

Hello, Ey' Swayel, Bonjour Maple Ridge Secondary Families,

September 3, 2020

We are excited to welcome our students back to school next week. We know this is an anxious time for many of our students and families and want to assure you that our school team is working together to implement health and safety practices at our site so that it is a safe environment for your children to learn and flourish. Our plans follow the guidelines established by the Public Health Officer, the Ministry of Education and the Maple Ridge-Pitt Meadows School District. I would like to thank our staff who have been working so hard over the summer months to get our school ready for students to return to school.

We recognize that this document is somewhat lengthy, however, we encourage parents to take the time to read it in its entirety to ensure that you have a complete picture of our processes and protocols.

Our Guiding Principles will be to:

- Put health and safety first
- Keep the best interests of our students at the forefront
- Support one another in a positive, collaborative way
- Foster the academic and social-emotional development of all our students

Below is our plan for opening week:

September 8 & 9 are STAFF only days. It is important that all staff are aware and clearly communicate the Health and Safety protocols to your children. We are using these days to ensure that every communication to your child is consistent with the directives from the BC Ministry of Health. Time will also be dedicated to planning for the upcoming school year as we transition to a quarter system - four semesters of two courses each, instead of three terms.

September 10 & 11 are dedicated to reviewing Health & Safety expectations and timetables & schedules for the year with our students during the Homeroom (E Block).

September 10: Grade 10, 11 & 12 students will attend one of three sessions. Homeroom teachers will reach out to their students on September 8 to advise the time & classroom. You can expect a **phone call or email** from your child's homeroom teacher by **3 pm on September 8th** outlining the time and location for your child to attend on their assigned day.

September 11: Grade 8 students will attend from 9:00 - 10:15 am and Grade 9 students will attend from 10:30 - 11:45 am

September 10 & 11: School Photos will be taken. Students will be escorted from their homeroom to the gym or cafeteria to have their photograph taken by Mountain West Studios.

September 14: First day of instruction at MRSS for the first quarter of the 2020/2021 school year. We will provide a detailed school calendar to you next week.

Please make sure you go through the MRSS Restart Plan which can be viewed here:

<https://secondary.sd42.ca/mrss/>

Some Key Schooling Points:

- Quarter system (10 weeks per quarter)
- Students take 2 classes per quarter, 8 courses in a year
- Students in learning groups under 120
- Staggered break/lunch/dismissal for juniors and seniors
- Separate entrance and exit points

Quarter 1	Quarter 2	Quarter 3	Quarter 4
(Sept. 14 – Nov. 18)	(Nov. 19 – Feb. 2)	(Feb. 3 – Apr. 22)	(Apr. 23 - June 25)
Blocks E / G	Blocks C / A	Blocks F / H	Blocks B / D

GRADE 8 & 9 SCHEDULE

	MON	TUES	WED	THURS	FRI
8:30 - 8:45	*BLENDED LEARNING TIME				
8:45 - 11:30	PERIOD 1				
11:30 - 12:15	LUNCH				
12:15 -2:40	PERIOD 2				

Understanding the Grade 8 Timetable:

The school year will be divided into 4 quarters. During each quarter, students take 2 courses, one in the morning and one in the afternoon. At the start of the next quarter, the students move to two new subjects. Looking at the timetable, Q1 is quarter 1, Q2 is quarter 2 and so on. In addition, grade 8 students rotate through elective courses which are basically a sampling of electives to give them a taste of options for the future. R1 is rotation 1, R2 is rotation 2, etc.

GRADE 10, 11 & 12 SCHEDULE

	MON	TUES	WED	THURS	FRI
8:30 - 9:00	*BLENDED LEARNING TIME				
9:00 - 11:15	PERIOD 1				
11:15 -12:15	LUNCH				
12:15 - 2:25	ONLINE	PERIOD 2A	PERIOD 2B	PERIOD 2A	PERIOD 2B
2:25 - 2:55	LEARNING	*BLENDED LEARNING TIME			

***Blended Learning** is an approach that integrates online learning and traditional classroom methods. It includes face to face learning with both teacher and student. Students who wish to attend during this time, need to make arrangements in advance with their teacher**

Key Elements in the School District Health and Safety Overview:

Parents and guardians, alongside their children, are required to do a daily health assessment of their child(ren) each morning using the [SD 42 DAILY HEALTH ASSESSMENT](#) prior to sending their child(ren) to school. **Students who have any symptoms of illness must not attend school.** District staff will need to perform this same daily assessment and will also be required to stay home should they have any symptoms of illness.

Practicing hand hygiene through proper hand washing techniques and using alcohol-based hand sanitizer when unable to access a sink is a priority. Alcohol-based sanitizing stations are placed throughout our school and hand hygiene is prominent throughout MRSS. We are providing paper towels in all bathrooms.

What If You Feel ill?

The BCCDC guidelines for schools are firm. If a student, staff member or any other adult has any symptoms of a cold, influenza, COVID-19, or any other infectious respiratory disease, **they must not enter the school.** [Please be sure you know the complete signs and symptoms of COVID - 19.](#)

Students, staff members and any other adult must stay home and self-isolate if they have:

- [Symptoms of COVID-19](#)
- Travelled outside Canada in the last 14 days
- Identified as a close contact of a confirmed case or outbreak

This includes the children of essential service workers.

Attendance Notification:

If your child is ill, they must stay home from school. A parent should notify the school office and students should email their teachers directly to advise of their absence and to receive direction on missed work. Taking holidays during school time is a greater challenge than ever before with the quarter system. Missing a week is equivalent to missing a month in the linear (year long courses). Please look to support positive choices around schooling at this difficult and atypical time.

Arriving Late or Leaving Early (Sign-In or Sign-Out):

If a student arrives after the start of their scheduled class in the morning or afternoon, they are expected to sign-in at the office. We remind students that they must wear a mask and only one person is permitted at the reception desk at a time. Gr. 10, 11 and 12 students leaving for their afternoon blended class at home do not need to sign out. A phone call, portal message in advance or parent note is required for all other sign out reasons. Text messages are not accepted as parent permission.

Keeping a Safe Distance:

MRSS students in a learning group (cohort) do not need to physically distance but should limit personal contact. Classrooms will be configured to allow for distance between students and adults as needed. Physical distancing will also be supported through the staggering of school start times, dismissal times, and lunch breaks. Further, learning groups will be assigned entrance and exit doors, washrooms, and classroom spaces. To support this goal we ask that students and staff keep to the right as they proceed through the hallway and utilize stairways. Protocols will be reviewed with your child at the Health & Safety Orientation.

Getting to Class, Supporting Less Crowded Hallways:

This year every day starts and ends with a Blended Learning time. This is designed to support students in developing their connection to the “MS Teams” platform as a tool for enhanced digital teaching and communication. This also allows for a staggered entrance and exit to the building. In planning to support reduced traffic in the hallway, all classrooms are open early with the expectation that students proceed directly to class, not group or congregate inside or outside. We encourage students to enter through the door that accesses their classroom the most immediately.

School Lockers:

Students will not be assigned lockers this school year. This is done to support increasing social distance in our hallways.

Wearing a Mask and/or Face Covering:

From the very first day of school, as entry points to the building are considered high traffic areas, students and staff will be expected to wear masks when they arrive at school and as they travel to their first class of the day which is their cohort class. Masks will also be **required** for everyone in high traffic areas, common areas such as hallways, and at any time that students are outside of their cohort group whenever physical distancing cannot be maintained. Exceptions will be made for students who cannot wear masks for medical reasons. At the moment, students and staff are not required to wear masks in their cohort class. Wearing a mask within your cohort class is a personal choice that will always be respected.

Student Timetables:

Student Timetables will be distributed in two ways. Students and parents can access their MyClass account on September 9th to view their timetable. Timetables will be distributed on paper to students at their Health and Safety orientation.

Course Changes:

Course Changes will be more challenging this year due to the restrictions of the learning groups and the Quarterly system. We will have an **online** form-based process for course changes. The Course Request Form will be available during the first week of classes and this will be communicated in the first few days of school. We have worked to build timetables based on student requests and will work to correct errors, such as wrong courses, and/or missing courses. Changes to accommodate a “change of mind” will be of the lower priority. Students **CANNOT** line up outside the counselling center.

The priorities for course changes will be if:

1. A student is presently in a course that they’ve already completed in Summer School or online.
2. If a student is not in a position to graduate with their present timetable.
3. If a student’s present time table does not include a course that is required for a specific post-secondary program.
4. If a student has been placed in the wrong level of a course (eg. they have been put into Chemistry 12 without taking Chemistry 11).

Best Practices In 2020:

The challenges for the pandemic have created new planning and school preparation practices. Students should be sure to:

- have a few masks, regularly cleaned, never shared, stored in a clean ziplock bag or container, not in the bottom of a school bag.

- Ensure that they have their own school supplies for each subject of the quarter. Sharing supplies cannot be supported and teachers cannot supply the “big bin” of supplies, etc. anymore.
- Students are encouraged to bring their own disinfectant wipes to clean items such as keyboards.
- Bring their own water bottle, and utensils for lunch.
- Pack in and pack out lunch waste. We should all reduce and reuse before we recycle.

Ventilation and Enhanced Cleaning and Disinfection Routines:

Ventilation systems in all school district facilities will meet WorkSafeBC requirements, and all air filters will be replaced on a regular basis. All schools will be cleaned in accordance with the Provincial COVID-19 Health & Safety Guidelines for K-12 Settings. General cleaning (including single-use surfaces like student desks) will occur once every 24 hours, while frequently touched surfaces as well as all shared equipment, appliances, manipulatives, and tools, will be cleaned and disinfected twice every 24 hours. The school district has hired additional custodians to meet the demands of these enhanced cleaning routines.

Parent Portal:

The Parent Portal is a software system that supports parental permissions, announcements, student conference appointments, notifications, field trips and payments. It is an important communication platform that we use regularly. In addition to the uses listed above, it can also be used to report a student absence. Please ensure that you are connected. In the event you are not receiving notifications through the Parent Portal please contact our Admin Coordinator Mrs. Kris Crawford at: Kris_Crawford@sd42.ca and ask for a “Linking Letter”.

Parent and Student Contact:

Maintaining contact with parents and students is very important to us. We rely upon email, the Parent Portal, Facebook, Twitter and the planner app to keep families abreast of what’s going on. We do not produce newsletters. Please follow us on Facebook or Twitter. If you haven’t been receiving emails this year, you’ll need to re-subscribe. We strongly encourage parents to do this by logging onto the parent portal and subscribing on the login page. We post events and information daily on the home page of our school website <https://secondary.sd42.ca/mrss/>. There is a wealth of information on our site for your reference.

Parent Access to MRSS:

Parent access to the school is by appointment only, as per guidelines established in support of reducing contacts in school. Please use staff email to arrange an appointment: <https://secondary.sd42.ca/mrss/contact-us-2/>

School Planner:

MRSS uses a school planner app called *My School Day*. It is a digital planner. We recommended that parents download the App as this gives the school the ability to send direct notifications to parents. Additionally, parents can see their student’s timetable on the app which can be helpful if needing to plan for an absence or to communicate with a teacher. We have found it useful in situations such as for snow days, power outages, and other messages. The App can be found at: <https://myschoolday.app/download> or in the App Store or Google Play.

MRSS Cafeteria

The cafeteria will open shortly after school opening. We will be making adjustments to ensure that we are compliant with health and safety guidelines of a restaurant, and develop patterns for safe service. Updates will be on the MRSS website in due course.

Parent Advisory Committee (PAC):

The BC School Act gives parents the right to belong to a Parent Advisory Council (PAC) in their school, and through it to advise the Board, Principal, and staff on matters relating to the school. It is a place for positive communication and an effective place to learn about the school and school community. Meetings are open for all parents to attend. Past minutes, agendas and upcoming meeting dates are posted to: <https://secondary.sd42.ca/mrss/pac/>

Grade 8 School Email / MyClass

All students have a district email and a MyClass account. MyClass is an interface with our student information system that gives parents access to timetables, attendance, report cards and course planning requests. In an effort to assist our new grade 8 students with a smoother transition, the MyEd team has reset all of their MyClass passwords. Grade 8 students have been emailed the link to the MyClass login page, along with the user name and newly generated password student#@me.sd42.ca email account.

Access to the district student email accounts is important. Every Grade 8 is encouraged to log in to MyClass on Wednesday, September 9th (after 9:00am) when their accounts will be activated.

Student Fees:

Student fees will be posted on the Parent Portal. The annual fee is \$28. Payment must be made online via the Parent Portal.

Microsoft Teams and Zoom will be the primary software platforms used.

As we begin the school year we will be working to ensure students are logged in and proficient with these tools.

Student Information Update

Please log in to MyClass to view the BC Student Information Verification Form showing on the front page under Published Reports. This form will be available after September 9th. This document contains the information we currently have on file for your student, including Address, Parent Contacts, Emergency Contacts, any medical information, etc. If any of this information is incorrect, please print the form, handwrite the changes and sign and date the form on the back. Please return the corrected, signed form to the school office so that changes can be made to your student's record.

Here is the link to the MyClass Information Page: <https://myedbc.sd42.ca/MyClass> If you have any questions, or wish a printed hard copy, please feel free to contact: mrsreception@sd42.ca

Maple Ridge Secondary School Health & Safety:

Maple Ridge Secondary School and School District 42 are respectfully compliant with the BC Ministry of Education and BC Ministry of Health Guidelines for K - 12 Restart. Here are a few key links for your information:

- [Click to view the SD42 Restart Plan](#)
- [Click to view the SD 42 Overview Restart for Secondary Schools](#)
- [Click to view the BC Ministry of Education Back to School Plan.](#)
- [Click to view the BC Ministry of Education K - 12 Restart Plan](#)