All members of the Swan Valley School Division community are expected to use digital technology in a safe, respectful, responsible and ethical manner. SVSD devices are to be used in the classroom for learning. Students are encouraged to use personal devices **as supported by the classroom teacher for positive education benefits** and guided classroom instruction.”*

Assessment and Evaluation:

PowerSchool App is a valuable app! This will be used for all classes for SVRSS. It is a wise idea to download the app if a device is available. PowerSchool allows a student or parent to maintain updated on a student's attendance (Present, late, truant, explained, or excused), course assignments, completions, overall grades, etc. Assignments can be marked as late, missing, completed, or with an actual assignment mark. At times, learning behaviors (Personal management skills, active participation and social responsibility) can also be seen on PowerSchool which reflect a student's participation in course work and classroom etiquette.

Please submit all assignments and any form of assessment in by or on the deadline assigned by the teacher. These will be collected at the beginning of class unless otherwise specified. If for some reason this date cannot be met please discuss it with the instructor as soon as the student knows and only by the discretion of the teacher may there be exceptions to further a plan.

***Tests:** A goal for a notice of a minimum of 3 school days before tests will be given; however, quizzes may be planned or surprise. Missed tests will only be considered a re-write or late write with a reasonable explanation and done relatively close to the original date.