

# **HELEN E. TAYLOR SCHOOL**

**“BRINGING OUT THE BEST”**

## **PARENT/STUDENT HANDBOOK**

**2019-2020**

*(last updated August 25, 2019)*

**Bag 59**

**Wembley, AB T0H 3S0**

**780-766-9103 School Office**

**School Website: [www.pwsd76.ab.ca/schools/het](http://www.pwsd76.ab.ca/schools/het)**

This handbook is intended for parents of children attending Helen E. Taylor School. Parent/Student and Staff Handbooks will be reviewed on an annual basis to ensure that the policies contained herein are up to date and reflect current best practices at Helen E. Taylor School.

**Copies of the Parent/Student Handbook are provided upon request and are available in the school office and on the school website: [www.pwsd76.ab.ca/school/helene.taylor](http://www.pwsd76.ab.ca/school/helene.taylor)**

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# Helen E. Taylor School

*"BRINGING OUT THE BEST"*

## 1.0 MANDATE

### MISSION

**As a Community of Learners at Helen E. Taylor School, we will provide personally challenging, high quality learning experiences for our students in a mutually supportive and respectful environment.**

### VISION

#### **A Mutually Supportive and Respectful Community of Learners:**

We are a Community of Learners that includes our students, parents, teachers, support staff, school council, outside community agencies, and the community at large. Our school is a vibrant and enthusiastic environment that fosters collaboration. Everyone is empowered because of the respect, tolerance and cooperation demonstrated in our school. Our Safe and Caring philosophy is evident in all we say and do. Community spirit and involvement play a key role in our school. We promote lifelong learning and work together toward common goals.

#### **Personally Challenging Learning Experiences:**

We will challenge our students to achieve beyond their current ability levels. Our students will make meaningful connections to their learning. Students will engage in a variety of learning activities that address their diverse learning styles. Our students will be successful.

#### **High Quality Learning Experiences:**

The high quality learning experiences we provide our students will use appropriate media, resources and physical environment. We will meet curricular objectives through learning experiences that are developmentally appropriate for our students. We will address the needs of the whole child and involve them in meaningful and engaging activities. We will perpetuate a learning lifestyle in our students.

### VALUES

**At Helen E. Taylor School, we will . . .**

- 1) provide our students with educational experiences that meet their diverse needs by focusing on the strength of the whole child.
- 2) foster collaboration among teachers, students, parents, and the community.
- 3) ensure that children learn in a safe and secure environment.
- 4) identify essential academic outcomes, use common assessments to monitor student learning, and use the results to guide our practice.
- 5) demonstrate our commitment to on-going professional development to foster continuous improvement.

## 2.0 SCHOOL PROFILE

### A) **Building**

Helen E. Taylor School is a grades 4-9 school. The attendance area for the school includes the town of Wembley and the surrounding rural area. We serve a student population of approximately 220 students.

### B) **Instructional Time**

Helen E. Taylor School runs a compressed school week. Implementation of the compressed school week occurred for bussing reasons. High school students, who attend the Beaverlodge Regional High School, need to arrive at school by 9:00. Consequently, Helen E. Taylor students are delivered to the school by 8:20 in the morning.

### C) **Academic Program**

Our Academic Program includes both core and complementary courses.

#### Core Courses include:

Math, Science, Language Arts, Social Studies, Gr. 4-9 French, Health & Physical Education. -----NEW-----Beginning in the 2019-2020 school year, French language courses have been increased in time to support all students. French courses in junior high now count towards academic honours and awards achievement. ----- NEW-----

#### Option Courses change from year-to-year and may include:

Archery	Guitar
Ball Hockey	Hand Bells
Chorale	Hockey
Computer Technology Studies	Indoor Games
Core & Flexibility / Speed & Agility	Japanese
Creative Media	Music
Cycling	Outdoor Games
Drumming	Painting
Fitness Training	Running
Football	Snowshoeing
Golf	Yoga

**Depending upon student interest and staffing levels, the exact number of option courses may change from one year to the next.**

### D) **Special Programs**

- Inclusive Education Programs which include:
- Leveled Literacy Intervention Program for struggling readers
- Empower reading program
- Educational Assistant supports in classroom
- FCSS Counselor (Family Community Support Services) 2 days per week
- FNMI (First Nations Metis Inuit) 10 hours/week
- SHP (Student Health Program, Alberta Mental Health) Therapist and related services available
- Student Leadership for Grade Six to Nine
- Red Cross Swimming Program for Grade Four and Five

- Recreation Swim Program for Grade Six to Nine
- Downhill Ski Lessons for Grade Four to Nine
- Cultural Events
- Motivational Speakers
- Private Piano Lessons through GPRC at the school and during school hours
- Roots of Empathy Program for Grade Five students
- Eureka! for Grade Seven
- Career Days for Grade Eight
- Trauma Drama (Formerly known as the P.A.R.T.Y. Program) for Grade Nine
- Take-Your-Kid-To-Work Program for Grade Nine
- Grade 9 International Travel Club

**E) KNIGHT Time**

KNIGHT time – **Know it Now? If not, Get Help Today!**

***Purpose of KNIGHT Time:***

KNIGHT time should be a time for students to deepen their understanding, broaden their learning opportunities, individualize their goals and benefit from meeting these goals. KNIGHT time for teachers is a time to meet with students in a more individualized setting to meet each student’s needs and to extend or remediate classroom instruction.

The learning environments at HET expect students to use KNIGHT time for academic, fitness or structured extra-curricular goals.

***At HET, we are a school that schedules KNIGHT time for grade 4-9 students once every week.***

*As a student at HET, I can use my KNIGHT time to:*

1. Work on homework with classmates
2. Work on group projects
3. Access a Chromebook
4. Complete various assessments
5. Set up a meeting time with my teacher for extra help
6. Quiet study or reading time
7. Attend a scheduled class or session
8. Go to an OPEN room to get help from another teacher
9. Engage in physical activities (when the GYM has an assigned teacher)
10. Engage in extra-curricular activities that might be scheduled
11. Explore a topic that I am interested in

**Expectations of KNIGHT time:** Students make a choice for KNIGHT time; that is, each day the choice could be different. Once a choice for the day is made, the movement within KNIGHT time should be kept to a minimum.

**F) Extra-Curricular Activities**

- Team Sports: Volleyball, Basketball, Badminton, Track & Field
- Two-day Elementary & JH Ski Trip to NiteHawk Ski Hill
- Grade Nine Travel Club
- Grade Six Campout
- Running Club Grade 5-9
- Christmas Musical
- Art Fair
- Pi Day
- Literacy Day
- Mighty Peace Day
- 30 Hour Famine
- 3D Charity Soccer/Hockey

**G) Helen E. Taylor Staff \*as of August 2019**

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**Para-Professional Staff:**

TBD, Inclusive Ed Coach  
Pam Decker, Wembley FCSS Liaison  
Emily/Kostiuk/Kendra Sigglekow, FCSS Counselor  
Anna Underwood, First Nations, Metis, Inuit Liaison  
TBD, Student Health Program Therapist

**Caretaking Staff**

Tony & Vera Krejcar

**Bus Drivers**

Kris Stacey B347  
Diana Ketchum B394  
Shannon Obst B412  
Kazandra VanderMaaten B332  
May Blew B298

### **3.0 GENERAL POLICIES AND PROCEDURES**

**Please note** that on the first Monday of every month, we have our staff meetings and students are dismissed one-half hour earlier than normal @ 3:05 p.m.

## **Timetable/Bell/Dismissal Schedule**

### **Regular Day**

8:25-8:35 Doors open, homeroom

8:35-9:05 Block 1

9:05-9:35 Block 2

9:35-10:05 Block 3

10:05-10:35 Block 4

10:35-11:15 Nutrition and movement break

11:15-11:45 Block 5

11:45-12:15 Block 6

12:15-12:45 Block 7

12:45-1:15 Block 8

1:15-1:50 Break

1:50-2:20 Block 9

2:20-2:50 Block 10

2:50-3:30 Block 11

The first Monday of the month is early dismissal. Students will be dismissed at 3:05 on those days, so only block 11 is affected on those particular days.

- B) Attendance:** Attendance is a vital part of success in school. Attendance will be taken at 8:30 a.m. and turned into the office. An automatic phone call will be made home to each student who is reported absent. Late Slips are required for students who arrive late to any class throughout the day. Attendance lists are recorded by each classroom teacher on Power School, PWSD computer system. Should attendance or repeated lates become an issue, parents will be notified by an administrator.

### **Absences**

Parents will be notified and communicated with regarding your child's attendance. Chronic absence will be assessed and followed up with according to the following processes:

“Red flag” levels reached within a month - letter from administrator

10% average over 3 months - parent/school meeting and contract

15% average over 3 months - withdrawn from regular program in consultation with PWSD Attendance Officer

### **Lates**

Students who are late 3 times in a week will be required to remain in the office during breaks and complete missing work until they have caught up.

### **PLEASE NOTE:**

**Student safety is paramount; therefore, parents are required to call the school to advise if their child will be late or away.**



- C) **Report to the Office:** In order that the school is aware of all visitors in the school, parents and visitors must report their presence to the office upon entering the building.

Parents must make an appointment or prior-arrangement with the teacher to discuss student progress and concerns.

All visitors must sign the Visitor Book in the main office before proceeding anywhere in the school. Parents picking up children during the school day are required to come in to the office and their child will be called down. If someone other than the parent is picking the child up, prior arrangements MUST be made with the office administration. Students are not allowed to wait outside for their parents. Parents must come into the school and sign his/her child out in the office.

- D) **Parent-Teacher Meetings:** Although teachers welcome the opportunity to meet with parents to discuss student progress and/or concerns, parents MUST make an appointment or prior arrangement with the teacher. **Prior notice MUST be given to the teacher.** Please call the office to set up an appointment or email the teacher directly. All email addresses can be found on the school website.

- E) **Closed Campus Policy:** Helen E. Taylor School is a Closed Campus.

Closed Campus means that once a student arrives at school in the morning, he/she will remain within the confines of the school grounds until he/she is dismissed at the end of the day unless he/she is under the direct supervision of a staff member or parent. Under no circumstances will a student be permitted to walk to convenience stores or business establishments during the school day without staff supervision.

If a student needs to leave the school grounds during the course of the day, a parent or pre-approved appointed adult will have to be present in the school office to pick the student up.

The Closed Campus also means that anyone who does not attend Helen E. Taylor School is not to be on the school grounds during the school day. Any exceptions must be made in consultation with school administration. All guests must enter through the main doors and check in at the office. No one is permitted to let outsiders into the school through any doors other than the main entrance.

- F) **Smoking Policy:** ALL Peace Wapiti School grounds are **Non-Smoking Environments.** Parents and visitors are also held by this policy. This includes the school buildings, the parking lot and the playground. This policy includes e-cigarettes and vaping.

- G) **Lockers:** Students are provided with lockers. **Combination/key locks are not provided by the school and are allowed according to the discretion of each homeroom teacher.** Students need to provide their teacher with a copy of their combination or an extra key. **Students should not give their locker combinations to anyone except their teacher.** Should students be unable to access their locker, the school has a bolt cutter and the lock will be removed.

**PLEASE NOTE:**

- Students and parents should be aware that these lockers are the property of the school and may be searched by administration or a teacher.
- Lockers are not one hundred percent secure and valuables are best left at home. The school does not accept any responsibility for lost or stolen items.

## H) Electronic Devices:

HET proudly supports the effective and appropriate use of digital devices as tools for learning. (See PWSD #76 Policy [IFCA](#))

Students are invited to sign in and stow their devices in the office if they feel they need a safer place for them to be stored.

**Grade 4-6.** We ask that students stow their digital devices in their lockers and only use them when invited to in their classrooms for educational purposes.

**Grade 7-9.** Any electronic device use in school will be at the teacher's discretion. Incidents wherein students have failed to abide by teachers' instructions regarding use will result in confiscation. Personal devices are not to be brought to/used in class without teacher permission. Students are allowed to access personal devices during break times.

Teachers and administration reserve the right to examine files stored on electronic devices if it is reasonable to assume that privacy codes or test taking rules have been violated. Files found in violation of school rules will be removed from such devices.

Parent(s)/Guardian(s) are asked to please leave messages for their students at the office. Do not call your child's cell phone as it interrupts the learning process in the classroom.

Helen E. Taylor School staff accepts NO responsibility for personal electronic devices such as Cell Phones, iPhones, Ipods, MP3 Players, Lap Tops, cameras, and other electronic devices whether they are in student lockers, on teacher desks, "parking lots" or signed in at the office.

**FIRST OFFENCE of Electronic Device misuse:** The electronic device will be kept by the teacher and returned to the student at the end of class or end of day.

**SECOND OFFENCE of Electronic Device misuse:** The electronic device will be kept in the office until picked up by a parent.

**THIRD OFFENCE of Electronic Device misuse:** The student will lose the privilege of having electronics during the school day and the phone or electronic device will be kept in the office until picked up by a parent.

- I) Telephone Usage:** Students at Helen E. Taylor School may use the school phone at recess and noon. Students also may use the Classroom Phone **with permission and in the presence of a teacher.** **Parents: Please do not text your child when he/she is at school.** **You may call the office and speak with your child at any time.**
- J) Staff Room:** Many teachers welcome informal chats on a social basis so please feel free to drop in for coffee. That being said, although teachers at Helen E. Taylor School recognize the importance of meeting with parents and welcome opportunities to discuss student progress, any **formal discussions** regarding specific student progress or concerns must be arranged ahead of time with the teacher. The staff room is not the venue for these discussions.
- K) School Fees:** Most school fees have been eliminated for the current year, but a few remain (swimming, certain non-curricular field trips, etc) and must be paid.

Alternate payment methods can be negotiated with the Principal, if necessary.

L) **Cold Weather Policy:** Parents, as well as staff, are committed to ensuring the safety of all students while at school. Parents must dress their child appropriately for the weather and recognize the fact that there may be certain days when extremely cold weather may pose a safety threat to students. Please do not send your child to school early when the wind chill combined with the temperature results in a temperature below -25 C. When the combined temperature is below -25 C, students will not be sent out at recess. School administration will make the final decision whether or not to send students outside during recess and noon hour.

- **As per Peace Wapiti School Board Policy, on days in which the temperature drops below -40 Celsius, the buses will not run. The school will remain open however and an educational program will be provided for the students that do attend.**
- **Please check the status of School Bus operation on the Peace Wapiti School website and/or listen to your local radio station for announcements concerning the buses on cold weather days.**

M) **Security Policy:**

- \* **All Interior doors are kept locked, but not necessarily closed, at all times. All interior doors can be opened from the inside at any time.**
- \* **All exterior doors are kept locked and closed at all times. The exception is the Main Office door. The Main Doors will be locked at 4:00 p.m. The exception to this would be during sport tournaments, special events and Public Library hours. The mall-doors at the north hall entrance and the east hall entrance will be pulled and locked in order to secure the school during Public Library hours.**
- \* **Students are not allowed to return to the building without permission from the office and are encouraged to leave the school grounds at the end of the day. Teachers supervising at after school practices are not responsible for younger siblings of team members.**
- \* **There is an alarm system in Helen E. Taylor School.**

N) **Animal Policy:** Due to health and sanitation reasons, no animals are to be brought into the school without prior approval from Administration.

O) **Anaphylactic Children & children with severe allergies:**

Parents of children who have allergies involving either asthmatic or anaphylactic reactions are required to inform the school, complete an Allergy/Medical Alert Form, and provide a Doctor's certificate (at the request of the principal). This will be placed in the Student's Cumulative file. This Allergy Form will contain a photo of the child affected by the allergy. This form will be posted in the Staff Room.

P) **Team Sports, Extracurricular Activities and Field Trips:** In order to address the wide variety of athletic preferences at our school and complementary courses offered at Helen E. Taylor, the following activities are offered to students: Volleyball, basketball, badminton, running club and track & field. Extra-curricular field trips are also planned on a regular basis to accentuate programs at our school.

**PLEASE NOTE: Based on each student's academic performance, attendance, behavior, and financial standing the principal reserves the right to suspend student involvement in extracurricular activities. This particularly applies to field trips of a non-curricular nature.**

Q) **Parent Volunteers:** Helen E. Taylor School is committed to the concept of parent involvement. Parents have a right and an obligation to be informed and involved in their child's education. Parents vary as to the extent to which they are able to be involved and also as to the type of involvement they prefer. Similarly, although all teachers on staff are asked to subscribe to the concept of parent involvement, the specific types of activities will vary from teacher to

teacher, according to PWSB policy. The classroom teacher has the right to schedule and coordinate parent involvement, including the right to refuse parent involvement when it is deemed inappropriate or not in the best interests of the class.

**All school volunteers MUST sign in at the office before beginning their duties. PWSB #76 Insurance coverage and WCB coverage are contingent on volunteers signing in at the school. Please see section 7.3 Volunteers.**

**R) Student Illness:** We appreciate that there will be times when children in school become ill or injured, and need to lie down in the sickroom or contact their parents to arrange to go home. Students who are not feeling well may lie down in the sick room and we will try to contact their parents. If necessary, teacher and administration will make a decision *in Loco Parentis* (in place of the parent), concerning transfer to medical services and ambulance utilization.

**S) Two-Shoe Policy:** In order to reduce care-taking costs and allergens in the school, **ALL INDIVIDUALS COMING INTO OUR SCHOOL ARE ASKED TO REMOVE THEIR OUTDOOR FOOTWEAR.** Students are required to have two pairs of shoes: an inside and an outside pair. Outside shoes are to be removed and left in the appropriate boot room or kept in student lockers. If kept in their locker **the shoes must be dry, or placed in a plastic bag to avoid making a mess in the locker.** Clean inside shoes must be worn at all times. Slippers and other inappropriate footwear are discouraged at school.

**PLEASE NOTE: Visitors and volunteers coming into the school are asked to adhere to this policy. This policy is in effect year round.**

**T) Student Dress Code Policy:**

Students are expected to dress in good taste and in a manner that is appropriate for a learning environment. All clothing should be neat and tidy, cover all undergarments. Clothing shall have only positive slogans and/or pictures. PWSB Dress (See PWSB #76 Dress [Policy IECA](#))

Hoods, hats, and toques may be worn inside the school on Fridays.

During the winter months, November 1 to March 31, students shall be required to wear winter footwear and outerwear and to carry with them winter headwear and gloves or mitts. It is the responsibility of the parents to ensure that their children comply with this requirement.

Violation of this policy will result in students being required to change their clothing. If no appropriate clothing is available student will be provided alternate clothing from the office or parents will be asked to bring in a change of clothes.

All students participating in a physical education class should ensure that clothing and footwear is appropriate for the specified activity and physical environment including appropriate outdoor clothing. Attire should facilitate freedom of movement, promote safety, and be neat in appearance as well as be a change from their regular school clothing to ensure a state of readiness for the activity

**U) Special Events:** The school recognizes that specific aspects of the curriculum may conflict with the values of some of our families. If a parent has a concern regarding their child's participation in these activities, the parent is to notify their child's teacher. The teacher is expected to make a reasonable effort to accommodate the parent's request for alternate programming.

**V) Disaster Plan:**

Helen E. Taylor School has developed a comprehensive disaster plan to deal with a series of events that may impact our school community such as Tornadoes, Toxic Chemical Spills, Fires, Bomb Threats, Explosions, Intruders, and Classroom Crisis. This plan applies to Internal Events such as Intruders and Classroom Disruptions, as well as External Events such as

severe weather and community disasters. The school plan has been developed in coordination with Peace Wapiti School Division's disaster plan.

**W) Emergency Response:** To respond to an emergency we may have to send students home at an earlier time. In such a situation, the parents of students who are in ECS to Grade Six will be contacted prior to their child being sent home.

## 4.0 Nutrition Policy

### **Peace Wapiti School District BACKGROUND**

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY IHCG – Nutrition Policy

The Board recognizes that proper nutrition is an important component for health and wellbeing of children and plays a key role in our children's ability to learn.

### **PWSD PURPOSE**

To support schools in working with parents to help ensure proper nutrition for all students.

### **PWSD GUIDELINES & PROCEDURES**

1. Schools must make every effort to encourage healthy eating habits and lifestyles by creating a school nutrition policy in consultation with their School Council.

2. Schools may:

- a) consult other stakeholders including parents and students;
- b) consider their unique individual needs of the school community;
- c) consider the options available in their school such as vending machines, canteens and cafeterias.

### **Helen E. Taylor School RATIONALE**

At Helen E. Taylor School we believe that good nutrition, physical fitness and a healthy life style are integral to student development and academic success. Research supports this belief and shows a direct correlation between healthy eating, physical fitness and improved academic success. It is also our belief that nutrition and education should be a cooperative effort between home and school, encouraging a positive attitude towards nutritious eating, physical fitness and a healthy nutritional lifestyle. Our policy is based on the recommendations set in the Alberta Nutrition Guidelines for Children and Youth.

### **Helen E. Taylor School GUIDELINES**

- 1.1 Foods available for sale at the Helen E. Taylor School canteen will always offer items from the "Choose Most Often" list. (Appendix 1), may offer foods from the "Choose Sometimes" list (Appendix 2) and limit the sale of foods from the "Choose Least Often" (Appendix 2) category. Our goal is to work toward limiting the sale of the "Choose Least Often" category to once a week.
- 1.2 Items at our canteen will be routinely reviewed by parent council, staff, and our canteen operators to ensure that items available reflect healthy choices for our students.
- 1.3 Beverages consumed during instructional time will be water only. Bottled water coolers will be available in each classroom. Healthy beverage choices will be sold in the canteen for consumption during nutrition /lunch breaks.
- 1.4 Sport drinks and soft drinks will not be for sale in our canteen, will not be allowed during instructional time and are highly discouraged on school premises.

- 2.0 Field Trip & Fundraiser Food Friday's will reflect the HET Nutrition Policy as closely as possible. Administration will monitor and pre-approve food choices offered on Field Trip & Fundraiser Food Friday's.
- 3.1 Eating opportunities will reflect healthy practices for students and staff:
  - 3.2 A Breakfast program will be offered to all students first thing in the morning after the doors open and before classes start. Food items will be from the "Choose Most Often" list. (Appendix1).
  - 3.3 All students will have two Nutrition & Movement Breaks at 10:35 and 1:20. During a school survey it was found that 30% of our Jr. High students were coming to school without breakfast. By offering students healthy breakfast choices and earlier opportunity for eating lunch, it is our belief that students will be better prepared for academic learning and physical activity.
- 4.1 Active Living and Physical Fitness has always been a strong component of our school programs and values. The 2019-2020 school year will promote a very strong Active Living Focus is encouraged in many ways:
    - 4.2 All student activities will reflect Active Living and Daily Physical Education.
    - 4.3 Games and physical activity will always take place outside unless the weather is inclement and students need to remain indoors. In this case students will use the gymnasium for indoor games and physical activities.
    - 4.4 Field Trip Friday's will focus on fitness & outdoor education activities.
    - 4.5 Intramural Court Team-building events.
- 5.1 Nutrition Education for staff/students/parents/community:
  - 5.2 Education is done through the health and science, or language arts curriculums at appropriate grade levels.
  - 5.3 Current nutritional information will be provided to ALL stakeholders and communicated on an ongoing basis via newsletters and our school website.
  - 5.4 Our school with link with Alberta Health Services as a resource for students, staff and parents, and will keep updated on resources, research and initiatives available regarding healthy living.
- 6.1 Safe Food Environment and Food Allergies:
    - 6.2 In an effort to create awareness and offer a food safe environment, information related to specific food allergies affecting students and staff will be shared with Helen E. Taylor School staff and school council.
    - 6.3 Annual Inspection reports from Alberta Health Services, Environmental Public Health will be shared with staff and school council. Any concerns or areas to be addressed will be done so immediately by the administrator.
    - 6.4 An appropriate number of staff members and volunteers who work in our canteen will take the Food Safe Course as offered by Alberta Health Services.
- 7.0 The Helen E. Taylor School policy does not impact lunches or snacks that students or staff members bring from home, however students, staff and parents are strongly encouraged to follow this policy in their own personal food choices.

*At Helen E. Taylor School, we recognize it is  
our ongoing responsibility  
to work cooperatively with students, parents and community to  
implement and maintain our Nutrition Policy.*

## **5.0 DISCIPLINE POLICY and PROCEDURES**

### **OUR MISSION:**

At Helen E. Taylor School, maintaining the dignity of each person is critical in managing behavior. We believe in the responsibility model. Teaching individuals to take responsibility for their behavior is more motivating in creating behavioral change than teaching individuals to be obedient in order to avoid punishment.



**B- Behave respectfully**  
**E- Empathize with others**  
**S- Stand up for others**  
**T- Treat others with respect**

Section 12 of the school act states that *a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:*

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

Administration and school staff will deal with disciplinary issues on a case-by-case basis, as each student and each situation is unique. We believe in maintaining a positive school environment and helping students to grow from their mistakes so that they can learn from experiences and make more positive choices moving forward. Parental support and open communication are also crucial, so that we are all working together to support the growth of each child.

### **BULLYING IS DEFINED AS:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels they can't defend him/herself.  
When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry

## **6.0 Student Incentive Program**

The **Student Incentive Program** is intended to be an effective way of recognizing and acknowledging **positive behaviors** within our school.

Students receiving recognition from our Shining Knight awards have an additional chance to be awarded with prizes via random selection from the Shining Knight group.

## **7.0 PARENT-TEACHER COMMUNICATIONS**

School newsletters are sent out on the first week of each month. Monthly newsletters, the Parent-Student Handbook and the annual school calendar are available on the Peace Wapiti School District website [www.pwsd76.ab.ca/school/helene.taylor](http://www.pwsd76.ab.ca/school/helene.taylor)

At parent request, the Helen E. Taylor School Handbooks can also be sent home with students. Paper copies of the Monthly Newsletters are sent home with each family. Should parents not be receiving these communications, please call the school office. Should parent prefer to receive these newsletters via email, there is a simple procedure for doing so on the Peace Wapiti home page.

Teachers are encouraged to inform parents about special events throughout the year by the use of emails and memos.

**Students in Grades 4 - 6 use Student Agendas** to write down homework, tests and academic reminders. Teachers use the agendas to communicate back and forth with parents. Parents are asked to use the Student Agendas to communicate regularly with the teachers, as well.

**Students in Grades 7-8-9 are encouraged to purchase their own Day-Timer or Agendas** to write down homework, tests and academic reminders. These are no longer mandatory but are strongly encouraged as they are a recognized tool for student organization and academic success.

**PLEASE NOTE:** Parents are always encouraged to contact the school by phone, in person, or via the Student Agenda should they have any questions regarding their child's education.

**Helen E. Taylor School is an active participant in the "Healthy Interactions" program. (\*See Section 5.4) This program was initiated by PWS #76 and provides a systematic way for parents, teachers, staff and other stakeholders to have their concerns dealt with. This program attempts to have concerns dealt with as close to the source as possible. If you would like more information, contact the school or any member of our School Council.**

## **7.1 SCHOOL COUNCIL**

Helen E. Taylor School council consists of parent representatives, a staff member from each division, our School Board Trustee and the Principal. School council acts as a liaison between parents, the school board, community and the school. School Council is open to all parents with children attending our school. Meetings are held in the school library, usually on the third Tuesday of each month. An annual general meeting is held in the fall to elect the executive, amend bylaws and select a method of governance. There is a parent corner located in the school library where articles of interest and Council minutes are located.

The focus of Helen E. Taylor's School Council is on assisting school staff and administration in defining the school's mission, vision, and goals, rather than on the day-to-day management of the school, or the professional practices of administrators and teachers. Its members should limit discussions to issues that relate to the school community as a whole and not deal with issues of a confidential or individual nature. In cases where parents/students have a conflict with a staff member, the School Council encourages the parent/student to seek to resolve the issue by following these sequential steps:

1. Discuss the matter privately with the staff member and seek to resolve the issue;
2. Discuss the matter privately with the principal;
3. The parent or the staff member can request a joint meeting with the principal to resolve the issue;
4. Discuss the matter privately with the superintendent; 5. Appeal the matter to the Board, and 6. Appeal to the Minister of Learning.



## 7.2 REPORTING PROCEDURES

- A) **Meet the Teacher & Welcome Back BBQ** – The purpose of this event is to allow teachers to meet parents as well as allow parents to orientate themselves to Helen E. Taylor School and staff. This is held in mid-September.
- B) **Report Cards** at Helen E. Taylor School are computer-generated and follow a common format familiar to most Peace Wapiti Schools. Junior high report cards are paperless. Paper copies are available upon parental request.
- C) **Report cards are sent to parents three times a year** – late November, mid-March, and the end of June. The report cards at both the Elementary and Jr. High levels include both the student's average and the teacher's remarks regarding the child's attitude, effort or ability. Parents are required to sign the label on the Report Card envelope and return the envelope (only) to the school.
- D) Prior to Report Cards in November & March, Oral Reports will be held at the school. **Oral reports are held in lieu of parent-teacher interviews in both October & March and all parents are encouraged to attend these important meetings.** Elementary parents are reminded to call the school to book an appointment for their interview. Jr. High parents are welcome on a first-come-first-serve basis. All Oral Reports are held in the gymnasium.
- E) In addition to the regular reporting periods, **junior high parents can access their child's progress electronically using the Power School program. Parents will be issued a user name and password in the fall to assist them in this process. Parents who do not have access to the internet may request an update of their child's progress** simply by contacting the school administration. These updates can usually be provided within 72 hours after the request has been made.
- F) Because the classroom teacher is the person who is most familiar with student progress information and reports, **parents are encouraged to contact the classroom teacher** with any concerns prior to contacting Helen E. Taylor School administration.

## 7.3 Volunteers

Helen E. Taylor School is committed to the concept of parental involvement in education. Parents have a right and an obligation to be informed and involved in their child's education. Talking about school to your child shows him/her that you feel school is important and are interested in this aspect of his/her life.

- Parents may vary as to the extent to which they are able to be involved, and also as to the type of involvement they prefer. Similarly, although all teachers on this staff subscribe to the concept of parental involvement, the specific types of activities will vary from teacher to teacher.
- The classroom teacher has the right and the responsibility to schedule and co-ordinate parent involvement, as outlined in PWS #76 Policy HICC. This includes the right to refuse parent involvement when it is deemed inappropriate and not in the best interests of the students.
- If you wish to become a volunteer in our school, we would like to draw your attention to the Volunteer Code of Ethics that we expect all our parents to abide by when in a volunteer capacity at Helen E. Taylor School.

### A Volunteer's Code of Ethics

1. **Respect the confidentiality of the teacher and the children**, and refrain from discussing them outside the school situation. If you have any questions, concerns or suggestions, share them with the teacher or administrator, in that order.
2. Remember that **the teacher is the professional in charge of the classroom**. The teacher will assign tasks to volunteers, which in his/her opinion are in the best educational interests of all of the children in the classroom.
3. **Practice tolerance and respect towards the students and teachers with whom you are in contact**. Be sensitive to the teaching role. Strive for acceptance of all the children.
4. **Notify the teacher in advance if you would like to volunteer in the classroom**. Remember that there may be times when your help is not needed. Understand that different teachers and classes have different requirements for outside help.
5. **Be dependable**. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, please inform the school in advance.
6. **Understand that the classroom is designed as a place of learning, not of babysitting**. Younger children are very distracting to a class and arrangements for their care outside the school must be made before your volunteer session.
7. WCB and PWSA #76 Insurance regulations require that all volunteers working in a school setting sign in before their session begins. **To that end, please remember to sign in at the main office before you begin your volunteer duties.**

**We would like to thank all of our volunteers for the important contribution you are making to the education of the children at Helen E. Taylor School.**

## **7.4 Healthy Interactions**

Helen E. Taylor School participates in the **Healthy Interactions** program. This program provides parents with a consistent approach when dealing with their concerns at the school/district level. The Healthy Interactions process ensures that:

- Concerns are dealt with in an open, honest manner as close to the source of the concern as possible.
- Concerns are defined so all people are clear on what is the problem.
- The interests of all parties (parents, teachers, students, others) involved are identified.
- Alternative solutions are considered.
- An action plan is developed to address the concern(s).
- Follow up as necessary is taken.

We hope that if you have an issue or concern that you would like to discuss with someone at the school that you will follow the protocol outlined below.

1. Take your concern(s) directly to the source.
2. If you do not resolve the issue, speak with the School Administration.
3. Should your concerns not be addressed at the school level, contact the Superintendent of Schools or one of his designates.
4. Issues not resolved at the District level should be forwarded to Alberta Learning.

It is proven that direct communication between two parties involved can often clear up misunderstandings and help to address concerns and solve problems. If you would like more information, please contact the school at 766-9103.

Teachers and staff at Helen E. Taylor School continually look forward to working closely with parents and stakeholders for the betterment of our children's education.

## 8.0 EXAMINATIONS

### 8.1 Exam Schedules

At Helen E. Taylor, we believe that regular testing is an integral part of student assessment. At the Grade 6 & 9 levels, students participate in the Provincial Achievement Testing program. In mid-May and late June of each year, the Grade 6 and 9 students write tests in Language Arts, Math, Social Studies, and Science. Students in grades 5 & 6 write regular unit tests throughout the year, however they do not write yearlong cumulative exams other than those stated above. In junior high, students in Grades 7 & 8 write cumulative final exams in June. Please refer to the School Calendar to confirm dates of the JH exams and the Provincial Achievement Tests for this school year.

### 8.2 Exam Exemptions – Grades 7 & 8 only

Students in Grade 7-8 have two ways to meet exemption criteria.

#### 1) **Academic Exemption**

Students in Grades 7-8 who meet the criteria described below may be exempt from writing most of their final exams in particular subject areas. **Parents may request that their child not be exempted from their exam. Please speak to the classroom teacher and the principal.**

The criteria for exemption include:

- 80% or higher (based on year-end average before exams) and teacher recommendation.
- special exemption from the principal, or his/her designate
- **Students & parents will receive a “Letter from the Principal” informing them which exam(s) their child will be exempted from writing.**

#### 2) **Attendance Incentive Exemption**

**Purpose:** to improve attendance and address concerns with students being late. If a student fits the criteria for attendance and marks, then the student may exempt him/herself from writing one exam.

**Criteria:**

- Students must have a 65% minimum in each of their courses. This includes all courses, not just the course from which the student is hoping to be exempted
- Attendance is done as a package. A student is allowed to miss up to and including 10 days in the year. Absence #11 is the trigger. (Reason such as parent excused or dental, etc. still counts as an absence.) School absences for curricular and extracurricular reasons are exempted from the absence count. 3 lates = 1 absence

Students in Grade Nine must write the four provincial achievement exams as mandated by Alberta Education as described in section 6.1. Should parents wish to request special accommodations or

exemptions from writing Provincial Achievement tests, please contact the Principal. Grade 7 & 8 teachers will meet around the middle of June to make recommendations for exemptions and to decide which exam students must write.

## 9.0 SCHOOL AWARDS

At Helen E. Taylor School, we believe in recognizing the academic and social achievements of our students. Student achievement is recognized through a wide variety of Academic, Fine Arts, and Athletic awards. These awards are the highlight of our June Year-End assembly. Throughout the year we recognize student achievement through our Student of the Month and Junior High Honor Roll awards.

### **Monthly Awards include (individual parents will not be contacted):**

**Shining Knight** – for students that demonstrate positive characteristics.

### **Junior High Awards Year End Awards Include:**

**Knight of Honor Award** – student chosen by their homeroom teacher based on their schoolwork, attitude, and behavior.

**Junior High Honor Roll** – Junior High Honour Roll – Students whose combined core courses scores average to 80% or above. -----NEW-----Beginning in the 2019-2020 school year, French language courses have been increased in time to support all students. French courses in junior high now count towards academic honours and awards achievement. ----- NEW-----

**Junior High Honor Medallions** – students who have achieved honor roll standing in each of the three terms during the school year.

**Junior High Most Improved Award** (Gr. 7, 8, & 9) - student who has shown the greatest improvement in their schoolwork, behavior, or attitude.

**Top Academic (JH)** – student who achieves the highest average throughout their subjects in grades 7, 8, & 9.

**Male Athlete (JH)** – student who demonstrates excellence in athletic ability, attitude, and coachability.

**Female Athlete (JH)** - student who demonstrates excellence in athletic ability, attitude, and coachability.

**Barry Young Memorial (JH)** – student who demonstrates a commitment to their studies, is cooperative and respectful to staff and students, and can best be described as our “best all round student”.

**Citizenship (JH)** – student who demonstrates good citizenship skills, such as politeness, cooperation, works hard at their studies, helps out around the school, and is involved in their community.

**Music & Fine Arts Award:** student(s) who demonstrates excellence in creativity, a love of music and the arts, as well as a commitment to their skill by way of lessons, classes, etc. Preference will be given to visual and performing arts. The Music & Fine Arts award is an application process, must be signed by a

parent and/or instructor and is determined by staff. This is a cash award sponsored by the family of Helen E. Taylor.

**Bringing Out the Best Award**

This award is given to a student who “Brings out the Best” in themselves, their peers, staff and the school.  
\*Not necessarily awarded if suitable candidate is not found.

**Canteen Award**

This award is given to the student(s) who demonstrate positive leadership and strong work ethics in our school canteen. \*Optional Award

**Elementary Awards Year End Awards Include:**

**Elementary Citizenship Award** (1 per homeroom) – student who demonstrates good citizenship skills, such as politeness, is cooperative, works hard at their studies, helps out around the school, and is involved in the community.

**Elementary Most Improved Award** (1 per homeroom) – student who has shown the greatest improvement in their schoolwork, behavior, or attitude.

**The Good Sport Award** (1 per homeroom)

This award is presented to the student who demonstrates good sportsmanship and a positive attitude.

**The Helping Hand Award** (1 per homeroom)

This award is earned by a student who is always looking for ways to be helpful to fellow students and staff.

**The Eternal Optimist Award** (1 per homeroom)

An Eternal Optimist is one who can always see the positive side of every situation. They never give up.

**The Good Earth Award** (1 per homeroom)

This recipient is constantly concerned about the environment, and takes action to care for our Earth.

**The Organization Expert Award** (1 per homeroom)

This award is earned by a student who prepares themselves on a daily basis in every way to ensure success at school.