



École Mother Teresa

2022-23 Handbook

École Mother Teresa School

Red Deer Catholic Regional Schools
79 Old Boomer Road, Sylvan Lake, Alberta T4S 1Z4
Phone: (403) 887- 6371 Fax: (403) 887-6373
Website: ecolemotherteresa.ca

Welcome to our School!

On behalf of our entire community, welcome to École Mother Teresa School. Our school has a strong Catholic Christian focus and all members of our school community work collaboratively to assist students in achieving personal and academic success in an organized and safe and caring environment. Our goal is to develop and preserve in each student a sense of self-worth, self-confidence, and resiliency. École Mother Teresa School has 415 students from grade 5 to grade 9 in both English and French Immersion programs.

Commitment to Catholic Education **Religious Education**

Parents are the primary educators of their children. A quality Catholic education involves a foundation of mutual respect between home, school, and parish. We look forward to parental support and involvement at École Mother Teresa School as well as at Our Lady of the Assumption Parish.

Our Catholic faith is continually nurtured and experienced in Religion classes, all curriculum, celebrations, and prayer. Students are actively involved in our parish through masses at the church/school, through visits by our parish priest and youth minister, and through our middle school youth group. There are many opportunities for parents to join in both school and classroom celebrations of the Catholic faith.

Sacramental Preparation

The school supports the parish in regards to sacramental preparation. Although it is the responsibility of parents to make arrangements for their children to receive any

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sacrament, the school will support you in doing this. If you need any assistance in helping to coordinate with the parish, please contact the school.

Opportunities for Student Learning

Core Programs include: Religious Education, Language Learning (English Language Arts and French Language Arts), Mathematics, Science, Social Studies, Physical Education, and Exploratory Subjects.

Exploratory Courses

Exploratory courses are a way to extend the students' knowledge, skills, and attitudes learned in core courses to a variety of themed subject areas. Exploratory courses carry the same responsibilities as regular core classes.

Exploratory Courses are offered from grades 6-9 and will vary from term to term, and all fit into the provincial Career and Technology Foundations curriculum. Some examples may include Outdoor Education, Construction, Food Studies, Stressbusters, Fitness, Book Club, Coding, Finance and Band.

Grade 6 students will be assigned to exploratory classes to satisfy the Fine Arts minutes expectations by Alberta Education for the grade 6 year.

Grade 7, 8 and 9 students will indicate their preferred exploratory courses and/or area of interest. However, some courses have limited access because of safety procedures (Construction, Foods and Physical Education courses) and we also must ensure equitable class sizes. We strive to provide every student with a variety of courses throughout the year and we will ensure students receive at least 1 of their top choices throughout the year.

Special Programs

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French Immersion Program – École Mother Teresa School offers a rich language-centred French Immersion program. French Immersion permits the child to become fluently bilingual at a time in their life when language is easily acquired.

Inclusive Education – Academic support is offered to assist students who require additional assistance with Language Arts and Mathematics or offer enrichment to students who are excelling in a particular subject. The majority of academic support occurs within the regular classroom through clustering for small group instruction or assistance by a co-teacher.

School Counsellors – Teachers, parents, or students may refer students (themselves) to a counsellor. Referrals are made directly to the counsellors via the school staff, email, or telephone. Our counsellors provide both personal and career counselling. The goals of the Comprehensive Guidance Program at École Mother Teresa School are to continue building and expanding a counselling program that enhances all students' growth and development in the following areas:

1. Help students interact effectively with others.
2. Help students maximize their academic, social and emotional potential.
3. Help students acquire the knowledge, skills, attitudes and habits required to successfully respond to high school expectations.
4. Help students gain the skills to cope with personal problems and concerns that may impede educational achievement and personal/social growth.
5. Request the assistance of parents, teachers and other school personnel in identifying the personal, social and intellectual needs of students.

Important Phone Numbers

- ✓ Alberta Mental Health Board Helpline 1-877-303-AMHB (2642)
(24HR line for critical crisis calls relating to suicide and other immediate mental health issues)
- ✓ Sylvan Lake Community Health Center - 403-887-2241
- ✓ Kids Help Phone - 1-800-668-6868
- ✓ Child Abuse Hotline - 1-800-387-5437
- ✓ Red Deer Crisis Centre - 1-866-956-1099 or 1-403-356-1099
- ✓ Bullying Helpline – 1-888-456-2323
- ✓ Suicide Hotline - 403-342-4966

Absences/Lates

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Whenever your child will be absent from school (either morning or afternoon), please call or email (tara.spotter@rdcrs.ca) the school at 403-887-6371. If you phone before office hours, you can leave a message. If the school has not been notified, the Administrative Assistant will contact the parent through SWIFT K-12 twice daily. In the case of an extended period of absence, please contact the teacher regarding homework. Should your child be late arriving at school, he/she must report to the office to avoid being marked absent.

Learning Commons

The Learning Commons strives to provide resources and support for educational excellence to our students and to instill a passion for reading that will inspire them to be lifelong readers, and therefore lifelong learners. We are also developing this space to incorporate maker space learning activities. Makerspace is identified as one of six important developments in educational technology for K-12. This space provides an atmosphere for engaging learners in creative, higher-order problem-solving through hands-on design and creation.

Students are encouraged to return and borrow books by any of the following methods:

1. During their regularly scheduled literacy block time or during class time (with teachers' permission);
2. At recess or lunch time;
3. Before or after school.

The learning commons is open to students and staff from 8:31 a.m. to 4:00 p.m.

Middle School Textbook Policy:

- Each student will sign out textbooks from the Learning Commons as required by their teachers. (The student's name should be written in all texts issued to them.)
- Each student will be held accountable for all textbooks issued to them - it is your child's responsibility to keep these books in good condition.
- When not in use, textbooks should be kept in the student's locker or backpack.
- Textbooks used by students and not returned at the end of the school year will be billed to the student or the student's parent(s) or legal guardian(s) at the current replacement cost.
- Textbooks assigned to students which have been damaged will be assessed for the extent of the damage and a cost determined that is proportionate to the current age of the material, period of remaining usefulness to the school, and other factors deemed appropriate by the school administration.

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School Bussing

All students can be provided bussing within their designated catchment area through Red Deer Catholic Regional Schools Transportation Department. Bus rules will be sent home with bus students at the beginning of the year. Repeated infractions will result in suspension from riding the bus. If your child rides the bus, please download the bus app at <https://www.rdcrs.ca/schools/school-bus-information>. To contact the transportation department call (403) 309 - 8801.

School Pictures

Photographs of each student are organized through Lifetouch and are available in different packages prior to Christmas. We may also offer Spring photos. Parents are not required to purchase these photographs. Information brochures will be sent home with all students.

Cell Phone Expectations and Procedures

In order to ensure the very best climate for learning, students are restricted from using mobile phones. Students have access to Chromebooks, computers, laptops, and iPads during classes to support their learning outcomes. Procedures are listed below for when students are accessing their phones outside of the expectations::

1. Mobile phones should be **'off and away'** in lockers during all class times or stored in the classroom cell phone holder. If any phone is seen or heard in class, the student will be asked to take their phone to the office. Phones should not be tucked in clothing, in bags, or in binders.
2. Phones delivered to the office will be returned to students at the end of the day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to collect the student's phone.
3. Students are still able to use their phones prior to school, during lunch, and after school. We would appreciate it if you would contact your child during these times. Mobile phone restriction is in place at all other times including locker breaks.

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Students are permitted to access their cell phones during lunch hour. Digital Citizenship programming takes place on an ongoing basis and the expectations for conduct involving technology is integrated into that programming. This would include, but is not limited to circumstances such as posting content from school to social media, taking pictures of people in the school, creating material and sharing digitally, etc as examples of inappropriate use of technology. The overarching principle is that no pictures or materials are to be taken using cell phones unless requested by a supervising teacher for academic programming. Any material that may be for their classes would remain part of the class and only be posted online under teacher direction. These expectations are in place to maintain as safe an environment as possible for all members of the school community and appropriate measures will be taken in the event that student conduct is not in accordance with these expectations.

Please note that in the case that parents need to speak with their child during the school day, we have a landline that is answered from 8:00am - 4:00pm in order for students to connect with parents as necessary.

School Program Fees

Any extra-curricular fees are payable to the office. Please make all cheques payable to ÉCOLE MOTHER TERESA SCHOOL.

Lunch Hours

All students eat their lunch in their classrooms and are expected to follow lunch rules. A teacher or educational assistant will supervise during eating times and outside during recess.

Our school policy is that we are a **closed campus** during the day and students are to remain on school grounds. **We do not allow students to leave the school grounds during the lunch break to go home for lunch unless parents pick them up, return them to school and a form is completed.** Once the form is completed, students who leave the school grounds must sign out and back into the office. This policy is in place for the protection of our students. In the event of a fire drill or school lockdown, we need to be able to ensure that all students are safe and accounted for.

Communication

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All families are highly encouraged to follow École Mother Teresa School on Facebook, Twitter, and Instagram, as well as use our website as an important source of information. They are all updated daily with many pictures and write-ups of the great things that are happening in the school.

Weekly on our school website, ecolemotherteresa.ca, parents may access our Week at a Glance document. Updated weekly, it gives families important information and weekly events in our school. It is posted each Friday, highlighting the next week.

Parents are given a login code from the school to access the Parent Portal of PowerSchool. This will allow parents to check on their child's attendance and grades. Parents are also encouraged to contact teachers directly if necessary. They may do this by phoning the school at 403-887-6371, or via email. Teacher email can be accessed on our school website, ecolemotherteresa.ca.

Volunteers in the Classroom

If a parent wishes to volunteer at the school, they must have a current criminal record check on file at the office. These are available at the local RCMP office for free with a letter from the school. A new procedure for RDCRS requires all criminal record checks to be updated every 3 years, and all criminal record checks need to be submitted to the school within **30 days of receiving the document from the RCMP.**

Daily School Opening and Closing

The school office is open from 8:00 a.m. to 4:00 p.m. each day. Beginning at 8:16 a.m., elementary students will be supervised on the playground and middle school students in the hallways/gathering area.

There have been slight modifications to the times within the day to ensure we meet the appropriate hours of instruction as mandated by division policy.

Grades 5 School Schedule

	Monday to Friday
First Bell	8:31 am
Classes Begin	8:35 am
Morning Recess	9:55 - 10:08 am
Lunch Recess	11:28 am - 11:58 pm

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Lunch	11:58 - 12:28 pm
Afternoon Classes Start	12:28 pm
Dismissal Time	3:16 pm

Grades 6-9 School Schedule

*Grade 6 lunch recess will be from 11:32-12:02 pm, lunch from 12:02-12:32 pm

	Monday to Friday
First Bell	8:31 am
Classes Begin	8:35 am
Break time	2-3 minute transitions between classes
Lunch/Begins [Grades 7-9]	Lunch 11:28 am – 11:58 pm Recess 11:58 pm- 12:28 pm
Afternoon Classes Start	12:30 pm
Dismissal Time	3:16 pm

Reporting Process

Elementary school parents and Middle school parents access PowerSchool throughout the year to check student progress and teacher comments. This provides students and parents with a summary of all assignments, tests, and teacher comments for each course. Missing, late, and excused assignments will be indicated on your PowerSchool account. Parents will also receive a SWIFT K-12 alert on their phone or email every Wednesday if their child has a mark below 50% in any of the subjects.

In addition to ongoing, live reporting, Parent-Teacher Conferences will be held in November and March.

Honour Roll

Middle School Honour Roll is recognition of outstanding academic performance.

Middle School Honor Roll criteria:

- an 80% or higher average in: ELA and FLA, Mathematics, Science, and Social Studies. (Honor with Distinction = 90% average or higher.) **and**
- a mark of 80% or higher in Religion **and**
- a Proficient (P) or higher in PE, Health, and Exploratory

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Final Exam Exemptions

Students in Grades 7 and 8 who have achieved honours/honours with distinction for the entire year, may apply to be exempted from one final exam in June. Each year the student must rotate the subjects from which they are exempted.

Homework

Any assignment that a student does not complete in the allotted school time will be sent home for completion. In addition, extra drill, review, study and research are seen as a part of homework. Your assistance in seeing that your child completes the homework and returns it to school on the next school day is appreciated. One of the most valuable activities a student can participate in is 10-20 minutes of nightly reading.

Study Hall

Study hall (Stress Busters) runs during our exploratory block for middle school students. When students do not hand in assignments on time, teachers may assign students to study hall. There, students have the time they need with the support of a teacher to complete the required work. Once work has been completed, students return to attending their assigned exploratory class. Extra support in math is given daily at noon in the Learning Commons.

Extra-Curricular Sports

École Mother Teresa School offers students the privilege of participating in inter-school sports. The Crusaders are involved in cross-country running, volleyball, basketball, ski club, badminton, and track & field. Our athletic programs are very successful in their leagues. Students who are participating in these sports teams that are run outside of school hours are required to attend all practices unless any issues arise and have discussed the problem with coaches. **Students are required to be in good academic and behavioural standing in order to participate in extracurricular sports.**

Gym Strip

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All middle school students are required to change for Physical Education and to wear indoor runners (no black soles) while in the gymnasium. No one will be allowed to participate in the gym without proper footwear. The dress code is in effect during PE class.

Crisis Response Procedures

Red Deer Catholic Regional Schools has implemented a School Division Safety Plan to create and maintain safe and caring schools. This plan includes a Crisis Response Manual through Hour Zero which outlines procedures and guidelines for managing a critical incident. Staff is trained in these procedures and practice exercises early in the year for students and staff will ensure we are able to deal with a critical incident in a safe and effective manner.

If your child becomes acutely ill or is seriously hurt at school, staff will make every effort to contact you at home or at work. **(Please notify the school immediately if you have a change of address, home, or work phone numbers, emergency contact, or the contact's phone number.)** If these efforts fail, we will attempt to contact the "emergency contact" numbers you give us. Failing this, if we evaluate the situation as serious enough, we will call 911 and have your child transported to the Health Care Centre. In the interim, your child will be attended to in the school health room.

Hour Zero Emergency Procedures

Procedures are practiced throughout the year to prepare your child for various emergency situations. We practice 6 fire drills, 2 lockdowns, 2 hold and secure & 2 shelter-in-place. We ask parents to familiarize themselves with our Emergency Response Plan on our website. In the case of a real emergency, parents receive pertinent information through our social media platforms and Swift K-12 Alert Systems.

Bill 10

Red Deer Catholic Regional Schools is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will

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keep their communities informed as these groups are established by placing notices in their newsletters/websites.

École Mother Teresa School Conduct Code

MISSION STATEMENT:

Our students are positive and caring people who can demonstrate responsibility for themselves and others within a Catholic school environment.

PHILOSOPHY:

We, at École Mother Teresa School, in partnership with home and community, believe in the principle of discipline with dignity. We recognize the inherent right of each individual to be safe and be treated with justice and respect.

PRINCIPLES:

École Mother Teresa School believes that all children have the right to learn in a positive, cooperative, orderly school environment. Our goal is to help students see themselves as being responsible for their behaviour and in control of themselves. Any behaviour that infringes on the right or well-being of others is unacceptable in our school. (See appendix A- Alberta School Act). Students must understand that they are responsible for their own behaviour. While the majority of students behave in a responsible manner most of the time, we recognize that on occasion, a student may err in judgment regarding his/her behaviour. The staff and parents share the responsibility for teaching students ways to handle their errors in judgment in a more acceptable manner.

Support will be provided for all students in order to promote the internalization and practical application of these principles in daily life. **High expectations for positive conduct will be held for all students at École Mother Teresa School.**

Responsibilities of Individuals at École Mother Teresa School

1. I WILL arrive at school on time and be prepared for class because I have a right to learn in this school.
2. I WILL listen to instructions and do my work to the best of my abilities.

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3. I WILL listen when others are speaking because everyone has a right to hear and be heard.
4. I WILL be considerate of everyone so that we all feel happy and wanted at our school because everyone has a right to be respected.
5. I WILL play and act safely at all times because everyone has the right to be safe.
6. I WILL accept each other's right to privacy of thoughts, feelings and personal property because everyone has a right to privacy.
7. I WILL listen to feedback from others because everyone has the right to receive assistance and support in their academic, spiritual, physical, emotional and social growth.
8. I WILL keep our school clean and be a good ambassador for our school because everyone has the right to take pride in our school, both the building and the spirit within.
9. I WILL accept each other's differences as special gifts from God because we all have a right to be a unique child in God's family.

École Mother Teresa School Dress Code

At Mother Teresa School we expect students to dress modestly and comfortably for school activities and seasonal weather while aligning with our Catholic principles. The following guidelines should be adhered to for student dress.

- Clothing must NOT display slogans or advertising which is controversial, obscene, offensive or depict drugs, smoking or alcohol.
- Shirts/Tops must meet the following criteria:
 - Shirts must have straps that are wider than spaghetti straps.
 - Shirts are to be long enough that no more than two inches of midriff is exposed at any time
 - Open-sided muscle shirts are not permitted. Chests are to remain covered.
- Shorts and skirts need to be long enough that underwear and private parts are completely covered at all times
 - Short shorts are not permitted

Should a student's clothing be seen as inappropriate they will be asked to change into another item of clothing at school, teachers will notify parents, and students may be sent home to change.

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Your assistance is appreciated in ensuring student clothing reflects the values of a Catholic School.

Discipline Policy Process – Offenses

Minor Offenses will be handled “ON THE SPOT” by the staff member. Students will know what poor judgment on their part was and will be helped to formulate more acceptable alternatives for the future.

Discipline Policy Process – Consequences

When a student chooses to behave inappropriately, consequences will be followed to help the student realize poor judgment was used on their part. The student will be assisted to choose and use more acceptable alternatives. Interventions will focus on problem-solving.

It is essential that all understand the consequences of unacceptable behaviour. The flexibility of choosing from a range of consequences ensures that each child will be treated individually and fairly.

The following are examples of MINOR OFFENSES

- Rough play: pushing, hitting, shoving or wrestling.
- Wearing headwear inside the school
- Wearing outdoor footwear inside the school
- Running in the hall
- Playing outside of designated areas
- Riding bikes on the school grounds
- Leaving school grounds without consent from parents/guardian
- Not following bus and lunchroom expectations
- Inappropriate dress (please refer to Dress Code above)
- Having cell phones devices during class
- Using scooters, longboards and skateboards at school

The following are examples of MINOR OFFENSES CONSEQUENCES

- Reminders and or discussions
- Restitution/community service
- Loss of privileges

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- Parent contact/involvement
- Detention
- Action plans & contracts
- Class suspensions
- Office referral
- Informal/formal conferences
- In-School suspension

Major Offenses: Major offenses are behaviours that interfere with or threaten the orderly functioning of the school and the safety or dignity of students or staff.

The following are examples of **MAJOR OFFENSES**

- Verbal abuse, threats, derogatory comments, name-calling, sexual innuendos and personal harassment
- Constant disruption of class proceedings
- Open defiance, resisting and disregarding adult requests
- Abusive or suggestive language gesture or dress
- Destruction/vandalism or theft of school/personal property
- Continuous minor offenses or refusing to carry out responsibilities for learning
- **The following are examples of MAJOR OFFENSES CONSEQUENCES**
- Action plans & contracts, detentions
- Documentation sent home to be signed
- Parent involvement/parent meeting
- Class or in-school suspension
- Out-of-school suspension
- Referral to outside agencies
- Restitution
- Counselling

As might be expected, the more serious the misbehaviour, the more severe the consequence. The following are considered “severe” acts of misconduct and will be dealt with by parent meeting, suspension, referral or expulsion.

The following are examples of **serious behaviours which result in serious consequences**

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- Possession of a weapon or an item on school property designed to cause harm to a student or staff member
- Students under the influence and or in possession of drugs, alcohol, tobacco, paraphernalia or inhalants at school
- Willful or planned assault on others
- Physical abuse or dangerous behaviours that could harm others or self

The following are examples of **consequences**:

- Parent contact/meeting
- Out-of-school suspension
- Referral to outside agencies

Bullying

Bullying is defined by Alberta Education as “repeated and hostile or demeaning behaviour by a student where the behaviour is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual’s reputation. Bullying often involves an imbalance of social or physical power.

Bullying or physical violence is NOT tolerated at École Mother Teresa School. Bullying behaviours are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name-calling, insults, racist, sexist or homophobic comments, put-downs
- Social – For example: gossiping, spreading rumours, excluding someone from the group, isolating, ganging up
- Cyber – For example: social or verbal bullying through the use of email, text messages, social media including the sharing of intimate images.

Students who are bystanders to or victims of an act of bullying, harassment, intimidation, or any other safety concerns should immediately report such incidents to school staff. All situations will result in the highest consequence, suspension.

Definition of Conflict in Relationship

Conflict in Relationship occurs through “single episodic acts of breakdowns in relationship between students. Conflict is an inevitable component of students learning to grow within social relationships. Disagreement and misunderstanding between

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parties are at the heart of the conflict. However, conflict does not constitute premeditated efforts to cause harm, fear or distress.” (Administrative procedure No. 103 Safe and Caring Learning Environment for Students)

When a **conflict** occurs at EMTS we ensure that our focus is on three important factors:

1. Accountability and learning of socially appropriate behaviours
2. Appropriate and meaningful consequences
3. Reconciliation

***If your child is experiencing any issues at school your best course of action is to contact the classroom teacher as soon as possible. We are here to help!**

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**École Mother Teresa School
Red Deer Catholic Regionals Schools
2022-2023
Grades 5-9**

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<p>Legend:</p> <ul style="list-style-type: none"> No School/ Statutory Holidays PD Days First and Last Day of School Day in Lieu Organizational Day 	<p>June</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p>June 28 - Last Student Day June 29 - Teacher Admin Day-No School June 30 - Summer Holidays-No School</p> <p>Student Days - 20 Teacher Days - 21</p>	S	M	T	W	T	F	S							1							2							3	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																																																		
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Student Days : 178 Teacher Days: 196

*“Inspired by Christ on a Journey to Encounter, Nurture and Serve.
/Inspiré par Dieu dans une aventure à découvrir, grandir et servir.”*