

# Derek Taylor Handbook

**2024/2025**

## Welcome!

Welcome to our current families and our new families to the 2024/2025 school year. As a staff we are looking forward to a fantastic year with the students and we are fortunate to be able to provide many learning opportunities for your children.

Please always reach out with any questions or concerns through phone, email or by dropping in the office.



## Contact Information

### Administration/Office Team

Shelly Bracko, Principal	shelly.bracko@gppsd.ab.ca
Janice Barrett, Vice Principal	janice.barrett@gppsd.ab.ca
Ashley Goodine, Assistant	ashley.goodine@gppsd.ab.ca

### Communication/Message

If you have a message for your child, or would like to reach a teacher by telephone, please contact the office the office staff will ensure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

#### Derek Taylor is Online!

Facebook: [www.facebook.com/dtps.gppsd](http://www.facebook.com/dtps.gppsd)

School Website: [www.gppsd.ab.ca/school/derektaylor](http://www.gppsd.ab.ca/school/derektaylor)

### Reporting an Absence

This can now be done online by heading to the following link on our school website.

<https://derektaylor.gppsd.ab.ca/our-parents-students/attendance-report-an-absence>

## Bell Schedule

**\*\* 8:25 – 3:05 \*\* School Day**  
**Doors Open at 8:15 AM**

### Kindergarten: Monday to Friday

AM: 8:25 – 11:10

PM: 12:20 – 3:05

### Grades one to six

Lunch: 11:30AM – 12:00 PM

### Grades Seven and Eight

Clubs and Lunch: 11:05AM – 12:00 PM

# Information

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## Arriving at School and Dismissal

Our doors open at 8:15AM for all students. All students have an assigned door,

**Grades One and Two:** East door facing the field

**Grades Three, Four, Five and Six:** East door facing the parking lot

**Grades Seven and Eight:** West door

They enter and exit by the same door to ensure easy movement of students at the beginning and end of day. We also have ample room for footwear in the various seasons and students should have indoor and outdoor shoes. School staff are always present to greet students and ensure they feel cared for and to help them make their way to their classrooms.

On the first day of school, class lists and teachers will be posted at each door.



## Lunch

- It is important for students to remember to bring their lunch and snacks each day.
- Microwaves are available in the classrooms and hallways.
- If a student does need lunches or snacks, we have our nutrition program available with no questions asked for students.
- We also have Citrus Catering, which can be ordered online, and we have our own Dino Bites canteen for snacks they can buy with cash during the first 10 minutes of lunch.
- Junior High students have clubs and recess from 11:05 – 12:00 and with permission forms completed, may go home for lunch during this time. Please see the office for the lunch form and policy.

## Lockers/Cubbies

All students will be provided with a locker or a cubby for their belongings. Junior High students will be assigned locks for their lockers. No other locks may be placed on lockers.

## Bikes, Scooters and Skateboards

Students may bring bikes, scooters and skateboards to school. They must also have a helmet while riding to and from school. The use of bikes, scooters or skateboards is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during busy school hours. Bike racks are available for the bikes and scooters and skateboards may be stored in the boot rooms.

## Parents Volunteering

We encourage our parents to volunteer in our school for various events, reading with students, school council and field trips. Please see the office for any information you may need.

## School Newsletter

Once a month a school newsletter will be distributed to all our parents. You will also receive consistent communication from your child's classroom teacher.

# Policies

2024/2025

## Dress Policy

Derek Taylor Public School



### Dress Policy

Derek Taylor is a K-8 school and we expect students to reflect on our school as a place of work and learning. We expect students to dress in a manner that reflects a positive sense of self with a welcoming, inclusive, safe, and healthy learning environment.

The criterion for dress includes:

- Following safety guidelines in all activities (individual dress guidelines for specific courses will be included in course outlines)
- Shirts with opaque material which covers the front, back, side and midriff (bottom of shirt must touch the top of pants or skirt)
- Pants, shorts, or skirts with opaque material which cover the buttocks.
- Undergarments will not be worn as outerwear, but straps and waistbands may be exposed.
- No clothing that is offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics, including promotion of drug or alcohol use.
- Winter coats must be left in school lockers during class time unless conditions warrant.
- Headwear will not be worn inside the school unless it is for religious reasons.

# Policies

2024/2025

## Personal Digital Device Policy

The school is not responsible for any damaged, lost or stolen personal digital devices.

### Kindergarten - Grade Six

Students are not permitted cell phone use at the following times. If they have a cell phone, they need to be turned off from 8:15 am – 3:05 pm and stored in their lockers.

### Grades Seven and Eight

Cell Phones, Smart watches, iPods, iPads, notebooks, netbooks, and tablets

- Turned off and stored in their lockers from 8:15 AM to 3:05 PM.
- Can only be used each day from 11:30 to 12:00 while they eat, unless student is instructed otherwise. This is a privilege for our grades seven and eight students.
- There are no devices used during transition periods between classes.

*Parents can support this policy by waiting till the end of the day to contact their children or leaving messages with the office.*

### Cameras / Video (Kindergarten - Grade 8)

Not for use in the school or on school grounds, during school hours. Only course approved cameras will be allowed.

No videos should appear on social media which have been taken during school hours.

### Failure to follow the Digital Device Policy

**1<sup>st</sup> Offence** – Teachers or staff will remind the student of the policy and ask them to place their device in their locker and turned off. Offence is logged in PowerSchool and parents are contacted by the teacher.

**2<sup>nd</sup> Offence** – Teachers or staff will bring the device to the office. Administration will talk to the students about the Digital Device Policy and remind them a second time about the expectations. Phone is kept with administration until the end of the day when the student can retrieve it. Phone call/email to parents from administration.

**3<sup>rd</sup> Offense** – Teachers or staff will bring the device to the office. Administration will phone parents to meet, and the device can only be picked up by parents. If parents cannot pick up the device and want it sent home with the student, the device will not be allowed in the building until administration meets with parents.

# Other Information

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## Option Fees (Junior High)

Option fees for Junior High are \$120 for the year. This is \$20/option and there are 6 options spots to fill for the year.

## Hands-Off Policy

To protect and respect the safety and dignity of students, Derek Taylor always maintains a **Hands-Off Policy** for all students during the school day. The policy also refers to touching or taking other people's property. These expectations are clearly explained to the students at the beginning of the school year and thereafter are consistently monitored, and consequences will apply when necessary.

## Extra-curricular Activities

All students are encouraged to participate in the many extra activities that will be available at Derek Taylor School. Teams and clubs will be announced to the students throughout the year, and it is the responsibility of the students to ensure that they have fulfilled all their academic responsibilities as a priority. Students who fail to fulfill their classroom responsibilities may have their extra-curricular opportunities withdrawn to encourage an acceptable academic focus.

## Footwear

Outdoor shoes are to be removed at school boot rooms. All students should have a pair of clean indoor shoes they can change into when they arrive at school. Also, appropriate footwear must be worn for physical education. This means crocs, sliders and flip flops are not appropriate in the gym and students risk the chance of injury.

## No Dogs on School Grounds

Bylaw C-1226 states that "The owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs or within five meters of a playground, athletic field or school ground."

Please leave your pets at home when picking or dropping off students.

## Student Conduct

Derek Taylor School acts in accordance with all Grande Prairie Public School Division Administrative Procedures regarding the responsibilities of students, parents, teachers and administrators. This document is available to the public on our external website at [www.gppsd.ab.ca](http://www.gppsd.ab.ca)

## Student Rights and Responsibilities

Students at Derek Taylor School have the right to be treated with dignity and respect. With these rights come responsibilities.

You have the right to a safe place to learn.

You have a responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

You have the responsibility to respect the ideas and opinions of others.

You have the right to use schoolbooks, equipment, and materials.

You have the responsibility to take care of all schoolbooks and equipment.

You have the right to be treated fairly.

You have the responsibility to treat others fairly.

You have the right to a good education

You have a responsibility to do your best.

