

# AT KSC

We...

## are RESPECTFUL

WE...  
Use manners  
Use appropriate language  
Demonstrate empathy  
Own our own behaviour  
Respect our environment

## are RESILIENT

WE...  
Ask for help  
Use strategies to support ourselves  
Bounce Back from challenges  
Accept differences  
Use a positive mindset

## are KIND

WE...  
Treat people with care  
Include others  
Support each other  
Encourage each other

## TRY OUR BEST

WE...  
Try new things  
Are open minded  
Don't give up  
Are dedicated/determined/put in effort  
Are trying to improve

## Classroom Expectations and Routines

### Beginning a lesson

Line up calmly with all required materials (charged laptop, books, pencil case etc.)

Leave space for the teacher to open the door and greet you.

Enter quietly and calmly and take your place in the learning environment.

Wait for teacher greeting/ instructions.

### Using Technology

Ensure your laptop is charged or borrowed before class.

Open or close your laptop only when instructed.

Use technology for learning and stay on the required task, program or app.

Ask politely for permission to use other functions such as headphones.

Shut down or close your device when instructed.

### Working Independently

When given the instruction to begin, get all materials out and begin your work.

Work at an appropriate volume for the learning environment.

Respect others need for an orderly environment.

Ask clarifying questions.

Use materials appropriately and only as needed.

When finished, review and check your work and move to the next task or extension activity.

### Seeking Help

Use your notes, lesson plan, classroom resources or learner strategies to problem solve.

Ask a nearby friend or peer appropriately and quietly.

Raise your hand and wait respectfully for teacher or ESI response.

Explain the problem.

Listen and apply the feedback.

### Using Equipment

Collect equipment after instructions.

Use equipment safely and responsibly.

Ask for help if you are unsure how to use the equipment.

Follow the instructions for packing up and returning equipment to its correct place.

### During assessment

Quietly enter the room and find your seat.

Place permitted materials on your desk and your drink bottle on the floor.

Listen carefully to instructions before beginning.

Once given the instruction to begin, work silently and independently.

Raise your hand if you need help.

Attempt all elements of the exam to the best of your ability.

When finished, review your work and wait quietly.

### At the end of the lesson

When instructed, pack up and collect your belongings.

Tidy your area and dispose of waste and recycling in the correct bin.

Follow instructions for returning equipment or furniture to their correct place.

Complete a final check of your workspace.

Calmly exit the room when instructed to by your teacher.