**Strathmore StoreFront School**

**Guidelines and Expectations**

***At StoreFront School we strive to maintain a safe, caring, and respectful atmosphere where all students can achieve to their maximum potential. The following are a list of guidelines and expectations that will ensure you are successful and comfortable as you participate in the program.***

**ATTENDANCE**

Just like you are more likely to receive a regular paycheck at work when you show up every day for your shifts, you are more likely to pass your courses if you show up every day at school. Obviously, regular attendance is crucial for your success. Therefore, we expect that you will **attend on scheduled school days from 9am to 3pm**, unless special arrangements have been made due to employment, illness or other special circumstances. **If you are under the age of 17, it is the law that you attend every day.**

If you are going to be absent from class, you should ensure that your parent or guardian phones the school the same day to confirm the absence and the reason. Independent students will be accountable for their own call to the school – the phone number is 403-934-9479. If we do not receive a phone call about your absence, your parent or guardian will be notified.

Obviously, the more responsible you are with your studies, the more opportunities you will be given to make personal decisions about your attendance. Our expectations are consistent with what you will encounter throughout life. As with a job, you need to do your work and communicate responsibly with your employer.

**LATES**

As with expectations regarding attendance, responsible communication is important. If you are going to be arriving late at school either in the morning or after any breaks you should notify school staff. If you know you will be late, you should phone the school explaining the reason for being late and indicating when you will arrive. We expect that you will be on time in the morning and after each scheduled break.

**LEAVING THE SCHOOL**

If you are leaving the school grounds during school hours, you need permission from a teacher or administrator or you need to have a parent contact the school. **If you leave the building without permission, you will be asked to leave for the rest of the day**. If this continues, your placement in the school will be reviewed. More than anything, we want you to be successful in your classes, so regular attendance with a full commitment to getting your work completed is very important.

**STUDENT PROPERTY**

You need to be responsible for the safekeeping of your own belongings and valuables. Put anything that you might hate to lose in a safe place. The school cannot assume responsibility for misplaced or stolen student property.

**PERSONAL ELECTRONIC TECHNOLOGY**

You will be allowed to bring electronic audio sources into the school. Volume allowed will not exceed anyone else’s ability to hear.

You are **NOT allowed to take pictures/video at the school**, unless you are given permission to do so. This ensures that everyone’s privacy is maintained. If you need to bring cameras for school projects, you must seek approval from a teacher or administrator.

**CELL PHONES**

Cell phones must be used responsibly. Obviously, if you are busy using your cell phone when you should be working, it interferes with your ability to get your work done. You should use it only during scheduled breaks, not during classroom time. **If your cell phone clearly interferes with your ability to get work done or disrupts the learning of your classmates, you may be asked to give up your cell phone during classroom time. If you refuse to comply with this request, to the point of defiance, you will be asked to leave the school for the day.**

Cell phones must not be used in a manner that is harmful to any other person. This will not be tolerated.

**COMPUTER USE**

Computers are available for your use. The following are acceptable use guidelines:

🌢 **School computers and networks are to be used only for educational purposes.**

**🌢 When communicating with others using the school computers, it is important that you conduct yourself in a responsible, ethical, and polite manner in accordance with school standards.**

**🌢 Using the school’s network, email or internet for illegal, obscene, harassing, or inappropriate purposes, or in support of such activities is prohibited.**

**LEARNING PROTOCOL**

**All students are welcome, but only students who work quietly and independently can stay**. It is very important that you do not affect how well other students in the building are able to be successful.

Due dates will be provided for each course that you are enrolled in. Assignments must be handed in on or before the scheduled due date. If you get behind on meeting deadlines, your ability to be successful is compromised.

**BEHAVIOR/LANGUAGE**

We strive to create a safe and comfortable environment for our students and staff; therefore, all students should behave in a respectful manner to each other and to the staff. **You should treat staff respectfully and comply with staff requests**. You should also respect school property and the property of other students and staff.

* Students should behave in a manner that does not interfere with the rights of others.
* Bullying or being threatening will not be tolerated.
* Appropriate and respectful language is important. Profane or offensive language may lead to you being asked to leave the premises. If your language becomes abusive or intimidating, you may be suspended.
* The misuse, theft, or abuse of school property can result in discontinuing your program, forfeiting your fees, billing for replacement costs, and even formal charges if deemed applicable.

**BUS ETIQUETTE**

If you take the bus to and from school, the expectations for your behavior are the same as they would be at school. Following the rules on the bus, such as remaining seated until the bus has stopped, or not using rude or profane language, are about safety and respect. Just like at school, if you cannot make responsible decisions on the bus, you could lose your privileges and you may be prohibited from riding it.

**DRESS CODE**

Just as you should behave and speak in a way that is appropriate for school, so should you dress in a way that is respectful for a school environment. You should leave your revealing clothing or clothing with profanities at home for the day, and your clothing should cover up any underclothes, such as boxer shorts.

**SMOKING**

Students who smoke should only do so only at breaks, before or after school, or at lunch hour. Since we often have visitors to the school, it should appear inviting, without people congregated or huddled around the building, so we ask that you only smoke in the designated area. **Smoking is only permitted in the NorthEast corner of the parking lot** if on school property, and all butts should be put into the container located there.

**DRUGS/ALCOHOL**

**Drugs or alcohol are not permitted**. You cannot bring it to school and you cannot consume it before or during school. Similarly, any substance or item considered by staff to be potentially hazardous or dangerous is not allowed on school property. Violation of these prohibitions, based on reasonable and probable grounds is cause for referral to counseling, being banned from the program and/or law enforcement involvement.

**WEAPONS**

Our learning environment must feel safe, friendly and inviting for students, staff and guests. **Conventional weapons or instruments that could be used as such as not allowed in the building**. Violations can result in dismissal and criminal action. Similarly, any indication of gang involvement may lead to immediate dismissal.

**ENFORCEMENT/CONSEQUENCES**

We encourage you to be responsible and independent, but if you have trouble following the rules and guidelines established by the school to ensure that all students have every opportunity for success, your freedoms can be limited. On the other hand, if you are able to demonstrate responsibility and respect, you will have more opportunity to make independent choices about your own program.

**We want you to have a healthy, happy, safe and successful year.**

**Welcome to Storefront School!**