

**South Delta Secondary School**  
***“Excelleremus Diligenter”***  
**Home of the Sun Devils**

**STUDENT HANDBOOK 2024 - 2025**

South Delta Secondary School  
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<http://sd.deltasd.bc.ca>

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(Link to School Newsletter, Athletics,  
Grad Transitions & Career Information)

Principal

Mr. B. Scarr (Grade 12)

Vice Principals

Mr. K. Dalgetty  
(Grades 8 & 10)

Mrs. T. Farnden  
(Grades 9 & 11)

School Liaison Officer – Cst. R. Semler, Cst. N. Porter



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## THE OFFICE

### OFFICE STAFF

Ms. E. Kuzma	Administrative Assistant
Mrs. L. Jerome	Financial Assistant
Mrs. C. Robertson	Student Information System Administrator
Ms. G. Walley	Office Support

### OFFICE, SCHOOL & AFTER HOURS

7:30 a.m. - 6 p.m.                      Building hours  
8:00 a.m. to 4:00 p.m.                Office open Monday to Friday.

- Students are not to be in the building after 3:30 pm or on weekends or holidays unless they are participating in a teacher-sponsored activity or community event.
- The school has an answering machine available during non-office hours for parents/guardians to leave messages about student absences.

## SCHOOL TIMETABLE AND SCHEDULE

For the 2024/2025 school year, SDSS will be running a Semester timetable. The school year will be divided into two semesters each with the following schedule.

### MONDAY, TUESDAY, THURSDAY, FRIDAY

(Warning Bell – 8:24 a.m.)

Period 1 – <b>A/</b>	8:30 – 9:40
Flex Time 9:45 – 10:20	
Period 2 – <b>B/</b>	10:31 – 11:35

**LUNCH 11:35 – 12:15**

Period 3 – <b>C/</b>	12:20 – 1:30
Period 4 – <b>D/</b>	1:35 – 2:45

### EVERY WEDNESDAY

(Warning Bell – 9:29 a.m.)

Meeting time for staff	8:30 – 9:29
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Period 1 - <b>A</b>	9:30 – 10:35
Period 2 - <b>B</b>	10:40 – 11:45

**LUNCH 11:45 – 12:25**

Period 3 - <b>C</b>	12:30 – 1:35
Period 4 - <b>D</b>	1:40 – 2:45

## ANNOUNCEMENTS & WEBSITE (sd.deltasd.bc.ca)

Announcements are at the end of FLEX every day EXCEPT Wednesday.

- Announcements are the official and primary method of communicating events and deadlines.
- Students are to listen attentively during any P.A. announcements.
- Announcements are also posted online and on the SDSS App.
- Check the school website regularly for a variety of up-to-date information.



At South Delta we are currently using MyEducation BC as our primary administration system, but also use Parent/Student Connect (FLEX, fee assessments, Parent Conferences)

## MYEDUCATION BC

### What is MyEducation BC:

An online program used across BC that will allow parent/guardians to review:

- Student schedules (what they are studying and when)
- Attendance (real-time to current day)
- Report card marks and comments
- History of marks/transcripts for all previous years' final marks
- select their courses for next year during course selection time.
- Update medical and emergency contact information

### How to sign into MyEd BC:

Access MyEd at:

- <https://myeducation.gov.bc.ca/asp/en/logon.do>

MyEd BC login information is provided by the school.

## PARENT & STUDENT CONNECT

### What is Parent Connect:

An online program that will allow parent/guardians to:

- Review student schedules (what they are studying and when)
- Review attendance history (daily attendance recorded in MyEd)
- View Report Cards (a copy of the MyEd report is uploaded)
- History of marks/transcripts for all previous years' final marks
- View/pay school fees

### How to sign into Parent Connect:

What you need to sign into Parent Connect:

- <https://cimsweb.deltasd.bc.ca/schoolconnect/parentsingone.aspx>

Once you have signed on successfully – we strongly recommend you change your password right away.

### Student Connect (a link can be found on the school website)

- <https://cimsweb.deltasd.bc.ca/schoolconnect/stuconsignon.aspx>
- Used to view courses, marks, assignments and for course selection
- Used to register for Flex spaces throughout the year
- Use your 5 or 6-digit student I.D. number as the username.
- Default Password is available at the office. Once changed, your password will be the same for First Class and GAFE.

## GOOGLE APPS FOR EDUCATION (GAFE)

Students in the Delta School District have access to Google Apps for Education (GAFE). GAFE is a globally used collection of secure, online, "cloud-computing" tools that provide students with a set of tools for digital productivity, file storage, collaboration and communication (Google Docs, Sheets, Slides, Forms and Drive). These tools and storage are accessible on any device at any time.

Deltalearns GAFE is different from a personal Google account as GAFE provides students with unlimited storage, no advertising and no scanning of content by Google. Students can learn more about creating their account at

<http://bit.ly/gafestudent>

## MY SCHOOL DAY APP

SDSS has an agenda book app. Students and parents can download the app from most app stores under 'My School Day'. The app can be used for the following:

- Check individual teachers' channels for homework and messages
- Check team or club channels for games, practices, and messages
- Check morning announcements
- Access SDSS Website, Facebook and Twitter feeds
- Add personal appointments and activities

## PROTOCOL FOR PARENT CONCERNS

If parents have concerns about general school procedures or issues stemming from their child's classroom, there is a procedure for raising those concerns. If the concerns originate in the classroom, the first and most important person to contact is your child's teacher, either by phone, email, or to make a request to meet. If after this discussion, you continue to have unresolved concerns then it is appropriate to contact the grade administrator. If your concern is of a more general nature, you may also contact your child's grade counsellor.

We want SDSS to be a community that supports student learning and fosters a positive environment for their development. To maintain a positive working relationship, please follow the protocol as outlined. Sharing difficulties in a more "roundabout way" (i.e. email lists, social media, or other public arenas) in isolation of school staff does not support a positive school community and, in fact, leads to misinformation and hurt feelings. It is imperative that we remain respectful in our interactions and solve problems in a way that benefits everyone.

Our students are watching our examples.

## SCHOOL CODE OF CONDUCT

### Statement of Purpose

- At South Delta Secondary School, we accept the responsibility of educating students about the behaviours that will contribute to a safe, caring and orderly environment for learning and working. As students develop through this important time in their lives, they must learn to responsibly exercise their own rights and freedoms as well as respect the rights of others and the larger group to which they belong.
- This Code of Conduct applies to students while they attend school or participating in school-sponsored activities. Students are also responsible for out-of-school behaviours that impact the safe, caring and orderly conduct of the school. Electronic communications that impact the school and students are behaviours that the school may address.

At SDSS it is expected that **students will:**

- Conduct themselves in a respectful manner when going to and from school, within school, on school grounds, during extended school activities and on school buses
- Apply themselves to the best of their ability in all aspects of their education
- Attend school and classes regularly and punctually
- Be respectful of the thoughts, feelings and heritage of others
- Respect the rights and property of others including photographs of others; do not take or post photos of other students without their permission
- Dress in a manner which is not offensive
- Contribute positively to a safe learning environment
- Report any incidents of threats, bullying, harassment, violence or intimidation to a responsible adult.

### UNACCEPTABLE BEHAVIOURS

In general, behaviours that are illegal and unacceptable in the wider society are also unacceptable at school. It is impossible to list all possible examples here, but unacceptable school behaviours include:

- Failure to follow the direction of any staff member
- Interfere with the learning of others
- Inappropriate or abusive language
- Any effort to cause harm or discriminate against another person based on, but not limited to: race, religion, gender, physical or intellectual disability, marital or family status, sexual orientation or age, gender identity or expression.
- Interfering with the emotional or physical well-being of others
- Creating an unsafe situation

- Threatening, bullying, harassing and intimidating including by electronic means
- Physical violence and/or threats of physical violence
- Revenge or retribution against a student who has reported incidents
- Smoking/Vaping on school property
- Possession, use or distribution of alcohol and illegal or restricted substances
- Theft or damage to school property or the property of others
- Gang-related behaviours
- Possession of weapons or dangerous articles including pepper spray, laser pointers, firecrackers, knives and guns.

### **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR**

Consequences for unacceptable behaviour are intended to be thoughtful, consistent and fair under the circumstances with consideration for a student's maturity and intellectual, social and emotional capacity. The severity and frequency of the misbehaviour will also be considered. Where appropriate, the consequence will provide a means for restitution and restorative actions and will involve the offender in determining a corrective plan of action.

Consequences for unacceptable behaviour may include:

- Teacher-assigned consequences
- Detention
- Office referral
- Community Service
- Restitution
- Suspension
- Parent meetings
- Referral to counsellors
- Reminder of expected behaviours
- Behaviour contract
- Loss of privilege (e.g. attendance at school activities)

### **SUSPENSION**

- Students violating the school's code of conduct, rules or policies may be suspended from school;
- The type and length of suspension varies depending on the violation and circumstances;
- Students may be suspended for one to five days and, in extraordinary cases, suspended to the Assistant Superintendent of Delta;
- In all cases, the school will notify parents and request a meeting with all parties;
- Repeat violations may lead to a withdrawal from SDSS.
- Suspension may result for any of the following:
  - **Intimidation, threatening and bullying;**
    - Any threats to harm or injure students or staff whether written, spoken or via the internet and any high risk behaviour such as possession of weapons will be investigated by trained staff;
    - Any investigation may include questioning of students in order to determine levels of risk;
    - Parents of students directly involved will be notified;
    - Parents and students are strongly encouraged to share any information they have about threat-making behaviour to a member of the staff.
  - **Assault, fighting or violence;**
    - Any activity that threatens the safety of students or staff will result in immediate suspension;
    - Any student who participates, promotes, encourages or attends a fight will be considered to have threatened school safety.
    - Active observation of a fight may also lead to suspension.
  - **Possession of drugs or alcohol;**
    - Possession, use and supplying of restricted drugs and/or alcohol is illegal and will not be tolerated on school property or at school-sponsored events or activities;
    - Students having, using or supplying drugs or alcohol at school will be suspended;
    - Students knowingly in the company of others using or having illegal substances also face suspension.
  - **Possession of any weapon, firecrackers, or fireworks;**
    - Delta School Board policy prohibits the possession of any weapon including: pepper spray, knives, guns, laser pointers or any objects that are intended to be used as weapons;
    - Possession of fireworks/firecrackers at school is prohibited;

- **Vandalism and Property Damage**
  - Students who destroy or vandalize school property or the property of others will face disciplinary action and be required to pay for the losses or damage;
  - The School Act says that students and their parents are liable for any School Board property that is damaged either with intent or through negligence.
- **Harassment**
  - Students who create an unpleasant or hostile situation with uninvited and unwelcome verbal or physical conduct may face suspension. This includes gender, racial, or sexual harassment.

#### **NOTIFICATION**

It is understood that communication is essential between home and school. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat-making behaviours.

Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of student in breach of the Code of Conduct
- Parents of student victim(s)
- School and District personnel – where appropriate
- Police and/or other agencies – where deemed appropriate or where required by law
- All parents of the school community – when deemed important to reassure members of the school community that school and district officials are aware of a serious situation or incident and are taking appropriate action to address it
- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notification.

#### **SOCIAL MEDIA POLICY**

In order to further protect the well being of our students, social media devices may be subject to search and seizure any time there is reasonable grounds to believe that the device has been used to access, possess, or distribute pornographic images as defined by the Criminal Code. If possession and/or distribution of pornography has occurred, parents will be contacted and the school liaison officer may be involved.

#### **STUDENT THREATS TO SAFETY – FAIR NOTICE**

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

### **ATHLETIC CODE OF CONDUCT**

The actions of a student-athlete are a reflection of themselves, their team, their school, and their community. However, student-athletes must remember that their participation in school sport is a privilege, not a right. Therefore:

1. Adherence to school policies with respect to attendance, behaviour, and scholastic achievement is a requirement of team membership.
2. No student athlete shall practice or play for any school team on a day that she/he was not in class, without prior and satisfactory notice to the coach/school administration.
3. Student-athletes will:

Treat Everyone with Respect

1.
  - a. Including team-mates, coaches, opponents, event organizers, spectators, and officials.
  - b. Respect and accept, with dignity, the decisions of officials.
  - c. Be generous in winning and graceful in losing.
2. Exercise Self-Control at all times
  - a. Remember that there is no place in sport for drugs or alcohol.
  - b. Refrain from the use of foul or profane language.
  - c. Refrain from the use of physical force outside of the rules of the game.
  - d. Play Fair
  - e. Play within the rules and the spirit of the rules of the game at all times.

### **SDSS SPECTATOR CODE OF CONDUCT**

Spectators are encouraged and welcomed to attend SDSS sporting activities and to abide by the following code of conduct.

Spectators will:

1. Treat Everyone with Respect
  - a. Cheer in a positive manner for all competitors.
  - b. Respect the decisions of officials.
  - c. Not interfere with the play or competition
  - d. Be courteous and respectful to other spectators, competitors, coaches, organizers and officials.
2. Exercise Self-Control at all times
  - a. Respect the rules and regulations of the facility.
  - b. Refrain from the use of foul or profane language.
  - c. Refrain from the use of drugs, alcohol, or physical force of any kind.

### **ATTENDANCE & PUNCTUALITY**

- Students are expected to attend all classes **on time**.
- Absences are only excused if a phone call or note is received from a parent or guardian.

A parent/guardian is asked call the school at 604 943-7407 to excuse an absence. If calling after hours, please leave student's name, grade, reason and possible length of the

- absence.
- Our automated system emails the home of every student with an unexcused absence on every school day.
- A persistent pattern of lateness and absence will be dealt with through parental contact and referral to administration.
- Leaving Early – Students who must leave school during the day are expected to sign out at the office with written permission or telephone contact by a parent/guardian.

### **ACCIDENTS, ILLNESS, AND EXTENDED ILLNESS**

- Students should come directly to the office if they are ill or injured.
- If the illness appears serious, the school will make every effort to contact parents.
- If parents cannot be contacted, the school administration will act *in loco parentis* to secure necessary medical attention.
- Students who are feeling ill will be sent home with permission of a parent or guardian.
- Every consideration will be made for students absent as a result of a compassionate leave.

### **VACATION DURING SCHOOL TIME**

At South Delta Secondary, we are not in a position to grant or deny permission for any student to miss school for an extended holiday. However, we do not endorse students missing school time for vacation. These should be arranged during regular school vacation time.

- Teachers cannot duplicate valuable class time for students who are on extended vacations. It is not unusual for students to see a significant decline in marks following an extended absence.
- Teachers are not required to provide assignments for students before or after their vacation. Teachers have the discretion of how and when assessments are made up so students can meet the learning outcomes of the course. Arrangements must be made directly with the student's individual teacher.





## STUDENT RESPONSIBILITIES

### TEXTBOOKS & LIBRARY BOOKS

- Textbooks and library books are school property.
- Students whose books are damaged, lost, or stolen are required to pay a replacement or damage fee.
- Replacements texts will not be issued until the fee is paid.
- Student records and/or yearbooks will also be retained until debts are paid; however, students will be refunded if lost or stolen texts or library books are found and returned in the condition in which they were loaned.

### LOCKERS AND VALUABLES

- Students that select a locker during course selection will be assigned a locker before the start of the year. Students can find their locker number and combination on Student or Parent Connect.
- Students will need their own lock for use during PE. Student belongings that are not locked up may be stolen from the PE changing rooms. It is **highly recommended** that students lock their belongings during their PE and Extracurricular activities.
- Students should not share their lock combinations with anyone;
- The locker is to be kept clean and food is to be removed on a regular basis;
- Students are responsible for cleaning and removing all material from their locker at the end of the year or when they leave the school and return the lock to any teacher or the office;
- **Neither the school nor the School Board is responsible for items stolen from lockers, changing rooms, or the school; LEAVE VALUABLES AT HOME**
- **NO valuables should be left in the gym change room at any time**
- Lockers are school property and both lockers and their contents may be examined by the administration at any time and without prior notice for safety and cleanliness concerns or due cause.



### SEARCH AND SEIZURE

- There may be occasions when school personnel find it necessary to search a student's locker, personal property, desk or even their person because of suspected breaches of school rules and/or the law.

### CAMERA SURVEILLANCE

In the interests of maintaining student safety and the protection of school property, SDSS has video cameras in public areas (hallways, exterior of the building, cafeteria, etc.). In dealing with surveillance of students, we recognize our legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights. A recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### VISITORS

- Pursuant to the School Act, schools are considered private property.
- All visitors must report to the front office. Parents and persons with official business are welcome.
- Except with an administrator's permission, no other persons, including friends of SDSS students, are permitted on school property.
- SDSS students are not permitted on the property of another school without direct teacher supervision or administration permission.
- If students notice people in our school who do not belong, students must notify the nearest responsible adult or the office immediately.
- Anyone without authorized visitor status is considered an intruder and may be charged with trespass under Section 177 of the School Act and possibly Section 175 of the Criminal Code.

### NAME AND ADDRESS/PHONE CHANGES

- The school must be notified immediately of any contact changes during the year.
- The school must be able to contact a designated guardian at all times to report attendance, achievement, illness, or injury.

## DRESS CODE

Commented [KD2]: Need to add new dress code policy See Ben

- Clothing worn at school should be appropriate for a learning environment. SDSS recognizes the importance many students place on their clothing styles and appearance. However, students must recognize that clothing styles worn at schools need to respect the professional and orderly nature of schools where inclusion and safety are core values.
- Our school is not unlike a place of business, where there are appropriate standards of dress that communicate respect for self and others. At all times, we expect that students will avoid wearing clothing that is too revealing and informal. We ask students to be mindful of others and respectful of their sensitivities. Delta School District is obligated to provide a safe and comfortable work environment for all its employees and a suitable learning environment for all students. We ask parents and students for their support. Please speak with your student(s) about the necessity of wearing work-appropriate clothing to school. If you wish further clarification of this matter, please contact the school at 604-943-7407.
- Separate gym strip is required in PE.
- Footwear is required at all times.
- Inappropriate attire includes:
  - Designs showing weapons and/or violence
  - Logos of a sexual nature
  - Logos with racial/gender superiority
  - Promotion of the use of drugs, alcohol, or violence
  - Obscene language;
  - Clothing which is too revealing or beach wear;
- Students wearing inappropriate clothing may be required to wear the piece of clothing inside out or change at the discretion of the administration.
- Wearing hats in the Theatre is not permitted during formal assemblies.

## STUDENT ACTIVITY FEES

- Students are required to pay the Student Activity Fee that covers the cost of school, social and athletic activities of benefit to the entire student body and locker rental;
- The fee also covers the cost of the Student Agenda App and the bus GO-CARD.
- Grade 12 students are charged an additional fee to cover the costs of the graduation activities and the Valedictory Ceremony.
- Student fees must be up-to-date in order to participate in school dances, grad activities, or to purchase a yearbook.
- All fees are viewable and can be paid on Parent Connect

## YEARBOOK

SDSS students have the opportunity to purchase a yearbook. The yearbook goes on sale in September for \$50. Students must have all fees paid before receiving their yearbook in June.

Commented [KD3]: Check fee

## COURSE CHANGES, TRANSFERS AND WITHDRAWALS

- Students are expected to attend all scheduled classes unless they have made a change with a counsellor;
- Students moving or withdrawing from school must notify their counsellors;
- The office will provide students with a checklist to ensure that all textbooks, library books, equipment and school debts are dealt with before leaving.
- All school debts must be paid before leaving or student records will not be forwarded.

## ASSEMBLIES

- Assemblies are held for a variety of reasons: special guest speakers, student performances, and information sessions.

## STUDY PERIODS

- Grade 12 students are permitted to enroll in a study block as long as their program of studies will allow them to graduate in the current academic year.
- All other grades are not permitted a study block except in exceptional circumstances.
- Students with a study period are permitted to be in the library, cafeteria, and Student Lounge or out of the building.

Commented [KD4]: Do we want this removed or changed

- Any other area in the school is out-of-bounds while regular classes are in session.

**CARS, BICYCLES, SKATEBOARDS AND PARKING**

- Bicycles should be securely locked to the bike racks between the staff and student parking lot;
- In-line skating and skateboarding is not permitted at school;
- Parking at school is a privilege and students must drive safely and follow all traffic rules and those of their graduated license to maintain this privilege;
- Students may park in areas not designated for staff;
- Vehicles parked in any other school area may be towed.

**FIELD TRIPS**

- Students are required to have permission forms signed by parents/guardians prior to going on any field trips;
- Teachers will inform students of all financial and other arrangements;
- Field Trips are not compulsory but alternative work must be completed in lieu of participation;
- Students on field trips are responsible for work missed in other classes;
- All normal school rules apply to students on field trips.

**SMOKING/VAPING**

- In accordance with Delta School Board Policy and the Provincial Tobacco Control Act, smoking/vaping anywhere on school property is forbidden regardless of whether or not school is in session. The smoking policy applies to all e-cigarettes as well.
- Students violating this policy are subject to school consequences (See Pg. 8)



**CELL PHONES & ELECTRONICS**

Commented [KD5]: Insert new district policy

Digital Device Policy

Please be advised that the school district has updated Procedure 145 – Use of Personal Digital Devices in line with the provincial government’s direction to restrict the use of cellphones at schools. The revised procedure comes into effect on July 1, 2024.

What’s Considered a Digital Device?

The definition of a personal digital device includes, but is not limited to, any personal electronic device that can be used to communicate or to access the internet, such as cellphones, tablets, smart watches, gaming devices and electronic toys, and includes the use of earbuds and headphones.

Why the Updated Policy?

Research shows that frequent cellphone interruption in the classroom, social media platforms with addictive algorithms and predators who seek to exploit young people all present significant risks to young people. The revised procedure will create appropriate structures around the use of personal digital devices at school and aims to positively impact students’ mental health and ability to focus on learning

So, What Does this mean?

Secondary Schools: Personal digital devices are not permitted to be used during instructional time, which includes Flex time and field trips, except when explicitly required by the teacher for educational purposes.

When entering classrooms students will be asked to either place your device into their bag or placed into the classroom cellphone holder. It is not to be in pockets or on your desk. Students will not be permitted to take devices with them into hallway during instructional time.

Students may also keep their device in their locker, but please make sure it is locked, and you do not share your combination.

Students with disabilities, unique learning abilities or health-related requirements will still be able to use personal digital devices in line with their designated support plans and Individual Education Plans (IEPs).

Schools will communicate with parents/caregivers should any urgent situations arise.

If parents/caregivers need to contact their child urgently, they should call the school office.

Educators will continue to spend time teaching digital literacy and promoting online safety with the aim of helping students use their personal digital devices responsibly, respectfully, and to develop lifelong healthy habits around technology and social media use in their everyday lives.

### **LITTER**

- The school's environment is everyone's responsibility.
- Packed lunches should use reusable containers.
- All containers should be taken home for reuse or disposal.
- We follow Metro Vancouver guidelines by separating organic litter, recyclables, and garbage using centralized garbage/recycling stations. Students are asked to separate their litter as follows:
  - Organics – green bin
  - Paper, plastic, and metal – grey bin
  - Returnable beverage containers – blue bin
  - Chip bags, plastic bags and everything else that doesn't belong in the other bins – black bin
- Delta School District uses single stream recycling where all paper, plastic, and metal is deposited in the same bin.

### **FIRE & EMERGENCY ALARMS**

Whenever an alarm sounds, teachers will lead students out the nearest exit in an orderly fashion. If the alarm sounds before classes or during a break, students exit the building and report to their LAST CLASS teachers; students on study report to the reporting station. No one is to re-enter the building until the "all clear" bell sounds (three short rings). Students must note that tampering with fire alarms is a criminal offence.

During an earthquake, the following procedures are practiced:

1. Move quickly under a desk or table when possible, or crouch against a wall, placing your hands over your head for protection.
2. Stay clear of windows, bookcases, filing cabinets, and other large objects that could topple over.
3. Remain in your chosen protected area until the shaking stops and teachers give instructions.
4. If you are outside during the quake, remain clear of windows, trees, power lines, and parked vehicles.
5. In the event of a disaster, students will be released to approved guardians only. Our Emergency Release Plan will have students organized by their last name on the Oval.
6. **Families need to ensure that their emergency contact and release information on Parent Connect is up-to-date.**

## **FLEX TIME**

- Flex time is a 35-minute period on Monday, Tuesday, Thursday, and Friday for students to self-regulate and prioritize their learning
- Flex time is instructional time and all students are expected to be in a classroom/learning space during flex. Attendance is taken and parents are notified of absences by email.
- This is an opportunity to:
  - Complete assignments and tests following absences
  - Prepare for upcoming tests
  - Reduce evening homework
  - Make progress on long-term assignments
  - Meet with peers to plan and complete group projects
  - Practice presentations
  - Practice and improve your skills
  - Meet with your counsellor
  - Attend a counselling or career workshop
  - Get additional help from peers/teachers
  - Work on a personal interest or passion project

- Flex time is NOT for:
  - Socializing
  - Texting or gaming
  - Wasting time or walking the halls
  - Leaving the school
- Students are expected to
  - Be in one of their teacher's classes or in another supervised location, such as the library or cafeteria
  - Bring all necessary supplies with them
  - Be actively engaged in their learning

## ACADEMICS

### ACADEMIC INTEGRITY

SDSS values honesty, therefore, any form of academic misconduct is not tolerated. Plagiarism is the copying or reproduction of any work without the proper recognition of the original authors. Cheating includes having someone else do an assignment for you, submitting the same assignment more than once, deviously getting answers to a test, and consciously assisting another student to attain marks through misrepresentation. THESE BEHAVIOURS COMPROMISE THE ACADEMIC INTEGRITY OF YOUR SCHOOL AND YOUR GOOD REPUTATION.

A student deemed to have committed an act of academic dishonesty will receive no mark for their assignment/test until an arrangement has been made for the student to reconcile the assessment. The incident will be recorded and communicated to the parent/guardian. Academic dishonesty is a serious violation of the school's code of conduct and can result in:

Commented [KD6]: Do we want to keep this section in?

- A letter of discipline placed in the students file
- School Suspension
- Possible ineligibility for academic awards
- The behavior of academic dishonesty may be reflected in the student's work habits mark on their report card.

The following is a list of common examples of academic misconduct:

- Copying and pasting text from on-line media or web site
- Using AI to generate work that you are passing off as your own.
- Transcribing text or simply modifying text from any printed material, such as books, magazines, encyclopedias or newspapers
- Replacing a few select words using a thesaurus does not constitute original work.
- Using a photograph, video or audio without permission or acknowledgement
- Using another student's work, even with a few changes in the wording, and claiming it as one's own, even with permission. This is known as *collusion* and is not acceptable.
- Acquiring work from commercial sources is academically unethical
- Translation from one language to another is not using one's own words.
- Using work that was written for another class or another purpose without getting permission from both teachers
- Allowing another student to copy your work;
- Taking credit for a group assignment to which you have not contributed anything
- Looking at another student's test to view his/her answers
- Talking to another student during a test
- Use of a cell phone during a test



### HOMEWORK AND HOME STUDY

There are five essential tasks students can and should be doing for homework:

1. Complete daily assignments.
2. Prepare for upcoming tests.
3. Work on long term assignments
4. Review notes discussed from previous classes
5. Read to improve reading skills.

## STUDENT EVALUATION

### ASSESSMENT & REPORTING

- Report cards are issued in November, February, May and June.
- The Ministry of Education requires that all secondary students receive percentages for final marks.
- The information on each report reflects student progress to date.

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- Teachers are encouraged to contact parents, via written interim reports, email or by telephone, at various times during the school year to notify them of concerns regarding a student's progress.
- We encourage parents to contact the school counsellors at any time during the year to request special progress reports, or to discuss any concerns as they arise.
- All students are required to write a provincial literacy and numeracy exam prior to graduation.

Term Reports	Percent	GPA (Grade Point Average)
A = Excellent	86 - 100	A = 4.0
B = Very Good	73 - 85	B = 3.0
C+ = Good	67 - 72	C+ = 2.5
C = Satisfactory	60 - 66	C = 2.0
C- = Minimally Acceptable	50 - 59	C- = 1.0
F = Failing	0 - 49	F = 0

I = In Progress or Incomplete. The student is not demonstrating a minimally acceptable performance. The teacher will provide an 'I' plan for the student.

### **PARENT-TEACHER CONFERENCES**

- Parent-Teacher conferences provide further opportunities to discuss student progress and will be held in October and March.
- Interviews are on a first come, first-filled appointment system pre-scheduled prior to the Interview date.
- Parents should check newsletters, the school website, e-mails for dates of online appointment sign up.
- It is particularly important for parents of struggling students to meet with their subject teachers in order for student achievement to improve.

## **STUDENT RECOGNITION**

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SDSS values and recognizes the hard work and effort of our students by maintaining **an Honour Roll, Principal's List, and G Club**. For privacy reasons, the complete list is not posted. A student's inclusion on one or more of these lists will be identified under the Activity Tab on Student or Parent Connect.

### **HONOUR ROLL**

Students in Grades 8 through 12 who maintain an 83% or higher average, and meet the following criteria, are awarded Honour Roll status:

- The calculation for Honour Roll is made on the
- **student's best six SDSS courses.**
- LAC, Strategies, ELL, CLE8/9, Peer Tutoring and Career Life Connections **are not** included in the average percentage

A special recognition event at the end of the year will take place to acknowledge students who have achieved Honour Roll status throughout the year.

### **PRINCIPAL'S LIST**

- Students in Grades 8 through 12 who maintain a 92% average or higher and meet all of the Honour Roll criteria are awarded Principal's List status.

### **"G" CLUB**

Students who demonstrate excellent work habits are also recognized by the school community for their superb efforts. After Term 1 and 2 reporting periods, students who have earned "G" work habits in all their courses will receive a special recognition to congratulate them on their achievement. Online courses are not considered for "G" Club awards.

### **ATHLETIC AWARDS**

Upon completion of a season, the coach will complete an evaluation form which will be used to determine athletic award recipients. Each player is evaluated on the following criteria: Athletic ability, Leadership, Sportsmanship & Cooperation, Attendance at practices & games. Coaches will nominate a select number of athletes in the categories of Top Athlete, Top Sportsperson. Based on coaches' evaluations, the athletic awards committee will select male and female Athletes of the Year for grades 8-12 and a graduating male and female Sports Person.

### **STUDENT RECOGNITION EVENTS**

- An Athletic Banquet, an Awards Evening, will be held to recognize students who have excelled in academics, The Awards Ceremony is held in SD's theatre to recognize our top winners. Written invitations are sent home to parents and siblings of the award recipients to invite them to attend a special reception after the ceremony.

## **STUDENT OPPORTUNITIES**

### **EXTRA-CURRICULAR ACTIVITIES**

- SDSS offers many sports activities to add to students' school experiences.
- Fall sports include: boys' football, volleyball, girls' field hockey, boys' soccer, cross country running, and aquatics.
- Winter sports include: basketball, badminton, boys' lacrosse, gymnastics, and curling.
- Spring sports include golf, girls' soccer, track & field, and boys' rugby.
- A wide variety of very successful clubs have formed over the years including: Interact, Student Council, Me to We, Green Team, Devil's Advocate Newspaper, Drama Club, Alliance Club, intramurals and many more. A full list of clubs is posted inside the main hall
- If there is an activity you would like to add to your experience at SD, find others wanting to do the same thing, find a teacher sponsor and away you go.
- Check the announcements and the website for up-to-date information

### **STUDENT COUNCIL**

- Composed of elected representatives and volunteers from each grade level, and plays a vital role in the planning and coordinating of student activities.
- The major objectives of the Student Council include:
  - Giving effective leadership to the student body;
  - Providing good communication regarding student activities;
  - Acting as a liaison between students, staff and administration;
  - Promoting the interests of the school in the community; and promoting pride in school activities.

## **GRADUATION**

### **GRAD COMMITTEE**

- Each year the members of the grade 12 class choose a committee to co-ordinate the grad activities and fundraising for the year.
- The grad committee has a responsibility to maintain the balance between social activities and the serious task of completing graduation expectations with the best possible school record.

### **GRADUATION ACTIVITIES & ELIGIBILITY**

In order to participate in any school sponsored Grad Activities, students must meet certain eligibility requirements and have school fees paid. Grad activities are determined each year and, in the past, have included.

- Winter Formal
- Grad Banquet and Dance
- Valedictory Ceremony

## **SERVICES FOR STUDENTS**

### **LEARNING CENTRE**

The Learning Centre provides support to students in Grades 8-12 through learning assistance and strategies classes. Within the structure of these courses, students will focus on time management, study and organizational skills, and receive subject support where needed.

### **LIBRARY LEARNING COMMONS**

Our Library Learning Commons is the dynamic hub of student life and learning. Everything you could possibly need to know is published on our website. <http://sdsslibrary.weebly.com/>

### **DELTALEARNS EMAIL**

All students have access to a Deltalearns email account. Please see our Technology Coordinator, Mr. Yang, with any questions.

### **INTERNET ACCESS**

Internet access at SDSS is intended for educational and/or research purposes. Access to the system is a privilege, not a right. Students accessing the Internet from school must conduct themselves in a responsible, decent, and polite manner. Violations of the following guidelines could result in suspension. Students/users:

- may not access or transmit materials that are illegal, defamatory, threatening, or potentially obscene...
- may not violate or attempt to violate the security of any computer system.
- are expected to follow appropriate procedures when using copyrighted material.
- should never reveal personal information on the Internet.

### **SCHOOL LIAISON OFFICER**

- Cst. R. Semler, Cst. Nathan Porter Delta Police Officer, is assigned to SDSS
- Provides student support and information about motor vehicles, alcohol and drugs, and criminal and civil law.
- Attends classes and student gatherings to provide information about the role of the police and the law.

### **CUSTODIAL STAFF**

- The Custodial staff helps keep the school clean and in good repair.
- The Day Custodian, assists students who require space and equipment for their club activities.
- Student cooperation with all requests from the custodial staff is expected at all times.



### **SCHOOL CAFETERIA**

The Cafeteria is a teaching kitchen and is open for lunch and provides a complete food service for students and staff. Food selection includes hot entrées, hot and cold sandwiches, salads, desserts, and beverages. Use of the cafeteria is a privilege which can be lost for improper student conduct. Students are expected to eat, clean up after themselves, return trays, and to treat others with respect.

### **NOON-HOUR SUPERVISORS**

- Assist the school in supervising the students during the lunch break. Clean-up is **not** part of their duties.
- Students are expected to respect these adults as they would any other adult in the school.

### **VENDING MACHINES**

There are a number of vending machines located in different areas of the school. Their use is restricted to before school, at lunch time, and after school. These vending machines belong to businesses outside the school and must not be tampered with. Students are liable to pay for any damage done to the machines by shaking or hitting the machines. Students need to contact the office if they have any issue with the machines.

### **LOST & FOUND**

The Lost & Found is located at the entrance to the counseling area. Valuables, such as cell phones, wallets, or jewelry can be turned in and collected at the front office. Unclaimed items will then be donated to charity.



## **COUNCELLING & CAREER ADVISOR**

### **COUNSELLING SERVICES**

Counsellors are available to help students with educational and personal concerns. For the 2023-2024 school year, the counsellors are:

Grade 8: Split alphabetically by last name:

- A – D: Ms. A. Burns
- E – K: Ms. K. Abel
- L – Q: Ms. V. Hayes
- R – Z: Mrs. K. Kilpatrick

Grade 9: Ms. V. Hayes



Grade 10: Ms. K. Kilpatrick  
Grade 11: Ms. A. Burns  
Grade 12: Ms. K. Abel

### **COURSE PLANNING**

- South Delta Secondary operates on a linear timetable. Each student takes eight courses
- The determination of the elective courses to be offered in any given year is based almost entirely on student requests.
- It is essential that students select their courses carefully because once the timetable is created, it becomes extremely difficult or, in some cases impossible, to make course changes.
- While students will have opportunities to receive guidance from counsellors in determining which courses best suit individual needs, each program of studies is the responsibility of the student and the parent.
- All students entering Grades 10, 11 and 12 should check course requirements for post secondary programs. Information is available in the Career Resource Centre and on various websites!

### **SELECT NEXT YEAR'S COURSES**

- Counsellors will conduct Grade assemblies and parent nights to detail required and elective programs for each grade
- Parents work with their children online using MyEd to select next year course requests.
- Once the course request input deadline has been reached, the pick courses screen is closed for input and is no longer editable.

**It is very important to hit the POST button when you have completed your course selections.** (If you close or leave the course request screen without saving, your choices will be lost.)

### **CAREER AND POST-SECONDARY ADVISING CENTRE**

<http://southdeltasecondarycareercentre.weebly.com/>

- The Career and Post-Secondary Advising Centre is designed to meet the ever-increasing demand for up-to-date career, post-secondary education, labour market, and employment information to better prepare students for the changes in the job market.
- Career and Post-Secondary Advisor, Mrs. Pamela Cheng's website is linked to the school website, (under STUDENTS) and it contains valuable information for graduating students about post-secondary institution requirements, application dates, and prerequisites.
- Career and post-secondary education advising services are available to students, staff, parents, and the local community.
- The Centre is located in the counselling corridor and is open most days from 8:00 a.m. to 3:30 p.m. and during lunch time.

### **CHILD & YOUTH CARE WORKER**

A Child and Youth Support Worker helps to facilitate personal, social and educational growth in young people to help them reach their full potential in society. The CYCW may work with individual or small groups of students to:

- assess the needs of students, and plan and deliver programs related to areas such as healthy living, safety, and personal relationships;
- facilitate arts-based activities, community/environmental projects, outdoor education and sporting activities;
- mentor, coach and support individuals to facilitate personal, social and educational growth in young people as well as encourage greater social inclusion;

The CYCW can be accessed through the counselling department or by dropping in to the CYCW office in the counselling area.

### **GRADE 12 SCHOLARSHIPS**

(See your Career and Post-secondary Advisor or website: <http://southdeltasecondarycareercentre.weebly.com/where-to-lookawardsloans.html> for details).

- **Scholarship** is a monetary award based on academic merit or excellence in the area to which the award pertains.
- **Bursary** is a non-repayable grant made to students in need of financial assistance, who have maintained a satisfactory academic record. Evidence of need may be required.
- **Provincial Scholarships** – Must meet the basic eligibility requirements for specific scholarships. Because the information is frequently changing, please google each scholarship or see Mrs. Cheng in the Career Centre for up-to-date information:
  - [BC Achievement Scholarships](#)
  - [BC Excellence Scholarships](#)

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- District /Authority Scholarships
- Graduation Program Examinations Scholarships
- Pathway to Teacher Education Scholarship
- **District/Authority Scholarships** – Meet criteria determined by the local scholarship committee, which requires you to demonstrate outstanding achievement in any of the following areas:
  - **Indigenous Languages and Culture**, demonstrated at school or in the community
  - **Fine Arts** (e.g. Visual Arts, Dance, Drama, Music)
  - **Applied Design, Skills, and Technologies** (e.g. Business Ed, Technology Ed, Home Economics, Information Communication Technology)
  - **Physical Activity** (e.g. Athletics, Gymnastics, Dance, not limited to Physical Education)
  - **International Languages** with Integrated Resource Packages (IRPs) or External Assessments, including A.P. and I.B. courses
  - **Community Service** (Volunteer Activity), which includes demonstration of local and global issues and cultural awareness
  - **Technical and Trades Training** (e.g. Carpentry, Automotive, Mechanics, Cook Training)
- Basic Eligibility Requirements for Provincial and District/Authority Scholarships Program:
  - Must be a Canadian citizen or permanent resident (landed immigrant) at the time of registration in the school year for which the scholarship is awarded
  - Must be a B.C. resident.
  - In the school year for which the scholarship is awarded, you must be or have been:
    - Enrolled in a British Columbia public school (including Distributed Learning schools), or
    - Enrolled in a Group 1, 2, or 4 British Columbia Independent School, or
    - Enrolled in a Continuing Education Centre, or
    - Registered with a public, independent, or distributed learning school in B.C. as a homeschooled child
- **University Major Entrance Scholarships** are awarded to outstanding high school students, who excel in combined areas of academics, athletics, or performing and fine arts.
- **University Automatic Scholarships** are based on the courses required for university and faculty entrance. Successful candidates receiving an automatic entrance scholarship usually have over 90% in their grade 12 required courses.
- **Community Based Awards** - Scholarships and bursaries are donated by various Delta businesses and interested groups. Application forms are available after Spring Break and presented at Valedictory.
- **Private Scholarships** - These scholarships are available from various companies, businesses and special interest groups at various times throughout the year.
- **Trades, Technology and ITA Scholarships** - Scholarships for excellence in trades and technology are offered by various post-secondary schools (BCIT and Kwantlen Polytechnic University) as well as the ITA, and also the District Awards. These awards also vary in amount, have specific criteria and specific deadline dates.

#### Career Life Connections:

One important component of the Grad Program is to complete **Career Life Connections**. Career Life Connections is worth 4 credits and is a mandatory requirement to graduate in BC.

Career Life Connections is an opportunity for students to reflect on their knowledge and abilities and plan for life after graduation by the pursuing the following core competencies: **understanding factors that shape personal identity and inform career-life choices; strategies for personal well-being and work-life balance; understanding employment marketing strategies; seeking mentorship opportunities**, as well as their rights, regulations in the workplace including safety. Students will also be expected to understand the **ways to represent themselves, including consideration of personal and public profiles, digital literacy and citizenship, as well explorations of career-life opportunities.**

Within the Career Life Connection course students will develop and present a graduating Capstone project and is a **graded graduation requirement**. Content will continue to emphasize the three main themes of **Personal Development, Connections to the Community, and Career, Life, Plan**, with the curricular competencies supporting these in a variety of ways. This culminating project will demonstrate personal learning and achievement (both in and out of school), growth in the core competencies, and a reflection on students' post-graduation plans. Information regarding this mandatory project can be found on the BC Ministry of Education website at: [https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/10-12/career-education/en\\_ce\\_capstone.pdf](https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/10-12/career-education/en_ce_capstone.pdf)

PLEASE NOTE: STUDENTS WILL NOT GRADUATE FROM GRADE 12 WITHOUT THESE 4 CREDITS. CONSEQUENTLY, STUDENTS WHOSE CAREER LIFE CONNECTIONS IS INCOMPLETE ARE INELIGIBLE TO ATTEND THE SCHOOL'S VALEDICTORY EVENT OR ANY OTHER SCHOOL SPONSORED EVENT FOR GRADUATION.

**STUDENT HELP LIST**

Services to Families and Teens in Tsawwassen

1. Deltassist Counselling – Youth or families may self-refer for counselling involving youth suicide prevention and drug and alcohol counselling. 604-594-3455
2. Delta Youth Services - Counselling services are provided for youth experiencing emotional and behavioral problems. This includes adolescent runaways, unmotivated teenagers, school dropouts, youth having difficulty with peer and/or family relationships. Referrals can be made by self, family or school. 604-591-9262
3. Delta Mental Health - Counselling is available for all areas of serious, emotional problems. Referrals can be made by self, physician, or other agencies. 604-943-1878
4. Boys and Girls Club – Social, recreational, and educational activities available to youth. 604-946-2027
5. Ministry for Children and Family Development  
Ladner Office: 604-940-7900 After Hours: 604-660-8180
6. Options for Sexual Health 604-731-4252
7. Planned Parenthood 604-952-3550
8. Little House Society [info@littlehousesociety.ca](mailto:info@littlehousesociety.ca)
9. Foundry 1-800-784-2433, [info@foundrybc.ca](mailto:info@foundrybc.ca)
10. Phone Support Lines:
  - Suicide Helpline 1-800-784-2433
  - Crisis Line 604-951-8855
  - Gay and Lesbian Help Line 1-800-566-1170
  - Dial-a-Dietitian 604-732-9191
  - Multi-Cultural Help Line 604-572-4060
  - Vancouver Rape Relief 604-872-8212
  - Youth Against Violence 1-800-680-4264

<b>2024/2025 SCHOOL CALENDAR INFORMATION FOR PARENTS</b>	
Days in Session	187
<b>Hours of Instruction in School Week</b>	<b>Grades 8-12: 26.60 hrs.</b>
Number of Days of Instruction	180
<b>Minutes of Instruction in School Day</b>	<b>Grades 8-12: 319 min.</b>
Number of Non-Instructional Days	6 (District Wide)
Schools Open	Tuesday, September 3
First Day of Regular Classes	Wednesday, September 4
PAC Meeting	Wednesday, September 18
Meet the Teacher Night (6:00pm)	Thursday, September 19
Non-Instructional Day (District Wide)	Friday, September 20
Day for Truth and Reconciliation – Statutory Holiday	Monday, September 30
Thanksgiving Day – Statutory Holiday	Monday, October 14
PAC Meeting	Wednesday, October 16
Non-Instructional Day (District Wide)	Friday, October 25
Graduation Assessments	Monday, October 28 – Tuesday, November 5
Take Our Kids to Work Day	Wednesday, November 6
Informal Learning Update #1	Thursday, November 7

Remembrance Day Assembly	Friday, November 8
Remembrance Day – Statutory Holiday	Monday, November 11
PAC Meeting	Wednesday, November 20
Non-Instructional Day (District Wide)	Monday, November 25
Learning Update Prep (Early Dismissal)	Friday, December 6
Written Learning Update #1	Thursday, December 12
Last Day of School before Winter Vacation	Friday, December 20
Winter Vacation Period	December 23 – January 3
Schools Reopen after Winter Vacation	Monday, January 6
Graduation Assessments	Monday, January 13 to Friday, January 24
Parent Teacher Interviews 2-4pm; 5:30-7:30pm (Early Dismissal)	Thursday, January 23
Non-Instructional Day (District Wide)	Friday, January 24
Family Day – Statutory Holiday	Monday, February 17
Non-Instructional Day (District Wide)	Friday, February 21
Learning Update Prep (Early Dismissal)	Friday, March 7
Written Learning Update #2	Thursday, March 13
Final Day of Classes before Spring Break	Friday, March 14
Spring Vacation Period	March 17 – March 28
Schools Reopen	Monday, March 31
Graduation Assessments	Monday, April 7 – Friday, April 11
Good Friday – Statutory Holiday	Friday, April 18
Easter Monday – Statutory Holiday	Monday, April 21
Informal Learning Update #2	Thursday, May 1
Non-Instructional Day (District Wide, in Lieu of Summer Pro D)	Friday, May 16
Victoria Day – Statutory Holiday	Monday, May 19
Graduation Assessments	Monday, June 2 – Friday, June 13
Grad Dinner and Dance	Wednesday, June 18
Final Day of Scheduled Classes; Learning Update Prep (Early Dismissal)	Friday, June 20
Course Completion Days	Monday, June 23 – Wednesday, June 25
Last Day for Students	Thursday, June 26
Written Learning Summary	Thursday, June 26
Schools Close/Administrative Day	Friday, June 27

