

**THOMAS HANEY SECONDARY SCHOOL**  
*Member of the Canadian Coalition of Self-Directed Learning*  
**Principal: Mr. Grant Frend**  
**Vice Principals: Mrs. Andrea Clayton / Mr. Wayne Chow**  
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Hello! Thank you for your patience as we work to prepare for our Orientation Week. We are excited to see everyone soon. **This is a long, but important newsletter, so please read it all carefully.** Please don't hesitate to email me with questions at [Grant\\_Frend@sd42.ca](mailto:Grant_Frend@sd42.ca).

### **Student Permission Forms**

Please ensure that you have visited the [Parent Portal](#) consent forms section before next Thursday. You will find a number of consent forms including: internet user agreement, yearbook photo consent, walking field trip etc. Many of our classes will make use of walking field trips near the school this year, so completing this consent form will allow your student on these walks.

### **Students Needing Technology**

Last spring the district was able to provide laptops to students who did not already have a device. If you are in need of a device for your child, please email Mr. Chow at [Wayne\\_Chow@sd42.ca](mailto:Wayne_Chow@sd42.ca)

### **Student Emails**

All SD42 students have access to Microsoft Office. For electronic communication, teachers will use student sd42 email addresses that are also linked to Microsoft Teams. Before September 14th, students should go to [www.me.sd42.ca](http://www.me.sd42.ca) and login. The username is the student's sd42 ID number and the password has been reset to an individualized login using the following format.

Example: John Smith born December 16th 2003 would have the password: js2003.12.16

Please have your student change the password during first login.

### **Key elements in the School District Health and Safety Overview**

Parents/guardians will be required to do a daily health assessment of their child(ren) every morning using the [district-provided checklist](#) before sending their child(ren) to school. Students who have any symptoms of illness **must not attend school**. District staff and anyone entering the school environment will need to perform this same daily assessment and will also be required to stay home should they have any symptoms of Covid - 19. Please be sure to review the form in the attached link: [Covid Assessment Form](#). It is not necessary to print or submit.

What if your student feels 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**. This includes the children of essential service workers.

Students, staff members and any other adults 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

## **PROTOCOL IF A STUDENT/STAFF DEVELOPS SYMPTOMS OF ILLNESS AT SCHOOL**

If a student or staff member develops symptoms at school, schools should:

- Provide the student/staff with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide the student/staff with a space where they can wait comfortably, and that is separated from others.
- Supervise and care for the student or staff member
- Make arrangements for the student/staff to go home as soon as possible.
- Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the student/staff used.
- Encourage the student/staff to seek assessment by a health-care provider.
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.

Schools and school districts should notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, in order to help with the early identification of clusters or outbreaks.

## **PROTOCOL IN THE EVENT OF A CONFIRMED COVID-19 CASE IN A SCHOOL**

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the [BCCDC website](#).) Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken. Public health may then: recommend 14-day isolation if necessary (for confirmed close contacts); recommend monitoring for symptoms if necessary; provide follow-up recommendations if necessary
- Schools must continue to provide learning support to students required to self-isolate.
- Together, schools, school districts and public health officials will determine if any other actions are necessary.

Alcohol-based hand sanitizing stations have been installed throughout our schools and at the entrances of all district facilities, and hand hygiene signage has been placed throughout all district buildings. Paper towels are provided in every washroom.

Students in a learning group do not need to stay two meters apart but should limit personal contact. Senior classes held after lunch are mixed learning groups, therefore masks must be worn, and 6 feet of physical distancing is required. Classrooms will be configured to allow for maximum 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; as well as through separate dedicated entrances, exits, eating areas, and one-way stairwells; as well as through entry and exit procedures with learning groups using assigned doors, washrooms, and classroom spaces.

Lockers will **not** be assigned for the 2020 - 2021 school year. This is done to support increasing physical distancing in our hallways. As well, lockers would need to be cleaned daily if assigned to students.

Masks are not required within learning groups, however they are mandatory for secondary students and staff when they are outside of their learning groups and in high-traffic areas where physical distancing cannot be maintained (e.g. in buses, hallways, school office, library and some classrooms). The school district will provide a reusable mask to all secondary students. Staff who interact with multiple learning groups will be required to wear a mask and face shield when they are unable to maintain physical distancing.

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.

The pandemic has necessitated adjustments to our normal operations. Students should be sure to:

- Have a few masks, regularly cleaned, never shared, stored in a clean zip lock, not in the bottom of a school bag. We will provide all students with one cloth mask.
- Bring their own water bottle, and utensils for lunch (**all water fountains are closed**)
- Be aware that we will have food service, but it will look different. We will be following ALL food service WorkSafeBC guidelines. More details soon!
- Pack in and pack out lunch waste. All food waste must be 'packed out' and disposed of at home
- Have their own school supplies for each subject of the quarter. Sharing supplies cannot be supported and teachers cannot supply the "big bin" of pencils etc anymore.
- Use the hand sanitizer available throughout the building. Students are also encouraged to bring their own.
- Follow all directions posted around the school regarding social distancing, entrances, exits and one-way stairwells.

## **Opening Week**

September 8th and 9th are staff-only days. It is important that all staff are aware of the new Health and Safety expectations so that they can clearly communicate them with students. We are using these days to ensure that every communication with your son or daughter is consistent and based on the directives from the BC Ministry of Health. Time will also be dedicated to looking at the new teaching practices necessitated by transition to a quarter system.

September 10<sup>th</sup> and 11<sup>th</sup> will be student-based Health and Safety / Orientation days. A separate email will be sent to each family outlining the time for the student to come to the school and the location of their first activity. On these days, students only attend for their assigned orientation. Students may NOT choose to attend at times other than the time assigned to them.

## **Student Timetables**

Student Timetables will be distributed in two manners. Grade 8's will receive a paper copy of their schedules during their orientation. All other students can access their MyClass accounts starting on September 9th at 9:00 am to review their timetables.

Course changes will be very, very challenging this year due to the restrictions of the learning group model. We will have a paper-based process for course changes which will be communicated in the first few days of school. We have worked hard to ensure that students receive courses that are absolutely necessary for graduation as a priority. In some cases there may be instances where students haven't received their first choices of electives, mostly at the junior level. As mentioned above, this is due to the restrictions of having students in learning groups. Changes to accommodate a "change of mind" will be of a lower priority. Students cannot line up outside the counselling center.

Please note that as we have made our way through timetabling our **grade 11/12** students by hand this week, we have learned we can only put Block A classes into learning groups. Courses running in Block B and Options will need to implement masks and physical distancing to meet health and safety protocols.

## **Bell Schedules**

Please note that we have staggered entrance/lunch/exit for students by grade:

### **Grade 8:**

1 <sup>st</sup> Bell	8:10
Block A	8:15- 9:55
Block B	10:00-11:40 (Students may work from home after lunch with signed parent form)
Lunch	11:40-12:15
Options Block 1	12:15-1:15
Options Block 2	1:20-2:20

### **Junior (grade 9/10):**

1 <sup>st</sup> Bell	8:40
Block A	8:45- 10:25
Block B	10:30-12:10 (students without a class after lunch may work from home with a signed parent form)
Lunch	12:10-12:45
Options Block 1	12:50 – 1:50
Options Block 2	1:55-2:55

### **Seniors (grade 11/12):**

1 <sup>st</sup> Bell	8:25
Block A	8:30- 10:10
Block B	10:15-11:55
Lunch	11:55-12:30
Options Block 1	12:35-1:35
Options Block 2	1:40-2:40

## **Attendance**

If a student arrives after the teacher has met the class at the assigned entrance, the student should report to the front door of the school to sign in with administration. Students in grades 8-10 who are leaving after second block for learning at home do NOT have to sign out at the office provided the Grade 8-10 Work at Home Permission form has been signed and returned. All students in grades 8-10 must submit their signed form to a teacher on Health and Safety Orientation Day. This form is being sent in a separate email. Students needing to leave early for an appointment without a signed form on file must report to the office to sign out.

Students in grade 11 or 12 might have classes in the morning and afternoon. They will receive a form which includes a space for students to request an assigned seat in one of our supervised workspaces (during non-set classes). Students who do not return this form will not be able to work in the building during their non-set class time.

Students in grade 11 and 12 must attend both their in-person classes and scheduled online classes. This is not the emergency remote instruction we were engaged in last Spring. Quarter system courses move at a much quicker pace than our regular courses and attendance is NOT optional.

## **Communication/Fees**

The Parent Portal is an SD 42 developed software that supports parental permissions, field trips and payments. It is an important communication platform that we use in many situations. Please ensure that you are connected. In the event you are not receiving notifications through the Parent Portal please contact our Admin Coordinator Mrs. Gilbert at: [Val\\_Gilbert@sd42.ca](mailto:Val_Gilbert@sd42.ca) and ask for a "Linking Letter".

Maintaining contact with parents and students is important to us. We rely upon email, the parent portal, Facebook, and the [planner app](#) to keep families abreast of what's going on. You can follow us on Facebook or Twitter. The Haney Happenings on the school website is updated daily.

A separate student fee notification will be sent to you in the coming week. Student fees are used to support non-curricular student culture activities. We still plan to find creative ways to build school culture and community. Elements that are more important than ever. We ask that payment be made via the parent portal to reduce traffic into the office. If you must pay by cash or cheque, please contact our Accounts Clerk, Kim Gloslee at [Kimberley\\_Gloslee@sd42.ca](mailto:Kimberley_Gloslee@sd42.ca)

We are excited to share a new planner with students this year. Our new planner is smaller and also has a great new 'Weekend Planner' feature that enables students to reflect on how to use their weekend to re-charge. As the pace of quarter system classes is brisk, students should use the planner to help them plan and track deadlines. There is little room for procrastination in our new model. Our school also uses a digital planning tool called My School Day. It is recommended that parents also download this app as the school will be sending direct notifications. We have found this useful in situations such as snow days, power outages, as well as sharing positive school cultural events. The App can be found at: <https://myschoolday.app/download> or in the App Store or Google Play.

## **Photo Days**

Students in grades 8, 9 and 10 will have photos taken in the gym on **September 17** from 8:45 – 12:00. Students will be walked to the gym by their learning group teacher.

Students in grades 11 and 12 will have their photos taken in the gym on **September 22** from 8:45 – 2:40. Students in classes will be walked to the gym by their learning group teacher. Students who don't have a set class during the morning will be lined up outside of the exterior gym doors at noon for photos.

Retake days will be held in October for any students who miss their photo day, and more details will be announced soon.

## **Yearbooks**

Yearbooks will be sold for \$55.00 in a separate Parent Portal message. The 2020 / 2021 yearbook will be one that you truly want to have for your child, especially if you have a grad. Last year we sold out early and we are once again ordering a limited number of books. Do NOT delay once the portal message is out. Please note that yearbooks must be paid for on the Parent Portal using a credit card.

## **Administrative/Counseling Assignments**

If you need to contact an administrator regarding a student issue, please see below for the appropriate person:

[Mr. Frend](#) - Grade 12 ([Mrs. McBride](#): Grade 12's A-L / [Mr. Grill](#): Grade 12's M-Z)

[Mr. Chow](#), VP, and [Mr. Grill](#), Counselor, grades 8/10

[Mrs. Clayton](#), VP, and [Mrs. McBride](#), Counselor, grades 9/11

## **Parent Advisory Council**

Our first PAC meeting of the year will be held via Zoom on **September 15 at 7:00 pm**. More details, as well as the Zoom link, will be sent closer to that date.

Sincerely,

Grant Frend