



## ***Home of the Davidson Dynamos!***

*Central Okanagan School District 23*

**Discovery**

**Respect**

**Encouragement**

2115 Davidson Road  
Lake Country, BC, V4V 1R3

**Phone:** (250) 870-5117

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**Web:** [www.dre.sd23.bc.ca](http://www.dre.sd23.bc.ca)

**This agenda belongs to**

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**My teacher is**

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## Year at a Glance

<b>2016/17 School District Calendar</b>	
Days in Session	190
Days of instruction	182
Number of non-instructional days	8
Schools open	Tuesday, September 6, 2016
Administrative Implementation Day	Friday, October 7, 2016
Thanksgiving Day (schools closed)	Monday, October 10, 2016
Teacher Professional Development Day	Friday, October 21, 2016
Remembrance Day (schools closed)	Friday, November 11, 2016
Winter vacation (schools closed)	Monday, December 19 - Friday, December 30, 2016
Statutory Holiday (schools closed)	Monday, January 2, 2017
Schools reopen after Winter Vacation	Tuesday, January 3, 2017
BC Family Day (schools closed)	Monday, February 13, 2017
Teacher Professional Development Day	Friday, February 24, 2017
Spring vacation (schools closed)	Monday, March 20 - Friday, March 31, 2017
Schools reopen after Spring vacation	Monday, April 3, 2017
Good Friday (schools closed)	Friday, April 14, 2017
Easter Monday (schools closed)	Monday, April 17, 2017
Non-Instructional day for revised curriculum	Friday, May 19, 2017
Victoria Day (schools closed)	Monday, May 22, 2017
Last Day of School for students	Thursday, June 29, 2017
Administrative day (students do not attend)	Friday, June 30, 2017

### **Parent-Teacher Conferences (early dismissal at 12:30 pm) will be:**

Thursday, September 29, 2016      &      Thursday, February 9, 2017  
 Friday, September 30, 2016           Friday, February 10, 2017

The Central Okanagan School District Goal Statement:

**Each student (K-12) will provide evidence of being a *learner, thinker, innovator, collaborator* and *contributor*.**

<b><i>The Attributes</i></b>	<b><i>What it means at DRE</i></b>
<p>A <b>Learner</b> is a person who is engaged, resilient and seeks to understand through:</p> <ul style="list-style-type: none"> <li>• <i>Literacy, Numeracy, and Subject competencies</i></li> <li>• <i>Information, Media and Technology Literacy</i></li> <li>• <i>Self-Direction, Work Ethic and Accountability</i></li> <li>• <i>Healthy Lifestyle</i></li> <li>• <i>Financial Literacy</i></li> </ul>	<p><b>A Learner...</b></p> <ul style="list-style-type: none"> <li>• Is enthusiastic about learning and accomplished across the curriculum</li> <li>• Can transfer and apply learning to real-life situations</li> <li>• Shows higher-level thinking skills</li> <li>• Is self-motivated, independent, organized and persistent</li> </ul>
<p>A <b>Thinker</b> is a person who analyzes, makes connections, inferences, asks questions, and transfers knowledge through:</p> <ul style="list-style-type: none"> <li>• <i>Critical Thinking and Problem Solving</i></li> <li>• <i>Open Mindedness and Reflection</i></li> <li>• <i>Flexibility and Adaptability</i></li> </ul>	<p><b>A Thinker...</b></p> <ul style="list-style-type: none"> <li>• Asks questions</li> <li>• Can solve problems with a variety of different strategies</li> <li>• Considers multiple points of view</li> <li>• Is self-reflective and seeks feedback for improvement</li> </ul>
<p>An <b>Innovator</b> is a person who sees possibilities and generates original ideas with value through:</p> <ul style="list-style-type: none"> <li>• <i>Curiosity and Imagination</i></li> <li>• <i>Creativity, Design, and Performance</i></li> <li>• <i>Initiative and Entrepreneurship</i></li> </ul>	<p><b>An Innovator...</b></p> <ul style="list-style-type: none"> <li>• Is imaginative, creative and curious</li> <li>• Willing to take thoughtful risks with their learning</li> <li>• Explores new and unique solutions to problems</li> <li>• Is resourceful and inquiry focussed</li> </ul>
<p>A <b>Collaborator</b> is a person who excels at working with others to create new understanding through:</p> <ul style="list-style-type: none"> <li>• <i>Appreciating Diversity</i></li> <li>• <i>Effective Communication</i></li> <li>• <i>Interdependence</i></li> <li>• <i>Relationship Building</i></li> </ul>	<p><b>A Collaborator...</b></p> <ul style="list-style-type: none"> <li>• Is inclusive and accepting of others and their ideas</li> <li>• Communicates clearly and respectfully</li> <li>• Works well as a part of a team and supports all members in a group</li> </ul>
<p>A <b>Contributor</b> is a person who participates in the local and global community through:</p> <ul style="list-style-type: none"> <li>• <i>Finding, Following, and Sharing Passions</i></li> <li>• <i>Respect, Empathy, and Kindness</i></li> <li>• <i>Integrity and Ethical Behaviour</i></li> <li>• <i>Civic and Environmental Responsibility</i></li> <li>• <i>Embracing Diverse Cultures and Lifestyles</i></li> </ul>	<p><b>A Contributor...</b></p> <ul style="list-style-type: none"> <li>• Is kind, respectful, empathetic and compassionate</li> <li>• Sets a positive example for others</li> <li>• Willingly volunteers to make the school community a better place; shows responsible citizenship</li> <li>• Shows initiative and actively participates in classroom and school activities</li> </ul>

**DRE Focus Goals for 2016/2017:**

- Each student (K-6) will provide evidence of being a **Collaborator** with emphasis on working as part of a team, communicating clearly and accepting others.
- Each student (K-6) will provide evidence of being an **Innovator** with emphasis on imagination, creativity and inquiry.



· DAVIDSON ROAD ELEMENTARY SCHOOL

# Student Code of Conduct

At Davidson Road Elementary School, we recognize that each child and situation is unique and we will always strive to ensure that our school is a safe, caring and orderly environment in which to learn and work. The code of conduct at Davidson Road Elementary School is based on the following balance of rights and responsibilities.

Rights	Responsibilities
<p>Students have the right to learn.</p>	<p>Students have the responsibility to actively participate and be responsible learners.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>always trying their best</i></li> <li>• <i>being on time and ready to work</i></li> <li>• <i>staying focussed and not distracting others</i></li> <li>• <i>completing assignments and using a planner</i></li> </ul>
<p>Students have the right to be respected.</p>	<p>Students have the responsibility to respect others (not to bully, tease, pick on, or harass others).</p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>being polite and waiting your turn</i></li> <li>• <i>using kind words</i></li> <li>• <i>using good listening skills</i></li> <li>• <i>being honest and telling the truth</i></li> </ul>
<p>Students have the right to be safe.</p>	<p>Students have the responsibility to behave in a safe manner and to protect the safety of others.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>walking calmly; no running in the hallways</i></li> <li>• <i>staying in the designated areas</i></li> <li>• <i>playing games safely</i></li> <li>• <i>reporting dangerous situations to staff</i></li> </ul>
<p>Students have the right to privacy and security of personal space.</p>	<p>Students have the responsibility to respect the property and privacy of others (students, staff and community).</p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>not touching other people's property without permission</i></li> <li>• <i>respecting personal boundaries</i></li> <li>• <i>asking before photographing/recording someone</i></li> </ul>
<p>Students have the right to use student equipment and property.</p>	<p>Students have the responsibility to use the equipment and property according to all applicable rules and with care and respect.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>cleaning up after yourself</i></li> <li>• <i>asking before borrowing</i></li> <li>• <i>returning materials promptly and neatly</i></li> </ul>

## Misuse of Technology

We recognize that many students often use social media networks, cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of students if the technology is used inappropriately. If students choose to use social media networks, cell phones, iPods, laptops, tablets or other related technology equipment, they must abide by the school's Code of Conduct and School District 23's policy for *Student Use of Electronic and Social Media Communication (Board Policy 486)*. If at any point, students' use of technology interferes with or distracts from the learning of others, schools may intervene and issue consequences in relation to the outlined school code of conduct and district policy. Schools will also not be held responsible for any items brought to school by students that are misplaced, lost, stolen, or broken.



## Inappropriate Behaviours:

**Inappropriate behaviour can consist of, but is not limited to:**

- *rudeness, swearing*
- *fighting (or play fighting)*
- *lack of respect for others including teasing*
- *throwing objects (rocks, sticks, pine cones, snowballs etc.)*
- *defiant behaviour, insolence*
- *running in the halls*
- *public displays of affection in a romantic or sexual nature*
- *unauthorized leaving of the school grounds*
- *littering*

**Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.**

## Consequences:

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity; and will be restorative rather than punitive in nature.

**Inappropriate behaviour typically has the following consequences:**

- *review of the expectations and a timeout*
- *review of the expectations, written assignment and/or loss of privileges*
- *restorative acts to give back to the school community*
- *parents are notified*
- *meeting with parents*
- *short-term (in school or at home) suspension up to 5 days*
- *long-term suspension (over 5 days) or referral to district program*
- *consultation with police and/or fire department*
- *expulsion*

Students are expected to abide by the school code of conduct when travelling to and from the school. Accordingly, students may be disciplined for violations which occur off of school property and outside of instructional hours if such violations adversely affect students or the operation of any school.

### **Major Infractions:**

Students involved in major infractions (i.e. smoking, fighting, drugs, alcohol, vandalism, overt or repeated defiance) will be dealt with by the administration. Parents will be contacted and informed of the disciplinary procedures. A suspension may occur as a result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may result. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline. In a report of something illegal or dangerous, the school reserves the right to search a student, locker, vehicle and belongings.

### **Safe and Caring School Environments:**

#### **Are free from acts of:**

- *bullying, cyber-bullying, harassment and marginalization*
- *threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *discrimination in any form including race, colour, gender, gender identity and expression, sexual orientation, religious beliefs, ancestry or national origin*
- *retribution against a person who has reported incidents*

#### **Do not tolerate the presence of:**

- *theft and vandalism*
- *intoxicating or banned substances*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - All visitors to the school must first report to the office*



### **Notification**

#### **As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:**

- *parent of a student exhibiting major behaviours*
- *parent of a student on the receiving end*
- *District staff including Directors, Safe Schools Team Members and Superintendent of Schools*
- *Ministerial agencies and/or School Liaison Officers (Police)*

#### **Davidson Road Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:**

- *The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007*
- *BC Human Rights Code, (SD 23 Policy 450 and Regulation No. 450 - Discrimination Toward and by Students)*
- *SD 23 Policy 455 and Regulation 455 - Discipline*
- *SD 23 Policy 486 - Student Use of Electronic and Social Media Communication*
- *BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>*

## **School Procedures**

### ***Hours of Operation***

<b>Morning Bell</b>	8:25am
<b>Morning Classes</b>	8:30 - 11:00am
<b>Lunch</b>	11:00 - 11:57am
<b>Afternoon Classes</b>	11:57am - 1:37pm
<b>Recess</b>	1:37 - 1:52pm
<b>Afternoon Classes</b>	1:52 - 2:30pm
<b>Dismissal</b>	2:30pm

Supervision is provided before school (from 8:10 a.m. to 8:30 a.m.) at lunch (11:00 a.m. - 11:57 a.m.), at recess (1:37 p.m. - 1:52 p.m.) and after school (2:30 p.m. - 2:45 p.m.)

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### ***Morning Entrance & Start-up Routines***

It is important for students to abide by the following procedures as school begins each day in order to ensure students are safely supervised while on school grounds. The first warning bell will ring at 8:25 a.m. At this point, students should promptly line-up outside of the building at a designated spot and wait for their teacher/supervisor to let them into the building. Please consider appropriate clothing to deal with changing weather throughout the year. The front doors will remain open for access to the office and washrooms and students may use this door only to attend pre-class tutorials, meetings, practices, etc. Students should not be in the building without direct supervision.

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### ***Call Home/Safe Arrival Program***

This program is in effect to ensure the safe arrival of students at school. Parents are asked to phone the school prior to 8:30 a.m. to report if their child will be late or absent from school. The phone number is (250) 870-5117. Please leave a message using the automated service or dial zero to speak with someone in the office. At this time, phone numbers that originate from a blocked call are unable to use the automated system. Please enable your caller ID, or speak with the office staff.

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### ***School Fees***

Parents have the option of purchasing school supplies directly from the school. All students are expected to pay a cultural fee which covers the cost of various performances throughout the year. School fees are \$30 for supplies plus \$10 Cultural fee for a total of \$40.00

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### ***Student Telephone Use***

Students are permitted to use the school telephone only if circumstances are deemed important and they have permission from their classroom teacher or the office.

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### ***Lunch Time Procedures***

At the lunch bell (11:00), students go outside to play, weather permitting. At 11:30 the students come inside to eat their lunch. Students are to remain on school property for the entire school day unless we have permission from the parent to release them. Students are also expected to demonstrate proper manners while eating and to clean up their eating area before the end of lunch hour. Student supervisors are on the grounds while students play outside and circulate between classrooms while students eat their lunch.

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### ***Hot Lunch Program***

The Davidson Road Parent Advisory Council sponsors a Hot Lunch Program at our school. Parents prepay for meals which are generally delivered on a biweekly basis. Food choices are available for students and these are outlined online at <https://secure.munchalunch.com/schools/Davidson>. We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program.

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### ***Code of Conduct***

The code of conduct at DRE is designed to ensure the safety and well-being of all students. All students are expected to abide by the expectations of the school code of conduct to ensure we have a safe and caring school environment.

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### ***Cell Phones, iPods and Technology Equipment***

We recognize that many students often use cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, we do have some concerns regarding the safety and privacy of others. If students choose to bring cell phones, iPods or other technology equipment to school, they must abide by the DRE School Code of Conduct and School District 23 policy for *Student Use of Electronic and Social Media Communication* (Policy 486). We expect students to turn off all phones and devices during instructional time unless the student has permission from a supervising school staff member. Students who choose to bring their own laptop, tablet or similar device to school may do so only under the direct supervision of an adult and in accordance with all school and district policies. The school will also not be held responsible for any items brought to school by students that are misplaced, lost, stolen, or broken.

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### ***School Search & Seizure Policy***

Student searches may be made based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and sex of the student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the proper law enforcement.

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### ***Lockers and School Property***

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

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### ***Student Health and Medication***

If your child suffers from a medical condition that may require emergency action, please ensure the office is aware and all the medical alert planning forms are on record at the school and updated each year. These forms are available at the office. Please do not send medication to school with children unless absolutely necessary. If this situation cannot be avoided, all medication is to be kept in the school office during school hours. Please see the school administrative assistant for proper authorization forms and other information. Please reference the school district's policies regarding medication and medical treatment

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### **Allergy Awareness Zone**

We have a number of students at Davidson Road who are at **extreme risk** due to nuts and nut products. These students do not have to ingest nuts; they can have a reaction to airborne particles or residue left on surfaces. For the safety of all our students, Davidson Road is declared an **ALLERGY AWARE SCHOOL** and we ask your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars, chocolate bars, trail mixes, etc. Please read labels.

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### **Student Pick-up and Drop-off Zones**

The DRE parking lot is an extremely busy place at the beginning and end of each school day. Please do not drive in or park in the bus lane in front of the school. Please use designated parking and drop-off areas only and make sure your child watches carefully for vehicles, crossing only at the cross walks. Parents are also reminded to not use or drive through the staff parking lot. The regional district urges motorists to not let their engines idle in school zones. We thank parents in advance for their compliance with these safety issues.

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### **Bus Transportation**

Students are eligible for bus transportation if they live 4.8 km from the nearest school at which they could be registered for an educational program (4.0 for kindergarten through grade 3). Students must also be registered as a rider with the transportation office prior to using the bus service. If there is space available on the bus, students living closer to the school may also be able to ride the bus as courtesy riders. If the number of eligible riders increases and extra seats are needed, courtesy riders will receive a week's notification. Please visit the transportation website to determine eligibility for transportation, for information about bus safety rules and other information about school buses.

<http://www.sd23.bc.ca/transportation>.

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### **Bus Conduct:**

In order to maintain a safe environment on our buses, students must abide by the following expectations. Students will:

- Remain in the area designated as a bus loading zone
- Board or disembark a bus in an orderly manner
- Remain seated in a seat assigned or assumed from the time they board the bus until the time they arrive at the destination
- Use “inside voices” on the bus—no hollering or loud talking
- Refrain from putting their heads or arms out of windows
- Refrain from talking to the bus driver while the bus is in motion
- Do everything possible to keep the bus clean, tidy and neat
- Do not eat or drink on a school bus without the driver’s permission
- Abide by instructions given by the bus driver

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### **Animals on Property**

All animals, even on a leash, are prohibited from school property by District of Lake Country bylaw. Owners that violate the bylaw may be fined \$100 by the Regional District of Lake Country. If you are walking to meet your child and you have dog with you, please plan to meet your child off of school property.

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## ***Wheels***

Bicycles, scooters, skateboards, rollerblades and other similar equipment may not be used on school property unless a special supervised event is held. Students must walk their bikes and scooters to the racks and lock them securely upon their arrival at school. Students must provide their own locks. Heelies should not be worn at school.

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## ***Lost and Found***

Every year many articles are lost at school. It is recommended that nothing be brought to school that is of value or you cannot risk losing. Smaller items such as keys, jewelry and watches are kept at the office. Larger items and clothing are put in our "Lost and Found" box in the hallway outside the office. Lost and found items are put out on display a number of times over the school year. Unclaimed items are donated to local charity.

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## ***Dress Code***

Students are expected to:

- Dress in a manner that promotes a positive image of self and the school
- Refrain from wearing clothing that promotes the use of drugs, alcohol or inappropriate language
- Leave wheelie runners (Heelies) at home and avoid use on school property
- Refrain from wearing clothing and accessories that could contribute to personal injury
- Refrain from wearing clothing that is designed for "beach" wear (ex: no spaghetti straps or thin strapped tops, no bare backs/midriiffs, no undergarments revealed)

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## ***Shoes and Gym Strip***

Students are asked to bring a separate pair of runners for use within the school. Wearing winter boots throughout the school is not permitted. Indoor shoes will be used in the gym and throughout the school on days when the weather requires students to wear boots. Please ensure that these indoor shoes have non-scuff soles so that they don't mark the floors. Intermediate students are also required to bring appropriate gym strip (short/sweat pants, T-shirts and clean running shoes) for use during their Physical Education classes. During wet weather, it is advisable that all students have an extra T-shirt, pants, and a pair of socks at school in case a change of clothing is required.

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## ***Extra-Curricular Activities***

At certain times throughout the year, teachers volunteer their time to run extra-curricular activities for the students of our school. These activities include clubs and sports teams. We appreciate these efforts and the support shown by parents. Notification of these activities will be announced in school and included in our newsletters. Students who sign-up for extra-curricular activities are expected to attend practices regularly in order to build a sense of teamwork, follow-through with commitment and to best represent Davidson Road Elementary at school district events.

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## ***Library Services***

Our library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for pupils. The collection also includes a limited selection of materials of particular interest to parents. It is staffed part-time by a teacher-librarian and clerical assistant. Students are encouraged to exchange books frequently rather than sign-out many at one time.

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## ***Student Support Services***

### Learning Assistance:

The Learning Assistance Teacher (L.A.T.) assists classroom teachers in planning and implementing programs for students with specific needs within the regular classroom. The L.A.T. assists teachers with detailed assessment of students and communicates the necessary information to teachers, parents, administrators and to the student, if appropriate.

### Counsellor:

Every elementary school in S.D. #23 presently provides a staff counsellor on a part-time basis. The counsellor supports students who are experiencing emotional, social or behavioural problems at school or at home which affect their learning and personal well-being. The counsellor is available for consultation with staff, administration and parents who wish to discuss concerns about students so that strategies for improvement can be implemented.

The following services are also available to students at Davidson Road:

- Speech and Language Assistance
- School Psychologist
- Occupational Therapist
- Hospital/Homebound Services
- Aboriginal Advocacy
- Literacy Intervention
- General classroom support teacher

Please contact the school for further information on any of these programs.

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## ***Home/School Communication***

We want to do our best to keep you informed of activities and events that occur in and around the school. We will also try to keep you posted on district and community information. We rely heavily on our students to ensure the school notices are delivered home and that response slips or parent notes are returned to the school. The follow methods of communication are used at Davidson Road Elementary School:

- Newsletters - published monthly and will contain notes on special events and accomplishments in our school. These are sent home with every student in the school or emailed directly to parents. Thanks for taking the time to read them. Our newsletters are also posted on our website.
- Website ([www.dre.sd23.bc.ca](http://www.dre.sd23.bc.ca)) Please check the site often for current information, newsletters and upcoming events. Some teachers also have classroom websites.
- Email - parents can subscribe to a school-wide email list to receive regular updates and notices. In addition, parents can email teachers and administration using the linked staff directory on the school website.
- Remind - parents can subscribe to a school-wide text messaging service by texting @davidson to (506) 802-8635. Notifications regarding important school events are sent out regularly through this service. Standard text messaging rates apply.
- SynerVoice: automated callout service from the school to all parents/guardians
- Formal Report Cards - will be issued in December, March and June.
- Parent/Teacher Conferences - these are scheduled opportunities to discuss your son/daughter's progress. These will be scheduled during October (a sharing/input conference) and again in January. We encourage parents to call and arrange conferences as needed throughout the year.

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## **Volunteers**

There are many opportunities for parents to become meaningfully involved in the educational process at Davidson Rd. Any of the following areas would benefit from increased parent involvement:

- One-to-one reading programs
- Lunch program
- Field-trip supervisors
- Coaching & extra-curricular clubs
- Call-out helper
- Driving for events
- Fundraising
- Classroom helpers

Central Okanagan School District #23 requires that all volunteers apply for a criminal record check (every four years). If you are volunteering as a driver, you must complete the drivers volunteer forms and they must be resubmitted each year when your insurance expires. Drivers require appropriate insurance coverage. Forms and detailed insurance information are available at the school office.



**The strategies, procedures and policies outlined in this package enable us to operate a school that meets the needs of all our learners. More importantly, your understanding and commitment are essential components of assisting us to meet our goals. Please take some time to review this material.**

**Please sign below to indicate your understanding of this school handbook including our school's code of conduct.**

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_