## Fairview High School Student Handbook 2025-2026

#### EXPERIENCE SUCCESS BY CHALLENGING POTENTIAL



Visit our website for more information

Mrs. Sherri MacDowall Principal

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# WELCOME TO FHS!

## HOME OF THE COBRAS

As a student entering Fairview High School for the first time, or for one who has attended previously, we extend to you a warm welcome.

The school and staff are here to assist you in your academic and personal achievement. It is our sincere hope that your school year will be enjoyable and rewarding. The information in this booklet should familiarize you with the services, policies and programs of your school.

#### FHS Mission, Vision, Belief Statements

#### 1. School Mission Statement

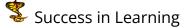
The purpose of the school is to provide educational opportunities for students to maximize their potential in academics, physical fitness, and cultural and practical arts. The practices of the school help students develop habits, attitudes, ideas and skills, which prepare them to be good citizens who contribute to society in a positive and useful manner.

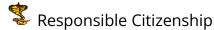
#### 2. School Vision Statement

FHS is a learning community that experiences success by challenging the potential of all who come through its doors.

#### 3. Belief Statements

At Fairview High School we value:





Collaborative Teamwork for staff and students

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#### SCHOOL RULES AND POLICIES

## Rules of Conduct – schools are 'respectful places' and therefore require respectful behaviour.

- 1. Students will be held accountable for any school property that they damage.
- 2. When leaving a class, the room must be left orderly for the next class.
- 3. Students will not have food or drinks in the library or around computers.
- No running or rough play in the hallways. Eating is permitted in the cafeteria or other designated areas only.
- 5. Students should not be in the hallways during class time.
- 6. Washrooms are to be kept sanitary. No eating, smoking, vaping, loitering, or dangerous behaviour.
- 7. Students should use the washrooms between classes rather than during class time.
- 8. Only one student is allowed in the gender-inclusive washrooms at a time.
- 9. Students will arrive to class with required learning materials.
- 10. Hats/head coverings are only to be worn in class at the discretion of the teacher responsible for instruction in that class.



11. Clothing advertising alcohol, drugs or sexuality is not to be worn in school. Our dress code is simple; clothing, respectful of a school environment, is expected.

#### <u>Positive Behaviour Interventions</u> <u>and Supports (PBIS and KUDOS)</u>

- Fairview High uses a school wide system of supports that include proactive strategies for defining, teaching, and supporting appropriate student behaviours to create positive school environments.
- The <u>Cobra Kudos program</u> provides students with external incentives to further engage in positive behaviours within a variety of settings.





#### **Attendance**

Regular attendance has been demonstrated in research to be a key determinant of student success. Staff and administration will carefully monitor attendance. Parents are expected to contact the office either by note or by phone when a student is absent. The teacher, guidance office, or main office will notify parents whenever attendance is of concern. The school office will notify by automated phone-out the daily absence of each student. "Remember if you are not in school you do not know what you are missing".

#### **Late Policy**

Students will be informed at the beginning of the school year of the FHS late policy. When student lateness becomes a matter of concern to a member of the school staff the student will be:

- a) Spoken to by a member of the school administration team or their designate. A warning will be issued, the matter documented and subsequent incidents of lateness will result in an appropriate disciplinary response.
- b) Should incidents of lateness continue the matter will be referred to school administration. Subsequent action can include the following;
  - Parental contact- A phone/letter or meeting with the parents will take place to determine further action.
  - The student will receive an in-school suspension.
  - Removal from school sports activities and/or other school activities.
  - Other actions may include the involvement of the Deputy Superintendent of Schools for the PRSD or the truancy officer for the division if the situation warrants.

#### **Extended Absences**

Extended absences from school are discouraged; as such absences are disruptive to the student's educational program. However, when such absences become necessary, the student and parent/guardian are expected to notify the school well in advance of the leave (except in cases of emergency). It would serve students best if they are able to keep up with their classwork via Google Classroom during their

absence. Students will be expected to complete any assignments or examinations promptly upon their return.

#### **Early Checkout**

Students requiring special consideration to leave the school during regular hours must provide a note from their parents and to checkout through the office before leaving. Because the school is responsible for students during the school day it is very important that students check out through the office before going home early. Office staff will confirm the early sign-out with a parent.

#### **Parking**

Student parking is allowed in the south parking lot <u>with a parking permit</u> (see details <u>here</u>). Students are not allowed to park in the staff area or in the school bus loop at any time. In keeping with our Good Neighbour policy, students shall not park along the street immediately west of the school. '**Stunting'** will be reported to the R.C.M.P. as dangerous driving with the potential of ticketing by the R.C.M.P. Please keep the parking lot clean by using the garbage cans provided.

#### **Smoking / Vaping**

The <u>use of and open display of all tobacco products, including vaping, is prohibited</u> on Fairview High School property. The use of any smokeless tobacco products and the act of spitting the residue is also prohibited on Fairview High School property. For the purposes of this policy, the Fairview High School property will include the school building, the courtyard, the field outside our building and both parking lots and the sidewalk area across from the staff room. Students who are caught smoking/vaping will be dealt with under the school's discipline procedures based on AP 356 "Use of Tobacco, Vaping, Alcohol, Restricted and Illicit Drugs by Students" and AP 355 "Student Discipline."

#### **Spares**

Spares for students are discouraged as much as the school program permits. Students with spares may leave the school at the beginning of the spare, but may not return until the end of the period. If the spare is spent in the school, it must be done such that classes are not disrupted. Junior high and grade 10 spares are not permitted at any time.

#### **Shoe Policy**

Students are <u>expected to wear clean and dry shoes when in the school.</u> Students should have two pairs of shoes - one pair for outside and one pair for inside. The inside pair may be the student's regular physical education shoes. Supervisors will have the student remove dirty or wet shoes.

#### **Assignment/Tests**

Assignments and tests must be completed, neat and on time. In order for a student to be "excused", a note or phone call from a parent is required. If a student is excusably absent, the assignment may be handed in for a credit. If a student is inexcusably absent for an assignment or test, the **student** is expected to make alternate arrangements with the teacher.

#### **Assessment Policy**

Students are expected to submit all summative assessments within the required timeframes. Missing work will be assigned a grade of 10% as a placeholder value until the work has been submitted. Teachers will follow a procedure to support students with missing work. It is then the student and guardians' responsibility to ensure follow-through. View the <u>full policy here</u>.

#### **Electronic Media Surveillance of Facilities and Property**

The protection of school property and maintenance of the health, welfare and safety of the students and staff while on school property are important functions of the school. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and Division property. The division authorizes the use of audio video surveillance practices, in accordance with Administrative Procedure 181.

#### **Final Examinations**

The value of a final examination will vary with the course. Grade 9 Provincial Achievement Examinations will be used as final examinations.

Grade 12 Provincial Examinations count for 30% of the student's final mark. Students are reminded to continually review their course work.

#### **Student Discipline**

There are certain behaviours that require a strong reaction from the school. Such behaviours include violence (fighting, threatening, bullying), being under the influence or being in possession of intoxicants or prohibited substances, willful disobedience, open opposition to authority, or willful destruction of school property. This is in keeping with School Division administrative procedures. For such behaviour, the school may suspend the student. The school may suspend a student for up to and including five school days.

#### **POD (Personally Owned Device) Policy**

**Cell phones and other POD's are not to be used during instructional time unless directed to do so by the teacher.** In addition to this rule, no personal electronic devices are allowed in a student's possession during school based exams. This rule is also strictly enforced by Alberta Education for all Provincial Exams. If a student is found to be in possession of or using a cell phone during instructional time:

- 1. First offence: A reminder of the expectations regarding Cell Phones/PODS.
- 2. Second offence: The cell phone will be confiscated by the teacher and brought to the office. The student can retrieve it at the end of the day.
- 3. Third offence: The cell phone will be confiscated by the teacher and brought to the office. The parent/guardian must retrieve it at the end of the day.
- 4. Fourth offence and subsequent: The cell phone will be confiscated by the teacher and brought to the office. Parents will be contacted and progressive disciplinary action will be taken up to and including suspension out-of-school.
- 5. Any belligerent behaviour towards staff members during confiscation may result in suspension from school.

#### **Lockers**

Students are provided locks from the office. Lockers must be locked at all times.

#### **Fairview High School Faculty**

Mrs. S. MacDowall - Principal

Mr. D. Phelps - Vice Principal, Science 10, Science 24

Ms. K. Bondy - Indigenous lead, teacher

Ms. H. Bryce - Educational Assistant

Mrs. A. Compton-MacComb - Teacher

Mr. D. Damocles - Athletic Director, teacher

Mrs. K. DeAngelo - Inclusive Education Coordinator

Mrs. K. Duncan - Information Specialist/ Librarian

Mrs. S. Fraser - Teacher

Mrs. C. Hemstock - Office Manager

Mr. E. Jacobs - Educational Assistant

Mrs. K. Jensen - Educational Assistant

Mrs. S. Johnson - Teacher

Mrs. P. Kaur - Teacher

Mrs. A. Kennedy - Educational Assistant

Mrs. C. Kramer- Family School Liaison

Ms. Robles and Ms. Talacay – Lead Custodians

Ms. J. Lawrence- Teacher

Mrs. B. McDonald - Student Support Worker

Mrs. K. Matthewson-Sellers - Educational Assistant

Ms. K. Miller- Teacher

Ms. C. Mitchell- Educational Assistant

Ms. C. Morrow - Teacher

Mrs. S. Nilsson- Educational Assistant

Mr. J. Pangilinan - Educational Assistant

Ms. C. Pinkard-Teacher

Mrs. R. Pope - Educational Assistant

Mrs. O. Przybylski - Teacher

Ms. S. Przybylski - Educational Assistant

Mrs. D. Rego - Educational Assistant

Mrs. T. Rolling – Educational Assistant

Ms. M. Rushton - Teacher, Work Experience

Mrs. V. Schultz - Educational Assistant

Mrs. T. Szmata- Teacher

Mr. J. Taylor- Teacher

Mrs. T. Wayland- Office Manager (FHS and FALS)

#### Junior High School Courses - Grades 7/8/9

Core Subjects	Complementary Subjects
☐ Language Arts	Career and Technology
☐ Mathematics	Foundations
☐ Social Studies	☐ Industrial Arts
☐ Science	☐ Home Economics
☐ Physical Education	☐ Art
☐ Health	

#### Sr. High Courses- Grades 10-12

#### **Grade 10-** Core Subjects **Complementary Subjects** Social 10-1/10-2/10-4 CTS Forensics 25 Math 10C/10-3 Foods Psychology PE 10 Japanese **Sport Performance Industrial Arts** Science 10/14 CALM English 10-1/10-2 Cosmetology Survival Art

#### **Grade 11-** Core Subjects

Social 20-1/20-2/20-4 Math 20-1/20-2/20-3

PE 20

Biology/Chemistry/Physics 20

Science 24

English 20-1/20-2

#### **Complementary Subjects**

Foods Forensics 25 Psychology Forensics 35 CALM Survival

Cosmetology **Industrial Arts Sport Performance** Art

Japanese

#### **Grade 12-** Core Subjects

#### Social 30-1/30-2 Math 30-1/30-2/31 PF 30 Biology/Chemistry/Physics 30

scheduled into any block.

English 30-1/30-2

#### **Complementary Subjects**

Foods Art Psychology Japanese **CALM** Survival

Cosmetology **Sport Performance Industrial Arts** Forensics 35

Forensics 25

\* Career Transitions (Work Experience), Special Projects, and RAP may be

#### To earn an Alberta High School Diploma, a student must:

#### - Earn a minimum of 100 credits

#### - Complete and meet the standards of the following courses:

- English 30-1 or 30-2 or Français 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20-1, 20-2, or 20-3
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20

#### - Complete and meet the standards of the following:

- Physical Education 10 (3 credits)
- Career and Life Management (CALM) 20 (3 credits)
- 10 credits from career and technology studies (CTS) or fine arts or second languages or Physical Education 20/30
- 10 credits in any 30-level courses in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2

**High School Diploma requirements** 

#### **Report Cards**

Fairview High School issues four report cards throughout the school year. For junior high students, these reporting times divide the school year into quarters. For senior high students, we issue one mid-term and one final report in each semester. Report cards will be distributed on the following dates:

- November 14th, 2025
- January 30th, 2025
- April 17th, 2026
- June 19th, 2026 (via mail)

#### A Note About ZEROS

#### *In accordance with AP 360 Section 2.1.5*

Teachers will no longer give a zero for work that is missing. Instead, if a student does not turn in an assignment, they will receive a placeholder grade of 10%. This temporary grade is an indicator to the student and guardian that further work on the assessment is required. This approach is intended to be more supportive and to encourage students to complete their work. The goal is for students to make up the missed assignments, which will then be reflected in their final grade.

#### **Parent-Teacher Interviews**

Interviews are held each semester. Interviews will be from 5:00-8:00 p.m. Guardians pre-book timeslots with teachers using the booking feature on our school's website.

Semester I – PTI interview: November 20th, 2025

Semester II – PTI interview: February 5th, 2026 PTI interview: April 23rd, 2026

#### **Honour Roll**

To make the Honour Roll requires hard work and a good work ethic. Students achieve Honour Roll status by having an average of 80% or greater at the end of Reporting Period 2 and Reporting Period 4. These periods correspond to the end of Semester 1 and Semester 2.

For **Junior High**, grades 7-9, the average for each reporting period is determined by calculating the average of the 5 core courses - English Language Arts, Social Studies, Mathematics, Science, and Physical Education.

For **Senior High**, grades 10-12, the academic average for each reporting period is determined by the weighted average of the courses that the student is enrolled in (The weighted average takes into account how much each course is worth in credits when calculating the average).

To be on the Honour Roll at the end of the school year, a student must have made Honour Roll at the end of Semester 1 and Semester 2.

#### Valedictorian:

The Valedictorian is the student from Fairview High Schools' graduating class who has the highest academic achievement in relation to the other graduands.

- The recipient will have the highest average in the following 5 courses: English 30-1, Social Studies 30-1, Mathematics 30-1/30-2, and two of Biology 30, Chemistry 30, Physics 30, or Science 30.
- The average will be calculated by averaging the final blended marks of the applicable courses taken in the first semester with the school mark of the applicable courses being taken in the second semester, as reported on the first report of that second semester.
- In the event of a tie, when calculated to the nearest percent, the student taking the greater number of 30 level courses shall decide the winner.
- In the event that a tie still exists, the highest average of the corresponding 20 level courses, as described in #1 above, shall decide the winner.

#### **CORE**

Core is an opportunity for **Sr. High** students to get help in their courses and to ensure they are caught up with all required coursework. Not all students work at the same pace, this is an opportunity for all Sr. High students to access additional teacher support in an effort to maximize their academic achievement.

Classes on Wednesday and Thursday will be a bit shorter for all students at FHS. This allows us to provide CORE time for Sr. High at the end of the day. **Jr. High** students will continue to receive regular instruction during these times. This adapted bell schedule is communicated to students weekly.

#### **PRSD Search of Student Property**

Please be advised that student desks, lockers and other property supplied by the Board of Trustees and Peace River School Division No. 10, are subject to searches at any time by the Principal or her designate to ensure there are no violations of School board or School Regulations with regard to cleanliness and personal hygiene and to unlawful substances or illegal goods, illegally obtained goods or personal property, the possession of which on school property is restricted or forbidden by school or Board rules or policy. Anything of an illegal nature will be referred to the R.C.M.P.

#### **Lockers**

Students must have a lock on their lockers, both hallway and gym lockers at all times. If they do not, they may receive a warning notice. If after a duration of not longer than a week, the student has not secured their locker with a school-provided lock, the items in the locker will be bagged up and the student will be required to retrieve said items from the office, following a discussion with administration. If this occurs again, items will again be confiscated and locker privileges will be suspended.

#### **Lost and Found**

Students finding items not belonging to themselves shall turn them into the office. Lost items may be inquired about at the office. The school will hold lost items for only a limited time, at the end of which they will be donated to charity.

#### **Change of Personal Information**

The school must be notified of any change in personal information such as address or phone number in order to keep files up to date.

#### **Medical Concerns**

It is important that the school be made aware of any existing medical conditions students may have. Please inform the office if such conditions exist. This information will be kept confidential. Students feeling ill should come to the office. A phone call home will be made to pick up the student. Staff use AP 316 "Administering Medication and/or Medical Assistance to Students" to guide decision making with respect to assistance with medical issues.

#### **Emergency Drills**

During the course of the year, all staff and students will be subjected to a number of practice fire and intruder alert drills. These drills are intended to prepare staff and students in the event of a real emergency. All participants are expected to treat these drills with an appropriate measure of seriousness.

#### <u>Physical Education</u>

Students must have proper physical education clothing, including a pair of non-scuff court shoes. High school students are reminded that Physical Education 10 is required for high school graduation and active participation is mandatory.

#### **FHS SERVICES**

#### **Academic Advisor**

The school has academic advisors (Mrs. Laue and Mrs. Wiebe) who provide services to students, parents and community in the areas of careers, post-secondary information, scholarship, academic problems, programming advice, and general academic advising. While the advisor will endeavor to meet with every student at some point during the year, students are encouraged to drop in for advice. The advisor will also refer students and parents to outside agencies (following School Division protocol). Students are also encouraged to approach any staff member for assistance.

#### Counselor

The school has a social worker on staff who provides one-on-one counseling and referrals for students. The counselor works closely with other FHS staff to enhance the social/emotional support provided to our students. The counseling role is focused on building relationships, resilience and mental health support for our student population.

#### **Student Telephone**

In the event that a student requires the use of a telephone, they are encouraged to use the courtesy phone provided by the Students' Union. This phone is located adjacent to the office and should be used during a student's break or during the lunch hour. In the case of an emergency, students will be allowed access to the phones in the office.

#### **Communication**

Communication about school events will occur through one or more of the following: announcements over the P.A. system, newsletters, Facebook, parent call-out, foyer TV, electronic sign, letters home, by teachers, and through the school's website https://www.fairviewhigh.ca/. Students and parents will also be able to access student marks via PowerSchool App. Find the instructions here.

#### **School Council**

Our School Council provides a forum for the discussion of issues that are important to both the school and the community. These issues may include the examination of new educational programs or the review of school, district, or provincial educational policies. The Council is organized in a September meeting. Regular monthly meetings will be announced after the Council's first meeting.

#### **Inclusive Education and Student Resource**

FHS is an inclusive learning environment. Some programs operate with support from Educational Assistants. Students needing additional support have adapted/modified programs designed to better meet their learning needs. The Resource program encompasses all students in the junior high

school. Such support may be short-term (1 or 2 sessions) or long-term (one reporting period). Students are assessed in the school.

#### **Community Support**

Fairview High School is fortunate to operate in a community that supports its schools. The business community is particularly supportive of such school activities as sports events, student union activities, yearbook, and curricular resource support. Many of our programs could not occur without this support.

#### **FHS ACTIVITIES**

#### Students' Union

The Fairview High School Students' Union provides many activities and events that contribute to a fulfilling and rewarding student high school career. Individuals represent the Students' Union from both junior and senior high. The Students' Union also oversees the organization of such events as cultural and educational assemblies and gatherings.

#### Clubs, Athletics, and Organizations

Our school offers many activities, clubs, and school teams. We encourage students to join existing activities, and to form their own club by organizing students with similar interests and asking a staff member to sponsor them. Students belonging to teams or clubs that visit or host other schools are reminded that they represent our school. Thus, we expect that our students will be on their best behaviour at such occasions and while being transported.

The athletics department website is viewable <u>here</u>.

All athletes are expected to maintain good academic standing in their courses and abide by the rules of the school. Failure to do so can lead to athletic probation and/or suspension from the team.

#### **School Dances**

Fairview High School Students' Union sponsors school dances throughout the year. Guests may attend by invitation only, and must first be approved by the administration. Most dances are from 7:00 pm to 11:00 pm, with doors closing at 10:00 pm. No one will be admitted into the dance after that time. Also, once a student leaves the dance, they may not return. Students bringing or consuming illegal substances at the dance will be dealt with under the school's discipline procedures and the R.C.M.P.

## **Bell Schedule:**

	Monday	Tuesday		Wednesday			Thursday		Friday
A1	8:55-9:37	A1	8:55-9:37	A1	8:55-9:32	A1	8:55-9:32	A1	8:55-9:37
A2	9:37-10:19	A2	9:37-10:19	A2	9:32-10:09	A2	9:32-10:09	A2	9:37-10:19
	10:19-10:27 Break AM		10:19-10:27 Break AM		10:09-10:17 Break AM		10:09-10:17 Break AM		10:19-10:27 Break AM
B1	10:27-11:09	B1	10:27-11:09	B1	10:17-10:54	B1	10:17-10:54	B1	10:27-11:09
B2	11:09-11:51	B2	11:09-11:51	B2	10:54-11:31	B2	10:54-11:31	B2	11:09-11:51
	11:51-12:34 LUNCH		11:51-12:34 LUNCH		11:31-12:14 LUNCH		11:31-12:14 LUNCH		11:51-12:34 LUNCH
C1	12:34-1:16	C1	12:34-1:16	C1	12:14-12:51	C1	12:14-12:51	C1	12:34-1:16
C2	1:16-1:58	C2	1:16-1:58	C2	12:51-1:28	C2	12:51-1:28	C2	1:16-1:58
	1:58-2:06 Break PM		1:58-2:06 Break PM		1:28-1:36 Break PM		1:28-1:36 Break PM		1:58-2:06 Break PM
D1	2:06-2:48	D1	2:06-2:48	D1	1:36-2:13	D1	1:36-2:13	D1	2:06-2:48
D2	2:48-3:30	D2	2:48-3:30	D2	2:13-2:50	D2	2:13-2:50	D2	2:48-3:30
				Jr.	2:50-3:30 Sr. CORE & High Regular Classes	Jr.	2:50-3:30 Sr. CORE & High Regular Classes		

## **Map of FHS**



## Calendar is viewable online here

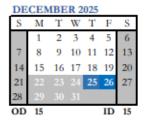
#### FINAL APPROVED 2025-2026 SCHOOL YEAR CALENDAR



SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30				
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oc	OCTOBER 2025					
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OD	21				ID	20

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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29
OD	19				ID	18



JANUARY 2026						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
OD	20				ID	19

Month	Operational	Instructional
	Days	Days
August	3	0
September	20	19
October	21	20
November	19	18
December	15	15
January	20	19
SEM 1	98	91
February	19	19
March	19.5	17
April	18	17
May	20	19
June	20	19
SEM 2	96.5	91.0
TOTAL	194.5	182.0

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FEBRUARY 2026

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23 24 25 26 27 28

MARCH 2026								
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22	23	24	25	26	27	28		

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APRIL 2026

August	27	Staff Meeting/Prof. Dev.
August	28	PD Day Kick-Off
August	29	Staff Meeting/Prof. Dev.
September	2	First Day of Classes
an	5	Students Back
Feb	2	2nd Semester Begins
March	5, 6	Teachers' Convention
une	25	Last Day of Classses

Last Operational Day

#### MAY 2026

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#### APPROVED HOLIDAYS

Labour Day September 1 Truth & Reconcilation September 30 Thanksgiving October 13 Remembrance Day November 11 Dec 22 - Jan 2 (incl) Christmas Break Christmas Day December 25 December 26 Boxing Day New Years Day January 1, 2026 Family Day February 16 March 30 - April 6 (incl) Spring Break Good Friday April 3

April 6

May 18

#### LEGEND

STATUTORY HOLIDAYS TRUTH & RECONCILIATION (no staff or students) PD DAY (NO STUDENTS) FIRST/LAST DAY OF CLASSES OPERATIONAL DAY (NO STUDENTS) NON-OPERATIONAL DAY (no staff or students) TEACHERS' CONVENTION CHRISTMAS / SPRING BREAK DIPLOMA EXAMS (to be confirmed)

June

Easter Monday

Victoria Day