



STUDENT HANDBOOK 2024-2025



WALTER MURRAY COLLEGIATE

2024—2025



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TABLE OF CONTENTS

Principal's Message.....	page 3
Code of Conduct.....	page 4
Bell Schedule—Regular Day and Early Dismissal Thursday	page 5
Staff Roster	page 6
Daily Routine	page 8
Cafeteria Use.....	page 8
Clean School Program.....	page 8
Student Notices	page 8
Hallways	page 8
Noon Hour Routine.....	page 9
Parking	page 8
Transit	page 9
Behavioural Guidelines.....	page 9
Academic Integrity	page 9
Late Assignments	page 10
Accidents and Emergencies.....	page 10
Course Drop Deadline	page 10
School Resource Officer.....	page 10
Alcohol and Drugs	page 11
Attendance	page 11
School Fees	page 11
Cellular Phones	page 13
Skateboards/Longboards.....	page 13
Dress Code.....	page 14
Harassment	page 14
Anti-Racism	page 16
Cyber Bullying	page 17
Defiance and Belligerence	page 17
Property.....	page 17
Public Behaviour/Security	page 17
Smoking/Tobacco/Vaping Usage.....	page 18
Theft	page 18
Unassigned Time.....	page 18
Gymnasium Use	page 18
Vandalism.....	page 19
Violations.....	page 19
Visitors.....	page 19
Weapons and Dangerous Materials at School	page 19
Bibliothèque Liz Edmonds Memorial Library	page 20
Computer Access	page 20
Internet/Wireless Services	page 20
Essay Writing Guidelines	page 22
Resumé	page 25
Cover Letter for Job Application.....	page 26
Methods of Study Skills.....	page 27
Dances	page 29
Driver Education	page 29
Graduation.....	page 30
Honour Roll.....	page 30
Locks and Lockers.....	page 30
Lost and Found.....	page 31
Main Office	page 31
Personal Hygiene Products.....	page 31
Student Crime Stoppers Program	page 31
Student Services.....	page 31
Outside Agencies.....	page 32
Timetable Changes.....	page 33
Restorative Action Program	page 33
School Athletics/Extracurricular/Clubs.....	page 33
Online Learning Secondary Student Information.....	page 34
School Map.....	page 35
School Calendar	page 37

PRINCIPAL'S MESSAGE

We are looking forward to a great year of learning and extra-curricular activities for the upcoming school year. We offer a wide variety of learning opportunities to meet all our students needs, so enjoy. As well, there is something for everyone to get involved at lunch or after school to enjoy the full school experience. Whether it be a club, sports, SRC, drama, choir or band, we want all students to get involved.

It is important that every student reads the "Code of Conduct", so that we fully understand the high expectations we have for our students. Please treat everyone in this building with respect, and this will go a long way in creating a safe, positive learning atmosphere.

I appreciate all the work that has gone into developing this student handbook to make you more informed with your school. Make sure you read it, so you can keep on top of what is happening at Walter Murray.

We have a talented and experienced group of teachers and support staff who are ready to work hard and help you reach your learning goals. It is your job to bring out the best in yourself and your teachers by working hard, doing your work, and being engaged in the classroom. Be curious and ask lots of questions!

Have a great school year in 2024/2025.

Dave Fisher

Walter Murray Collegiate has developed a Code of Conduct for our school. In short, this statement describes what we strive for and how we treat each other at WMC. The Code of Conduct started as an idea at our annual Student Forum. Following this, an adhoc committee consisting of students, staff, administration, and parents worked on the project. We are proud of the process that was followed and of the finished product, which is visible in our classrooms and hallways.

WMC's Code of Conduct

The Staff and Students of Walter Murray Collegiate are committed to a school environment that promotes a sense of safety, belonging, and equality where mutual respect and the pursuit of learning are important components of our learning community.

This means we treat each person with dignity; speak with respect; honour diversity; honour individual rights tempered by the needs of the whole; celebrate our success; respect the personal space of others; and work toward our full potential.

Message from SRC Co-Presidents

As your 2024-2025 Co-Presidents, we welcome you to a new year at Walter Murray Collegiate! We hope to lead you to have an exciting and memorable school year with all the events we have in store. Working with the SRC, we have fun pep rallies, spirit days and other school events prepared. We are proud to represent and lead such a diverse student population, and we are excited to meet any newcomers.

Jenna Xu and Arsalan Ahmed

REGULAR BELL SCHEDULE

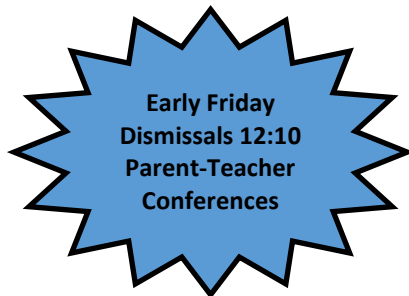


Warning Bell	8:45am
Period One	8:50—9:54am
Period Two	9:59—11:03am
BREAK	11:03—11:18am
Warning Bell	11:13am
Period Three	11:18—12:22pm
LUNCH (50 minutes)	12:22—1:12pm
Warning Bell	1:07pm
Period Four	1:12—2:16pm
Period Five	2:21—3:25pm

Early Dismissal Thursday

Warning Bell	8:45am
Period One	8:50—9:35am
Period Two	9:40—10:25am
Period Three	10:30-11:15am
BREAK	11:15—11:30am
Warning Bell	11:25am
Period Four	11:30—12:15pm
Period Five	12:20—1:05pm

- Early Thursday 1:05 dismissal days include:**
- September 12 and 26
 - October 24
 - November 7 and 21
 - December 5 and 20
 - January 9
 - February 6 and 27
 - March 13 and 27
 - April 17
 - May 8 and 22
 - June 12



- Early Friday 12:10 dismissal days for Parent-Teacher Conferences include:**
- October 4
 - December 1
 - March 7
 - May 2

2024-2025 STAFF ROSTER
Walter Murray Collegiate

ADMINISTRATION	Mr. M. MacLeod	Mr. T. Myrol
Mr. D. Fisher	Mr. T. Myrol	Mr. R. Spurr
Ms. C. Elliott-Jensen	Ms. K. Palmer	
Mr. J. Harvey	Mr. S. Reider	LEARNING RESOURCE
	Ms. K. Siemer	CENTRE
CAFETERIA	Mr. G. Thiessen	Ms. K. Lambi
Ms. L. Zurowski	Mr. M. Wilderman	
Ms. E. Fuentes		MATHEMATICS
CARETAKERS	ENGLISH AS AN	Ms. L. Arnott
Mr. P. Allan	ADDITIONAL	Mr. K. Chamagne
Mr. G. Bamba	LANGUAGE	Mr. B. Craig
Mr. D. Castroverde	Ms. T. Bohle	Ms. K. Farmer
Mr. M. Hitimana	Mr. M. Busse	Mr. M. Fitzpatrick
Mr. D. Mayes	FINE ARTS	Mr. M. Guest
Mr. R. Uhrmann	Ms. T. Chupa	Mr. J. McKee
COMMERCE/BUSINESS	Ms. M. Hodgins	Ms. D. McLeod
EDUCATION	Ms. T. Mudrik	Mr. T. Mountney
Ms. H. Puls	Ms. D. Tilk	Mr. J. Nickel
Mr. D. Schellenberg	Ms. A. Titus	Mrs. H. Puls
	Mr. R. Neufeld	Ms. W. Sanders
DRIVER EDUCATION	FRENCH IMMERSION	Mr. D. Schellenberg
Mr. M. Isaac	Mr. B. Dowie	Mr. J. Schneider
Mr. D. Waldner	Ms. K. Lafreniere	Mr. S. Smith
ENGLISH	Ms. K. Levesque	OUTDOOR SCHOOL
Ms. R. Dunbar	Ms. J. McEwen	Mr. M. Lowe
Ms. K. Fischer	Mr. R. Spurr	Ms. R. Rueve
Ms. R. Flaman	LANGUAGES	
Mr. S. Hawley	Mr. B. Dowie	
Mr. D. Heskin	Ms. S. Laverty	
Ms. K. Janzen	Ms. K. Levesque	
Ms. L. Kalesnikoff	Ms. T. Matisz	
Ms. S. Laverty		

2024-2025 STAFF ROSTER
Walter Murray Collegiate

PHYSICAL EDUCATION	Mr. J. Nickel	Mr. J. Bazylnski
Mr. Z. Barnes	Mr. D. Schellenberg	Mr. C. Roseberry
Ms. L. Barry	Mr. J. Schneider	Mr. C. Smith
Ms. K. Fraser	Ms. K. Stott	
Ms. J. Harbidge		STUDENT SERVICES
Ms. M. Hodgins	SECRETARIAL	Mr. D. Berg
Mr. C. Holowaty	Ms. S. Koeckeritz	Ms. K. Grant
Mr. T. Johnson	Ms. J. Kucey	Ms. K. Salamon
Ms. C. Loshack	Ms. K. Mapes	Mr. C. Schumacher
Mr. K. Tysowski	Ms. L. Marcotte	
	Ms. T. Matieshen	SUPPORT
RESOURCE SUPPORT		Mr. H. Alizadeh
Ms. L. Atiemo	SOCIAL SCIENCES	Ms. S. Froese
Ms. E. Fraser	Mr. Z. Barnes	Ms. J. Furseth
Mr. K. Kalinowski	Mr. E. Berg	Ms. J. Glasel
Ms. P. Pete	Mr. C. Chicilo	Ms. L. Javed
	Mr. B. Craig	Ms. B. Sharma
RESTORATIVE ACTION PROGRAM	Ms. K. Fraser	Ms. K. Siemens
Ms. C. Phelps	Mr. S. Hawley	Mr. B. Vandenberg
	Mr. D. Heskin	
SCHOOL NURSE	Mr. C. Holowaty	TECHNOLOGY
Ms. T. Meijer	Mr. T. Johnson	Ms. R. Cameron
	Ms. R. Kirkham	Ms. T. Chupa
SCIENCE	Mr. M. Lowe	Ms. B. Fischl
Mr. C. Chicilo	Mr. C. Mirwald	Ms. K. Fraser
Ms. S. Clark	Mr. R. Paul	Ms. C. Giede
Mr. R. Brimacombe	Ms. R. Rueve	Mr. C. Holowaty
Mr. B. Craig	Mr. D. Schellenberg	Mr. T. Hiebert
Mr. G. Donkin	Mr. C. Stewart	Mr. R. Janzen
Mr. K. Farmer	Mr. G. Thiessen	Mr. T. Kuffner
Ms. C. Giede	Mr. R. Yausie	Mr. T. Mountney
Mr. M. Guest		Mr. B. Reinhardt
Mr. C. Hills	SPECIAL EDUCATION (AEWS)	Mr. J. Sloboda
Ms. R. Kirkham	Ms. A. Anderson	Mr. C. Stensrud
Mr. M. Lowe		

DAILY ROUTINE

CAFETERIA USE

The cafeteria is available for student use during the times posted in the cafeteria. Students need to leave the cafeteria in order to arrive to class on time. Students can eat their lunch in the cafeteria and are encouraged to show pride in their school by displaying appropriate behaviour towards the cafeteria staff and supervisors and by cleaning up after they have finished their snack/meal. Coats, backpacks, etc. are not allowed in the serving lines.

At times, the cafeteria is overcrowded and students decide to eat in our hallways. This is acceptable *only* if students return their cafeteria materials to the appropriate place and put their garbage in the cans provided. Students should not leave backpacks and personal belongings unattended in the cafeteria at any time.

CLEAN SCHOOL PROGRAM

Walter Murray Collegiate is very proud of our tradition as a clean school. Students work with the caretaking staff to keep the school and school grounds clean during the school day. Specifically, the goal is to have the cafeteria, all hallways, and the school lawn, once the snow melts, free of garbage at all times.

STUDENT NOTICES

A member of the SRC will read the general student notices over the intercom at the beginning of period 3. You can also view hard copies of student announcements at various locations in the school like the main office, on televisions, or read an electronic copy on Edsby. Notices to be included must be in the Main Office by 9:30 a.m. All notices must be initialed by the appropriate teacher before they will be published.

HALLWAYS

Students should not congregate in the halls during class time. Students not in class should be in the LRC or in the cafeteria. If a student is in the building and should be in class, this is considered an in-school skip. Students may be sent home for the remainder of the day.

NOON HOUR ROUTINE

The LRC is available for quiet study everyday starting at 12:22 to 1:12 p.m.

Arrangements can also be made with classroom teachers or activity supervisors to work in other areas.

Many of our clubs and groups meet during the lunch hour.

PARKING

Walter Murray Staff and Administration have worked very hard to alleviate parking concerns for our student body. We have a parking lot for students on school grounds. The student lot is located on the east side of the school just off of Taylor Street. It operates on a first come, first served basis. The "visitors" lot is for school board vehicles and legitimate visitors to the school who register in the Main Office. Staff parking is reserved for school board employees **only**. *Staff pay annual parking fees.*

Students who park on school property, and visitors who do not register, may receive a \$50.00 fine.

- ◇ Walter Murray Collegiate nor the school division accept responsibility for students' cars or their contents.
- ◇ Students are encouraged to obey city bylaws when parking in the neighbourhood of the school and not to block driveways or otherwise inconvenience residents. Commissioners frequently patrol this area and hand out tickets if need be. Students are reminded that there are two-hour parking restrictions around the collegiate.

TRANSIT

A variety of regularly scheduled and special buses bring students to school. Students are expected to choose a bus route that will ensure that they arrive at least ten minutes before their first scheduled class.

Bus passes may be purchased at the main office. Please note the office only accepts cash or cheque. Listen to the announcements for more information.

BEHAVIOURAL GUIDELINES

Walter Murray has established standards of behaviour to influence the development of positive values and social skills. These are necessary in a learning environment that fosters commitment to excellence and growth.

We are all proud of the positive, congenial atmosphere that exists at Walter Murray. Murray people show one another consideration, cooperation, and tolerance. Common sense, courtesy, and respect for the rights and property of others are the key components.

It is expected that every member of the Walter Murray family – students, teachers, and support staff – will help to maintain a safe, friendly, and orderly place for learning. Individual teachers and departments may have rules and expectations in addition to those stated here. They will be communicated to students at the beginning of each semester..

ACADEMIC INTEGRITY

The values of the Saskatoon Public School Division include: honesty, responsibility, and the pursuit of truth. We expect academic integrity from all students. Cheating, in whatever form, is ultimately destructive to these values and is unfair and discouraging to students who pursue their studies honestly.

Breaches of academic integrity include such things as;

- i) using or possessing unauthorized information in examinations;
- ii) concocting or distorting lab or shop results, projects or reports;
- iii) plagiarizing or representing the work of another as one's own;
- iv) using an unfair mechanical or technological advantage;
- v) aiding another student's dishonesty.

In most cases of plagiarism, arrangements will be made for the student to complete the required work, either the original assignment or an alternative. Following attempted intervention, if there continues to be a lack of evidence that the student has met one or more outcomes, the final grade will be affected.

In the case of a final exam, the issue will be dealt with by administration. Under most circumstances, the paper will be declared null and void.

Permission may be given for the student to write the next semester examination, or, in the case of grade twelve students, they may challenge the Saskatchewan Education examination at a future sitting.

LATE ASSIGNMENTS

Walter Murray Students are expected to hand in assignments on time. When assignments are not submitted in a timely matter, teachers may encourage the completion of the work through a variety of interventions. When work is missing at the end of a term, and evidence of meeting outcomes is lacking, this lack of evidence will result in a reduced grade.

ACCIDENTS AND EMERGENCIES

Students are asked to immediately report any accidents or emergencies to the staff member in charge. Medical services will be arranged as required.

COURSE DROP DEADLINE

We encourage all students to take a full course load of classes during each semester. If a student wishes to drop a course it must be done one week prior to the commencement of final assessments. Please work with Student Services to complete this process.

THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO) IN OUR SCHOOL

The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians, and the community within the school environment.

THE GOALS OF THE SCHOOL RESOURCE OFFICER PROGRAM INCLUDE:

- developing positive attitudes and relationships between children, youth and the police;
- helping to create a safe school environment;
- serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences; liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

SCHOOL RESOURCE OFFICER:

- serve as a positive role model to students and school staff;
- establish and maintain open lines of communication with students, parents, guardians, and school staff;
- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students;
- reduce crime through education, enforcement, and personal interaction with students and staff;
- take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

ALCOHOL AND DRUGS

We expect students to arrive at school and school-related activities prepared to participate and contribute to the best of their ability. The use of alcohol or drugs does not permit this to happen. Possession, use or trafficking in alcohol, drugs, or any such substances will not be tolerated. Students in possession of drugs or an illegal substance may be dismissed from WMC and charged. Students suspected of being under the influence of drugs or alcohol will be suspended.

Before re-admission to WMC, parents, student, Student Services, and administration will discuss intervention strategies for the student's addiction. **Student lockers may be searched at any time.** Our school resource officer will play a role in all incidences that involve an illegal substance.

ATTENDANCE

Attendance and punctuality are prerequisites to effective learning. Consequently, we expect all students to attend their classes regularly and promptly so they might experience success.

BASIC ASSUMPTIONS

A student is primarily responsible to his or her teacher for attendance. The parent/guardian should ensure that the student attends classes and should inform the school of absences.

EXTENDED ABSENCES

The school requires advance notice if parents wish to withdraw a student from school for more than three days. Students should obtain and complete an Extended Period of Absence Form prior to the time away from school. These forms are available from the Attendance desk. Students who are absent from classes are responsible for all work missed. As per the Ministry of Education policy, students who will be away for more than 20 school instruction days must be taken off roll and will meet with a counselor upon their return. Since participation in class discussion and activities is an integral part of the learning process, frequent absences are discouraged. Increased absenteeism often impacts academic performance.

NO SHOW STUDENTS TO START THE SEMESTER

In light of the fact that we often have students waiting to get into specific classes, any student who does not notify the main office of late registration (first two days of a semester) runs the risk of being removed from that particular class(es).

COURSE LOADS

Students are encouraged to take advantage of the diversity of programs offered at Walter Murray by enrolling in the maximum number of classes each semester. Students in grade nine are expected to enrol and maintain a full timetable each semester. Students in grade ten to twelve are expected to enrol and maintain a minimum of two courses per semester. Course loads of fewer classes due to withdrawal by either student or the school may result in withdrawal of the student from all courses for that semester.

SCHOOL FEES

School fees are used to cover the costs involved in delivering the program or materials for the class(es) your student is enrolled in for the current school year. There may be an additional fee(s) charged for a project approved between the student and teacher.

ATTENDANCE GUIDELINES

Successful students are present, prepared for instruction, and are active participants within the classroom. Absences regardless of reason result in students missing activities and experiences which cannot be recovered.

- **School Messenger Parent Message System**

Walter Murray Collegiate has an automated calling system to phone parent (s)/guardian(s) of students who have been absent from class without an explanation. The objective of this system is to provide accurate attendance information to the student home as soon as possible. Parent(s)/guardian(s) will receive an automated phone call in the early evening hours on a school day if their child has been away during the school day with an unexcused absence. Parent(s)/guardian(s) receiving this call should phone or send a note the next school day to clear this unexcused absence. Walter Murray Collegiate has an answering machine to receive calls 24 hours a day or parent(s)/guardian(s) can call (306) 683-7855 in order to talk to an attendance secretary between the hours of 8:00 a.m. and 4:00 p.m. Monday to Friday. If the student was late but marked absent in error, it is the student's responsibility to clear this with the teacher the following day.

We would appreciate parent's/guardian's help to report absences using the SafeArrival or by calling the Attendance line at (306) 683-7855.

1. **Install SafeArrival** on your phone using one of the convenient methods:

- **[SchoolMessenger app \(free\)](#)**

- ◆ Provide your email address to the school.
- ◆ Get the app from the Apple App Store or the Google Play Store (or from the links at [https:// go.schoolmessenger.com](https://go.schoolmessenger.com)).
- ◆ Tap **Sign Up** to create your account.
- ◆ Select **Attendance** from the menu, and then select **Report an Absence**.

- **[Web and Mobile Web: go.schoolmessenger.com](https://go.schoolmessenger.com)**

- ◆ Provide your email address to the school.
- ◆ Go to the website.
- ◆ Click **Sign Up** to create your account.
- ◆ Select **Attendance** from the menu, then select **Report an Absence**

- **[Interactive Toll-free Phone](#)**

- ◆ Call the toll-free, interactive telephone system.
- ◆ Follow the instructions to report an absence.

- **[Absences can be reported in advance:](#)**

- ◆ 24 hours/day; 7 days a week
- ◆ Up to the cut-off time of 3:30 p.m. on the day of the absence.
- ◆ Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

2. **Call Attendance** at (306) 683-7855 **ON THE DAY THAT THEY OCCUR**. This will avoid unnecessary calls to your home. Please do so no later than 8:30 a.m. if possible.

- ◆ Please inform us if your home phone number changes so that we can continue to communicate with you regularly.
 - ◆ If you receive an automated message about your child, leave a message on the attendance answering machine on the evening of the absence or call the attendance secretary the following day to clear his/her record.
 - ◆ Let us know if there are any problems with the phone system from your end. We are able to add another telephone number to our absence notification system.
- **Excessive absences may result in the removal of a student from a class.** Students whose course loads fall below minimum expectations (see course loads) may be dismissed from WMC. Special allowance may be made for absences given: a medical certificate; school-related or approved activities requiring extended leaves.
 - Skipping classes is unacceptable. Students who skip class and are located in the school or on school grounds may receive some form of suspension (**in-school skip**). Students will be re-admitted to classes only after having completed an interview with an administrator and their parent(s)/guardian(s); students can be placed on an attendance contract.
- Parents cannot clear unexcused absences at a date later than one week following the absence.**
- Students who become ill at school must sign out at the Main Office before leaving. Confirmation of an excused absence will need to be called in by a parent/guardian.

LATES

The work world expects employees to be on time. We feel very much the same about our students being on time for classes. Students arriving late are a disruption to others. Students are expected to be in their classroom, ready to begin activities when the period begins. Students who are consistently late for class will be encouraged to break this pattern; failure to do so may result in removal from class.

CELLULAR PHONES

Cellular phones are not allowed in classrooms. Cellular phones must be turned off while in class as they are disruptive unless they are permitted by the teacher for educational purposes. Any of these items may be confiscated by a staff member for a period of time if used inappropriately. **Text messaging during class time should never occur as cell phones are to be turned off and not just on silent mode.**

SKATEBOARDS/LONGBOARDS

If you are bringing your skateboard/longboard to school, it must be immediately placed in your locker. You will not be allowed to carry your skateboard to any of your classes. In the interest of safety, we ask that students refrain from using the sidewalks on school property for skateboarding. If you have questions about the use of your skateboard while on school property, please see administration.

DRESS CODE

Our schools work to ensure students have safe, equitable, welcoming and inclusive school environments. We recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, economic factors and are personal and important to an individual's well-being and health.

Students must not wear clothing which undermines the division's commitment to a safe and inclusive learning environment. This includes:

- Clothing that promotes the use of tobacco, drugs or alcohol;
- Clothing that advocates illegal activity;
- Clothing, insignias, symbols or adornments that denigrate or promote hatred of a person or persons, including, but not limited to, clothing that denigrates or promotes hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and/or expression, or age;
- Clothing which contains profanity, pornography or obscene images.

Student clothing must adhere to health and safety requirements, including requirements arising from participation in specialized programs and events.

Other than for religious purposes, health and safety requirements, or where required to accommodate a disability, students must not wear clothing which obscures their face. No wearing hoods allowed.

- Allows the student to wear additional clothing of their own or borrowed to obscure the violating dress choice. If the student does not have additional clothing, some may be offered by the school.
- Includes contacting parents or guardians of any student that has violated this Administrative Procedure.

HARASSMENT

As stated in our Walter Murray "Code of Conduct", harassment will not be tolerated within our building. As responsible members of the WMC family, we strongly encourage first and third party reporting of harassment. If the school staff is not made aware of harassment issues, they cannot respond in the appropriate way. Students involved in harassment will be scheduled for interviews with counsellors and/or administration leading to one or more of the following outcomes:

- dismissal from WMC;
- suspension inside or outside of the school;
- further counselling from Student Services personnel;
- verbal and/or written apology;
- mediation and or restorative action facilitated by our RAP Worker. (Restorative Action Program)

The Saskatoon Public School Division considers itself responsible for the protection of employee and student human rights and dignity. The Saskatoon Public School Division believes that sexual harassment of an employee or student is an intolerable situation that warrants disciplinary action, and may be considered grounds for dismissal or expulsion. The Saskatoon Public School Division also recognizes its responsibility to educate employees and students about sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents are encouraged to report incidents of sexual harassment to the school principal, guidance counsellor, or a teacher. The staff member receiving the report will, with the consent of the complainant, provide the Director of Education with the details of the incident(s) in writing. The onus is on the student/parent or employee to report instances of sexual harassment as soon after the incident as is reasonably possible.

Students who believe they are being harassed should:

- i) Contact an adult employee in the school such as the principal, a counsellor, or teacher with whom they feel comfortable. Reports of sexual harassment shall be dealt with in strict confidence; however, the complainant must understand that confidentiality must be distinguished from anonymity. The employee receiving that report shall, with the knowledge of the complainant, provide a school official with details of the incident verbally or in writing and include:
 - a) What happened;
 - b) Where it happened;
 - c) When it happened;
 - d) Who did the harassing;
 - e) Witness(es), if any;
 - f) What the complainant did in return;
 - g) How the respondent reacted.
- ii) Decide on an option with the assistance of the school official and/or parent/guardian:
 - a) Informal resolution process; or
 - b) Formal complaint process.

Students who observe sexual harassment should:

- i) Approach the person being harassed
 - a) State what was observed; and
 - b) Offer assistance and report the incident.
- ii) If it is considered safe, express concern or disapproval to the harasser.
- iii) Report the incident to an adult with whom they feel comfortable.

Employees who are aware of Student-to-Student incidents of sexual harassment should:

- i) Name harassment when it occurs;
- ii) Intervene in incidents of sexual harassment and follow protocol regarding such occurrences;
- iii) Acknowledge that sexual harassment is a serious issue;
- iv) Provide a positive role model at all times.

At any step of the investigative procedures, the complainant or respondent may choose to be accompanied by a friend, parent/guardian, or other counsel. Following the investigation, appropriate remedies or sanctions will be applied in keeping with due process. Such actions may include verbal warning, written reprimand, transfer, suspension, dismissal or expulsion.

Any interference or attempt at coercion in the investigative process by or on behalf of the complainant or respondent will be considered grounds for immediate disciplinary action. Every effort will be made to ensure that everything is done that is fair and reasonable in the circumstances to protect staff and students against complaints or accusations that are trivial, frivolous, or made in bad faith.

(For more information please go to the Saskatoon Public School Board Administration Procedures Manual. This manual can be downloaded from our school division website at www.spsd.sk.ca. There are a number of policies which the principal can make available upon request).

ANTI-RACISM AND RESPONSE TO RACISM

Saskatoon Public Schools recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural) is embedded in our society and we support the ongoing commitment to the elimination of racism. Saskatoon Public Schools commits to breaking down barriers that lead to inequitable outcomes. The staff of Saskatoon Public Schools have a responsibility to ensure that schools do not perpetuate stereotyping, bias, discrimination, racism, or inequality, and to respond with timely intervention when these become evident.

1. Reporting

All members of the school community - including students, staff, parents/caregivers/guardians – have a duty to report any racist act.

- Students and parents/caregivers/guardians should report to teachers, school counsellors, school administrators or other school staff.
- Staff should report the racist act to school administration immediately.

2. Responding

Individual acts of racism, stereotyping, and discrimination are not tolerated in Saskatoon Public Schools. Our staff will respond in the following manner:

- All staff involved will support the student who experienced the racist act by centering and prioritizing their feelings, needs, and voice.
- Parents/caregivers/guardians of the students involved will be notified.
- Response by schools should include explicitly naming the act as racist, followed by taking necessary steps in accountability.
- Restorative and collaborative approaches to responding will be emphasized, but only after responsibility has been taken.
- School staff will extend efforts to provide learning for the student who committed the racist act on the impact of their actions, and/or observers to the incident, and support from central office can be provided if requested.
- The views of the student who committed the act must be given due weight in context of the student's age and maturity, and/or special considerations such as any formal diagnoses impacting the student.
- The school-based administrator will follow division discipline procedures when implementing any consequences required for racism.

CYBER BULLYING

Bullies will use many ways to get at their victims and the Internet gives them yet another method. This form of bullying is sometimes called cyber bullying and describes the misuse of email systems, social media, or the Internet for harassing people, such as by sending unpleasant or aggressive messages. There are some direct practical steps that you can take to prevent cyber bullying. Do not give out personal information too freely. Talk to your parents if something is upsetting you. Keep a record of all bullying incidences either by saving or printing emails, text messages, students or social networking posts. If an email or text message is particularly disturbing or breaks the law, contact administration and/or the school resource officer at Walter Murray Collegiate.

DEFIANCE AND BELLIGERENCE

According to our "Code of Conduct", students, as members of the WMC family, are expected to behave in ways that show respect for individuals, peers, and staff members. Defiant and belligerent behaviour including: the use of profanity, refusal to accompany a staff member to a designated area, refusal to comply with a reasonable request from a staff member, is a violation of our right to a safe work environment. Such behaviour will result in a meeting of the adult involved, administrator, and the student. The incident will be documented and one or more of the following consequences will be applied:

- a) dismissal from WMC;
- b) suspension outside of the school;
- c) suspension within the school;
- d) verbal and/or written apology.

Repeated defiance and/or belligerence will result in dismissal.

FIGHTS/THREATS/INTIMIDATION

Fighting, threats, and intimidation will not be tolerated. All students involved in fights may be suspended. Students should be aware that if the incident were particularly threatening to the safety of others, or a repeat offense, removal from the school permanently would occur. In addition, those persons involved in the fight/intimidation should expect to meet with our RAP Worker and possibly school resource officer.

PROPERTY

At Walter Murray Collegiate, we are fortunate to have a great facility. Students are expected to exercise care in the use of this facility. Students who damage property as a result of careless or malicious behaviour may be required to pay for repair or replacement and may be suspended from school. Students are also responsible for their own property, supplies, and equipment assigned to them by the school.

Loss of articles should be reported to the teacher in charge and to the Main Office. Found articles should be left at the Main Office.

PUBLIC BEHAVIOUR

According to our "Code of Conduct", swearing, and coarse language have no place in any school setting or activity. Public displays of affection such as cuddling, kissing, and similar intimate behaviours are also not considered to be appropriate school behaviours.

SECURITY

Listed below are some guidelines for students that will prevent thefts and lost items.

- Avoid bringing large sums of money to school.
- Expensive outerwear, jewelry, and audio equipment should be left at home.
- Students should not reveal their lock combination to anyone.
- Ensure that your locker is closed and locked at all times unless you are present.
- During physical education classes and athletic events, ensure that all personal belongings are locked in a gym locker or basket.
- Bicycles brought to school should be properly secured. Students are encouraged to use the bicycle racks at the south side by the cafeteria and west side by the main entrance of the building. *Do not lock your bike to the chain link fence. Use a double quality lock. Remove seat or tire. Record bike serial number and description.
- Valuables such as iPod's, Mp3's, CDs, and portable audio equipment should not be left visible in your parked car while at school.
- Do not leave valuables on the bleachers or seats during school events.
- Whenever possible, mark all personal belongings.
- Avoid leaving any possessions unattended in the hallways, gyms, or in the student cafeteria.
- **Report all acts of theft, vandalism, violence, and alcohol and drug abuse in and around your school to the school administration.**

Cameras – Walter Murray Collegiate has a series of cameras located in and around the school for the well being of students and staff. Administration will access these cameras as required when theft, vandalism, or other illegal activities occur.

SMOKING/TOBACCO USAGE

The Tobacco Control Amendment Act, passed in August, 2010 prohibits the use of tobacco, e-cigarettes and vapor producing devices on school property at all times of the day.

Walter Murray Collegiate continues to work with the community and Saskatoon Health Region to enforce a Smoke Free Zone on school property. We will be following due process if we encounter students smoking on school property. Students wishing to stop smoking are encouraged to see our Addictions worker or counsellor for options and educational materials on smoking cessation.

THEFT

Any students in possession of stolen property may face criminal charges as determined by our school resource officer. Students will face consequences up to and including dismissal from WMC. **Student lockers and belongings may be searched at any time on school property.**

UNASSIGNED TIME

Students who have unassigned time are encouraged to use it in productive ways. Students are requested to minimize their presence in the halls during class time as it disrupts learning in other classrooms. The LRC, research hubs, and cafeteria are places where students may gather.

GYMNASIUM USE

Students must have a supervisor at all times when using the gym facility. Students are not permitted to bring their own equipment into the gym (basketballs, volleyballs, etc.).

VANDALISM

Vandalism is a crime and a sign of disrespect to our school and the community. Besides destruction of property, vandalism includes the defacing of all property in and surrounding our school. At a minimum, vandals will restore damage and serve community service hours within our school; depending on the severity of the vandalism, students may be dismissed from WMC and/or charged. Our school resource officer will be involved as required.

VIOLATIONS

Students who violate behaviour-related rules are subject to one or more of the following consequences:

- Reprimand - Loss of school privileges – Suspension
- Transfer to another school
- Expulsion

In all disciplinary cases, parents or guardians will be contacted by a school official.

VISITORS

During the school day, our school is a business site and, as such, is not public property. All visitors must sign in at the main office. Individuals who are providing rides for students are encouraged to wait outside of the school building. WMC students are not welcome at other schools unless prior arrangements have been made through the school administration or supervising teachers; the reciprocal is true of students from other schools within our city.

Students who do not attend WMC are not permitted in the building or on school property during the school day. School officials reserve the right to work with the police department in order to deal with those individuals that choose to abuse their visitor privilege.

WEAPONS AND DANGEROUS MATERIALS AT SCHOOL

Saskatoon Public School Division policy Administrative Procedure 356 states:

“Saskatoon Public Schools does not condone the possession of explosives, firearms, and/or other dangerous instruments on its property, on the way to and from school, or during any school-related activity unless for special purposes in authorized activities where the Principal has granted special permission. The Division expects employees to act swiftly, appropriately, and decisively when contraventions of this administrative procedure occur. Offenders in possession of firearms, explosives, or items of similar danger will be subject to reprimand, suspension, expulsion, or other forms of discipline. Police involvement shall be requested in dealing with such incidents.

The term “dangerous instrument” includes all types of knives, swords, martial arts weapons, chains, bars or other things which when used in an aggressive manner may injure or threaten the personal safety of an individual.

BIBLIOTHÈQUE LIZ EDMONDS MEMORIAL LIBRARY

The Learning Resource Centre (LRC) is a vital extension of classroom-based learning. It provides a wide range of resources: books, graphic novels, videos, DVD's, magazines and newspaper databases as well as Internet access. Audio-Visual Services are associated with the LRC. Students in the LRC learn how to search, retrieve, synthesize, analyze, evaluate, and use information effectively. It is a place for students and staff to research, work on assignments, pursue leisure reading activities or work in small groups.

COMPUTER ACCESS

Students may use computers in the LRC before school, at noon, and after school. The school also provides wireless Internet connection throughout the school.

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging lifelong learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated board education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. *Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school's overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, iPods, iPads, and notebook computers.*

When using digital devices, students must adhere to the following principles:

- ▶ **Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.**
 - ▶ **Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.**
1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
 2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.

3. In elementary schools, access to the Internet **with school division digital devices** is provided only when students are supervised.
4. In collegiates, students may access the Internet with **school division digital devices** without supervision.
5. If students choose to **bring personal digital devices** to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher's permission.
6. Students who choose to bring **personal digital devices** to school should be aware of the following:
 - ▶ In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
 - ▶ Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – "Computer/Online Services Acceptable Use" - which can be found on the Saskatoon Public Schools' public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows: What can happen to me if I break the rules? a) I won't be able to use the computers b) I might be disciplined. c) I might have to pay for what I broke. d) The police may be called.

8. If you do not want your student to access the Internet at school, please contact the school and request the **Internet Use Denial Form**. This form is then signed by the parent or guardian and returned to the school.

ESSAY WRITING GUIDELINES

There have been many changes in guidelines for essay writing which make some practices obsolete. While many formats are widely accepted, the MLA style (Modern Language Association) is the one chosen by most teachers at WMC for students to follow when writing formal research essays in English and the humanities.

MLA Style of Citing Sources (7th edition 2009 writing guidelines)

- 8 ½ x 11 inch (22 x 28 cm) white paper, one side only
- double space the entire essay
- blue or black ink
- number pages in top upper right corner or center
- one inch (2.54 cm) margins on all sides
- indent paragraphs five spaces
- No title page (see example on page 23)

Parenthetical Acknowledgements for Direct Quotations

For a “verbatim extraction” (under four lines or fewer than 40 words), give the author and page number in parenthesis immediately following the quotation.

e.g. “The central symbol for Canada – and this is based on numerous instances of its occurrence in both English and French Canadian literature – is undoubtedly Survival, la Survivance” (Atwood 32).

For a quotation over four lines, begin a new line and indent ten spaces. No quotation marks are needed. **Please note that the period is placed before the parenthetical reference.**

e.g. At the end of *The Stone Angel* Hagar finally sees her flaws:
Pride was my wilderness, and the demon that led me there was fear. I was alone, never anything else, and never free, for I carried my chains within me, and they spread out from and shackled all I touched. Oh, my two, my dead. Dead by your own hands or by mine? Nothing can take away these years. (Laurence 292)

Parenthetical Acknowledgements for Paraphrasing

When paraphrasing another person’s idea in your own words, give the author and page numbers in parenthesis after using the idea.

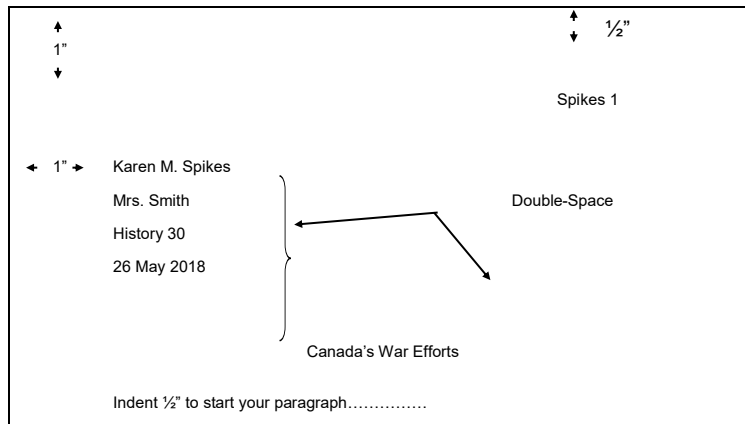
e.g. In both English and French Canadian literature, *Survival* is a major symbol (Atwood 32).

There are online citation generators which make it easier to cite your sources used for a research essay. The following links are common tools:

- ◆ [Citation Machine -- The Landmark Project - based on APA and MLA styles](https://citationmachine.net/)
<https://citationmachine.net/>
- ◆ [MLA Formatting and Style Guide — Purdue Online Writing Labs College of Liberal Arts](https://owl.purdue.edu)
<https://owl.purdue.edu>
- ◆ [OSLIS Secondary How To: Citing Sources - based on MLA style](https://www.oslis.k12.or.us/secondary/)
<https://www.oslis.k12.or.us/secondary/>
- ◆ For additional information, please refer to the *MLA Handbook for Writers of Research Papers* (8th ed.) (2016) available in the Walter Murray Collegiate LRC.

Other referencing guidelines can be found on the WMC Libguide <http://secondarylibguides.spsd.sk.ca/waltermurray>

MLA Heading and Title: Please note that in MLA style a research paper does not need a title page. Follow the format below.



SAMPLE WORKS CITED PAGE

Works Cited

Discover Canada's Contribution in World War I and World War II
At VMC . 21 Oct. 2003 Virtual Museum of Canada.
Mar 21, 2004 <http://www.virtualmuseum.ca/English/Teacher/world_war.html>.

English, Allan. "Brave Flyer, Bold Liar. (The Making of Billy Bishop)."
The Beaver: Exploring Canada's History Apr-May 2003: 46.

InfoTrac Databases. Gale Group Databases. March 23, 2004
<http://www.infotrac.galegroup.com>.

MacQueen, Ken. "A Brutal March: Wartime Diaries Record a
Trek of 10,000 POWs." *Maclean's* Jan. 13, 2003: 48-50.

Waite, P.B. "Battle of Vimy Ridge". *World Book Encyclopedia*.
2003.

Wong, L. *A Short History of the Great War*. Toronto:
University of Toronto Press, 1987.

CITING SOURCES IN MLA STYLE (8th edition-2016)

All sources quoted directly or paraphrased in a paper must be fully identified on a separate page placed at the end of the paper. This page is titled **Works Cited** (centered one inch from the top of page). The sources that were cited in the parenthetical acknowledgements are more fully identified, arranged alphabetically according to the first word listed in the parenthetical acknowledgement. The titles of the sources are italicized. The Works Cited list should also be double-spaced.

<p>Book With One Author</p> <p>Duerkop, John. <i>Saskatoon's History in Street Names</i>. Saskatoon: Purich Publishing Ltd, 2000.</p>
<p>Book With Two Authors</p> <p>Dickins, Rosie, and Jan McCafferty. <i>Drawing Faces</i>. London, ENG: Usborne, 2002.</p>
<p>Encyclopedia Article With An Author</p> <p>Deese, David A. "Iraq War." <i>World Book Encyclopedia</i>. 2007.</p>
<p>Encyclopedia Article Without An Author</p> <p>"Calculus." <i>The New Encyclopedia Britannica</i>. 50th. 2007.</p>
<p>Internet Newspaper or Magazine Article From a Database (ie. Info Trac or ProQuest)</p> <p>Kent, A. "Chaos in War's Wake: Iraq Desperately Needs Law, Order and Aid." <i>Maclean's</i> 21 April 2003. Info Trac One File Gale Group Databases. <http://www.infotrac.galegroup.com>.</p>
<p>Web Page</p> <p>"Facts About Bullying." <i>SafeCanada.ca</i>. 15 May 2007. Government of Canada. 15 May 2007 <http://www.safecanada.ca/link_e.asp?category=28&topic=167>.</p>

RESUMÉ

Your resumé is your public biography, arranged by category and presented in point form. To make a good resumé, begin by writing a rough draft of the information you will include. Here are the categories to include, usually in this order:

Personal Data

Your name, address, telephone, cell numbers, and email address are essential. This information should stand out from the rest of your resumé and be centered at the top.

Skills and Qualifications

Include skills which highlight the job or scholarship that you want. These would include interpersonal, communication, and organizational skills, team work, use of machines, foreign languages, etc.

Computer Skills

List all programs and versions which you know well. Keying speed should be listed as achieved in a formal typing test, i.e., 45 cwam. (If you do not have useable computer skills, leave out this section.)

Education

List your formal education including the highest grade completed. Use reverse chronological order (most recent educational achievement is recorded first). List specialized courses, diplomas, certificates, or degrees obtained. If you have honour roll status, state it in this section. Do not include elementary school.

Work Experience

List any jobs including summer jobs, part-time jobs, and work placements. Begin with your most recent job and work back, listing the name and address of each company and your supervisor, the dates of your employment with that firm, and a brief description of your duties.

Volunteer Experience

Include unpaid work or activities which show your responsibility and commitment. These are listed in the same way as your work experience.

Interests and Hobbies

Your talents should show that you are a well-rounded individual. List school activities, sports, music, interests, AND particularly any leadership roles. Refer to related achievements/awards.

References

List two or three references (get permission first), with their names, positions, addresses, phone numbers, and email addresses. Good references are previous employers, teachers, coaches, professionals (but not family) who have known you for a long time. Update these regularly.

To make your resumé look professional, use white paper, headings, side headings, underlining, bullets, bolding, etc. Leave white space for easier reading. The maximum length is 3 pages. A title page is optional.

COVER LETTER FOR JOB APPLICATION

It is a good idea to send a resumé with a cover letter even if you have already made a verbal application in person or by telephone. The cover letter (1 page only) is a business letter to inform the employer for what position you are applying, how you learned of the position, and why you are qualified (education, special courses, skills). In addition, ask for an interview and give a contact phone number.

Current Date

Sample

MR JOHN WILSON
PERSONNEL DIRECTOR
ANDERSON CONSTRUCTION COMPANY
3507 ANDERSON CRESCENT
SASKATOON SK S7J 4Y8

Dear Mr. Wilson:

I am applying for the position of Civil Engineer as advertised in the March 24 edition of the Saskatoon Star Phoenix. I just returned to the Saskatoon area after graduation in May and believe that I have the necessary credentials for the position.

I have just completed my Engineering degree at the University of British Columbia, graduating with High Honours. I have worked at various levels in the construction industry every summer since Grade 10. As you can see from my resumé, I worked several summers as a general laborer, gradually moved up to a carpenter, and last summer I worked as assistant construction manager on a 100 million dollar job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I can be reached at (306) 373-4829 any time during the day.

Thank you for your consideration.

Sincerely,

Steve Mason
283 MAGNUSSON DR
SASKATOON SK S7H 4A6

sm

Enclosure: Resumé

WEB SITES FOR CAREER PLANNING

Student Services at Walter Murray Collegiate Institute Facebook Page—access through your Facebook page.

www.myBlueprint.ca

Username: Email Address Password: Student #

METHODS OF STUDY SKILLS

Cover the test method

- This method is good for spelling, definitions, vocabulary, list, etc.
- Read the material.
- Cover the material: either say it or write it.
- Check to see which facts you omitted.
- Cover and repeat.

Studying with a partner

This technique involves asking a friend, brother, sister, or parent/guardian(s) to question you from your notes. This can be effective only if you have a complete set of notes, and if you can stay on topic. It can reinforce what you have already learned and help to get the facts sorted into a logical sequence. This technique will not be effective if you use it as a first step in studying. It is important that you have already tried one of the other study methods by yourself first.

Recite aloud

Just as reading aloud improves your concentration, reciting aloud will enable you to learn faster. For example, if you are trying to memorize something, repeat it several times aloud. Your mind will have to concentrate to recall, and you will be listening to what you are saying.

Over learning

Most students can easily recite the nursery rhyme “Humpty Dumpty”, and yet they find it difficult to remember facts learned in class the day before. Why is this so? As a child, you recited it so many times after learning it that it became impossible to forget. This is called “over learning”. If you frequently review material after learning it thoroughly in study, you will over learn and never forget!

Study Notes

Put the main heading at the top of the page. In the margin, put the sub-heading (or word to be defined). Beside it put the facts (or definition) in point form. Finally cover the points and test yourself as you look only at what is in the margin.

Be a Teacher – Test Yourself

- One of the most effective study methods is to prepare and then answer your own questions.
- Study your notes well.
- Prepare questions which you think the teacher could ask on the test. Get these questions from tests, from questions you make up, or from homework questions.
- Without looking at your notes, answer the questions.
- Correct your errors.
- If you have a friend in the same course, do each other's tests.
- You will be surprised how many questions you made up are the same as the real test!
- **REMEMBER** - This technique works only after you have spent some time in actual study.

Note Taking

- Use a separate binder for each subject.
- All notes and handouts should be dated and/or numbered.
- Be neat; use a ruler, coloured pencils and markers, underline titles and topic headings.
- Keep your notebook up-to-date. When absent, make an effort to copy a friend's notes.
- Review notes as soon as possible (e.g., on the bus, after dinner, at breakfast).

Study Techniques

- Assemble all the materials you will need beforehand.
- Try to study in a place where there are no distractions eg., away from T.V., brothers and sisters fighting.
- Try to deal with possible distractions before starting to study e.g., trips to the washrooms, phone calls, snacks.
- It is not a good idea to have background noise such as music. If you are aware of the music, you are not concentrating. If you must, play instrumental music and not vocal music.
- Use a straight chair and table. In an easy chair or on a couch, you'll tend to relax too much and start daydreaming.
- Keep a reminder pad handy while studying. If you think of something you must do, jot it down.
- Take a short break every half hour or so.
- Set reasonable goals in respect to:
 - The amount of material to cover at one time;
 - The length of time you'll study at one time.
- Reward yourself. Get your work done and enjoy yourself. e.g., snacks, a good movie.

DANCES

School dances are provided for the enjoyment of all students. The school expects that students will conduct themselves in a responsible fashion.

The first dance is normally "closed" and only Walter Murray students may attend. Most other dances are open not only to students of Walter Murray but also their invited guests from other Saskatoon collegiates and high schools. Only one guest per student is permitted.

- ⇒ Guests must be signed in with an administrator before the dance. It is expected that the person who signs in a guest will make him/her aware of the school's dance policies and regulations. All students must present their student cards at the door. Guests must arrive at the dance with the WMC student who signed them in.
- ⇒ Doors will be open between 7:00 p.m. and 8:00 p.m. Students who must come later are to request permission in advance from an Assistant Principal. Dances will end at 10:00 p.m.
- ⇒ Students who leave the dance may not re-enter. Students should not expect to have access to the rest of the school during dances.
- ⇒ No shoes will be permitted on the gym floor. Shoes and outer garments are to be checked, for which a separate charge may be made. Students are reminded that the school dress code applies at all dances.
- ⇒ The school may use a breathalyzer at dances. Students who have been using alcohol or drugs at or prior to dances are subject to the ALCOHOL AND DRUGS POLICY. In addition, their parent/guardian will be called to take them home, and they will be denied the privilege of attending further dances for one calendar year.
- ⇒ Students are urged not to bring valuables to dances. The S.R.C. and the school will not assume responsibility for items lost or stolen.
- ⇒ Dance tickets will be sold at noon and after school prior to the dance. No tickets will be sold at the dance. Students with unapproved absences the day of the dance will be denied the privilege of attending.

DRIVER EDUCATION

This course is offered several times during the school year. Students must meet the age requirement of 15 years prior to requesting this course and have an SGI Customer Number to be eligible. Please note that you will be notified via letter from Student Services and must follow the instructions. Space is limited so your response is essential. You will be given a form to complete and it is to be returned to Student Services before being placed into the class. If you do not respond we will assume you have decided not to take Driver Education or have already taken the course. To be enrolled in Driver Ed, you also must be attending your regular classes. Commitment involves six weeks of lunch hour classes. This class is filled oldest to youngest. Anyone during the year may add their name to the wait list in Student Services and these students will be placed into classes chronologically. Students cannot be in Special Physical Education, the Musical, and Driver's Education in the same semester. Students involved in the musical must reschedule. It is the decision of the Driver Education Department under the umbrella of Saskatoon Public Schools that a **"student who has attended Driver Education in the current school year and has dropped out on their own accord or has been removed due to poor attendance will be financially responsible to take a Driver Education Program privately in order to obtain a Driver Education Certificate."** Further information may be obtained from the Driver Education Manager at the Saskatoon Public Schools office at (306) 683-8268.

GRADUATION

WMC 2025 Graduation exercises will be on Monday, June 23 at 2:00 p.m. at Merlis Belsher Place located at 2010 College Drive.

School-Based Graduation Requirements

To be able to graduate, students must satisfy the following requirements:

Be registered in Grade Twelve.

Have not previously participated in a secondary school graduation;

Have paid all required school fees.

Have completed all Grade Twelve Saskatchewan Learning requirements.

- ◆ Minimum of 24 credits.
- ◆ All compulsory Grade 10, 11, 12 courses as outlined in school's Course Selection Booklet.

Please Note: Students who have completed between **19 to 23** credits by the end of semester 2 will have their names included in the program as members of the Class of 2021, but may not be able to take part in the formal presentation of graduates on the stage.

A student's graduation status may change upon review of midterm failure (s) in the spring. If a student is unsure of graduation status, it is the student's responsibility to contact a counselor.

ACADEMIC HONOUR ROLLS

Students are required to obtain an average of at least 80% to be on the Honour Roll at the end of the year. An average of 90% or over is required for High Honours status. Students taking fewer than 6 classes are ineligible for the Honour Roll. A gross average of courses taken in the reporting period is used in the calculation of a student's personal best.

LOCKS AND LOCKERS

Each student will be provided with a locker for storage of books, materials, and clothing. Students must use the locker issued to them. Lockers should not be shared with anyone. This can only lead to problems. Lockers are issued in clean and functional condition; students are responsible for maintaining them. Problems with a locker should be reported to the Main Office. *Please note that your school locker should be cleaned out at the end of the school year and your red faced school lock removed. Any belongings remaining will be donated to a local charity. Students who do not remove their school lock will be required to purchase a school lock from the main office.

Lockers remain the property of the school and may be inspected without notice. Locks for lockers must be purchased from the school. When you are assigned your locker, please put your lock on it immediately. Use of non-school locks is not permitted and they will be removed.

LOST AND FOUND

Lost and Found operates out of a box in the courtyard hallway. Small and valuable items should be turned in to and/or claimed from the Main Office.

MAIN OFFICE

The secretaries and administrators in the Main Office are there to provide help and information. If they cannot be of direct service, they can refer you to the people who can help you.

PERSONAL HYGIENE PRODUCTS

Female personal hygiene products are available for emergency use by contacting a secretary in the Main Office or the Girls' Phys. Ed. Office.

STUDENT CRIME STOPPERS PROGRAM

Students are encouraged to assist in the solving of school related crimes by participating in the ANONYMOUS TIPS program. All calls are STRICTLY ANONYMOUS and information received is forwarded to the appropriate school administrator. Each school will utilize the information received from the TIPS line in a manner appropriate for each situation.

How it works:

1. A crime is committed in your school or neighbourhood.
2. You know who was responsible or somebody who might know who was responsible.
3. Call Crime Stoppers @ 1-800-222-Tips (8477) or leave a secure tip online @ www.saskatooncrimestoppers.com.
4. Your information will be taken in strict confidence. Your anonymity is guaranteed.
5. You will be given a tip number. You must keep this secret to ensure anonymity.
6. After three weeks, call back to the 1-800-222-TIPS (8477) number. Refer to your secret tip number and you will be updated as to the progress of your tip.
7. If your tip leads to the crime being solved, you will qualify for a cash reward.
8. You will be given instructions on how to receive your reward. Remember, all rewards are paid in cash since we will not have your name.

STUDENT SERVICES

High school counsellors are available to provide support to students and their families. Services include:

- Supporting students who experience educational, social or emotional challenges that affect their learning.
- Consultation and collaboration with families and others in assisting students who experience academic, social or emotional challenges. Make referrals to in-school and community resources when appropriate.
- Guidance and help with school and career planning.

OUTSIDE AGENCIES

Addiction Services (Intake for Mental Health Adults, Child & Youth)	(306) 655-7777
Al Anon/Alateen (Website: www.sk-alanon.ca)	(306) 665-3838
Alcoholics' Anonymous (Website: www.aasaskatoon.org)	(306) 665-6727
Boys' Town National Hotline (For Students & Parents)	1-800-448-3000
For Students (May – August) Mobile Crisis Line	(306) 933-6200
Drop-In Birth Control Clinic	(306) 244-7989
Employment and Social Development Canada	1-800-622-6232
Family Service Saskatoon	(306) 244-0127
Human Rights Commission	1-800-667-9249
Indian and Métis Friendship Centre	(306) 244-0174
Interval House	(306) 244-0185
Intimate Partner Violence (IPV)	(306) 244-0127
Kids Help Phone	1-800-668-6868
Legal Aid Commission	(306) 933-7820
Mental Health & Addiction Services Youth Resource Centre	(306) 655-4900
Muslim Youth Helpline	1-866-NASEEHA
Narcotics Anonymous	(306) 652-5216
Prairie Harm Reduction (Website: prairiehr.ca)	(306) 242-5005
Pregnancy Crisis Line	(306) 665-7550
Pregnancy Crisis Line (TEXT NUMBER)	(306) 261-2760
Royal University Hospital/Children's' Services	
Department of Psych	(306) 844-1004
Saskatoon City Police Crime Stoppers	1-800-222-8477
Saskatoon City Police General Inquiries	(306) 975-8300
Saskatchewan Health Authority Primary Health Care Public Health Office	
.....	(306) 655-4620
Saskatoon Public Library	(306) 975-7558
Saskatoon Schizophrenia Society	(306) 374-2224
Saskatoon Transit (Schedules)	(306) 975-3100
Sexual Assault Information Centre (AFTER HOURS)	(306) 244-2224
Sexual Assault Crisis Line	(306) 244-2294
Sexual Health Centre	(306) 244-7989
Sexually Transmitted Disease Clinic	(306) 655-4642
Social Services (Child & Family Programs)	(306) 933-5961
Suicide Grief Support Line	988
YMCA	(306) 652-7515
YWCA (and after hours)	(306) 244-2844

**Outside Agencies updated May 2023*

TIMETABLE CHANGES

It is our goal to have students in the courses they want, need, and for which they have the prerequisites on the first day of school. This is only possible if students attend to timetable changes before instruction begins. Once classes have begun, changes become more difficult, and often carry undesired consequences. The following procedures are recommended if a program change is required after classes have begun:

- The student discusses the situation with his or her family.
- The student discusses the situation with the teacher involved.
- If the student wishes to proceed, then an appointment is made with a counsellor to initiate the change.

RESTORATIVE ACTION PROGRAM (RAP)

RAP provides supports and services to all students who are experiencing conflict. Conflict could take the form of bullying, cyber bullying, harassment, fighting, peer relationship conflict, family relationship conflict, dating relationship conflict, internal conflict and decision making, violence, and criminal behaviour. The RAP workers role is to provide:

- Education and prevention resources about conflict and managing conflict.
- Supports and interventions, such as mediation and one-on-one counselling, to help students deal with conflict.
- Supports that reconnect students to their school, family and community.

The RAP worker is available Monday through Friday from 8:30 a.m. to 4:00 p.m. in Room 200. Students are encouraged to make appointments in their spare time or at breaks. If students are experiencing crisis related to conflict, please go to Room 200, Student Services, or the Main Office.

SCHOOL ATHLETICS/EXTRA-CURRICULAR/CLUBS (These lists may change without notice.)

Please see a Physical Education teacher for the names of the coaches in your area of athletic interest.

- Badminton • Basketball • Cross Country • Curling • Football • Golf
- POM/Dance Team • Soccer • Track & Field • Volleyball • Wrestling

Please see the main office for the names of the teacher in charge of the extra-curricular clubs listed below.

🌀 Archery 🌀 Outdoor Education 🌀 Peer Leaders 🌀 Robotics 🌀 Tech Club
🌀 Youth Action

Be informed of sports and club events in our school by:

- Listening to student notices read aloud daily on our speaker system
- Hard copies posted around designated areas in our school
- Posted electronically at 10 a.m. on our school portal under Student Announcements.
- ◆ advertised on the television screens

Saskatoon Public Schools Online Learning Secondary Student Information

Saskatoon Public Schools is excited to offer our students an opportunity to take full time or part time online courses during their high school experience. The OLS offers a variety of unique and innovative courses to compliment a student's academic experience in addition to providing bilingual designation for any interested grades 10-12 French Immersion student. Check out [Online Learning Centre - Online Learning Secondary \(saskatoonpublicschools.ca\)](#) for more information.

OLS courses are a blend of asynchronous (using a variety of media found on our learning management system Blackboard) and synchronous (live teaching or drop-in sessions where students and teachers connect with one another virtually). Students should expect the same amount of work and rigor they would find in a face-to-face classroom in the online environment. When necessary, OLS teachers will meet with students at their home school to support learning needs. OLS courses run parallel to the school year in semesters with some courses being offered as quarter classes.

Students who select online courses should ensure the following:

- Access to technology
 - Have a combination of no more than 10 in person and online classes
 - Have time built into their daily schedule to devote to the course(s)
- ⇒ Teachers will attempt to plan live lessons when students are able to attend but the expectation is that students view the recorded teaching lessons at a convenient time during the day if they can't attend the live session.
- Communicate with teachers when issues arise with meeting deadlines or understanding course work
 - The work that is submitted is your own and works of others are referenced properly

Students registered in an OLS class will receive an email from their teacher by the afternoon of the first day of classes with instructions on how to access the course. These instructions will also be posted on Edsby. Please ensure your home school has a correct contact email for you recorded in My School Sask. Contact us at 306-683-8313 if you have any questions.

The OLS has a student services counsellor and administration team who works with your home school to ensure you have the best possible experience while taking your online class. Let us know how we can help and thanks for letting us be a part of your high school education!

Bonita Janzen
Student Services Counsellor
janzenb@spsd.sk.ca

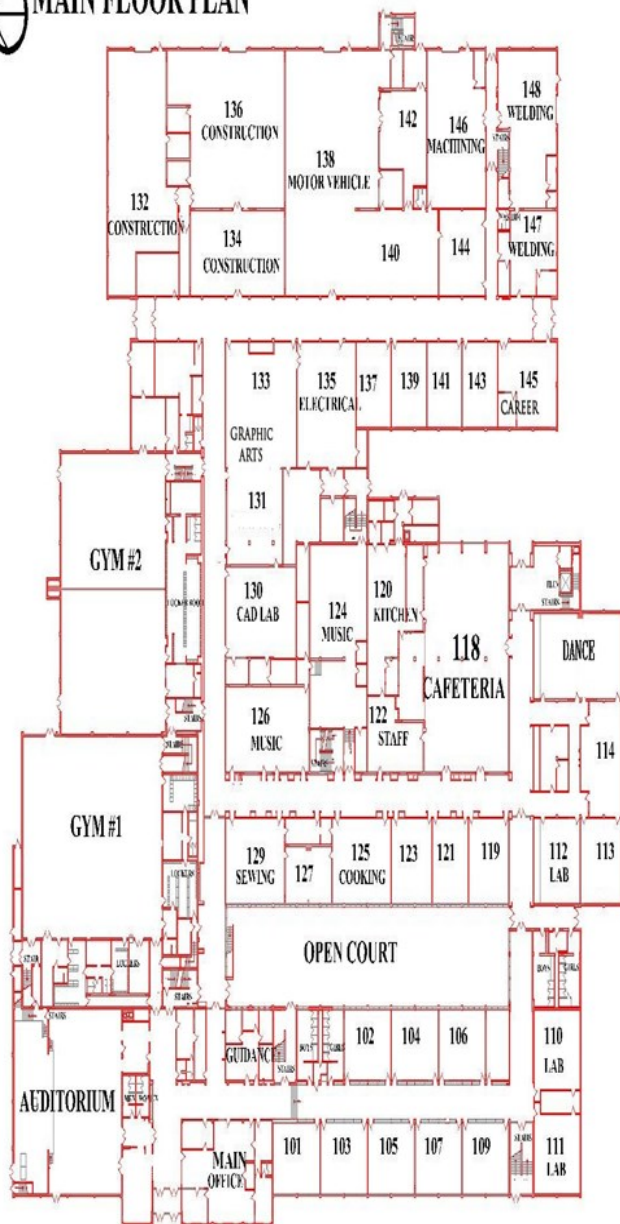


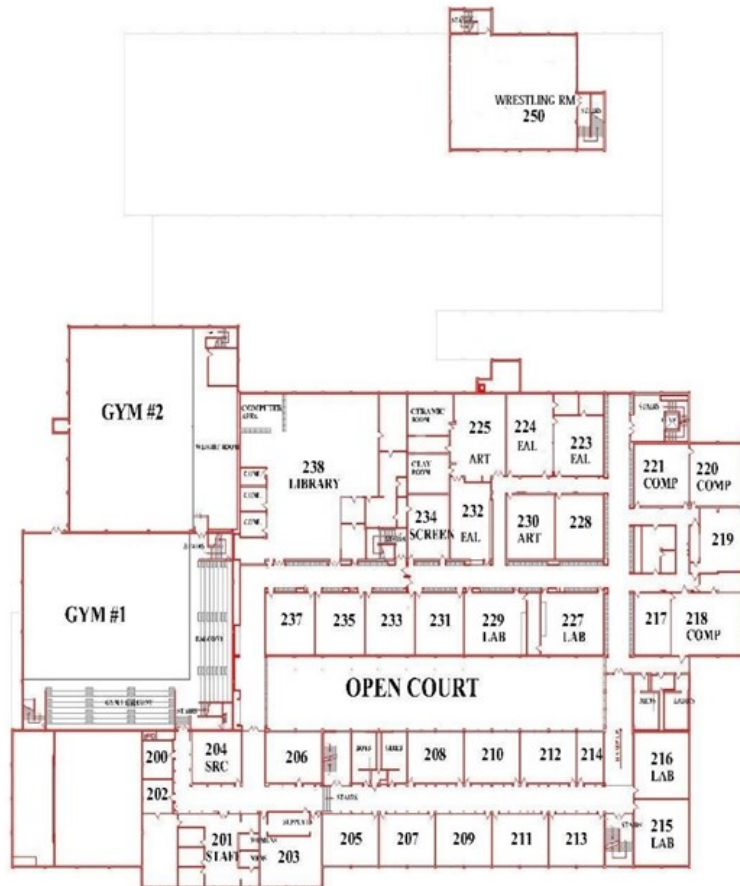
602 Lenore Drive
Saskatoon SK

onlinesecondary@spsd.sk.ca

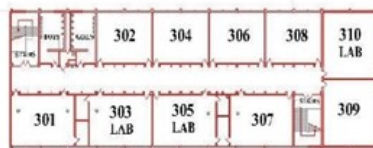
306-683-8313

 MAIN FLOOR PLAN





⊗ 2nd & 3rd FLOOR PLAN



August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Saskatchewan Day Stat Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 PD Planning/ Operations (9-12 no school) <i>Football and Cross-Country starts</i>	27 PD Planning/ Operations (9-12 no school)	28 STA Convention (9-12 no school)	29 PD Planning/ Operations (9-12 no school) Staff Photos	30 PD Planning/ Operations (9-12 no school)	31

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day Stat Holiday	3 Day 1 SCHOOL BEGINS Semester 1 <i>Soccer, volleyball starts</i>	4 Day 2	5 Day 1 Sr. Football vs MG @ SMF 5:15	6 Day 2 Juiced to Run 4:15 Fun Run Event Harold Tatler No. (behind ECF School)	7
8	9 Day 1 Boys' soccer vs AB West Turf 6:00	10 Day 2 Girls' soccer vs Cent @ Kinsmen 7:30 Student Picture Days until 3:00	11 Day 1 Heels on Fire 4:15 League Event Meewasin Pk Boys' soccer vs BJM Umea 4 @ 4:15 BJM @ WM Girls Vball 6:30 Boys 7:30	12 Day 2 <i>Early Dismissal</i>	13 Day 1 Welcome Week Sr. Foot- ball vs Cent @ SMF 7:30	14
15	16 Day 2 Boys' soccer vs STJ West Turf 6:00	17 Day 1 Ain't No Picnic 4:15 League Event Lakewood Park (1635 Mc Kercher Girls' soccer vs Beth@ Kinsmen 6:00 Grade 9 Parent Orientation Vball—LCA WM @ SCS Girls' 6:30; Boys' 7:30	18 Day 2 Boys' soccer vs HC Newsham E 4:15	19 Day 1 Girls' soccer vs EH @ Lakewood 4:15 Sr. Football vs STJ @ SMF 7:30 Vball—BR—EDF @ WM Girls' 6:30; Boys' 7:30	20 Day 2	21
22	23 Day 1 Boys' soccer vs EH Kinsmen 7:30	24 Day 2 SCC 7:00	25 Day 1 Bustin' Your Buns 4:15 League Event—Pre- cities Victoria Park 810 Spadina Vball—Beth @ STJ Girls' 6:30; Boys' 7:30	26 Day 2 <i>Early Dismissal</i> Girls' soccer vs H.C. @ Umea 4 @ 4:15	27 Day 1 Sr. Football vs Beth @ SMF 7:30	28
29	30 No School for Students and Staff— National Day for Truth and Reconciliation					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Day 2 ¹ Girls' soccer vs BJM @ Kinsmen 6:00	Day 1 ² Runnin' On Water 4:00 City Championship —Victoria Pk (810 Spadina) Boys' soccer vs Cent @ West Turf 6:00	Day 2 ³ CLMC Contest Sr. Football vs TD @ SMF 5:15 Girls' soccer vs STJM @ 4:15 Forest Park 5	Day 1 ⁴	⁵
⁶	Day 2 ⁷	Day 1 ⁸ Girls' soccer vs AB @ Kinsmen 7:30	Day 2 ⁹ P.A.R.T.Y Program	Day 1 ¹⁰	Day 2 ¹¹ Parent-Teacher Conferences Sr. Football vs HC @ SMF 5:15	¹² Provincial Championship Humboldt, Dixon Hills
¹³	¹⁴ Thanksgiving Stat Holiday	Day 1 ¹⁵ CML Contest #1	Day 2 ¹⁶	Day 1 ¹⁷ Sr. Football vs EH @ SMF 3:00	Day 2 ¹⁸ MVT (Murray Volleyball Tournament)	¹⁹
²⁰	Day 1 ²¹	Day 2 ²²	Day 1 ²³	Day 2 ²⁴ <i>Early Dismissal</i>	Day 1 ²⁵ Picture Retakes	²⁶
²⁷	Day 2 ²⁸ <i>Cheer and Dance begin</i>	Day 1 ²⁹	Day 2 ³⁰ COMC Contest #1	Day 1 ³¹		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Day 2 1	2
3	Day 1 4	Day 2 5	Day 1 6 Remembrance Day P2&3 AMCA Contest	Day 2 7 <i>Early Dismissal</i>	8 PD/Operations (No students Gr 9 to 12)	9
10	11 Remembrance Day Stat Holiday	Day 1 12 CML Contest #2 AMCB Contest SCC 7:00	Day 2 13 CIMC/CSMC Contest	Day 1 14	Day 2 15	16
17	Day 1 18	Day 2 19	Day 1 20	Day 2 21 <i>Early Dismissal</i>	Day 1 22	23
24	Day 2 25 <i>Wrestling starts</i>	Day 1 26 Girls' Sr. Bball 6:15 @ H.C.; Boys' at 8:00	Day 2 27 Band Concert 7 p.m.	Day 1 28	Day 2 29 Parent-Teacher Conferences	30

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Day 1 2	Day 2 3 Girls' Sr. Bball 6:15 vs STJ @ WM; Boys' 8:00	Day 1 4	Day 2 5 <i>Early Dismissal</i>	Day 1 6	7
8	Day 2 9	Day 1 10 CML Contest #3	Day 2 11	Day 1 12 Boys' Sr. Bball 8:00 vs Beth @ WM; Girls 6:15	Day 2 13	14
15	Day 1 16	Day 2 17	Day 1 18	Day 2 19 Girls' Sr. Bball @ Cent 6:15; Boys' @ AB 8:00	Day 1 20 <i>Early Dismissal</i>	21
22	23 No School for Students and Teachers	24 No School for Students and Teachers	25 No School for Students and Teachers Christmas Day Stat Holiday	26 No School for Students and Teachers Boxing Day Stat Holiday	27 No School for Students and Teachers	28
29	30 No School for Students and Teachers	31 No School for Students and Teachers				

Wrestling
Tournament

Gil Wist Wrestling Tournament
Fri 4:00—6:00, Sat 9:00—6:00

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 No School for Students and Teachers New Year's Day Stat Holiday	2 No School for Students and Teachers	3 No School for Students and Teachers	4
5	Day 2 6	Day 1 7 Girls' Sr. Bball 6:15 @ WM vs H.C.; Boys 8:00	Day 2 8 Wrestling Meet TDC 4:30-7:30	Day 1 9 <i>Early Dismissal</i> Wrestling Meet BJM 4:30-7:30	Day 2 10	11
12	Day 1 13	Day 2 14	Day 1 15	Day 2 16	Day 1 17	18
Grad Photos—January 13 to 17 (check Edsby WMC Class of '25 for details to come)						
		CML Contest #4	Wrestling Meet Cent 4:30-7:30	Wrestling Meet St. J 4:30-7:30		
19	Day 2 20	Day 1 21	Day 2 22 Pd 1 Assessment 9-11 Outcome Completion 12:00-2:00 SAGE Open House 1:00	Day 1 23 Pd 2 Assessment 9-11 Lunch TODAY ONLY: 11:00 to 12:30 Pd 4 Assessment 12:30- 2:30	Day 2 24 Pd 3 Assessment 9-11 Outcome Completion 12:00-2:00	25
26	Day 1 27 Pd 5 Assessment 9-11 Outcome Completion 12:00-2:00	28	29	Day 1 30 <i>Semester 2 begins</i>	Day 2 31	
		PD/Operations (turnaround days) —Students do not attend—		MIT (Murray Invitational Tournament) Jan 30 to Feb 1		

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				30	31	1
				MIT (Murray Invitational Tournament) Jan 30 to Feb 1		
2	Day 1 3	Day 2 4	Day 1 5	Day 2 6	Day 1 7	8
			Boys' Dual Wrestling Meet H.C. 4:30-9:00	Girls' Dual Wrestling Meet H.C. 4:30-9:00		
9	Day 2 10	Day 1 11	Day 2 12	Day 1 13	Day 2 14	15
		CML Contest #5 Dual City Wrestling Champ EDF 5:00-9:00	Cheer/Dance TD Toe Touch 6:30 Jr. City Wrestling Champ EDF 2:00-8:00	Open House Early Dismissal		
16	17	18	19	20	21	22
	Stat Holiday Family Day	No School for Students and Teachers	No School for Students and Teachers	No School for Students and Teachers	No School for Students and Teachers	
23	Day 1 24	Day 2 25	Day 1 26	Day 2 27	Day 1 28	
		Cheer/Dance BR Redhawk Rumble 6:30	Pascal, Cayley, Fermat Contests	<i>Early Dismissal</i> Wrestling Cities ABCI 4:30-9:00	Wrestling Cities ABCI 2:30-10:00	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Day 2 <i>Badminton begins</i>	Day 1	Day 2	Day 1	Day 2 Parent-Teacher Conferences	8 <i>Wrestling Provincials Regina TBA</i>
9	Day 1	Day 2 CML Contest #6 SCC 7:00	Day 1	Day 2 <i>Early Dismissal</i>	Day 1	15
16	Day 2	Day 1	Day 2	Day 1	Day 2	22
23	Day 1	Day 2	Day 1	Day 2 <i>Early Dismissal</i>	Day 1	29
30	Day 2	Gr 9 Band Trip—Regina				

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Day 1 ¹	Day 2 ²	Day 1 ³	Day 2 ⁴	⁵
			Euclid Contest	Senior Band Trip—Calgary/Banff		
				Fryer, Galois, Hypatia Contests	Newton Contest	
⁶	Day 1 ⁷	Day 2 ⁸	Day 1 ⁹	Day 2 ¹⁰	Day 1 ¹¹	¹²
					Multicultural Festival (morning)	
¹³	Day 2 ¹⁴	Day 1 ¹⁵	Day 2 ¹⁶	Day 1 ¹⁷	¹⁸	¹⁹
Grade 10 Band Trip—Edmonton				Early Dismissal	Good Friday Stat Holiday	
²⁰	²¹	²²	²³	²⁴	²⁵	²⁶
	Easter Monday Stat Holiday	Easter Break	Easter Break	Easter Break	Easter Break	
²⁷	Day 2 ²⁸	Day 1 ²⁹	Day 2 ³⁰			
			Deadline to Order Yearbook			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Day 1 1 CIMC/CSMC Contest	Day 2 2 Parent-Teacher Conferences	3
4	Day 1 5	Day 2 6	Day 1 7	Day 2 8 <i>Early Dismissal</i>	Day 1 9	10
11	Day 2 12	Day 1 13 SCC 7:00	Day 2 14	Day 1 15	Day 2 16	17
18	19 Victoria Day Stat Holiday	Day 1 20	Day 2 21	Day 1 22 <i>Early Dismissal</i>	Day 2 23	24
25	Day 1 26	Day 2 27 Band Concert 7:00	Day 1 28	Day 2 29	Day 1 30	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Day 2 2	Day 1 3	Day 2 4	Day 1 5	Day 2 6	7
				SAGE Edmonton Trip		
8	Day 1 9	Day 2 10	Day 1 11	Day 2 12 <i>Early Dismissal</i>	Day 1 13	14
			Canoe Trip			
15	Day 2 16	Day 1 17	Day 2 18	Day 1 19	Day 2 20	21
	Assessment Week					
22	23 Grad 2:00 Merlis Belsher	Day 1 24	Day 2 25 Last day for Grade 9 to 11 Students	26	27	28
		Assessments		PD/Operations—No Students Gr 9-12		
29	30					

WELCOME

خوش آمدی
KADAKIPDI
KOLGILK
WELCOME



1905 PRESTON AVENUE SOUTH
SASKATOON, SASKATCHEWAN
(306) 683-7805
S7J 2E7