



Class Policies & Procedures

Rationale:

Welcome to Room 217 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:

- 1) **Personal Management Skills** – *Do you complete your homework and assignments on time; do you seek help when you need it?*
- 2) **Active Participation in Learning** – *Do you show interest in the topics by asking questions?*
- 3) **Social Responsibility** – *Do you work and interact well with others; are you welcoming and positive; are you respectful of yourself, others and the environment...includes cell phone use and lateness?*

These are assessed during formal reporting times and are recorded on the report card.

Classroom Information:

Communication for the students in Room 217 (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.

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Class Routines:

- Please be on time to class
- Put your phone in the phone bin
- Open your binders and have your textbooks ready when class starts
- Be ready to listen
- **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 in bin provided 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.

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School Internet Guidelines are to be followed

AI POLICY:

Generative AI is real and it is here. Something to be VERY clear at the start of the semester is that AI will NOT be used to complete your work and that YOU must complete your OWN work. In some special situations, a class may experiment with AI; however, you are still expected to complete your own work. If AI is suspected, you will be asked. Your mark may result in a redo or a ZERO depending on the situation.

DIGITAL CITIZENSHIP:

During class time, personal devices are to be set on silent and put in the bin provided or completely out of sight. You can choose to leave your phone in your locker. If I see your device, then I will have to choose where it is stored. If this becomes a further problem, other steps may be taken (Ex: getting the office involved). I expect my students to be responsible with their choices. At times, technology (classroom computers) will be used in the classroom to further our learning opportunities. For example, we in the French room may be using classroom devices for definitions and translations of unknown terminology. During tests, all phones are on silent, in the bin (or locker) and preferably turned off until the student has completed writing their test or assessment.

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

General guidelines:

SVSD AP 203 Digital Citizenship and AP 230 Cell Phone Use

“The Swan Valley School Division is committed to providing an engaging and safe learning environment where the potentially harmful impacts of online platforms and cell phone use is minimized. To support this positive environment, the following personal device or cell phone guidelines will be in place.”

“**Grade 9 to 12 students:** banned from cell phone use during class time on campus and off campus but are permitted to responsible use of cell phones during break times and lunch.”

“Students with medical or diverse learning needs may qualify for exceptions to the Administrative Procedure, however a Student Specific Plan will need to be created to accompany such an exception.” If this applies to you and you have not completed this plan, please see me, so we can make arrangements for it to be done.

“Teachers may direct Grade 9 to 12 students...to use cell phones for educational purposes.”

“The SVSD is not responsible for loss/theft/damages incurred to personal ICT devices including physical or data damage.”

The term “cell phone” includes tablets, e-readers, smart phones, MP3 players, smart watches, electronic toys or any other personal technology devices.

Classroom Implementation (for proper digital citizenship)

- At times, technology will be used in the classroom to enhance learning. Stream books will be provided for this purpose.
- Use of technology devices, when allowed, must be in the full view of the teacher.
- Phones/personal devices will be stored in a common location determined by the teacher.
- Earbuds must be removed during class time.
- Personal devices are to be left in the classroom when a student leaves the room during class time.

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- Parents/Guardians should be aware that their child will NOT be able to respond to messages/calls received during class time.
- Any audio recording, video recording or still photography within the learning environment is only permitted with the TEACHER'S PERMISSION.
- IF ANY STAFF MEMBER REQUESTS YOU TO RELINQUISH YOUR DEVICE, YOU ARE REQUIRED TO DO SO ACCORDING TO THE SVRSS SCHOOL CODE OF CONDUCT.

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.

I look forward to having a great year. Happy leaning!