



STUDENT HANDBOOK

Version 1.0

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Dear Students and Families,

We are delighted that you have chosen to attend and contribute to our community at Smart Innovations School. It is our goal that students greatly benefit from this partnership, receiving the best education possible. As a part of our school, we aim to help students and families feel safe, supported, engaged, and well-prepared with the skills and ambition to be successful both at our school and in the future.

The following details will provide you with basic information about our school as you start your journey with us. We invite you to be actively involved in your child's education and to always feel welcome in our school. Together, we can help you and your child discover their unique talents and develop them to their full potential.

We aim to provide all students and families with a positive school experience for the duration of your time at Smart Innovations School. Should you have any questions regarding the information in this handbook, please contact the school office and we will assist you to our greatest ability. Thank you for joining us at the start of this exciting journey as we take this moment to officially, warmly welcome you to Smart Innovations School.

Respectfully,



Dr. Lori Sanchez

Contact Information:

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Vision Statement

Smart Innovations School provides an innovative world-class education to create life-long learners who transform society.

Mission Statement

- Smart Innovations School is committed to helping students reach their full potential by delivering the highest quality education.
- We provide equitable learning opportunities in a student-centred environment that is challenging, motivating, and inclusive.
- The international teachers on our team foster critical and creative thinking, problem solving, and growth mindset while focusing on research-based, progressive, global curriculum.

Core Values

- **We act with RESPECT** to fostering relationships as the foundation for learning; supporting students to be caring, empathetic, and tolerant; teaching students to anticipate and respond to needs as they arise, and working collaboratively with the school community.
- **We see the POTENTIAL** in all students, by creating equitable learning opportunities for all children, providing access to an innovative academic and social-emotional environment, and acknowledging the uniqueness of each individual and finding their strengths to build upon.
- **We strive for EXCELLENCE** by setting high expectations for our students and ourselves, understanding and utilizing innovative teaching and learning practices, and empowering students to be critical thinkers and independent learners.
- **We are guided by an image of the WHOLE-CHILD** by consistently illustrating, through words and actions, a belief that all students are unique and are viewed as partners in their learning, and provided with opportunities to express themselves in a multitude of ways.
- **We work with INTENTION** by honouring the mission and vision of the school, exhibiting integrity, creating a thoughtful environment that fosters positive relationships, providing opportunities for learning and expression, using data and reflection for program improvement, and engaging in opportunities for professional growth.

Goal Statement

The Student Handbook for Smart Innovations School outlines the pathways to developing responsible, resourceful, and respectful characteristics that build a student's capacity for success across the curriculum and in their global citizenship. We want to instill a love for learning into our students and equip them with the knowledge they need to make a meaningful difference in the world.

Advisory Board

The Advisory Board members make up an integral part of our team, serving on our board from various backgrounds, expertise, and experience around the world. Board members are volunteers responsible for reviewing, adopting, and implementing all school policies and budget criteria.

The Advisory Board meets quarterly to:

- Understand what is working well for our school and in what ways improvements can be made.
- Discuss school policies, budgets, and areas for improvement within the school system.
- Reinforce school curriculum, mission, vision, and goals, ensuring that teachers and staff are maintaining the objectives and philosophy of Smart Innovations School.
- Present and discuss new and innovative ideas, educational practices, and solutions to maintain up-to-date practices to continue lifelong learning for students, teachers, and staff.
- Seek new perspectives for educational and administrative practices, with an open mind and a growth mindset.

Dr. Lori Sanchez
Executive Director

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Ms. Vinitha Mathews
Head of Finance and Administration

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Ms. Lyubov Borisova
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Contact Information

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Website: www.smartinnovationsschool.com

Follow us on social media for an instant, up-to-date information:

Social Media	Page Link
Facebook	Visit Our Facebook Page Here!
LinkedIn	Visit Our LinkedIn Page Here!

Teacher Staff Directory

Kindergarten Teacher

Ms. Amber Sparks

asparks@smartinnovationsschool.com

Second Grade Teacher

Ms. Frances Southwell

FSouthwell@smartinnovationsschool.com

Fourth Grade Teacher

Ms. Ellen Williamson

EWilliamson@smartinnovationsschool.com

Spanish Teacher

Mr. Carlos Garcia

CGarcia@smartinnovationsschool.com

Art Teacher

Ms. Isha Joshi

IJoshi@smartinnovationsschool.com

First Grade Teacher

Mrs. Latrecia Burgess

LBurgess@smartinnovationsschool.com

Third Grade Teacher

Mr. Ken Brown

KBrown@smartinnovationsschool.com

Fifth Grade Teacher

Mr. Axel Batsch

ABatsch@smartinnovationsschool.com

Music Teacher

Mr. Paul Stuart

PStuart@smartinnovationsschool.com

School Calendar: 2020 – 2021

School Schedule:

The days of the school week are Sunday – Thursday. School hours are 8:00 am – 3:00 pm. Students are encouraged to arrive at the school between 7:40 am to 7:55 am as teachers are using this time before school to get prepared for the day. Parents or their designated person for the respective students are therefore being requested to arrive on time to pick up your child at 3:00 pm.

Calendar:

Please use the following link to access the PDF document containing the 2020-2022 [School Calendar](#).

Admissions

To view the Admissions Policy, Procedure and Fee Structure, visit our website at <https://www.smartinnovationsschool.com/admissions-1>

Tuition and Fees Payment

The Smart Innovations School community expects all families to pay tuition to the School in accordance with the contract they have signed. The admissions and business offices have worked together to offer different methods of payment for tuition and fees. We request everyone to work in support of the School by making payments in a timely fashion. If there are any questions or problems along the way, please do not hesitate to contact the business office or the Head of School.

A family must pay all tuition and fees based on the payment schedule approved by the business office.

General Information

Handbook Revisions

The Student Handbook will be revised annually. Suggestions for change or improvement are solicited and welcomed by the administration.

The School Administration reserves the right to edit the Student Handbook within the school year if a situation arises and becomes compelling to make such changes. If the handbook is revised, students and families will be notified.

Attendance

In order to receive the maximum benefit from their education, students are required to be present everyday while the school is in session as per the school calendar. Lessons at school often require direct instruction that cannot be replicated through worksheets or reading assignments that are sent home.

Student participation in class activities is essential to their learning. Parents must notify the office by phone, email, or in-person when their child will be absent from the school. Office staff may also be notified in advance if absences are determined ahead of time. Illness, medical appointments, and family emergencies are considered to be excused absences. If your child is ill for more than three days, please arrange to pick up current assignments from your child's teacher to prevent them from falling behind and to ensure they still benefit from ongoing class lessons.

It is important to keep contact information up to date, should there be any changes made after the student's registration is finalized. Please contact the school office if your phone number, and/or email addresses, and/or home address has changed or if any of your emergency contact details have changed.

Student Drop-off and Pick-up

Your cooperation is requested to help us make the drop-off and pick-up processes run smoothly and efficiently.

Schedules and routines are important to establish early-on and will help your child to be successful in school. Students should arrive no earlier than 20 minutes before the start of the school day as teachers are using this time before school to prepare for your child to arrive. It is equally important that your child does not arrive at school later, in order to avoid the disruption of learning taking place in the classroom.

It is essential that the school be notified and made aware of who (designated person) will be picking the student up from school on a regular basis and at any given time. The school must be made aware of any changes in the student's pick-up schedule as well. These specifications are to be made within the first week of the student's attendance at school, preferably at the time of registration and changes should be made in advance. The student will only be permitted to leave school with their designated person (parent or guardian) at the designated drop-off and pick-up location. This is to ensure that the student returns safely to his/her home; as our students' safety is

our number one priority. It is important that the person picking up a student remains consistent. A child will only be allowed to leave with a person on record or with a designated person.

Changes to Dismissal or Early Pick-Up

If your child's end-of-day routine or transportation plan changes for any reason, please notify the school in writing or by phone, no later than 2:00 PM each afternoon, or 12:00 PM on early release days.

The child must be signed out in the office by the designated person, parent, or guardian. Any other adult picking up the child must be designated on the contact list in the student's record. Please help us by keeping your emergency contact list up to date.

School hours are as follows:

Sunday – Thursday, 8:00 AM – 3:00 PM

Early Release days, 8:00 AM – 1:00 PM

Students are to be dropped-off between 7:40 AM – 7:55 AM.

Students are to be picked-up between 3:00 PM – 3:15 PM unless otherwise scheduled or under varying circumstances

If possible, it is preferred that your child use school-provided transportation. If you will provide transportation, be aware of the exact time and pick-up location for your child. Each classroom will be assigned a designated location for drop-off and pick-up. The classroom teacher will be with your child in this location until he/she is picked up. Please be sure to be on time as well.

Personal Property

The school cannot assume responsibility for lost or stolen property belonging to students. Students should refrain and be discouraged from bringing such things as electronic devices, toys, or other valuables to school, in order to avoid loss or damage to personal property.

Cell phones may not be used during school hours, to avoid disruption to the learning environment. Phones should be turned off, stored in backpacks, and not visible during the school day. Students are allowed to communicate with parents only through the front office, and under adult supervision, if a need arises or unless otherwise given permission by the teacher.

Personal Electronic Devices

Cell phones, music devices, and other technological devices, as well as toys or other items from home, should be left at home, or secured in a backpack and not seen during school hours. Students

are permitted to bring such devices when directed by their teachers. Parents, volunteers, and visitors, please silence your own phones while in the school, so as not to disrupt the ongoing classes.

Selling or trading items at school

Children are not to sell or trade personal items at school. Generally, only those items necessary for classroom use should be brought to school. Students should bring money to school only for school fees and educational purposes and brought straight to the office. Buying and/or selling items or exchanging money between students is strictly prohibited at school. Our institution is solely for the purpose of learning, while we see the educational value of entrepreneurial enterprises, we encourage our students to take on such pursuits on their own time and off school property.

Dress Code

School uniforms must be worn at all times except during No-Uniform days as directed by the School Administration. Uniform specifications must be met and standards of cleanliness and tidiness, washing, and ironing the uniform before wear, must be followed.

If the student's dress or grooming is objectionable and non-compliant with school dress-code standards, the Head of School will request that the student make appropriate corrections prior to returning to school. If the student makes continued offenses of the dress code, the student's parent or guardian may be notified to ensure that there is adequate cooperation to make any necessary dress code corrections in the future.

Lost and found

Our Lost and Found is located in the main office. Please discreetly label, with your child's name and room number, items such as coats, hats, lunch boxes, water bottles, and any other items which could be accidentally left at school or otherwise misplaced. All items that are not picked up will be donated to charity during Winter Break, Spring Break, and Summer Break. Parents will be notified prior to the lost-and-found donation to a local charity in order to allow parents an extra opportunity to retrieve lost items.

Money at school

A child should only bring money to school for a specific reason and should be brought immediately to the school office to avoid misplacement. Money can be lost or stolen which causes upset feelings, creates mistrust, and disrupts the learning environment. Please do not send large sums of

money to school with your child as your child will not need to pay for anything with cash unless specifically indicated.

Party invitations

Birthday parties provide many pleasant memories for children. However, not being invited to a birthday party can be a very unhappy experience for those children who happen to not receive an invitation. In consideration of our school's inclusive framework and to protect the feelings of children not receiving invitations, no invitations should be handed out at school unless every child in the classroom receives one.

Food Service Program

Students will be provided a morning healthy and tasty morning snack and lunch, aiming at transforming eating habits of the next generation through providing fresh, wholesome, and nutritious meals. For the 2020-21 school year, the cost is 138,550 BDT. It will be paid with tuition fees.

Students also have the option to bring a snack and/or lunch to school from home with them.

Our school is proud to offer nutritionally balanced meals for our students, paid for in any monetary denomination. These meals are pre-paid for wherein the parent may make payments directly into the child's lunch account for the child to benefit from school lunches while at school. Students have the option to bring their own lunch, but it should be healthy and balanced as well. When the student goes through the lunch line, the cost of the lunch is deducted from his/her account. Students will be designated times to eat and drink, during recesses, breaks, and lunch period. Otherwise, students may only drink water during class unless dietary needs state otherwise.

Please be mindful and notify us regarding any food-sensitivities within the classroom and the school. The school reserves the right to place restrictions on food items permitted onto school property. This is to ensure the safety and comfort of everyone in the school community.

Internet Use

Students will use computers and access the internet for educational purposes only. Responsible behaviour from all computer users is expected at all times. Any misuse or violation of this policy may result in disciplinary action. An internet use form must be completed by every student prior to accessing the internet. The form is available in this handbook and at the school office.

Complaint Procedures

At Smart Innovations School, we aim to maintain open dialogue and communication. If a concern arises, you should first discuss the matter with your child's teacher. If further clarification is required regarding the issue or in case an amicable decision was not made, please make an appointment with the Head of School via the main office.

School property

All students are expected to treat the books and equipment entrusted to their keeping with great care. The Head of School, upon any misuse or loss of school property, may impose fines in the amount of the replacement cost for damaged or lost items.

Field Trips

Throughout the school year, classroom field trips may be arranged as a part of lessons and units of study. Permission slips for each field trip will be sent home in a timely fashion for parent signatures and return to the classroom teacher. The number of parent chaperones that can attend shall be determined by the classroom teacher and/or the organization being visited. If you wish to be a parent chaperone, it is important that you get your volunteer packet completed at least three days prior to the trip, or by the deadline given on the paperwork sent home. Siblings are not permitted on field trips.

Library Procedures

Our library has been designed to be a focal learning centre in our school. Books are shelved together by genre (fantasy, mystery, animals, history, science, etc.) as well as by age group. During class visits, the library specialist will read and introduce students to various forms of literature relevant to their grade level.

Students have the opportunity to check out up to three books at a time throughout the week. During recess and before or after school are designated times during which students are permitted to freely access the library in order to return books and check out other books as needed. Overdue book notices will be sent home monthly where appropriate. In cases of damaged or lost books or items from the library, the school will be in touch with parents to address and resolve situations so that books may be available to all students.

Assemblies

Assemblies are opportunities to welcome guests to our school and to demonstrate talent and school pride. As a guest, please feel welcome to join us in the back of the multipurpose room in the chairs

designated for visitors. This allows our staff members to sit in the chairs on the sides of the gym so they may be accessible and attentive to our students and their needs. These events should be treated as public performances and all appropriate behaviour applies: entering quietly, using low-volume, conversation voices between activities, clapping only at appropriate times, refraining from derogatory noises or remarks, silencing all cell phones and devices, taking photos and videos from the back without blocking people behind you.

Food, Gum, and Drinks

Gum chewing is not permitted on school premises. Food and drinks (except for drinking water) are permitted only in designated places.

After-School Arrangements

If your child's after-school arrangements will be different than the usual dismissal arrangements, please notify the school by 2:00 P.M. on the day of the change or ahead of time if possible. If notification is given after 2:00 P.M., School staff will try our best to get the message to the teacher but cannot guarantee it due to proximity to dismissal time. Please make an individual effort to ensure your child's after-school plans are solidified in advance. A note sent to the teacher with your child in the morning is the preferred method of doing so, followed by an email or phone call to the office.

Withdrawal from School

Parents are requested to notify the school at least two (2) weeks in advance if a child is to be withdrawn from school altogether. We will assist you as best as we can to make this a smooth process and help you prepare your child for further education outside of our school. Part of withdrawal means ensuring that textbooks and library books are returned, and any fines are paid. This is a prerequisite to records being forwarded to the student's new school.

For further information please refer to the Withdrawal and Tuition Refund in the Admissions Policy.

Family Access

Our PowerSchool Student Information System (SIS) provides a parent portal that allows for access to a variety of their child's information. You will receive information regarding how to set up an account within the first two weeks of school.

Harassment, Intimidation and Bullying Policy

We do not tolerate any kind of physical, verbal, or emotional bullying, intimidation, harassment, or cyber-bullying among students and/or teachers at any time. Students suspected of bullying or harassment will be duly investigated for violations of proper school conduct and will face penalties, as necessary. Our inclusive school environment operates on a zero-tolerance policy and any decisions made regarding any case of bullying and/or harassment and/or intimidation will be taken very seriously and will be dealt with immediately with appropriate anti-bullying measures aimed at eradicating bullying and any other actions that conflict with our inclusive educational framework and core values.

Visitors and Volunteers

Smart Innovations School welcomes, encourages, and greatly appreciates family and community involvement. To ensure that student learning is not unintentionally disrupted by visitors and that visitors are properly directed to the areas in which they are interested, all visitors must report to the school office upon entering school property. If you wish to conference with school staff, please call or email your child's teacher to set up a meeting time. Staff work must not be impeded by interruptions of visitors or by unreasonable demands on their time. It is expected that all visitors respect the safety and privacy of all students, staff, and other visitors as well as be mindful of student learning time.

Our School maintains a safe, invitational learning environment that, on occasion, may include both volunteers and visitors. We welcome parents and guardians into our school for a variety of purposes that enhance our School's learning environment. All visitors must sign in at the office and are asked to wear a visitor's badge while on school premises. This practice is for the security and safety of all students. Please check-in at reception as soon as you arrive to receive a visitor's pass.

Smart Innovations School requires all school volunteers who work with students on a regular basis or attend field trips to fill out and submit a volunteer information packet and background check to the school head office prior to engagement in regular volunteer work. Parents, volunteers, and visitors are asked to silence phones while in school, so as to not disrupt learning.

Please contact the office if you have questions regarding the outlined information for visitors and volunteers.

School Closures / Emergency Closures

If it is necessary to temporarily close the school or run on limited school bus schedules for any reason, the information will be available on our website indicating the relevant changes in school

closures and bus schedules. In such cases, the School's Information System will alert families via email or text prior to changes being implemented.

Student Health and Safety

Health

If your child has a chronic illness, major health problem, or other health concern that may require emergency care or affect his/her learning opportunities or school participation, please consult with your child's teacher on how to assist your child in the classroom should the need arise. Please also notify the Head of School and the school nurse so that your child's conditions may never be overlooked, and the school remains prepared in the event of an emergency. School staff will make every effort to recognize and accommodate any specific health requirements pertaining to your child. Generally, any child able to attend school should plan on participating in recess and other physical activities throughout the day. Children unable to do so must provide a note from their physician excusing them from participation on a particular day. Students may also visit the on-site nurse for evaluation for participation should a health concern arise during school hours and the student is missing a doctor's note.

Head Lice

Young students are especially prone to lice infestation and transmission. We want to limit this by implementing early detection, a key factor in the control of this highly contagious parasite. If you become aware or suspect your child of lice infestation, please notify the school office immediately. Head lice have become resistant to many of the commercial treatments available so early detection aids in reducing the lice infestation without the need for treatment.

Illness at school

Should your child become ill at school, he or she should know that their first point of contact will be their teacher, or a supervising adult and they must do so immediately upon feeling unwell. If the situation warrants, the parent or emergency person will be contacted, and arrangements will be made to send the child home. It is extremely important that the school always be provided with an emergency contact who can be reached at any time. For general health-related questions, please contact our school nurse or your family physician. If your child records a temperature of more than 100 degrees Fahrenheit (37.8 C), or if the child is vomiting or has diarrhoea, the child should stay home from school. If a child becomes ill during the school day, parents will be called to make arrangements for the child to be picked up from school. Students should remain at home for at least 24 hours following a fever's return to normal or after the vomiting and/or diarrhoea subsides.

Please ensure your child is fully recovered and ready to return to school before sending your child to school.

Student Medication

Ideally, medication administration should remain the responsibility of parents or guardians at home. If possible, the medication should be administered to students in need at home prior to the school day. However, if medication is required at school, Smart Innovations School has an established procedure for administering student medication.

Medication (prescription or over-the-counter) must be brought to school by the parent, in a container, appropriately labelled by the pharmacy or physician. The office will keep medicine in a prescription bottle for any child on medication, and it will be administered by the school nurse. Forms authorizing school personnel to administer medication are available in the school office.

Only send your child with prescribed medication that must be taken within the window of school hours between 8 AM and 3 PM.

Students who are required to take prescribed medication must adhere to the following guidelines:

Written orders from a physician indicating the name of the student, the name of the pharmaceutical, dosage, time interval that the medication is to be taken and diagnosis or reason for the medication to be given must be submitted to the school's main office to be a part of the student's school profile.

Written permission from the parent requesting that the school comply with the physician's order must accompany prescription details.

Where appropriate, communication between the parent, school personnel, and physician regarding the necessity for assistance in administering the medication to the student during school hours must be included.

The parent or guardian's current telephone number must be included in the student's record so that parents can be notified as quickly as possible in the event of an emergency arising from the medication.

Allergies

If your child has allergies (bee sting, food, plants, etc.), asthma, medical alert, or related medical information of which the school should be aware, please bring this information to the school office ASAP.

Please direct all questions to the school Nurse/health room.

Accident/Emergency

Occasionally, a student will be injured or become ill while at school. In the event, that the injury or symptoms are severe and require removal from school or an ambulance, every effort will be made to contact the parent or guardian of the child. It is essential that parents complete the registration form indicating emergency contact information. It is the parent's responsibility to notify the school of any changes in home address, home phone, work phone, cell phone, email address, and emergency phone numbers as soon as they are different from the student's record.

Students with injuries

For those students suffering an injury (no matter how small) which requires them to come to school with crutches, splints, ace wraps, etc., we must have a doctor's order stating what activities may or may not be allowed. If the injury is severe enough to limit their mobility and normal activities, the school needs to be aware of the doctor's recommendation.

Immunisation

Any student enrolling in Smart Innovations School must have the immunizations required by the Bangladesh Ministry of Health.

School administrators may not enrol a student who does not comply with these requirements.

Emergency Planning

Creating a safe school community for our students and staff is our priority. A critical ingredient in creating a safer school environment is to plan and practice classroom responses to emergency incidents at school. This ensures that all students, teachers, and staff are adequately prepared in the event of an unexpected emergency. Drills will be scheduled monthly and practiced by students, teachers, staff, and administration. Students and teachers will be given prior notice to the scheduled week but not the exact date of the drills to ensure full participation attendance.

In the event of an emergency, parents will be notified using the contact information in the student information filing system. Emergency contacts will be reached in the event that primary contacts of parents or guardians are unreachable. Please make sure that your emergency contacts are aware of their emergency contact status for your child. It is imperative that the school office has the correct and up-to-date names and telephone numbers of all contacts and that they are updated whenever necessary.

Building Security

The safety of your children is our main concern. To ensure your child's safety:

- Students will be allowed to enter the school building through the designated entrance upon arrival.
- Students can only leave with a designated person on the contact list.
- All visitors can only enter the school on the third level and report straight to the reception area.
- All visitors must check-in at the main office upon arrival.
- All visitors must wear an identification badge.

Emergency information

All students will bring home an Emergency Closure form and Medical Alert Update at the beginning of the year. The information we request is important for your child's safety. It is vital that the Smart Innovations School staff know where parents/guardians can be located during the day. Please be sure that the school office has accurate phone numbers of your workplace, home, and mobile where applicable.

Dangerous Items at School

Students must not bring to school, anything that could pose a threat to the physical safety of anyone at Smart Innovations School. All substances, weapons, and objects, real or fake, such as firearms, items that are sharp, biohazardous materials, or others are strictly prohibited from school grounds. In the event that a harmful object is suspected or proven to be in possession of a member of Smart Innovations School, the individual is subject to immediate confiscation of the object, further investigation, and further penalties for violation of Smart Innovations School's Dangerous Items policy.

The school shall make a report to the local police about the incident.

Academics

Home Practice

Our focus for home learning and practicing skills outside of the classroom is centred around reading every night and dedicating family time to play and talk together. Assigned homework will be purposeful, appropriate to the age level of the student, and tailored to the needs of the child and his or her family.

Small amounts of homework have the potential to be of benefit to young children in understanding that learning happens everywhere. Homework also provides parents with information about their

child's annual school curriculum and where parents can find opportunities to support their children in his or her learning. Our staff understands and promotes the importance of unstructured play as essential to fostering the creativity, cognitive, social, physical, and emotional well-being of children. Therefore, time spent on homework should be in addition to, and never a replacement for free playtime.

With these ideas in mind, we practice the following approach to homework:

Time spent reading from self-selected and/or teacher assigned texts either independently or with an adult is a nightly homework requirement. Reading may include independent reading or activities where students read to adults or adults read to students.

Students should be able to complete homework independently.

Learning occurs in a variety of ways outside of school. We encourage students and their families to explore opportunities to foster growth and responsibility in many ways that include participation in household chores, discussion of current events (local and the world), and thorough engagement in local community activities.

Homework will consist of non-academic items as well to help students foster a sense of accountability in their education. Habits such as bringing backpacks and folders daily, returning agendas completed (when applicable for your student's grade level), and returning permission forms on time are all a part of the discipline needed for the student to take their learning into their own hands and to become a responsible individual.

Progress Reports and Parent Conferences

Parent conferences are scheduled during the fall and spring semesters of each school year. You will receive an invitation to meet with your child's teacher two weeks in advance to the meetings taking place. Please refer to the school calendar for details. We encourage you to reach out to your child's teacher, as needed, throughout the school year. As we encourage strong school-to-home communication, you are always welcomed to contact your child's teacher by phone or email.

Conferences are a time when parents and teachers come together to collaborate in the work of supporting their child's learning. During the conference, we will discuss your child's strengths, areas for growth, and areas of progress. We want these meetings to be a positive experience for students and parents/guardians in order to promote wellness in our educational environment. Students should not feel discouraged by lower scores, areas of improvement, or comparisons with their peers. Smart Innovations School does not condone overly competitive behaviour as we believe a child's education is only relevant to themselves and their personal goals. If at any time you have questions regarding your child's education, please contact the teacher to schedule a one-on-one conversation.

The school year will end with student-led conferences.

Student Behaviour and Code of Conduct

The Smart Innovations School's Code of Conduct is designed to build student capacity to enjoy the benefits of smart choices made at school, at home, and in the community. Our program includes the development of academic skills, social-emotional growth, and teaches students positive character traits for effective communication in a group setting. Framed with RESPECT, we celebrate student successes and support students with the development of the skills necessary to become confident, compassionate, and productive citizens.

Our Code of Conduct provides teachers, parents, and administrative staff the opportunity to support all students to make better choices that have a positive impact(s) for them and other students. Our Step Matrix is adaptive to each student's needs with tools and plans necessary for them to correct misbehaviours, learn from their mistakes, and become productive lifelong learners.

Code of Conduct

At Smart Innovations School, we promote a positive learning environment that is characterized by safe, respectful, and responsible behaviour. School staff and administrators work closely with parents in the areas of schoolwork and behaviour management. Our school uses a positive and progressive approach to student discipline. Our goal is for students to learn from their actions and make better choices for themselves and others.

We stress the following fundamental concepts:

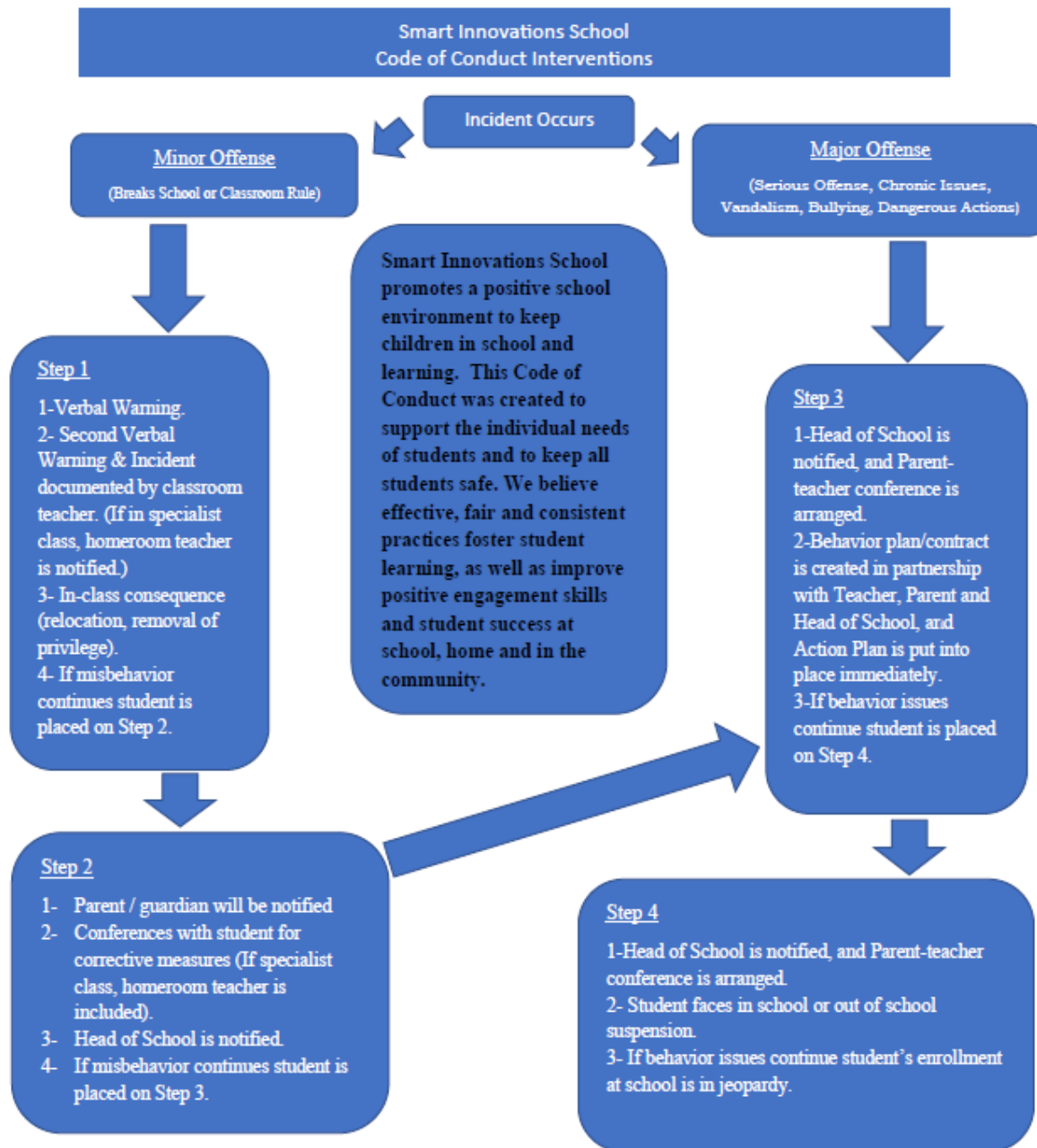
Safe – We promote safety by ensuring that the materials brought to and available at school do not hurt the well-being or privacy of any others at the school. We also promote standards of social interaction that do not condone physical violence, intimidation, and bullying.

Respectful – Respectful behaviour entails an awareness of the interconnectedness of minds and how our actions can have unexpected consequences. We promote emotional intelligence and expect everyone in our community to act with empathy when making decisions.

Responsible – Responsible individual decision-making is a way to allow our community to thrive through the betterment of educational practices in our school. Our teachers act responsibly by prioritizing your child's education and our students act responsibly by contributing to a positive learning environment.

Our school-wide behaviour plan allows us to share how we promote, recognize, and celebrate positive behaviours that students exhibit.

Step Matrix



Positive Expectations

This section outlines positive expectations for students in shared spaces:

Assemblies

Sit on your bottom	Keep your hands and feet to yourself
Listen actively	Clap at the appropriate time
Be ready	Follow directions

Arrival/Dismissal

Stay in line	Keep your hands, feet, and backpack to yourself
Use kind language	Stay in your own personal space
Help others	Be ready to offer a helping hand in the community
Follow directions	Walk directly to your destination

Lunchroom

Walk	Keep your hands and feet to yourself
Use kind language	Wait patiently for your turn
Eat your lunch	Make sure your area is clean after you have finished
Throw your trash away	Designated bins are available for lunch clean up

Play Area

Stay within boundaries	Keep your hands, feet, and objects to yourself
Share	Include others in games and activities
Help others	Use good sportsmanship when engaging in competitive activities

Report concerns

Protect the safety of your community by reporting problematic behaviour

Restrooms

Have permission	Report problems
Respect others' privacy	Keep the restroom clean and neat
Follow the procedure: GO FLUSH WASH LEAVE	Throw trash in the waste can

Hallways

Walk in a straight line and follow the person in front of you	Keep your hands and feet to yourself
Stay to the right	Remember others are learning, please be respectful of their needs
Quiet voices	Walk directly to your destination
Follow directions	

Safety Drills

Be safe	Walk and keep your hands, arms, legs, and feet to yourself
Be responsible	Follow instructions
Be respectful	Listen to your teacher

School Transportation

Our belief is that all students deserve a safe and worry-free ride when using our school-provided transportation. To accomplish this, students are expected to:

- Always wear a seatbelt
- Listen and follow the directions of the driver

- Respect others' personal space and privacy while traveling
- Sit safely (seat to seat, feet on the floor, facing forward)
- Speak softly
- No eating or drinking

Communication

We understand that plans may change regarding how students are to travel to and from school grounds. However, we want to ensure student safety during dismissal. Please help us by notifying the school office by 2:00 PM each day if transportation plans happen to change. The notification will allow time for office staff to communicate the change with your child's teacher. Thank you for helping us ensure that students arrive at their after-school destinations safely!

Student Pick-up

Drivers are asked to use caution and patience around the school. Students sometimes move quickly and unpredictably. School procedures are established to keep dismissal times safe and orderly.

Parent's or Guardians will be issued an ID that shall be shown upon request to the security office at the time of the pick-up. In case, students are to directly board the vehicle for their pick-up, the vehicle must display a school approved plaque at its front glass visible to the security officer on the ground.

Assessment Scale

Please keep in mind that:

4	EXCELLING	A "4" means that a student is doing excellent work. When a child receives a "4," it means that he/she is consistently demonstrating a high level of proficiency or knowledge. If a student earns a "4," he/she understands the concept or skill that has been taught and has taken the concept or skill to a level of understanding or proficiency beyond what is normally expected at that grade level.
3	ACHIEVING	A "3" means that a student's work consistently meets grade-level expectations. A "3" also means that, during this trimester, the student demonstrated he/she understands the assessed concepts and can apply that knowledge appropriately.

2	DEVELOPING	A “2” means there is room for improvement in your student’s work. A “2” means progress has been made, but because of one or more reasons (lack of understanding, consistency, effort, for example), he/she is not yet doing “3” work. A “2” covers a broad spectrum, from those students who are making slow, steady progress to those who are making faster progress but are not consistent enough to be earning a “3”.
1	BEGINNING	A “1” means there is a reason for concern. If your student receives a 1, it means that he/she demonstrates difficulty understanding or achieving grade-level knowledge and skills. The student, parents, and teachers should be working together to ensure the student moves towards grade-level standards.