

Wednesday:

Principal report: (Sipping Staff)- Anytime you hear an Acronym, please take a sip (coffee, water, tea, whatever). Also, although we have a Google slide presentation- please take notes if you wish. I personally, am a note taker.

Thank you for the in depth conversation yesterday. I really appreciated the various perspectives and we look forward to continuing this conversation.

Today's agenda is as follows (show on Loft Board)

1) **(Slide 1)Assessment- David Martin- reflection question:**

Notes: **Yesterday,**
we asked a few questions for you to consider.

- Please discuss a few ideas to try with your colleagues. Bounce ideas off one another and see if they are ways we can improve.
- November: Are we interested in a Celebration of Learning, vs. standard Parent Teacher interviews?

We will be creating Staff Google Classroom

- Here we will adding any important documentation you are responsible to read and/or watch
 - TQS
 - Commission of Learning- there are some impactful videos and information. Please read (I will talk more about this later)
- 2) **Code of Conduct-** this has been updated to reflect 2 things:
 - Cell phone policy
 - Dress attire
- Final “wording” for Dress is being looked at today and we will have the link to talk to students tomorrow, by end of day.
- **(Slide 3) Healthy Interactions** has been changed to **Focused and Effective Communication** . (Hand out to tables. Explain what this means and show diagram)
 - This will be posted on our website, and discussed and Parent Council.
- 3) **First Day with students (Explain Day 1/Day 2 with new staff- Terra Beth sent out a calendar which we will forward after the meeting)**
 - a. Please review the Student Code of conduct.

Reviewing Handbook/Code of Conduct in classes

- Print off a class list, date list of day you read the handbook
- Keep a record of the students who have heard the handbook read to them
- When every student has heard the handbook, hand in list to Tracy

- Important for all staff to read

b. Discuss your class expectations

i. Items to think about:

1. Everyone at admin council, had the opportunity to share their “why.” Both Kevin and I mentioned culture and creating a consistent message around respect, empathy and consistency, where everyone feels welcome and a part of a community when they come into our building (student, staff, parents and the community)
2. To do this work, we all have to have a consistent message amongst all staff. We are not going to rebuild our “mission, vision and values today” but this is something we would like to build with staff this year. To redefine what we as the Redwater team.
 - a. However, in the interim, we would still like to have a consistent message from the start, that can easily be incorporated into a mission statement at a later time. This work began last year, which focused on 3 things messages: Respect for self, respect for others, and respect for our environment/school.
 - b. We would like to suggest we all state this when building our classroom rules and expectations
 - c. We will also be mirroring this message to any concerns that come to our office

c. Handout option forms

- i. Students in Grade 5/6- have separate options, but are choosing and cycling through options this term.
- ii. Students in Junior High:
 1. Please hand out the Options form first block.
 2. Read through the option descriptions, and have them number their top 3 choices. Link will be shared with everyone after the meeting.
 3. We will get the list to teachers and students as soon as we can (**talk to Dede about this procedure**)

d. Lunchtime (discuss with Kevin)

- i. Some of our students like to leave campus, and go home for lunch. To do this, the school requires a note from the parent indicating this. We would like all students to be instructed, they must sign in and out at the office. They cannot leave through the JH or Elementary doors, as we are responsible for them, and need to know when they are away from the school.
- ii. If they stay in school for lunch, please set up the expectation to clean up their personal space, before they leave.

e. Respectful communication/address. How to address each other

- i. Teachers: Professionalism:** Be professional at all times. Consider how students address us. This can from our Superintendent, that she wanted us to think about, how we allow students to address us. We are their teachers; not their buddies. Superintendent Warren asked that staff be addressed by Mr. Ms. Mrs /last name. We should not be on a first name basis, nor should they be simply addressing us by our last name. If some are unable to pronounce our last names, addressing us a Mr. K, or Ms. S, is fine.
- ii. Students:** Our school expects students to treat each other with respect. If a student is choosing to address classmates as something other than their name, discuss this with them. We also respect others personal belongings, privacy and space. Insist they also address each other respectfully.

4.(Slide 5) : Please do not give your personal cell phone number to students. In addition, please do not add them as friends on Facebook. We do not want unintended consequences.

- 1. We are teachers 24/7. Even when we are not at work, we are always teachers
 - a. This bring me to:

(Slide 6) Code of Professional Conduct for Teachers and Teacher Leaders- Information on this topic will be linked in the Staff Google Classroom.

The new code of professional conduct took effect on January 1, 2023.

To maintain safe, caring, healthy and respectful learning and working environments, open communication between all parties is essential. The success of all students is the guiding principle for all dispute resolution at the school and division levels. When differences of opinion occur, the most effective method to achieve resolution remains direct communication between the parties involved. (Safe & Effective Communications Diagram)

Now: Any person may make a complaint pursuant to the Education Act about alleged unprofessional conduct of a teacher or teacher leader which may result in disciplinary action impacting a teacher's or teacher leader's suitability to hold a certificate.

It is important for all certificated teaching staff to review the Code of Professional Conduct as well as the Code of professional conduct for teachers and teacher leaders: companion document.

<https://www.alberta.ca/code-of-professional-conduct> (on ATA website)

and this leads us to the TQS....

7.(slide 7) TQS:

- f. **Information on this topic will be linked in the Staff Google Classroom.**
- g. This document is used to guide any teacher evaluation. Also, When Kevin and I are visiting and giving feedback, will be using this as our guiding document. Please review in the Staff GC as this document was updated 2019- The new standards also reflect a renewed focus on First Nations, Metis and Inuit education, with new, dedicated competencies added to each standard. There are copies on every table; please take one as this document guides our profession.

8.(Slide 8) Communication:

1. Sick Days - whenever possible please enter for a sub prior to 6:30am and text Christy and Dede
2. Students/Parents Contact home/Log entries : Always try to call and have a conversation first, vs an email. If you try to call them, please add the log entry to PS. However, please do not just “left msg.” Please say what you said.
 1. Only speak about the student in the log entry
 2. Post email in log entry
 3. Whether it is student behavior or parent behavior, please take the time to enter it as a log entry. When concerns go up the food chain to CO it is the first place they look for information. It can be very difficult to recount events from memory.

9. (Slide 9) Emergency Routines / Hour Zero- Info will be adding to staff GC.

- Log into Hour Zero and using your checklist update all required fields and documents. Once complete ensure you check as complete on the checklist.
- Please verify your personal information.
- Staff will receive an email from Hour Zero about the training that is outstanding (you may need to check your junk email).
- Some staff also need to complete the Anaphylaxis training, ICS Goes to School and ACT One.
- When you log in to your profile you will see what is due.
- New hires will be sent a link to do their required training.
- For staff who have never heard of Hour Zero, please come and see me. I created a document last year, that helps to understand the key emergency procedures, and what they mean.
- We also need staff who are trained in First Aid, should there be a student who requires first aid. If we have any staff with current first aid training, please add this information in your hour zero profile.
- **Calendar - 1st fire drill Sept. 15 @ 11 am (ask Kevin- where is the Muster point?)**

10. (Slide 10) Specialized Programming

In SPS, there are three schools which have “Specialized Programming” classrooms. Namao, SCHS and Redwater. These specialized programs are typically for students who have cognitive challenges, and are integrated into regular programming as much as possible. In the past, these students were often in segregated programs, where they did not interact or join any peer level grade groups for learning. Now, the division is directed to focus on inclusion when doing so serves a purpose for that student. We are not including student in regular mainstream programming for the sake of inclusion. It has to serve a purpose. To date, we have 5 students in our program this year, including one new student, with some significant challenges, coming into Grade 5 from Ochre Park School. To provide some further details re: these students, Shannon is going to come up and talk about our students, so you can familiarize yourself with them, and how specialized programming is going to work this year.

11. (Slide 11) Substitute Teachers:

- AT Admin council, feedback was shared from substitute teachers. In summary,, they do not feel supported and/or welcomed. We know it can be very difficult to get subs. Kevin and I both attending a fantastic session at Ulead last year, where they talked about Culture and part of it was addressing subs. We know subs are difficult to get, so one suggestion they had was to have a student, designated as the “Welcomer” They welcomed the staff member, let them know any important information, offer any help to help the class run smoothly (run to get chromecarts, etc).

Ideas to support them (give staff 5 minutes to brainstorm- give sticky notes)

1. Neighboring teacher, please check in on them. If you hear abnormal volume, etc, please pop in

○ Emergency Folder:

- If you are unexpectedly away, we need a folder with at least 3 days of emergency sub plans.
- Please update your sub folders with your class lists, with any student info the sub needs to be aware of, any pertinent info (ex: where the Hour Zero folder is, etc).
- Print a list and place it in the folder in each location that you teach that particular group

9. Assignable time:

Our day starts at 8:15- please be present in the hallways, and by your classroom doors, to greet students. Our day ends at 3:15. PLC is included in this, but will only designated once per week (you are welcome to collaborate more!)

- (Slide 12) PLC info: We will be having this one/ week. We will help facilitate by providing a topic to discuss, and groupings. Please talk with your group members and decide where you are going to meet. Have one person take minutes. Once

completed, please upload to PLC folder, in our School Drive. Kevin and I will review the work that is happening, and if there are areas we need to address as a staff, this will help facilitate those discussions.

14. Supervision:

1. be visible as much as possible to be proactive for behaviour. All transition times be in the hallways. If you see something that is not “right” please stop and make it right. We are a unified team, at all times. (For example: if there is a child laying on the floor on your way to the office, please stop and ask what is going on).

16. (Slide 13) Education Plan- (due end of September)

1. AEAM results are available. Kevin and I will be reviewing our results and sharing this soon. This will also impact our Ed plan goals.
2. **PD plan** : This year we will be devoting our time to PD between literacy, TCI, and School Culture.
 1. **TCI:** Therapeutic Care Intervention info. - 5 full day of training, to become certified. Then an additional 5 day training to become Train the Trainers. We have 3 trainers in our building. A draft plan for rollout is being worked on.
- ii. For new staff, Redwater is a MHCB, which stands for Mental Health Capacity Building. Carina, Erin and Cricket, work for Alberta Health and are able to provide our school and community, with a variety of supports. Amanda, Claire and Teri, also often work out of the Hub, providing services to our students. For today, I asked Carina to talk about what is the HUB, how teachers can use the HUB, and how can we differentiate what supports our students may need.
- iii. What is HYPE? (for new staff)
- iv.
 1. Difference between ‘can’t and won’t’ What this means for staff. How do we access the right resource?

17. (Slide 14) Admin Council info:

- a) **Wellness info from Admin Council (Will send out as information for staff via email after the meeting).**

ASEBP plans on sharing a new edition of their Workplace Wellness Wire e-newsletter in the early fall and continue to update the ASEBP and community wellness resources on the It Takes a Village hub.

Inkblot is our Employee Family Assistance Program provider and can be accessed by visiting Inkblot.

If an employee needs immediate mental health support, please call 1-855-933-0103 (1 for English and 2 for French) If it is an emergency please dial 911.

b) Tranquility By Inkblot

- This new program is a digital therapy program designed to help you effectively reduce mild to moderate symptoms of anxiety and depression. It teaches positive coping strategies and skills for reducing life-disrupting mental health challenges through interactive learning modules and tools. This program is different than the EFAP counselling, as it provides self-directed modules rather than individual therapy sessions with a counsellor. More information can be found on the ASEBP website:
<https://www.asebp.ca/news/new-program-inkblot>

- **SPS New Curriculum Supports: Teaching Resources Hub (Amanda to Speak to?)**

- Curriculum working groups of volunteer teachers identified ESPs (Essential Skills and Procedures) for each new curriculum grade level
- Optional Scope and Sequences were developed using vertical alignment between grades and evidence based learning progressions

Key Professional Learning (PL) will surround:

- ● Layers of Reading and Writing
- ● Thinking Classrooms in Mathematics
- ● Effective Assessment

- Diploma exams: Have returned to 30% weighting for the 2023-2024 school year

****(Slide 15) Important Due Dates**

- ASEBP for Health Spending and Wellness account- August 31st.
- Course Outlines due Sept. 15 - Upload to drive
- Emergency Sub Plans due Sept. 15 - Hand in to Dede. Include:
 - 3 days worth
 - Any relevant IPP/Medical/info
- Long and Short Range Plans due Sept 29 - Upload to drive
 - Break down month by month
- PGP due Oct. 16
- Open House (Feb. Staff Meeting)
 - Date : April ???
 - Start thinking about ideas?!?!)

Vice Principal Report:

1. (Slide 16) Supervision

Lunch Eating Areas

Grade 5-8 in Classrooms:

Grade 5/- *Looking into On campus only.*

Grade 9: Jr. Hallway / in front of Hub

a. Lates

- i. This brings us to lates. Some students were abusing this last year, and were returning from lunch very late, which can be really disruptive to your classes. At the same token, we do not want to publicly “shame” kids for disrupting our classes.
 1. The office is going to keep track of students coming in late from lunch.
 - a. The first time they are late we are going to review the expectation, that if they want to leave campus to go home for lunch, they need to arrive on time, to respect the learning of everyone.
 - b. If they are late a second time, we will be calling home to reiterate if they want the privilege of leaving school at lunchtime, they must respect that they return to school on time so not to disrupt the learning of others
 - c. If they are late a third time, a phone call home will be made by admin, with the student, to explain this privilege has been revoked, and they must remain at school during lunchtime

*Jr. High needs a note to leave campus / Hand into the office

Grade 10/11/12: Sr. hallway

- b. After Lunch Eating
 1. Recess / Elementary
 2. Intramurals - gym will be closed for Sept.
 3. Close Jr. high hallway
2. (Slide 17) Chromebook rollout for EA's
Tech will be rolling out Chromebooks to our EA staff so that they have access to the Google suite of products on their own assigned devices.
 - By mid-October, we should have all the bugs worked out, and will then start rolling them out by school.

3. (Slide 18) Field Trip Guidelines

1. Need to Use ClevR - see Kevin for help
2. Field Trips
 1. We would like to see every grade partake in roughly the same amount of field trips this year. (This could be a great time to brainstorm with grade groups- 10 minutes?)
 2. **Pioneer Trail North** - Outdoor Classroom - session on Tuesday (no more grant \$\$ for this ---October PD Day?)

4.(Slide 19) Loft Boards (added)

If there are any staff that would like training on the functionality and tools the loft board provides, we can book a PD with Shannon Requa. If you are interested, please send me an email.

5. (Slide 20) Culture Code

a. Goals

1. Create a new vision for the school (Top 4 values....?)
2. Environment where we help/support each other
3. Effective and Appropriate Staff-Student relationships/school culture
4. Bulletin Boards: Plans.
5. start brainstorming/more to come on PD days

(Slide 21) Who do I ask?

Kevin:

- Supervision/Intramurals
- Field Trips (in Clevr) - how to's and approvals
- Athletics
- School Owned Buses

Christy:

- Hour Zero
- PD requests
- Personal Leave Requests

September Special Dates

- Note- if we doing any event that is special, or if you are having a speaker, students are building/creating awesome projects- please let us know- We will reach out ro Lauren Walter (Communications), as she wants to hear about these events to help promote the awesome things we are doing in our school!
1. Our wellness team will be hosting a welcome back BBQ lunch for students and staff on Thursday and Friday! We will be cooking up hot dogs in the outdoor classroom. In order to make sure that we have enough space we are hoping that the elementary students could come down for their hot dog and chips at 11:10 and then junior high and high school students at 11:20 😊 Students are welcome to enjoy their lunch in the garden space or in the wellness hub if they would like.
 1. Extra big thank you to our HYPE team for sponsoring this lunch!!!
 2. Back to School Assembly- (have we picked a date?)
 3. Pancake Breakfast/Terry Fox Sept. 15

4. Picture Day Sept. 16
5. Meet the Teacher Sept. 18
6. Fire Drill - Sept. 20 - 11 am ???
7. Check Calendar for all Athletics dates

8. (Slide 22) Coaching/Clubs? (did Amanda find the form?)

1. If there are staff who are interested in coaching or creating a Team/CLUB, please fill out the following form. If we could have these today, we could have students decide on what clubs they would like to join so staff can plan.

9. (Slide 23- Principals' message)

Hnadout and I just wanted to share a wuick story. (talk about Laurie and setting up high expectations- It may take some students longer than others to grasp a concept or develop a skill, but we have to belief they will get there. Set your expectations high. Your words matter and you will never know the impact you will have on students.

Dede/Tracy- updates

Also 1 additional idea-

To help develop and get to know our students, would staff be OK with sharing some trivia? We could call this Monday morning Trivia- Have our photos on a bulletin board, and students have to guess who the week's trivia applies to?