



# CITADEL MIDDLE SCHOOL

*A Special Place for a Special Age*

## Mission Statement

Working together, our mission is to provide a safe, nurturing and responsive environment that meets the unique developmental needs of early adolescents.

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<http://www.sd43.bc.ca/middle/citadel/Pages/default.aspx>

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April 9<sup>th</sup>, 2020 Update

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Thank you to everyone in Health Care, Public Safety  
and Essential Services

You are massively appreciated!

Dear Students and Parents/Guardians,

Thank you for working us as we establish our online learning community. This week has been about connections, setting structures in place such as creating routines for a productive learning environment and learning about Microsoft Teams.

We held our regular monthly staff meeting and teachers and support staff are continuing to collaborate with each other in smaller meetings. Our purpose continues to be to maintain our connections with each other and to support our learners and families.

As we do our collective part to plank the pandemic curve, we are mindful of managing our well-being. Below is a link to Brooke Anderson's Six Daily Questions and her article which may resonate with you:

1. What am I grateful for today?
2. Who am I checking in on or connecting with today?
3. What expectations of "normal" am I letting go of today?
4. How am I getting outside today?
5. How am I moving my body today?
6. What beauty am I either creating, cultivating, or inviting in today?

[https://greatergood.berkeley.edu/article/item/six\\_daily\\_questions\\_to\\_ask\\_yourself\\_in\\_quarantine](https://greatergood.berkeley.edu/article/item/six_daily_questions_to_ask_yourself_in_quarantine)

### Lion King Musical Production:

It is incredibly disappointing to cancel our *Lion King* musical production. We know everyone loved being part of this immensely talented team - your excitement was palpable! Thank you to our student cast and crew, Mrs. Crudo, Ms. Thomas, Mrs. Sayers, Ms. Dawson, Mr. Montgomery, Mr. Goring, Mr. Mehlretter, Mr. Ross and Mrs. Wong.

**April 17<sup>th</sup> Professional Development Day**

Teachers will be engaged in professional development on continuity of learning and our district's technology webinar series on Microsoft Teams, OneDrive and Office Lens.

**Yearbooks**

Yearbooks will be distributed in June. Thank you to our Yearbook Club, Mr. Mann, Ms. Schuk and Ms. Thomas for their amazing efforts.

**Skateboard Parks are Closed**

It has been reported that groups of youth are congregating at the skateboard park by Hazel Trembath Elementary. Physical distancing works to slow the rate of spread of COVID-19.

We are all in this together. Please continue to do your part to keep yourself and others safe.

<https://www.tricitynews.com/news/sports-courts-fields-and-skate-parks-closed-in-coquitlam-to-stop-covid-19-spread-1.24103595>

Included in this newsletter are Citadel's Online Learning Expectations and suggestions for building a productive learning environment.

Take care,

Abby Soh  
Principal  
[asoh@sd43.bc.ca](mailto:asoh@sd43.bc.ca)



## Citadel Middle Online Learning Expectations

### General Behaviour Online:

- School expectations and our school code of conduct still apply.
- Many lessons/instructions for assignments will be recorded and available on private Teams Classroom links. These may not be downloaded or transferred anywhere else. **DO NOT INITIATE ANY RECORDINGS OF CLASSES ON YOUR OWN**
- Students are encouraged to use the “chat” feature in Teams to ask questions and to collaborate with their peers; comments **MUST** be on topic and promote learning.

### Work Completion:

- Students and families are encouraged to set up an intentional space for learning (a desk, a chair at a table) away from background noise.
- Students should have necessary class materials (notebook, pencil, ruler, calculator) ready.
- Students are expected to complete assignments and follow due dates assigned by teachers. If there is something you are unsure of, please contact your teacher for help.

### Participation in Microsoft Teams meetings (*some divisions only*):

- Attendance online is required when a class meeting has been scheduled. **Email your teacher ahead of time if you have a scheduling conflict.**
- Check your equipment **BEFORE** class time to ensure that you have a headset, or that your built-in microphone and camera work. If some of your tech stops working, use the chat feature in the class conference to ask questions and respond.
- **Be on time.** Plan on entering a meeting 2-5 minutes before the actual meeting time.
- Behave during the online meeting to the same standards as you are expected to behave at school. Remember, you’re on camera, and you and your classmates are in the meeting to be learning together.
- **Do not take your device to the restroom!** If you need to use the restroom, politely let people know in the chat and leave your device for a moment.
- Wear clothing that respects those around your home and on camera.
  - Do not wear your pajamas or clothing with inappropriate graphics. Think about what you would wear to school. That is what you are required to wear on video during our class.

### Online Class Participation (*some divisions only*):

- When you enter the meeting room, turn off your camera, mute your microphone, and select the chat icon in the lower centre of the screen to be able to follow and contribute to the conversation.
- Follow on-screen instructions and raise your thumb using an emoji 👍 on the chat sidebar when we ask you to. If you are asked a question, unmute your microphone, answer the question, and **re-mute your microphone after you are done speaking.**
- Throughout the sessions, you may be asked to do one, some, or all of the following:
  - Ask an open-ended question and have each student respond one at a time
  - Ask you to give us a thumbs up if you understand the directions
  - Ask students to unmute one at a time and answer a quick question,
  - Ask you to show an emoji to tell us how comfortable you are with the material,
  - Give you instructions for the work you are to complete after the meeting

## Family Community: Supporting Learning and Well-being

*Building a productive learning environment means building a caring, safe place to grow, make mistakes, ask questions and manage stress. Here are some ideas to frame learning at home, and support ongoing wellbeing during this time.*

### Creating Norms for Learning at Home

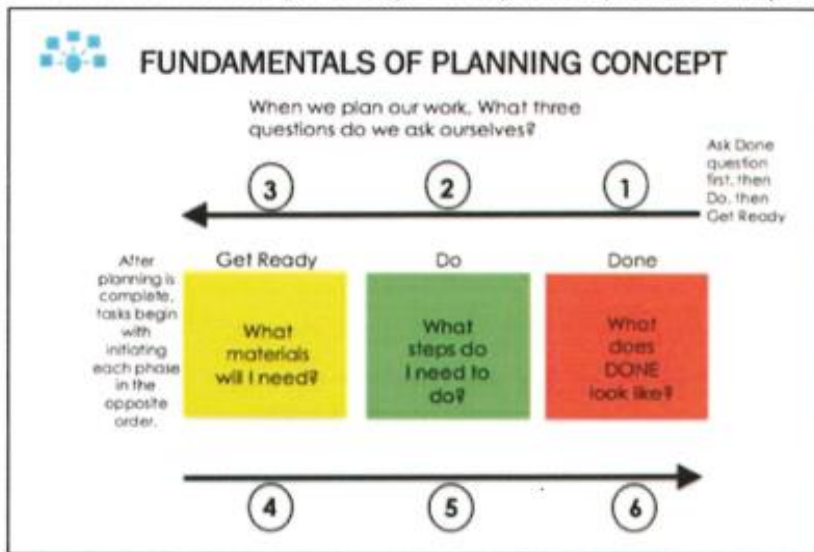
**Have a conversation with your child using these prompts:**

- To my child: What do you need in order to feel successful/productive? Why is that important you?
- From Parent: What do I need in order to feel successful? Why is that important to me?
- What do you/I need to do to ensure we care for our well-being throughout the day and weeks ahead?
- How will we remind ourselves/schedule in these things to ensure they happen?

### **3 Simple Practices to support daily learning and well-being:**

#### **1. Possible Morning Check in**

- How are you feeling? (everyone in family shares)
- What are two realistic goals for you today to feel productive in your learning?



#### **2. Fostering engagement**

- Support your child's feeling of success by using this strategy to outline, set and accomplish learning each day.
- Offer choice for your child on how they want to schedule and complete learning activities according to goals set.
- Schedule in [Brain Breaks](#)

#### **3. Possible Optimistic closures at dinner or before bed**

- Two things I learned about today (everybody shares – parent can start)
- One thing I am wondering about
- Two things I am grateful for today
- One thing I really enjoyed today
- One thing I hope for tomorrow

**Caregivers:** Check out this series on [WE Live](#) for families and educators. This video explores ways we can foster community at home.

Video link:

<https://vimeo.com/freethechildren/review/402238593/da4020eab5>

Facebook link:

<https://business.facebook.com/WEmovement/videos/558512944771128/>

We Wellbeing – Free resources for families and educators

<https://www.we.org/en-CA/get-doing/activities-and-resources/wellbeing/covid-19-toolkit>

## 10 Ways to Lift a Mood

# 1

### POUR A CUPPA

"When tea becomes ritual, it takes its place at the heart of our ability to see greatness in small things," novelist Muriel Barbery writes in *The Elegance of the Hedgehog*.

# 2

### TURN UP THE BEATS

Need a happy playlist? [TURN TO PAGE 39](#).

# 3

### CUE THE FUNNY

Laughter releases dopamine, which can lift a mood and reduce stress. Find your favorite comedian on YouTube, search your social feed for cute animal memes. Be on the lookout for laughter.

# 4

### FIND SOME QUIET

You may need to create it! Turn off alerts. Power down for a few minutes – or early in the evening as a break before bed.

# 5

### SEEK THE BEAUTY

In one U.K. study, researchers found that looking at beautiful art increases blood flow to the brain. If you can't get to a gallery, create a digital one on your laptop or phone.

# 6

### PACK A SNACK

Plan ahead when you know you'll be on the go. Eating regularly – especially snacks with fiber, protein and healthy fats – can prevent a dip in blood sugar levels (a.k.a. feeling "hangry").

# 7

### PRESS PAUSE

Request a minute if you need one. Indoors or out, even a short stroll will make a difference. If you have more time, try an Awe walk. [FLIP TO PAGE 150 FOR DETAILS](#).

# 8

### SMELL THE ROSES

Aromatherapy can influence mood. For some, lavender reduces stress. Experiment! Many people get a boost from the fragrance of citrus or peppermint.

# 9

### DISCOVER THE PET EFFECT

Dogs, cats, horses – pets of all kinds – are used in therapy with kids, students, seniors and veterans. Animal lovers will require no more explanation.

# 10

### DO A GOOD DEED

Earlier in these pages, we talked about helper's high and the physical effects helping others have on your sense of well-being. Don't take our word for it, give it a try!



Get Ready

Do

Done

Get Done



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R/Clinical Speech/Executive Functioning/Materials/Get Ready Do Done Blank Chart  
06-21-17

<p><b>Get Ready</b></p> <p>3) What do I need?</p>
<p><b>Do</b></p> <p>2. What steps do I need to take to be done? How long will each step take?</p>
<p><b>Done</b></p> <p>1. What will it look like when I am done? FUTURE PICTURE</p> <p><b>Get Done</b></p>

3

  
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Kristen Jacobsen, M.S., CCC/SLP

# Prevent the Spread

## hygiene habits to protect against viruses



*Cover up*

**Cover your mouth and nose** with a tissue when you cough or sneeze.

*Toss the tissue*

**Throw away used tissues immediately.**

*20 second scrub*

**Wash your hands, especially after using tissues.**



*Sneeze into sleeve your*

**Cough or sneeze into your elbow, not your hands.**

*Hands off*

**Don't touch your eyes, nose or mouth.** Germs on your hands can transfer into your body.



*Keep your distance*

**When you are ill or not feeling well, avoid close contact with others. Stay at least 2 metres away to prevent infecting people around you.**