



Pembina Trails
School Division
Accomplish Anything



Substitute Teacher Handbook 2020-21

181 Henlow Bay | Winnipeg | MB | Canada | R3Y 1M7
Phone 204.488.1757 **Web** www.pembinatrails.ca



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Introduction

Welcome to the Pembina Trails School Division. The role of a substitute teacher is an important element for the continued progress of students. School business, activities and illness occasionally require regular teachers to be absent. Substitute teachers are encouraged to take pride in teaching. The substitute who can continue a high level of professional activity in the classroom contributes greatly to the school setting.

Pembina Trails School Division has prepared this booklet to provide you with essential information when working within our schools. Should you require further information, please contact your assigned school or the Smart Find Express (SFE) System Operator at 204.488.1767 Ext. 1236.

The Pembina Trails School Division Substitute Teacher

1. The substitute list is updated weekly. Please notify us of any change to your telephone number, address, banking information and/or availability.
2. The SFE system will call out as early as possible. Be prepared for calls as early as 5:30 a.m. or as late as 10 p.m.
3. The school principal or designate will make the final determination of the substitutes assigned to their school.

*** Please keep your profile on Smart Find Express current, including your email address.**

Sign In Procedures

1. Arrange to arrive at least 15 to 20 minutes before the start time of your assignment (see pages 10 and 11 for school times).
2. Report to the office upon arrival. Confirm parking procedures with the secretary or designate when you arrive at the school. Be aware that some teachers use street parking, and a stall may not be available on the school parking lot.
3. Complete the particulars on the Teacher Absentee and Substitute Report Form in the office.
4. Currently, you will also be required to complete a COVID-19 screening check. Please see a sample on page 1 b).
5. Check with the office as to the classroom timetable and specific procedures for handling any lates, absences, medical concerns or follow-up regarding misbehaviour of students.
6. Report to the classroom no later than 10 minutes before students arrive.

Additional information for our substitute Educational Assistants and substitute teachers for the 2020-21 school year with respect to COVID-19

We are grateful for your willingness to step into a role in our schools to substitute for someone who has to be away. Because you are a visitor to the school, we will ask you to complete a Health Screening form when you sign in. A sample from August 2020 is on the next page. Note that it is subject to change as Public Health directives change.

We would ask that you bring a non-medical mask with you, which you may or may not wear throughout the day depending on the setting. Our schools have signage and traffic patterns, much like stores do, and we would ask that you pay attention to these from the moment you arrive, in order to serve as an adult role model. Know that each school will be a little different depending on the age of students they serve, school size, etc.

If you are coming in to work with a child with specific complex needs, the case manager, resource teacher, or an administrator will be prepared to get you the information you need for the day. If the people usually working with this child need to use additional personal protective equipment, you will be offered the same. This would be particularly true for EAs, and is quite rare. In most cases, your work as a substitute will be much as you knew it last year with the added layer of COVID-19 regulations – no different than buying groceries has changed since last year.

Our schools are clean and safe buildings. We have installed hand-sanitizing stations and signage. School administrators have developed traffic flow patterns to keep students and staff apart as best as we can. Students in lower grades are organized into cohorts to minimize contact, and students in higher grades are coming to school in smaller groups because we are not able to keep them in cohorts. We have paid close attention to provincial directives and have fully implemented them to the best of our ability.

The biggest responsibility lies with you and your decision to accept work. You must be feeling *perfectly well* to accept a substitute job, and if your health changes between the time you made the commitment and the time you get ready to leave your home, you **must** cancel the job in SFE or by calling the school if it is less than one hour until the start time of the job. We know that this is a hard decision to make, because you are committed to your work, you are only paid when you work, and you don't want to let Pembina Trails down. The reality is that none of those factors even begin to be as important to us than is the safety of our students and staff.

At the same time, we expect to need you more than ever, because our regular employees are being given the exact same message. Don't come to school if you are sick – even a little sick! So, as we continue to take care of each other by washing and sanitizing our hands, physically distancing when we can, coughing and sneezing into our own sleeves and above all, staying home when ill or required to self-isolate by Public Health, we can make the best of a bad situation.

Thank you for your service to our students.

Elaine Egan

To all employees:

We appreciate your willingness to work as a:

- ☐ Substitute Educational Assistant ☐ Substitute Teacher ☐ Substitute Library Technician
☐ Substitute Secretary ☐ Volunteer ☐ Other _____
(Crossing Guard, Lunch Supervisor, etc.)

For your safety and the safety of others, we ask all visitors to answer the following COVID-19 screening questions at the start of each visit.

1. Are you experiencing any of the following symptoms: fever/chills, cough, sore or hoarse throat, shortness of breath, vomiting or diarrhea for more than 24 hours?
☐ Yes ☐ No
2. Do you have a new onset of 2 or more of the following: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause or loss of appetite?
☐ Yes ☐ No
3. In the past 14 days, have you been in contact with someone that is confirmed to have COVID-19?
☐ Yes ☐ No
4. Have you had laboratory exposure while working directly with specimens known to have contain COVID-19?
☐ Yes ☐ No
5. Have you been in a setting in the last 14 days that has been identified by Public Health as a risk for acquiring COVID-19, such as on an airplane, a workplace with a cluster of cases, or an event?
☐ Yes ☐ No
6. Have you travelled outside of Manitoba in the last 14 days, excluding to western Canada, the territories or Ontario west of Terrace Bay?
☐ Yes ☐ No

I acknowledge that I have truthfully answered the screening questions.

Name (printed)

Signature	Date

Duties and Responsibilities

1. Maintain the same teaching assignment and other duties as the regular classroom teachers of the school in which you are substituting.
2. Perform the duties assigned to the regular teacher (in addition to teaching), such as the supervision of the playground, hall and bus loading, etc. The classroom teacher will have a list of extra duties for which you are responsible.
3. Follow the plans of the regular teacher. If the day-book indicates that the introduction of a new concept has been planned, you may want to consult with the principal or designate to decide:
 - (a) if the new work should indeed be started;
 - (b) if you should review previous work; or
 - (c) if you should do something from your own ingenuity.
4. If you are needed for a longer period than the regular teacher had lessons planned for, you should make plans for the remaining time and review them with the principal. A detailed record of your lesson plans should be left for the returning classroom teacher.
5. Check students' work daily, where practical, and leave the corrected work where the regular teacher can find it upon their return.
6. Maintain firm but friendly control of the class. Let the students know that you are the teacher and that you expect their cooperation. Manage disciplinary problems whenever possible but feel free to call on the principal or designate if it becomes necessary to maintain control. Be familiar with the School Discipline Policy. Physical or verbal abuse will not be tolerated. In general, physical contact with students is not permitted except to protect the safety of a child or their fellow classmates.
7. Keep a careful record of attendance. Each teacher should provide seating charts and class lists.
8. Treat all information about pupils as confidential information. To divulge such information to unauthorized persons is unethical and may have unfortunate results for all concerned.
9. Review the specific instruction sheet given to you by the principal or designate.
10. At the end of the day you are asked to leave a brief summary of the day's activities for the teacher.

In Summary

1. **Arrive at school early.** Report to the school at least 20 minutes prior to the start time of your assignment. Sign in at the school office and receive instructions and parking information from either the principal or designate.
2. **Review the teacher's materials and sub folder.** Review the teacher's lesson plans, materials and duty roster. All teachers in our schools should have a substitute folder which includes many of these important pieces of information. Make sure that you know of any adjustment to the normal routine, e.g. is there an assembly?
3. **Ask questions.** It is also advisable to check to see if the teacher has any special assignments or duties. Check to see if there are any students with special needs in the class. Review the fire and alarm procedures. Check to determine the schedule for the day.
4. **Be prepared.** Know your emergency lesson plans and be ready to teach. Be prepared to draw on your own resources as required.
5. **Have materials ready.** Have books, equipment, materials and supplies available and accessible. If you have to check attendance and other tasks requiring special forms, place them orderly on the desk for immediate use. This should be done before class begins.
6. **Write the teacher a brief summary of your work.** In your summary, comment on how well the students in your class worked and cooperated with you and other students. List the lesson activities that you did and did NOT finish. Leave the manuals, lesson plans and summary in the teacher's desk drawer. Complete all necessary items to finish the housekeeping chores. Lastly, check in at the office to finish any final administrative tasks and to determine if you are needed the next day.
7. **Put your best foot forward!** Professionals engage with their students and with the school they are at. Be present. Avoid using your electronic devices except in emergencies. Excellent substitute teachers are often chosen for term positions, so if this is your goal, every day is "on the job" exposure and training.

We appreciate the service that our substitutes render in keeping our classes functioning properly when our regular teachers are absent. We hope that when you are in the building you will become a part of that staff, that you will feel free to share any concerns with the principal or designate and that you will not hesitate to ask for assistance and advice. We know you want to help us; certainly we want to be of the greatest possible assistance to you.

We hope that substituting in the Pembina Trails School Division will be a pleasant and rewarding experience.

Emergency Procedures

1. Medical Alert

Check with the school office to see if there are any students in your class that require medical attention. Make yourself aware of their particular situation. Do not administer medication without checking with the office staff. Should a student complain of illness, send or take the student to the office.

2. Student Accidents

If any student is involved in an accident, they are to be brought immediately to the school office. No medication of any kind is to be administered. The school office staff will take charge of attending to the injury and/or in contacting the parents.

3. Fire Drill Procedures

Check each classroom where you are substituting to familiarize yourself with the evacuation procedures. Maps or arrows are posted outside of each classroom door showing where to exit. If you are not sure, check with the school office. You should have your class file outside in single file, in an orderly manner and lined up away from the building near the exit used. The last student out of the room should close the door. You must lead the class out of the building and be sure to take the class attendance report. After you have taken attendance, any missing students must be reported to the principal or the designate. Nil reports must also be made.

Salary and Benefits

Substitute Rates and Payments

1. Substitute rates of pay are subject to annual review by the Board at the end of each calendar year.

**For salary purposes, changes in classification will occur on the date that the Professional Certification Unit verifies the change ("Date Verified/Issued" on the letter).*

2. Substitutes may be hired on a half-day basis or 2/3 day where there is a balanced school day schedule, or less upon prior agreement.

Substitutes who replace a part-time teacher with an irregular schedule will be paid for a complete half day or full day unless verbal confirmation of hours worked is made (e.g. a pre-arranged sub). Substitutes are expected to remain at the location for the entire half or full day for which they are being paid. Substitute earnings will be deposited into your bank account no later than the twentieth day of the

following month. Payroll cut-off is the last teaching day of the month. A statement listing earnings and deductions will be mailed to the address given on your application.

Substitutes are paid for one full month on the 15th of the following month. After six (6) consecutive days of substituting, a substitute in one classroom or for one teacher shall be regarded as one taking the place of a teacher on leave and shall be paid accordingly to qualification and experience as verified by the Professional Certification Unit, retroactively to the first day of such service. Substitute teachers paid pursuant to this paragraph shall not be paid at a rate higher than that provided for at the maximum salary of Class 5.

3. Substitutes who are booked in error will be paid for the length of time they are booked, once they have arrived at the school. Substitutes booked in error are expected to stay at the school, since schools have been instructed to find alternate work for them, or the System Operator may need them to substitute at another school within the division.
4. Substitute teachers are not covered by Worker's Compensation or employer injury insurance or the Pembina Trails Teachers' Association Collective Agreement for any on-the-job injury or expenses incurred from an on-the-job injury.
5. You are covered by liability insurance when you are on the job.
6. Your social insurance number, a copy of your teaching certificate and banking information must be on file in the division office before earnings will be deposited. Any changes to your original application (e.g. name change, new address and/or telephone number, banking information changes, etc.) must be made in writing and submitted to the System Operator at the Pembina Trails School Division Administration Office, 181 Henlow Bay, Winnipeg, Manitoba R3Y 1M7.
7. A record of all substitute experience with the Pembina Trails School Division is automatically forwarded to Manitoba Education, Professional Certification Unit at the end of each school year.
8. All substitute teachers are obligated to join the Pembina Trails Teachers' Association and Association fees will automatically be deducted from your wages.

Should you no longer wish to remain on the substitute list, withdraw your name. Please phone your withdrawal request to the System Operator at the Pembina Trails School Division Administration Office: **204-488-1757 extension 1236**.

Information for New Teacher Graduates

Please note that all new graduates will be allowed to substitute up to a maximum of twenty teaching days within a school year, but no more than five consecutive days in the same assignment.

Daily Class Report

Substitute's Name: _____

Date: _____

Name of Teacher: _____

A.M. _____

P.M. _____

Period	Class	Work Accomplished	Student Behaviour	Comments

Substitute Teacher Signature _____

Additional Comments:

The Manitoba Teachers' Society

Code of Professional Practice

The Code of Professional Practice establishes the required standards of conduct for all members of The Manitoba Teachers' Society, whether acting in an employed position under a Collective Agreement, or acting in an appointed or elected position. A member's professional behaviour must reflect the spirit as well as the letter of the Code. (1)

Code of professional practice

Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterised by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication.

A Member shall not be considered in contravention of this Article in the following circumstances:

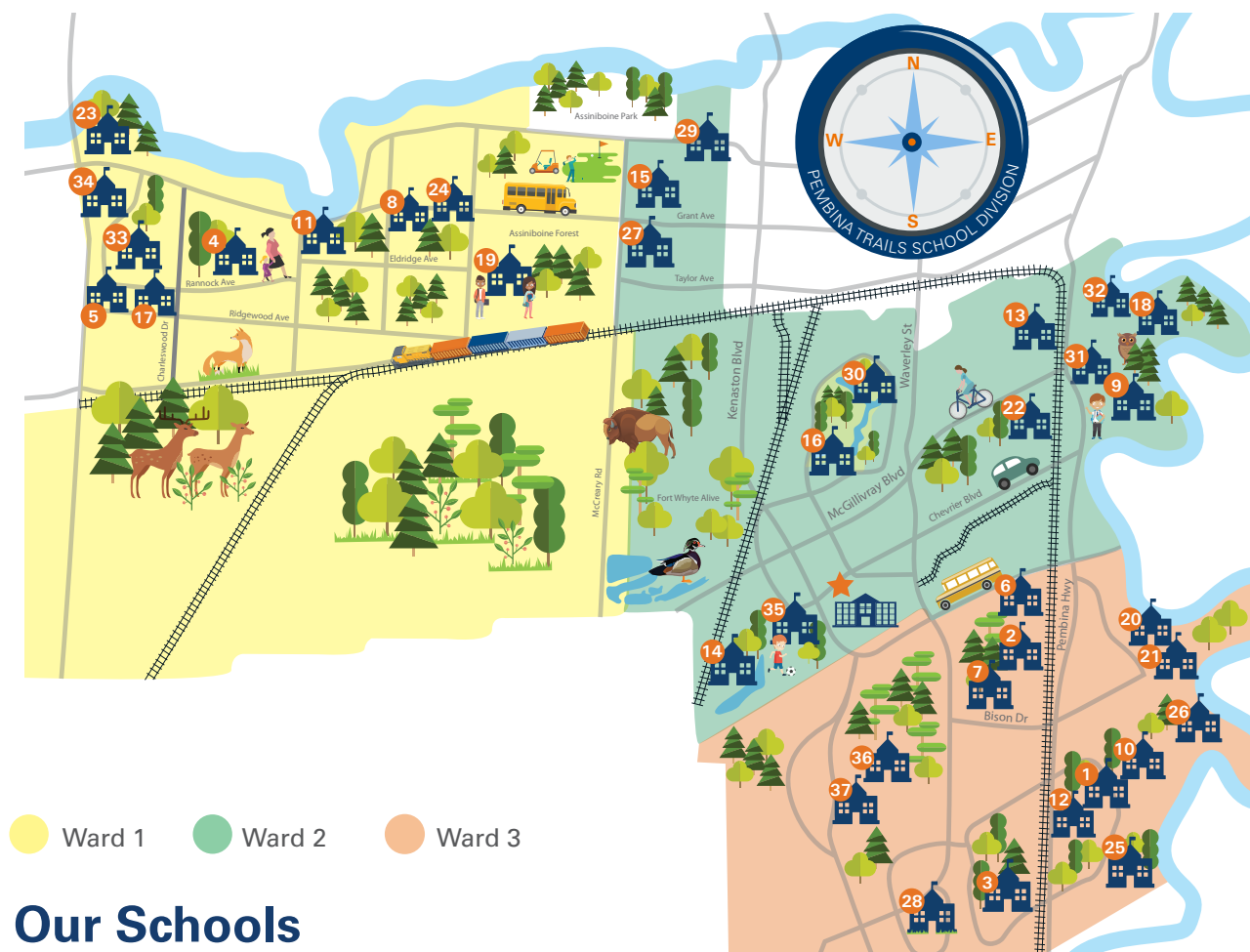
- a) consulting with the Society or the Member's Local president;
 - b) taking any action that is allowed or mandated by legislation;
 - c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
 8. A Member makes an ongoing effort to improve professionally;
 9. A Member adheres to collective agreements negotiated by the Society and its Local; and
 10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals.

Maps and Directions

For general instructions on how to locate a school within the Pembina Trails School Division, please visit our website at www.pembinatrails.ca and follow the steps below:

- Click "schools"
- Click "school list"
- Click the address of the school

This will take you to Google Maps to get directions from your home to the school.



Our Schools

- | | | |
|------------------------------------|--|--|
| 1. Acadia Junior High School | 14. Henry G. Izatt Middle School | 27. Shaftesbury High School |
| 2. Arthur A. Leach School | 15. Laidlaw School | 28. École South Pointe School |
| 3. Bairdmore School | 16. Linden Meadows School | 29. École Tuxedo Park |
| 4. Beaumont School | 17. École secondaire Oak Park High School | 30. École Van Wallegghem School |
| 5. Beaverlodge School | 18. Oakenwald School | 31. Institut collégial Vincent Massey Collegiate |
| 6. École R.H.G. Bonnycastle School | 19. Pacific Junction School | 32. École Viscount Alexander |
| 7. Chancellor School | 20. Pembina Trails Alternative High School | 33. Westdale School |
| 8. École Charleswood School | 21. Pembina Trails Early College (PTEC) | 34. Westgrove School |
| 9. École Crane | 22. Ralph Maybank School | 35. Whyte Ridge School |
| 10. Dalhousie School | 23. River West Park School | 36. Site of the future K-8 School |
| 11. École Dieppe | 24. Royal School | 37. Site of the future High School |
| 12. Fort Richmond Collegiate | 25. Ryerson School | ★ Pembina Trails Division Office |
| 13. General Byng School | 26. École St-Avila | |



School Information

School	Address	Postal Code	Phone #	Grade	Principal	Vice-Principal
Acadia	175 Killarney Ave.	R3T 3B3	204.269.6210	7 - 9	Doug Jonasson	Nicole Girardin Sarah Millar
Arthur A. Leach	1827 Chancellor Dr.	R3T 4C4	204.269.1674	5 - 9	Stan Hall	Carrie Dunford
Bairdmore	700 Bairdmore Blvd.	R3T 5R3	204.261.3350	K - 6	Karen Brawdy	Jane Rowland
Beaumont	5880 Betworth Ave.	R3R 0J7	204.895.2820	K - 5	Doreen Cost	
Beaverlodge	6691 Rannock Ave.	R3R 1Z3	204.895.8213	K - 5	Susan Laspina	
Bonnycastle	1100 Chancellor Dr.	R3T 4W8	204.261.9400	K - 4 Eng K - 4 FI	Caterina Romeo- Mzakar	Linda Eden
Chancellor	1520 Chancellor Dr.	R3T 4P8	204.261.9535	K - 6	Judy Farrell	Chris Uhres-Todd
Charleswood	505 Oakdale Dr.	R3R 0Z9	204.889.9332	6 - 8 Eng 5 - 8 FI	Peggy Hobson	Glenys MacLeod
Crane	888 Crane Ave.	R3T 1T9	204.453.0539	K - 4 FI	Brenda Stewart	
Dalhousie	262 Dalhousie Dr.	R3T 2Z1	204.269.4101	K - 6	Dawn Thompson	Heather Eby
Dieppe	530 Dieppe Rd.	R3R 1C4	204.889.1034	K - 4 FI	Tanya Lemoine	Rodelyn Stoeber
Fort Richmond	99 Killarney Ave.	R3T 3B3	204.275.7520	10 - 12	Janet Gray	Gemma Skelton Jon Manness
General Byng	1250 Beaumont St.	R3T 0L8	204.452.3040	K - 9	Colleen Roberts	Robin Stacey
Henry G. Izatt	960 Scurfield Blvd.	R3Y 1N6	204.489.1239	5 - 9	Darren Juby	Cam Grier
Laidlaw	515 Laidlaw Blvd.	R3P 0L2	204.888.1678	K - 8	Jacqui Kroeker	

School Information continued ...

School	Address	Postal Code	Phone #	Grade	Principal	Vice-Principal
Linden Meadows	335 Lindenwood Dr. E	R3P 2H1	204.489.0799	K - 8	Teresa Rogers	Frank McLean
Oak Park	820 Charleswood Rd.	R3R 1K6	204.895.7221	9 - 12 Eng 9 - 12 FI	Troy Scott	Tracey Groening Sharon Labossière
Oakenwald	666 Oakenwald Ave.	R3T 1M4	204.474.0269	K - 6	Tanis Thiessen	
Pacific Junction	715 Cathcart St.	R3R 3M7	204.831.7099	K - 6	Troy Calder	
Pembina Trails Alternative High	315 Chancellor Matheson Rd.	R3T 1Z2	204.488.7357	11 - 12	Katherine Barclay	
PTEC Program	Suite 250 - 100 Innovation Dr.	R3T 6G2	204.560.1999	9-12	Jane Bachart	
Ralph Maybank	20 Donnelly St.	R3T 0S4	204.453.4631	K - 6	Andrea Loepp	
River West Park	30 Stack St.	R3R 2H3	204.895.7225	K - 9	Darren Oughton	
Royal	450 Laxdal Rd.	R3R 0W4	204.889.6650	K - 6	Lorraine Barton	
Ryerson	10 Ryerson Ave.	R3T 3P9	204.269.1400	K - 6	Kathy Bru	Shannon Shields
Shaftesbury	2240 Grant Ave.	R3P 0P7	204.888.5898	9 - 12	Catherine Birch	Mike Weekes
South Pointe	615 Kirkbridge Dr.	R3T 6B4	204.594.4434	K - 8 Eng K - 8 FI	Ruthanne Dyck	Bronwen Davies Heather Anderson
St. Avila	633 Patricia Ave.	R3T 3A8	204.269.5677	K - 6 FI	Karen Loveridge	Monaliza Vianzon
Tuxedo Park	2300 Corydon Ave.	R3P 0N6	204.889.3602	K - 6 FI	Karine Rioux	
Van Wallegghem	1 Princemere Rd.	R3P 1K9	204.489.0995	K - 8 Eng K - 8 FI	Mike Pizzi	Anna Zonneveld
Vincent Massey	975 Dowker Ave.	R3T 1R7	204.453.8023	10 - 12 Eng 9 - 12 FI	Iain Riffel	Lise Denis Jennifer Bracken
Viscount Alexander	810 Waterford Ave.	R3T 1G7	204.452.8945	5 - 8 FI	Tori Patzer	Michael Moreau
Westdale	6720 Betsworth Ave.	R3R 1W3	204.895.8205	6 - 8	Penny Riffel	
Westgrove	50 Westgrove Way	R3R 1R7	204.895.8208	K - 5	Cheryl McCombe	
Whyte Ridge	400 Scurfield Blvd.	R3Y 1L3	204.488.4245	K - 4	Val Wood	Allison Ward

Hours of Instruction

The information on the next two (2) pages refers only to actual teaching time and does not represent the opening and closing time of the school buildings.

- * General Byng and Westgrove are on a Balanced School Day schedule. General Byng has a morning nutrition break at 10:20 a.m. The meal period is from 12:45 - 1:45 p.m. Westgrove has a morning nutrition break at 10:30 a.m. The meal period is from 12:55 - 2 p.m.

Hours of Instruction continued...

School Day Hours of Operation	A.M. Classes Begin	Lunch Break Begins	~ Lunch Hour	P.M. Classes Begins	Classes End for the Day
Acadia (Mon/Tues/Wed/Fri)	8:45	11:40	11:40-12:45	12:45	3:30
Acadia (Thurs)	8:45	11:45	11:45-12:45	12:45	3:30
Arthur A. Leach	8:45	12:25	12:25-1:30	1:30	3:30
Bairdmore	8:45	11:40	11:40-12:40	12:40	3:30
Beaumont	8:50	11:45	11:45-12:45	12:45	3:35
Beaverlodge	8:50	11:45	11:45-12:45	12:45	3:35
Bonnycastle	8:55	11:40	11:40-12:40	12:45	3:30
Chancellor	9:00	11:45	11:45-12:55	1:00	3:45
Charleswood	8:40	11:30	11:30-12:30	12:35	3:30
Crane	8:40	11:25	11:25-12:30	12:30	3:15
Dalhousie	9:00	11:45	11:45-12:45	12:50	3:35
Dieppe	8:50	11:45	11:45-12:45	12:45	3:35
Fort Richmond (Mon/Tues/Thurs/Fri)	8:25	12:03	12:03-1:08	1:08	3:32
Fort Richmond (Wed)	9:25	12:27	12:27-1:32	1:32	3:32
General Byng*	8:45	12:45	12:45-1:45	1:50	3:20
Henry G. Izatt	8:40	11:45	11:45-12:50	12:50	3:25
Laidlaw	9:00	11:45	11:45-12:45	12:45	3:35
Linden Meadows	8:50	11:45	11:45-12:50	12:50	3:30
Oak Park (Mon/Tues/Thurs/Fri)	8:30	12:05	12:05-1:10	1:10	3:30
Oak Park (Wed)	9:20	12:25	12:25-1:30	1:30	3:30

Hours of Instruction continued ...

School Day Hours of Operation	A.M. Classes Begin	Lunch Break Begins	~ Lunch Hour	P.M. Classes Begins	Classes End for the Day
Oakenwald	8:50	11:45	11:45-12:50	12:50	3:40
Pacific Junction	8:50	11:45	11:45-12:45	12:50	3:35
Pembina Trails Alternative High School	9:00	12:00	12:00-1:00	1:00	3:30
PTEC Program	8:30	12:02	12:02-1:10	1:10	3:30
Ralph Maybank	8:50	11:45	11:45-12:50	12:45	3:35
River West Park	8:55	11:45	12:45-12:50	12:50	3:35
Royal	8:50	11:45	11:45-12:45	12:45	3:35
Ryerson	8:45	11:30	11:30-12:30	12:35	3:20
South Pointe	8:40	11:35	11:35-12:35	12:40	3:25
Shaftesbury (Mon/Tues/Thurs/Fri)	8:30	12:02	12:02-1:10	1:10	3:31
Shaftesbury (Wed)	9:20	12:24	12:24-1:29	1:29	3:31
St. Avila	8:15	11:20	11:20-12:20	12:10	3:10
Tuxedo Park	8:50	11:45	11:45-12:45	12:45	3:35
Van Wallegghem	8:55	12:00	12:00-1:00	1:00	3:30
Vincent Massey (Mon/Tues/Thurs/Fri)	8:25	12:01	12:01-1:06	1:06	3:29
Vincent Massey (Wed)	9:15	12:21	12:21-1:26	1:26	3:29
Viscount Alexander	8:30	11:30	11:30-12:30	12:30	3:20
Westdale	8:45	12:20	12:20-1:20	1:25	3:30
Westgrove*	8:50	1:00	1:00-2:05	2:05	3:35
Whyte Ridge	8:55	11:40	11:40-12:40	12:40	3:30

2020/2021 SCHOOL CALENDAR

 No classes

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Metro Common Day ADM DAY 1	3 Metro Common Day PD DAY 2	4 Metro Common Day PD DAY 3	5
6	7 Labour Day	8 First Day of Classes DAY 4	9 DAY 5	10 DAY 6	11 DAY 1	12
13	14 DAY 2	15 DAY 3	16 DAY 4	17 DAY 5	18 DAY 6	19
20	21 DAY 1	22 DAY 2	23 DAY 3	24 Strong Beginnings DAY 4	25 Strong Beginnings DAY 5	26
27	28 DAY 6	29 DAY 1	30 DAY 2			

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DAY 3	2 DAY 4	3
4	5 DAY 5	6 DAY 6	7 DAY 1	8 DAY 2	9 DAY 3	10
11	12 Thanksgiving Day	13 DAY 4	14 DAY 5	15 DAY 6	16 Div. Common Day DAY 1	17
18	19 DAY 2	20 DAY 3	21 DAY 4	22 DAY 5	23 DAY 6	24
25	26 DAY 1	27 DAY 2	28 DAY 3	29 DAY 4	30 DAY 5	31

NOVEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 DAY 6	3 DAY 1	4 DAY 2	5 DAY 3	6 DAY 4	7
8	9 DAY 5	10 DAY 6	11 Remembrance Day	12 DAY 1	13 DAY 2	14
15	16 DAY 3	17 DAY 4	18 DAY 5	19 DAY 6	20 Metro Common Day DAY 1	21
22	23 DAY 2	24 DAY 3	25 DAY 4	26 DAY 5	27 DAY 6	28
29	30 DAY 1					

DECEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DAY 2	2 DAY 3	3 DAY 4	4 DAY 5	5
6	7 DAY 6	8 DAY 1	9 DAY 2	10 DAY 3	11 DAY 4	12
13	14 DAY 5	15 DAY 6	16 DAY 1	17 DAY 2	18 DAY 3	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Christmas Day Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day Winter Break	2
3	4 DAY 4	5 DAY 5	6 DAY 6	7 DAY 1	8 DAY 2	9
10	11 DAY 3	12 DAY 4	13 DAY 5	14 DAY 6	15 DAY 1	16
17	18 DAY 2	19 DAY 3	20 DAY 4	21 DAY 5	22 DAY 6	23
24	25	26	27	28	29	30
31	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	

2020/2021 SCHOOL CALENDAR

FEBRUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 6	2 DAY 1	3 DAY 2	4 DAY 3	5 Semester 1 Ends DAY 4	6
7	8 Div. Common Day Semester 2 Begins DAY 5	9 DAY 6	10 DAY 1	11 DAY 2	12 DAY 3	13
14	15 Louis Riel Day	16 DAY 4	17 DAY 5	18 DAY 6	19 DAY 1	20
21	22 DAY 2	23 DAY 3	24 DAY 4	25 DAY 5	26 DAY 6	27
28						

MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 1	2 DAY 2	3 DAY 3	4 DAY 4	5 DAY 5	6
7	8 DAY 6	9 DAY 1	10 DAY 2	11 DAY 3	12 DAY 4	13
14	15 DAY 5	16 DAY 6	17 DAY 1	18 DAY 2	19 Metro Common Day DAY 3	20
21	22 DAY 4	23 DAY 5	24 DAY 6	25 DAY 1	26 DAY 2	27
28	29 Spring Break	30 Spring Break	31 Spring Break			

APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Spring Break	2 Good Friday	3
4	5 DAY 3	6 DAY 4	7 DAY 5	8 DAY 6	9 DAY 1	10
11	12 DAY 2	13 DAY 3	14 DAY 4	15 DAY 5	16 DAY 6	17
18	19 DAY 1	20 DAY 2	21 DAY 3	22 DAY 4	23 DAY 5	24
25	26 DAY 6	27 DAY 1	28 DAY 2	29 DAY 3	30 DAY 4	

MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 DAY 5	4 DAY 6	5 DAY 1	6 DAY 2	7 DAY 3	8
9	10 DAY 4	11 DAY 5	12 DAY 6	13 DAY 1	14 DAY 2	15
16	17 DAY 3	18 DAY 4	19 DAY 5	20 DAY 6	21 DAY 1	22
23	24 Victoria Day	25 DAY 2	26 DAY 3	27 DAY 4	28 DAY 5	29
30	31 DAY 6					

JUNE 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 DAY 1	2 DAY 2	3 DAY 3	4 DAY 4	5
6	7 DAY 5	8 DAY 6	9 DAY 1	10 DAY 2	11 DAY 3	12
13	14 DAY 4	15 DAY 5	16 DAY 6	17 DAY 1	18 Div. Common Day DAY 2	19
20	21 DAY 3	22 DAY 4	23 DAY 5	24 DAY 6	25 DAY 1	26
27	28 DAY 2	29 DAY 3	30 Last Day of Classes DAY 4			

 No classes

There will be two additional school designated Admin/PD days.