

Taylor School HANDBOOK

2026 - 2027



"Children First"

Swan Valley School Division

Contact Information

Taylor Elementary School

908 - 2nd Street N.
Box 1269
Swan River, MB R0L 1Z0

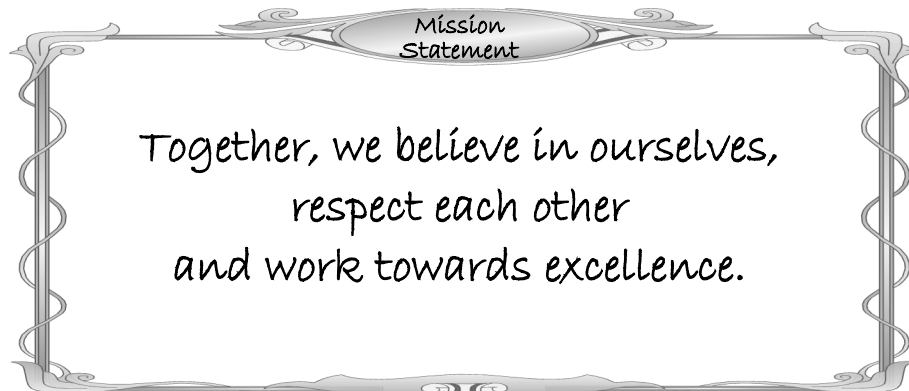
Principal: Cory Grandfield

Phone: 204-734-4593

Fax: 204-734-3112

Email: cgrandfield@svsd.ca

Website: www.svsd.ca/taylor



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Staff

TEACHERS

Mrs. Crystal Clelland—Kindergarten A
Mrs. Brittney Minish-Terleski—Kindergarten B
Mrs. Theresa Grandfield—Kindergarten C
Mrs. Joanne Betcher—Grade 1A
Mrs. Leigh Hunt—Grade 1B
Miss Pam Bowles—Grade 1C
Mrs. Dana Terhorst—Grade 2A
Miss Erin O’Grady—Grade 2B
Miss Chelsea Miles—Grade 2C
Mrs. Suzanne Eisler—Music
Mrs. Kristin Immerkar—Physical Education (0.5)
Mrs. Rachel Eisner—Developmental Education
Mrs. Charlene Fothergill—Early Literacy Intervention (0.5) & Resource (0.5)
Mrs. Tammy Webster—Resource

LIBRARIAN

Mrs. Jodi Perchuk

EDUCATIONAL ASSISTANTS

Ms. Nicole Bresky	Miss Tetiana Kvachuk	Mrs. Karen Podolski
Ms. Shelly Bresky	Ms. Morgen Legebokoff	Ms. Joanne Quill
Miss Olivia Carvelli	Ms. Veronica May	Mrs. Loril Scales
Mrs. Brenda Forman	Ms. Heather McCullough	Mrs. Tawyna Tanner
Mrs. Jennifer Gray	Mrs. Lorraine Mullin	Miss Paytin Williams
Miss Hannah Grove	Miss Lilei Nichiporuk	

ADMINISTRATION

Mr. Cory Grandfield, Principal
Ms. Beverly Negrave, Secretary

CUSTODIAN

Mr. Oleksandr Shkuratov
Mr. Noah Homenuik (Assistant)

DAILY TIME SCHEDULE

8:50 - 8:55 am	Students enter the school and register for the morning.
8:55 - 9:35 am	Block 1 (Opening Exercises & Announcements at 8:55 a.m.)
9:35 - 10:15 am	Block 2
10:15 - 10:30 am	RECESS
10:30 - 11:10 am	Block 3
11:10 - 11:50 am	Block 4
11:50 am- 12:50 pm	LUNCH
12:50 - 1:25 pm	Block 5
1:25 - 2:00 pm	Block 6
2:00 - 2:15 pm	RECESS
2:15 - 2:55 pm	Block 7
2:55 - 3:30	Block 8
3:35 pm	Students are dismissed to go home.

SCHOOL CYCLE

Our school operates on a six-day cycle.

Monthly calendars will have school days and special events marked on them. Our website also will have a calendar with event dates. Please check it out at <https://www.svsd.ca/taylor>

DOORS

Kindergarten - North (East)

Grade 1 - South (East) - After School; North—during the day

Grade 2- South - Main Entrance

OFFICE HOURS

8:00 a.m. - 4:00 p.m.

VISITORS

Visitors are welcome! All visitors are asked to report to the main entrance and ring the door bell to gain access to the school. The bell is located on the right hand side of the main doors. Once you have entered the school, you will turn to the right, proceed to the office and sign in. Visitors must sign in/ out of the building.

VISITOR ID

Authorized clinicians and all SVSD staff will be given a visitor ID to wear while in the school building.

STUDENT SIGN-OUT

If parents/guardians must pick up or have their child picked up during the school day, the student is required to be signed out at the office. We will call your child to the office in most circumstances.

EVENTS Holiday concert / gatherings

Any parent/guardian choosing to sign out a student will be supported by authorized staff under the supervision of the principal or designate. A “signout” table will be set up in the main hallway. The student will be called once the sign out sheet is completed. It is recommended that the teacher be notified prior.

INFORMATION AND COMMUNICATION TO PARENTS

A monthly email will be sent to each family that includes events taking place at school, educational information for parents, as well as information about upcoming events. A monthly calendar is included.

Bulletins of specific information will also be sent by email to parents regularly as required. Our school website and Facebook page also contain information as well as an electronic calendar of school events. Parents are encouraged to check it out at <https://www.svsd.ca/taylor>

OPEN HOUSE

Each September the staff holds an Open House Night for all parents and students. The Open House is scheduled the Tuesday after Labour Day from 4:00 to 6:00 pm. Parents can bring their children to meet the teacher, check out the classroom, drop off school supplies, pay fees and fill out forms.

STUDENT AGENDAS

Student agendas will be used by all Kindergarten to Grade 2 students.

The agendas help students to develop stronger organizational skills, assist them in developing goals and provide for regular home/school communication. To ensure success, parents will be expected to check and sign agendas daily.

The cost of an agenda is included in the amount listed on the student school supply list.

VOLUNTEERS

In order for our school to carry out the many “extra” activities that make for an effective school, we rely on an energetic group of volunteers. We feel fortunate to have had an excellent support group which has aided us with both regular help as well as special occasions.

We hope you will seriously consider helping us. All volunteers within the school are required to complete a criminal records check and a child abuse registry check. Both checks are FREE when volunteering with us and are easy to complete. For more information on these, please contact the school office.

PARENT ADVISORY COUNCIL

Please keep reading, please keep reading...

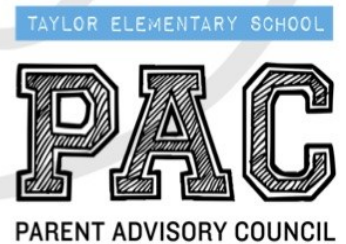
Yes! Ok, great, we’re glad you’re here because we all have something important in common – our kids! Since they spend a big part of their lives within the walls of Taylor School this volunteer group is passionate about helping our kids MAKE THE MOST of that time. We help add the extras to their school experience through events, programs, and special purchases. Parents like you and me are what have kept this effective group alive and strong for over twenty years.

How can you help? How sweet, thanks for asking.

Visit a monthly meeting – A great option if you want to find out what goes on and who is involved. We meet monthly via ZOOM.

Try out being a council member – Sound too official, maybe? But it’s not. We learn as we go, laugh a lot, and keep things light.

Add your email address to the PAC mailing list – Then you can get the monthly notes from the meetings and get first dibs on the job you want when we need volunteers for an event. Email your full name “Add me to the PAC List” to jchegwin14@hotmail.com



SUPERVISION

Teachers have been assigned supervision including bus, morning and afternoon recess duties. Our lunch begins at 11:50.

Noon hour supervision is carried out by educational assistants who are trained to carry out the responsibilities. The principal will be on call in the office for emergency situations that may arise.

Students will be expected to show respect and courtesy towards all supervisors.

RECESS

Children are expected to go outdoors at recess.

Students will remain indoors during days of inclement weather. Recess will take place in the student's classroom on these occasions.

Should a student be recovering from an injury and need to stay indoors temporarily, parents are requested to send a note to the classroom teacher. If possible, the note should state the duration the parent/guardian expects the child to be kept indoors.

LUNCH BREAK

Students will eat in their classrooms between 11:50 - 12:20. Each student, along with monitors, will be expected to help keep lunchrooms clean and tidy.

Students will follow the rules for making lunch an enjoyable time for all.

Students misbehaving during this time will:

- a) be given a warning.
- b) be isolated for lunch and parents will be informed.
- c) lose the privilege to eat lunch at school.

It is important we receive cooperation from both students and parents. It is a privilege to stay at school for lunch. Any student staying for lunch will not leave the school grounds during the noon hour unless arrangements are made by the parent and office personnel are informed, and the student is signed out.

NUTRITION POLICY

The intent of Taylor School's Nutrition Policy is to provide a guideline to assist in making healthy choices when packing snacks and lunches. It is not to criticize or evaluate food that is brought to school.

1. We encourage healthy and homemade snacks and lunches that include all 4 food groups. The morning snack in particular should be nutritious (eg. nuts, cheese, fruit, yogurt, whole wheat breads, raw fruits and vegetables, etc.).
2. We encourage parents to reduce the amount of unhealthy pre-packaged foods and snacks.
3. Taylor School is a pop and energy drink free zone. Such beverages will be disposed of or sent home at the end of the day with your child.

Taylor School will continue to promote healthy eating and active living through the food offered in school, nutrition education and physical education.

Please note: For safety reasons, Taylor School will not accept food items / treats to be shared with others. Thanks you for your co-operation.

HEALTH SERVICES

The school is served by Prairie Mountain Health. It provides us with preventative services, resources and members to speak to groups of students.

On occasion, we have individual head checks for pediculosis (head lice) to prevent outbreaks from taking place. These are done by trained staff members. Parents will be informed of suspected cases. Head lice shampoo is available, please contact the school office.

The head lice policy can be found on the Swan Valley School Division website.

ILLNESS OR INJURY AT SCHOOL

Illnesses or injuries will be reported to the office when they are detected. Parents will be contacted if necessary.

The principal or secretary can provide students with Tylenol or Advil upon the written or verbal consent of the parent. A small supply is kept in the office.

Arrangements for administering any prescribed medication in school must be made with the principal. Students will not keep any medication in their possession during the day. Parents are required (School Board policy) to fill out a medication form, signed by a physician, should their child/ren require medication at school.

Staff will attend to accidents while parents are being contacted. Where medical attention is required, parents will be expected to pick up their child. In cases where parents can't be reached, the child will be taken to the hospital or an ambulance will be called. A staff person will remain with the child until the parent/guardian arrives. ***(We may also try to contact your designated "Emergency Contact Person" as listed on the annual registration form.)***

PARENT PERMISSION FORMS

It is Swan Valley School Division Policy that in order for students to attend activities held away from school property that a permission form be completed for each event. Periodically throughout the year, your child will bring these forms home. It is parent responsibility to ensure that forms are completed in their entirety and returned to school by the due date. The child will remain at the school and not attend the activity if forms are not completed.

HOMEWORK

Under normal circumstances, students will not be given homework unless arranged by teacher and parent. Parents will be expected to be involved with home reading/writing programs. These make up a very important part of the program.

SVSD STUDENT SERVICES

We have other professionals who visit our school. They are:

- Student Services Achievement Coordinator - Patti Hack
- Speech/Language Clinician - Julie Gamache
- Psychologist - Ashley Sigurdson
- Counsellor - Kerrilynn Behrman
- Counsellor—Abigail Hrapstead

Check with the principal or resource teacher for further information.

SCHOOL CANCELLATION/INCLEMENT WEATHER

Throughout the year, there may be times when the buses will be cancelled or the school closed due to inclement weather or an emergency. School closing announcements will be made on the school division website at <http://www.svsd.ca>, the Taylor School Facebook page and broadcast over radio stations CKDM – Dauphin (730), CJGX – Yorkton (940), FOX FM, Yorkton, and our local radio station CJ104. All students who ride a bus must have a storm billet in Swan River. If the buses should be cancelled during the school day, the storm billet is where your child would spend the night.

Taylor School uses the Environment Canada weather app to determine the temperature including windchill. When the temperature including windchill reaches -28 or colder, recess will be indoor (-27 or warmer will be outdoor).

EMERGENCY CONTACT PERSON

On the annual registration form you will be requested to name a contact person (with a valid phone number) in the event of illness or an emergency and parents cannot be reached. **It is imperative that ALL parents provide us with an emergency contact person having a valid phone number on the annual registration form.**

FIRE DRILLS

We are, by Department of Education regulations, required to carry out ten fire drills during a school year. These may be held at any time; however, weather conditions will be taken into consideration.

LOCKDOWN PROCEDURE

Students will practice finding a safe place in the event of a dangerous situation or threat. These practices will take place twice per year.

BUSES / TRANSPORTATION

Bus transportation is provided for qualifying students. The first bus leaves at approximately 3:40 p.m. Students should move to the bus lines as quickly as possible after dismissal.

Conduct in bus lines and on buses:

- Students will line up in an orderly fashion in the line designated to them.
- In the event of rain or other severe weather conditions, students will wait indoors in their bus lines.
- Inappropriate language or inappropriate behavior may result in a student losing bus privileges. Parents would be contacted first.
- Directions given by the bus supervisor must be followed by all students.
- Bus drivers must report any inappropriate behavior to the principal who will discuss the issue with the child(ren) involved. Parents will be informed of the child's behavior.

There will be in-town bussing available for students living north of Ross Street. The pickup locations are Parkview Drive + Parkway Drive and Riverview Drive + Park Drive. Buses will be at those locations between 8:45 and 8:55 A.M.

PEDESTRIAN CROSSWALK

The pedestrian crosswalk at 2nd and 9th assists in making that busy corner a safer place.

Parents are encouraged to drop off and pick up their children from the Centennial Arena parking lot.

For your child's safety, remember.....

NO pick-ups or drop-offs should take place inside the staff parking lot bus zone!

BICYCLES

Parents are asked to make sure their children are fully aware of bicycle safety rules and are mature enough to take their bicycles to school. All students must wear helmets when riding their bicycles.

The school cannot assume responsibility for damage to or loss of bicycles. There is space for all bicycles to stand up in the racks. Students should also provide adequate locks.

Students will walk their bikes on the school grounds and up to the first patrol station and across all crosswalks whether patrolled or unpatrolled.

SCOOTERS, SKATEBOARDS.....

These are considered as modes of transportation similar to bicycles. The same guidelines apply -- students will wear protective gear and, upon arrival at school, walk them onto the school grounds and store them until dismissal. The school cannot assume responsibility for damage to or loss of such modes of transportation. There is space for all scooters to stand up in the bike racks. Students should provide adequate locks. Upon dismissal, they will be walked off the school grounds to ensure the safety of all.

DEVICES

Students are asked to leave all devices (iPods, hand held video game systems, cell phones, etc.) at home. See the full Digital Citizenship Policy on the Division and Taylor School websites.

Taylor School Device Policy:

We believe that technology is an excellent tool for learning and, as such, any device use by students at Taylor School should be for educational purposes only.

- 1. Students are requested to NOT bring devices to school as the Division has provided adequate device access.*
- 2. Parents acknowledge/agree to sign the policy and return at the beginning of the school year.*

CLOTHING

School is a place for learning so clothing worn should be suitable to the environment, taking into account safety and weather conditions. Taylor School uses the Environment Canada weather app to determine the temperature including windchill. When the temperature including windchill reaches -28 or colder, recess will be indoor (-27 or warmer will be outdoor).

Each student requires an outdoor and indoor pair of shoes. **Shoes will be worn at all times.**

Clothing advertising inappropriate products such as alcoholic beverages, drug paraphernalia, etc. should not be worn at school. Clothing which is too revealing is considered inappropriate.

LIBRARY

We have a librarian who looks after the library daily.

In order to maintain and build up the resources we need to insure all borrowed materials are returned and treated with proper care.

Misuse or loss of materials may result in fines to cover replacement costs.

LOCKERS

Students provided with lockers are expected to treat them with care and maintain them in a neat manner. Stickers will not be placed anywhere on lockers. Students will not use locks.

Lockers are the property of the school and, therefore, are subject to inspection at any time.

ATTENDANCE

One of the major factors contributing to a child's success in school is regular attendance. A daily record of each child's attendance is kept in the office.

Should your child have to be absent, please inform the school in advance via email at taylorabsence@svsd.ca or call the office first thing in the morning or afternoon.

To ensure each child's safety, we will attempt to contact parents by email and programmed calling when an absence is reported to the office without some arrangement made by the parent.

All students arriving late at school must report to the office before going to class. A late slip will be issued to the student and must be presented to the classroom teacher before they are permitted into class.

TELEPHONE

There is access to a phone with teacher permission. Students are discouraged from using it **except for emergencies.** (*Arranging for overnight visits, after school play, etc. are not considered emergencies.*)

When parents need to contact their child, they should do so as close to recess or dismissal as possible. Classes will not be interrupted for phone calls unless it is an emergency.

If you phone and no one is available to answer, you may leave a message, however, **if the matter is time sensitive** (change of plans for bussing after school, etc.) **PLEASE call back and speak directly to a staff member as messages may not always be checked in time.**

KINDERGARTEN REGISTRATION

Any child whose fifth birthday falls on or before December 31st is eligible to enter Kindergarten in September of the same year.

Registrations take place at Taylor School beginning in October of the school year. Please call the school for specific information. *(New students transferring during the school year must register at the School Office at the time of transfer.)*

STUDENT PLACEMENT

Placing students into classrooms is a team process with input from administration, classroom teachers, resource teachers and specialists.

It is our strong belief that the learning atmosphere in the classroom must be the first consideration in the formation of class groupings. Classes are organized to maximize learning and teacher opportunities for students and for teachers. We make every effort to minimize the potential for negative student interactions. Staff teams strive to create classes that are heterogeneous and balanced in all respects. The following are all considered when determining class lists:

- Range of student achievement
- Social dynamics among students
- Learning and working styles
- Placement of students new to Taylor School
- Special needs information
- Approximately equal class sizes at any grade level

Parents can assist the class formation process by helping their children to understand the importance of class formation and supporting placements that have been made.

It is our professional responsibility to ensure balanced classes which maximize learning for all students at Taylor School. This is a complicated and multi-faceted task for the teaching staff, resource team, and principal. Our teachers have a wealth of collective knowledge regarding how individual children learn and socialize. While staff members have much of the information required to create balanced classes, parents may want to provide us with specific input about the learning needs of their child. As a result of the reasons outlined above, requests for specific teachers will not be accepted.

STUDENT CONDUCT/DISCIPLINE

The staff of Taylor School believes that students do well when they know what is expected of them and believe that students will thrive when they are provided a predictable and safe environment with clearly defined procedures and expectations. Furthermore, Taylor School has recently implemented the Restitution Self-Discipline program. Through this process we help our students identify the person they want to be; as well as to identify and recognize their basic needs. Through these activities students will learn respect for themselves and others, and when students don't make good decisions, learn from their mistakes. Restitution processes create conditions for students to be responsible for their behavior and allow teachers to maintain control of the class. Our goal for clearly outlining these expectations is to help prevent problems from arising and to promote acceptable student behaviour.

TAYLOR SCHOOL EXPECTATIONS

1. ***Violence & Harassment:*** Violence and harassment of any type will not be tolerated.
Verbal (threats, name calling, argumentative, non-compliance, back talk)
Physical (hitting, kicking, pushing, inappropriate physical contact, shoving, poking, pinching, wrestling, rough play, throwing stones, make believe violent play, hair pulling, etc.)
2. ***Bullying:*** Behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour. It may be direct (face to face) or indirect (through others (sneaky bullying); it may take place through any form of expression, including written, verbal, physical, or cyberbullying which is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail. The school does not tolerate any form of bullying: social/emotional, physical, verbal, cyberbullying, non-verbal, etc.
3. ***Unexcused Absences, Tardiness, and Skipping Class:*** Cumulative unexcused absences will result in principal contact with parents.
4. ***Snack Foods and Beverages:*** Students may have a snack at snack breaks however all wrappings/garbage must be placed in garbage cans and recycling bins.
5. ***Hats, Toques or Hoods:*** No hats, toques or hoods will be worn during class times.
6. ***Inappropriate Attire:*** Students who wear clothing showing alcohol or illegal drug pictures or writing, obscenities or suggestive pictures, or clothes that are too revealing (bare midriff) or show underwear will be required to change.

REPORTING

Each student will receive a minimum of three progress reports -- November, March and June.

General parent conferences will take place in fall and spring. All parents are encouraged to book an appointment with the teacher(s).

Reports are based on classroom observations and evaluation of specific skills learned. Report cards use a checklist of skills and anecdotal reports.

Teachers are encouraged to report to parents at any time should they notice specific changes occurring. We invite parents to contact teachers at any time to discuss their child's progress.

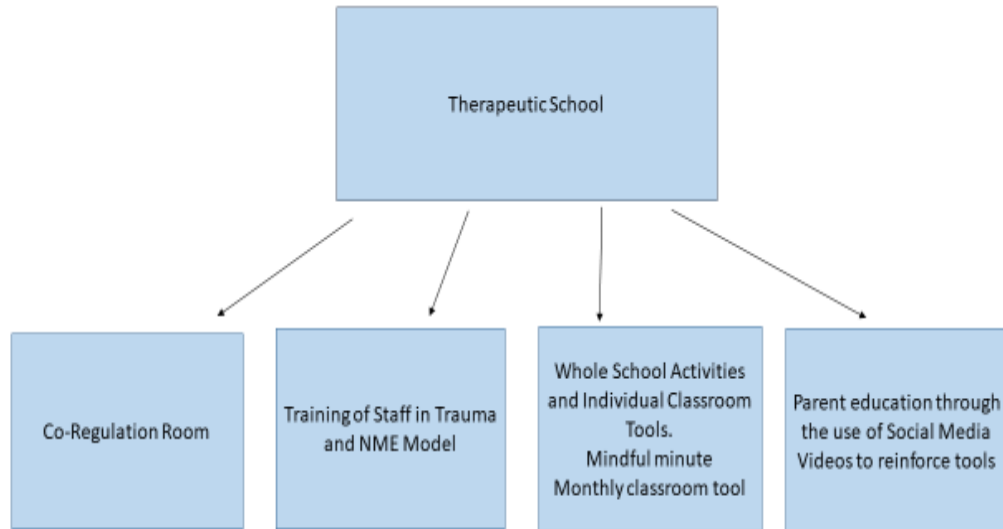
Student evaluation will be reported as follows:

Kindergarten	Student Progress Report (comments only)
Grades 1 and 2	Grade Scale

Academic Achievement of Provincial Expectations Grade Scale		Learning Behaviours	
4 80% to 100%	Thorough understanding and in-depth application of concepts and skills	Scale C: Consistently – almost all or all of the time U: Usually – more than half of the time S: Sometimes – less than half of the time R: Rarely – almost never or never	
3 70% to 79%	Very good understanding and application of concepts and skills	Personal management skills	Uses class time effectively; works independently; completes homework and assignments on time
2 60% to 69%	Basic understanding and some application of concepts and skills	Active participation in learning	Participates in class activities; self assesses; sets learning goals
1 50% to 59%	Limited understanding and minimal application of concepts and skills; see teacher comments	Social responsibility	Works well with others; resolves conflicts appropriately; respects self, others and the environment; contributes in a positive way to communities
ND Less than 50%	Does Not yet Demonstrate the required understanding and application of concepts and skills; see teacher comments		
Additional Codes			
NA	Not Applicable	Local Option	Up to 2 local options may be added
IN	Incomplete: not enough evidence available to determine a grade at this time	Local Option	Up to 2 local options may be added
One of the following codes is used if the expectations for a student are different from the grade-level curriculum in a subject.			
EAL (English as an Additional Language)	Achievement is based on expectations that focus on English language learning.	IEP (Individual Education Plan): This code is used if behaviour ratings are based on expectations that reflect special learning needs.	
IEP (Individual Education Plan)	Achievement is based on expectations that reflect special learning needs.		

BUILDING THERAPUTIC SCHOOLS

Swan Valley School Division has been addressing the increasing mental health needs of students by implementing a four-prong framework.



The goal is to have this framework implemented in some capacity at every school within the school division. Please see the following video on the SVSD website for more information on this initiative: <https://www.svsd.ca/ci/p/4498>



SWAN VALLEY SCHOOL DIVISION

VIOLENT THREAT RISK ASSESSMENT

(VTRA) FAIR NOTICE & PRACTICE

WHAT IS A THREAT?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, or posted on the internet

A VIOLENT RISK THREAT ASSESSMENT WILL BE INITIATED FOR THE FOLLOWING BEHAVIOURS:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm or kill others-clear, direct and plausible
- Online threats to harm or kill others
- Possession of weapons (including replicas) or use of other objects as weapons
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidation or assault
- Gang-related intimidation and violence
- Or any other incident deemed serious enough to warrant a VTRA

DUTY TO REPORT

To keep our schools and communities safe, staff, parents, students and all community members must report all threat-related behaviours to the school principal.

ALL THREATS MUST BE TAKEN SERIOUSLY, INVESTIGATED AND RESPONDED TO.

For more information, go to: Swan Valley School Division/Administrative Procedure Manual/Safe Schools/Violent Risk Assessment

WHAT IS A VTRA TEAM?

Each school has a VTRA team which is a multidisciplinary team. School teams include Principal, Resource Teacher, School Division Psychologist/Counsellor/other staff, RCMP and community agencies.

THE PURPOSE OF THE VTRA IS...

- to ensure the emotional and physical safety of student, staff, parents and others
- to ensure a full understanding of the context of the threat
- to understand the factors that contribute to the threat maker's behaviour
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker

WHAT HAPPENS IN A VTRA?

All threat-making behaviours will be reported to the Principal who will activate the protocol for the initial response.

Once the investigation team has been activated, interviews may be held with student(s), the threat maker, parents and staff to determine the risk and develop an appropriate response to the incident. Investigations can involve student services, RCMP, and other community agencies.

Furthermore, VTRA can involve locker, personal property searches and searches of online presence (files and communications).

Intervention plans will be developed and shared with appropriate people as required. Threatening behaviour can result in disciplinary actions.

May 2026