

A HEALTHY ATTITUDE IS CONTAGIOUS, BUT DON'T WAIT TO CATCH IT FROM OTHERS. **BE A CARRIER** – Tom Stoppard, Playwright.

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IMPORTANT: FOR A COMPREHENSIVE COVERAGE AND UNDERSTANDING OF SCHOOL RULES, EXPECTATIONS, AND GUIDELINES, PLEASE BECOME FAMILIAR WITH THE STUDENT AGENDA AND THE PARENT HANDBOOK AS WELL.

Staff Expectations:

The excellence of a school is greatly dependent on the quality of its teaching staff. The DPS School Board has very high expectations of its staff.

In assisting teachers here meet their commitments to the students, parents and the profession, the DPS School Board has the following expectations of its staff:

- Work in partnership with home and school.
- Set and maintain high standards for the intellectual, social, emotional, physical, and spiritual development of each student.
- Show understanding, concern, and respect for each student's uniqueness.
- Be conscious of our uniqueness as a Sikh school, and strive to create a work environment that encourages the solution of problems through tolerance, understanding, open communication, and effective team work.
- Follow the guidelines and principles of this institution.
- Collaborate and do teamwork at all times with the rest of the staff.

A special note: Homeroom teachers (HRTs) have the same responsibilities as classroom teachers in this school, but some HRT's also have cross-grade teaching assignments. This is why it is vital for single-subject/specialist teachers (e.g. Punjabi/Shabad Kirtan/Computers etc), as well as those who share subjects cross-grade, to have **consistent classroom rules**. Students understand routine and structure, and management issues can be minimized this way. Meet early in the year with the HRT's and discuss the rules and expectations for the classes you will be dealing with.

Policies and Procedures *-in addition to what is outlined in the Employment Contract.*

1. Teaching Day:

- Staff is expected be at school by 8:00 a.m. and remain in school until 4:00 pm. Classroom preparation and organization work for the next day should be complete by then. The general rule of thumb is to leave your Daily Planner on your desk in case the need for a sub arises the following day.
- Out-of-school commitments during school hours should only be undertaken if **absolutely** necessary. These must be recorded in the **Sign-in/Sign-out Folder** with brief reasons included. Inform the Office when you leave and arrive.

2. Teacher Absence:

- A substitute list is provided by the Office to all staff and teachers are encouraged to contact them directly at first. Use your discretion and contact the sub who will manage your class best.
- Please, refrain from making last-minute home calls to the Office Staff unless there is an emergency.
- In case of planned teacher absence, please complete your Application for Leave Form in advance and submit it to the Office. For urgent situations and emergencies, you must complete this form a day after your arrival.
- We will provide internal coverage for the first intermediate/secondary TOC on any particular school day. Mr. Chan is overseeing this process.
- Refer to your work contract for sick leave details.

3. Lesson plans for the substitute:

- Should be on your desk [homeroom/staff room] with all necessary materials. These plans should be thorough, and should include Learning Target, Curricular Competencies, lesson activities, and assessment suggestions. In addition, schedules, class lists, names of helpful students, and your phone number should be part of your sub's prep package. The sub has a sign in/out folder in the staffroom. **A TOC Report to Teacher Form** is included in the Appendix for your use.

4. Use of School Telephone and Phone Messages:

- Use discretion and avoid long and frequent private calls. No cell phone calls are allowed during teaching time. Prep times are not to be used for personal calls, except for urgent situations. Unless there is an emergency, telephone messages for staff will be conveyed during breaks only, or posted on the board in the daily messages section in the staff room.

5. Communication and Staff Meetings:

While much communication is done by word of mouth, there are a number of other mediums we use to improve the flow of communication between staff and school. Teachers should read or refer to the following regularly:

- **Staff Notice Board in the Staffrooms** - used for updates and messages.

- **Staff Reminder/Daily-Weekly Alert Board** - Used by Principal/Admin. to get staff to focus on areas that need attention or immediate focus [Primary VP will convey any urgent postings of relevance to her Department, using the Procedures she has in place].
All communication will be done by the school administration using school email. Staff is encouraged to check emails regularly during the day.
- **Monthly Newsletters-** School newsletters, released once a month, are vital for home-school communication. All staff must make a point of reading them to be fully informed. HRT's are encouraged to highlight important points with their class before these are sent home. Teachers who wish to include items in newsletters must submit them in advance- at least a week before publication date (alerts are posted).
- **Staff and Departmental Meetings:** Regular Staff meetings are scheduled for the first Tuesday of every month. Primary Staff meetings are scheduled for the second Thursday of every month. Leadership team meetings are scheduled at the call of the collaborating staff member at each grade level.

6. Curriculum: Day Planners and Yearly Overviews

- Grade level Teachers must submit their long range plans [yearly overviews] for their individual subject areas/classes **by the 1st week of September.** *Team leaders or individual staff members should email to the Principal.* Please follow the samples given by the Director of Independent Schools (Go to the Independent Schools website/one sample included in this Handbook.) The School also requires that your overview includes a list of the recommended resources/School-approved resources you are utilizing for your course delivery.
- A class newsletter for younger and middle grades/course outline for older grades) is to be sent home by the HRT and all specialist teachers in the beginning of the term/semester. This should have a warm welcoming tone, and include all the important activities designed to address your learning target/curricular competencies of the term/semester. Ideally, the learning target and curricular competencies must be included in your letter as well as your assessment strategies and marks breakdown. (For elementary grades, the HRT and the rest of the teachers for the class can collaborate and send just one letter home.)

- Day Planners are to be kept up- to- date and clear. Lesson plans can be brief, but should include learning target/curricular competencies [mandated by the Ministry for a particular grade level or those that are specific for the lesson], at the beginning to ensure you are on track. Books and page references are to be clearly stated.
 - The Principal will request to see your Daily Planner at least once a term, and arrange a conference with you if this is deemed necessary. These conferences will have the expressed goal of strengthening your skills as a teacher, and must be viewed in a positive light.
7. **Teacher Evaluation:** Teachers new to the school are evaluated in their first or second year, either informally or formally. All Staff will be formally evaluated on a three year cycle according to the staff evaluation policy. All staff will have informal evaluations done on a regular basis by the Principal or his designate. These will be for the teacher's growth or for pointing out teacher effectiveness or otherwise.
 8. **Professional Development:** Various Districts offer professional development activities throughout the year. Teachers must avail themselves of these opportunities for the sake of their own development and the students they teach. The School pays up to a \$200 of the professional development fees on assigned Pro-D days. Langley School District sends us invitations for workshops they organize every year.
 9. **Report Cards and Student Assessment:** All staff must familiarize themselves with the Ministry of Education assessment and reporting procedures. More info on this at staff meetings and notice board at relevant times throughout the year. The standardized Provincial Report Card format generated by Aspen is used for our school. The Office-Computer Dept is in charge of facilitating Report Card completion through Aspen for staff.
 10. **Keys :** These are to be in your safe keeping for as long as you serve in this school. Please return them to the office when you leave. The Master Key is kept in the Office cabinet should you need it on a particular day. Request the Office staff for it.

Daily Time Schedule and Supervision

Primary: Students coming early by car wait with the duty teacher outside on the paved pad. On bad-weather days students go their classroom as directed by the duty teacher.

Gr. 6 to12 - around 8:00 A.M: Doors will be opened for students. Staff should be in their Homerooms by 8:05 as students are allowed entry into the classrooms/homerooms/hallways/locker areas at this time. Use buddy-teacher support if you have to be away for some important reason when your students arrive. Students should place their books in lockers/ desks and organize for the day. Encourage them to organize for the day (sharpen their pencils etc.) Set up a **classroom routine**, and students will automatically begin to follow the system of organization you prefer. Loud, noisy behavior is against school rules, so must be controlled by the HRT.

Primary, 8:20 – Instruction begins with the teacher.

Grades 4-12 Assembly: Warning buzzer at 8:25. 8:20- 8:25: Students are escorted by the HRT/designate into the Assembly Hall according to prearranged guidelines from the Sikh Studies Dept. Shabad Kirtan and Paath begins exactly at 8:30 so students should not be tardy. Regular reminders of Assembly Protocol are necessary.

For both Primary and Upper School Sections: HRT's get their classes to line up, check for proper attire, then escort their students to the Assembly Hall. Everyone must have heads covered with a blue (uniform) head-cloth, and take off shoes at spots designated by HRT. The supervising teacher must remind class of Sikh Studies Assembly protocol as all students must be controlled and quiet.

9:00 A.M. – Assembly is usually over for Grades 4-12. 9:02 – Regular classes begin. To avoid behavior issues, subject teachers must report promptly to their classes and must not keep students waiting.

Standing up to show readiness and respect rule: Students stand up to greet their teachers when a class begins for Grades 3-12. They do likewise when an adult visitor or parent is brought in by Administrators. For the Principal, except for the first and last week of each term, unless he gives the timeout signal, classes can proceed without this usual formality, as the Principal is a regular visitor to classrooms.

NOTE: WHEN PRIMARY SCHOOL HAS THEIR SIKH STUDIES ASSEMBLY TILL 9:45, THE LIBRARY AND STAIRS CANNOT BE USED BY GRADES 4-5 STUDENTS.

9:50- Regular classes begin for **Primary.**

Grades 6-12: 10:00 to 10:10 – Fruit Break [No food or drink can be taken outside, whether it is recess or lunch].

Primary: 10:20- Eat. **10:30-10:45: RECESS.** Teacher provides supervision for tardy eaters.

Grades 4-12: Lunch from 12:08-12:20. Students must remain seated while eating. They are to get just enough food to finish at one sitting, clean up their desktops of food crumbs etc. and **organize for the afternoon's lessons before leaving their classrooms** to their designated play areas.

12:20-12:55- LUNCH ACTIVITIES FOR INTERMEDIATES/SECONDARY STUDENTS. STUDENTS WHO USE SOCCER GROUND MUST WEAR OUTDOOR SHOES. STUDENTS RE-ENTER IN SINGLE FILE OR IN PAIRS. DUTY TEACHER AND SCHOOL PREFECTS MONITOR WITH VP'S HELP.

PRIMARY - 12:15 to 12:30: EAT. 12:30-1:00: PLAY.

12:55 – Warning buzzer to move back to classes.

12:57 – Afternoon lessons start for Intermediates/Secondary Dept.

2:55- Bus Boarding Time: Primary. Supervision according to VP's arrangements.

3:00- End of Day Dismissal for Gr. 4-12. Students move out to their pick-up/bus boarding zones. **Their HRT's/buddy teachers must escort them out to their waiting areas.** Car students must wait at the Student Waiting Zone (porch on wet days- parents must walk over to take them across- in the cordoned area beside the large storage shed on fine days). Students must get **into the buses in an orderly way.** They must be extremely vigilant in the Parent Pick-up Zone.

3:00 - Buses leave right on time. No tardiness from students. HRT's to monitor.

Note: Bus rules must be reinforced by the Homeroom Teacher as they are an integral part of school rules.

3:10-4:00 – Staff is expected to do general housekeeping duties at this time-prepare their rooms, and organize for the next day. Teachers who need more time than their daily one-hour allocated prep time can also utilize this time to make their lesson plans etc. However, this is also a good time for staff room, collegial get-togethers to discuss educational issues of common interest. Make your coffee or tea and engage in some constructive discussions on topics that will help you in your planning and your profession as a caring well-prepared teacher.

The last person to leave the school premises locks up the doors. The alarm is normally set by the janitor. Cleaning begins around 5:00 pm.

Note: The Kindergarten portable complex and the main building and gym alarms are inter-connected.

Supervision Schedule and Student Injuries

- Follow the Master Timetable for your supervision duties. **Please be prompt for your duty – be at your location before the students. This will help you contain problems before they arise.**
- The teacher on duty is also in charge of taking care of student injuries etc. if it is a manageable incident. Use the band -aid in your fanny pack. Intermediate Staff: Always replace the fanny pack in the sick room at the end of supervision period. Serious injuries are to be reported to the Office. Mr. Chan, who has extensive first aid experience, will be notified. Mrs. Atwal/Ms.H. Mandair and/or the Office Staff will contact parents.
- Record any treatment you give in the Medical Logbook. This book is placed with the medical kit in the Sick room.
- Each individual homeroom teacher is also entrusted with a box of band -aid for class use. Ensure that your homeroom students are aware of this provision and approach you for help for minor injuries at most times except lunch and recess when the duty teacher is available.

Supervision Standards & Student Behavior

Please go over the following with your students during homeroom time as often as is necessary. General assemblies will be held to reinforce things.

Misbehavior at this school is categorized at three levels:

1. **Unacceptable minor misbehavior** [first time offence] which includes:

- Shoving and pushing in games [with no intention to hurt]
- Standing and calling other students' attention from the library or computer room top stairs or from classroom doorways.
- Screaming
- Unfairness on teams created for games
- Littering
- Being caught in the classroom or hallway, or chatting in groups in the washroom
- Phone use without approval
- Picking up and throwing stones/objects which could possibly cause injury.
- Running/jumping on stairs, in the hallway, and in classrooms and the foyer.

2. Unacceptable behavior which is more serious and deems being recorded. Each teacher should keep a Behavior Logbook]:

- Repeated minor misbehaviors
- Class disruptions
- Name-calling
- Gossiping
- Rudeness
- Swearing
- Exclusion

These two categories of misbehavior should be dealt with by the subject, duty, and homeroom teachers, unless they become a matter of concern for the teacher. If the administration needs to be informed, the HRT, or the teacher with the most serious and repeated problems, must bring this to the attention of admin. Please ensure you have your documented records on the particular student you want the Admin to deal with. Counsellors for the older grades can also support a teacher's efforts to improve a student's behavior. Please refer to the new revised Discipline Policy from the School for procedural guidelines.

For playground and break activities, staff should stress to the students the need for

- respecting others
- including everyone
- fair play
- playing safely
- not being confrontational but talking it out [Teachers must remember not to lose their tempers or talk down to the student either]
- -keeping the school environment clean and not littering.

Remind students that NO ONE is allowed in the buildings without a pass from the duty supervisor. These passes must be immediately returned after use to the supervisor. The Student Agenda should be used to obtain passes for necessary classroom visits/telephone calls etc. during instruction time. No inter-classroom visits allowed otherwise. Students should not be seen in locker areas or Hallways that are not assigned to them.

3. Unacceptable behavior that must be dealt with immediately by Administration

- Vandalism
- Theft
- Fighting
- Disrespect for authority
- Leaving the school premises without permission
- Cheating and Lying
- Bullying

Consequences for Breaking Rules/ Misbehavior at Levels 1 & 2 [addressed at the teacher level]

Any one or a combination of the following:

- a. For unacceptable minor misbehavior [level 1]:
 - warning[one only]
 - time out
 - community service such as environmental cleaning (litter-picker with office staff must be signed out and in)

- b. For major infractions[level 2]:
 - Warning letter to parents (with the VP's accompanying signature).
 - loss of privileges for at least a week
 - reported in record book
 - student to be put on detention and given a reflective journal to write that would have the intended purpose of making him/her see other points of view and other ways of solving problems.
 - Loss of field trip or class party or forfeiting end- of- the- year privileges.

- c. **For zero-tolerance behavior dealt with by Admin.** From suspensions to expulsion in very serious cases. [See student Agenda for behavior considered in this category]

Detention area:

Staff may use any area they have direct control over; just remember: students are to be supervised or monitored at all times. A few specified teachers are available once a week for supervision. Their names will be posted on the Notice Board by the School Counselors-Disciplinary Team Heads (The VP's). The Office Foyer may be used also.

Play Parameters

Students are not permitted to play around parked cars or behind school gym, portables, and any unsupervised area. There are designated outdoor and indoor play areas. These are specified on the "Designated Areas and Schedule for Recess and Lunch on Outdoor Days" Information Sheet that the VP's will distribute to you.

Gym

Await instructions and schedule from the P. E. teacher.

Use of the Telephone:

During lunch and recess breaks students are to collect passes from the supervisor. At times, students must bring an "Agenda Pass" from their supervising teacher. Except for emergencies and urgent situations, no student is allowed to make phone calls while classes are in progress. No student is

allowed to make unnecessary calls. There is a student phone in the Office Waiting Area.

Use of Washrooms during Recess and Lunch/Class Times: Use of School Fountains

Students must line up in an orderly way. During hot weather use of own water bottles is to be encouraged by the P.E./Homeroom Teacher. The washrooms are not a place for socializing, for screaming or shouting or intimidating other students. The gym washrooms especially must be monitored by the duty supervision teacher. Washrooms should be vacated by students as soon as they are used. During class hours, the HRT keeps a log book inside the classroom in which the student signs in and out.

Rainy Days and Inclement Weather

You will be notified over the P.A. when it is an indoor day. Students to remain in their own classrooms and partake in indoor board games or purposeful activity organized by the teacher with her/his students' input. HRT's are directly in charge of organizing activities for their class on indoor days. *Acceptable* music/DVD's are allowed but the teacher must check these first.

All teachers can also plan lunchtime club activities or inter-mural games with the help of selected parent volunteers at certain times during the year.

Routine:

School attendance- the homeroom teacher is responsible for attendance. He/she should assign a conscientious and neat writer as attendance monitor for the term or year. Monitors **should not be changed frequently**. Alertness, reliability, and neatness are essential attributes for an attendance monitor. The attendance register is to be picked up and placed back in the office by 9:00 every morning. Entries are to be neat. Homeroom teachers are responsible for monitoring this activity and checking the registers once a week for accuracy. Give monitor names to the Office so we can also monitor the Attendance Registers. These are taken in for audit once a year by the Official Auditor. Homeroom teachers are also required to update attendance on Aspen on a daily basis.

Primary teachers are responsible for their own class attendance. The register is to be brought to the office when the class comes to assembly. Students coming to attend school after roll call are to report present at the Office.

Late arrivals and early student departures:

Anyone who comes to school after 8:25 (Warning buzzer) must report to the office. For early student departures, the Early Leave Form is to be filled in and signed by the subject teacher and parent before being handed in to the School Office. HRT's must have a supply of these forms available at all times. A workable solution is to photocopy enough for the year and leave them in the teacher's top table drawer in your classroom.

Sick students:

HRT's must collect Band-Aids for their class when school starts and keep a supply of these for minor ailments. A first aid kit is available in the Sick Room for more serious mishaps. The School Secretary is assigned to help teachers and students with injuries and health issues that require parent attention. Staff cannot administer any medicine [even Tylenol] that is to be ingested. The student must get his own from home.

For minor aches and pains, where the student needs to rest for a while the Sick Room is available. The student is to approach the Office after obtaining a Pass from his/her supervising teacher.

The school uniform

The school uniform is compulsory for all days except Wednesdays. The homeroom teacher is in charge of regularly checking and keeping in touch with parents to see that all students conform to this rule. Uniforms must be clearly labeled with the student's initials. There is a form available from the Office that can be used by the HRT for tracking purposes as well as to minimize uniform issues.

Standing up for teachers/administrators/visitors

Students are expected to stand up and greet the School Administrators, a teacher or parent, or any other adult visitor who enters the room. This instills lesson readiness as well as respect for those who are older- one of the values that is an integral part of our culture. Since the Principal often makes classroom rounds as a routine part of her duties, students need not stand up for her unless she goes to the front of the classroom to show that they must stop classes for her announcements, and during the first and last weeks of each term. However, if she walks in with a visitor, students must stand up and greet her without any prompting.

Homework & CE (formerly Personal Planning)

Homework is an integral part of school work and should be given **regularly** by all teachers. However, teachers should be very clear in their instructions as this is one area of schoolwork that parents like to get directly involved in. Homework should also be a direct extension of school work and should not consist of

activities beyond an ordinary learner's capability as he/she may not have an adult who can support their learning at home. Students must be given time during or at the end of a lesson to jot down their homework instructions in their **agenda**. To encourage students to use their agenda for serious planning, teachers are requested to do what some public school teachers in our school district have been practicing- students are allocated a certain percentage of CE marks for effectively using their agenda for homework and other school planning. By the same token, this subject period is also the best time to develop in students the qualities of neatness and good organizational habits, especially readiness for lessons. Show students how to use their Student Agenda effectively. It has tons of useful tips for both the teacher and student.

Primary and junior grade-level staff are to assist students to record homework, reminders etc. in their Agenda.

Report Cards

See your Student Agenda.

Field Trips.

Discuss any intended field trips with your Buddy teachers/the Principal before drafting the letter and form to send home (copy to be given to the Office and Principal). Parental accompaniment is encouraged as this activity is highly valued by parents. Guidelines and rules must be made very clear to parents right at the outset. A Permission Form Template is included in this Handbook for your consultation.

Teacher Supplies

Consult the Office for procedures and guidelines.

Text book issues

All textbooks must be numbered sequentially and issued to students according to the placement of their names on the class lists [names are arranged alphabetically]. Instruct students on the care of books, and place a book issue form [available in the staff room at the beginning of the year] inside the front cover so students can write their names in. Note down the condition of the book when it is issued to the student. At the end of a course, collect the book back in and check its condition one more time. Book damage or replacement fines are imposed for lost or damaged books. The fines are to be submitted to Mrs. R. Dhaliwal. Finally, please document relevant details in your Inventory.

Completion of the Inventory

Each teacher is entrusted with an inventory book for his/her subject areas [kept in the school office-please request the School secretary. when you need it]. Document all new purchases-whether book or equipment- and **update** your inventory every year. Return it immediately after you are done as these books

are stored in the school office. New text books must be labeled with the school stamp obtainable from the Office/librarian. Please return the stamp promptly. All necessary details are vital e.g. cost of book; serial number of equipment etc.

Use of the Photocopier

Please do not allow students to use the photocopier; this is for staff use only. Teachers who give projects to their classes must take personal responsibility for photocopying what their students may need. (A selected group of student monitors are trained to help Office staff and may use the photocopier once in a while).

Place photocopying paper neatly once you have taken out what you need from a package. Only open one package at a time.

Teachers should strive to use recyclable photocopying paper as scratch paper for their students rather than discarding it in the blue recycling bin which is normally emptied out into blue bags and taken away.

Borrowing of items

From the staff room-only the teacher is permitted. Sign out and in.
From classrooms-no one is permitted unless arrangements are made with the homeroom teacher or teacher- in- charge.

Clean-up

All staff are expected to clean up after themselves. This includes washing and drying dishes used daily by individual teachers in the staff room, and **putting them away** in the staff cupboards.

Recycle

The Green Team under Mrs. Sukhi Kaur's guidance has a School-wide program.

Maintenance, Requested Janitorial Services & Housekeeping

1. Maintenance

Requests to be made to the Office or recorded in the Logbooks provided by the Office. Staff in charge of this responsibility will take action as required.

2. Housekeeping

General housekeeping of classrooms and storage is most important. A janitor is hired to do a general clean-up, but not to clean up any and all messes around the school. Some hints and expectations for staff:

- Classroom floors should be clear of papers
- Shelves should be kept orderly
- Desk tops should be kept clean [Desk tops are not provided to work out problems, collecting stickers etc.]

- The contents of desks are to be kept neat and orderly. It is most frustrating for a janitor to have things spilling out of desks when he has to move them to clean the floor. During HR time, students are to be encouraged to place extra items in their lockers and leave their desks tidy.
- At the end of the day locker areas and shelves are to be left tidy and garbage to be placed in classroom bin. Compost bags should be taken in the green bin stations located outside the nearest exit door.
- Student classroom monitors may be selected on a rotational basis by the Homeroom Teacher to be responsible for cleaning the boards etc.
- Subject teachers are to leave classrooms neat and tidy after use: boards cleaned and books placed neatly on shelves

Tip for Resourceful Teachers: Most of the concerns to do with housekeeping can be handled by student monitors with teacher supervision.

3. Care of resources

- General-return all equipment to proper place
- Instruct students that basic textbooks going home must be taken care of. Placing books with food in student backpacks sometimes leads to book damage and students are liable to pay for the damages. Books must also be kept out of reach of little brothers and sisters who have a tendency to scribble on and tear them.
- Soft covered novels should go home in pocket folders or zip lock bags.

4. The Classrooms- creating a warm and inviting learning environment [HRT's must take special note of this]

A Sikh Studies corner

Provide a corner in your classroom if possible that focuses on the child's faith and identity.

Displays

The school should be an attractive, cheerful place, providing an appropriate and changing backdrop for the proud display of the children's work. Bulletin boards in the classroom should be changed often so that they represent that which the children are learning at the present time. Hallway tack boards can be used for attractive **seasonal** displays.

When preparing wall displays and fixing up your classroom, please consider these guidelines:

- Allow student input, but **personally check for tidiness and correctness.** Guide students on how and where to put the displays. Have display titles and sub-titles on all displays
- Vary letter design and size and use color contrast effectively.

- No displays or posters are to be placed on walls with pins or disfiguring tape. Masking tapes, however, are easy to remove and are highly recommended if placed behind posters.

Others:

Food Policy. Each HRT has a copy of this. It is also posted on the Staff Bulletin Board (Photocopier Room). **Our health policy does not allow the school to “encourage” food or drinks that will be detrimental to student health.**

Prohibited items:

Chewing gum; fire-crackers; expensive toys; roller blades; CD players without a teacher’s sanction and note; hockey cards or any other collectable cards; any item that is likely to cause class disruption or mischief; any item that has the potential to cause injury or harm. See Student Agenda for full list.

Term end awards/Year-end awards, criteria and categories:

See Student Agenda and School website.

Use of labs and library

- Mrs. Chaina is the school librarian with specialist library skills. LA and other staff must liaise with her for making effective use of the library for encouraging reading for our students and for developing proper research skills.
- No student is to be found here unsupervised
- Students must line up and come in an orderly way when they move in for classes
- No loud or noisy behavior
- Library and lab supervisors are to make up a set of rules and post them on a highly visible spot.
- Frequently review library rules and book care.

Emergency drills

Familiarize yourself with the contents of the Emergency Folder for Earthquake, Intruder and Fire Drill Procedures [in each classroom]. There will be 6 fire drills throughout the year, including one in the Fire Safety month of October.

First Official Day of School:

1. **For the teachers**-as specified on your contract, on the first official day of school:

The Office will issue:

- The student Agenda and Teachers’ Daily Planner etc.

Please label relevant supplies with your class or teacher I.D. Spray cleaners are only to be used with the supervision of the teacher and must be kept in a closed cabinet away from the usual reach of students. Dilute it with water and put your I.D. on the bottle as it will be **refilled** later in the year when you need more cleaning liquid. Tidy up and get your room ready for classes for the first day of school for the children.

Also collect:

- The master timetable, Principal's notes on the schedule and special assignments, blank timetable for photocopying for your students to use, Staff Handbook.

Info on the first staff meeting of the year- separate ones for Primary and Gr.6-12 staff- will be posted on the Notice Board on Sept. 01.

2. 1st Day of School for the Year:

For students:

- Till 12: 00 noon.

For staff:

- Full day.

Program for the day:

Be early. This is one time of the year when it pays to be here well in advance. Students and parents, in their enthusiasm, arrive a lot earlier than expected:

- There will be Instructions posted in a highly visible spot for students and parents.
- Gym assembly will follow at 9:00
 - *Escort your students sequentially to the gym. Follow P.A. instructions from the VP. We will start with Kindergarten and move progressively on to Grade 12. Reinforce assembly protocol. Make sure the students have their rumal (Head Covers) on and take their shoes off and place them neatly in assigned places in the gym.*
 - *Student and parent entry doors will be decided at the Sept 01 meeting by the VP and staff.*
 - *Sikh Studies Assembly first (schedule with Sikh Studies Staff.)*
 - *Mrs. Black then takes over for the National Anthem (the same student group for the School Prayer Deh Shiva will lead with the Vice-Principal's and Mrs. Black.*
 - *After invited guest speaker(s), the Principal closes and gives instructions to students for the rest of the day. Deh distribution before students are escorted back.*
- **Homeroom teachers:** Since school for students is until 12 noon only, classes will be in their homeroom teachers' care. Subject teachers with no Home Room responsibilities should liaise with HRT's. Follow normal t/t.

Recess and bus duty schedules will be temporary for the first day/week, dependent on the revision of last year's Duty Schedule by the VP.

VERY IMPORTANT REMINDERS: As you use the **first day** to plan for the rest of the year with your students, **please take note of the following:**

- **Class lists**

You will receive a copy .[Make several photocopies for your own use.] Please check with students regarding accuracy and attendance for the day. Send the list to the office by Recess. Have your monitor place the list in the Attendance Register Tray in the Office

- **Agenda distribution (K-7 only)**

Agenda is compulsory for all students in K to 7.
Distribute and Go over the first few pages with the class.

- **Locker allocation**

All lockers are numbered. No other stickers or labels should be placed on lockers. Once lockers have been assigned, check and record condition on a class list, record locker number against student's name, and, finally, the **lock number**. Students should buy the locks themselves. Go over locker rules with each student: No stickers or offensive material; no damage to lockers; random locker searches will be made by home room teacher from time to time; contents should only be taken out and replaced during breaks.

Issuing of textbooks

When you choose to do it

- Check to see each book is numbered
- Record number as well as condition
- Remember to give them out to the student according to the placement of his/her name on the class list [Therefore, a student whose last name starts with A and is first on the list will get book number 1 from all the subject teachers.] This will help maintain consistency. Keep this list in your planning binder for the end of the course or year when you will need it again.
- **Review, establish classroom code of behavior.** Go over the school rules with students first. See Student Agenda for School and Bus Rules. Post the list of school/class rules on a highly visible, easily readable spot in your classroom, and remember to reinforce these rules by regularly reminding them during homeroom/CE time.
- **Class timetable:** Make a class set [x2] of blank student timetables and dictate the class timetable from your master t/t to them. Be patient and help them to get familiar with it. One t/t can be included in student's main binder, and the other can be used at the student's discretion. (A suggestion only).

- Check to see that students are wearing **correct uniforms and shoes** with non-marking soles.
- Give students desk plates and get them to use a permanent marker pen to place their names on these with big bold letters so that new teachers can see them clearly. Paste them with scotch tape on the side of the desk facing the teacher's board.

Day 2

- Follow the normal schedule. Start with something exciting and new. Motivation for students is high at this point in the year-use it to the fullest and maintain it throughout the year. Your professionalism demands it.

The rest of the year:

- Note down regular responsibilities in your Daily Planner. BE PROMPT AND PREPARED ALWAYS. This will be the school's firm expectation from you as a staff member. Finally, enjoy your teaching. It's a blessing to be in a school where much of the time the children are very warm and positive, and the staff members so supportive of each other.

Final Notes on Back-up Support:

- Administrative Support: The VP's schedule is structured in such a way that they can be of direct support throughout the day, with exception of Mrs. Atwal (non-teaching times) to teachers for discipline, parent contact, and counseling issues with the team.
- The School Business Manager is there for any building, Board, and financial matters and will see you after you make arrangements with her or the Office.
- The Principal is available to you throughout the day when there are no time-sensitive Ministry of Education issues/requirements etc. to deal with. When you see him free, you are always welcome to approach him. If not, feel free to let the Office know, and he will make time for you ASAP.
- Computer Teacher Support: Primary staff will approach Mrs. G. Gill; Intermediate/secondary staff will approach Mrs. K. Mann. Mr. Honey will be available for any hardware installation.

"Look for the best in others- and yourself...Take pride in your work and your achievements."
(From Helpful Tips for Teachers and Staff).

