

★ School Start Up Schedule / Orientation

Check your email for a message about your Homeroom Teacher

Tuesday Sept. 7	Orientation for Grade 09 and 12's ONLY 12:00noon - 3:05pm <ul style="list-style-type: none"> ● Homeroom, timetables, meeting teachers... ● School buses arrive between 11:30am - 12:00noon
Wednesday, Sept. 8	Orientation for Grade 10's and 11's ONLY 12:00noon - 3:05pm <ul style="list-style-type: none"> ● Homeroom, timetables, meeting teachers... ● School buses arrive between 11:30am - 12:00noon
Thursday, Sept. 9	<ul style="list-style-type: none"> ● Regular classes begin, bell schedule below ● School busses run before school and after school (only for those families who have signed up – (you can still register through the Saanich District 63 website under 'Programs & Services' and then 'Transportation') ● Picture Day - Blocks 1, 2, and 3 ● Earthquake Drill at the end of Block 3 ● Homeroom between Block 3 and 4
Friday, Sept. 10	<ul style="list-style-type: none"> ● Regular classes in session ● Fire Drill at end of Block 1 ● Homeroom between Block 1 and 2

Purpose of Orientation Days:

- Welcome students back to school and help them feel safe
- Meet staff and reconnect with friends in calm and safe environment
- Help students feel comfortable and safe returning to school with safety reminders & guidelines
- Help students understand timetables and locate classes
- Select locker (optional)
- Distribute timetables and "Student Info Verification Forms" (need to be reviewed, UPDATED, signed by the Parent/Guardian, and return it to the office)

School Entry Process on Orientation Days:

- Grade 9's- Please meet on the back field just before 12:00 pm. We will welcome you there and organize you into your homeroom classes. Parents will receive an email with the Homeroom teacher's name.
- Grade 10's, 11's, 12's- Please go directly to your homeroom classes to start your welcome back orientation. Homeroom classes will be posted along the **horseshoe hallway** at the front of the school if you don't remember.

Full Time In-Person Instruction: The Ministry of Education confirmed in their Tuesday [media release](#) that schools are returning to full-time in-person instruction this September. Claremont will return to the semester timetable and there will be no designated cohorts to schedule.

★ Student Email Address Changes

We will be changing student email addresses from:

student number@students.sd63.bc.ca to *student number*@saanichlearns.ca

If you are already logged into Gmail or Google Drive, your account will automatically change to the new email address. Every time you log in to Google for school, you will need to use your NEW email address @saanichlearns.ca

If you are having trouble logging in, or have forgotten your password, you can get support once you return to school in September.

★ Student Account Login

Usernames are their student numbers when logging into the computer or any Saanich Schools login page. The first step on Google would be to use student number@saanichlearns.ca

Student's accounts all have a password that follows a pattern:

BirthDAY + st + last 3 digits of their student number (birthday has no zeroes in front)

So, for a student who was born July 6 and their student number is 123456

Their password would be: 6st456

★ Class Timetables / Course Changes

- **At the Orientation Days**, - all students who attend their orientation will receive their full year timetables from homeroom and have the chance to submit a course change form where necessary. On the reverse side of each timetable there will be a course change form that can be filled out and submitted on the spot. Take a picture of your timetable if you are submitting a course change request.
- **Course Changes:** It is our hope that there will be minimal changes with student timetables. Those students who requested timetable changes last June should see the changes made on their new timetables. Those wishing any changes to their semester one timetable must have this completed **prior to Monday September 13th**. All course changes must now be completed by filling out the course change form (on the back of every student timetable) and submitting it to the office in the blue bin on the front counter.

★ School Calendar / Year at a Glance

[The Year at a Glance](#) is now posted on the Claremont Website under the Calendar Tab. This document will provide you with all the scheduled dates we currently have on the calendar. We will update the Year at a Glance periodically throughout the year but the "Monthly Calendar" will be updated frequently with current events.

★ Transportation

Bussing for Orientation Days (Tuesday Sept 7th / Wednesday Sept 8th):

Students will be picked as per the Regular morning route starting at 11:00 AM – Routes 5,6,7,10,11,15 with arrivals at Claremont between 11:30-11:55.

Students will depart Claremont between 3:15-3:30 – Routes 6,8,10,11,16

Students are required to register in order to take advantage of riding the school bus, through the following link:

<https://www.sd63.bc.ca/programs-and-services/transportation>

★ Fee Payment in Saanich School District Just Got Easier!

SD63 is excited to announce we are moving to a new online payment system! In an effort to reduce time, money, and paper waste, parents will have the option to pay their children's fees securely online. SD63 will be making the announcement soon regarding the process so watch for this on our website. Fee Payments will not be available until the new payment system is activated. If you have any concerns, please contact Wendi Marshall at 250-658-6672

★ Pandemic Health & Safety Protocols (viewable on the SD63 District Website)

Recently announced were the updated operational guidelines for K-12 schools. Here are some of the highlights:

- As mandated by WorkSafeBC, a new Communicable Disease Program will replace our district's Safety Plan. It will have many similarities to our current plan but will reflect any new measures being implemented in our schools. Ours will be available on our district website early next week.
- Regional Medical Health Officers will now have the authority to implement additional safety requirements at a regional, district or school level should that be required.
- All K-12 staff and students in Gr 4-12 are **required** to wear masks while indoors or on the school bus. K-Gr 3 students are encouraged to wear masks, but this remains the choice of the student and their family.
- General cleaning of the premises, and the cleaning and disinfecting of frequently touched surfaces, will occur at least once in a 24-hour period.
- Staff and students (or their parents if appropriate) are to continue to do their own Daily Health Check and should remain home if they are not feeling well.
- Visitors will still be required to sign-in at the office or front counter to confirm that they are feeling well.
- Our ventilation systems will continue to use high-filtering MERV 13 filters as recommended. Ventilation performance will also continue to be monitored by our Facilities Department.
- School gatherings and events will now align with provincial/regional guidelines. The following activities will now be able to occur:

* School Sports

*Staff Gatherings and Meetings

* Extra-Curricular Activities & Assemblies

*Theatre/Dance Performances

Students are asked to bring a disposable or cloth mask from home every day.

Additional guidance and information can be found in the Ministry of Education document: [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).

★ Picture Days with Lifetouch – September 9, 2021

Picture days happen relatively quickly at Claremont (table below); please note there will be no paper order forms handed out. All students are required to have their photo taken for the MyEd database and for the yearbook. If you wish to order photos you will need to go to "www.lifetouch.ca" for more information after the initial photo sessions have taken place. As well, if your child can not be present for the day, a retake day will be scheduled as the next opportunity.

Thurs, Sept. 9th PICTURE DAY - SMALL GYM	<ul style="list-style-type: none">● Block 1 PE classes will go first● Grade 12's, and then Grade 11's in Block 1● Grade 10's, and then Grade 9's in Blocks 2 and 3
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★ School Code of Conduct

All Students will be asked to review the Student Code of Conduct and we hope parents and guardians will also read this. The information is also available on our website. This document includes information about our expectations and routines and other significant topics. It is very important for all students and parents to have an understanding of the Graduation Program. The graduating students should carefully read the section on our Graduation Ceremony. If you have questions about any of the information please contact the school.

Click here to view the [School Code of Conduct](#)

★ Bell Schedule

Please be advised that our bell schedule has changed from last year due to the fact that we are moving back to the semester system; it would be a good idea for all students to take a quick photo of the image below using their cell phones so that they always have a copy at hand to reference:

Class Bell Schedule 2021-2022			
		<small>September 2021</small>	
Monday - Friday		Class Early Bell Schedule	
Block 1	9:00 – 10:18	Block 1	9:00 – 10:06
Block 2	10:22 – 11:45	Block 2	10:10 – 11:20
Lunch	11:45 – 12:30	Lunch	11:20 – 12:00
Block 3	12:30 – 1:48	Block 3	12:00 – 1:06
Block 4	1:52 – 3:10	Block 4	1:10 – 2:16

Please confirm AM or PM class start times with your Teacher

★ School Supplies

A specific school supplies list is not provided for high school students. Students should be prepared for all classes with a supply of the basics:

- Binders with loose-leaf paper and dividers or Notebooks (one 2” per course recommended)
- HB pencils (or mechanical pencils with sufficient leads)
- Blue or Black pens, non-erasable
- Highlighters (different colors)
- Hand held pencil sharpener
- Large glue stick
- White vinyl erasers
- 30cm ruler
- Pair of scissors
- pencil case
- Calculator with scientific functions, (graphing calculators are not required unless requested for a specific course)
- USB 1GB (or larger) memory stick
- Box of Kleenex to be kept in student locker for colds or allergies

Some classes or teachers may request specific items. Students will be informed of any course specific supplies during the course introduction. These supplies may need to be replenished as necessary throughout the year.

★ Keep Us Updated.

If you move during the school year, get a new address, phone number or email address please make sure you keep us informed. Has your emergency contact or work phone number changed?

Students will come home with a demographic form and it is **extremely important** for the school to have up-to-date information on your child. Please make any changes to this form and return it to the school by Friday September 10th. If your demographic information changes during the school year please let the office know right away so we can keep your information current.

★ Meet the Teacher

Mark your calendar for **September 23, 2021**. "Meet the Teacher" night will be on Thursday, September 23, 2021 at 6:00 pm. This is an opportunity for you to come and spend a few minutes with each of your student's teachers. This will also be our first early closure day. The school day will end at 2:16

★ Stay Informed – Sign up to receive “Forum Posts” by email

Did you know that Claremont has a variety of forums that provide important information that you can subscribe to and have emailed to you? This is a great way to stay connected and informed on all the latest news going on in the school. Under the heading **Parents**, click on **Subscriptions** and select the forums you would like to sign up for.

What are the Forums?

- **Front Page Headlines** – School Spirit, the updates and photos that appear in the center of the front page announcing accomplishments of Claremont Students. *Received in your email only when something is updated.*
- **Daily Chronicle** – the Daily Announcements have information about Clubs, General Information, Sports Teams, Grad, Career Center, Events/Activities and more. *Received in your email daily.*
- **Important News** – Announcements regarding important events that are happening that would not be in the daily news. You will receive information about Events, Report Cards, Parent Teacher Conference Booking, Winter Weather Alerts, Health Notices and more. *Received in your email only when something is updated.*
- It's easy and all you need is an email address! You can also easily unsubscribe to forums if you decide that you no longer want to receive notifications. [Let's get connected!](#)

★ Accidents Do Happen

The school district does not insure expenses for student injuries that happen on school grounds or during school activities. You are responsible for these expenses as a parent or guardian. However, the school district assists families to voluntarily purchase private accident insurance through the Reliable Life Insurance Company. Brochures are no longer distributed to students in September however the information can be viewed on-line at www.insuremykids.com.

★ Attendance

If your student will be absent from school, please leave a message with the name of the student and duration of absence on our **Attendance Email** claremont_attendance@saanichschools.ca or the **Absence Line at 250-658-6666**.

Absent but forgot to call or email the attendance line? If your student has been absent from school and you forgot to call the attendance line please send your student with a note to school and have them bring it to the Attendance Secretary in the office.

Please send your student with a note if they are to be excused from school early for appointments. Students are required to sign out at the office. If you call in an absence for a single block in the morning or afternoon please refer to the blocks as before class, Block 1, 2, 3, 4 or after school.

★ School Volunteer Information

The Saanich School District appreciates the many volunteers who support our students throughout the year. We are committed to providing a safe and secure learning environment for our students and therefore ask volunteers to provide schools with the following information:

Criminal Record Checks

Volunteers are required to complete a Criminal Record Check every three years.

Please apply online to the Ministry of Justice Criminal Records Review Program at <https://justice.gov.bc.ca/criminalrecordcheck> and use Access Code **UV53DWHBYX**. Your Criminal Record Check will be sent to the School Board Office for review. Alternatively, you are able to share the results of a previous CRC completed through the Ministry of Justice within the past three years.

PLEASE NOTE: The Criminal Records Review Program is implementing a new process for Electronic Identify Verification using the BC Services Card. If you are using the BC Services Card to access the online service for the first time you will be directed to activate your card by video or alternatively you can do this in person through Service BC. Once you receive notification from BC Services that the verification process is complete, you will need to return to the eCRC system to complete your request for Criminal Record Check with the Saanich School District. Please see the [eCRC User Guide](#) and [Frequently Asked Questions](#) for more information.

** Applicants who do not have a BC Services Card can visit their catchment school office to complete a 'Volunteer Consent to a Criminal Record Check' Form.

Volunteer Drivers

In addition to completing a Criminal Record Check, Volunteer Drivers are required to complete the following steps each school year:

1. Request a copy of your Driver's Abstract. You can either:
 - a. Apply online: <https://onlinebusiness.icbc.com/cliio/>
 - b. Visit your local ICBC branch. Please bring your driver's license and another form of ID. OR
 - c. Call ICBC on 250-978-8300. Please have your driver's license number ready.
2. Complete [Volunteer Driver Application](#).
3. Bring the completed form to your school office along with a copy of your Driver's Abstract, Driver's License and insurance document.

We greatly appreciate all of our volunteers taking the time to complete this process. All information will be kept strictly confidential. Please feel free to contact your school office for more information.

★ School Locks / Lockers

LOCKERS – Students will be given a “Locker Selection Form” during homeroom on the first day of school. All students will be given instructions on the process for selecting a locker of their choice.

All Students must use school issued locks. All non-school issued locks will be removed and contents will be brought to the office. Students new to School District 63 including International Students will be provided with a lock. Returning students or ROMS students without locks can purchase a new lock for \$10.00 from the Accounting Office. Only locks issued from Claremont or Royal Oak Middle School can be used on lockers.

Once students select a locker they must immediately place a lock on the locker, complete and submit the selection form to the Homeroom Teacher. Students must remain in the chosen locker for security reasons. We discourage sharing of lockers. Lockers will only be opened for the student registered to the locker. Students are not to select a locker until they have a lock to secure it.

We will not be able to provide combinations to locks during the first two days of school. Please remember your combination.

★ The Power of Why – A blog by our Superintendent

Dave Eberwein, Superintendent of Saanich Schools, writes a regular blog called [The Power of Why](#) on a variety of topics most of which focus on public education, leadership, student growth and learning. He writes from a personal perspective often including examples from his own experiences – both positive and negative.

If you'd like to subscribe simply visit the site and provide your email address and you will receive a new post every two or three weeks. You can find him at <https://thepowerofwhy.ca/>

We are all looking forward to a safe and successful start-up to the school year. After last year, we can handle anything! The staff at Claremont are amazing individuals and collectively we will do our best to provide the best education possible for your students in a safe and caring environment. Looking forward to the week of September 7th and another exciting school year.

Sincerely,

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