

Summerside Intermediate School

“Working together towards successful learning”

School Policies

COMMUNITIES FOR LEARNING

Our school community includes students, teachers, parents/ guardians, administrators, support staff and school trustees united in working toward a common goal.

That goal, the development of the whole person, can only take place in a safe and secure environment. In such an environment, people may learn, work and flourish in an atmosphere of respect, trust and acceptance.

The P.E.I. Public School Branch in the Communities for Learning Policy Manual outlines our commitment to creating a positive school climate. The policies support our school code of behavior, as well as, establish the rights and responsibilities of each member of our school community. Preventative procedures and provisions for dealing with and reporting of incidents are clearly stated through board policy.

School policies and procedures are in effect any time students are under the authority of the school i.e.

- (a) During school hours
- (b) At school-sponsored events - field trips, sports events, concerts, etc.
- (c) On school property or in school buses

The following school policies are coded with CL #. These refer to policies of the Public School Branch for which there are specific interventions and consequences to be used by schools. In applying all policy, the dignity and rights of all are to be preserved and respected.

DISCIPLINE (CL#1)

Student responsibility, accountability and consequences for decisions and choices are the cornerstones for discipline in an effective school. Our school code of conduct emphasizes the positive behaviors expected of students and are posted as reminders throughout the school.

Teachers, students, parents, and administration must cooperate, communicate and support each other to promote responsible behaviors in order that the primary objective of the school, student learning, can take place.

Our **BLUE CARD SYSTEM** reflects the emphasis placed on parent-teacher-student communication. For example, if a student is asked to leave a classroom, the teacher will notify the office and a member of the administration team accompanies the "blue carded" student to the office for time away from the classroom and a conversation about the situation. It is then the responsibility of the student to meet with the teacher to discuss and solve the problem prior to re-entry to the teacher's class. The **teacher must then communicate the incident and resolutions to the parents.**

Problems which cannot be solved between the student-teacher-parent may need the intervention from time-to-time by a member of the administration.

Discipline procedures reflect the ultimate goal of developing positive, responsible, and safe behavior and, as such, must suit the situation and the student on an individual basis.

ATTENDANCE AND PUNCTUALITY

Attendance and Engagement Policy at SIS

Research shows that students who attend class and actively engage in their courses are more motivated, demonstrate academic persistence, and have higher achievement. Attendance and punctuality are significant factors contributing to academic success. The Public Schools Branch and the staff of Summerside Intermediate school seek full cooperation from parent(s)/guardian(s); in promoting regular school attendance and punctuality to their school age children.

Attendance

To help support minimal disruptions in student learning, we strongly encourage the following:

When possible medical/dental appointments and extracurricular activities should be scheduled after school hours; and Family vacations should be taken during school vacation and recess periods.

If a student will be absent at any time during the school day, the parent/guardian should call the school (902-888-8470) and leave a message on line "2" or send a note

prior to the absence.

Students are permitted to leave school during the day only with permission of a parent/guardian or teacher. The student must check out at the office before leaving the building. A note or phone call to the school from a parent or guardian should follow any unexplained absence. Home contact will be made by the school to account for any unexplained student absence.

In order to best support students and families, the Public Schools Branch is monitoring attendance rates in the following categories.

Satisfactory - Missing less than 5% of total school days.

At-Risk - Missing 5-9.99% of total school days.

Chronic - Missing 10-19.99% of total school days.

Severe Chronic - Missing 20% or more of total school days.

Summerside Intermediate School will be following the Public Schools Branch's policy on Attendance, which states:

When a student has **5 or more days** of absences in a reporting period and the teacher is concerned with the impact the absences are having on the student's learning:

- The classroom teacher will contact home (3 attempts) to communicate concern about attendance;
- If contact is unsuccessful the teacher will inform administration.

Communications home will be documented in PowerSchool, on the student's official digital record.

When a student continues to have absences within the school year which are concerning to the teacher and are impacting the student's learning:

- The classroom teacher will notify administration about the attendance concern;
- Administration will send home the Initial Notification of Absenteeism letter to communicate concern about attendance and to arrange a parent(s)/guardian(s) case conference.
- Administration will refer to the school-based Student Services Team.

Prolonged Absenteeism

School attendance is mandatory for young people under the age of 16. Absenteeism for longer than five (5) school days requires medical documentation and/or communication/case conference with the school to ensure a student's academic success will not be jeopardized. In addition to providing additional notification letters communicating attendance concerns to parents/guardians, the school will refer cases of prolonged absenteeism and unexcused absenteeism to officials of the P.E.I. Public School Branch for investigation.

Punctuality

Students arriving after 8:45 a.m. and 1:07 p.m. are considered late. The guiding principle for lateness is "time missed is time made up". "Sleeping in" is not a valid reason for late arrival to school. Student who arrive to school late in the morning or late after the lunch break are expected to sign-in at the main office and get a late slip to present to their

teacher. Persistent lates during these times will be followed up by a member of the administration team.

Students should go promptly to classes at the bells to avoid being assigned a "late" in PowerSchool as these are monitored. Students are held accountable by serving lunch hour school detentions if they are frequently or habitually late.

Teachers will continue whole group conversations with their classes about attendance and punctuality throughout the school year to ensure students have ongoing reminders of school-based expectations.

When a student has 3 lates, in addition to recording the lates in PowerSchool, the classroom teacher will have a direct conversation with the student.

When a student has 3 or more lates, the classroom teacher will communicate the punctuality concern with the student's parent/guardian.

When a student has 3 or more lates, a detention may be assigned by the classroom teacher, who will also provide notification to the student's parent/guardian.

Did you know...

Missing just 2 days a month means a student misses 10% of the school year?

If a student is 10 minutes late every day they will miss 2.5 weeks of class time every school year?

PROLONGED ABSENCES/VACATION COURSEWORK GUIDELINES FOR SIS STUDENTS

Classroom instructional time is vital for our students' success. Direct instruction and guided practice of concepts, ideas, and topics must be implemented prior to students working independently on assignments or tasks, especially those which will be assessed or evaluated. Without having participated in the classroom learning, a student would have difficulty completing the related learning tasks successfully.

With this, we recognize that some families will still choose to take vacations outside of the Public Schools Branch's scheduled vacation dates. Please understand, however, that teachers will not be able to provide lesson materials or homework in advance, and should not be expected to provide an alternative assignment for extended absences, including vacations. While Google Classroom is a great learning aid, there is no expectation for teachers to use it as a support for their course instruction. Students may make up course work when they return to school, at the teacher's discretion, but teachers will not be able to recreate the shared classroom experience.

ZERO-TOLERANCE POLICIES

"Zero-Tolerance" means that the act is deemed unacceptable and will not be ignored by the teaching and school administrators. There could be a range of disciplinary consequences from counseling, detention, parental involvement, withdrawal from class, suspension from school, and/or police involvement. The following will have consequences which could lead to or automatically result in suspension from school.

These policies apply to all members of our school community.

Bullying (CL#2)

What is it?

-direct or indirect, verbal or physical aggression, ongoing, repetitive, targeted behavior by one or more individuals who appear to be physically or psychologically stronger. It is used to dominate, exclude or inflict injury or discomfort on another person. Such acts as name-calling, threats, unwanted jokes, spreading rumors, physical retaliation, unwanted following or getting others to act as bullies are examples of behaviors which are not tolerated.

(a) Discrimination/Harassment (CL#2)

What is it?

-any form of physical or psychological abuse based on race, ethnicity, culture, religion, gender, sexual orientation or disability. It can take the form of insults or unwanted jokes, offensive, demeaning remarks, offensive pictures, graffiti, slurs, physical acts, gestures, unequal treatment or any conduct which interferes with another's access to opportunity or learning.

(b) Assault (CL#3)

What is it?

-any attempted or threatened use of force i.e. verbal, written or physical activity which suggests bodily harm or death to any person or member of a family; burning, destruction or damage to personal property; on-going interference with another person's ability to physically, psychologically or intellectually function.

All incidents of a significantly violent nature are reported to the police.

(c) Theft, Extortion, Vandalism (CL#4)

- **Theft** - taking possessions, goods, or property without expressed consent.
- **Extortion** - using threats or intimidation to get money or something valuable from another person.
- **Vandalism** - deliberate damage or defacement of school buildings, grounds, equipment, books or personal property of others while on school property.

For acts of this nature parents/police will be informed, items are to be returned to owners or full compensation paid, costs to restore or replace vandalized property must be paid by the student or parent/guardian.

(d) Fire Alarms, Arson, Bomb Threats (CL#5)

Automatic suspensions will be given to students who pull fire alarms, commit acts of arson or who make bomb threats.

(e) Harmful and/or Unlawful Substance Use (CL#11)

The term refers to the inappropriate use of alcohol, tobacco, illicit drugs, inhalants, hallucinogens, prescription and non-prescription drugs on school property or at any school function.

Using, possessing, being under the influence and trafficking (includes tobacco) of harmful or unlawful substances will be dealt with severely and automatically. Parents will be informed, school suspensions and police involvement will occur where warranted, in a progression which could lead to expulsion from school.

SMOKING/VAPING

Summerside Intermediate School is a declared smoke-free environment. Smoking is prohibited on school grounds and anywhere during the school day. Smoking is a serious health issue for our youth. We request and appreciate parental support in promoting a non-smoking lifestyle choice. However, in response to students who violate the smoking policy, the following procedure will be in place:

- . First Violation - a one day suspension with a telephone call and a letter to the parents.
- . Second Violation - a three day suspension with a telephone call and letter to parents indicating the specifics of the suspension including education and research components and that a further violation will result in a more lengthy suspension.
- . Third Violation - a five day suspension with a letter to parents and a meeting with the students and parents to discuss the specifics of the suspension and the problem. The student will also be given a preventative or rehabilitative consequence so they will better understand the long term effects of smoking.
- . Fourth Violation - a five day suspension with parents notified that they must contact the Director of the school to arrange a meeting before the student will be reinstated. The reinstatement process will include a meeting with the parents to outline the terms under which the student will be permitted to return to school.

(f) Weapons (CL#9)

A weapon is anything used or intended for use in causing injury or death to persons, or to threaten or intimidate anyone. These include but are not limited to firearms, knives, brass knuckles, spiked wristbands, etc.

The possession of any weapon/replica by unauthorized persons is not tolerated and the use or threat of use condemned.

Automatic suspension occurs for any violation of this policy.

BUS

The school bus is an extension of the classroom. **School rules apply while students are travelling on the bus.** Misbehavior by a student while travelling on the bus is reported to parents/guardians and, if necessary, to the school principal, who will deal with the student according to the Board policy. Repeated misbehavior may cause a student to lose the privilege of travelling on the bus.

*A note from a parent/guardian is required if a student requires a **bus pass** for a day in order to travel on another bus. Bus passes are only considered in situations involving primary childcare and/or where extenuating circumstances cause school administration to feel strongly that an exception is warranted. These are obtained at the school office.

***If a student is suspended from school, bus privileges are also suspended.**

The following steps are reminders for ALL students of their bus stop responsibilities.

- Be at your stop **5 minutes before** it is scheduled to arrive
- Wait for bus to come to a **complete stop** and have its **RED** lights flashing
- If you have to cross the road, **establish eye contact** with driver
- **Wait for the driver to beckon you** to cross to road
- **Always look both ways** before entering any roadway
- When safe to do so, **walk at a brisk pace**
- Always cross the road in **FRONT** of the bus
- If you hear the **bus horn**, get off the road immediately
- Absolutely no headphones, cell phones, or other **distractions** during the process
- **Stay focused** until safely seated (or safely off the roadway when disembarking)

BATHROOMS

To ensure everyone feels safe, comfortable, and respected, please follow our school bathroom expectations. Students must use the facilities responsibly, ensuring that **only one student is in a restroom stall at any given time** to respect privacy and maintain safety. Please use the restroom efficiently and exit or return to class promptly **without lingering or socializing in the space**. In addition to the standard multi-stall restrooms, a private, gender-neutral bathroom is available located right by the main office for any student who requires a more private accommodation. By keeping the restrooms clean and respecting each other's boundaries, we can maintain a welcoming environment for the entire school community.

SCHOOL CLOSURES

If schools are to be cancelled, parents will be notified by radio announcements on most local stations. The first notice will be broadcast by 7:00 am. In cases where a decision cannot be made by 7:00 am, a one hour delay will be announced. Summerside Intermediate School is part of the **"Three Oaks Family of Schools"** within the P.E.I. Public School Branch. We also try our best to post this on school social media pages.

EVALUATION AND REPORTING

The school year is divided into three terms, with a report card reflecting individual student progress prepared at the completion of each term.

Parents are invited to schedule personal interviews with teachers at this time.

Teachers may contact homes periodically throughout the term. Parent contact with the school is welcomed at all times and is especially encouraged if there are questions or concerns. There is no formal examination period scheduled at Summerside Intermediate School. Students are evaluated on a continuous basis.

ACADEMIC INTEGRITY

Academic integrity is built on honesty, respect, and fairness in learning. Academic integrity matters because all students need to know that their work is being fairly evaluated. This includes knowing that other students do not have an unfair advantage through cheating.

Summerside Intermediate School expects all students to do their own coursework, to write tests without using unauthorized help, and to submit original work for all assignments. Simply stated, we expect students to have integrity and not cheat. Students are to deny all requests to copy coursework, homework, and tests. Students will be expected not to misrepresent test materials, coursework, and/or homework assignments as their own. Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work
- Using electronic devices or artificial intelligence to cheat, including but not limited to looking up, photographing, recording or texting information
- Copying another student's or author's work or class assignment
- Allowing another student to copy your work or your assignment
- Putting your name on another student's paper/project/work
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit (This includes language Translations)
- Tampering with the teacher's grade records or tests
- Stealing and/or distributing quizzes, tests, or any learning assessment

Using their professional judgement, the classroom teacher is responsible for determining if a student has been academically dishonest. Next step action will be taken on a case-by-case basis through communication with the school's administration team and with the parent(s)/guardian(s).

SIS LATE ASSIGNMENT GUIDELINES

- Students are required to complete all assignments and projects by their due date.
- If students require extra time to submit assignments, they must contact their teacher in advance of the due date to make arrangements for a late submission. This date must be mutually agreed upon.
Each request for additional time will be evaluated on the individual circumstances presented. Teachers reserve the right to offer or deny an extension.
- When students contact the assigning teacher in advance of the due date and are permitted extensions, no marks will be deducted for late submissions.
- Students who are absent from school on the due date of an assignment or test are expected to submit their work/ write the test on the day they return to school. Students are expected to meet their teacher immediately upon returning to school if they are in need of additional time.
- Students who are absent from school or who have made previous arrangements for an assignment extension with the assigning teacher will receive a "Missing" notification in Power School. Teachers may include a note explaining this entry. Once the assignment is passed in, it will be evaluated then marks will be entered in the system.
- Students who do not fully complete their assignment by the assigned due date, and who did not select or receive an extension will be assigned an "Incomplete" in PowerSchool. Students will be evaluated on the portion of work that has been completed and submitted.
- Students who miss writing a test will be given an "Absent" notification in PowerSchool. Students will be responsible for making arrangements with the teacher to write the test when they return to school. This may include during the lunch break. Once the test is written, it will be evaluated then marks will be entered in the system.
- Students who do not complete any portion of the assignment by the due date and who did not make arrangements with the teacher or did receive an extension will be assigned a "Missing" notification in PowerSchool. Assignments that receive a "Missing" notification will be calculated in the overall average of as a zero for that assignment.

POWERSCHOOL PARENT PORTAL

Parents have the opportunity to track their son or daughter's progress daily through the online Power School Parent Portal. It will give updated information on students' marks, assignments and daily attendance as well. Power School is also used as a communication tool where we, as a school, will send out mass emails with important information for parents.

Please contact the school if you are having difficulty accessing the Power School Parent Portal.

PROMOTION

To achieve official promotion to the next grade, students must achieve a minimum mark for the year of 50% in all core subjects (Language Arts, Math, Science, and Social Studies).

REGISTRATION FOR THREE OAKS:

Grade 9 students are recommended for high school programs by their teachers based on academic learning, skills and work habits. Information will be presented to students and guardians in late February/early March and registration for high school programs will be completed by the end of March.

PUBLIC HEALTH

Immunizations are given in the schools with parental consent and according to the Provincial Immunization schedule as directed by the Chief Health Officer. Consent forms are sent home in advance of all immunization clinics scheduled in the school.

Public Health Nurses may also assist teachers in carrying out the Family Life Program as agreed upon by the Department of Health and Education.

For children new to the province, the Public Health Nurse requests a copy of your child's immunization record. A copy of this record may be dropped off or faxed to your local Public Health Office.

If you have any questions about the role of the Public Health Nurse in your child's school, please do not hesitate to contact the Summerside Public Health Office, 205 Linden Avenue, Summerside, PE (Phone 902-888-8160; Fax 902-888-8153).

RESPECT & SAFETY

Respect and Safety are the guiding principles of our school. Students are expected to show respect for themselves, other students, staff members, substitute teachers, guests to the school, and school facilities and property. They are also to conduct themselves in such a way that they are neither a physical or psychological threat to themselves or other people.

CAFETERIA

Students can purchase food in the cafeteria or bring their own lunches with them.

VENDING MACHINES

Our vending machine has chocolate milk and water for sale. It is located outside of our

cafeteria. In the mornings and at lunch all chocolate milk is to be consumed in the area of the cafeteria. At recess, because of time, students may take their purchase into the hallways.

LEAVING SCHOOL PROPERTY

Grade 7 Students are **not permitted** to leave the school property during the regular school day. Students will remain on property during class and during recess and lunch breaks. It is important to us to have new students in our building under close supervision during those times.

Grade 8 and 9 Students are permitted to leave school property at lunch time for the purpose of walking home for lunch. Students need to be on time for afternoon classes and be a respectful community member. All school rules apply and privileges can be revoked if not followed.

CONDUCT

Students are expected to behave in a courteous, honest, and safe manner at all times. (Refer to the Communities for Learning Policies)

DETENTION

A detention may be assigned by a member of the administrative team or a teacher as an aid to reinforcing school policies. Students are given as much notice as possible prior to a detention having to be served. Detentions are served from 1230pm-1pm on Monday, Wednesday and Fridays.

DRESS CODE

Our school wishes to promote an atmosphere of respect, with a focus on learning. Taking into account changing fashion trends and safety considerations, the following regulations will be in effect at this school. This dress code pertains to all school activities including field trips, dances, and extra-curricular activities.

Students' clothing cannot depict messages, whether written or picture form, which are profane, demeaning, promote illegal or inappropriate activity, or promote the use of alcohol or drugs.

Students must wear footwear for health reasons and in the event of the need for a sudden evacuation of the building.

Students should wear clothing that would be considered appropriate for any public government building.

Hats are permitted to be worn in school.

Hoods are not permitted to be up when students are in the school.

It is recommended that a student's clothing and materials be very clearly marked with the student's name and other identification.

All staff members reserve the right to interpret the terms of the dress code. Students who are not in compliance will be asked to change into clothing which meets the dress code standard before entering class.

GYMNASIUM

Students are required to wear proper gym wear for physical education classes. Valuables or money should not, under any circumstance, be taken to the gym or left in the change rooms. Items such as watches may be left in the physical education office during class time.

HOME AND CLASS WORK

Students are expected to meet the work schedule and deadlines set by their teachers, and to come to class prepared with the necessary supplies.

ILLNESS AND INJURY

Any student who is injured or who becomes ill during school hours is expected to report to a teacher or the office. **No student may go directly to the hospital or leave the building without first making suitable arrangements and confirmed home contact at the office.**

KIT BAGS/BACK PACKS

Kit bags/back packs are not permitted in the hallways and classrooms during the school day. Students should carry only the supplies needed for the class in session.

LATES

Refer to "Punctuality" page 2.

LIBRARY

Students using the Resource Centre at noon hour are expected to work quietly and individually. Students are expected to return borrowed material promptly and are financially responsible for the loss or damage of any borrowed material.

LOCKERS

Students are responsible for proper use and care of the locker and lock issued to them. Students are expected not to share their lock combination with anyone. Locks which are damaged or lost must be replaced at the student's expense. Lockers are considered school property and may be searched if necessary. (CL#8)

The school is not responsible for articles lost or stolen from lockers.

QUEEN ELIZABETH PARK

SIS shares the use of Queen Elizabeth Park with Parkside Elementary during the school day. All school rules apply there.

SCENT FREE ZONE

Due to the growing numbers of students and teachers with "environmental sensitivity", SIS is a scent-free zone meaning students and staff are not to wear perfumes, colognes, after shaves, etc. Also use of spray deodorants and hair sprays are prohibited.

PEANUT SENSITIVE SCHOOL

Due to growing numbers of students with "peanut allergies", SIS became a peanut sensitive zone as of September 2007. All foods with nuts are not permitted to be taken into the school.

SCHOOL FEES

A \$20.00 school fee is payable in September to cover the cost of locks, lab materials, etc.

SKATEBOARDS, BICYCLES and SCOOTERS

Skateboard, bicycles and scooters may be used for transportation to and from school only ... if they become a safety issue for other pedestrian students, crossing guards, or the general public in our school zone, the privilege of bringing them to school will be lost.

If a student brings a bike to school, it must remain in the bike rack until the end of the day.

E-Bikes and Electric Scooters

Please note that for both e-bikes and electric scooters, we have Provincial Legislation that requires the operator:

- to be at least 16 years of age
- to wear helmet
- to not operate on sidewalks
- to adhere to specific limits re size and power

The school is not responsible for articles lost or stolen skateboards, bicycles and scooters.

SMOKING, ALCOHOL, AND DRUGS

Smoking and the use of alcohol or drugs are prohibited during the school day as well as at all school sponsored events. The Communities for Learning Policies define significant consequences for these behaviors.

TELEPHONE

The office phone is available to students. The telephone is to be used at break times only.

TEXTBOOKS

Students are expected to care for and return texts in the same condition that they were issued. Students are financially responsible for the loss or damage of textbooks.

TRANSPORTATION

Parents picking up or dropping students off at S.I.S. should do so in the parking lot south of the main building, on Oak, Willow or Poplar Avenues. A crossing guard is on duty for Willow Avenue before school in the morning and at afternoon dismissal. Do not stop in the south bound lane of Central Street please.

Stopping on the north bound side of Central Street is safest ... but parking there is not permitted. Visitors parking is recommended in the south parking lot or on a side street.

VISITORS

Visitors must report to the office upon arriving in the school. Students are reminded that friends from other schools are not permitted to visit on school property during school hours.

CELL PHONES & ELECTRONIC DEVICES

Cell Phone and Mobile Device Policy in Classrooms and Instructional Spaces

At Summerside Intermediate School, our goal is to ensure students have a classroom environment that is safe, comfortable, and prime for academic success. In following the Minister's Directive on Responsible Use of Communication and Information Technology (MD 2024 -06r), we will be implementing an amended Cell Phone and Mobile Device Policy starting in the 2024-2025 school year.

When Mobile Devices Can Be Used

Students can bring a personal mobile device to school to be used during recess or lunch.

Grade 7 students are not permitted to have any cell phone or tablet in the classroom. If a student takes their mobile device to school, they are expected to stow it in their locker during instructional periods.

Grade 8, 9 Students are encouraged to leave their devices in their lockers during the scheduled learning blocks during the day, however, if students take their cell phones/electronic devices to class, they must follow the school policy for Mobile Devices in Classrooms and Instructional Spaces.

Students should expect that their mobile device(s) will be collected at the beginning of class and return them at the end of class. The classroom teacher or educational assistant will decide if students can use devices during class for educational purposes.

Students must use the device in an appropriate manner whether in class or on breaks; no pictures/ videos, posting of pictures/videos or negative comments towards others at

any time. Staff reserve the right to confiscate a student's mobile device if it is being used inappropriately.

Mobile Devices in Classrooms and Instructional Spaces

A personal mobile device is any personal electronic device that can be used to communicate or access an internet connection, including but not limited to a cellphone, smartwatch, or tablet.

At Summerside Intermediate School, mobile device use is restricted during instructional time to:

- prevent distractions
- maximize learning time

The restriction applies to all personal mobile devices.

Personal mobile devices are only permitted during instructional time under the following circumstances:

- for educational purposes **as directed by the educator in the classroom**
- for health and medical purposes
- to support specific educational needs

Students with Medical Conditions

Exceptions of mobile device use will be permitted for students who need to use mobile devices to support, monitor or regulate their health or medical conditions.

The school administration team and Student Services Team will communicate these exceptions with educational staff.

Policy in Practice

When students arrive for the academic school day, the following policy must be respected:

1. Each classroom will be equipped with a holder for student mobile devices.
2. All students will be assigned a number that will correspond to the mobile device holder found in each instructional space/classroom within the school.
3. The number assigned to the student will remain their number for all of their classrooms/instructional spaces.
4. Upon entering the instructional space/classroom, students will be expected to place their mobile device(s) in the holder. These devices must be off or in silent mode with no vibration.
5. During the instructional period, no student is permitted to access their mobile device without the permission of the instructional staff for their course.
6. Upon exiting the instructional space/classroom, students will be expected to remove only their mobile device(s) from the holder.

7. If any device is seen, heard, or used in class because it was not stowed in the room's holder, the device(s) will be taken to the office. This will include devices tucked in clothing or in binders.
8. Any students violating the expectations of this policy will be accountable to the consequences:
 - a. **First Infraction:** The device (s) will be taken to the office and will only be permitted to be collected by the student at the end of the day. The classroom teacher will contact home.
 - b. **Second Infraction:** The device (s) will be taken to the office and will only be permitted to be collected by the student at the end of the day. The student will be expected to sign-in their device(s) for 2 consecutive school days prior to being permitted to have the device(s) during the school day. A member of the administration team will contact home.
 - c. **Third Infraction:** The device (s) will be taken to the office and will only be permitted to be collected by the student at the end of the day. The student will be expected to sign-in their device(s) for 4 consecutive school days prior to being permitted to have the device(s) during the school day. A member of the administration team will contact home.
 - d. **Fourth Infraction:** The device(s) will only be permitted to be collected by the parent/guardian upon meeting with a member of the administration team. A member of the administration team will contact home.
9. In the event of a fourth infraction, the administration team will work with the student and parents/guardians to establish an individual student plan for responsible use of mobile devices in school.
10. Students are permitted to use their devices prior to school, during lunch, during breaks, and after school. We would appreciate if you would contact your child during these times.

What parents can do

1. Please do not text/call your child while they are in class. If you need to contact your child during instructional time, please call our office at 902-888-8470.
2. Parents or guardians can teach children about healthy balance of using technology by limiting screen time at home. You can also:
 - Read Media Smarts' Tips for Managing Your Kids' Screen Time_
https://mediasmarts.ca/sites/default/files/tip-sheet/tipsheet_screen_time.pdf
 - Explore **Centre for Addiction and Mental Health's (CAMH) Services and Resources** if you have concerns about your child's use of technology