

HELEN E. TAYLOR SCHOOL
“BRINGING OUT THE BEST”
PARENT/STUDENT HANDBOOK
2011-12

Bag 59
Wembley, AB T0H 3S0
780-766-9103 School Office
780-505-2754 Principal Cell
School Website: www.pwsd76.ab.ca/school/helene.taylor

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

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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 life long 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 Middle School, for students in Grades 5-9. The attendance area for the school includes the town of Wembley and the surrounding rural area. We serve a student population of approximately 170 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 8:30 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. 5-8 French, Health & Daily Physical Education

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

| | |
|---------------------------------|------------------------|
| Music | Fitness & Conditioning |
| Chorale | Fitness Training |
| Handbells | Cycling |
| Creative Media | Golf |
| Painting | Yoga |
| Drumming | Core & Flexibility |
| Computer Technology Studies | Speed & Agility |
| Computer Information Processing | Learning to Run |
| Snowshoeing | Football |
| Outdoor Games | Stick-handling |
| Indoor Games IE: Basketball, | Ball Hockey |
| Volleyball, Badminton | Learn-to-Skate |
| *more may be added | *more be added |

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

D) **Special Programs**

- Special Education, which may include Resource Room Assistance, Special Ed. Teacher & Teacher Assistants in classroom
- School, FCSS (Family Community Support Services), FMNI (First Nations Metis Native Inuit) and SHP (Student Health Program, Alberta Mental Health) counselors and related services available
- Student Voice Leadership program for Grade Six to Nine
- Red Cross Swimming Program for Grade Five
- Recreation Swim Program for Grade Six to Nine
- Downhill Ski Lessons for Grade Five to Nine
- Cultural Events
- Motivational Speakers
- Private Piano Lessons at the school during school hours
- Roots of Empathy Program for Grade Five & Eight students
- Eureka! For Grade Seven
- P.A.R.T.Y. Program for Grade Nine
- Take-Your-Kid-To-Work Program for Grade Nine

E) Extra-Curricular Activities

- Student Leadership
- Yearbook
- Team Sports: Volleyball, Basketball, Badminton, Track & Field
- Tow-day Elementary & JH Ski Trip to NiteHawk Ski Hill
- Running Club
- Guitar
- Choir
- Drama Club

F) Contact People

Lynda Miller, Principal
Principal Cell: 780-505-2754
School Office: 780-766-9103

G) Helen E. Taylor Staff *as of June 17, 2011

Lynda Miller, Principal
780-505-2754
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Rene Metituk, Administrative Assistant
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Dawn Marie Balisky, Grade Nine Teacher
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Robert Robinson, Grade Eight Teacher
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Candice Collins, Grade Seven Teacher
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Jennifer Martin, Jr. High Teacher
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Rob Twelvetree, Grade Six Teacher
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Joelanne Liland, Grade Five-Six Teacher
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Sarah McDonald, Grade Five Teacher
sarahmcdonald@pwsd76.ab.ca

Janice Willsey, Librarian
janicewillsey@pwsd76.ab.ca

Paulette Dunlop, Teacher Assistant
paulettedunlop@pwsd76.ab.ca

Shauna Green, Teacher Assistant
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Belinda Sieker, Teacher Assistant
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Lisa Wiseman, Teacher Assistant &/Roots of Empathy Instructor
lisawiseman@pwsd76.ab.ca

Para-Professional Staff:

Pam Decker, Wembley FCSS Liaison
Jolene Nellis, FCSS Counselor
Bonnie Belcourt, Native Liaison Worker
Charlotte Saunders, AADAC Counselor
Candice Boxshall, Student Health Program Counselor
Beth Zazula, Youth Career Transition
Constable Lewanchuck, RCMP Liaison

Caretaking Staff

Tomas Krejcar

Bus Drivers

Diana Ketchum
May Blew
Chris Stacey
Lorna Dahl
Ruth Sieker
Char Majoros

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 @ 3:00 p.m.

Jr. High Timetable/Bell/Dismissal Schedule

Regular Day

8:25 – Doors Open
8:30 – 8:40 Registration & Homeroom *8:34 – O Canada
8:40 – 9:25 Period 1
9:25 – 10:10 Period 2
10:10 – 10:55 Period 3
10:55 – 11:15 Nutrition & Movement Break
11:15 – 12:00 Period 4
12:00 - 12:45 Period 5
12:45 – 1:30 Period 6
1:30 – 1:45 Nutrition & Movement Break
1:45 – 2:35 Period 7
2:40 – 3:30 Period 8
3:30 - 3:36 Homeroom & Dismissal

Staff Meeting Monday

1:30 – 1:45 Nutrition & Movement Break
1:45 – 2:20 Period 7
2:25 – 3:00 Period 8
3:00 - 3:05 Homeroom & Dismissal

Elem. Timetable/Bell/Dismissal Schedule

Regular Day

8:25 – Doors Open
8:30 – 8:40 Registration & Homeroom *8:34 – O Canada
8:40 – 9:25 Period 1
9:25 – 10:10 Period 2
10:10 – 10:35 Period 3
10:35 – 10:55 RECESS
10:55 - 11:15 Nutrition Break
11:15 – 11:45 Period 4
11:45 - 12:15 Period 5
12:15 – 12:30 RECESS
12:30 – 1:00 Period 6
1:00 – 1:30 Period 7
1:30 - 1:45 Nutrition Break
1:45 – 2:05 RECESS
2:05 – 2:50 Period 8
2:50 – 3:30 Period 9
3:30 - 3:36 Homeroom & Dismissal

Staff Meeting Monday

12:30 – 12:55 Period 6
12:55 – 1:20 Period 7
1:20 - 1:35 Nutrition Break
1:35 – 1:50 RECESS
1:50 – 2:25 Period 8
2:25 – 3:00 Period 9
3:00 - 3:05 Homeroom & Dismissal

- B) **Attendance:** Attendance will be taken at 8:30 a.m. and turned into the office. A 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 a student be late more than three times, the student will receive an In-school Suspension for one day. Should attendance or repeated lates become an issue, parents will be notified by an Administrator.

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. 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) **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.

Students must make themselves familiar with Helen E. Taylor School grounds to ensure there is no confusion about where the boundaries are. Students must also become familiar with Helen E. Taylor School Handbook, which outlines Helen E. Taylor School Discipline Policies.

- E) **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.

- F) **Lockers:** Students are provided with lockers. **Locker “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.**

G) **Cell Phones and Electronic Devices:**

- Cameras, and their use at school, are not allowed unless prior permission from the principal has been received.
- As per our Locker policy (F) above, it is recommended that students leave any valuables (**including Cell Phones, Ipods, MP3 Players**) at home.
- If a student chooses to bring valuables to school, these items are expected to be placed in the student's locked locker or signed in at the office.
- Helen E. Taylor School staff accepts no responsibility for valuables, **including Cell Phones, Ipods, MP3 Players** whether they are in student lockers, teacher desks or signed in at the office.
- Due to privacy issues and the potential for disruption, cell phones must either be entrusted to a teacher, the office, or in the student's locker at all times throughout the school day.
- **ALL Cell Phones MUST REMAIN OFF at all times, even phones that are locked in lockers.**

Please be aware that student Cell phone use is not allowed under any circumstances in the school building. Should a student need to make a phone call, there are phones in each classroom and in the office. **With teacher permission, students may use the phone in the office or classroom.**

Cell phones are not allowed in change rooms at any time due to picture-taking capabilities.

FIRST OFFENCE of Cell Phone or Electronic Device use: The phone or electronic device will be kept in the office until picked up a parent.

SECOND OFFENCE of Cell Phone or Electronic Device use: The student will receive an In-school suspension and the phone or electronic device will be kept in the office until picked up a parent.

Ipods and MP3 Players are not allowed in the classroom, hallway or playground. They must remain locked in student lockers at all times.

- Check with your bus driver, as IPod's & MP3 Players may or may not be allowed on the school bus.

H) **Telephone Usage:** Students at Helen E. Taylor School may use the Office Phone at recess and noon. Students also may use the Classroom Phone **with permission and in the presence of a teacher.**

I) **Staff Room:** Please feel free to drop in for coffee. Many teachers welcome informal chats on a social basis. Teachers at Helen E. Taylor School recognize the importance of meeting with parents and welcome opportunities to discuss student progress. Formal discussions regarding specific students however should be arranged ahead of time with the teacher.

J) **School Fees:** Revenue generated from the collection of school fees supports a variety of activities throughout the school. **Failure to pay these fees may result in limiting a student's access to extra curricular activities, supplies for CTS and special events.** *Please note that alternate payment methods can be negotiated with the Principal, if necessary. Examples of optional payment include post-dated cheques or working off school fees at a rate of \$10.00 per hour.

All school fees paid by the 30th of September will result in parent names being entered into a draw to win reimbursement of their school fees.

*Please note that alternate payment methods can be negotiated with the Principal, if necessary. Examples of optional payment include post-dated cheques or working off school fees at a rate of \$10.00 per hour.

K) **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 combines with the temperature to result 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 NOTE: 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 Public Library is open from 4:00- 8:00 pm. Wednesday-Thursday-Friday. & Saturday. 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:**

WE ARE A PEANUT-FREE SCHOOL! Please refrain from sending items that contain nuts in any form to the school.

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 and Extracurricular Activities:** In order to address the wide variety of athletic preferences at our school, Helen E. Taylor offers the following activities: Volleyball, basketball, badminton and track & field. Others may be offered should coaches be available.

PLEASE NOTE: Based on each student's academic performance, behavior, and financial standing the principal reserves the right to suspend student involvement in extra-curricular activities.

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 about 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 and the responsibility 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 5.3 Volunteer Code of Ethics.

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 an inside and an outside pair of shoes. Outside shoes are to be removed and left in the appropriate boot room. Outside shoes may also be 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.

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:

- 1) Students need suitable clothes for physical education and shop. JH students are required to wear appropriate gym clothing as part of their Phys. Ed. mark.
- 2) Clothing should be clean, tidy and appropriate to an educational setting. No midriff skin or beach wear is allowed at Helen E. Taylor School.
- 3) Students are to avoid wearing design or word motifs that are suggestive, indecent or contain profanity.
- 4) Students are to avoid wearing “colors” or other items of dress that may suggest gang-related behaviors.
- 5) Hats worn indoors are only allowed on “casual Fridays”. Hats must be kept in student lockers.
- 6) Appropriate underwear is to be worn not seen.
- 7) Skirts must be a reasonable length. When arms are hanging down, the edge of the skirt must meet the finger tips.
- 8) Short-shorts are not allowed. Mid-thigh and Capri-style shorts that are knee-length are acceptable. When arms are hanging down, the edge of the skirt must meet the finger tips.
- 9) No spaghetti-strap tops or tops that expose underwear are allowed.

Remember THE 6 B’S:

- 1) **No Bellies**
- 2) **No Bosoms**
- 3) **No Backs**
- 4) **No Butts**
- 5) **No bare thighs** *shorts & dresses must extend past the fingertips when arms are extended down
- 6) **No Beachwear**

- At Helen E. Taylor School, we also believe that good taste and good judgment are among the educational goals we aspire to develop in our students. Styles in dress and grooming become unacceptable when they go to the extreme or when they become a distraction in the classroom.
- To ensure that teachers are not wasting valuable instructional time monitoring, debating or sending students out of class for inappropriate dress, we expect students to follow the Dress Code established at our school.
- Mid-thigh shorts and Capri-style pants meet our dress code, and are acceptable.
- **Remember the phrase: If you think you can suntan in it, you should probably not wear it to school.**

Parents and staff are reminded that they set an example for our students and are encouraged to respect the dress code as well.

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.

Helen E. Taylor School
Nutrition Policy
2010-11

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

- 1.0 Foods available for sale at the Helen E. Taylor School canteen will always offer items from the “Choose Most Often” list. (Appendix1), 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.
 - 1.1 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.
 - 1.2 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.
 - 1.3 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.
- 3.0 Eating opportunities will reflect healthy practices for students and staff:

3.1 Beginning in the 2010-11 school year, a Breakfast program will be offered to all students.

Baskets will be provided to each class and be readily available to all students. Food items will be from the “Choose Most Often” list. (Appendix1).

3.2 Elementary students will continue to have two snack times offered, one following a.m. recess and a second snack prior to p.m. recess. Beginning in the 2010-11 school year, elementary students will have a “reverse lunch” where students play first and eat last. Their lunch hour will also be extended to a minimum of twenty-five minutes for eating.

3.3 Beginning in the 2010-11 school year, Jr. High students will have their day divided equally into thirds with two Nutrition & Movement Breaks offered- the first one at 10:55 a.m. and the second at 1:30 p.m. 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.

4.0 Active Living and Physical Fitness has always been a strong component of our school programs and values. The 2010-11 school year will promote a very strong Active Living Focus is encouraged in many ways:

4.1 All student activities will reflect Active Living and Daily Physical Education.

4.2 Elementary students have increased recess time three times a day. 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.

4.3 Field Trip Friday`s will focus on fitness & outdoor education activities.

4.4 Two 50 minute Complementary courses will be offered to Jr. High students each day. Same choices on Monday & Wednesday and Tuesday & Thursday allow students to take four different complementary courses per week. *At least one of their daily complementary courses must be fitness focused. This exposes students to 50 minutes of sustained physical activity per day.* Three terms throughout the 2010-11 school year allow at least twelve different complementary course options to be experienced.

4.5 Active living is also encouraged through special programs such as Intramural Activities and special Intramural Court Team-building events.

5.0 Nutrition Education for staff/students/parents/community:

5.1 Education is done through the health and science, or language arts curriculums at appropriate grade levels.

5.2 Current nutritional information will be provided to ALL stakeholders and communicated on an ongoing basis via newsletters and our school website.

5.3 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.

6.0 Safe Food Environment and Food Allergies:

6.1 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.

6.2 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.

6.3 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.*

4.0 STUDENT DISCIPLINE CODE

Our Mission:

At Helen E. Taylor School, we believe that the most desirable form of discipline is self-discipline, in which the individual monitors his/her personal behavior to deal respectfully with others. As a Safe & Caring School, the students and staff of Helen E. Taylor School recognize the rights of others and work hard to respect those rights.

Our Goals:

Our school motto “Bringing Out the BEST” is the focal point around which we revolve our day at school. Teaching our students to bring out their BEST behavior will help us realize our mission of developing self-discipline in all our students.

At Helen E. Taylor School, we:

B - Behave respectfully by:

- Keeping our hands, feet, and other objects to ourselves
- Following directions the first time they are given
- Being prepared for our classes
- Walking quietly in the hallways
- Organizing our materials and picking up after ourselves

E - Empathize with others by:

- Respecting the rights and feelings of others
- Trying to see other people's point of view

S - Stand up for others by:

- Reporting incidents of unacceptable behavior to a staff member
- Celebrating our own successes as well as the successes of others
- Acting as a caring majority by standing up for those less fortunate than ourselves

T - Treat others with respect by:

- Treating others as we would like to be treated
- Taking responsibility for our own behavior
- Listening carefully when another person is speaking
- Respecting our own, and others' personal property

General Discipline Procedures:

Step 1:

Teachers deal with any inappropriate student behaviors immediately and consistently. These minor infractions are to be documented by the teacher.

1. General Classroom Rules *These rules are displayed in the classroom

1. Be on Time and Prepared for Class.
2. Do your Homework.
3. Be Respectful to Others.
4. Do your Work.
5. Have a Positive Attitude.

2. Classroom consequences for inappropriate behavior & RED SLIP Program. The Red Slip is a written record that is kept in the office for the remainder of the school year. The Red Slip records the following:

- 1st Warning: Verbal warning to student & student name noted by the teacher.
 - 2nd Warning: Checkmark placed beside student name. A **15 minute DT** may assigned by the teacher.
 - 3rd Warning: **The Red Slip** is completed and sent to the office by the end of the day. A **30 minute DT** is assigned by the teacher. At the end of the day, the teacher will **contact the parents**. (See Appendix 1)
- PLEASE NOTE: Detentions may be assigned during one of the complementary course blocks, after school or during a previously planned special event.

PLEASE NOTE:

- a) **Should the child continue to display inappropriate behavior** after repeated warnings and assignment of consequences, **the student will be sent directly to the office**. The completed

Red Slip will be sent to the office by the end of the day. The teacher That child will be assigned an **In-school suspension (ISS)** for the remainder of that day, and possibly the next day. * **An administrator will contact the parents, either by phone or with a copy of the Red Slip being sent home for a parent signature.**

- b) A student receiving **two or more Red Slips in one day** will automatically be assigned an **In-School Suspension (ISS)** for the remainder of that day and possibly the next day. ***An administrator will contact the parents either by phone or by sending home a photocopy of the Red Slip for a parent signature.**

Step 2:

If the inappropriate behavior persists following an In-school suspension, the school administrator will notify the parents and request a meeting with the parents, child, and teachers. At this meeting, the student's teachers will review the student's behavior and the parents will be informed that further escalation of inappropriate behavior will result in suspension from school. **Documentation by the school administrator will be recorded in the student file.**

Step 3:

Further inappropriate behavior will result in a suspension from school, not exceeding 5 school days as per PWSB #76 policy IGD – Student Suspension.

***Please Note: Serious violations of student conduct will be referred to the Principal immediately and may be escalated to Step 2 or 3.**

Use of the Time-Out rooms:

Time-out rooms are occasionally used by the school staff for students who misbehave in class, or who are involved in the steps of the discipline process. Time-Out areas allow the student quiet time to think about their behavior and/or do his/her work without interruption. The Time-Out room is supervised by staff, and students receive regular breaks as required.

PLEASE NOTE: Teachers may on occasion use the time-out rooms for other educational purposes, such as test writing or quiet work time, however **students on In-school suspensions take precedence.**

Infractions and Consequences:

In keeping with Helen E. Taylor School's Safe and Caring philosophy, we have compiled a list of appropriate consequences, as well as caring behaviors, that may be assigned by a teacher or administration.

PLEASE NOTE:

Major Consequences will include Administrative involvement and parents will be notified

Minor Infractions & Possible Consequences could include:

- Verbal reminders/conversations
- Removing the student from the classroom or activity
- Community service specific to the infraction
- Student calls home
- Parents notified
- Confiscation of property for a period of time
- Recess, noon-hour, or after school detentions

- Letter of apology
- Completion of Behavior Incident Report (Reflection Exercise)
- Teaching opportunity
- Project work specific to the infraction

Major Infractions & Possible Consequences could include, but are not limited to:

Fighting & Willful Injury to Others

- In-School Suspension
- Out-of-school Suspension
- Loss of school privileges
- Work Detail

Willful Disobedience & Open Opposition to Authority

- 3-day In-School Suspension
- Out-of-school Suspension

Damage to School Property

- Loss of school privileges
- Detention or In-school Suspension
- Parents will be billed for damages

Tobacco on School Property

- Out-of-school Suspension
- Loss of school privileges

Alcohol on School Property

- Out-of-school Suspension
- Loss of school privileges

School Violence

- Out-of-school Suspension
- Loss of school privileges

***Repeat Offences will result in: Out-of-School Suspension OR Recommendation for Expulsion**

Bullying:

Unacceptable behaviors are those behaviors that interfere with our ability to “Bring Out the BEST” in our students and ourselves. Inappropriate behavior also includes all aspects of Bullying. **Bullying occurs when an individual is exposed, repeatedly and over time, to negative actions on the part of one or more other individuals.**

Bullying behaviors may include:

Physical Aggression – hitting, poking, punching, chasing, shoving, restraining, or coercing another child.

Social Alienation - humiliating or making fun of another person, deliberately excluding another person from a group.

Verbal Aggression – name-calling, sarcasm, teasing, or spreading rumors, gossiping, racial slurs

Intimidation - threatening someone, threatening others to do something to someone else, threats with a weapon, playing dirty tricks, destroying or stealing another person’s property.

Sexual Harassment – remarks, gestures, or actions of a sexual nature.

Individual teachers should have as much leeway as possible in dealing with isolated bullying incidents . There may be times however when persistent problems must be brought to the attention of School Administrators.

It is important that, where possible, consequences for bullying behavior include the 3 R’s: **Restitution, Resolution, and Reconciliation.** **Restitution** involves fixing what the person did wrong. It may be as simple as an apology to

the person harmed. **Resolution** involves thinking of ways to prevent the behavior from happening again. **Reconciliation** involves healing with the person that was harmed.

Consequences for Bullying:

1st referral to the office: Warning, apology, and meeting with the individuals involved. This may include supervised mediation, if applicable. A follow-up meeting is often scheduled after the mediation to determine if problem is continuing. Parents play a key role and the school appreciates parental contact throughout this process.

2nd referral to the office: Meeting with student, their parents, and school administration. An “Action plan” will be developed, which may include a **Behavior Contract**. Support is offered for the victim and the bully.

3rd referral to the office: An “In-school” or an “Out-of-school” suspension, as well as a possible counseling prerequisite before returning to class. This may include invoking the Behavior Contract.

Please Note:

Parents play a key role and the school appreciates parental contact throughout this process. Consequences can be escalated depending on the severity of the bullying incident.

HELEN E. TAYLOR SCHOOL **“BRINGING OUT THE BEST”**

Student Incentive Program

GOAL:

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

Student names are entered into random draws by having a **“Helen E. Taylor School ROCKS!”** card completed on their behalf.

This card recognizes their behavior as being
kind, caring, respectful, positive, or outstanding
in some way.

What does “ROCKS” stand for?

R – Recognizing
O – Outstanding
C – Caring
K – Kids &
S – Staff

Cards can be submitted on behalf of any student or staff member at Helen E. Taylor School who are exhibiting **positive behaviors** or **acts of kindness**.

Cards are available from any staff member at Helen E. Taylor School, or at the school office.

Students can submit a “Helen E. Taylor School ROCKS” card nominating any student @ HET, providing the card is completed by an adult.

Draws will be made regularly, but at random, throughout the school year.

All “**Helen E. Taylor School ROCKS!**” cards will be entered at the end of the year for final **Mega-PRIZE DRAWS!**

5.0 PARENT-TEACHER COMMUNICATIONS

School newsletters are sent out on the first week of each month. School Handbooks and the annual school calendar are available on the Peace Wapiti School District website (www.pwsd76.ab.caschooléhelene.taylor). At parent request, the handbooks will also be sent out at the beginning of the school year. Newsletters, handbooks and calendars are sent home with the each child. Should parents not be receiving these communications, please call the school office.

Teachers are encouraged to inform parents about special events throughout the year by the use of newsletters and memos. These are to be submitted to the school administration for editing and filing.

Students in Grades 5 & 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 Daytimer 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 PWSO #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.

5.1 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. In October, a general meeting is held 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.

5.2 REPORTING PROCEDURES

- A) **Meet the Teacher Assembly & BBQ** – This assembly is usually held in mid September at the school. The purpose of this assembly is to introduce parents to their child's teachers as well as orientate themselves to Helen E. Taylor School and staff.
- B) **Report Cards** at Helen E. Taylor School are computer-generated and follow a common format familiar to most Peace Wapiti Schools.
- 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 the first report card in November, Oral Reports **are held in late October**. **As the oral reports are held in lieu of parent-teacher interviews in November, 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. Oral Reports and Parent-Teacher Interviews are held in the gymnasium.
- E) **Following the second reporting period in March, parent-teacher interviews are scheduled** for one evening from 4:00-9:30PM. These interviews are to allow for a more complete informational exchange, and an opportunity to discuss concerns by the parent. Parents are encouraged to attend and Elementary parents are reminded to call the school to book an appointment for their interview. Jr. High parents are not required to make an appointment and are welcome on a first-come-first-serve basis.
- F) In addition to the regular reporting periods, **parents can 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.
- G) 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 before contacting Helen E. Taylor School administration.

5.3 Volunteer Code of Ethics

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. However, 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 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 PWSD #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.

5.4 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.

6.0 EXAMINATIONS

6.1 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 year long 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.

6.2 Exemptions – Grades 7 & 8 only

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.**

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.

6.3 Studying and Homework

Regular homework has proven to be an excellent way for students to internalize the concepts that they learn at school each day. To that end, parents can be of valuable assistance to the school by helping their child develop effective study habits. Below are seven tips to help parents help their children develop better study habits.

1. Practice – It takes time to learn how to study. Set aside regular time for children to study.
2. Routine - Developing a study routine will turn studying into a habit, which will help them excel in school.
3. Environment - Choosing a suitable area to study can be of great benefit to your child. Choose an area with proper lighting, ventilation, temperature, furniture, and solitude.
4. Health - Schoolwork demands a healthy mind and body. A good night’s sleep, healthy diet, and exercise go a long way to ensure a healthy mind and body.
5. Attitude - Stress the importance of schoolwork. Remind them that school IS THEIR JOB for the first 18 years of their life. CELEBRATE THEIR SUCCESSES AT SCHOOL.
6. Encouragement and Support - A pat on the back is a wonderful motivator for children. Children who regularly receive encouragement from their parents do better in school.
7. Memory and thinking - Learning is not just memorizing. It involves drawing relationships between, and understanding the principles behind the facts that children learn at school.

7.0 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:

Knight of Honor Award – (1 per homeroom) – student chosen by their homeroom teacher based on their schoolwork, attitude, and behavior.

June year-end awards include:

Junior High Awards

Junior High Honor Roll – students who have maintained an 80% average in all their subjects for the term

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

Junior High Honor Pins – students who have achieved an average of 80% in one or more of their core subjects (Math, LA, Science, and Social)

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.

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.

Yearbook Award (JH): One student who demonstrates an outstanding commitment to the yearbook and works toward successful completion and publication of a Helen E. Taylor School Yearbook *Optional Award.

Queen’s University Award (JH): One student who is progressing to high school, demonstrates a sincere desire to pursue university studies and has demonstrated a superb love of books and reading.

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

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.

8.0 Student Agendas

As mentioned in Section 5.0 Parent-Teacher Communications, students in Grade 5 & 6 use daily communication in the Student Agendas to communicate with parents and guardians and help students keep track of homework. The cost of the Student Agenda in Grade 5 & 6 are included in Helen E. Taylor School Fees. Grade 7-8-9 students are no longer issued Student Agendas from the school. Students in Grade 7-8-9 are encouraged to purchase a Daytimer for their personal use.

9.0

**Red Slip
Helen E. Taylor School
Classroom Behavior Report**

(STUDENT NAME)

(HOME ROOM)

has been issued this Classroom Behavior Report for the following reason(s):

- Classroom disruption**
- Non-compliance with rules of the school**
- Not completing homework or being diligent in studies**
- Late or unprepared for class**
- Uncooperative with teachers and staff**
- Uncooperative behavior / Displaying a negative attitude**
- Being disrespectful toward student / teacher**

____ **Bullying / Harassment**
____ **Vandalism / Theft**
____ **Other** _____

Procedure Followed:

Warning Given _____
15 minute DT _____ / **Date served** _____
30 Minute DT _____ / **Date served** _____
Phone Call Home _____ / **Date served** _____

Or

MAJOR INCIDENT & sent directly to office _____

COMMENTS:

Teacher Signature

Date

Administrator Signature

Entered on Power School program

10.0 **2011-12 SCHOOL YEAR CALENDAR**