

Teacher Teaching-on-Call 2016/2017 Manual

Employee #: ______ www.sd35.bc.ca

Website: www.sd35.bc.ca

Fax #: 604-532-1403 Human Resources

This booklet can be accessed online or on Outlook email

WELCOME

I would like to take this opportunity, on behalf of the staff and students in the Langley School District, to welcome you and thank you for being a part of our District. The District is on an important educational journey of:

- innovating
- inspiring
- · unifying; and
- learning

These four words constitute our vision statement which, combined with our four core values of integrity, excellence, courage and community, we believe will serve our students well in the years ahead.

The district values and appreciates the critical role that TTOCs have and looks forward to supporting you as you strive to make those differences each and every day. Having TTOCs make a positive difference in the lives of children in Langley schools is integral for the lifelong success of children.

Suzanne Hoffman

Superintendent of Schools

| 2011001 210111101 1100 (211101211) | | | | | | | |
|------------------------------------|--------------------|----------------------------|----------------------------|--------------------|--------------|--|--|
| ELEMENTARY SCHOOLS | Start Time | Recess | Lunch | End time | Office Hours | | |
| Alex Hope | 8:35 am | 10:15-10:30 | 12:04-12:50 | 2:30 pm | 8:00-3:30 | | |
| Alice Brown | 8:36 am | 10:06-10:21 | 11:45-12:30 | 2:30 pm | 8:00-3:30 | | |
| Belmont Int Belmont Pr | 8:36 am | 10:16-10:31 | 11:51-12:36 12:21-1:06 | 2:30 pm | 8:00-3:30 | | |
| Blacklock Fine Arts | 8:51 am | 1:00-1:15 | 10:45-11:30 | 2:45 pm | 8:00-3:30 | | |
| Coghlan Fundamental | 8:46 am | 1:10-1:25 | 11:25-12:10 | 2:40 pm | 8:30-3:00 | | |
| Dorothy Peacock | 8:30 am | 10:10-10:25 | 12:05-12:55 | 2:29 pm | 8:00-3:30 | | |
| Douglas Park Wednesday | 8:51 am 8:51 am | 10:20-10:35 10:20-10:35 | 12:00-12:44 12:05-12:44 | 2:45 pm 1:50 pm | 8:15-3:45 | | |
| Fort Langley | 8:51 am | 10:30-10:45 | 12:20-1:05 | 2:45 pm | 8:30-3:30 | | |
| Glenwood | 8:51 am | 10:20-10:35 | 12:00-12:45 | 2:45 pm | 8:30-3:00 | | |
| Gordon Greenwood | 8:36 am | 10:20-10:35 | 12:06-12:51 | 2:30 pm | 8:00-3:30 | | |
| James Hill | 8:51 am | 10:30-10:45 | 12:00-12:45 | 2:45 pm | 8:00-3:30 | | |
| James Kennedy | 8:51 am | 10:35-10:50 | 12:00-12:45 | 2:45 pm | 8:15-3:45 | | |
| Langley Fine Arts | 8:57 am | 1:03-1:18 | 10:42-11:26 | 2:50 pm | 8:15-3:30 | | |
| Langley Fund. Elem. | 8:45 am | 10:15-10:30 | 11:54-12:40 | 2:40 pm | 8:00-3:30 | | |
| Langley Meadows | 8:45 am | 10:15-10:30 | 12:00-12:46 | 2:40 pm | 8:15-3:45 | | |
| Lynn Fripps | 8:41 am | 10:45-11:00 | 12:20-1:05 | 2:35 pm | 8:00-3:30 | | |
| Nicomekl | 8:51 am | 10:30-10:45 | 12:00-12:45 | 2:45 pm | 8:00-3:30 | | |
| Noel Booth | 8:51 am | 10:21-10:36 | 12:00-12:45 | 2:45 pm | 8:00-3:30 | | |
| North Otter | 8:35 am | 10:15-10:30 | 11:50-12:35 | 2:29 pm | 8:00-3:30 | | |
| Parkside | 8:40 am | 10:30-10:45 | 12:00-12:40 | 2:29 pm | 8:00-3:00 | | |
| Peterson Road | 9:05 am | 10:45-11:00 | 12:00-12:46 | 3:00 pm | 8:00-3:30 | | |
| R.C. Garnett | 8:36 am | 10:16-10:31 | 12:01-12:46 | 2:30 pm | 8:00-3:30 | | |
| Richard Bulpitt | 8:40 am | 10:10-10:25 | 11:49-12:30 | 2:30 pm | 8:00-3:30 | | |
| Shortreed | 8:41 am | 10:30-10:45 | 11:55-12:35 | 2:30 pm | 8:00-3:30 | | |

Recess

10:35-10:50

Lunch

12:20-1:05

12:19-12:49

11:41-12:20

12:03-12:43

3:38 pm

2:44 pm

1:50 pm

End Time

2:49 pm

Office Hours

8:15-3:30

8:00-3:30

7:45-3:30

ELEMENTARY SCHOOLS

Simonds

Vanguard

WGSS (M/T/Th/F)

....Wednesday

Start Time

8:55 am

9:30 am

8:30 am

8:30 am

DIRECTIONS TO SCHOOLS

ELEMENTARY SCHOOLS - Denoted by a Circle () on school map on pages 12 & 13)

- Alex Hope Elementary - 604-888-7109 Fax: 604-888-7102

21150 - 85th Avenue, Langley, BC V1M 2M4

Principal: Kelly Paddock VP: Courtney Robertson

North over freeway (200th Street). Turn right on 88th Avenue. Follow to 212th Street. Right on 212th Street - school well in on left hand side.

- Alice Brown Elementary - 604-534-0744 Fax: 604-534-8854

20011 - 44th Avenue, Langley, BC V3A 6L8

Principal: Sarban Sangha

Corner of 200th Street and Fraser Highway, south on 200th Street to corner of 44th Avenue, school on left (east) side.

- Belmont Elementary - 604-533-3641 Fax: 604-533-8694

20390 - 40th Avenue, Langley, BC V3A 2X1

Principal: Calvin Leung VP: Beth Cairnie

From Langley city, south on 200th Street, left on 40th Avenue, school on right hand (south) side on corner of 40th Avenue and 204th Street.

- Blacklock Fine Arts School - 604-530-3188 Fax: 604-530-9726

5100 - 206th Street, Langley, BC V3A 2E5

Principal: Susanna Eppich

Corner of 208th Street and Fraser Highway in Langley, south on 208th to 51B Avenue, right on 51B to school.

- Coghlan Fundamental Elementary - 604-856-8539 Fax: 604-856-4309

4452 - 256th Street, Aldergrove, BC V4W 1J3

Principal: Cathy Gracie

- a) East on Highway No 1, 232nd Street exit, south on 232nd Street, left (east) on 56th Avenue, right on 256th Street, south to school on left hand (east) side.
- b) West on Highway No 1, 264th Street exit, south on 264th Street, right on 48th Avenue, left on 256th Street, south to school on left hand side.
- c) Fraser Highway from Langley, east to 256th Street, left on 256th Street, school on right hand side.

- Dorothy Peacock Elementary - 604-513-8000 Fax: 604-513-8008

20292 - 91A Ave., Langley, BC V1M 2G2

Principal: Joanne Rempel VP: Dawn Driver

Exit off Highway No. 1 at 200th Street, north on 200th to 88th Ave., east on 88th Ave., left on 204th Street at (McDonalds), left on 91A Avenue.

- Douglas Park Elementary - 604-533-4491 Fax: 604-533-7803

5409 - 206th Street, Langley, V3A 2C5

Principal: Carmen Eberle

Fraser Highway to 206th Street, south on 206th Street, school on right hand side.

- Fort Langley Elementary - 604-888-2111 Fax: 604-888-7933

8877 Bartlett Street, Fort Langley, V1M 2S6

Principal: Clint Jackson

- a) Glover Road from Langley to Fort Langley, right on 88th Avenue as you enter Fort Langley, left on first street (Bartlett), school on left hand side.
- b) East on Highway No. 1, 200th Street exit, east on 88th Avenue, left on Bartlett Street in Fort Langley, school on left hand side.
- c) West on Highway No. 1, 232nd Street exit, follow No 10 Highway to Glover Road, right on Glover Road and follow as per a) above.

- Glenwood Elementary - 604-534-4644 Fax: 604-534-8301

20785 24th Avenue, Langley, V2Z 2B4

Principal: Diana Wilk

Corner of 208th Street and Fraser Highway in Langley, south on 208th Street, school on right hand (north-west) corner of 208th Street and 24th Avenue.

- Gordon Greenwood Elementary - 604-882-0114 Fax: 604-882-2617

9175 - 206 Street, Langley, V1M 2X2

Principal: Frank Roberto AP: Tia Henriksen

North on 200th Street, east (right) on 88th Avenue, turn left (north) on 208th Street. The school is on 206th Street accessed via 90A Avenue.

- James Hill Elementary - 604-530-0251 Fax: 604-530-0217

22144 Old Yale Rd., Langley, V2Z 1B5

Principal: Chris Wejr

Fraser Highway to 222nd Street, south on 222nd Street to Old Yale Road.

- James Kennedy Elementary - 604-888-5257 Fax: 604-888-4324

9060 - 212th Street, Langley, V1M 2B7

Principal: Michelle Guillou VP: Carolyn Roberts

From Langley City, north on 200th Street, cross the No. 1 Highway, east on 88th Avenue, north on 212th Street.

- Langley Fine Arts School - 604-888-3113 Fax: 604-888-3578

9096 Trattle Road, Fort Langley, V1M 2S6

Principal: Jon Bonnar VPs: Sharon Douglas, Jono Harris

- a) From Fraser Highway in Langley, go north on Glover Road to Fort Langley, left on 88th Avenue, right on Trattle Road, school on right hand side.
- b) East on Highway No. 1, 200th Street exit, east on 88th Avenue, left on Trattle Road, school on right hand side.
- c) West on Highway No. 1, 232nd Street exit, north on 232nd Street, west on Rawlison Crescent to Glover Road, then as above).

- Langley Fundamental Elementary - K-5 - 604-530-9973 Fax: 604-530-3819 *DO NOT GOOGLE THIS LOCATION!

21789 - 50th Avenue, Langley, V3A 3T2

Principal: Deah Paton VP: Kendra Simonetto

From Langley City, east on Fraser Hwy. to 216th Street, south on 216th Street to 50th Avenue, east on 50th Avenue.

- Langley Meadows Elementary - 604-530-4101 Fax: 604-530-3751

2244 Willoughby Way, Langley, V2Y 1C1

Principal: Vanessa Jaggi VP: Kim Anderson

From Langley City, north on 200th Street, left on Willoughby Way at Home Depot, school is on left hand side.

- Lynn Fripps Elementary - 604-888-1075 Fax: 604-888-1022

21020 83 Ave., Langley, V2Y 0K8

Principal: Kathleen Boles VP: Ron Dorland

- a) From Fraser Hwy, 200 north to 80th Ave. Left on 208th St. Right on 83rd Ave. school on right side.
- b) Exit off Highway No. 1 at 200th north. Right on 88th, right on 208th St. (overpass) left on 83rd, school on right side.

- Nicomekl Elementary - 604-533-1468 Fax: 604-533-1469

20050 - 53rd Avenue, Langley, V3A 3T9

Principal: Mike Palichuk

South on 200th Street, left on 53rd Avenue, immediately look for school on right hand side.

- Noel Booth Elementary - 604-530-9747 Fax: 604-530-6481

20202 - 35th Avenue, Langley, V3A 2P8

Principal: Carol Osborne

South on 200th Street, left on 35th Avenue, road is driveway to school.

- North Otter Elementary - 604-856-3355 Fax: 604-856-2054

5370 248th Street, Aldergrove, V4W 1A7

Principal: Dianne Chretien

- a) West on Highway No. 1, 264th Street exit, west on 56th Avenue, left (south) on 248th Street, school on left hand side.
- b) East on Highway No. 1, 232nd Street exit, south on 232nd Street, left on 56th Avenue, right on 248th Street, school on left hand side.
- East on Fraser Highway, left on 248th Street, school on right hand (east) side.

- Parkside Centennial Elementary - 604-856-7775 Fax: 604-856-3727

3300 - 270th Street, Aldergrove, V4W 3H2

Principal: David Moorthy VP: Tim Bonnar

- East on Fraser Highway, left on 264th Street, right on 32nd Avenue, left on 270th Street, school at end of street.
- b) Highway No. 1, 264th Street exit, south on 264th Street, left on 32nd Avenue, left on 270th Street, school at end of street.

- Peterson Road Elementary - 604-534-7904 Fax: 604-534-3528

23422 - 47th Avenue, Langley, V2Z 2S3

Principal: Nathan Erker

- a) Highway No. 1, 232nd Street exit, south on 232nd Street, left on 46th Avenue, left on 233rd Street, right on 47th Avenue, school on right hand (south) side.
- b) Fraser Highway to 232nd Street, north on 232nd Street, right on 46th Avenue and follow as a) above.

- R.C. Garnett Demonstration School - 604-532-7814 Fax: 604-532-7629

7096 - 201st Street, Langley, V2Y 3G7

Principal: Cathy Anderson VP: Adam Woelders

- a) Hwy 1 200th Street exit, south on 200th, left on 72nd, right on 201.
- b) From Fraser Hwy., north on 200th, right on 72nd., right on 201.

- Richard Bulpitt Elementary - 604-888-5393 Fax: 604-888-5356

20965-77A Avenue, Langley, V2Y 2E6

Principal: Lucy Lenko VP: Rhonda Krisko

- a) From Fraser Hwy. to 200th Street, north to 72nd, left on 208th Ave., right on 77AAve. School on left.
- b) Exit from Hwy. #1 at 200th North. Right on 88th, right on 208th Ave. (overpass), left on 77A Ave., school on left.

- Shortreed Elementary - 604-856-4167 Fax: 604-856-7523

27330- 28th Avenue, Aldergrove, V4W 3K1

Principal: Tanya Rogers VP: James Ribeyre

East on Fraser Highway, right on 272nd Street, left on 28th Avenue, school on right hand side.

- Simonds Elementary - 604-530-2361 Fax: 604-530-9671

20190 - 48th Avenue, Langley, V3A 3L4

Principal: Lori Thomsen

South on 200th Street, left on 48th Avenue, school on right hand (south) side.

- Topham Elementary - 604-888-6111 Fax: 604-882-9378

21555 – 91st Avenue, Langley, V1M 3Z3

Principal: Derek McCracken VP: Charlene Redekop

- Highway No. 1, 200th Street exit, east on 88th Avenue, left on 216th Street, school on left hand side on 91st Avenue.
- b) From Fort Langley, west on 88th Avenue, right on 216th Street, school on left-hand side of 91st Avenue.

- U-Connect (Lochiel) Elem. - 604-530-2361 Fax: 604-530-9671

(now on same campus as Simonds Elementary)

Principal: Lori Thomsen

Same directions as Simonds Elementary

- Uplands Elementary - 604-533-1285 Fax: 604-532-9748

4471 - 207A Street, Langley, V3A 5V8

Principal: Susan Macdonald

South on 208th Street, right on 46A Avenue (Mossey), left on 207A Street, school on right hand (west) side.

- West Langley Elementary - 604-888-6444 Fax: 604-882-8556

9403 - 212th Street, Langley, V1M 1M1

Principal: Sean Oliver

North on 200th Street to 96th Avenue, right on 96th Avenue to 213th Street, rigon 213th Street and right on first road on right. This road will lead you to West Langley Elementary.

- Willoughby Elementary - 604-888-6033 Fax: 604-888-9598

20766 - 80th Avenue, Langley, V2Y 1X6

Principal: Phillis Giovanni VP: Adam Moore

- a) Highway No. 1, 200th Street exit, south on 200th Street, left on 80th Avenue, school on right hand corner of 80th Avenue and 208th Street.
- b) Fraser Highway, north on 200th Street, right on 80th Avenue, and same as a) above.

- Wix-Brown Elementary - 604-534-5633 Fax: 604-534-9531

23851 - 24th Avenue, Langley, V2Z 3A3

Principal: Scott Johnson

South on 240th Street, right on 24th Avenue, school on right hand side.

MIDDLE SCHOOLS - Denoted by a Hexagon () on school map on pages 12 & 13.

- Betty Gilbert Middle School - 604-856-8178 Fax: 604-856-7831

26845 - 27th Avenue, Aldergrove, V4W 3E6

Principal: Zoltan Bako VP: Alan Joo

East on Fraser Highway to 272nd Street. Right (south) on 272nd Street to 28th Avenue, right (west) on 28th Avenue to 269th Street, left (south) on 269th Street and go one block.

- H.D. Stafford Middle School - 604-534-9285 Fax: 604-534-8986

20441 Grade Crescent, Langley, V3A 4J8

Principal: Shawn Davids VP: Iha Hayer

- a) South on 208th Street, right on Grade Crescent (just past 48th Avenue) school on right hand side.
- b) South on 200th Street, left on Grade Crescent, school on left hand side.

- Langley Fundamental Middle/ Secondary - 604-534-4779 Fax: 604-534-4795

21250 - 42nd Avenue, Langley, V3A 8K6

Principal: Sean Wicker VP: Carla Clapton

- a) Fraser Highway to 208th Street, south on 208th Street to 40th Avenue, east on 40th Avenue to 212th Street, north to 42nd Avenue.
- b) Fraser Highway to 216th Street, south on 216th Street to 40th Avenue, west on 40th Avenue to 212th Street, north to 42nd Avenue.

- Yorkson Creek Middle School - 604-888-8064 Fax: 604-888-8069

20626 84th Avenue, Langley, V2Y 2B5

Principal: Kevan Reeve VPs: Mike Carlyle, Stephanie Labby

- a) From Fraser Hwy, 200 north to 80th Ave. Left on 208th St. Left on 83rd Ave. school on right side.
- b) Exit off Highway No. 1 at 200th north. Right on 88th, right on 208th St. (overpass) right on 84th, school on left side.

SECONDARY SCHOOLS - Denoted by a Triangle (\(\triangle\)) on school map on pages 12 & 13.

- Aldergrove Community Secondary - 604-856-2521 Fax: 604-856-9648

26850 - 29th Avenue, Aldergrove, V4W 3C1

Principal: John Pusic VP: Jeremy Lyndon

- a) Highway No. 1, 264th Street exit, south on 264th Street, left on 29th Avenue, school on right hand side.
- b) East on Fraser Highway, right on 264th Street, and follows as a) above.
- c) West on Fraser Highway, left on 272nd Street, right on 29th Avenue, school on left hand side.

- APEX/ JALC - now called Vanguard Secondary (see next page)

- Brookswood Secondary - 604-530-2141 Fax: 604-530-5132

20902 - 37A Avenue, Langley, V3A 5N2

Principal: Marcello Moino VPs: Mike Pue, Nick Despotakis

South on 208th Street, left on 37A Ave., school on right at end of Ave.

- D.W. Poppy Secondary - 604-530-2151 Fax: 604-530-5034

23752 - 52nd Avenue, Langley, V2Z 2P3

Principal: Balan Moorthy VPs: Gordon Yu, Dean Pacheco

- a) East on Hwy. No. 1, 232nd St. exit, south on 232nd Street, left on 56th Ave., right on 240th Street, right on 52nd Ave., school on left hand (south) side.
- b) West on Hwy. #1, 264th Street exit (south), right on 56th Ave., west to 240th Street, left on 240th Street, south to 52nd Ave., right on 52nd Ave., school on left hand side.
- c) Fraser Hwy. east towards Aldergrove, turn left on 240th Street from Fraser Hwy., left on 52nd Avenue, school on left hand side.

- Langley Education Centre - 604-534-7155 Fax: 604-534-9332

21405A - 56th Avenue, Langley, V2Y 2N1

Principal: Ron Stare VP: George Wilander

* East end of Langley Secondary Campus

- a) From Fraser Hwy. in Langley, north on the Langley By-pass (208th), immediate right turn on 56th Avenue, school on left (north) side.
- b) From Glover Road in Fort Langley, south on Glover Road, left on 216th Street at Milner, right on 56th Avenue, school on right (north) side.
- c) From east, Hwy 1, 232nd Street exit (south), follow No. 10 Hwy. to Glover Road, south on Glover Road as b) above.
- d) From west, Hwy 1 exit 200 left on Langley Bypass, left on 56th

- Langley Fine Arts - 604-888-3113 Fax: 604-888-3578

9096 Trattle Street, Fort Langley, V1M 2S6

Principal: Jon Bonnar VPs: Jono Harris, Sharon Douglas

- a) From Fraser Hwy. in Langley, go north on Glover Road to Fort Langley, left on 88th Avenue, right on Trattle Road, school on right hand side.
- b) East on Highway No. 1, 200th Street exit, east on 88th Avenue, left on Trattle Road, school on right hand side.
- c) West on Highway No. 1, 232nd Street exit, north on 232nd Street, west on Rawlison Crescent to Glover Road, then as above).

- Langley Secondary - 604-534-4171 Fax: 604-534-9518

21405 - 56th Avenue, Langley, V2Y 2N1

Principal: Dawne Tomlinson VPs: John Hantke, Jeff Dickson

- a) From Fraser Highway in Langley, north on the Langley By-pass (208th), immediate right turn on 56th Avenue, school on left (north) side.
- b) From Glover Road in Fort Langley, south on Glover Road, left on 216^{th} Street at Milner, right on 56^{th} Avenue, school on right (north) side.
- c) From east, Hwy 1, 232nd Street exit (south), follow No. 10 Highway to Glover Road, south on Glover Road as b) above.
- d) From west, Hwy 1 exit 200 left on Langley Bypass, left on 56th

- R.E. Mountain Secondary - 604-888-3033 Fax: 604-888-2873

7755 - 202A Street, Langley, V2Y 1W4

Principal: Magdy Ghobrial VPs: Mr. Chandra Balakrishnan, Brian Leonard

- a) Highway No. 1, 200th Street exit, south on 200th Street, left on 80th Avenue, right on 202A Street, school on right (west) side.
- b) North on 200th Street, right on 72nd Avenue, left on 202A Street, (Fire Station) school on left (west) side.

- Vanguard Secondary - 604-534-4412 Fax: 604-856-9328

3825 - 244th St., Aldergrove, V2Z 2L1

Principal: Patrick Thomas VP: Kurt Reynaud

- a) From Highway 1, south on 232 to Fraser Hwy., turn left, east to 244, turn right.
- Walnut Grove Secondary 604-882-0220 Fax: 604-882-0557

8919 Walnut Grove Dr., Langley, V1M 2N7

Principal: George Kozlovic VPs: Paul Trattle, Michelle Wood & Logan Kitteringham

a) North on 200th Street to 88th Ave, east (right) on 88th Ave, left on Walnut Grove Drive (immediately before shopping cente), school on left (west).

- School Board Office - 604-534-7891 Fax: 604-533-1115

4875 - 222nd Street, Langley, BC V3A 3Z7

Human Resources Fax: 604-532-1403

Proceed east on Fraser Highway, south on 222nd Street, office on corner of 222nd Street and Fraser Hwy.

- L.T.A. Office - 604-533-1618 Fax: 604-533-1400

100 - 5786 Glover Road, Langley, B.C. V3A 4H9

President: Gail Chaddock-Costello

 a) Proceed west on Fraser Highway, north on #10 Bypass, west on Glover Road, office on left side of road.

| Nicomeki HD | School School School School James Hill | RHIT Peterson Road | A Street A S | North Otter | Dedth Street | 264th Street | |
|--------------------------------|--|--|--|-------------|---|----------------------|-----------|
| Belmont Noel Booth 32nd Ave. | Langly Fundamental Middle/Secondary 40th Ave. Ave. | | Vanguard Secondary | FRASER H | WY. | 5 Arkside Centennial | 32nd Ave. |
| Glenw Street | 24th Ave. | 232nd Street 232nd Street 240th Street | 248th Street | 24th Ave. | Aldergrove Coimmunity — Secondary | -ΔΟ | 28th Ave. |
| | 16th Ave. | 7 | | | 16th Ave. | 8th Ave. | |

SALARY & BENEFITS

TEACHER-TEACHING-ON-CALL PAY

TTOC Pay in Lieu Of Benefits

TTOCs will continue to receive \$11 in lieu of benefits (consistent with current local Collective Agreement). This benefit will be pro-rated for part days worked but in no case will it be less than \$5.50.

Rate of Pay

- a. An Employee who is employed as a teacher teaching on call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 7, for each full day worked.
- b. Effective July 1, 2016, an Employee who is employed as a teacher teaching on call shall be paid 1/189 of his/her category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked.

TEACHER-TEACHING-ON-CALL BENEFITS

Teachers-Teaching-on-call shall be eligible, subject to plan limitations, to participate in the benefit plans in the Collective Agreement, provided that they pay the full cost of benefit premiums.

Teachers-Teaching-on-Call Committee LTA 604-533-1618 General support, Newsletter, Meetings, Workshops

Quarterly Newsletter

Monthly Meetings (announced in Newsletters)

Monthly Workshops (TTOC Talk Board)

Address Change Reminder:

Please update your address with the LTA & the Human Resources Dept. at the School Board Office

OVERVIEW of AUTOMATED DISPATCHING SYSTEM - READ CAREFULLY *Please refer to the ADS information provided to all TTOCs

As a Teacher-Teaching-on-Call, you are obliged to be at the school at the starting bell, even if there is a prep 1st block. As well, if you teach less than a full day/morning/afternoon, you are obliged to remain at the school until the ending bell/lunch bell, etc. Teachers aren't to leave messages informing you of late starts or early dismissals, unless the entire school is being dismissed. If a message is left to this effect, the above obligation is to be met. (The only situation where this obligation differs is when teaching at Langley Education Center)

DISPATCHING of TTOCS will take place between 4:00 pm and 10:00 pm Sunday to Thursday, and from 5:00 am - until all absences are filled, Monday to Friday. All dispatching will be done through the phone, never on line. ADS will continue to call for any afternoon assignments, *after classes are in session*. As well, the TTOC desk will also call manually. Future assignments will be dispatched only during the evening-call out times. Note: Teachers may request specific TTOCs.

When you are phoned with an assignment, you will need to know your PIN (Personal Identification Number) to access details of the assignment. You will be given the following information: Teacher's Name; Subject/Grade Level; Times and Location; and Message from absent teacher (if given). Be sure to lisen to the **DATE** not just the day of week. The system can call weeks in advance.

*ESSENTIAL: You must stay on the line to hear the DISPATCH ID#. If you hang up before the number is given, you will cancel the job!

NOTE: a teacher may return early from an absence due to illness, entered as a **Range of Days**, e.g. Start Date: September 21, End Date: September 30. Should the teacher recover more quickly than expected, i.e. returning on September 28th; the District *does not owe the TTOC the remaining days in the original assignment*. It is important for you to confirm that your availability has been re-entered; please contact the Employee-On-Call desk to inform us of the new end date of the assignment. (604-532-1400 when prompted 1, then 210).

UNAVAILABILITY: It is extremely important that you keep your unavailability up-to-date. As soon as you know that you are not going to be available on any given day, for any reason, **INCLUDING RECEIVING** your own **ASSIGNMENT** ... be sure to enter this information into the system. If you wake up ill, or some other situation arises that you are not able to TTOC for that day, please take a moment and enter this information *immediately*, as manual callouts can occur throughout the day. Follow the instructions in an automated Dispatching brochure. Either go on line, (www.sd35.bc.ca) under MY ABSENCES / unavailability, or on the phone (604-532-1454) under menu option #5 General Employee Options, the #4.

<u>CANCELLATIONS</u>: If you need to cancel an assignment that is in the *future*, you may do so, either on line, or by phone on the ADS. You <u>will not</u> be able to cancel any assignment by phone or web if the assignment is <u>less than 24 hrs</u> from the start time. Please call the help/TOC desk and leave the information, including the reason for the cancellation. Be sure to enter your unavailability, as you can be called throughout the morning for an afternoon assignment.

MAINTAINING TTOC STATUS IN LANGLEY SCHOOL DISTRICT

Important Note: The following information <u>does not apply to teachers who are in term assignments in a school year</u>, since they are considered as "Active" teachers.

Active Status – TTOCs maintain their status as 'Active' by:

- working as a Langley School District TTOC or in term work a minimum of 15 full or half days in a school year.
 - if a TTOC who does not work this minimum amount in a school year their status will be changed to Inactive. If they wish to be considered as Active for the following school year, they must advise us in writing of their increased availability and complete the usual process as outlined below.
- not going longer than 90 days without taking a callout. If a TTOC does not accept a callout for a period of 90 days or more they are classified as 'Inactive' on the TTOC list and will not receive callouts.

Inactive Status – (Please note that Inactive TTOCs are still employees of the district and may continue to apply for internal postings.)

- TTOCs whose status is changed from Active to Inactive as outlined above receive a Staff Notification System (SNS) notice through their district e-mail account informing them of the change. If a TTOC has questions or needs clarification regarding this change in status, they should contact the Human Resources department.
- In order to regain 'Active' status, Inactive TTOCs must complete the necessary documentation. This may include:
 - a current, education related reference and/or information regarding the reason for their recent inactivity as a Langley School District TTOC.
 - a current Criminal Record Check from the city or town in which they reside
 - CRIMINAL RECORD CHECK important note:
 TTOCs who work or live outside the province of BC during the time
 they are Inactive should obtain a Criminal Record Check from that
 region / country. Without that, it may be impossible to reactivate a
 TTOC.

Exceptions to the above – The following exceptions apply to TTOCs being listed as 'Inactive' as listed above, but still require documentation:

- Parental Leave birth or adoptive parents may be listed as Inactive TTOCs during their parental leave. When reapplying for Active status a TTOC will need to provide a brief letter and a copy of the birth or adoption certificate.
- Medical reasons TTOCs may be listed as Inactive with a return to work date dependent on a medical certificate. When reapplying for Active status, a brief letter and a copy of the medical certificate will be required.
- Working on contract in another district TTOCs may be listed as Inactive to
 take a term or continuing contract in another district up to a maximum of one
 full school year at a time, not to be renewed for a second consecutive year.
 Upon return we will be contacting your previous employer as a reference.

Removal from TTOC List – If a TTOC is Inactive and does not successfully reapply for Active status within one year from the time they are listed as Inactive, they may be removed from the TTOC list.

- If as a TTOC, you do not work the minimum number of 15 half or full days in a school year, you have one more year to meet the minimum requirement before you could be removed from the TTOC list.
- For a TTOC who does not accept a callout for a period of 90 days or more, you have one year from the date you are classified as 'Inactive' to reapply for 'Active' status before you could be removed from the TTOC list.

As per article C.25.1.b., if a TTOC is to be removed from the TTOC list, written reasons shall be given to the teacher with a copy to the LTA. TTOCs will have 30 days from the time the written notification is sent to them to respond if they feel they have special circumstances which they believe are a reason for retention.

TTOCs who are removed from the TTOC list are welcome to reapply to the district and are re-considered for employment as would any other external candidate.

WHAT THE SCHOOL MAY EXPECT FROM

THE TEACHER-TEACHING-ON-CALL

A. Classroom Procedure:

It is requested that the following procedures be used:

- 1. First report to the principal, vice-principal or secretary of the school to which you have been assigned and ask if the room is unlocked. A separate key may be needed for portable classrooms.
- Ask about the school rules, regulations, the schedule, and perhaps ask if there is a school map. Ask the principal for the "Notes for the teacher-teachingon-call".
- 3. When signing in at the office, please ask if there are any students with safety plans in any of your classes. If there are safety plans, you will need to read through the plan(s) prior to commencing work in the classroom. If a copy is not included in the TTOC booklet, you can ask for a copy of the plan or the quickview version to keep with you for the day. If you have any questions about the strategies outlined in the plan, ask the principal and/or resource teacher for clarification prior to working in the classroom.
- 4. If you will be late arriving at school, you must call your principal so that he/she may plan accordingly. If you were called by dispatch too late to arrive at the time specified, the person calling you will notify your principal.
- 5. As a TTOC, you are responsible for:
 - a. Supervising the students assigned to you and not leaving them unattended for any reason.
 - b. Instruction as per the daybook plan provided by the teacher.
 - c. Preparation of day plan for the following day.
 - d. Marking students' work assigned by you.
 - e. Ensuring the class / teaching area is left in a reasonable manner.
 - f. Collection of money if needed.
 - g. Bus duty, outside supervision (duty) or hall supervision.
 - h. Prep time
- 6. Come prepared with items you may need such as runners, boots, coat and possibly a change of clothes (active wear).

- 7. If something has been planned for the class, such as a field trip, talk it over with the principal. Unless the field trip was organized far in advance and will be difficult to reorganize, it may be decided that it would be better to wait until the regular teacher returns.
- 8. Check with the librarian before sending any students to the library.
- 9. Be professionally discrete. No professional will discuss other schools or compare schools or teachers. Likewise no educator will use school contacts for financial gain. School District Policy states that no teacher should give information concerning pupils to private teachers, or anyone, without specific permission of the principal concerned.
- 10. Before leaving, it is your responsibility to complete the daybook for the next day. Plan well, since you or a different TTOC may be back tomorrow.
- 11. At the end of your work day, before leaving, make a brief report to be left for the regular teacher or the next TTOC outlining the work assigned and completed, as well as any issues which arose.

B. Classroom Management Suggestions

- 1. Let the children know that you are their teacher for the day with the full authority of their regular teacher. Model suitable use of language and behaviour even if you face adverse situations.
- 2. Foster a climate of mutual respect between yourself and your students never ridicule, belittle or bully a student. Mutual respect is modeled by:
 - being engaged in meaningful student activity
 - your appropriate use of e-mail and the Internet
 - suitable use of cell phones by you, not during class time
- 3. Try to be in the room before the bell rings so that the students are aware of your presence and purpose before you start. Put your name on the board so that students can refer to it during the day.
- 4. Bring several multi-grade lessons with you eg. language arts lessons, mathematics puzzles. Be prepared with extra work; your pacing may not be the same as that of the regular teacher.
- 5. The children will respect you for being fair, impartial, just and decisive.
- An appropriate sense of humour could help you over many a difficult situation.
- 7. Put the daily schedule or the period's work, on the board so that you and the class will know what to expect next. Include times and names of students who will be leaving the room for special help.

- 8. Familiarize yourself with the district's discipline code and school's, which may be obtained from the principal or vice-principal. We suggest you make contact with an administrator in the school to review the discipline code.
- 9. Serious disturbances should be reported immediately to the principal or vice-principal.

C. Student Illness and Injury

In your regular duties as a Teacher-Teaching-on-Call, it is possible that you will encounter a situation where a student becomes ill or suffers some form of injury while under your care.

In the event of such an occurrence, please note that it is the expectation of the Board that:

- 1. In the event of sickness or accident which does not create an emergency situation, the student's parent or guardian shall be notified and requested to provide transportation to the home or treatment centre, or
 - If the parent or guardian cannot be contacted the student shall be guided to and appropriately monitored in the school medical room or transported to the nearest treatment centre by ordinary means of transportation.
- 2. In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital and the parents or guardian notified. (The charge for the ambulance will be defrayed by the Board.)

If you have any questions or concerns regarding the above, please contact your immediate supervisor.

D. Other Useful Information

1. Collective Agreement

If you do not have a copy of the most recent collective agreement, please ask for a copy from the Human Resources Department in the School Board Office.

2. **Professional Development**

Workshops advertised in the professional development book (which is issued 2-3 times per year) are open to teachers-on-call to register. In addition special workshops are organized specifically for teachers-teaching-on-call throughout the year. (thinklangley.com).

3. Violence Prevention Handbook

Each school has a Violence Prevention Handbook that is available at the office. This handbook contains important information regarding potential violent situations in that school and the procedures for preventing and dealing with such incidents.

When you go into a school (especially the first time), you must ask to see the Violence Prevention Handbook and make yourself familiar with the potential risks and the related procedures.

If you have any questions please contact the school principal or designate.

4. If you have questions or comments regarding teacher-on-call service, please contact either the District Principal or the Assistant Superintendent of Human Resources at the School Board Office (604-534-7891).

The Langley Teachers' Association is also available to offer assistance and support to you as a TTOC. Please contact the LTA office at 604-533-1618.

WHAT THE TEACHER-TEACHING-ON-CALL MAY EXPECT OF THE SCHOOL

A. The Principal

Count on the principal (or designate) to help you with any problems you are encountering. In addition, the secretary will be of great help to you.

B. The Regular Teacher

The regular classroom teacher should:

- Provide an attendance record sheet.
- 2. Leave a plan book with the day's plan made out. He/she should not just leave a one page description of what to do teachers-teaching-on-call state that this leaves them in the position of not knowing how the lessons fit into the teacher's units and interferes with the teacher-on-call's ability to plan subsequent days.
- 3. Have a weekly time-schedule of classes.
- 4. List pupils' names and/or provide a seating chart. He/she should indicate those who would be able to provide assistance.
- 5. Provide a list of pupils in various reading groups, indicating present reading levels (in an elementary classroom).
- 6. Indicate a list of supervisory responsibilities, such as days and times on duty, etc. (check staff room).
- 7. Include a copy of fire and disaster drill plans.
- 8. Include a copy of the bus schedules.
- 9. Place on the desk, teacher's copies of textbooks and workbooks in present use.
- 10. Be available by phone, when possible, to answer questions.
- 11. Not change an established schedule when he/she is absent. If the students are used to certain types of lessons on certain days (spelling on Tuesday, second period), they will be better behaved for the teacher-on-call if this routine is maintained.

The school will provide the TTOC Booklet upon your arrival for each teacher's class that you are covering. This booklet needs to be returned to the office when you leave.

TOC SELF-EVALUATION

| Daily | Checklist Today I: |
|---------|--|
| | picked up and returned the keys and Teacher-Teaching-on-Call booklet from the office. |
| | did the supervision duties required of the regular teacher. |
| | followed the day plan for today to the best of my ability. |
| | developed an alternate plan and informed the teacher, when I was not able to follow the teacher's plan. |
| | marked the work I assigned that was completed by students (where appropriate). |
| | completed the day plan for the next day to the best of my ability. |
| | left a brief note or called the teacher to report how the day progressed, students' progress and to inform the teacher of any issues arising during the absence. |
| | sought help, if needed, from administrators and/or colleagues. |
| | took the opportunity to meet and interact with colleagues (recess, lunch, etc.). |
| Reflec | ctions on Practice |
| One v | word I would use to describe the day would be |
| If I ha | d the opportunity to start the day over, one thing I would change |
| | was my regular class and a TTOC had been in, would I be satisfied with how y progressed? |
| Did I | have the apportunity to see/try various teaching strategies? |

Did I have the opportunity to see/try various teaching strategies?

Was I able to acquire activities or ideas for my own class in the future?

Was I able to provide a positive, on-task classroom environment? Were classroom management issues that developed dealt with fairly and appropriately? Did I try to be proactive in management issues and not reactive?

Some suggestions for using your self-evaluation

- You may wish to keep a journal that includes your reflections.
- You may complete a written evaluation on a daily or periodic basis and build a file in order to reflect on growth over time.
- You may also find this a useful tool to which you can refer in building a portfolio or preparing for interviews.

WHAT THE SCHOOL DOES NOT EXPECT OF THE TEACHER-TEACHING-ON-CALL

The school does not expect you to:

- Introduce new major units of work; unless approved by the principal, teacher, and/or the supervisor.
- 2. Discuss controversial issues in the classroom.
- 3. Report pupil progress (report cards or formal parent conferences) unless directed by the principal.
- 4. Permit pupils to take books and other materials home, except for homework assignments.

BYLAWS OF THE B.C. COLLEGE OF TEACHERS RE: CERTIFICATION

If you require further information about teacher certification procedures please check the B.C. Teacher Regulation Branch website: www.bcteacherregulation.ca or call TRB at 604-731-8170

Article 53: Placement

53Each teacher shall **submit all documentation** required by the Board to establish salary placement. Such documentation shall be submitted no later than November 15 for teachers commencing employment in September, and/or **within three (3) months** from other commencement date....

PB Plus 15

Teachers Qualification Service approves PB plus 15 salary placement. Please check TQS website: www.tqs.bc.ca

SCHOOL DISTRICT NO. 35 (LANGLEY)

TEACHER-TEACHING-ON-CALL PAY DATES

SEPTEMBER 2016 - JUNE 2017

| Pay Period Ending | Pay Date |
|-------------------|--------------|
| September 10 | September 16 |
| September 24 | September 30 |
| October 8 | October 14 |
| October 22 | October 28 |
| November 5 | November 10 |
| November 19 | November 25 |
| December 3 | December 9 |
| December 17 | December 23 |
| December 31 | January 6 |
| January 14 | January 20 |
| January 28 | February 3 |
| February 11 | February 17 |
| February 25 | March 3 |
| March 11 | March 17 |
| March 25 | March 31 |
| April 8 | April 13 |
| April 22 | April 28 |
| May 6 | May 12 |
| May 20 | May 26 |
| June 3 | June 9 |
| June 17 | June 23 |
| July 1 | July 7 |
| July 15 | July 21 |
| • | • |

HEALTH AND SAFETY INTRODUCTION

Welcome to School District 35-(Langley)! Please find below important information for new workers in our district.

New workers, and especially young new workers, are statistically at greater risk of serious injury, than any other group of employees. WorkSafeBC statistics indicate that more than half of work-related incidents occur during a young worker's first six months on the job with almost twenty percent occurring during the first month. Males under the age of 25 are much more likely to be injured on the job than any other worker. This Safety Orientation handbook provides an overview of the health and safety policies and practices. Site-specific information and procedures will be reviewed by individual sites that you are working at.

Who to contact? Chain of Command

Workers must know who the individual responsible for providing work direction and how to contact them. When you arrive at your school/site, check in with the office to verify who you report to. In the event of a Violent Incident or Workplace injury, see your First Aid attendant (if necessary) and report to your immediate supervisor. In a school this would be the Principal or Vice-Principal. Complete reports with your Supervisor and they will be forwarded to the District H&S office. If you see your doctor at a later date, please advise your supervisor.

Occupational Health & Safety Mission Statement

School District No. 35 believes its workplace should be a healthy and safe environment. To achieve this, our District has established and will maintain an Occupational Health and Safety Program designed to prevent injuries and disease. We are responsible for ensuring workers are provided with adequate instruction in health and safety, and for addressing unsafe situations in a timely, effective manner.

All staff are required to work within the WorkSafeBC Regulation and comply with other legislative standards. External service contractors must follow School District guidelines for safe work procedures, and comply with those regulations applicable to their work.

Superintendent of Schools responsibilities include:

- Provide a mission statement for inclusion into the Occupational Health and Safety Program
- Delegating an annual review of the Occupational Health and Safety Program
- Ensuring Senior Management has knowledge of the Occupational Health and Safety Program
- Ensuring the Health and Safety Program is being maintained.

Directors/ Principals/ Supervisors responsibilities include:

- Providing a healthy and safe environment
- Providing orientation to new employees
- Providing ongoing training to employees
- Participating in monthly safety meetings
- Performing inspections and conducting incident investigations

Directors/ Principals/ Supervisors (cont'd)

- Correcting unsafe acts, health or safety hazards
- Ensuring employees have knowledge of, and follow, all requirements of the District's Occupational Health and Safety Program

Employees' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and incident investigations when required
- Using personal protective equipment where required
- Helping to keep a safe workplace by recommending ways to improve the Occupational Health and Safety Program

Enforcement

School District No.35 reserves the right to terminate any employee on a single safety or health infraction, with or without prior notice and in no event shall any employee be allowed more than the guidelines provided. Serious safety violations, which will result in Corrective Action, include:

- Failure to correct or notify supervisor of hazard (Act or Condition);
- Engaging in dangerous Horseplay or Fighting;
- Possession of or being under the influence of illegal drugs or alcohol on School District property;
- Possessing firearms and/or other weapons;
- Failure to use personal protective equipment;
- Failure to follow established Safe Work Procedures or Manufacturers Instructions;
- Tampering with fire or safety equipment, or
- Intentionally endangering a person's well being.

Corrective Action may include one or more of the following:

- Revisal or Implementation of Safe Work Procedures
- Re-Training and/or Counseling
- Progressive Discipline

RIGHTS AND RESPONSIBILITIES

Every worker has three basic health and safety rights,

- 1. **The Right to Know** (e.g. the hazards of the workplace, controls, OHS information, how to protect themselves etc.)
- $2. \quad \textbf{The Right to Participate} \ (e.g. \ on \ the \ JHSC)$
- 3. **The Right to Refuse unsafe work** (this process will be explained in further detail later in this document)

All workers in BC are protected by the *Workers' Compensation Act*. This legislation says employers must provide their workers with a safe workplace, adequate training and supervision, and properly maintained and functioning safety equipment. Workers also have the right to refuse work if they believe the task or conditions are unsafe.

Workers, supervisors, and employers all have specific rights and responsibilities in the workplace. It is important to know these rights and responsibilities.

- Provide workers with the information, instruction, training, and supervision necessary to protect their health and safety.
- Provide supervisors with the support and training necessary to carry out their health and safety responsibilities.
- Provide and maintain protective equipment, devices, and clothing, and ensure that they are used.

Supervisors have the responsibility to:

- Ensure the health and safety of all workers under their direct supervision.
- Know the WorkSafeBC requirements that apply to the work being supervised and ensure that they are followed.
- Ensure that workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Consult and cooperate with joint committee members or worker health and safety representatives, and cooperate with others carrying out occupational health and safety duties
- Ensure that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.

Workers have the responsibility to:

- Take reasonable care to protect the health and safety of themselves and others in the workplace
- Cooperate with the joint committee or worker health and safety representative, WorkSafeBC prevention officers, and any other person carrying out occupational health and safety duties.
- Learn and follow safe work procedures.
- Be alert to hazards, and report hazards or problems to the supervisor or employer.
- Use the protective clothing, devices, and equipment provided.
- Perform work in a safe manner. Do not engage in horseplay or work while impaired by alcohol, drugs, or other causes.
- Refuse to do work that they have reasonable cause to believe would create an undue hazard to the health and safety of any person.
- Immediately report an unsafe situation to their supervisor or employer.

RIGHT TO REFUSE PROCEDURES

A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has **reasonable** cause to believe that to do so would create an **undue** hazard to the health and safety of any person. OHSR 3.12

Webster's definition:

1 Reasonable

a: being in accordance with **reason** <a reasonable theory>

b: not extreme or excessive <reasonable requests>

2 Undue

1: not due : not yet payable

2: exceeding or violating propriety or fitness : excessive <undue force>

Procedures for Refusal

- Worker refusal of unsafe work → immediately reports unsafe work to supervisor or employer
- 2. Supervisor/Administrator investigates matter → corrects any unsafe condition or informs worker they do not believe an unsafe condition exists.
- 3. If worker is not satisfied with outcome → Supervisor will investigate again with a worker representative from the site Joint Health & Safety Committee. They will return to the worker with their recommendations.
- 4. If worker is not satisfied with outcome → Supervisor and worker will contact WorkSafeBC for assistance.

HEALTH AND SAFETY RULES

The goal of School District No. 35 (Langley) is to minimise injuries through the provision of a healthy and safe working and learning environment. To assist in accomplishing this goal, the following rules have been provided to enable district employees to conduct their jobs correctly and safely. Compliance with these rules is necessary to prevent injury.

- Employees must abide by all district rules, procedures, and WorkSafeBC requirements.
- 2. Employees shall inspect their work areas at least daily for safety hazards.
- 3. Employees shall report safety hazards to their supervisor.
- 4. Employees shall keep their work areas clean and organised at all times.
- 5. Fire exits, fire pull stations, fire extinguishers, and fire hose connections must be kept clear and free of obstructions at all times and combustible materials must be kept 1 meter away from these items.
- 6. Electrical switches, controls and panels must be kept free and unobstructed at all times.
- 7. First aid treatment is to be obtained promptly for any workplace injury or illness.
- 8. District employees shall not be permitted to enter or remain on the premises while their ability to work is affected by alcohol, illicit drugs, prescription medications, or non-prescription medications as to jeopardize their health and safety or that of any other person.

- 9. Employees are not permitted to use chairs, desks, furniture, garbage cans, boxes, fixtures or any other items as a substitute for a ladder.
- 10. Employees who operate district equipment or district vehicles must do so in a manner that adheres to provincial laws and district standards. Recent law changes now ban use of handheld devices such as cell phone.
- 11. Employees must not operate any tool, machinery or equipment that is not functioning properly. Any malfunctioning tool, machinery or equipment must be tagged out of service until it is repaired.
- 12. Smoking and tobacco use is not permitted on district property, property leased by the district or in a district vehicle.
- 13. Employees must use and maintain personal protective equipment deemed necessary for their jobs or required by regulation. Any defective district supplied personal protective equipment must be returned to the supervisor for repair or replacement.
- 14. Employees must ensure that all machine guards and safety devices are in place, operational and correctly adjusted.
- 15. No attempt shall be made to maintain machinery while it is in motion unless authorised to do so, adequate protection is in place and work procedures have been developed.
- 16. The use of compressed air to clean clothing by employees or students is prohibited.
- 17. Employees must not perform any work that they are not trained or qualified to perform.
- 18. Employees must not engage in any risk taking behaviour. To this end staff must not skim board, jump bikes, ski jumps, terrain parks, tricks, etc. during a school sanctioned activity.
- 19. Employees must use personal protective equipment (PPE) for sporting and outdoor activities as required. For example employees snowboarding must wear an approved helmet and wrist guards.

VIOLENCE IN THE WORKPLACE Policy

The Board shall not tolerate any act of violence in the premise, on its property or during any school-sanctioned activity. Any act of violence shall be considered as serious threat to the school environment and to the safety of both students and staff and shall be dealt with appropriately. Additionally there are specific requirements in the WorkSafeBC Occupational Health and Safety Regulation dealing with Violence in the Workplace.

Violence Defined

For the purpose of incidents during any school activity, violence shall mean: "Any verbal or written threats; by physical, emotional or sexual abuse or harassment; or by racial harassment of harassment related to sexual orientation, that is deemed to be threatening."

For the purpose of WorkSafeBC regulation for Violence in the Workplace, violence is:

"the attempted or actual exercise by a person, other than a worker, of any physical forced as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury"

Site-Specific Violence information will be provided to you by your assigned school/ site, including information relating to the site violence risk assessment, violent incident risk assessments, and safety plans.

OHS PROGRAM AND COMPONENTS

The Langley School District has a formal health and Safety Program. The OHS Manual contains the primary components of our health and safety program, the work procedure manual contains specific task/hazard procedures and best practices. Both of these manuals are available in first Class/Conferences/Health and Safety.

The District's Program includes the following core components:

- 1. District's Commitment to safety, (including the OHS policy, management meetings, roles and responsibilities)
- 2. Risk Identification, Assessment and Control
- 3. Programs and Procedures
- 4. Inspections
- 5. Incident investigations
- 6. Education, training and Supervision
- 7. Program Administrations, including records and stats
- 8. Joint health and Safety Committee(JHSC)

INSPECTIONS AND INCIDENT REPORTING

Inspections

Every employee is responsible for conducting informal inspections of their work areas on a daily basis and immediately correcting it or reporting it to their supervisor if correction is beyond their scope.

Incident Reporting

- If you are injured at work, report to the site first aid attendant
- The First aid attendant will complete Section A with you and submit to the Administrator at your site to complete Section C (investigation)
- The report will be submitted to District H&S for submission to our claims management
- Worker should be in touch with WSBC (1-888-WORKERS)

WORKING ALONE

When working alone and outside normal District/School office hours the risk of certain hazards are elevated due to the reduction of available and immediate assistance in the event of an incident, disabling injury or illness. All workers that are assigned duties that require them to work alone or in isolation must be aware and trained in working alone policies and procedures.

Each Site/School is required to have site-specific working alone procedures, these will be reviewed during your site/school orientation.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is used to provide supplementary protection or first-line protection in several circumstances and occupations. Examples would be:

- Steel toe boots
- Kevlar Sleeves
- High Visibility vests

If your job requires that use of any PPE, you will receive instructions from your supervisor on the use, limitations, maintenance, and care of the equipment. PPE must always be worn when required.

FIRST AID

Every one of our sites requires first aid attendants and first aid equipment. Each site undergoes an annual first aid assessment in September/October of each year to determine the level of first aid required.

In general, elementary schools require a level one attendant, facility and kits and most middle schools and secondary schools require level two attendants, facilities and kits. Both the Maintenance yard/office and the School Board Office require level two attendants, facilities and kits. Each school has site-specific first aid procedures posted that will identify who the first aid attendants are, how to contact them and what level they are.

If you are injured while working, report to the first aid attendant for treatment and assessment. The first aid attendant will start the incident reporting processes by completing Section A of the District's *Employee First Aid Injury/Investigation Report Forms* with you. Addition information can be found in the Langley School District's OHS Manual in Chapter 5. (Available in hardcopy at each location and electronically on first-class/conferences/health and safety.

EMERGENCY RESPONSE PROCEDURES

The Municipalities of Langley have adopted BC Emergency Response Management System (BCERMS), a comprehensive management framework that ensures a coordinated and organized response and recovery to any and all emergency incidents. The Langley School District will work within this framework to ensure our Facilities receive the best support available in a time of crisis.

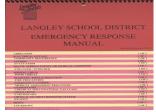
BCERMS is based upon the Incident Command System (ICS) originally developed as a fire response management system in the United States.

This system is supported by the Provincial Ministry Emergency Management BC (EMBC) and is widely used by government and responding agencies at all levels in the province of BC.

The District has two levels of Emergency Response Procedures, District level, District Emergency Response and Recovery Plan and at the site-specific level, Emergency Response Plan (site).

Details of the Emergency Response Plan for your site will be reviewed as part of your site-specific Orientation.

There is an info flip "SD35 Emergency Response Manual" available in each facility and in most, if not all rooms.



EDUCATION, TRAINING, INSTRUCTIONS & SAFE WORK PROCEDURES

Education and Training is provided to workers to help keep them safe.

The District provides the following three levels of Education and Training:

- 1. New and young workers with safety orientation and basic training before they start working.
- 2. New and young worker Training for tasks specific to their jobs.
- 3. Provide supervision and ongoing training for all workers to ensure that they continue to work safely.

Topic-specific or task-specific training and education is provided in various forums. If you feel you require additional training or education, speak to our supervisor.

Specific Training and Education information will be provided by your Supervisor. On-line Training Courses. Employees are encouraged to take the following on-line OHS training Courses available through School District 23:

- **Joint H&S Committee** aims at helping participants to identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety.
- Supervisor Safety Management- aims at helping supervisors to exercise due diligence and to carry out their responsibilities for creating and maintaining a safe and healthy work environment.
- **Preventing Workplace Violence** aims at providing employers and workers with tools to reduce workplace violence, which has increasingly become a concern within a number of occupational sectors.

- Preventing and Investigating Musculoskeletal injuries (MSI) aims at
 providing employers and workers with the knowledge and tools to prevent
 musculoskeletal injuries (MSI) and to conduct investigations into and MSI.
- WHMIS- aims at providing participants with the generalized information on how to identify workplace chemicals and using the Material Safety Data Sheets.
 To access these training courses, go to: http://www.sd23.bc.ca/ProgramsServices/
 HealthSafety/online/Pages/default.aspx after completion, Advise Wendy

Weatherly at SD23 so she can issue a certificate of completion. WHMIS (Workplace Hazardous Materials Information System)

WHMIS is a program that aims to help ensure a safer, healthier workplace by providing information and directions for use and storage for chemical hazards in the workplace.

The district's product review committee reviews all proposed new chemicals requested to come into the workplace. The committee reviews the products with the objective of minimizing risk to workers. Training in WHMIS and access to MSDS on-line (directions to access in FirstClass/Conferences/Occupational Health & Safety - document listed below icons) will aid workers in use of products that may still pose a hazard.

When dealing with any product there are four crucial questions the worker must answer:

- 1. What are the hazards associated with this product? (How can this hurt me?)
- 2. How do I protect myself (e.g. what should I wear?)
- 3. What should I do in an emergency? (E.g. what do I do if I spill it?)
- 4. Where do I get more information? (e.g. MSDS)

There are three (3) Key elements:

- 1. Labels
- 2. Materials Safety Data Sheets (MSDS)
- 3. Worker education and training

Figure 1 WHMIS Classifications



More information on all topics can be found in the Langley Schools health & Safety Manual, located at every site and on FirstClass/conferences/Occupational Health & Safety. Be safe out there!

| September 2016 | | | | | | |
|----------------|--------------|------------------------|-----------|----------|---|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 | 2 | 3 |
| 4 | 5 Labour Day | 6 School Reopens | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 Curriculum Implementation Day | |

| October 2016 | | | | | | |
|--------------|--------------------|---------|-----------|----------|---------------------------------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 Thanksgiving | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 Pro-D Day (Provincial) | 22 |
| 23 30 | 24 31 | 25 | 26 | 27 | 28 | 29 |

| November 2016 | | | | | | | |
|---------------|--------|---------|-----------|----------|--------------------------|----------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| | | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 Remembrance Day | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | | | | |

| ī | |
|----------|--|
| ω | |
| ∞ | |
| | |

| December 2016 | | | | | | |
|------------------------|--------|---------|-----------|----------|--|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 Last day prior to Winter Break | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 Christmas Day | 26 | 27 | 28 | 29 | 30 | 31 |

| 1 |
|---|
| S |
| 9 |

January $\overline{2017}$ Sunday Monday Tuesday Wednesday Thursday Friday Saturday School re-opens after Winter Break

| February 2017 | | | | | | |
|---------------|---------------|---------|-----------|----------|-------------------------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 Family Day | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | Pro-D Day (District) | 25 |
| 26 | 27 | 28 | | | | |

| March 2017 | | | | | | |
|------------|---|---------|-----------|----------|--|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 Last day prior to Spring Break | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 School re- opens after Spring Break | 28 | 29 | 30 | 31 | |

- 41 -

| April 2017 | | | | | | |
|------------|------------------------|---------|-----------|----------|----------------------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 Good Friday | 15 |
| 16 | 17 Easter Monday | 18 | 19 | 20 | 21 | 22 |
| 23 30 | 24 | 25 | 26 | 27 | 28 | 29 |

| May 2017 | | | | | | |
|----------|--------------------|---------|-----------|----------|----------------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | 1 | 2 | 3 | 4 | 5 Pro-D Day | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Victoria Day | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

June 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|--|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Last Day of School prior to Summer Vacation | 30 | |

- 44

Aldergrove Region ACSS, BGMS, Parkside, Shortreed

| | 1 | 1CDD, DGMD, 1 urksuc, Duorneeu |
|-----------|-------------------------|---|
| MONTH | DATE | |
| September | Sept 5 (M) | Labour Day |
| | Sept 6 (T) | School opens |
| | Sept 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | • |
| October | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| | Oct 10 (M) | Thanksgiving |
| | Oct 19 (W) | 1 hour early dismissal parent/teacher interviews |
| | Oct 20 (Th) | 1 hour early dismissal parent/teacher interviews |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Oct 28 (F) | Report Card Prep Half Day – students attend morning only |
| | | |
| November | Nov 10 (Th) | Term 1 Semester 1 Report Cards Issued (ACSS) |
| | Nov 11 (F) | Remembrance Day |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| December | Dec 9 (F) | Term 1 Report Cards Issued (BGMS, Parkside & Shortreed) |
| | Dec 16 (F) | Last day prior to Winter Break |
| | | |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Jan 23 - 27 | Provincial Exams (ACSS) |
| | Jan 30 (M) | Semester 2 Begins (ACSS) |
| | | |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 10 (F) | Semester 1 Report Cards Issued (ACSS) |
| | Feb 13 (M) | Family Day |
| | Feb 20 (M) | Report Card Prep Half Day – students attend morning only |
| | Feb 24 (F) | Professional Development Day (District) |
| | | T |
| March | Mar 3 (F) | Term 2 Report Cards Issued (BGMS, Parkside, Shortreed) |
| | Mar 8 (W) | 1 hour early dismissal parent/teacher interviews |
| | Mar 9 (Th) | 1 hour early dismissal parent/teacher interviews |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| Aneil | Apr 7 (E) | Collaboration Afternoon (75 minute early diaminual for students) |
| April | Apr 7 (F) Apr 14 (F) | Collaboration Afternoon (75 minute early dismissal for students) Good Friday |
| | Apr 17 (M) | Easter Monday |
| | Apr 21 (F) | Term 1 Semester 2 Report Cards Issued (ACSS) |
| | Apr 21 (F) | Terrir i Serilester 2 Report Cards Issued (ACSS) |
| May | May 5 (F) | Professional Development Day (District) |
| iviay | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| | 1110y 22 (1VI) | 1.000.00.201 |
| June | Jun 22 - 29 | Provincial Exams (ACSS) |
| | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | Juli 55 (1.) | |
| July | Jul 6 (Th) | Summer Session Begins |
| • | | |
| August | Aug 10 (Th) | Summer Session Ends |
| - | . , | • |

Douglas Park Community School

| MONTH | DATE | |
|-----------|----------------|--|
| September | Sep 5 (M) | Labour Day |
| | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | |
| October | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| | Oct 10 (M) | Thanksgiving |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| November | Nov 2 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 3 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 11 (F) | Remembrance Day |
| | Nov 14 - 18 | Intersession |
| | Nov 24 (Th) | Report Card Prep Half Day – students attend morning only |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| December | Dec 9 (F) | Term 1 Report Cards Issued |
| | Dec 16 (F) | Last day prior to Winter Break |
| | | Territoria |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | Tana |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 13 (M) | Family Day |
| | Feb 20 (M) | Report Card Prep Half Day – students attend morning only |
| | Feb 24 (F) | Professional Development Day (District) |
| March | Mar 3 (F) | Term 2 Report Cards Issued |
| March | Mar 8 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 9 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | IVIAI ZI (IVI) | ochool re-opens alter break |
| April | Apr 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| 7 tp111 | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| | | |
| May | May 5 (F) | Professional Development Day (District) |
| , | May 11 (Th) | Collaboration Afternoon (75 min early dismissal for students) |
| | May 22 (M) | Victoria Dav |
| | May 23 - 26 | Intersession |
| | | |
| July | Jul 3 (M) | Day not in session (Canada Day) |
| • | Jul 6 (Th) | Summer Session Begins |
| | Jul 13 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jul 14 (F) | Administrative Day |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |
| | | · |

Elementary/Middle Schools

(Except Douglas Park, Parkside, Shortreed and Betty Gilbert)

| MONTH | DATE | |
|-----------|-------------|--|
| September | Sep 5 (M) | Labour Day |
| · | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | <u> </u> |
| | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| October | Oct 10 (M) | Thanksgiving |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| November | Nov 2 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 3 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 11 (F) | Remembrance Day |
| | Nov 21 (M) | Report Card Prep Half Day – students attend morning only |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| December | Dec 9 (F) | Term 1 Report Cards Issued |
| | Dec 16 (F) | Last day prior to Winter Break |
| | | |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | <u> </u> | |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 13 (M) | Family Day |
| | Feb 20 (M) | Report Card Prep Half Day – students attend morning only |
| | Feb 24 (F) | Professional Development Day (District) |
| | | |
| March | Mar 3 (F) | Term 2 Report Cards Issued |
| | Mar 8 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 9 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | | |
| April | Apr 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| | Apr 28 (F) | Professional Development Day – RC Garnett only |
| | | |
| May | May 5 (F) | Professional Development Day (Except RC Garnett) |
| | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| | | |
| June | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | | |
| July | Jul 6 (Th) | Summer Session Begins |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |
| | | |

Langley Education Centre Langley Online & Distributed Learning, CHOICES

| MONTH | DATE | |
|-----------|----------------|--|
| September | Sep 5 (M) | Labour Day |
| | Sep 7 (W) | First Day of Fall Session Classes |
| | | · · · · · · · · · · · · · · · · · · · |
| October | Oct 10 (M) | Thanksgiving |
| | Oct 11 (T) | Curriculum Implementation Day (LEC Teachers Only*;no classes, office open) |
| November | Nov 11 (F) | Remembrance Day |
| December | Dec 13 (T) | Last day prior to Winter Break |
| December | Dec 14 (W) | Design and Assessment Day / Report Card Prep Day |
| | DCC 14 (**) | besign and Assessment buy / Report Gura i Tep buy |
| January | Jan 3 (T) | Professional Development Day (LEC Teachers Only*; no classes, office open) |
| | Jan 4 (W) | First Day of Winter Session Classes |
| | Jan 10 (T) | Fall Session Reports Issued |
| | Jan 23 - 27 | Provincial Exams |
| | • | |
| February | Feb 13 (M) | Family Day |
| | Feb 14 (T) | Professional Development Day (LEC Teachers Only*; no classes, office open) |
| March | Mar 9 (Th) | Last day prior to Spring Break |
| March | Mar 27 (M) | School Re-opens after break |
| | Iviai 27 (IVI) | School Ne-opens after break |
| April | Apr 14 (F) | Good Friday |
| April | Apr 17 (M) | Easter Monday |
| | Apr 17 (W) | |
| | Apr 18 (T) | Professional Development Day (LEC Teachers Only*; no classes, office open) |
| May | May 1 (M) | Design and Assessment Day / Report Card Prep Day |
| , | May 2 (T) | School Improvement Day (LEC Teachers Only*; no classes, office open) |
| | May 3 (W) | First Day of Spring Session Classes |
| | May 10 (W) | Winter Session Reports Issued |
| | May 22 (M) | Victoria Day |
| | | , |
| June | Jun 22 (Th) | Last day for students prior to Summer Vacation |
| | Jun 22 - 29 | Provincial Exams |
| | Jun 29 (Th) | Spring Session Reports Issued |
| | Jun 30 (F) | Administrative Day |
| | | |
| July | Jul 6 (Th) | Summer Session Begins |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |

 $^{^{\}star}$ LEC does not have classes on Fridays so the Pro D Days have been shifted compared to other district schools

SD #35 Board of Education Meeting

26-Apr-16

SCHOOL DISTRICT #35 (LANGLEY)

2016-2017 SCHOOL CALENDAR LFAS (All Students)

| MONTH | DATE | |
|------------|---------------------------------------|--|
| September | Sep 5 (M) | Labour Day |
| | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | |
| October | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| | Oct 10 (M) | Thanksgiving |
| | Oct 19 (W) | 1 hour early dismissal parent/teacher interviews (Grades 6–12) |
| | Oct 20 (Th) | 1 hour early dismissal parent/teacher interviews (Grades 6-12) |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Oct 31 (M) | Report Card Prep Half Day (Grades 6-12 students attend until 11:27 am) |
| | | 141 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| November | Nov 2 (W) Nov 3 (Th) | 1 hour early dismissal for parent/teacher interviews (Grades 1-5) 1 hour early dismissal for parent/teacher interviews (Grades 1-5) |
| | Nov 3 (Th) | Term 1 Semester 1 Report Cards Issued (Grades 6-12) |
| | | |
| | Nov 11 (F) Nov 21 (M) | Remembrance Day Report Card Prep Half Day (Grades 1-5 students attend until 12:12 pm) |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | NOV 29 (1) | Conaboration Attention (75 minute early dismissar for students) |
| December | Dec 9 (F) | Term 1 Report Cards Issued (Grades 1-5) |
| 2000111201 | Dec 16 (F) | Last day prior to Winter Break |
| | 200 10 (17 | Edd day prior to Winter Broak |
| January | Jan 3 (T) | School re-opens after break |
| • | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Jan 23 - 27 | Provincial Exams |
| | Jan 30 (M) | Semester 2 Begins |
| | _ | |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 10 (F) | Semester 1 Report Cards Issued (Grades 6-12) |
| | Feb 13 (M) | Family Day |
| | Feb 20 (M) | Report Card Prep - Half Day (Grades 1-5 students attend until 12:12 pm) |
| | Feb 24 (F) | Professional Development Day (District) |
| March | Mar 3 (F) | Term 2 Report Cards Issued (Grades 1-5) |
| Maron | Mar 8 (W) | 1 hour early dismissal for parent/teacher interviews (Grades 1-5) |
| | Mar 9 (Th) | 1 hour early dismissal for parent/teacher interviews (Grades 1-5) |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | Mar 29 (W) | 1 hour early dismissal for parent/teacher interviews (Grades 6-12) |
| | Mar 30 (Th) | 1 hour early dismissal for parent/teacher interviews (Grades 6-12) |
| | | |
| April | Apr 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Apr 10 (M) | Report Card Prep - Half Day (Grades 6-12 students attend until 11:27 am) |
| | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| | Apr 21 (F) | Term 1 Semester 2 Report Cards Issued (Grades 6-12) |
| | M (E) | In the standard In the standar |
| May | May 5 (F) | Professional Development Day (District) Calleberation Afformacy (75 minute early diaminos) for students) |
| | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| June | Jun 22 - 29 | Provincial Exams |
| ourio | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | | , |
| July | Jul 6 (Th) | Summer Session Begins |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |
| | · · · · · · · · · · · · · · · · · · · | |

SD #35 Board of Education Meeting 26-Apr-16

. .

Langley Fundamental Middle and Secondary School

| MONTH | DATE | |
|-----------|-------------|---|
| September | Sep 5 (M) | Labour Day |
| | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | |
| | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| October | Oct 10 (M) | Thanksgiving |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| November | Nov 2 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 3 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 11 (F) | Remembrance Day |
| | Nov 25 (F) | Report Card Prep Half Day – students attend morning only |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| December | Dec 8 (Th) | Term 1 Report Cards Issued (Middle/Linear/Semester) |
| | Dec 16 (F) | Last day prior to Winter Break |
| | | |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Jan 23 - 27 | Provincial Exams (Semester courses) |
| | Jan 30 (M) | Semester 2 Begins |
| | | <u> </u> |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 2 (Th) | Semester 1 Final Report Cards Issued (Informal for Middle/Linear) |
| | Feb 13 (M) | Family Day |
| | Feb 23 (Th) | Report Card Prep Half Day – students attend morning only |
| | Feb 24 (F) | Professional Development Day (District) |
| | | |
| March | Mar 9 (Th) | Term 2 Report Cards Issued (Middle/Linear, Informal for Semester 2) |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | Mar 29 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 30 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | | |
| April | April 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| | | |
| May | May 5 (F) | Professional Development Day (District) |
| | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| | | |
| June | Jun 22 - 29 | Provincial Exams |
| | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | | |
| July | Jul 6 (Th) | Summer Session Begins |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |

SD #35 Board of Education Meeting

26-Apr-16

SCHOOL DISTRICT #35 (LANGLEY) 2016-2017 SCHOOL CALENDAR $U ext{-}Connect$

| MONTH | DATE | |
|-----------|-------------------------|---|
| September | Sep 5 (M) | Labour Day |
| | Sep 6 (T) | School opens |
| | Sep 7 - 23 | Portfolio Meetings |
| | Sep 19 (M) | School Improvement Half Day – students attend morning only |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | | |
| October | Oct 10 (M) | Thanksgiving |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| Name | N=:: 44 (E) | D D |
| November | Nov 11 (F) | Remembrance Day Last Week of Classes for Term One |
| | Nov 21 (M) | |
| | Nov 28 - Dec 16 | Portfolio Meetings |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Dec 16 (F) | Term One Report Cards Issued |
| December | Dec 16 (F) | Last day prior to Winter Break |
| | (,) | pro |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 3 (T) | Term Two Begins |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | , , , |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 13 (M) | Family Day |
| | Feb 14 (T) | Last week of Classes for Term Two |
| | Feb 20 - Mar 10 | Portfolio Meetings |
| | Feb 24 (F) | Professional Development Day (District) |
| | | |
| March | Mar 10 (F) | Term Two Report Cards Issued |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| Amril | Δ m = 7 (Γ) | Callabaration Afternacy (75 minute early dismissed for students) |
| April | Apr 7 (F) Apr 14 (F) | Collaboration Afternoon (75 minute early dismissal for students) Good Friday |
| | | · |
| | Apr 17 (M) | Easter Monday |
| May | May 5 (F) | Professional Development Day (District) |
| iviay | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| | 22 () | |
| June | Jun 5 - Jun 23 | Portfolio Meetings |
| - | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | , | |
| July | Jul 6 (Th) | Summer Session Begins |
| - | | |
| | | |

SD #35 Board of Education Meeting 26-Apr-16

Aug

Aug 10 (Th)

Summer Session Ends

Linear Secondary Schools (BSS, REMSS, WGSS)

| MONTH | DATE | |
|-----------|----------------|--|
| September | Sep 5 (M) | Labour Day |
| September | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | 3ep 30 (F) | Curriculum implementation bay - students not in attendance |
| October | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| | Oct 10 (M) | Thanksgiving |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| November | Nov 2 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 3 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Nov 11 (F) | Remembrance Day |
| | Nov 21 (M) | Report Card Prep Half Day – students attend morning only |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | | |
| December | Dec 9 (F) | Term 1 Report Cards Issued |
| | Dec 16 (F) | Last day prior to Winter Break |
| | L 0 (T) | |
| January | Jan 3 (T) | School re-opens after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| i ebiuaiy | Feb 13 (M) | Family Day |
| | Feb 20 (M) | Report Card Prep Half Day – students attend morning only |
| | Feb 24 (F) | Professional Development Day (District) |
| | , , , , | <u>, </u> |
| March | Mar 3 (F) | Term 2 Report Cards Issued |
| | Mar 8 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 9 (Th) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | | |
| April | Apr 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| May | May 5 (F) | Professional Development Day (District) |
| ividy | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| | iviay ZZ (ivi) | Victoria Day |
| June | June 22 - 29 | Provincial Exams |
| | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | | · · · · · · · · · · · · · · · · · · · |
| July | Jul 6 (Th) | Summer Session Begins |
| | | |
| August | Aug 10 (Th) | Summer Session Ends |
| | | |

Semester Secondary Schools (Vanguard, DWP, LSS)

| MONTH | DATE | |
|-----------|--------------|--|
| | | |
| September | Sep 5 (M) | Labour Day |
| | Sep 6 (T) | School opens |
| | Sep 30 (F) | Curriculum Implementation Day - students not in attendance |
| | Oct 7 (F) | School Improvement Half Day – students attend morning only |
| October | Oct 10 (M) | Thanksgiving |
| | Oct 19 (W) | 1 hour early dismissal parent/teacher interviews |
| | Oct 20 (Th) | 1 hour early dismissal parent/teacher interviews |
| | Oct 21 (F) | Professional Development Day (Provincial) |
| | Oct 24 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Oct 31 (M) | Report Card Prep Half Day – students attend morning only |
| | | |
| November | Nov 10 (Th) | Term 1 Semester 1 Report Cards Issued |
| | Nov 11 (F) | Remembrance Day |
| | Nov 29 (T) | Collaboration Afternoon (75 minute early dismissal for students) |
| | D 40 (E) | L (L C ME C D L |
| December | Dec 16 (F) | Last day prior to Winter Break |
| January | Jan 3 (T) | School re-open after break |
| | Jan 9 (M) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Jan 23 - 27 | Provincial Exams |
| | Jan 30 (M) | Semester 2 Begins |
| | 7 | |
| February | Feb 1 (W) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Feb 10 (F) | Semester 1 Report Cards Issued |
| | Feb 13 (M) | Family Day |
| | Feb 24 (F) | Professional Development Day (District) |
| | | |
| March | Mar 10 (F) | Last day prior to Spring Break |
| | Mar 27 (M) | School re-opens after break |
| | Mar 29 (W) | 1 hour early dismissal for parent/teacher interviews |
| | Mar 30 (Th) | 1 hour early dismissal for parent/teacher interviews |
| April | Apr 7 (F) | Collaboration Afternoon (75 minute early dismissal for students) |
| | Apr 10 (M) | Report Card Prep Half Day – students attend morning only |
| | Apr 14 (F) | Good Friday |
| | Apr 17 (M) | Easter Monday |
| | Apr 21 (F) | Term 1 Semester 2 Report Cards Issued |
| | - | |
| May | May 5 (F) | Professional Development Day (District) |
| | May 11 (Th) | Collaboration Afternoon (75 minute early dismissal for students) |
| | May 22 (M) | Victoria Day |
| June | Jun 22 - 29 | Provincial Exams |
| - | Jun 29 (Th) | Final Report Card & last day for students prior to Summer Vacation |
| | Jun 30 (F) | Administrative Day |
| | | |
| July | Jul 6 (Th) | Summer Session Begins |
| August | Aug 10 (Th) | Summer Session Ends |
| August | Aug IV (III) | Guilliller Gession Linds |

SD #35 Board of Education Meeting

26-Apr-16

| NOTES |
|-------|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |