

*Grade 7*  
*Classroom*  
*Information*  
*Handbook*  
*2019/2020*

# Welcome!

Dear Parents,

It is our pleasure to welcome you to the 2019-20 school year. We would like to extend a special welcome to our new families who are starting their first year at Fireside School. We look forward to meeting each of you and getting to know you and your family better through the year.

I hope you have had a restful and relaxing summer and are feeling refreshed for another school year.

I believe that it is important to maintain good communication between home and school. Please feel free to contact me about and questions or concerns both big and small. It can be difficult to reach teachers during the day so please leave me a message either in your child's agenda, by email at [lhanson@rockyview.ab.ca](mailto:lhanson@rockyview.ab.ca) or by phone at (403) 932-4868.

Sincerely,

Leah Hanson

## Student Routines

### Entering the room

- Enter quietly and politely and don't interrupt other students. Follow the appropriate procedures for each time of day (e.g., morning, after recess, after lunch, or after a special class).

### Arriving Late

- If you are late for class, come in as quietly as possible so that you do not interrupt the class.
- Quietly take your seat and start working.
- If you are consistently late, you may be required to meet with your teacher during a break to discuss why you are late and catch up on your missed work.

### What to Bring to Class

- Students should bring only what they need for three classes at a time. All other books, lunch boxes, and supplies can be retrieved at break times.

### Handing in finished work

#### *Electronic Assignments*

- Unless otherwise instructed, all electronic assignments will be turned in through Google Classroom.
- Make sure that you have followed all instructions and that you have included all group member's names in your document.
- Once you have submitted your work, be sure to mark the assignment at "done" in Google Classroom.

#### *Paper Assignments*

- Make sure that your name, the date, and the assignment name is on your paper.
- Place your paper in the appropriate "finished work" bin at the beginning of class.
- Once you have submitted your work, be sure to mark the assignment at "done" in Google Classroom.

## Late Work

- If you are not finished your assignment on time, you will need to let Mrs. Hanson know. You may be required to stay in at morning recess to complete any missing work.
- If assignments are consistently missing or not handed in on time, parents will be notified and we will create a plan to help students get their work completed.

## What to do during free time

- If you finish an assignment early, first work on any unfinished assignments that you may have for that class, then work on any unfinished assignments for your other classes.
- If you have finished all of your work from all of your classes, you may choose to read a book, write a story, play a math game with a partner who is also finished all of their work, work on a research project, peer-tutor someone who needs your help, or study for an upcoming test or quiz.

## Leaving the room

- If you need to leave the room during class time, please tell your teacher where you are going before your leave and sign out in the appropriate place.
- Go straight to and from your destination. Do not run or play in the hallways or washrooms.
- When leaving the class at the end of a block or at the end of the day, ensure that you have picked up all of your belongings, including garbage, have either pushed in your chair or stacked it, and are waiting quietly for your teacher to dismiss you.

## Lockers

- Students will use a locker to store their school supplies, lunch, shoes, and jacket.
- We perform locker clean outs approximately once every month; however, students are expected to keep their lockers neat and organized in between locker clean out times.
- Hallway floors and classroom counters are not acceptable storage areas.

## Water Bottles

- Students are encouraged to bring a water bottle for use at their desk throughout the day. This saves time, rather than leaving class to use the drinking fountain.

## Morning and Lunch Recess

- All students are expected to go outside for recess unless they are participating in another approved school activity (a club or intermurals for example).
- Students must bring appropriate outdoor clothing and be prepared for changes in weather.
- Special indoor recess exceptions are made for extreme weather conditions.
- Work blocks during recesses may be used to allow students to complete unfinished work.

## Birthdays

- Birthdays are a wonderful time for us to celebrate the life of each student. Parents are welcome to send a class snack if they wish, but please let us know ahead of time by email.
- Finger foods such as cupcakes, donut holes, and cookies work especially well since they do not require plates and utensils.
- The birthday snack is typically eaten in class prior to lunch recess.
- Thank you for not sending any food products containing peanuts or other nuts as there are students with allergies.

## Homework and Assignments

### Homework

- Homework routines will begin next week for students in Grade 7.
- Students will be given time in class to work on assignments. Depending on the class and students' time management, homework may be assigned.
- Students can expect **up to but not exceeding** 60-80 minutes of homework per night.
- The purpose of homework is to review skills, involve parents in the learning process and teach responsibility to students. Work not finished during regular class time may be sent home for completion.
- If there is no assigned homework on a given night, students should be spending approximately 10 minutes reviewing their math facts and at least 20 minutes reading.

## Technology Use

### Power School

- Power School allows you to access student grades and attendance 24/7 from your computer. This is an important tool to help monitor student progress throughout the entire school year.

- Power School is closed approximately for two weeks prior to the end of each term to allow teachers to verify and complete final grades.
- Power School can be located through the school website and all students are given a username and login identification at the beginning of each school year.

<http://cca.rockyview.ab.ca/>

## Computer Use

- Students are expected to bring their computer to each class fully charged and to ensure that they using their laptop computers for appropriate academic purposes while at school.
- During class time, students are not permitted to be playing games, watching videos or messaging others.
- Students are expected to keep their laptops safe by ensuring that they are not placing them on top of books or other unstable places.
- Computers must be put away during eating times.
- If students are not using their computers appropriately, they may lose their computer privileges and/or be subjected to work blocks during lunch recess.

## Cell Phones

- Students are **not** permitted to use their cell phones during class time. Students are expected to leave their phones in their lockers and turned off during class time.
- Students are allowed to check messages and be on their phones during lunch recess.

## Google Classroom

- Each student will have access to their classes in google classroom. This allows students to regularly check their homework and keep up to date with assignments.
- Most assignments will be posted in google classroom, even if they are to be completed on paper.

## Communication Between School and Home

### Emailing Teachers

#### *Students*

- Students are free to email teachers at any time and are encouraged to email them when they have questions about homework or scheduling.
- Students are asked to email the RVSchools email ([lhanson@rvschools.ab.ca](mailto:lhanson@rvschools.ab.ca))

#### *Parents*

- Parents are asked to use the Rockyview email address for communication with teachers ([lhanson@rockyview.ab.ca](mailto:lhanson@rockyview.ab.ca))

#### *Responses*

- Teachers will endeavor to respond to emails as quickly as possible; however, in the interest of maintaining a work-life balance, teachers cannot guarantee a response to emails during the school day.
- We will check them in the morning before class starts but responses may not occur until after school hours.

### Volunteering

- This year, we will require parent volunteers from time to time in the 7 class. These opportunities may include off campus field trips and the grade 8 farewell committee to name a few.
- If you would like to help out in the classroom or for special events, you will need to have a current police check filed with the office.
- We are not able to make many of our field trips happen without parent volunteers, so if you are interested in helping out with this, please let me know!

Thank you for your support and cooperation. I look forward to working with you and your child throughout the year. Should you have any questions or concerns to address please do not hesitate to contact me via email at [lhanson@rockyview.ab.ca](mailto:lhanson@rockyview.ab.ca). Have a great year!