



SAANICH INDIAN SCHOOL BOARD

## **Saanich Adult Education Centre**



# **Student Handbook**

**2007 - 2008**

# **SAEC Closures**

## **Statutory Holidays**

School Year (2007-2008)

September 3, 2007	Labour Day
October 8, 2007	Thanksgiving
November 12, 2007	Remembrance Day
Dec 24-January 4, 2008	Christmas Holiday
January 1, 2008	New Years Day
March 21, 2008	Good Friday
March 24, 2008	Easter Monday
May 19, 2008	Victoria Day
June 21, 2008	Aboriginal Day
July 1, 2008	Canada Day
August 4, 2008	BC Day

### **Non-Instructional and Professional Development Days 2007-2008**

September 24, 2007  
October 19, 2007  
November 9, 2007  
November 23, 2007  
(closed for FNESC Conference)  
February 15, 2008  
March 3, 2008

Saanich Indian School Board-Adult Education Center  
7449 West Saanich Road, Administration Building Brentwood Bay BC V8M 1R3

Mondays to Fridays, 8:30 am - 3:30 pm, in person; 8:30 am – 4:00 pm by telephone.  
Tel. (250) 652-2214, extension 237 Fax. (250-) 652-6929

## TABLE OF CONTENTS

Calendar-Statutory Holidays.....	2
Calendar-Non-Instructional and PRO Days .....	2
Welcome .....	4
Mission Statement .....	4
Philosophy of Education .....	5
Saanich Adult Education Centre Staff .....	6
SAEC School Day .....	7
Breaks.....	7
Bus Schedule.....	7
Fire Procedures.....	8
Earthquake Procedures.....	9
<b>Academic Regulation &amp; Policies</b>	
Freedom of Information & Protection of Privacy .....	10
Confidentiality of Records .....	10
Incomplete Grades .....	11
Statement of Completion .....	11
Withdrawal.....	11
Prior Learning and Assessment .....	11
Academic Appeal .....	11
Academic Warning .....	11
Continuance in Program .....	12
Absences & Lateness .....	12
Graduation .....	12
Cheating and Plagiarism.....	12
<b>Student Conduct</b>	
Harassment Prevention .....	13
Alcohol & Drug Prevention .....	13
Sexual Harassment or Coercion Prevention .....	13
Academic Misconduct.....	14
Behavioral Misconduct .....	14
Violence Toward Individuals .....	14
Damage to Property or Theft .....	14
Abuse of Computing Resources .....	14
Dress Standards .....	14
Electronic Devices and Equipment.....	15
<b>Student Services</b>	
Academic Counseling .....	16
Coffee .....	16
Computer Resources.....	16
Student's Personal Computer Use Schedule .....	16
Computer Use Guidelines.....	16
Daycare .....	16
Faxing .....	16
Lunch Program.....	16
Library .....	17
Lost & Found .....	17
Parking .....	17
Phones .....	17
Photocopiers .....	17
Smoking .....	17
Teacher Advisors (TAs) .....	17
Hot Lunch Schedule .....	18
SAEC Fitness Room – QOM QOM <u>SW</u> .....	18
<b>Information Forms</b>	
Use of Student Computer Lab.....	19
Information Disclosure Form .....	20
Waiver Form .....	20
SAEC Calendar-of Events.....	21

# **WELCOME**

**to the Saanich Adult Education Center**

## **Saanich Adult Education Center Mission Statement**

Our mission is to enhance education opportunities for Saanich Nation adults living on and off reserve and in neighboring communities by offering courses and programs that are community based and driven and which link to the Saanich Nation's longer range community development plans, to advance development, self-sufficiency and self-reliance.

The aim of the staff and administration is to make every attempt to offer programs and services that reflect Saanich Nation traditions and values, and that are based on respect and an understanding of each person's uniqueness and potential, always taking into account that the learner is an adult with a vast array of experiences and equal expertise to offer. It is our desire to include the SENCOTEN language and elders in our program delivery, whenever possible.

In short, our mission is to provide accessible, holistic programs preparing adult learners for higher education and vocational training, thus bridging them into other educational organizations and programs of their choice.

## ***Philosophy of Education***

We believe:

1. That our SENCOTEN culture must be maintained, perpetuated, and protected.
2. That along with the school: The SENCOTEN people must be involved in the education of our youth.
3. That our children must attain the academic skills and spiritual and cultural values which allow them to live successfully in a multi-cultural society, also, that the Non-Indian society be educated about the SENCOTEN culture.
4. That the SENCOTEN tribes control will enhance the education of our students.
5. That along with academic skills we must instill SENCOTEN values:
  - a. Family
  - b. Self Respect
  - c. Initiative
  - d. Confidence
  - e. Responsibility
  - f. Respect for the rights and values of others
  - g. Positive attitude and willingness to work hard
  - h. Pride
  - i. Honesty
6. That students have rights and responsibilities within the education program.
7. That a safe and suitable learning environment be provided.

***SAEC Staff and Support Services List***  
**September 2007 – June 2008**

Kaleb Child	Director
Linda Gladstone	Secretary
Kendra Underwood	Post-Secondary Advisor
Diane Kirby	Instructor and Support
Tye Swallow	Instructor
Morgan Sargent	Instructor
Kevin Monkman	Instructor
Caroline Stengl	Instructor
Helen Jack	SENCOTEN Instructor
Anne Sam	SENCOTEN Instructor/Support
Angela Hamilton	Work Experience Coordinator and Admin
Chris Smith	Recreation Coordinator
Sandrea Sampson	Nutrition Coordinator, Cook
Teka Cook	ECEC Support Worker

## ***SAEC School Day***

8:30 – 9:00	Curriculum Development
9:00 – 9:55	Class Time
10:00 – 10:55	Class Time
10:55 – 11:05	Break
11:05 – 12:00	Class Time
12:00 – 1:00	Lunch
1:00 – 2:15	Class Time
2:20 – 3:30	Class Time
3:30	Dismissal

### ***Breaks***

One 15 minute morning coffee break and one hour for lunch break.

Please be firm with implementing all scheduled breaks and classroom transitions.

### ***Bus Schedule***

The bus will pick up students according to the route outlined below. The schedule times are approximate and subject to change. So because of this it is often difficult to get students to the SAEC by 9:00. Pick up points will be at the Band Offices. The bus will not wait for students, so please be at the pick up point on time.

- Tsawout 8:35
- Tseycum 8:50
- Pauquachin 8:56
- Arrive SISB 9:02

# Fire Procedures

## **If you discover a fire:**

1. Get everyone out of the danger area.
2. Close the door to the room or area.
3. Activate the fire alarm pull station immediately.
4. Phone the fire department 9-1-1, be sure to inform them of the condition of the fire and your location. ***“7449 West Saanich Road, Saanich Indian School Board, Administration Building”***.
5. Leave the building through stairwells.
6. Escort people with disabilities (ie) people in wheelchairs. Move them to a safe area away from smoke and flames. Have someone stay with them while another person notifies the emergency help of their location.
7. Report to the front of the building entrance or designated meeting area

## **At the sound of a fire alarm:**

1. Proceed to the stairwells. Walk, do not run.
2. Follow instructions of the leader in charge.
3. Shut all doors behind you and proceed down the stairwell in a quiet and orderly manner. Do not push or shove.
4. If you encounter smoke, keep low and crawl. Use the wall as a guide to the exit. If a route is blocked use an alternate exit.
5. When you are outside of the building be sure to move away from the building, toward your designated area.
6. Do not go back into the building until officially advised by fire department that it is safe to do so.

# Earthquake Procedures

In the event of an earthquake at the Saanich Adult Education Center, it is recommended that students and staff of the building react in the following manner:

1. Take immediate cover under tables, desk or other object that will offer protection against flying glass or debris and hang on to something solid. Duck, cover & hold.

Note: Do not stand in doorways if the door is not braced against swinging back & forth, as this would cause further injury.

2. When building movement stops, you may leave your covered area.
3. After a major shock, evacuate the building, as additional shocks or tremors may occur. Be careful of downed electrical wires, gas leaks or other objects when leaving the building.
4. Keep calm, do not run.
5. Proceed to the designated area, if it is safe to do so. If unsafe, move away from the building.
6. If you are qualified in first aid, help those who are injured. If you are not qualified in first aid, please act as an assistant.
7. Communication is the key. Report any persons missing to the leaders in charge of your group, and report fires. The leaders of the group are responsible to communicate with the emergency teams your concerns.
8. Do not use telephones; they are for emergency use only.

## **REMEMBER:**

The primary rules are:

- **UP**-Be cautious of things above, earthquakes cause danger above you. Avoid heavy objects that may fall from above you, like flying glass, light fixtures, books shelves, filing cabinets, electric wires or other objects.
- **COMMUNICATE**-Communicate quickly any dangers. Communication is listening and talking.
- **CALM**-Stay calm.

# **ACADEMIC REGULATIONS & POLICIES**

## **Freedom of Information and Protection of Privacy**

Saanich Adult Education Center gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the SAANICH community, attending a post-secondary institution. In signing an application for admission, all the applicants are advised that the information they provide and any other information placed into the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

Students should be aware that information about a student cannot be released to a third party, including a parent or spouse, without a written signed release order.

Please see Release/Consent Form

## **Confidentiality of Student Records**

Saanich Adult Education Center endeavors to keep student records confidential and protect the privacy of the individual. Students are entitled to a transcript of their academic record and to an explanation of any information recorded on it. Requests for transcripts or other information from parent/spouse/relative, educational institution or community agency will not be honored without written consent of the student.

Saanich Adult Education Center will give information to government agencies for statistical uses, and will honor requests in accordance to provision of the BC Freedom of Information and Protection of Privacy Act.

## **Incomplete Grades**

An "I" (incomplete) grade may be assigned by an instructor when a student has not completed all the requirements of a course. Students given an "I" grade may earn a passing grade by fulfilling an agreement with their instructors to complete certain assignments within a specified time.

## **Statement of Completion**

The instructor may offer a statement of completion for courses completed, courses that were previously deemed incomplete.

## **Withdrawal**

Saanich Adult Education Center recognizes that students may need to withdraw. In the event a student wishes to withdraw, students must contact their teacher advisor to start the completion of a withdrawal form, in order to be fully informed of the consequences of the withdrawal. Students receiving student incentives are recommended to speak to the financial advisor prior to withdrawing as well.

Please be informed that a student who withdraws from the STEP Program without a valid reason is required to take one year off from the STEP Program, or academic probation may be issued to students.

Students in the Foundations Program are allowed a maximum of three years to complete their registered course subjects. YAP, Steps 3, Step 4 and Step 5 students are given one year to complete their registered course subjects. If students do not successfully complete all of the courses in the specified time, they will be put on academic probation for following year.

## **Prior Learning Assessment and Recognition**

The Prior Learning Assessment process offers you the opportunity to have your prior learning assessed and the appropriate Step placement made. There are methods of documenting and demonstrating prior learning. Contact the Director for more information.

## **Academic appeal**

Students may appeal academic decisions. Appeals must be initiated by notifying the Director of the Saanich Adult Education Center in writing, as soon as reasonably possible after an incident has taken place. See Appeal Guide.

## **Academic warning**

Students may be required to withdraw from a course or a program because of poor academic performance. Before this action is taken:

1. the instructor will give a verbal warning
2. be put on a two (2) week probation period – Written warning.

During the two (2) week probation period, the student must show improvement in their academic standings and in their attendance (at least 75% attendance and required assignments handed in).

3. Be withdrawn if they do not meet the requirements of the 2 week probation period.

Please note, student progress reports are available for students in late November and April of the school year. Final reports are given in late June.

### **Continuance in program**

Students are encouraged to take responsibility for their success in their studies. Saanich Adult Education Center will encourage students who do not meet minimum requirements to stop and reassess their goals.

Students in programs that do meet the minimum continuance requirements, which is a 50% grade may receive an academic warning. Failure to meet the minimum continuance requirements may result in withdrawal from the program and/or loss of registration priority, and student incentive.

Please note student incentives/stipends are linked to attendance and course progress which may be available through individual Bands. See SAEC Secretary for more information and to see about incentive availability. Outstanding assignments will result in a incentive/stipend holdback. Outstanding assignments must be submitted within 1 week or the incentive/stipend is forfeited.

### **Absences & Lateness**

Student attendance will be recorded twice daily: 9:15am and 1:15pm. If students are not present at these times they will be marked as absent.

Please telephone the SAEC **secretary at 652-2214, extension 237 before 9:00 a.m.** when you plan to be absent, as attendance is the key toward a successful program completion.

If you are not attending regularly and withdraw you may not longer be eligible for Daycare or monthly support.

### **Graduation**

It is the student's responsibility to ensure that all program requirements are met. This should be done by regular program review and consultation with the instructors.

Saanich Adult Education Center recognizes student's graduation by awarding a certificate. The ceremonies are held at the end of the school year, in the month of June. The exact date, time and location will be announced well in advance. Please note, students receiving an Adult Dogwood Diploma receive their diploma from South Island Distance Education School (SIDES), BC Ministry of Education.

### **Cheating and Plagiarism**

Will not tolerated. If a student is caught cheating on a test or plagiarizing, the student will be given a mark of "0" with the incident recorded and filed in their student records.

Plagiarism is considered a serious breach of student conduct. Students should be aware that Saanich Adult Education Center has policies regarding academic dishonesty, including plagiarism and cheating. The policy defines plagiarism as follows:

Plagiarism occurs when a student presents work or data as original when part, or whole, was written or composed by someone other than the student.

Plagiarism occurs when paragraphs, phrases, sentences, or ideas within the work are taken from another source without referencing or citing the author.

# STUDENT CONDUCT

Saanich Adult Education Center requires student behavior to conform to that normally expected of adult students in an educational setting. Students are expected to respect all persons on campus, maintain integrity in scholastic work, meet academic obligations, and conduct themselves in a mature manner, and obey the law. Failure by students to maintain a satisfactory standard of conduct may result in disciplinary action.

## Harassment Prevention

In the Saanich Adult Education Center Harassment Prevention policy, harassment is defined as aggressive, intimidating or threatening behavior that is inappropriate and unwelcome. It can include but is not limited to:

Behavior that is considered discriminatory under the Human Rights Code of BC including offending or demeaning a person or group of persons on the basis of race, color, ancestry, place of origin, nationality, family or marital status, physical or mental disability, age, sex, sexual orientation, political belief or conviction for an unrelated criminal offence.

Unwanted sexual attention, sexual solicitation or sexually oriented remarks or behavior made by a person who knows or ought reasonably to know that such attention or solicitation is unwanted.

## Alcohol and Drugs Prevention

Alcohol or intoxicating drugs shall not be consumed by students at any Adult Education class or function.

A student who is found to be impaired by alcohol or drugs on Saanich Adult Education Center property will be removed by Saanich Adult Education Center staff.

A second offence will result in the student being formally withdrawn from the program that they are currently enrolled in at the Saanich Adult Education Center.

## Sexual Harassment or Coercion Prevention

Any sexually oriented behavior, either verbal or physical, of a fellow student or staff member which is objectionable to another student or staff member will be considered harassment if (1) the offending student/staff member is notified that the action is considered offensive; and (2) the offending student/staff member persists in the action after he/she has been requested to stop.

Harassment and coercion will be considered a serious breach of conduct and subject to immediate dismissal from the Saanich Adult Education Center

Any incident of sexual harassment can be reported in either verbal or written form to a staff member of the Saanich Adult Education Center by the offended party or their designate to warrant an investigation. In addition, there are no time limitations that implicate the ability to act on the offense.

## **Academic Misconduct**

Academic misconduct includes, but is not limited to, the following acts:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of examination, test or assignment
- Obtaining or providing, without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
- Fabrication or the intentional use of invented information or the falsification of research or other findings, with the intent to deceive.

## **Behavioral Misconduct**

Any act that endangers the safety of student(s)/staff in a classroom situation is considered behavioral misconduct and is subject to suspension or termination.

## **Violence Toward Individuals**

Violence, threatening statements or aggression of any kind including physical, verbal or written toward instructors, staff or fellow students, is deemed violence toward an individual, and is punishable by law. When necessary, the RCMP will be called to deal with any violent or aggressive behavior. Discipline will include suspension from Saanich Adult Education Center.

## **Damage to Property or Theft**

Student conduct that leads to damage or theft of school property including personal property of instructors, staff and fellow students is deemed damage to property. Disciplinary action will include suspension from the Saanich Adult Education Center

## **Abuse of Computing Resources**

Each student or employee of the Saanich Adult Education Center having access to any computing resource is required to use the resource in an ethical and responsible manner. Violations of any of these standards and conditions is considered unethical and possibly unlawful. Violations may result in restriction from the computing privileges and /or further discipline including possible suspension.

Please note, use of computers is for course work only, unless special permission has been given by the Adult Center Director.

## **Dress Standards**

Students are expected to support a learning environment where attire is appropriate and not distracting to others. Articles of clothing that promote alcohol, drugs, inappropriate language or racism, or that are too revealing are not permitted. Students in violations of this policy may be asked to do any of the following depending on the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Remove the accessory.
- Staff members are encouraged to dress appropriately while being comfortable and professional.

**Electronic Devices and Equipment:**

Use of these are prohibited during all class time. Cell phones, pagers, personal music devices must be turned off during class time. Students may use these during breaks. Please give out the SAEC Secretary's number (652-2214 ex. 237) for contact in case of EMERGENCY and she will get you immediately. If a student ignores this prohibition they will receive: 1) A verbal warning. 2) A written warning. 3) A suspension.

# STUDENT SERVICES

## Academic Counseling

Academic Counseling is available to help you clarify career goals or help you deal with difficult personal situations. Confidentiality is guaranteed. Ask your instructor, teacher support for guidance or please see the Post Secondary Advisor when necessary, the key is to ask for help. When required a referral can be made for off-site professional help, as well.

Camosun College provides an Educational Advisor every Monday from September-February of the school year. Please book an appointment through the Post Secondary Advisor, Kendra Underwood.

## Coffee

Each class sets up their own arrangements for coffee. Coffee areas are required to be kept clean.

## Computer Resources

Computer lab is available for students to use for primarily course related purposes during regular Saanich Adult Education Center operating hours. Please note, personal student computer use is allowable, between the following times only:

### Student's Personal Computer Use

8:30 a.m. to 9:00 a.m.

12:00 p.m. to 1:00 p.m.

When the computer is booked for a special function, information will be posted on the door of the computer lab (ie) special training sessions, workshops.

Computer Use Guidelines: No food or drink allowed in the computer labs. Use of computers is primarily for course work, unless the Adult Center Director has granted special permission.

## Daycare

Childcare is available to fee payers and those who qualify for child subsidy through the Ministry. Please see the Daycare Director for further information, as there is a priority registration list.

Outstanding Daycare Fees: when students have outstanding Daycare Fees, the fees will be paid from student incentives/stipends and/or post-secondary funding.

If you are not attending regularly and withdraw you may not longer be eligible for Daycare or monthly support.

## Faxing

The fax machine is available for student use, faxing locally is free but there will be a cost of \$1:00 for long distance.

## Lunch Program

Sandrea Sampson will be running the Adult Center Lunch Program M, T, Th, and Fri. Lunch will be served from 12:00 – 1:00. Meals are available to staff and registered SAEC students only. Additional guests and family members will be charged a small fee of \$2 - \$4 depending on menu items. If possible donations are encouraged to contribute to the costs of the program.

## **Library**

The Saanich Adult Education Center library has a collection of books, to support your course work. A reference librarian is available to provide assistance. See library hours posted on the library door.

Loan Period: Two (2) week period.

Renewals: bring in item to renew for another loan period of 14 days.

Restrictions: items overdue can not be renewed

Fines: 50¢ per day for books, \$1.00 for videos. When fines are higher than \$15.00 it will be reflected in student incentives/stipend.

## **Lost & Found**

Lost and found articles are located in Secretary's office; they are kept for 2 months.

## **Parking**

Parking is available for students, located by the bus compound. Please be respectful of reserved parking spaces and visitor parking spaces. Do not park in front of or along the Saanich Adult Education Center building. When necessary, the Saanich Adult Education Center reserves the right to tow at the owner's expense.

## **Phones**

Students are to use the Café telephone only. Cell phone use is NOT permitted in the classroom. Students are to turn their phones OFF during class times. They may be used during break times only. Please be respectful of the administration department and use the student lounge phone. Please limit calls to no longer than 5 minutes.

## **Photocopiers**

Copies are available to students for course purposes. See SAEC Secretary.

## **Smoking**

**NOT** permitted on the SISB grounds.

## **Teacher Advisors (TAs) -**

Foundations	Diane
YAP	Kevin
Step 3	Morgan
Step 4	Tye
UCEP	Chinuuks
ECEC	Teka

## Hot Lunch Schedule (Wednesdays) – Sept – Dec 2007 - (Spirit Day)

September 19 Foundations  
September 26 Step 3

October 3 Step 4/5  
October 10 ECEC  
October 17 YAP  
October 24 UCEP  
October 31 Foundations

November 7 Step 3  
November 14 Step 4/5  
November 21 ECEC  
November 28 YAP

December 5 UCEP  
December 12 Open

## SAEC Fitness Room – QOM QOM SW

The Fitness Room is available for students with collaboration between your instructor and the Fitness Coordinator. You will receive a PE credit for participating. The Fitness Coordinator will set up your personal fitness plan. Use of the Fitness Room is free for Registered Students.

Hours of Operation – Monday to Thursday 8:30 – 3:30 or by appointment

**12:00 – 1:00 Facility Reserved for SISB staff only.** Other members will need permission from the Recreation Coordinator to gain access during this time.

# Saanich Adult Education Center

## Information Forms

### USE OF STUDENT COMPUTER LAB

The Saanich Adult Education Computer Lab is for student and community use for educational purposes only. It is also available for class bookings as well as bookings from outside agencies or groups. Non-students from the community who wish to use the lab need to complete a computer lab use agreement available at the SAEC reception from Linda Gladstone. ***Non-Registered Students are expected to provide their own paper for printing.***

SAEC students are ***not permitted*** in the computer lab during scheduled class time without written permission from their instructor. The lab has a schedule and priority use is assigned to Adult Centre Program Students.

On-Line chat rooms and non-academic sites are ***not permitted*** during school hours. Students found on these sites will be reported to the Adult Centre Director and loss of computer lab privileges will result.

Disciplinary action in written form will be taken if lab policies are not adhered to. Adult Centre staff is expected to report occurrences as they arise.

Accessing pornography will result in immediate loss of computer lab privileges and possible suspension from the SAEC program.

***Remember: Computer Usage and Stations are monitored!***

## **INFORMATION DISCLOSURE FORM**

I understand that on occasion information regarding my status as a student and educational progress may be required by other Educational Institutions, Social Development workers, Post-Secondary Counsellors, Daycare subsidy (if applicable) and Funding Sources.

I consent to the release of the above information.

## **WAIVER FORM**

I consent to Release photographs. Videos for the Saanich Adult Education Centre and any education partners for:

Annual Reports  
Web pages  
Advertising  
Displays  
Other school related projects

**SAEC CALENDAR OF EVENTS -  
and Important Dates for 2007 – 2008**

August 27 - 31	All staff return to work Individual meetings with staff
August 28	Intake Assessments – All day
September 4	School Opens Staff meeting/orientation 9:00 am Student registration/orientation 1:00-3:30
September 5-7	Staff to schedule times for Student Learning Plans, assessments and additional student intake
September 10	Classes begin SAEC Welcome – All programs
September 14	Course Outlines Due
September 15	Teacher Certifications Due to Kaleb
September 19	Staff Meeting 3:30-5:30
September 24	Student files complete (SLPs/IEPs signed and filed)
September 28	Last day for Nominal Role
October 8	Thanksgiving Day – School Closed
October 12	SAEC Newsletter #1 – all submissions to Linda Issue on October 19
October 19	Non-Instructional Day
October	Staff Meeting 3:30 – 5:30
October 31	Halloween luncheon and Costume contest
November 8	Remembrance Day Ceremony – 2:00 pm
November 9	Non-Instructional Day
November 12	Remembrance Day – School Closed
November 16	All Interim Reports completed and signed by Kaleb Distribution Nov 19-21 YAP Parent/Teacher Night
November	Staff Meeting 3:30 – 5:30
November 23	School Closed Nov 22-24 FNESC Conference (staff away)
December	Staff Meeting 3:30 – 5:30
December 18	Staff Winter Holiday Breakfast 9:00 0 10:30
TBA	SISB Holiday Dinner
December 21	Staff/Students last day before break
December 24-January 4	Winter Holidays – School Closed
January 7	School reopens
January	Staff Meeting 3:30 – 5:30
February 1	First Semester Ends
February 4	Second Semester Begins
February 14	Valentine’s Day
February 15	Non-Instructional Day
February	Staff Meeting 3:30 – 5:30
February 20	SAEC Newsletter #2 – all submissions to Linda Issue on the Feb 25

March 3	Non-Instructional Day
March	Staff Meeting 3:30 – 5:30
March 7	Career Fair – Health & Education Theme
March 17-25	Spring Break and Easter Break
March 26	School Reopens
April	Staff Meeting 3:30 – 5:30
April 11	All Interim Reports completed and signed by Kaleb Distribution on April 14-16 YAP Parent/Teacher Night
May	Staff Meeting 3:30 – 5:30
May 14	Cultural Symposium
May 19	Victoria Day – School Closed
June	Staff Meeting 3:30 – 5:30
June 13	ANNUAL REPORT INFORMATION DUE Final SAEC newsletter due – all submissions to Linda
June 18	SAEC promotions day and newsletter delivery by staff
June 20	Last day of classes
June 21	Aboriginal Day
June 23	Exam Day
June 24	Awards Day
June 25 & 26	Administration, Cleaning, Year-End Checklist (see handbook)
June 27	Annual SISB Golf Tournament Last day for all staff
	<b><i>ENJOY YOUR LONG AWAITED SUMMER HOLIDAYS</i></b>