

# School Handbook

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2019 - 2020

## Whitemouth School

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[WWW.SUNRISESD.CA](http://WWW.SUNRISESD.CA)

# WHITEMOUTH SCHOOL

“Learning to take our place in the world”.

## Mission Statement

Whitemouth School is dedicated to providing a safe and positive learning environment which encourages students to develop their full academic potential and realize their personal, social, and global responsibilities.

## Vision Statement

To prepare students for citizenship, employment, and lifelong learning through developing the foundation skills of literacy and communication, problem solving, human relations, and technology from Kindergarten to Grade 12.

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# PRINCIPAL'S MESSAGE

I extend a warm welcome to you and the students. I am very proud to be the principal of Whitemouth School. It is my privilege to work with our students, staff, guardians, and the community to make our school the best it can be. My main objective is to lead our school as a team to achieve our goals.

We aim to create a safe, respectful and challenging environment that is built on positive relationships and to develop the whole student (emotionally, socially and academically). We care for and treat each of our students as the unique individuals they are, each within their distinct talents, interests, needs and different learning styles.

We as a school strive for high educational outcomes and personal bests for our student body. Our staff is passionate about having our students grow in confidence by developing the academic skill sets and values of respect, cooperation and persistence needed for life after school. Our talented teachers and support staff use innovative techniques, rich resources, proven instructional strategies and engaging programs to promote student learning.

At Whitemouth School, our students will develop responsibility for their education, behavior and the choices they make. We want our students to become strong in self-esteem and to develop a healthy respectful tolerance of others.

Whitemouth School is a K-12 rural school of approximately 180 students in the RM of Whitemouth. Our goal for this school year is focused on literacy and student behavior. While these goals are in line with Sunrise School Division's Education Plan, they are also specific to the needs of our students based upon data cumulated at the school and input from guardians.

Sincerely yours,

Mr. Bonneteau

# STAFF

## Office Staff:

- Mr. R. Bonneteau – Principal
- Mrs. D. Sawka – Secretary
- Mrs. B. Kurlowich – Secretary

## Instructional Staff:

- Ms. A. Houndle – Kindergarten
- Mrs. M. Kurlowich – Grade 1/2
- Mrs. K. Foubert – Grade 2/3
- Mr. A. Plaetinck – Grade 4/5
- Mrs. H. Bodner – Grade 5/6 Science, Math, Music; Phys. Ed.
- Mr. J. Hansen – Grade 5/6 ELA, Social Studies; Phys. Ed. 5/6, 7/8, 10F, 20F, 30F, 40F
- Mrs. L. Van Bergen – French 5/6, 7/8, 10F, 20F; Art 5/6; Music 5/6; Essential Math 20S, 30S; History 30S
- Mrs. Hyra – Grade 7/8 ELA, Social Studies; ELA 30S; Art 40S; Talent Development
- Ms. J. Jaworski – Middle Years/High School Resource
- Mrs. J. Nutall – Early Years Resource
- Mr. B. Peters – Grade 7 & 8 Industrial Arts; Metalwork 25G, 30G, 40G; Social Studies 10F; AICT 1 15F, Life/Work 15G; Geography 20F; Graphic Communications 40S
- Mrs. K. Bencharski – Grade 7 & 8 Home Economics; Food & Nutrition 25G; ELA 10F, 20F; Middle Years & Senior Years Counsellor
- Ms S. Luczenczyn – ELA 40S; Global Issues 40S; Science 20F; Biology 30S
- Mrs. L. Hinrichs – Biology 30S; Science 7/8, 10F; Family Studies 40S
- Ms T. Wiebe – Math 7/8; Essential Math 40S; Agriculture 30S; Early Years Counsellor
- Mrs. C. Siemens – Transitional Math 10F; Math 10F; Pre-Cal Math 20S, 30S, 40S; Physics 30S, 40S; Personal Finance 20S; Phys. Ed. 30F/40F Support
- Mrs. S. Shewchuk – Band Instructor
- Mr. S. Smith – Reading Recovery Teacher

## SUPPORT STAFF:

- Mrs. M. Prosser – E.A.
- Mrs. S. Wiebe – E.A.
- Mrs. L. Harden – E.A.
- Mrs. L. Zarichanski – E.A.
- Mrs. L. Stebelko – E.A.
- Mrs. V. Bullen – E.A.
- Ms A. Paluch – E.A.
- Mrs. J. Staerk – Library Clerk
- Ms B. Walls – Head Custodian
- Mrs. D. Stelko – Custodian
- Mrs. B. Hameluck – Custodian
- Mrs. K. Bartley – Custodian

# POLICIES, PROCEDURES, & GUIDELINES

*The following guidelines and procedures are reviewed throughout the school year by the school staff. Students and parents will be informed of any changes that are made to these guidelines and procedures.*

## Academic Reporting

The school year is divided into three terms for grades K-8 with reports cards being issued at the end of each term. For high school, the school year is divided into two semesters, each consisting of two terms. High school report cards will be issued at the end of each term. In addition, interim reports may be sent home for students experiencing academic difficulties.

If teachers have concerns regarding a student's academic performance or behavior parents will be contacted. Parents are invited to contact the school if they have any concerns regarding their son/daughter's academic performance or behavior.

## Attendance

Regular attendance is a critical element of student success. Appointments during the school day, family trips, and other similar activities should be kept to a minimum during the school year. **At the high school level, a letter will be sent home to parents when a student has reached 6 absences. Should a student reach 10 absences in a course, they will be removed from the course until an attendance plan is created and agreed upon by the student, parents/guardians, teacher, and school administrator.**

## Absence

Absences will be designated as excused, explained, or truant.

An **excused absence** is one where the student is absent from class due to school activities. These are not considered absences from a course when determining a student's continued participation in a course. Teachers may recommend that a student not be permitted to participate in a field trip or activity if they feel that participation may harm the academic progress of the student.

An **explained absence** is when a parent/guardian contacts the school to explain the student's absence.

A **truancy** is an absence without explanation. In the case of a truancy for a high school student, the student's home will be contacted at the end of the school day by SynreVoice if the student's absence has not been explained by a parent or guardian. In some cases, the teacher or school administrator may also contact home and the student may face consequences. Parents of early years and middle years students will be contacted by the school during the school day if their child is truant.

**Each time a student is absent from school, parents are expected to notify the school**, either by phone or in writing, prior to the absence. Notification is important as it prevents the student from being considered truant and phone calls being made to the home and/or workplace. Phone calls can be made before and after school and a message can be left on the answering machine.

## Late

**Students are expected to be on time and prepared for class.** When a student is late or unprepared for class they miss instructional time and are disruptive to the learning of other students. Teachers will address lates with a student on an individual basis. Frequent lates will result in a conference with the teacher(s), school administrator, and student to resolve the situation. Parents will be contacted and may be involved in this conference.

## Assessment

The assessment of student learning is the responsibility of the teacher. Teachers will assess student learning using multiple sources of evidence (observations, student products, conversations, etc.) throughout the course to increase the validity and reliability of the assessment of student achievement.

Report card grades represent a student's overall achievement at that point in time and are cumulative. At the end of high school courses, students must achieve a grade of 50% or greater to receive credit for the course. Please refer to the school calendar for report card dates.

## Academic Responsibility

It is the responsibility of the teacher to:

- Establish and clearly communicate expectations regarding assignments.
- Set and communicate reasonable timelines for assignments and support students in meeting these timelines.
- Establish, communicate, and apply consequences for late and missing work.

Students are responsible for:

- Providing evidence of their learning within established timelines.
- Knowing that there are consequences for not completing work and for submitting work late.
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## Bulletin

A school bulletin is sent home to parents once a month to keep parents informed of school activities, etc. One bulletin per family is sent home with the youngest child. The bulletin is also available to view on our school website.

## Code of Conduct

***We believe a safe school is one where people can learn, play, and work in an atmosphere that is free from physical assaults, verbal aggression, threats and intimidation. A safe school is welcoming, supportive and positive; where the energy of the school staff and the students is focused on learning and success.***

### The Responsibility of Our Employees

- Teachers and administrators have the responsibility and authority to maintain order and discipline in the school.
- All employees shall make reasonable efforts to maintain a "safe school" environment in accordance with policies.
- All employees shall report serious incidents of physical violence, verbal abuse or the threat of physical assault in the working environment.
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### The Responsibility of Our Students

Students will have the responsibility to:

- Behave towards all individuals within the school community in a respectful non-violent manner.
- Learn to use conflict resolution techniques in solving problems.
- Respect the property of others.
- Report serious incidents of physical violence, verbal abuse or the threat of physical assault and vandalism in the school environment.
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### The Responsibility of Our Community

The members of our communities have a responsibility to:

- Be an integral part of making our communities safe places in which to live.
- Promote positive values such as good citizenship and respect for other persons and their property and resources.
- Provide support to our schools in which to make them safe places to learn.

*The Code of Conduct for Sunrise School Division is available at [www.sunrisesd.ca](http://www.sunrisesd.ca).*

## Communication

Any staff member at the school can be contacted at 204-348-2595 or can be reached by email.

## Computer Use

Any divisional use of the internet and Sunrise computer resources must be in support of education and consistent with the educational objectives of the Sunrise School Division.

We expect all students to exercise appropriate, respectful, and responsible use of computers. Students can be provided a computer network account on an annual basis for as long as they are students of Sunrise School Division.

In connection with inquiries into possible abuses, Sunrise School Division reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice.

Inappropriate use by students can result in a removal of these privileges and other disciplinary action.

The Sunrise School Division Student Acceptable Use Policy is available on the Sunrise School Division website or in the school office.

## Concern Protocol

The following principles apply to all individuals involved in addressing a concern:

- All communications need to be conducted with decorum.
- Seek to understand each other's point of view.
- Communications need to be conducted in a timely fashion.
- All individuals involved have a right to confidentiality.
- An individual should express their concern directly with the staff member involved. Every reasonable effort should be made to resolve the concern at this level.
- If no resolution has been made with the staff member involved, the person with the concern should complete a Public Concern Form (available at the main office of all schools and at [www.sunrisesd.ca](http://www.sunrisesd.ca)) and contact the direct supervisor of the staff member.

*Review the Sunrise Concern Protocol in its entirety from the divisional website at [www.sunrisesd.ca](http://www.sunrisesd.ca).*

## Dress Code

Students are expected to dress in a manner appropriate for a school environment and suitable for the weather conditions. School dress should be respectful and suitable for a K-12 environment.

The following expectations will be applicable for all students:

- Students will be expected to wear safe and appropriate clothing.
- Indoor shoes and shoes for Physical Education should have non-marking soles.
- Clothing considered to be too revealing will be identified and the student will be required to change.
- Logos and language on clothing must be appropriate for a K-12 setting.
- Students must dress safely for the weather. All students must be prepared to be outside during recess breaks and/or emergency evacuations.

Parents will be contacted if there is a persistent issue regarding the dress of their son or daughter.

## Emergency Response Plan

The province has safe schools legislation that requires each school to have an emergency plan in place. It also requires each school to practice this plan during the course of the school year. The school staff will review this plan with the students. The key areas of the plan are as follows:

- Evacuation of the Building – In the case of fire or similar emergency. Fire drills will be practiced throughout the school year.
- Lockdown – Occurs if an unwanted visitor or an intruder enters the school or an emergency event occurs near the school. Students and staff are to remain in a safe location during this procedure. This is practiced two times a year.
- Lockout- Occurs when an unwanted visitor or threat occurs outside the school. Students and staff continue their regular routine. No one will be allowed to enter or exit the building until the “all clear” is given.
- Bus Evacuation – Practiced twice a year to be ready in the event of a vehicle mishap.

## Honour Role

Honour Role is a distinction given to students in Middle Years and High School for outstanding academic achievement. The criteria for honour role is as follows:

Middle Years: Average of ELA, Math, Science, and Social Studies is 80% or greater.

High School (9-11): Average of all courses complete that year, with the exception of grade 12 courses, is 80% or greater.

High School (Grade 12): Average of ELA, Math, and the average of the next three highest grades (excluding Peer Tutoring, Art Speak or Apprenticeship Credit) is 80% or greater.

## Leaving School Grounds

Students in grades K-6 are not permitted to leave school grounds during the school day.

Students in grades 7-8 may leave the school grounds at lunch with written permission from their parent/guardian. Permission notes to leave the school grounds at lunchtime may be written for any period of time that the parent deems appropriate. Should concerns arise as a result of students leaving the school grounds, the privilege may be revoked at the discretion of the school administrator. Students in grades 9-12 may leave the school grounds during the lunch hour. All students are expected to conduct themselves responsibly while in the community. All students leaving the school grounds are expected to sign out in the office.

Students who have appointments and are leaving the school during the day are asked to bring a dated note to the office indicating the time and reason for their early leaving. **Parents are required to pick up their children in the office area and sign them out before leaving.**

## Lockers

Lockers will be allotted to grade 7-12 students by the office during the first week of classes. The price is a one-time fee of \$10. The \$10 fee will be refunded provided the lock is returned along with all textbooks and library books when a student graduates or leaves the school.

- Once lockers are assigned, changes are not permitted unless approved by the office.
- Students are responsible for the locker to which they are assigned.
- All students must use a school lock.
- Lock combinations should be kept secret.
- Lockers should be kept locked.
- Students should not attach anything to the locker that cannot be easily removed.
- Locks and lockers are school property. Lockers are open to search and seizure in the presence of the student.
- There will be a charge of \$2 for exchange of combination locks.
- Students will clean out their locker and return their lock at the end of each school year.
- Students will be held responsible for any damages to lockers due to misuse.

## Lunch Hour

K-6 students will eat their lunches in their classrooms. Grade 7-12 students will eat their lunches in the multi-purpose room. Food will not be permitted in the gymnasium unless the supervising staff member gives consent.

## Medical Emergency

Our staff will attend to all students who receive a minor injury. First aid kits are distributed throughout the school and specific staff members have received first aid training. In the case of a more serious injury or medical emergency the following procedures will be followed:

- On-site first aid will be administered by a trained staff member.
- Parents/guardians or emergency contact will be contacted.
- If the injury/illness is considered serious an ambulance will be called immediately.
- Should no one be available to contact, the school may transport the student by ambulance to the nearest emergency treatment centre. The parent/guardian will be responsible for any expenses incurred.
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## Medical Issues, Allergies, & Medication

It is critical for the school to know about student allergies, respiratory illnesses or any other medical issues that may affect a student during the school day. Please contact the school office immediately if your child suffers from an allergy or has any other pertinent medical condition that may require attention during the school day. If your child has been identified with a medical condition, the appropriate forms (URIS forms) must be completed and submitted to the school.

**Whitemouth School is a peanut sensitive school.** All nuts will not be allowed in common areas. Teachers will inform students of any additional areas where these foods are not permitted.

When the administration of medication is necessary during the school day a Request for Medication Administration form must be completed. This form is available from the Resource Teacher. The medication must be brought to the school by a parent/guardian, in the original container with the instructions on the label. This includes prescription and non-prescription medications.

## Parent/Teacher Conferences

Parent/teacher conferences will occur twice during the school year for K-12. These conferences are important for students, teachers, and parents to discuss successes and challenges the student is experiencing at school. We encourage all parents to attend these conferences. Information regarding the parent/teacher conferences will be distributed to parents at least one week prior to the conferences occurring. Parents will need to contact the school to arrange an appointment time. Parent/teacher conferences will occur on the following dates this school year with appointments being held in the evening on the Thursday and morning on the Friday.

November 28<sup>th</sup> & 29<sup>th</sup>

March 19<sup>th</sup> & 20<sup>th</sup>

## Personal Property

The school is not responsible for the personal property of students. Found items are to be turned into the office except for clothing which can be placed in the lost and found bin. The lost and found bin is located in the early years area. Items of clothing that are not claimed are donated to charity.

## Electronic Devices (phones, tablets, etc.)

Cell phones and electronic devices can be used during breaks and at lunch. Usage during class times is at the discretion of the teacher. Upon entering the classroom, students with devices are to turn off their devices. If a student's use of their device is disruptive to learning within the classroom the student may be asked to leave class or turn over their device to the teacher. Any inappropriate use (ex. pictures or videos without permission) is strictly prohibited and will result in consequences.

## Games, Toys, Collectibles, Etc.

Students should not bring toys, collectibles (ex. hockey cards), etc. to school. These items may be confiscated by a teacher and returned to the student at 3:30. Parents will be contacted if this is a persistent issue.

## Pictures and Video

Photos or recordings must not be taken nor published of any student or staff member without expressed written permission. If the individual is under 18 years of age written permission must come from a parent/guardian.

## School Accident Insurance

School accident insurance is available for those students who wish to apply for it. Forms will be distributed in September.

## School Hours & Schedule

Our school office hours are from 8:30 a.m. to 4:00 p.m. Please leave a message with the office if you need to get in touch with students and teachers. Messages will be distributed during break times, lunch hours, and at 3:30, except for emergency situations.

The school timetable is rotated on a 6-day cycle and Kindergarten students attend on Mondays, Wednesdays, and Fridays.

8:50	Morning Buzzer
8:55	Announcements
10:20-10:30	Morning Break for Gr 7-12
10:20-10:35	Morning Recess for Gr K-6
11:50-12:50	Noon Break – Elementary students go outside 11:50-12:20 and eat lunch 12:20-12:50
12:47	Warning Buzzer
2:05-2:15	Afternoon Break for Gr 7-12
2:05-2:20	Afternoon Recess for Gr K-6
3:30	Dismissal
3:40	Dismissal, Town students (Town students and their parents should remain in the Library until this announcement has been made.)

## School Property

We expect students to respect other people's property and this includes school property. Students may be held financially responsible for damage or loss to school property resulting from willful or negligent behavior on the part of the student.

## School Wide Behavior Support Plan

The School Wide Behavior Support Plan involves the teaching and reinforcement of behavioral expectations by all staff members to promote a safe and inviting learning community. The plan includes all students within the school and involves a continuum of behavior interventions dependent upon the individual needs of students.

The School Wide Behavior Support Plan involves expectations which are common to all students. These expectations are based upon Safety, Teamwork, Attitude, Respect and Responsibility (Whitemouth School STAR Agreement).

Please contact Mr. Bonneteau for more details regarding the School Wide Behavior Plan.

## Smoking Policy

The Sunrise School Division is a "smoke free" school division. Smoking is not permitted in the school building or on the school grounds. This applies to staff, students, parents, and visitors.

## Student Services

Whitemouth School and Sunrise School Division provide a variety of supports to students, teachers, and parents through student support services. At Whitemouth School the student support services team consists of a resource teacher, behavior resource teacher, literacy support teacher, counsellors and school administrator. The divisional student support services team consists of social workers, speech/language pathologists, occupational therapists, psychologists, audiologists, and administrators.

Please contact the school for more information regarding student support services.

## Transportation

For information regarding bus transportation please refer to the Transportation Booklet available at [sunrisesd.ca](http://sunrisesd.ca) or in the school office.

## Visitors

All visitors (parents/guardians, volunteers, etc.) are required to report to the school office upon arrival. Visitor ID cards will be provided at the office and must be worn at all times while on school property.

## Volunteers

There has always been a strong commitment by parents and community members to serve our school in various volunteer capacities. We invite parents and community members to volunteer at Whitemouth School.

Provincial policy requires all volunteers to complete the Provincial Child Abuse Registry Access Application form prior to volunteering at school. This form is available in the school office. In some circumstances volunteers may be required to also have a Criminal Record Check completed, which is available from the local RCMP office. If you have completed these forms in the past, please contact the school office to confirm that your name is on our volunteer list.

## Weather Related School Closure

If it is necessary to close school due to poor weather or road conditions in the morning, every effort will be made to share this information with staff, students, and parent by the following means:

- Information available on CBC 990am, CJOB 680am, and QX104.
- Information will be posted on the divisional website, [sunrisesd.ca](http://sunrisesd.ca).
- Notification by an automated telephone call.

If parents are concerned about road and/or weather conditions and school has not been cancelled, they may choose to keep their child at home or pick them up from school early.

More information regarding Weather Related School Closure is available on the Sunrise School Division website, [www.sunrisesd.ca](http://www.sunrisesd.ca).

# PARENT ADVISORY COUNCIL

The Whitemouth Parent Advisory Council is a group of parents and community members who work with the Principal and school officials to enhance your child's schooling.

## Objectives & Activities

- Ensuring that every program and activity of the council recognizes that the student is the most important and vital component in the educational system.
- Supporting and enhancing the education of Whitemouth Students in cooperation with administration and teaching staff.
- Acting as a general liaison between parents/community members and the educators and support staff at Whitemouth School.
- Informing parents and community members of programs within the school. This includes involving them in activities and advising and facilitating parent education.
- Raising funds to support Whitemouth School.

Research indicates that schools with significant parental involvement have:

- Decreased absenteeism.
- Higher academic scores.
- Improved student behavior.
- Confidence and participation among parents.
- Greater parent support and communication with the school.
- Greater parent participation in children's learning and development.

The Whitemouth Parent Advisory Council meets the first Monday of every month at 6:30 pm in the school library.

# IMPORTANT DAYS 2019-2020 SCHOOL YEAR

<b>September</b>	<b>Tues., Sept. 3, 2019</b>	<b>Administration Day (No Classes)</b>
	Wed., Sept. 4, 2019	First day of classes for Gr. 9-12
	Wed., Sept. 4, 2019	Jump Start Conferences for K-8 <b>(No Classes for K-8)</b>
	Thurs., Sept. 5, 2019	Jump Start Conferences for K-8 <b>(No Classes for K-8)</b>
	Fri., Sept. 6, 2019	First day of classes for Gr. K-8
	Fri., Sep. 27, 2019	Picture Day
<b>October</b>	<b>Mon., Oct. 4, 2019</b>	<b>Divisional P.D. Day (No Classes)</b>
	<b>Mon., Oct. 14, 2019</b>	<b>Thanksgiving Day (No Classes)</b>
	<b>Fri., Oct. 25, 2019</b>	<b>Provincial P.D. Day (No Classes)</b>
<b>November</b>	<b>Mon. Nov. 11, 2019</b>	<b>Remembrance Day (No Classes)</b>
	Fri., Nov. 15, 2019	Picture Retakes
	Fri., Nov. 22, 2019	Report Cards go home (K-8 Term 1; 9-12 Sem. 1 Term 1)
	Thurs. Nov. 28, 2019	Parent-Teacher Evening (K-12)
	Fri., Nov. 29, 2019	Parent-Teacher Morning (K-12)
	<b>Fri., Nov. 29, 2019</b>	<b>Administration/P.D. Day (No Classes)</b>
<b>December</b>	Fri., Dec. 20, 2019	Last day of classes before Christmas Vacation (Early dismissal)
<b>January</b>	Mon., Jan. 6, 2020	First day of classes after Christmas Vacation
	Jan. 27- 30, 2020	Exam Week (Grade 9-12)
	Jan 31, 2020	<b>Administration/P.D. Day (No Classes)</b>
<b>February</b>	Mon., Feb. 3, 2020	Second Semester Begins
	<b>Mon., Feb. 17, 2020</b>	<b>Louis Riel Day (No Classes)</b>
	Fri., Feb. 14, 2020	Report Cards go home (Gr. 9-12 Sem. 1 Term 2)
<b>March</b>	Fri., Mar. 13, 2020	Report Cards go home (K-8 Term 2)
	Thurs., Mar. 19, 2020	Parent-Teacher Evening (K-12)
	Fri., Mar. 20, 2020	Parent-Teacher Morning (K-8 only)
	<b>Fri., Mar. 20, 2020</b>	<b>Administration/P.D. Day (No Classes)</b>
	<b>Mar. 30 – Apr. 3, 2020</b>	<b>Spring Break</b>
<b>April</b>	<b>Fri., Apr. 10, 2020</b>	<b>Good Friday (No Classes)</b>
	Thurs., Apr. 16, 2020	Report Cards go home (Gr. 9-12 Sem. 2 Term 1)
	<b>Fri., Apr. 17, 2020</b>	<b>Administration/P.D. Day (No Classes)</b>
<b>May</b>	<b>Fri., May 8, 2020</b>	<b>Administration/P.D. Day (No Classes)</b>
	<b>Mon., May 18, 2020</b>	<b>Victoria Day (No Classes)</b>
<b>June</b>	Tues., Jun. 9, 2020	Provincial Pre-Cal Exam
	Wed., Jun. 10, 2020	Provincial Essential Math
	Jun 12-17, 2020	Exam Week (Grade 9-12)
	Sat., Jun 20, 2020	Graduation Day (Tentative Date)
	Thurs., Jun. 26, 2020	Last day of classes (Early dismissal)
		Report Cards go home (K-12 Final)
	<b>Mon. Jun. 29, 2020</b>	<b>Administration Day (No Classes)</b>
	<b>Tues. Jun. 30, 2020</b>	<b>Administration Day (No Classes)</b>

