

"Responsibility, Respect, Results"



# IRVINE SCHOOL

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PARENT HANDBOOK

2011-2012

"Courteous, Caring, Co-operative"

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# I. INTRODUCTION

## A. Welcome

Welcome to Irvine School! Parents are an integral part of our school community. It is only by working together with you, your child, and the many people who help to support our education system in Prairie Rose Regional Division that we can provide "A Place to Grow". We know that school becomes a second home for your child for over 180 days each year and we do not take this lightly.

It is the intent of this handbook to communicate to parents the most important policies and procedures of Irvine School. Many of these same guidelines are provided for your child in their Agenda. As in the past, this is a significant document concerning communication between home and school. We strongly urge you and your child to review their Agenda Book on a daily basis.

As well, please make use of our phone system as another important means of communication. Each staff member has access to a phone and voice-mail. Please note the staff list for extension numbers and please remember to contact teachers as necessary during breaks only or by email.

Please call the school should you have any questions. Please follow the guidelines regarding lines of communication found in this document. This may help you to decide who to call regarding matters affecting your child. We wish you and your child a very positive 2011 – 2012 school year!

### Lines of Communication

### **"I have a problem, who do I contact?"**

#### Teacher

Always talk to your son's or daughter's teacher first. Often a misunderstanding or a question can be cleared up quickly. Our teachers want to help!

#### School Administration

The school administration is your next step if the problem is unsolved. They will listen to you and will get back to you with further clarification or will set up another meeting with you.

#### Central Office

If your unresolved concern deals with special education, contact the Special Education Coordinator. If it is still unresolved, or if your concern deals with another area, contact one of the Assistant Superintendents. If you still have a concern, your next contact should be the Superintendent.

You can also check our website for information and homework assignments. [www.irvineschool.ca](http://www.irvineschool.ca)

## B. Mission & Vision

***Mission: A Place to Grow: The mission of Irvine School is "A Place To Grow". What this means is that the staff in conjunction with parents and community will continue to focus on high academic standards as well as good citizenship. Students will have access to a variety of extra curricular and co-curricular programs to help facilitate this process.***

***Vision: Learning Caring, Growing, Sharing: The school vision is closely linked to the Irvine School Mission. What our intent is to have students actively participate in things that they like to do. This involvement may be as simple as a class rep. for Students' Union, to involvement on a sports team. At Irvine School there is something for everyone. Our hope is that any school activity bolsters student pride and ownership. This aspect of good citizenship is a fundamental component of our school vision, which s "Learning, Caring, Growing, Sharing".***

## II. SCHOOL YEAR CALENDAR OF EVENTS

### IRVINE SCHOOL “A Place To Grow”

Our Mission: Irvine School will provide quality education to all in a caring environment.

Key Concepts: Elementary - Caring, Courteous, Cooperation

Junior High - Respect, Responsibility, Results

#### **2011 – 2012 IRVINE SCHOOL CALENDAR OF EVENTS**

August	31	First Day of School for Grade 1 - 9 Students
September	5	<b>NO SCHOOL</b> - Labour Day Holiday
September	6	First day of KINDERGARTEN
September	9	First day of JUNIOR KINDERGARTEN
September	13	Back to School BBQ
September	19	<b>NO SCHOOL</b> - Division Wide P.D. Day
September	20	School Council General Annual Meeting – 6:30 p.m.
October	6	<b>SCHOOL PICTURES For EVERYONE</b>
October	7	Annual Turkey Trot
October	10	<b>NO SCHOOL</b> - Thanksgiving Day Holiday
October	18	School Council Meeting - 6:30 p.m.
October	24	<b>NO SCHOOL</b> – S.I.D.
November	10	Remembrance Day Program - 10:00 a.m.
November	11	<b>NO SCHOOL</b> - Remembrance Day Holiday
November	14	<b>NO SCHOOL</b> – S.I.D.
November	15	School Council Meeting - 6:30 p.m.
December	2	First Report Cards
December	7	Parent/Teacher Interviews - 3:30 - 6:30 p.m.
December	8	Parent/Teacher Interviews - 3:30 - 6:30 p.m.
December	15	Christmas Activity
December	<b>TBA</b>	School Council Meeting – 6:30 p.m.
<b>December 22 - January 4- CHRISTMAS HOLIDAYS - NO SCHOOL</b>		
January	5	Back to School
January	17	School Council Meeting - 6:30 p.m.
January	23	<b>NO SCHOOL</b> – S.I.D.
February	14	School Council Meeting - 6:30 p.m.
<b>February 20 - 24 - Family Day, Days in Lieu, Teacher's Convention - NO SCHOOL</b>		
February	27	Back To School
March	5	K/JK Registration – 6:00 PM
March	20	School Council Meeting - 6:30 p.m.
March	21	2nd Report Card
March	22	<b>NO SCHOOL</b> – S.I.D.
March	23	<b>NO SCHOOL</b> – S.I.D.
March	28	Parent/Teacher Interviews - 3:30 - 6:30 p.m.
March	29	Parent/Teacher Interviews - 3:30 - 6:30 p.m.
<b>April 6 – 13 - EASTER HOLIDAYS - NO SCHOOL</b>		
April	16	Back To School
April	17	School Council Meeting - 6:30 p.m.
May	7	<b>NO SCHOOL</b> – S.I.D.
May	15	School Council Meeting - 6:30 p.m.
May	18	Pancake Breakfast (Education Week)
May	21	<b>NO SCHOOL</b> - Victoria Day Holiday
May	25	Track & Field Day
May	28	Track Rain Out Day
June	4	<b>NO SCHOOL</b> – S.I.D.
June	19	School Council Meeting - 6:30 p.m.
June	28	Last Pupil Day

### III. PARENT AND STUDENT INFORMATION

#### ACADEMIC EXCELLENCE

##### Criteria:

##### Grades 7 – 9

Students must have an average of 80% or higher in the core subjects (Math, Social Studies, Science and Language), with no mark under 65% in their other Classes. In order to obtain Academic Excellence students cannot have had any mark under 65% in any subject throughout the year.

In each case, Academic Excellence will be calculated using an AVERAGE of the courses listed above (final mark). A student does not have to have an 80 in every subject to qualify, but cannot be under the minimum of 65% for junior high. 0.5 % shall be raised to the next whole number, making 79.5% become 80%.

Academic Excellence recipients shall receive a MEDALLION at the year-end Award Assembly.

#### Academic Excellence & Promotion of Students:

Grade 7-9 Students are required to have a minimum of 50% in Math and LA plus one other core. (Social, Science) before they will be promoted to the next grade.

#### ATTENDANCE POLICY

According to the School Act, pupils are expected to attend every day that school is in operation unless prevented from doing so by reason of sickness or other unavoidable causes.

The school takes the following position with regards to class attendance:

1. That regular attendance is essential to satisfactory progress.
2. That any successful attendance system requires the full cooperation of the teachers, the school and the home.
3. A student/parent should notify teachers as far ahead as possible, of any known reason for absences.
4. **ALL** Students - If a student comes to school late for whatever reason during the day, the student/parent is expected to sign in at the office upon arrival. Similarly, if a student leaves during the school day, parents or other party are expected to sign the student out prior to leaving. **For safety reasons, students will NOT be allowed to sign out until their ride has arrived and come in to sign them out.**

Parents are asked to call the school on the morning of any absence. Please leave a message with the office before being transferred to the classroom teacher to notify the school of the absence reason so the absence can be excused. **SUCH CALLS WILL BE RECORDED ON THE DAILY ATTENDANCE SHEET FOR INFORMATION TO TEACHERS.**

An accurate record of absences will be kept and recorded on the student's report card. Action by the school in dealing with inordinate absences will include the following:

1. a conference with the student
2. phone call to the parents
3. a letter to the parents
4. a personal consultation with the parents

If the above procedure does not rectify the attendance problems, the matter may be presented to the Superintendent and the School Board.

**Perfect Attendance will not be counted for anyone with more than 10 LATES.**

## **BELL TIMES**

The students are allowed into the school at the 8:35 bell. The bell to be in the classrooms is at 8:39. Opening exercises begin at 8:41, with classes starting at 8:45. School dismisses for the day at 3:19 p.m.

Noon hour is 12:05 to 12:46 on Monday - Friday.

The school day is broken into eight (8) class periods – 33 – 38 minutes in length for grades K – 9, plus one period at the end of the day of 30 minutes.

Grades K - 6 students have two breaks each day from 10:39 to 10:49 a.m. and 2:06 - 2:16 p.m.

Grades 7- 9 students have two breaks each day from 10:39 – 10:49 a.m. and 2:44 – 2:49 p.m.

## **BULLYING**

As a staff we are committed to having all students feel safe at Irvine School. In order to do to this we needed to collectively come up with some descriptors that defined what bullying is and what it is not. These descriptors are listed below, and are the parameters that we will be working within to come up with some meaningful strategies and consequences to combat this problem. With your continued support we can do it.

### **What Bullying Is Not**

1. Bullying is not an accident or mistake, a slip of the tongue, playful teasing or misplaced physical aggression.
2. Bullying does not involve two or more equally matched kids who have a conflict.
3. Bullying is not a one time event between individuals, nor does it include acts of impulsive aggression.
4. Bullying is not always about anger or conflict.

### **Bullying Occurs:**

*Bullying occurs when one human being deliberately harms another person emotionally or physically.*

Irvine School incorporates a "zero tolerance for bullying." This means that a blind eye will not be turned when bullying is witnessed or reported. There will be follow-up checks with bully and victim.

Please Note: Cyberbullying is also a form of bullying.

## **CELL PHONES & Other Electronic Devices**

Please be advised that Irvine School is an "electronics free" school. This means that any hand held devices such as cell phones, ipods, listening devices and electronic games are to be turned off and stored in lockers. If students are remaining after school then they may access these devices at 3:45 p.m. or later.

Students have access to the student phone in the lobby. For any **serious/emergency** concerns that arise, the student can be called to the phone as needed.

### ***Failure to respect this policy results in the following:***

***1st offense- device is confiscated for 24 hours***

***2<sup>nd</sup> offense- device is confiscated for a 5 day period or until parent comes in to pick up the device.***

***3<sup>rd</sup> offense- External Suspension***

**Rationale: We wish to reduce cyber bullying via cell phones and other electronic devices while at the same time encouraging students to get involved with other students through organized play activities at school.**

## CLOSED CAMPUS:

At Irvine School we have a "closed campus". What this means is that students are **NOT ALLOWED** to leave the school grounds between the hours of 8:35 a.m. and 3:19 p.m. unless going home for lunch. Increased train traffic between the general store and the school is the primary reason for a "closed campus". Please help us by supporting this concept. Student safety is our first priority. If the student still requires permission to leave the school a **written, dated, signed request from the parent** is required for **EACH** day that they leave the school grounds. Turn this note in to the office at the **beginning of the day**. Parents may make arrangements through the office if there are special circumstances that require their child to leave the school grounds on a regular basis.

## DID YOU KNOW?

That according to Section 12 of the School Act....

**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**

## THE DISCIPLINE CYCLE

1. **Minor / 1st Time Offenses** - Appropriate discipline will be administered by the staff member in closest proximity to the offender at the time of the offence. Typical discipline measures used might include study hall, extra work, removal of extracurricular privileges, removal from the classroom, and any other well-defined natural consequences for the student's actions. Please note that **5 recorded Study Halls** in a one month period results in correspondence **home** and **6 recorded Study Halls** in one month results in an automatic **In-School Suspension**. (Recorded study halls are those given for homework not done, inappropriate behavior in the classroom or the school).
2. **Serious/Repeat Offenses** - Appropriate discipline will be administered by the school principal or vice-principal, and parents will be notified. Typical discipline measures, in addition to those listed above may include in-school suspensions and out-of-school suspensions to a maximum of 5 days, depending on the severity of the infraction.
3. **Illegal/Dangerous Offenses** - If a student's misbehaviour is of an illegal nature or deemed as dangerous to other students and staff, the offender will automatically receive an out-of-school suspension along with possible recommendations to the school board for expulsion as well as the involvement of the RCMP.

Throughout this progression, counseling will be made available through our Family School Liaison Worker.

### The Discipline Cycle & Responsible Behavior:

Students are expected to demonstrate respect for the rights and property of others as well as safety at all times. As such, behaviours such as fighting, bullying - which includes physical and psychological intimidation, defacing public property, pushing, tripping, etc. will not be acceptable on our school grounds or in the school. In our elementary grades, 3 major themes are stressed: courteous, caring, cooperative. In grades 7-9, rules are based on the following: **3 R's – Respect Yourself, Respect Others and Respect the Situation**

At Irvine School, we believe in recognition and rewards for good citizenship. Kindergarten through grade 4 may receive a 3 C's reward and our grade 5 – 9 students may receive a 3 R's reward at some point during the year.

## **DRESS REGULATIONS**

All students will adhere to reasonable standards of taste in dress and grooming. The following are drawn to the particular attention of students and parents:

1. **Shoes/runners must be worn at all times inside the building.**
2. Outdoor clothing and footwear must not be worn in class. Please provide an extra pair of runners to be left at school for the school year for this purpose. (Not skateboard shoes.)
3. Caps, hats, bandanas or other head-wear are **NOT** to be worn in the school, except when entering or leaving the building at the start or end of the day. (Girls included.)
4. Special physical education dress may be required to participate in physical education classes.

### **DRESS CODE:**

Please NOTE – **Undergarments – this includes bra straps, buttocks, midriffs** and/or **cleavage** are not to be visible at **any time**. Students wearing items such as spaghetti straps, halter tops (etc.), **MUST** have a solid [not see-through or (crochet) full of holes] jacket or shirt over top covering exposed areas. This outer garment cannot be removed at any time during the school day including the bus ride to and from school. Shorts and skirts cannot be shorter than the tips of the students' fingers when their arms are extended toward the ground.

**Garments that promote alcohol, tobacco, drugs or are suggestive or profane in nature need to be left at home.**

Unacceptable clothing items will be determined by staff with the administration having final say. Students not honoring this code will be asked to do any one of the following:

- change / cover-up
- turn the article of clothing inside out
- in school suspension

## **MICROWAVE USE**

We would like to encourage parents to send hot food in a thermos or send food that does not need to be warmed in a microwave. Many of the children do not have enough time to eat because they are standing in line for 10 minutes or more to use the microwave. If you are concerned about the amount of time your child has to eat, please choose other lunchtime meals for your children that do not require the use of the microwave.

## **PEANUT ALLERGIES**

Due to the fact that we have a number of students with **SEVERE PEANUT ALLERGIES** that are potentially **LIFE THREATENING**, Irvine School is striving to become a peanut free school. Please **DO NOT SEND** any products to school that could contain peanuts, peanut butter, peanut oil, mixed nuts, ground nuts, peanut flour. All foods containing these items will be packaged up and returned home. We realize that we may not be aware of some products that do contain peanuts, but if we all try our best to refrain from sending these items to school, these students will be much safer as a result. THANK-YOU!

### **Possible sources of peanuts:**

- **Snack foods (candy, chocolate, dried fruits, energy bars, granola bars, mixed nuts, popcorn, potato chips, trail mixes)**
- **Baked goods (cakes, cookies, doughnuts, pastries)**
- **Desserts (frozen desserts, frozen yogurts, ice cream, sundae toppings)**
- **Salad dressings, soup mixes**
- **Almond and hazelnut paste, icing, glazes**
- **Cereals, crackers**
- **Ethnic foods (sauces, soups, chili, curries, egg rolls, satays, Szechwan sauce, Thai food, Chinese food)**
- **Coconut**

## **PHONE CALLS AT SCHOOL**

In order to maximize student learning time, we ask that parents please refrain from asking to speak to your child during class time, unless of course it is an emergency. We do have people available at the breaks to relay messages to your child. Thank you in advance for your cooperation.

## POP & ENERGY DRINKS

As many of you are aware, schools are required to promote healthy life styles with our students. We have removed the candy and pop machines and only carry power aid , juices and water. We ask that you assist us with this endeavor by refraining from sending pop or energy drinks to school with your children.

## SMOKING POLICY

All schools facilities and grounds in the Prairie Rose School Division have been declared smoke-free by motion of the Board effective September 1, 1997. Students are not permitted to use or possess tobacco (including chewing tobacco) products while on school property or while taking part in a school sponsored activity. Students found using/or in possession of tobacco products shall be reported to the principal, recorded and the parent advised in writing.

## BUS RULES

1. The driver is in full charge of the school bus at all times and pupils must obey him/her promptly.
2. The driver may appoint a monitor to assist in maintaining proper conduct on the bus. Other pupils are to cooperate fully with the monitor in the carrying out of his/her duties.
3. The driver may assign a seat for which the pupil will be held responsible.
4. Pupils must be on time. If a pupil is in sight, the driver is to wait for him/her, but any pupil who habitually delays the driver is to be reported to the school principal.
5. Unnecessary conversation with the driver is prohibited.
6. Conduct, which may divert the driver's attention, thus endangering the safe operation of the bus, is prohibited.
7. There is to be no smoking on any school bus.
8. Pupils must not litter the bus with waste paper or other rubbish or throw any articles out of the bus windows.
9. Pupils must not extend any part of their body out of the windows.
10. Pupils will be let off at their regular stops unless a note from the parent is presented to the driver.
11. When entering or leaving the bus, pupils must observe the directions of the driver and must always pass in front of the bus.
12. Pupils will not bring objects which may cause injury to passengers or damage to the vehicle.
13. Passengers must make restitution for willful damage.
14. Abusive language on the bus is prohibited.

**Pupils violating these rules will be reported to the school principal and, if necessary, to the Divisional Board.**

### School Bus Notification

Regulations for Prairie Rose Regional Division #8 state that:

"Bus drivers must obtain **WRITTEN** approval from the principal or his designate before allowing unauthorized students or volunteers on the bus."

Students will be allowed to board a different bus **ONLY IF PARENTAL PERMISSION CAN BE DETERMINED**. The student should present written notification from parents to the office **at least** by noon. A copy of the information required is attached to this handbook. See school website.

### Bus Arrival

Buses should not be arriving before 8:35 a.m., however, in such a case that a bus is early, the bus driver **must** keep the students on the bus until such time that a supervisor is available.

## COMPUTER ROOM USE

The computer lab will be available to junior high students who have projects or work to finish. Elementary students may be assigned to the computer lab to complete assignments at the request of their teachers. The computer lab will only be open during inclement weather.

All students will be expected to follow the rules of the computer room. Students should demonstrate courteous behaviour at all times. The internet is meant for educational use only. Any students abusing this privilege will lose access to computers.

## ILLNESS AT SCHOOL

When a student becomes ill, he/she should notify the key teacher who will ensure that the student is accompanied to the school office. If the student is too ill to remain in class, the teacher/secretary will inform the parent/guardian and the student **will be expected to go home**, as arranged with the parent/guardian.

## LIBRARY

Irvine School has a well equipped, computerized library. Classes are scheduled into the library each week, which gives students the opportunity to sign out items, as well as learn about using the facilities in the library. Students can also visit the library before school and at lunch break.

Items may be signed out for one week at a time. Some items such as videotapes, puzzles and "special day" books have a shorter loan period. Textbooks are issued to students for longer periods on their library cards.

Students who are absent should return overdue items the first day they return to school.

Loans from the library may be extended by bringing the items back to the library to have them renewed.

Please encourage your children to use the library. If you need any help in selecting materials for your children, please contact the library, we will be happy to help.

### Library Item Replacement

To help insure that books or other library items are not lost or damaged beyond repair, students will be expected to help with the costs of repairs, damage or the replacement of the specific item if the student is responsible for the damage to that item. Additionally, the student will pay to replace any lost books.

New students are issued a library card upon registration. Cards are replaced, without cost every three years. New cards are issued at a cost of \$5.00 if a replacement is otherwise needed. All library cards are kept in the library to reduce losses.

### Use of the Library

Students are only allowed in the library for the following activities at noon:

1. book selection
2. research
3. silent reading
4. working quietly on assignments at a table

**Please note that in cases where students have not returned overdue books or have not made arrangements for the payment of lost or damaged books, library sign-out privileges will be suspended until such arrangements have been made.**

### **Textbook and Library Book Responsibility**

**Textbooks** are issued through the library on each student's library card. Each item is barcoded with a number exclusive to that book. Students are then responsible for the return of and any excessive damage to these textbooks. Damages are **not** charged for books that are ready to be rebound because of the age of the book. The charge for a damaged textbook that can be rebound is \$25.00 (subject to change). For a lost textbook or damage which makes the book unusable the charge for replacement is as follows:

First 2 uses	-	Full replacement cost
3 or 4 uses	-	50% of replacement cost
5 + uses	-	25% of replacement cost

Since textbooks are not all turned in until the very last student day it is impossible to have these items checked in, inventoried and evaluated for damage before the students leave. Because a letter received over the summer is often forgotten about or misplaced, letters for charges will go home the first student day of the following school year.

Please keep in mind that schools have very tight budgets and replacing missing or willfully damaged items would put a serious strain on them. Some textbooks are well over \$100 each. We appreciate your co-operation in this matter.

Our Library is running the Reading Counts Program in which students choose specially marked books from our general collection, read them and do a computerized quiz. For each successful quiz, students earn points and win small prizes for reaching specific point levels. This program is fun and encourages students to read. We encourage all students from grade three to grade six to participate.

## **LOCKERS**

Students from grades 6 – 9 will receive lockers for the year. They will be required to rent a lock from the school. Please note that the school division owns student lockers. School personnel may conduct a general inspection of lockers to determine cleanliness or state of repair without the student being present and without prior notice.

## **LOST & FOUND**

During the school year many items are lost or left at the school. All items will be placed in the lost and found bins in the elementary hallway, Phys. Ed office, or general office. The various clothing items will be set out at various times throughout the year and at the end of June. All remaining clothes will be taken to the Salvation Army for people who may be in need.

## **LUNCH PERIOD**

All students in Grade 1 - Grade 5A eat their lunch in their classroom. Grade 6 students will eat at the tables in the elementary hallway. Students are to remain at their desks during the lunch period until dismissed by the supervisor. Junior High students will eat their lunch in the gymnasium.

## **MEDICATION POLICY**

The Board recognizes that under exceptional circumstances, a child will be required to take prescribed oral medication during school hours and that the child's parent/guardian will be unable to administer the medication. Under such circumstances, the principal or the principal's designate may administer the prescribed medication.

Written instruction signed by the parent and physician or pharmacist will be required and shall include:

1. child's name
2. name of medication
3. purpose of medication
4. time to be administered
5. dosage
6. adverse effects
7. termination date for administering medication

**Forms for this purpose are available at the school office**

The parent of a student required to take medication during school hours must assume responsibility for informing the school principal in order that such medication might be properly secured and appropriate records kept. The parents of the child must assume responsibility for informing the principal of any change in the child's health or change in medication. School personnel will not administer non-prescribed oral medication unless **WRITEN** permission is granted by a parent. The Principal retains the discretion to reject requests for administration of medication. If a student is able to do so, self-administration, under supervision, is recommended.

## **SCHOOL RULES AND EXPECTATIONS**

As students are expected to demonstrate safety as well as respect for the rights and property of others, behaviours such as fighting, bullying - which includes physical and psychological intimidation, defacing public property, pushing, tripping, etc. will not be acceptable on our school grounds or in the school. In K - 4, 3 major themes are stressed: **courteous, caring, cooperative**. In grades 5-9, rules are based on the following: **responsibility, respect, results**.

Students are expected to:

1. Arrive at school **NO EARLIER** than **8:35 a.m.** in the morning.
2. Arrive to class on time prepared for class with books, pens, pencils, etc.
3. Leave the school promptly at dismissal time and board the bus or report home, unless requested to stay for a specific purpose.
4. Sign in or out at the office if they have arrived late or are leaving early during the school day.
5. Eat lunch in the designated areas during lunch period. Lunch period is from 12:05 p.m. until 12:45.
6. Use the assigned entrances to enter and exit the school.
7. Play in the assigned playground areas at recess and noon hour.
8. Wear clean, dry shoes at all times inside the school building.

### **Classroom Rules**

**STUDENTS OF IRVINE SCHOOL ARE EXPECTED TO:**

1. Come to class prepared and on time.
2. Follow the directions of ALL staff.
3. Demonstrate respect for others.
4. Remain at your desk during instruction and not bother others.
5. Raise your hand to request permission to speak during instruction.

### **School Wide Rules**

**STUDENTS OF IRVINE SCHOOL ARE EXPECTED TO:**

1. Follow the directions of all staff.
2. Behave in a safe manner.
3. Follow our **"HANDS-OFF"** Policy at all times.
4. Respect themselves, respect others, respect property.
5. Not use inappropriate language or gestures.

## **SUPERVISION**

A minimum of two staff members are on supervision duty during noon hour, recesses, and before and after school. The supervisor is to be obeyed at all times and is the person to contact if you have a problem. **TOWN STUDENTS SHOULD NOT ARRIVE AT SCHOOL EARLIER THAN 8:35 A.M., AS SUPERVISION DOES NOT START UNTIL THAT TIME.**

## WEATHER

The Board believes that it has a responsibility to ensure student safety in cases in inclement weather.

### Guidelines

1. The Board believes any decision to cancel school bus operations and/or close schools should take into consideration the following weather related factors:
  - 1) Temperatures, including wind-chill, colder than - 40° C at 6:30 a.m.
  - 2) Severely reduced visibility (.2 km or less).
  - 3) A combination of weather and/or road conditions that make bus operation unsafe.
2. Even if buses are running and the school is open, the final decision to send children on the bus is that of the parents. In making their decision, parents should consider such factors such as the age and health of their child, and the distance between home and the school.
3. The decision to cancel an individual bus route will rest with the bus driver.
4. If the inclement weather begins after the school day has already started, students will remain at school until the regularly scheduled dismissal time. At that time, principals, in consultation with bus drivers, will decide if conditions dictate billeting the students or bussing them home.

**Notification will be given to the parents and bus drivers through CHAT 94.5, CFMY 96.1 and The Lounge 102.1 radio stations. On days colder than -25 degrees Celsius (with wind-chill), students will be kept indoors for the entire school day including noon and recess breaks.**

## **IV. PRRD Risk / Threat Assessment Policy**

We would like to give you **fair notice** of an important policy revision in PRSD effective immediately, with the intention that this policy is to be fully implemented by September 01, 2003. After consultation with one of the world's leading experts in the area of risk and threat assessment in schools, Taber's Kevin Cameron, , it is the intention of Prairie Rose School Division #8 to **respond to all threat-related behavior. In other words, all high risk behaviors will be taken seriously and high-risk students assessed accordingly.**

Key personnel within each school have received a minimum of 2.5 days of very specific training in the field of risk-threat assessments. A team of professionals including Alberta Mental Health, Psychologists, Parents, Family School Liaison Workers, RCMP, Counselors, and School Administrators have been involved in the process of developing a protocol of procedures to be strictly adhered to in the case of threats made to any school personnel including staff and/or students. The criminal code of Canada states that students "who in any manner, knowingly utters, conveys or causes any person to receive a threat...to cause death or bodily harm" has committed an offense. The protocol will include, but is not limited to, incidences that would be considered to contravene this criminal code.

The intent of the Protocol is to provide support to persons who are considered to be at threat. The Protocol is also intended to provide assistance to those who might be considered to be the threat-makers.

As you know, there are a number of incidents that have occurred in Europe, North America and even in Southern Alberta the past few years. We are pleased that these procedures will further help to ensure the safety of all our children. Prairie Rose is considered by Alberta Mental Health to be a leader in Southern Alberta on this topic. It is only with the cooperation of a number of partners listed above that this protocol is now moving into the implementation phase.

If you have any questions, please call your school Principal or Brian Andjelic, Assistant Superintendent, at 527-5516 ext. 2304.

# V. IRVINE SCHOOL 2011-2012 SCHOOL FEES

STUDENT'S NAME: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_  
 (Please return a sheet for each child, even if there is only 1 cheque)

**CIRCLE the fee amount that pertains to your child**

**JUNIOR KINDERGARTEN FEES:**

- (MANDATORY FOR ALL JR KINDERGARTEN STUDENTS)

**\$5.00** per day (\$350/year – *to be prepaid MONTHLY*) = \_\_\_\_\_

**KINDERGARTEN FEES:**

- (MANDATORY FOR ALL KINDERGARTEN STUDENTS)

**\$120.00** = \_\_\_\_\_

**ELEMENTARY FEES:**

- (MANDATORY FOR ALL STUDENTS GRADES 1 - 6)

**Grades 1 - 6**

Agenda	\$ 8.00	
Supply Package	\$ 15.00	
Elementary General Fees	\$ 37.00	
<b>TOTAL ELEMENTARY FEES:</b>	<b>\$ 60.00</b>	= _____

**JUNIOR HIGH FEES:**

- (MANDATORY FOR ALL STUDENTS GRADES 7 - 9)

**Grades 7 - 9**

Agenda	\$ 8.00(grade 7 & 8)	
Junior High General Fees	\$42.00	
Complimentary Courses Fee	\$70.00	
Student Union Fee	\$10.00	
<b>TOTAL JUNIOR HIGH FEES:</b>	<b>\$ 130.00</b>	= _____
***GRADE NINE YEAREND TRIP FEE	\$50.00	
<b>TOTAL GRADE 9 FEES:</b>	<b>\$172.00</b>	= _____

**OPTIONAL FEES:**

**Yearbook**

Yearbook (optional)	\$50.00	_____
Yearbook discount (if paid before Oct. 3)	-\$5.00	_____ = _____

**PAYMENT IS DUE OCTOBER 3, 2011.**

**TOTAL FEES ENCLOSED:** \_\_\_\_\_

**OR, if necessary, you may take advantage of our MONTHLY PAYMENT OPTION. \_\_\_ (✓ here) - \$ \_\_\_\_\_ / month**

Just divide your total fees owed by ten. Make 10 equal payments starting Sept. 15<sup>th</sup>. Payment is due the 15<sup>th</sup> of each month.

**PLEASE pay fees or make arrangements for monthly payments by October 3, 2011**

PLEASE MAKE CHEQUES PAYABLE TO IRVINE SCHOOL. (\$20.00 NSF cheque charge)

## VI. REPORTING OF STUDENT PROGRESS TO PARENTS

Report cards will be issued to students three times a year:

December	2:	Grade 1 to Grade 9 Report Cards
March	21:	Grade 1 to Grade 9 Report Cards
June	28:	Grade 1 to Grade 9 Final Report Cards

Interviews will be held on the following dates:

Grade 1 to Grade 9:

December	7:	3:30 - 6:30 p.m.
December	8:	3:30 - 6:30 p.m.
March	28:	3:30 - 6:30 p.m.
March	29:	3:30 - 6:30 p.m.

### Promotion Policy

**Students are required to have a minimum of 50% in Math and LA plus one other core (Social, Science) before they will be promoted to the next grade.**

### Academic Excellence - (Revised Sept. 2010)

#### Criteria:

#### **Kindergarten – Grade 6**

It was decided to not include these grades for ACADEMIC EXCELLENCE, as it is difficult to assign marks by using mostly objective measures.

#### **Grades 7 – 9**

Students must have an average of 80% or higher in the core subjects (Math, Social Studies, Science and Language), with no mark under 65% in their other classes. In order to obtain FINAL ACADEMIC EXCELLENCE status, you cannot have had any mark under 65% in any subject throughout the year.

In each case, ACADEMIC EXCELLENCE will be calculated using an AVERAGE of the courses listed above. A student does not have to have an 80 in every subject to qualify, but **cannot be under the minimum of 65% for junior high**. 0.5 % shall be raised to the next whole number, making 79.5% become 80%.

Year end ACADEMIC EXCELLENCE recipients shall receive a MEDALLION at the year-end Award Assembly.

## VII. FINAL EXAMS

Final exams, in one form or another, are a part of the school curriculum. Alberta Education Achievement Exams are administered in Grades 3, 6, and 9. Individual teachers will decide whether these exams will count toward the students' final marks. The acceptable reasons for missing final exams include illness and genuine family emergencies not family holidays. **Permission to write a final exam other than when it is scheduled must be arranged prior to the exam date with the Principal.**

### Achievement Test Days

May 14	Grade 9 Language Arts – Part A
May 15	Grade 3 Language Arts – Part A
May 16	Grade 6 Language Arts – Part A
June 12	Grade 3 Language Arts - Part B
June 14	Grade 3 Math Grade 6 Social Studies
June 15	Grade 6 Language Arts – Part B
June 18	Grade 6 Math
June 19	Grade 6 Science
June 22	Grade 9 Science
June 25	Grade 9 Math
June 26	Grade 9 Language Arts – Part B
June 27	Grade 9 Social Studies

# Irvine School Goal Setting Program



Student: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## Every Kid Can!

One of our mandates at Irvine School is to ensure that our students have the opportunity to develop strategies for success in their immediate and future lives. Our evolving program, aptly named “Every Kid Can”, is proving to be a great facilitator in this regard. Here’s how it works! For each student, the core subject teachers will indicate a goal which they believe is appropriate to that students’ ability (these goals will be set in the first week in October). Parents and students should consider this proposed goal and enter it, or another goal in the proposed subject area column. The goal should be challenging, yet within reach - according to ability and past achievement history. Both goals are reviewed by the teacher and the student and a blended goal then assigned (for example: The math teacher feels the student can obtain a term mark of 80%, parents and student feel 70% is more reasonable, then a blended mark of 75% would be assigned). The blended marks or goals are then shared with the parents. This mark will then be recorded in the “blended goal” column. These goals are then compared with the student’s mark at the end of each term and students are rewarded if the goals are met and a positive attitude maintained. Rewards may range from having a treat, to watching a movie. All students who meet their EKC goals for all 3 terms will be recognized at Awards Day.

Goal setting, whether in education, business or career has been established as a prime factor leading to personal success. You do not have to be a scholar to be successful, but you do have to set goals that are challenging and within reach, and commit your efforts towards achievement. Students who realize the value of hard work today, and can commit themselves towards achieving tomorrow’s goals will undoubtedly be our community’s future successes!

T/S = Teacher/Student Goal  
B/G=Blended Goal

P/S=Parent/Student Goal  
R/C=Report Card Mark

SUBJECT	T/S	P/S	B/G	RC# 1	T/S	P/S	B/G	RC# 2	T/S	P/S	B/G	RC# 3
LA												
Math												
Science												
Social												
P.E.												

*I have reviewed the above goal setting with my child and believe that the “Blended Goals” are appropriate for Term 1.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I have reviewed the above goal setting with my child and believe that the “Blended Goals” are appropriate for Term 2.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I have reviewed the above goal setting with my child and believe that the “Blended Goals” are appropriate for Term 3.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**“TOGETHER WE DO MAKE A DIFFERENCE!”**

## VIII. JUNIOR KINDERGARTEN

Beginning in 2005, Irvine has provided a junior kindergarten program. This is dependent on sufficient registration numbers. All jurisdiction children who are 4 years old as of February 28, 2012 are invited to attend. There is NO bussing provided for this program. The program will run 2 half-days per week by a certified teacher. Play based activities will be chosen that stimulate social, language, and physical development as well as literacy and numeracy.

## IX. KINDERGARTEN

This year we will be offering a half time kindergarten program (min 475 hours):  
Tuesday, Thursday and some Mondays.

## X. ELEMENTARY PROGRAM

The following program is taught in all grades 1 - 6: Language Arts (including: Reading, Language, Spelling, & Printing), Mathematics, Science, Music, Art, Physical Education, Health, and Social Studies. Core academic subjects are generally taught by the same teacher at each grade level.

## XI. JUNIOR HIGH PROGRAM

### A. Core Subjects

The compulsory subjects that all junior high schools must offer are:

English Language Arts, Social Studies, Mathematics, Science, Physical Education, Health and Personal Life Skills.

### B. Complementary Subjects

Junior High students are required to take a variety of complementary courses per year over and above the core program. These courses can vary from year to year and may include the following this year at the Irvine School: Home Economics, Industrial Education, Band, Art, Fitness Fundamentals, Computer & Technology, Second Languages, Language Enrichment, Leadership, Images, Drama, Outdoor Ed and Fine Arts Combo.

### C. Study Skills & Learning Strategies / Daily Physical Activity

Irvine School has dedicated the last 30 minutes of the day to having common periods referred to as SKILLS and DPA. The purpose of the 3 SKILLS periods is to accommodate students who are having difficulties in particular subject areas and to teach all of our students good study habits. The two periods of Daily Phys. Ed. fulfills the government mandate of having 30 minutes per day of physical activity.

## **XII. EXTRA ASSISTANCE - (1 - 9)**

Irvine School offers three specialized programs for students who require additional services in order to be successful.

### **A. Modified L.A. & Math Program**

The intent of this program is to offer help to students who have a greater need than the above category particularly in terms of Language Arts and/or Mathematics. This involves a totally modified program in Language Arts (13 periods per week) and Mathematics (6 periods per week) in small group settings *outside* the regular program and regular classroom placement. These students do however remain a part of the regular program and classroom placement for Social Studies, Science, and all other complimentary courses.

### **B. Fully Modified & Life Skills Program**

The intent of this program is to offer an entirely modified program for our moderate and severe special needs students, which meets their physical, behavioural, social and academic needs. These students are typically delayed in one or more of these areas by several years. This program involves a totally modified program in Language Arts (13 periods per week) and Mathematics (6 periods per week) in small group settings *outside* the regular program and regular classroom placement. The remainder of their program (also outside of the regular classroom) consists of various forms of speech therapy, physical therapy, occupational therapy and the learning of basic life skills such as cooking, sewing, shopping and interacting with the real world.

Each of the above programs requires, in varying degrees, a team planning approach. Partners in this planning process may include the Prairie Rose Student Services Coordinator, Resource Room Teachers, Classroom Teachers, Teacher Assistants, School Administrators, various community health professionals, and the parents of the student. Parents are consulted before any students are placed in any of the above programs.

### **C. Guided Reading – K-4**

Irvine School has put in place a balanced literacy program involving guided reading which is a program that allows children to learn to read by working in small groups at their own ability level. Research has shown that this method is very effective in improving **all** children's reading ability. This will replace a resource room help at this time.

## **XIII. FAMILY / SCHOOL LIAISON WORKER**

The district residents, parents, teachers, community agencies or students themselves at Irvine School can access this service by contacting the school at 834-3783 or central office at 527-5516.

The purpose of this program is:

- to provide personal counselling and/or referral to students/parents who may be experiencing difficulty
- to act as an advocate for students/families
- to provide liaison between families and the school, community agencies and the school
- to co-ordinate public education programs within the school/community, based on identified needs
- Our Family / School Liaison worker is Mrs. Jennifer Hynes-Mardian. She will be available 2 days per week this year.

## XIV. EXTRA-CURRICULAR PROGRAM

A diversified program of extra-curricular activities is offered in Irvine School, and is designed to appeal to the interest of as many students as possible.

Extra-curricular activities are a privilege provided to the student body, based upon the effort, behavior, and the overall attitude of the student. These are not mandatory activities, and may vary from year to year, depending upon teacher and student interest. The attitude of the general student group is a major factor in pursuing these areas of interest. This includes general field trips and year-end field trips.

Participation in these events is based upon satisfactory conduct for the current year as determined by the majority of the student's teachers.

The following clubs and organizations make up our extracurricular program at the Irvine School: Volleyball, Curling, Badminton, Basketball, Track and Field, Running Club, Intramural Groups, Yearbook, and Student Union. Any other properly organized groups will be authorized, if deemed advisable.

Extra curricular programs may be suspended for any student who does not keep up with their work, or who displays a work ethic or attitude which is NOT positive, or whose school fees are NOT paid by October 3<sup>rd</sup>. Students must be in school for at least 0.5 day on the day of any event before participation will be allowed unless prior arrangements are made with the coach/supervisor.

### Extra Curricular Consent

Irvine School expects the student body to maintain the highest standard of conduct whenever and wherever they are representing our school. Since a field trip is an extension of the school program, **all normal school expectations will apply**. Failure to abide by these expectations may result in the student's removal from the program. A standard permission slip covering all organized and supervised outings must be filled out prior to each field trip and filed in the office. Parents will be notified of all field trips in advance by a letter from the staff member(s) who are organizing the activity.

Where transportation is provided by the school, students who are NOT riding the bus to and/or from the activity must have a note, indicating the student's plans, which must be signed by the parent/guardian. Forms for this are sent home from the coaches at the beginning of each sport season.

## XV. SCHOOL ACTIVITIES

School life is as interesting and rewarding as the students, individually and collectively, are prepared to make it. There are many student activities sponsored by the school and by the student council. These activities are both recreational and educational in nature and all students are encouraged to participate in these activities that take place before and after school, and during the noon hour. Students should monitor the bulletin boards for times and places.

## Staff List

Voice Mail Ext. #		
<b>223</b>	Mr. Jeff Wilson	Principal / Math 7A, 7B
<b>224</b>	Mrs. Cyndy Lutz	Vice-Principal / Home Ec. 7A, 7B, 8A, 8B, 9A & 9B / Language Enrichment 7
<b>256</b>	Mrs. Twyla Huene	Kindergarten / Junior Kindergarten
<b>255</b>	Ms. Margret Schacher	Grade 1A (all day) / Grade 1B (afternoons)
<b>250</b>	Mrs. Lana Coston	Grade 1B (mornings)
<b>247</b>	Mrs. Pearl Bischoff	Grade 2A
<b>244</b>	Mrs. Michelle Seitz	Grade 2B
<b>251</b>	Mrs. Jan Flaig	Grade 3A
<b>248</b>	Mrs. Shawn Yeast	Grade 3/4
<b>252</b>	Mrs. Andrea Klick	Grade 4A
<b>249</b>	Mrs. Karen Cameron	Grade 5A
<b>234</b>	Mrs. Cathy Hynes	Grade 5/6
<b>228</b>	Mr. Rob Chapdelaine	Grade 6A
<b>227</b>	Mrs. Dawn Funk	Special Education / Modified LA & Math / Classroom Support
<b>246</b>	Mr. Chris Kohlman	Special Education
<b>231</b>	Mrs. Beryl Hamilton	French 7 / Language 8A, 8B, 9A & 9B
<b>242</b>	Mr. Ryan Kusch	Music Appreciation 8/9 / Band 6-9 / Math 8A & 8B / Math 9A & 9B
<b>234</b>	Mr. Stuart Shigehiro	Social Studies 7A, 7B, 8A, 8B / Shop 7-9 / Wildlife Management-Outdoor Ed. 8/9
<b>229</b>	Mrs. Sherry Craven	Language 7A & 7B / Social 9A & 9B / Art 7 / Art 8/9
<b>237</b>	Mrs. Linda Kraft	Fitness Fundamentals 8/9 / Phys. Ed. 7, 8 & 9 / Health 7, 8 & 9
<b>233</b>	Mr. Roger Chan	Science 7A, 7B, 8A, 8B, 9A & 9B / Info Pro 7 / Second Languages 8/9
<b>240</b>	Mrs. Leslie Waldbauer	Phys. Ed. K, 1, 2, 3, 4, 5 & 6 / Personal Images 8/9 / Drama 8/9
<b>244</b>	Mrs. Jennifer Hynes-Mardian	Family / School Liaison Worker
<b>0</b>	Mrs. Lori Maser	Administrative Assistant
<b>243</b>	Ms. Pat Deis	Library Technician
	Mrs. Alison Christie	Student Aide
	Mrs. Arleen Juenke	Student Aide
	Mrs. Lisa Heisler	Student Aide
	Mrs. Laurie Hausauer	Student Aide
	Mrs. Pauline Robinson	Student Aide
	Mrs. Susan Dickson	Student Aide
	Mrs. Linda Fink	Student Aide
	Mrs. Sherry Grimm	PUF Aide
<b>241</b>	Mrs. Isabel Jans	Custodian
	Mrs. Karen Kramer	Housekeeper
	Mrs. Rhonda Pruden	Housekeeper
	Mrs. Vivian Eales	Housekeeper

**1st Bell - 8:39**

**Opening Exercises - 8:41**

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>8:45 - 9:22</b> 37					
<b>9:23 - 10:00</b> 37					
<b>10:01 - 10:39</b> 38					
<b>10:39 - 10:49</b>	10 minute recess - Elem. 10 minute break - Jr. High	10 minute recess - Elem. 10 minute break - Jr. High	10 minute recess - Elem. 10 minute break - Jr. High	10 minute recess - Elem. 10 minute break - Jr. High	10 minute recess - Elem. 10 minute break - Jr. High
<b>10:49 - 11:26</b> 37					
<b>11:27 - 12:05</b> 38					
<b>12:05 - 12:46</b> 41	<b>NOON</b>	<b>NOON</b>	<b>NOON</b>	<b>NOON</b>	<b>NOON</b>
<b>12:50 - 1:27</b> 37					
<b>1:28 - 2:06</b> 38					
<b>2:06 - 2:16 (Elem.)</b>	10 min recess - Elem	10 min recess - Elem	10 min recess - Elem	10 min recess - Elem	10 min recess - Elem
<b>2:16 - 2:49 (Elem)</b> 33 <b>2:07 - 2:44 (Jr. High)</b> 37					
<b>2:44- 2:49 (Jr. High)</b>	5 min break - Jr. High	5 min break - Jr. High	5 min break - Jr. High	5 min break - Jr. High	5 min break - Jr. High
<b>2:49 - 3:19</b> 30					

Regulations for Prairie Rose Regional Division #8 states that:

“Bus drivers must obtain written approval from the principal or his designate before allowing unauthorized students or volunteers on the bus.”

I wish to ride bus number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  AM or  PM  
Day/Month/Year

or (Driver's Name) \_\_\_\_\_ **Driver's Signature** \_\_\_\_\_

Regular Bus Driver's Signature \_\_\_\_\_

**THIS IS REQUIRED SO YOUR DRIVER IS AWARE THAT THE STUDENT WILL NOT BE ON HIS REGULAR BUS.**

**Identification:**

Student Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent Work Number: \_\_\_\_\_

Designation: Please 4 One

\_\_\_\_\_ A friend's home

- Name of friend: \_\_\_\_\_
- Home Phone #: \_\_\_\_\_
- Parent's Work #: \_\_\_\_\_

\_\_\_\_\_ Other: Please Specify \_\_\_\_\_

Parent Signature: \_\_\_\_\_

A bus driver may refuse transportation to any student but those on an assigned run. This refusal will be based on the driver's assessment of safety, bus capacity, and the efficient operation of service to students who are regular passengers.

I authorize this student to ride on the designated school bus subject to the driver's approval; however, this approval is only to ride the bus and not intended as permission to be at the above stated destination.

Principal OR Designate Signature: \_\_\_\_\_ Date: \_\_\_\_\_