



STUDENT HANDBOOK

2025-26

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SCHOOL ORGANIZATION

MESSAGE FROM ADMINISTRATION

We are pleased to introduce this student handbook, which has been prepared for your use. It provides information that is necessary for you to understand the operation of the school. In addition, it contains:

- Outline of the responsibilities of students, including the Code of Conduct,
- Summary of the services and opportunities provided at D.W. Poppy Secondary,
- Yearlong planning calendar.

School rules at D.W. Poppy are few in number but the expectations for reasonable and responsible behaviour are high. You should carefully read the sections on general information and student responsibilities. They serve as a framework by which we can all work in an atmosphere of cooperation and respect.

At D.W. Poppy, there is an extensive involvement of teachers and students in special activities such as choir, jazz band, concert band, drama, clubs, athletics, and social events. It is our hope that all students will participate in school activities which are suited to their special interests and abilities. One cannot grow by standing back as a spectator or a receiver; personal growth demands commitment, participation and sound planning.

Most successful business and professional people, and other adults, keep a planning calendar to co-ordinate their activities. Successful students also plan their work and other commitments. The purpose of this handbook is to help all students to identify strongly with their school and understand the expectations. On behalf of the staff, we extend best wishes to you for a very happy and successful school year.

HOW TO USE THIS HANDBOOK

This book is available to you with the hope that it will better organize your time, both at school and at home. It often seems that there just aren't enough hours in a day in order to accomplish everything you want to do, but if you can be organized, you will have time to do everything whether it be doing your homework, participating in extra-curricular activities, or watching your favourite TV show.

Ultimately, this book is only as useful as you make it.

Time Management: Managing your time effectively is one of the most important skills that you can learn. Not only will it help you be a successful student, but it will also help you keep your life organized for years to come.

Planning your time: Use the following principles to help you schedule your time:

- Create a monthly, weekly, and daily schedule
- Schedule homework and study time
- Schedule extra-curricular activities
- Schedule down-time
- Be flexible

Using your time:

- Know your priorities:
 - Know what is important
 - Know dates for upcoming quizzes, tests, projects, assignments, etc.

- Make a priority list
- Spend time on your priorities:
 - You must schedule time to address your priorities...*that project is not going to do itself!*
 - Many teachers give time in class to work on assignments and projects...*use it wisely!*

ATTENDANCE

Attendance at school is imperative for student success. There is a direct link between success in school and regular and punctual attendance. Student responsibilities are as follows:

- Attend all assigned classes all the time.
- Obtain permission from your teacher before leaving classes and try to schedule personal appointments outside of regular school hours.
- Take responsibility for missed work and assignments, including those from excused absences. Make-up opportunities may be provided at teachers' discretion.
- Sign out at the office if required to leave during the school day. Parent permission is required.
- When late to school, report immediately to the class in session and wait for the appropriate time to enter the classroom in a quiet manner to avoid disrupting teaching and learning.

If a student will be absent or needs to leave early for an appointment, please use the SchoolMessenger App. If you are using the app for the first time:

- Select Sign Up to create your account.
- Select Attendance
- Select Report an Absence.

When signing up for an account, you must sign up using the parent/caregiver e-mail that is on file with the school.

Parent Initiated Extended Holiday Leave: A primary requirement of the School Act is that of regular attendance. We urge families to plan vacations during the period when school is not in session. However, because family vacations occur at various times during the year and do not always coincide with the prescribed school calendar, a leave is sometimes requested. The school is not in a position to grant or deny permission for early leave for holidays or work. The decision is that of the parents, but they should be aware that absences may jeopardize grades. Teaching staff are not required to provide work for students who are going away for an extended period.

HOMEWORK

Homework is the work that describes the assignments given to students by teachers that are expected to be completed. To be successful at school, you must be prepared to do work at home as well as in your classes.

There are three things you can and should be doing at home to complement the work you are doing at school.

1. Complete homework assignments.
2. Prepare for upcoming assessments.
3. Practice and review concepts.

Here are a few suggestions about doing homework:

- Have a location in your house or at school that is quiet and well-lit where you can concentrate.

- Don't watch TV while you are working.
- Make yourself a homework schedule and plan to take a couple of relaxation breaks. One example would be to do some work before dinner and then rest after dinner.
- Before beginning written assignments, spend five minutes reviewing what you learned in class that day. You will be amazed how regular review will help improve your studying when assessment time rolls around.

STUDENT SUPPORT FOR SUCCESS

The best support for student success is in class with the help from the teacher or SEA (if the class has one). If extra support is required, students can and should talk to the following people (in no particular order):

- Counsellor
- Other teachers in the department
- Learning Commons Teacher
- Youth Care Worker
- Aboriginal Support Worker
- Learning Support Teacher (case manager if you have one)
- Administrator
- Peer tutors
- Friends
- Parents/Caregivers

TUTORIAL TIME

At D.W. Poppy, we will have a 35-minute period of tutorial time that empowers students by giving them some measure of choice and control over their own learning. During tutorial, students are expected to be in a class to complete homework, get additional help, study for assessments, or work on an extended learning opportunity. Below are the 'expectations' for students:

Expectations 2025/26:

1. Students must be in classroom or learning space and may only attend classes for their current teachers.
2. Students must arrive to their tutorial class by the start of the bell and remain in the class for the full period.
3. The Library Learning Commons will be accessible to students on their study on Monday, Wednesday, and Friday's. *Note: the cafeteria will be closed during tutorial.*
4. Students may be required to stay with their period 1 teacher to complete overdue work/tests at the teacher's discretion. Period 1 teachers have priority to hold students for tutorial.
5. There is no use of phones during tutorial unless you have permission from the teacher.

Note: if you are chronically not in class, in the hallways, or hanging out in the bathroom, you will be placed on the no-fly list and must stay in your first block class for tutorial and cannot leave other classes during class time.

CELL PHONE POLICY

All students and staff are expected to adhere to the Langley School District's AP 140: Computer Access to Electronic Information, AP 140 Appendix A: Appropriate Use, and AP 140 Appendix B: Next Generation Network (NGN) Acceptable Use Standards. The Administrative Procedures outline the standards for acceptable use of

technology in the Langley School District, ensuring that technology is used in a safe, responsible, and ethical manner.

Restrictions on Use in Secondary Schools

- During hours of instruction, **personal** electronic devices must be turned off and stored away in pockets, backpacks or lockers, unless otherwise instructed by school staff for educational purposes.
- Before school, at lunch and after school, students may use personal devices in public areas around and inside the school as long as they are not distracting to the learning atmosphere or enjoyment of the space by others or compromising the sense of safety of students or staff.
- The use of cell phones or other electronic devices, including cameras, to capture pictures, video or audio that records other students, or staff may only be done with specific prior consent from administration. Possible educational uses of audio, picture or video recording could be to take picture of notes on a board, to record video for a project or assignment, or to record audio for a music or language class, etc.
At no time may cameras be used in locker rooms and washrooms.

ACADEMIC INTEGRITY

Academic integrity refers to the honest and responsible use of other people's ideas. In order to maintain academic integrity, students must give credit when they are using any ideas that are not their own. Academic integrity includes:

- Creating and expressing your own ideas in your work
- Citing all sources of information used when researching
- Completing your assignments independently or in cases of collaboration, noting who was involved

Plagiarism: Plagiarism occurs when you use other people's ideas, and you do not give credit to the source. Passing off someone else's thoughts and opinions as your own is considered plagiarism. This includes any information found in books, newspapers, websites (including ChatGPT or other AI platforms) or textbooks. Copying another student's work is also considered plagiarism. Plagiarism is a serious academic offense and one that our school takes seriously. As an academic student, you are expected to always use your own ideas.

Plagiarism includes but is not limited to:

- Copying, quoting, paraphrasing, or summarizing from any source without crediting the source (i.e. cutting and pasting)
- Using ChatGPT or other AI platforms to brainstorm ideas and/or write for you
- Letting someone else do your work for you
- Submitting someone else's work as your own

What happens if I plagiarize?

Plagiarism is a serious academic offense. Plagiarizing calls into question your integrity as a student. Teachers will respond to plagiarism in accordance with the department policy. Teachers and/or administration will assign a grade of zero for the work handed in and then the following:

- Require a student to re-do the assignment and/or to do an alternate assignment
- Contact parents
- Record the incident on the student's file
- For repeat offences, there may be escalating consequences

GENERAL INFORMATION

The following is a list of policies and procedures that govern student conduct at D.W. Poppy:

EMERGENCY PROCEDURES

In Langley Schools, we use a 6 type emergency procedures protocol. Each protocol is different in how we react. Every classroom has posters of the types of procedures. If an evacuation procedure occurs during your class, then you will follow that teacher's lead, however, if it occurs during tutorial or lunch (unstructured time) then you will find your teacher that you had the block prior to the evacuation. If you have a study block, then you will find Ms. Li. Below is a summary of the emergency procedures:

Lockdown: Used to protect school occupants from a dangerous person or persons within the school. You will need to lockdown in a secured area. There is to be silence and no use of phones or devices.

Hold and Secure: Used to protect the school occupants from a danger in the neighbourhood or community outside of the school. The exterior doors of the school are secured while normal activities continue inside the school. You may not exit the school until it is cleared.

Evacuate: Situations requiring evacuation include, but are not limited to, fires, earthquakes, and hazardous spills or as required following a lockdown or earthquake. You will follow your teacher's lead.

Shelter in Place: Used to keep a hazardous condition outside the school while holding students and staff safely inside the school. Close blinds and lock exterior doors. Regular activities may continue in the classes.

Room Clear: Issued by the teacher or supervising adult to quickly send students away from a potential hazard within a room/area. Follow the directions of the adult.

Drop-Cover-Hold on: Initiated when there is an immediate impact to the building. Drop to the ground – take cover immediately under desks, tables, or other heavy furniture – hold on as furniture may move. Count to 60 seconds and then listen for further direction.

TEXTBOOKS

Textbooks are issued by the classroom teacher. Some of the textbooks are issued for the duration of the course while others are issued for a specified period. Students are responsible for their textbooks. If a textbook is lost or damaged, a replacement cost will be charged.

EXPENSES

All students must pay a student activity fee of \$30 that helps to finance student activities. In some elective courses, especially those that involve project activities, students may be expected to pay for materials used for projects they keep.

LOCKS AND LOCKERS

Students will be able to start signing up for a locker of their choice at the end of August. Students are responsible to upkeep the condition of their lockers. Please do not share lock combinations with others. You are responsible for the locker that you sign up for. There will be a \$15 charge if a lock is missing or broken.

VALUABLES

Unfortunately, every year, a few students have items of value that go missing. To prevent this, please:

1. Make sure your locker is locked, and your locker combination is not shared with others,

2. Lock your bicycle and e-scooter to the stand, and
3. Do not bring anything of significant value to the school, including electronics and some articles of clothing.

PUBLIC ADDRESS AND ANNOUNCEMENTS

The public address system is used to communicate with teachers and students. Announcements are read by the teachers in the first block of the day. It is important that all students listen carefully for important information affecting their classes, sports, social events, and school procedures. The announcements are also posted on the MySchool Day App.

The school also uses Instagram (@dwpoppysecondary), MySchool Day App (available for iPhone and Android devices), the school website, and a parent newsletter.

REPORTING TO FAMILIES

Reports of student progress are provided to families throughout the year. There are four semester learning updates (two mid-semester and two final reports) that include a record of student achievement. There are two information interim reports that teachers will provide. There will be two parent-teacher conferences during the year. In addition, teachers and counsellors are encouraged to contact families by telephone or by email as the need arises. Families are also encouraged to initiate communication with teachers and counsellors. Families can access student progress and attendance through MyEDBC.

SCHOOL FUNCTIONS

When students attend a school function, even when away from school, they are expected to demonstrate the responsible behaviour. School functions include athletic events, concerts, grad sanctioned events, trips, and any other activity that is being sponsored by the school. All school regulations apply at these functions.

LANGLEY SCHOOL DISTRICT CODE OF CONDUCT

The Langley School District believes that everyone has the right to learn and work in a safe, caring, healthy, and orderly environment. All members of the school community are expected to maintain an attitude that is cooperative, courteous, and respectful. It is a shared responsibility to demonstrate positive conduct while attending any school or district related activity, regardless of time and location.

Respect Yourself – care about your learning and yourself.

Some examples include:

- Make positive choices
- Be on time and prepared to learn and to do your best
- Be a positive contributor to the learning environment

Respect Others – be considerate of the personal feelings, space and belongings of others.

Some examples include:

- Be polite, honest, and communicate respectfully
- Be responsible for your actions
- Be respectful of personal and cultural diversity

Respect Property – respect the school's environment.

Some examples include:

- Treat school equipment with care
- Clean up after yourself and recycle
- Ask before borrowing property

Be Safe – follow school rules and expectations.

Some examples include:

- Use appropriate hallway etiquette
- Report dangerous situations to staff
- Follow protocols for positive digital citizenship

All members of the school community are expected to comply with the purpose and spirit of British Columbia Human Rights Code (Section 7 and 8), including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientations, gender identity, political beliefs, and age.

Discriminatory conduct includes publishing or displaying anything that could discriminate against another based on accommodation, service and facility, or expose them to contempt or ridicule, on the basis of the above grounds.

The Langley School District encourages positive conduct from all members of the school community. It is not acceptable to directly or indirectly engage in behaviour that is considered:

- Dangerous, including fighting or assault (or play fighting)
- Discriminatory
- Disrespectful, rude or defiant
- Interfering with the learning environment
- Bully (including cyberbullying), harassment, intimidation, threatening or violent
- Indirect involvement (bystander) in incidents of violence, bullying or harassment
- Retaliatory in nature
- Unsafe, possessing weapons or replicas and explosives (such as fireworks/firecrackers)
- Theft or vandalism
- Unauthorized leaving of school grounds
- The dangerous use of cars, bicycles, skateboards, e-bikes and e-scooters, and other equipment
- Possession, use, distribution of any illegal or restricted substances
- Illegal, including smoking or vaping on school property
- Misuse of technology and electronic devices

Forms of unacceptable conduct cited above are some examples and not an all-inclusive list.

Consequences

School safety is paramount. Consequences for behaviours not meeting the Code of Conduct will be applied in a manner that respects individual differences, age appropriateness, and past conduct. Whenever possible, incidents will be resolved by discussion, mediation, restorative actions, restitution and if necessary, meetings with parents/caregivers. Every effort to support students, staff, parents and

caregivers, and to determine the root causes of behaviour will be made. While the district hopes that strategies are learning experiences, there are times where the following consequences may apply:

- Review of school and district expectations
- Loss of privileges (eg. placement in an alternate setting, modified schedule)
- Community service
- Consultation with school district staff, RCMP, fire department, and other community agencies
- Assessment Risk to Others (ARTO)
- Suspension and in some cases, expulsion
 - In the case of parents and guardians, application of Section 177 of the School Act

The consequences cited above are only examples and not an all-inclusive list and are not necessarily in progressive order. Decisions of district staff are eligible for appeal in accordance with District Policy No. 1205 – Bylaws of the Board – Student/Parent Appeals.

More information about the Student Code of Conduct can be found under [Administrative Procedure 350](#).

The Langley School District Code of Conduct supersedes all previous District and individual school's Codes of Conduct in whatever form and has been structured to align with and adhere to the standards outlined in:

- The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- B. C. Human Rights Code
- B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at www.bced.gov.bc.ca/sco/
- The Langley School District Fair Notice Protocol
- School District No. 35 - Policy No. 7200 – Anti-Harassment and Anti-Discrimination Policy
- School District No. 35 – Policy 6200 – Workplace Discrimination, Bullying and Harassment
- School District No. 35 – Policy 1205 – Bylaws of the Board: Student/Parent Appeals

CLASSROOM EXPECTATIONS

The teachers at D.W. Poppy believe that every student wants to be a successful learner. To bring about this success, each teacher has developed a learning climate appropriate to his or her subject discipline. The classroom teacher will have appropriate classroom expectations.

CLOTHING

Clothing regulations in the school are established for safety reasons and in order to maintain a suitable school atmosphere. The following guidelines should help you decide what is appropriate:

1. Students must dress in an appropriate manner, not in clothing that is more appropriate for the beach or an evening party.
2. Students must wear shoes at all times – no scooters or skateboards are allowed anywhere in the school.
3. Students must wear the gym strip uniform in physical education classes – only non-marking running shoes are permitted.
4. Students may be required to wear special safety clothing in areas such as labs and shops.
5. Students must not wear any clothing that:
 - a. Has inappropriate slogans or 'badges'
 - b. Name brands promoting inappropriate/illegal substances
 - c. References or promotes drugs, alcohol, sex, rude, racist, or sexist language
6. Teachers, counsellors, and administrative personnel will approach students who do not adhere to the above guidelines.

TO AND FROM SCHOOL

Walking: Students are expected to respect traffic lights and to use sidewalks and/or designated walkways. Be aware of the traffic; use all safety sense. Please respect the property rights and privacy of our neighbours.

Bicycles and E-scooters: Students riding bicycles to and from school are expected to obey traffic regulations en-route to and from school. Bicycles and E-scooters must be parked in the bike racks and locked while on school property. Students must be 16 years old, or older to ride an electric kick scooter and wear an approved safety helmet. Please [click here](#) for more information about electric kick scooters since there are new BC rules. They will not be stored in the building.

Auto: Student parking is located in the east parking lot and on the gravel (along the tennis courts). No parking is allowed in the drop-off lanes or surrounding area of the school. Students will have their parking privileges revoked and cars will be barred from school property if they are used in an unsafe manner, which includes, and is not limited to speeding, vaping in them on property, and disobeying 'N' and 'L' laws. Students must observe all traffic rules and display an 'N' or 'L' where required.

STUDENT SERVICES

Counselling: D.W. Poppy counsellors are available to students, staff, and parents. Counsellors work with students in a variety of ways including helping them choose appropriate courses, working with the students who are having course difficulties, and assisting students who are having personal problems. If students require a meeting with a counsellor, they are encouraged to make appointments at the office in advance. Parents are invited to communicate with counsellors at any time. Appointments can be made by phoning the school or connecting with the counsellor.

Student Support Services: This department offers additional help for students designated by the Ministry of Education as having specific learning differences. Placement is based on specialized assessments. Students may be referred through the school-based team.

For students who are not designated by the Ministry are still encouraged to visit the Learning Support spaces, meet with a student support teacher, and to seek help from their classroom teachers.

Youth Care Worker (YCW): The YCW is located in the counselling center and works closely with the counsellors. The primary role of the YCW is to support students' emotional, social, and behavioural well-being.

Aboriginal Support Worker (ASW): The Indigenous room is located near the counselling center. The ASW helps foster a welcoming, inclusive, and culturally safe environment for Indigenous students. They provide mentorship, advocacy, and emotional support while helping students navigate academic and personal challenges. Through collaboration with educators, families, and community partners, they promote Indigenous perspectives, traditions, and values within the school setting.

Library Learning Commons: Our library is available for classes during the school day and is also open for student use during lunch hour, before school and after school for quiet study. The library is open for students during their study blocks; however, classes that are booked into the library by a teacher have priority. Food and drinks are not allowed on the carpeted part of the library.

Cafeteria: The school cafeteria serves lunches and snacks daily. They are unable to accept bills over \$50. Students are asked to deposit all litter in the garbage containers.

Medical Room: If students are ill, they should report to the main office. The medical room is in the counselling space. The first aid attendants provide basic first aid only. The school provides no medication.

Accidents and emergencies should be referred to an adult immediately. If you wish to go home because of an accident or illness, you must report to the main office and then sign out.

STUDENT OPPORTUNITIES & OTHER INFORMATION

CLUBS AND ACTIVITIES

D.W. Poppy offers opportunities for students to become involved in a variety of clubs and activities. Although these clubs require commitment in time and energy, they are a rewarding and important part of school life. More information about clubs will be provided in September.

ATHLETICS

D.W. Poppy has an excellent athletic program which enables students to develop skills in a sequential manner in grades 8 through 12. Participation on a school team involves a commitment and responsibility to the team and school, but the rewards are great. If you would like more information, please speak with the Athletic Director, Mr. Ellis. Some of the teams and their seasons are:

Fall

Soccer (Boys) Cross Country
Volleyball
Swimming

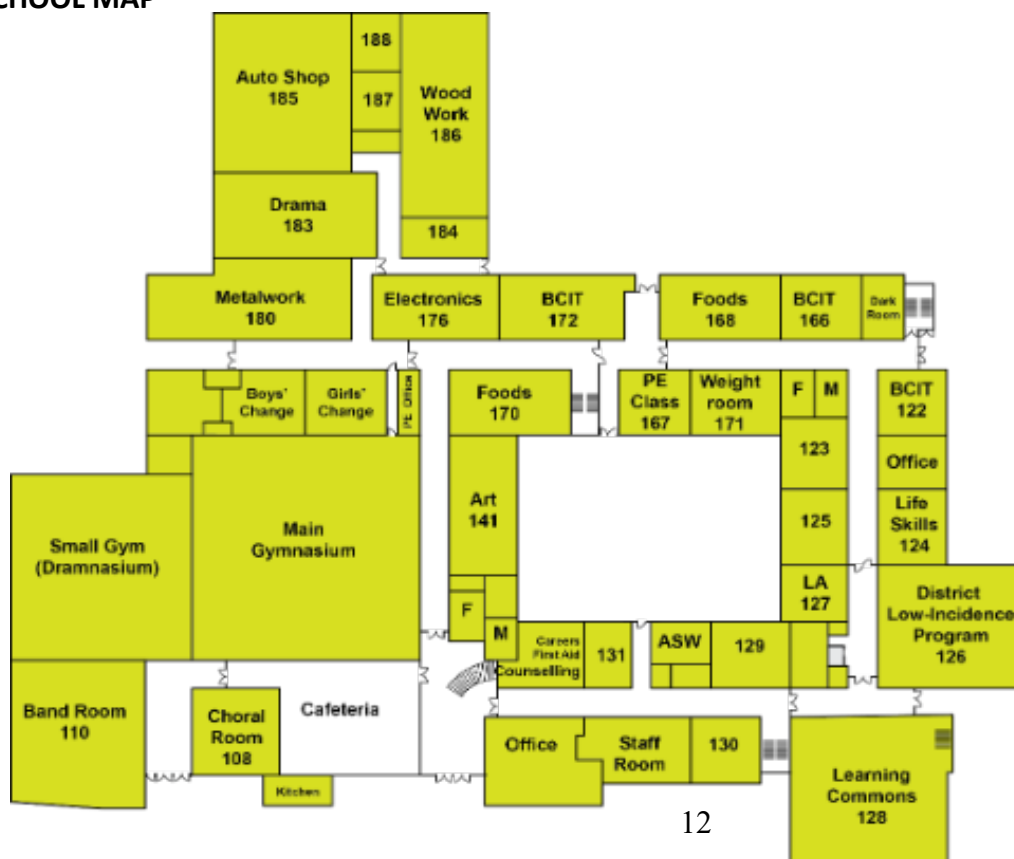
Spring

Badminton Rugby
Golf Track & Field
Hockey Soccer (Girls)

Winter

Basketball
Curling

SCHOOL MAP





BELL SCHEDULE

BELL	SCHEDULE	M	T	W	Th	F
Welcome	8:50	Day 1/2	Day 2/1	Day 1/2	Day 2/1	Day 1/2
Period 1	8:55 – 10:05	A	B	ABCD	C	D
Tutorial	10:10 – 10:45	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial
Period 2	10:50 – 12:00	B	A	BADC	D	C
Lunch	12:00 – 12:35					
Period 3	12:40 – 1:50	C	D	CDAB	A	B
Period 4	1:55 – 3:05	D	C	DCBA	B	A

YEAR AT A GLANCE

School District #35 (Langley) 2025-2026 School Calendar Secondary Schools

MONTH	DATE	
September	Sep 1 (M)	<i>Labour Day (School Closed)</i>
	Sep 2 (T)	School Opens
	Sep 29 (M)	<i>School Improvement Day (Students not in attendance)</i>
	Sep 30 (T)	<i>National Day for Truth and Reconciliation (School Closed)</i>
October	Oct 13 (M)	<i>Thanksgiving (School Closed)</i>
	Oct 22 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 23 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Oct 24 (F)	<i>Professional Development Day (Provincial - Students not in attendance)</i>
November	Nov 10 (M)	<i>Design & Assessment Day / Learning Update Prep (Students not in attendance)</i>
	Nov 11 (T)	<i>Remembrance Day (School Closed)</i>
	Nov 21 (F)	Learning Updates Issued
December	Dec 19 (F)	Last Day Prior to Winter Break
January	Jan 5 (M)	School Re-Opens After Winter Break
	Jan 29 (Th)	Semester 2 Starts/Begins
February	Feb 6 (F)	Learning Updates Issued
	Feb 9 (M)	<i>Professional Development Day (District - Students not in attendance)</i>
	Feb 16 (M)	<i>Family Day (School Closed)</i>
March	Mar 11 (W)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 12 (Th)	1 Hour Early Dismissal - Parent/Teacher Interviews
	Mar 13 (F)	Last Day Prior to Spring Break
	Mar 30 (M)	School Re-Opens After Spring Break
April	Apr 3 (F)	<i>Good Friday (School Closed)</i>
	Apr 6 (M)	<i>Easter Monday (School Closed)</i>
	Apr 13 (M)	<i>Design & Assessment Day / Learning Update Prep (Students not in attendance)</i>
	Apr 27 (M)	Learning Updates Issued
May	May 15 (F)	<i>Professional Development Day (Students not in attendance)</i>
	May 18 (M)	<i>Victoria Day (School Closed)</i>
June	Jun 25 (Th)	Final Learning Update & Last Day for Students Prior to Summer Vacation
	Jun 26 (F)	<i>Administrative Day (Students not in attendance)</i>
July / August		Summer Session

APPROVED: SD35 Board of Education Meeting
April 29, 2025

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