

**Important Information – Please Translate**

這是一份重要資訊 — 請找人為您翻譯 這是一份重要信息 — 請找人為您翻譯

Mahalagang Impormasyon - Paki salin sa sariling wika

Thông tin quan trọng - Xin tìm phiên dịch

ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ

महत्वपूर्ण जानकारी - कृपया अनुवाद करें	중요한 정보 - 번역 부탁드립니다
Información importante - Por favor traducir	معلومات مهمة - الرجاء الترجمة
重要な情報-翻訳してください	اطلاعات مهم - لطفا ترجمه کنید

August 28, 2020

Dear Parents & Guardians,

The staff at Port Moody Secondary is getting ready to welcome students back to school in a safe and controlled manner. The Ministry of Education announced that BC schools will open in Stage 2 where students are encouraged to attend daily as schools will not be able to provide the remote learning options in the manner that we did last spring. On Tuesday, September 8<sup>th</sup> and Wednesday, September 9<sup>th</sup> all staff will be on site reviewing and implementing safety procedures within the school. The first day of school for students is Thursday, September 10<sup>th</sup> for orientation purposes and a schedule for the 10<sup>th</sup> and 11<sup>th</sup> will be sent home to families. You can read more here:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>.

We have worked under the guidance of public health authorities and the Ministry of Education to develop a plan so that students and staff can learn and work together safely. We are ready to welcome your child back to school. We will strive to keep learning as the focus, but school *will* look different as health and safety are critical factors in our planning. Some of the many actions taken to safely restart school this September include:

#### Health and Safety

- Daily health screening check for students (by parents) and staff before arriving at school.
- Students who are ill (cold, flu or [showing Covid-19 symptoms](#)) must stay home. If a child becomes ill during the school day, they will be isolated from their Learning Group/class and the parents contacted to come and pick up as soon as possible.
- Families arriving from outside of Canada must self-isolate for 14 days before entering school.
- There will be enhanced cleaning protocols especially focused on high touch points (doorknobs, faucets, etc.)
- Teachers will be encouraged to take their class outside more frequently where appropriate.
- We may need to adopt a staggered schedule approach to promote physical distancing at drop off/pick up.
- There will be no large gatherings (assemblies, special events, open house) at this time.
- No sharing of food or drink.
- Parents and visitors must make an appointment to meet with staff. There will be limited access to the building by parents and visitors. All visitors must sign in for the purpose of contact tracing. Virtual meetings will be an option for staff and parents.

- We ask parents to practice physical distancing (staying apart 2m) and wear a mask when on school grounds. This is for your safety, the safety of staff and students, and is good modeling for our students.
- Masks are expected in hallways, common areas and where socially distancing measures outside of Learning Groups cannot be maintained. The only exception is for staff and students with a medical condition that precludes them from wearing a mask.
- All students will participate in a safety orientation during Week One (September 10<sup>th</sup> & 11<sup>th</sup>; further scheduling details will be sent out later next week).

### Learning Groups

- A [Learning Group](#) is defined as a group of students and staff who remain together for an extended period of time and who interact primarily with each other.
  - In the Coquitlam School District, the Learning Group will be your student's classmates and any staff assigned to work with the students on a regular basis, like the class's teacher.
  - Within the learning group, there will be less emphasis on physical distancing, but physical contact is discouraged.
  - Secondary schools are being organized in quarters: Q1, Q2, Q3, Q4 (8-9 weeks in duration). We are currently revising our public calendar in relation to this shift.
  - The Ministry of Education has stated that Learning Groups cannot exceed 120 people at secondary school. In many instances, our learning groups will be significantly smaller.
  - A standard secondary student's schedule will have 2 courses per quarter. One course will take place in their Learning Group and the second will occur in a physically distanced environment twice per week and remotely for the remaining days of the week. Courses outside the Learning Group will be smaller in size.
  - If students interact with students or staff from other learning groups, they are to practice physical distancing and wear a mask. Staff such as specialist teachers and counsellors work across the school with individual students and/or learning groups and will wear a mask.

### Educational Programming

- Our school will be focused on providing in-class instruction during Stage 2 as well as remote learning as assigned to each student's schedule.
- Student well-being will be guiding educators in planning and supporting the successful return of students to school.
- Electives will continue to be offered and will appear on students' quarterly schedules. Instruction and programming could look significantly different depending on the curricular area as we endeavor to meet health and safety guidelines.
- Students with disabilities/diverse abilities will continue to be supported by the goals outlined in their IEP.
- Regular health and safety practices (frequent hand washing) will be part of the educational program.

- Students will continue to receive report cards.
- Parents of children who are medically diagnosed as immunocompromised by a physician should contact me by Tuesday, September 1<sup>st</sup>. The following links are provided for your reference:

<http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-IS-Children-FAQ-BCCH.pdf>

<http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19-easing-social-distrancing-IS-children.pdf>

### Schedules

We look forward to welcoming students back to school on either Thursday, September 10<sup>th</sup> or Friday September 11<sup>th</sup>. We will provide you with the time and day your child is to attend in a follow-up “Orientation” e-mail next week. At that time, we will also include general answers to start up questions such as lockers, athletics & clubs, when and how students will receive their schedules etc. On the 10<sup>th</sup> or 11<sup>th</sup>, students will attend a safety orientation session of approximately 60-75 minutes.

\*Students will be provided with a mask and will be asked to wear it. If a student already has a mask, we ask that they wear it to the safety orientation.

Students will begin their classes on Monday September 14, 2020. Students will attend in block 1 (AM) and this will be their initial Learning Group Cohort. Please see above under ‘Learning Groups’ for additional information.

In past years, students received their timetable and would typically see 8 courses divided over two semesters. The quarterly system allows for those 8 courses to be experienced in a different routine and timeline than we are accustomed to. As a preview of how student schedules will run over the year please review the chart below.

In a quarter most students will participate in 2 classes minimum. Students registered in full year courses such as band, and additional electives such as leadership that run outside of the schedule, at lunch (period 3) and after school, will receive further clarification on when and how these courses will operate. Each quarter is approximately 44 school days in length.

Shift from our semester timetable to the quarterly model:

Old Schedules		Quarterly Schedules
Semester 1; Period 1	Equivalent to	Quarter 1; AM (1)
Semester 1; Period 2		Quarter 1; PM (2)*
Semester 1; Period 4		Quarter 2; AM (4)
Semester 1; Period 5		Quarter 2; PM (5)
Semester 2; Period 1		Quarter 3; AM (1)
Semester 2; Period 2		Quarter 3; PM (2)
Semester 2; Period 4		Quarter 4; AM (4)
Semester 2; Period 5		Quarter 4; PM (5)

Period 3 is omitted as it is lunch.

\*Within each quarter the 2 classes will flip at the mid point (approx. the 22<sup>nd</sup> day of instruction) for parity of daily in class instruction. In quarter 1 for example: the PM (2) class will move to be in session Monday to Friday in the AM time slot (8:30) and vice versa.

Block	Time	M	T	W	Th	F
<b>0</b>	Before School	JR/ SR Music programs scheduling details to come Sept 10th				
<b>Flex</b>	8:30 - 8:45	Flex within Learning Groups				
<b>AM</b> Learning Groups (of 30)	8:45 to 10:30	A - Z				
<b>Flex</b>	10:30 - 10:45	Flex within Learning Groups				
Lunch	10:45 to 11:15	Jazz Band scheduling details to come Sept 10th				
<b>PM</b> Hybrid	11:15 to 1:00	A - L	M - Z	Remote	A - L	M - Z
<b>Flex</b>	1:00 - 1:20	A - L	M - Z		A - L	M - Z
<b>IB 12</b> Learning Group (of 120)	1:20 to 3:50	0	1	2	4	5

Next week - further information regarding the IB Programme, and the IB12 students in particular, will be distributed by email and ManageBAC.

**Student Example: Quarter 1 - Grade 10 student; last name 'Blues'  
Registered in 2 courses: Math 10 and Social Studies 10**

**Greyscale = on site learning time for 'Blues'**

	M	T	W	Th	F
Block 0	Music Classes before school				
AM = Learning Group	Math 10	Math 10	Math 10	Math 10	Math 10
Flex	Within Math 10 Learning Group classroom				
Lunch					
PM = Hybrid	Socials 10 (A - L)	Remote (M -Z attend)	Remote (all)	Socials 10 (A - L)	Remote (M - Z attend)
Flex					

## Parent Survey

In preparing our finalized schedule, we need to know how many students are returning to school or what your plans are if you are choosing an alternative educational setting. It is integral to our planning that you complete the survey as we organize timetables. If you are choosing an alternate educational program, such as distributed learning or homeschooling, we cannot guarantee that your child can return to our school if you re-evaluate your plans later in the year. Thank you in advance for your prompt participation.

Survey:

<https://forms.office.com/Pages/ResponsePage.aspx?id=74xI2ZICUkKZJWRC3iSkSxTrDsz8255CIMKkt7eFOhUOVFMTVBVWFhLWDZHVEs4ODM0RkpaOTdRSS4u>

**If you know someone who has school-aged children and has moved in to our neighbourhood, please encourage them to contact (call or email) the school as soon as possible to arrange registration.**

Please note that the Provincial Health Officer and the Ministry of Education may decide to move to different stages in response to Covid-19 situation in British Columbia and we will inform you should this occur, advising next steps.

Attached to this letter is a document for your review titled 'Stage 2 Health and Safety Protocols: K-12 – Parents'.

We will be following up with more information early next week and thank you in advance for your prompt reply to the survey.

Please email us at [088-Office@sd43.bc.ca](mailto:088-Office@sd43.bc.ca) with any questions that you have. We look forward to working with your family in creating a safe and educationally rewarding environment this year.

Sincerely,

Mr. Glen Conley