

# PORT MOODY SECONDARY SCHOOL

## September 2020



Welcome to the 2020-21 school year!

On behalf of the entire staff, we hope you enjoyed your summer and are starting to look forward to the school year ahead. We send this start up correspondence to highlight some of the dates and procedures for the first few weeks of school and to recognize some of the comings and goings that have taken place over the summer.

Firstly, we wish to thank the caretakers and office staff for all that has taken place in preparation for the year ahead that required several new and different routines and demands. The custodians have the building both looking great and reorganized as per the new requirements of the Ministry of Education and Provincial Health Officer. Throughout the summer, our office staff has been busy finalizing student records, supporting families with various requests, and coordinating an orderly start to a school year start up never seen before. All of the conscientious hard work from our office staff, custodians and district maintenance workers is noticed and appreciated.

We also need to thank the various district staff and departments as so much of what we do, at the best of times, is in association with their hard work and thoughtful effort. This July and August created even more complexity and collaboration in getting all of our district schools ready.

Each school year we have new staff to welcome because of vacancies created between June and September. While we welcome them to PMSS, it means we had to say good bye to some colleagues, and we wish them well in their new schools and in some cases, retirement\*.

Staff changes to date:

### Departing

- Nick Baron
- Anya Bayley
- Megan Carruthers
- Irina Cvjetan
- Sandra Fairburn
- Helen He
- Kay Jasinski\*
- Maria Kalogeropoulou
- Jennifer Mannella
- Jesse Meredith
- Paul Milliard
- Cherie Nagra
- Kim Nelson
- Amanda Pughe
- Joanne Steacy\*
- Zubin Sundar

### Incoming

- Kumi Abercrombie
- Marla Jones
- Kimberley Hadden
- Clara Kang
- Ann Meyer
- Sarbjeet Sandhu

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Our counsellors, coordinators and administration returned to school in late August. The counselling team's focus has been registering new students, revising student schedules in relation to summer school courses completed, and updating all timetables as we shift from a semester system to quarters. Should you need to contact a school counsellor or administrator, know that our general practice is to associate students by alpha group (student surname) but all administrators and counsellors are here to willingly work with any family.

Alpha	Counsellor	Alpha	Vice Principal
A - K	Ms. Cindy Campbell	A - Je	Mr. Morgan Breden
L - Z	Mr. John Gibney	Ji - Pi	Mr. Brent Taylor
IB Coordinator	Mr. Sean Lenihan	Po - Z	Ms. Sharon Starr

A reminder to our returning students that we will not be scheduling appointments for course changes. In June, timetables for returning students were distributed and counsellors reviewed student requests as a final step in the process of timetabling that started in February. The exception is students who require amendments due to graduation needs and/or completed summer school courses previously not identified to counsellors in June. If you have a question about the details of your schedule, please first email your counsellor.

If you have forgotten your MyEd portal logon information, please indicate "forgot my password" after 3 attempts rather than make 5 attempts and have your account locked. Students will receive paper copies of their schedule at orientation. Instructions for new students on how to access your MyEd portal account, where you will be able to view your schedule and report card, will be shared when accounts are active.

If you, or someone you know, recently moved to our catchment and they have not yet registered, then please ask them to email [088-Office@sd43.bc.ca](mailto:088-Office@sd43.bc.ca).

If you recently moved to our district and you are a parent with a work permit or study permit, please first contact the International Education Department at 604-936-5769. For families living out of catchment / out of district and interested in attending PMSS, please submit your request using our *2020.21 School Transfer Request Form* in our Quick Links section of our [homepage](#).

### September Start Up

<b>Tuesday, Sept. 8<sup>th</sup></b> & <b>Wednesday, Sept. 9<sup>th</sup></b>	<b>All school staff return to work</b> <ul style="list-style-type: none"> <li>➤ 2 days of orientation and safety training for staff</li> <li>➤ No students in attendance</li> </ul>
<b>Thursday, Sept. 10<sup>th</sup></b>	<b>Student Orientation - Grades 9 &amp; 10</b> <ul style="list-style-type: none"> <li>➤ Schedule previously sent and viewable <a href="#">here</a></li> <li>➤ Each student group is present for approx. 60 to 75 minutes</li> </ul>
<b>Friday, Sept. 11<sup>th</sup></b>	<b>Student Orientation – Grades 11 &amp; 12</b>
<b>Monday, Sept. 14<sup>th</sup></b>	<b>Quarter 1 Begins (all students)</b> <ul style="list-style-type: none"> <li>➤ Stage 2 Weekly Schedule commences</li> <li>➤ Our new daily schedule will be reviewed during orientations</li> </ul>

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### COVID Stage 2 Bell Schedule

Students will have time to ask questions and rehearse this new schedule starting with the orientations on Sept 10<sup>th</sup>.

In general, a student with two courses (AM & PM time slots) scheduled in a quarter will attend 7 out of 9 available in-class sessions per week:

- 5 morning (Learning Group) classes; Monday – Friday
- +
- 2 afternoon classes based on last name.

IB12 students are separated from the rest of the schedule due to timelines and course needs that cannot be met in a quarterly structure.

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

### School Communication & Visitor Access

The school phone number: 604-939-6656

Office email: [088-Office@sd43.bc.ca](mailto:088-Office@sd43.bc.ca)

Website: [http://www.sd43.bc.ca/School/portmoody/Pages/default.aspx#/="](http://www.sd43.bc.ca/School/portmoody/Pages/default.aspx#/=)

Our main office is generally open 8:00am – 4:00pm (amended hours will be posted on holidays, professional development days, summer months).

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This year we kindly request visitors not enter the school unless you have first scheduled an appointment. There will be limited access to the building with a priority to those supporting activities that benefit student learning and well-being. Prior to entering the school for your appointment please be aware of health and safety protocols (complete a daily health check; maintain physical distancing; wash your hands upon entry; provide your own papers, pens, copies of documentation etc. for meetings; wear a non-medical mask in high traffic areas and where physical distancing cannot be maintained). Upon entry to the school all visitors must immediately report to the main office to sign in and confirm health check answers.

In addition to our daily news bulletin, our most common means of sharing school wide information is the website, school app and automated messaging system *School Messenger*. In order to receive *School Messenger* information and our daily news we require your contact information and approval by indicating 'yes' on the parent school policy form. Please contact the office if you ever wish to have your email removed or updated. Our mobile app is available for download at the App Store by searching: *My School Day* and selecting Moody Secondary School.

Our staff directory with email addresses is located on our website under the Staff tab (also viewable on our app). We ask your first contact regarding your child's learning be with the teacher(s) should you have a need, issue or question relating to a specific class.

On the occasion when a student is excused absent, please contact the office by phone or by using the email [MoodySecondaryAttendance@sd43.bc.ca](mailto:MoodySecondaryAttendance@sd43.bc.ca) with the following information in the body of the message:

- 1) Student First Name
- 2) Student Last Name
- 3) Grade
- 4) Duration and reason for student absence. If unknown please respond, "until further notice".
- 5) If known, please provide the student's Division Number and/or Teacher's Name

If leaving early for an excused reason, please ensure your child has signed out at the office.

### **Student Absences Due to Illness (Case Finding, Contact Tracing and Outbreak Management)**

It is everyone's responsibility to conduct a daily health self assessment prior to attending school. If a student has symptoms of illness, then a parent is to communicate to the school the absence and the student is to remain at home.

If you or a family member are experiencing symptoms of concern – such as fever, cough or difficulty breathing – access the [BC COVID19 Symptom Self-Assessment Tool](#) or call 8-1-1 to determine whether you may need further assessment or testing.

[COVID-19 Public Health Guidance for K-12 School Settings](#) states:

“Active testing of anyone with cold, influenza or COVID-19-like symptoms, even mild ones, helps identify cases early in the course of their disease. When a person is confirmed as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak, and whether others in close contact with them are at risk for infection. Not everyone who has been in contact with a confirmed COVID-19 case is determined to be a close contact. Public health

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determines who is considered a close contact. Schools and school districts should work with their school medical health officer to ensure policies and procedures are in place regarding reporting elevated staff and student absenteeism due to influenza-like illness to public health/the school medical health officer. This reporting is helpful in early identification of clusters and outbreaks. When a person is confirmed by public health as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe.

If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health-care provider. Testing is recommended for anyone with these symptoms, even mild ones. Self-isolation is also advised for those who are considered a close contact of a confirmed case. Public health staff identify and notify close contacts of a confirmed case. Public health also ensures those required to self-isolate have access to health-care providers and that other appropriate supports are in place. Quarantine is a term typically reserved for people who return from travel outside the country, who are at risk of developing COVID-19.

All students and staff who have travelled outside of Canada are required to self-isolate for 14 days under both provincial and federal orders. This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before school begins to adhere to the self-isolation orders. “

**B.C. Centre for Disease Control Information:** [If You Are Sick](#) and [Testing Information](#)

Please review these two links to familiarize yourself with the information prior to September 14<sup>th</sup>.

### **School Supplies, Laptops, & Lockers**

Teachers will indicate any course specific materials when introducing the course syllabus at the start of the semester. In general, the regular supplies of binders, paper, pens/pencils, dividers, and a calculator are sufficient.

Students are strongly encouraged to use a personal laptop (BYOD) and consider purchasing one in preparation for the year ahead. Much of the instructional delivery will continue through Microsoft Office (such as Teams) and there is the possibility of quickly moving stages to increased remote learning. Details can be read here on the [5 Stage Framework for K - 12 Education](#)

Proper PE strip is required for those students in a PE course. All students in PE this year will have the opportunity to use a hallway locker during the quarter/period of their PE class.

Aside from PE, the school lockers are unavailable to students to support social distancing and orderly movement in the hallways. Students are not to place personal locks on lockers.

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### **Moved / Moving?**

If you are receiving our updates but are no longer attending Port Moody Secondary, please contact the office as soon as possible and we can remove you from our contact list and if necessary, assist you with your timely registration at your new school.

Once again thank you for the overall prompt response to the return to school survey published in August. If you did not respond to the survey and your child is attending school this coming week then you do not need to communicate anything further. If you did not respond to the survey and are uncertain as to your child's return to school, then please email the school office stating your child's name, grade and that you are unsure of your return to school plans.

Similar to past practice in the first week of school - a student's daily unexcused absence, coupled with no contact from the household, can result in the loss of placement in some or all courses previously assigned.

### **Parent Forms & Fees**

The updated 2020.21 online start of year forms (required & optional) are now available on our homepage under Quick Links > Parent eForms or go directly to KEV School Cash Online. School District 43 uses the KEV School Cash Online for both fee statements and registration forms.

Paper copies for Emergency Preparedness will be distributed to students during the first week. We request all forms be submitted by Friday, September 25<sup>th</sup>.

No student will be denied educational opportunities offered at the school due to financial hardship and if need arises please contact one of the Vice Principals.

### **Student MyEd Portal Access & Transcripts Service**

Student schedules and report cards will be viewable online again this year. This was newly introduced at the secondary level last spring. Students will receive copies of their schedules at the start of the year and further instructions on how to create an online account.

Once accounts are available to be activated, please record your password, and do not attempt a forgotten password more than 3 times. If you do not know your password, select "forgot my password" and reset it. Accounts are locked after 5 attempts. Unlocking your account is not an automated process and instead requires our office staff to manually reset the password and respond to emails that can be avoided.

StudentTranscripts Service ([STS link](#)) is a government site students should become familiar with and bookmark as it is used to:

- View or order your secondary school transcript
- Send your secondary school transcripts to post-secondary institutions
- Order your graduation certificate
- View scholarships awarded by B.C.
- View your provincial exam or graduation assessment results

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### **Port Moody Parent Advisory Council**

Our PAC traditionally meets the first Tuesday of the month in our library at 7:00pm and since March 2020 the meetings have been conducted online. The first meeting of the year will be October 6<sup>th</sup> on Zoom and meeting reminders/ online links to join will be posted in our daily newsletter as we near the date.

### **Digital Learning News!**

All Grade 9 students will be taking Applications of Digital Learning 10 over the course of the 2020-2021 school year. This course includes key learning assignments as well as learning experiences that will be embedded into students' other Grade 9 classes.

Communication, consumption, and creation are central themes of the course. With support, students will learn how to critically consume information presented to them in various digital platforms. They will also learn how to create digital content, including blogs, presentations, infographics, social media posts, videos, and podcasts as they learn how to effectively and appropriately communicate and exchange information, experiences, and ideas with various audiences.

Students and parents will be informed of general course information such as (virtual) course assemblies, course meetings, and additional learning opportunities (e.g. during Flex learning times or via Teams) through the school app on the Digital Learning channel, the school announcements via The Times, and/or via email. Specific class and assignment information will be shared with students via MS Teams.

We're looking forward to connecting with you soon!

Thank you,  
Team DL

Marina Mehai  
Giovanni Valente  
Brent Phillips-Watts  
Anthony Marrello  
Kumi Abercrombie

### **School Calendar**

Our previously published calendar has been removed as we reorganize in relation to the quarter system and Stage 2. For initial start up questions regarding the public calendar please see below:

#### September

- ELL testing will start during orientations and into the week of Sept. 14<sup>th</sup>
- Student orientations will be Sept. 10<sup>th</sup> & 11<sup>th</sup> (schedule previously sent to families)
- Gr. 9 Activity Day is cancelled
- IB Gr. 11 Parent Night: information will be directly sent to parents
- Photo day is postponed as we work with Artona Photography.
- Cafeteria service begins with revised operations on September 28<sup>th</sup> (details to come)
- Meet the Teacher currently postponed. Format, date and time will be announced at the end of the month
- Terry Fox Run & Donation campaign will be a remote fundraising event
- School news ("The Times") will be published Tuesdays and Thursdays starting Sept. 15<sup>th</sup>

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### October

- Club Day and the operations of clubs overall is postponed until October 13<sup>th</sup> when details will be shared to students
- Student Council elections
- Senior Sail currently postponed to the spring.
- PAC Meetings will be online (Zoom) the first Tuesday of the month @ 7pm
- Band camp cancelled
- Autumn Music Concert cancelled
- Scholarship meetings and University information sessions will be remote / online; further details will be posted by Ms. Truax
- Grad Photos process and dates to be determined by Artona Photography

### **Buses, Traffic & Parking**

Translink [Trip Planner](#) (link for public transit service).

The closest bus stops are located on St. Johns Street. The closest SkyTrain station is Moody Centre on the Millennium Line. If ever you have an issue with bus service or scheduling please use the Translink customer service link: <https://feedback.translink.ca/>

Albert Street and the surrounding streets are very busy in the mornings and after school. We appreciate how congested the area is and know that a new bell schedule will take some time to figure out family commuting schedules. Unfortunately, the school is no longer open from “7 to 7” and in making those plans, please do not arrive to school well in advance of your start time or make plans to wait after your last class for a ride. The school does not currently have the open accessibility that many have previously utilized. Students arriving at say, 7:45 for an 8:30 class will need to remain outside until 8:20.

### Drivers:

- Drop off / pick up is at the lower roundabout at the entrance to the student parking lot (highlighted in yellow below)
- In the mornings move towards the curbside of Albert so that staff and district vehicles can drive up Albert Street.
- Above the school sign (highlighted in red below) is parking for staff, preapproved families, and emergency vehicles only.

### Pedestrians:

- Be considerate to the flow of traffic by walking around the drop off area rather than across it
- Be safe and aware of your surroundings. We see too many of you talking to one another or staring at your screen with air pods in as you step off curbs into traffic.



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### **Get Involved!**

The reality of this new start up is that we require some time to reorganize when and how we deliver the historical events and opportunities that makes attending PMSS so enjoyable.

Whether you are coming to PMSS from middle school, or you are new to the area, understand this is now your school and new ideas are encouraged and welcome now more than ever. Do not feel you need to wait until grade 10 to get involved and make a positive contribution. The opportunities at PMSS are dependent on the strength of our community working together and getting involved!

We look forward to seeing you soon.

Yours truly,

Glen Conley, Morgan Breden, Sharon Starr & Brent Taylor