



# École Secondaire Hugh McRoberts Secondary School

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*"Learning Together . . . Achieving Our Dreams"*

August 2024

Dear McRoberts Students and Parents:

Re: School Opening 2024 - 2025

We hope you have enjoyed the summer break. We at McRoberts would like to take this opportunity to welcome you to another exciting year ahead. We are looking forward to an excellent 2024-25 school year!

Together with the students, staff, and the parent community, we will continue to build upon the strong foundations that McRoberts has already established, and hope that you will play an active role in this development. Please take the opportunity to become involved in the life of the school through your attendance at meetings, your participation in extracurricular events, and your on-going feedback. The student- parent- school relationship is very important to us at McRoberts.

Below please find some information about the upcoming school start up.

## **FIRST DAY INFORMATION**

Tuesday, September 3rd is the first day back for students, and will involve grade assemblies followed by homerooms for students by grade level. Please note that all students are to **report to the New Gym first** at the beginning of their time slot. Please bring a pen to school. Times for assemblies/homerooms are provided below:

- Grade 8 9:30 – 11:30 AM
- Grade 9 & 10 12:00 – 1:00 PM
- Grade 11 & 12 1:30 – 2:30 PM

Regular classes begin September 4th for all grades. For the first week, students are to report to their homeroom at 8:30am each day for a short homeroom, followed by regular classes.

Homeroom lists will be posted **on the windows near the front door by 4:00 PM on Friday, August 30<sup>th</sup>**.

On September 4<sup>th</sup>, students are asked to please bring a pen, pencil and a binder with lined paper to classes. More details about other school supplies needed will be provided by teachers in their classes.

## **STUDENT SCHEDULES**

Students will receive their schedules during homeroom on September 3rd. The school timetable was built based on student choices made last spring. We are a full school, with many waitlisted students. As such, student requests for course changes *will only be considered for strong educational reasons and only if there is space in classes* as we have limited flexibility in our timetable. We will manage any changes that can be accommodated with the least disruption to students and staff so that we can get settled quickly. Counsellors will assist students during the first week of school **by appointment only**, and priority will be given to incomplete schedules. **NEW STUDENTS** who have not yet done their program planning/course selection will need to call the office ASAP to make an appointment with their counsellor for August 29<sup>th</sup> or 30<sup>th</sup>.

### **TIMETABLE AND PLT (PERSONAL LEARNING TIME)**

As you may be aware, McRoberts follows a semester structure. Students will be taking 4 courses for 20 weeks followed by a different 4 courses the following 20 weeks. The timetable will have one rotation mid-semester for both semesters. Please see the bell schedule at the end of this letter.

Personal Learning Time (PLT) Days will be on Wednesdays and Thursdays starting the second week of September (with a few minor exceptions that will be given on the school calendar), and will be explained in detail at the end of this letter for students new to McRoberts. PLT Days will have two extended blocks (A and B) on Wednesdays, followed by two extended blocks (C and D) on Thursdays. The blocks will begin after 100 minutes of PLT time. Students may choose to be on site for their PLT or may choose to work at home during this time. Teachers will be available for help on a schedule that will be provided to students by their teachers. Teachers may make PLT on-site help mandatory for students if they are struggling or falling behind. PLT will also be used for mandatory assemblies and school speakers.

### **SCHOOL FORMS**

Parents are asked to please complete forms which will be distributed the first day of school, and students are asked to return the forms to their homeroom teacher *by Friday, September 6<sup>th</sup> at the very latest.*

(1) Personal Information Release Form

*Please note, these forms are needed to include students' names or photos in the yearbook, newsletters, or the school website.*

(2) Purple Medical Information

In case of an emergency we need to know who to call. Every student needs at least 2 emergency contacts. Any changes during the year should be given to the office staff. Please make sure that any serious allergies are indicated on the form or you may call the office staff to provide any imperative information regarding your child's health/safety.

### **SCHOOL COMMUNICATION**

Most communication from the school will be emailed. To receive information in a timely manner, it is extremely important that the school has updated and current parent and student email addresses and phone numbers. **Please ensure that a current email address has been put on your child's Purple Medical Form and the form is returned to the school by September 6th.** During the year, changes may be made by contacting our office in person or via email.

To receive the latest information about McRoberts, please visit our website regularly at *mcroberts.sd38.bc.ca*. The *Strikers Weekly* will have information for parents and students posted on the Sunday before each week, with updates for the following week's activities and highlights. You are also able to follow us on Instagram (*hugh\_mcroberts*).

### **ATTENDANCE**

Attendance is crucial, as our students' success is important to us. If your child is absent or late, parents are asked to please send a note to the office or phone us. Our early warning number for excused absences or lates is **604-668-6600 Ext. 1**, where you can leave a message. For same day attendance please call before 9:00am. We also have an automated call-out system to notify parents about unexplained student absences that will go out daily at 6pm. **A student needing an early dismissal for any reason must sign out from the office with a note or a phone call from their parent/guardian.**

### **OUR PARKING LOT**

We encourage all students to walk or cycle to school as often as possible. Not only is this healthy and environmentally friendly, it also reduces traffic around the school each morning and afternoon and ultimately makes our parking lot safer. If you live a longer distance away, please check the bus schedules. If you must drive to drop-off or pick-up students,

please enter our parking lot from the driveway closest to South Arm Community Centre (west part of our lot) and drive slowly and carefully (exiting from the eastern exit). In order to keep traffic flowing, do not park in the No Parking/Yellow Zone as a waiting space; instead please park in a parking space if needed rather than holding up the drop off/pick up line. Please give yourself enough time to avoid the rush just before the bell, especially when there is construction in the area or in times of poor weather.

### **STUDENT AGENDA BOOKS**

This year our grade 8s will receive the traditional agenda book and our grade 9 – 12 students will receive an abridged version. These will be distributed during homeroom on the first day of school. This is an excellent source of information about our school rules and policies. It's also a great place to record homework, marks, and upcoming due dates. We strongly recommend both students and parents read through the information at the front of the agenda to begin a successful year.

### **SCHOOL CALENDAR**

Attached to this email is our school calendar. We encourage you to check out our website for the most up-to-date calendar, and we will email a printable calendar to you at the beginning of each month if there are any changes or additions. Please see our current 2024-25 School Calendar attached to this email.

### **LOCKS AND LOCKERS**

We have enough lockers for all students. Grade 8s will all be assigned a locker in their homeroom. Recent trends have shown that not all grade 9-12 students use their lockers. As such, students in grades 9-12 can let their homeroom teacher know if they want a locker for the year, in which case they will be assigned a locker. Lockers are where students can store their coat, lunch, PE strip, school supplies and books. Locks are provided by the school for all grades. Students must use the lock and locker assigned to them. Students should not leave money or valuables in their lockers. Please also keep your combination private so that your things stay secure.

### **WHAT TO WEAR TO SCHOOL?**

Please be respectful of our diverse community and remember we are a place of learning. Clothing worn to school should demonstrate self-respect for oneself and others, and demonstrate respect for the school community. We ask that students do not wear clothing with inappropriate messaging or graphics.

### **GENERAL FEES**

We use School Cash Online for all school fees and other charges. If you have not previously signed up for an account, please do so ASAP. Please see the attached instructions for setting up a new account. General fees will be put on Cash Online starting September 6<sup>th</sup>.

Secondary schools have standardized the costs of general school fees (i.e. student council/activity fees, student agenda books, communication fee) at a total of **\$28.00 per student**. Students are not charged basic course fees; however, there are still charges for some optional activities, workbooks and enrichment projects. There may also be charges for athletic teams, clubs or graduation events. *Enrichment fees* may apply in a course in which a student wishes to undertake an optional project that is beyond the core requirements of the course and which he/she/they will keep. Examples at McRoberts include costs for more elaborate projects and materials in courses such as Woodworking, Textiles and Fine Arts. In addition, students may be charged a fee to participate in an optional field trip. Students who are unable to pay fees due to financial hardship should speak to Ms. Vaughan or their counsellor. Parents will get notifications from Cash Online via email for fee payments.

## **FINANCIAL ASSISTANCE**

Please contact myself directly if you are in need of assistance ([avaughan@sd38.bc.ca](mailto:avaughan@sd38.bc.ca)). As always, all requests will be treated with dignity and your privacy will be respected. We want to work with our families to ensure that our students have everything they need in order to be successful at school.

## **PERSONAL DIGITAL DEVICES POLICIES**

Effective July 1, 2024 the Richmond School District updated its Digital Devices Policy. This policy prohibits personal digital devices during instructional time unless they have been explicitly authorized by the teacher. This includes assemblies, guest presentations and other school sponsored events. We will support the acceptable use of student personal devices for medical, health and accessibility needs. An email will be sent to parents directly from the district this week with the full Policy 104-G (A) Acceptable Use of Personal Digital Devices.

## **PERSONAL VALUABLES**

We remind parents and students that, sadly, the theft of cell phones, bikes and personal items sometimes happens. The school is not responsible for the theft of student valuables. We advise students and parents that valuables should be either left at home or kept in students' possession at all times.

Students who are biking to school are reminded to make sure they lock their bikes to one of the racks at the front or the back of the school. In order to avoid theft, **please use a good lock that cannot easily be cut such as a U-Lock.**

## **SCHOOL PHOTOS**

Photo day is on Tuesday, September 10th. All students will have their photos taken for their Student ID and Yearbook. Families can order photos from Artona online after photo day. Photo Retake Day is Wednesday, October 23rd.

## **IMPORTANT DATES**

To get a good start to the school year, please make note of the following dates:

- |                           |  |
|---------------------------|--|
| • Tuesday, September 10   | Photo Day  |
| • Wednesday, September 11 | PAC Meeting @ 7pm                                      |
| • Thursday, September 19  | Grade 12 Parent Information Night                      |
| • Thursday, September 19  | Grade 8 Information Night                              |
| • Thursday, September 19  | Meet the Teacher Night                                 |
| • Friday, September 20    | Pro-D Day, School Closed                               |
| • Wednesday, September 25 | Grade 8 Day  |
| • Friday, September 27    | Orange Shirt Day                                       |
| • Friday, September 27    | Grade 12 Grad Boat Cruise                              |
| • Monday, September 30    | National Day for Truth & Reconciliation, School Closed |

A September newsletter will be sent out to families with more details on the year ahead later this week. Best wishes for the remainder of the summer, and we look forward to seeing you soon.

Sincerely,



Aviva Vaughan  
Principal

**BELL SCHEDULE & BLOCK ROTATION**

SEMESTER ONE	SEMESTER TWO
September 4 – January 24	January 29 – June 20
Rotation One: Sept. 4-Nov. 8 Rotation Two: Nov. 12-Jan. 24	Rotation One: Jan. 29-April 17 Rotation Two: April 22-June 20

**ROTATION ONE**

MON	TUE	WED	THU	FRI
8:30-9:50 <b>A</b>	8:30-9:50 <b>A</b>	8:30-10:10 <b>PLT</b>	8:30-10:10 <b>PLT</b>	8:30-9:50 <b>A</b>
9:55-11:15 <b>B</b>	9:55-11:15 <b>B</b>	10:20-12:15 <b>A</b>	10:20-12:15 <b>D</b>	9:55-11:15 <b>B</b>
11:30-12:50 <b>C</b>	11:30-12:50 <b>C</b>	12:15-1:00 Lunch	12:15-1:00 Lunch	11:30-12:50 <b>C</b>
12:50-1:35 Lunch	12:50-1:35 Lunch	1:05-3:00 <b>B</b>	1:05-3:00 <b>C</b>	12:50-1:35 Lunch
1:40-3:00 <b>D</b>	1:40-3:00 <b>D</b>			1:40-3:00 <b>D</b>

**ROTATION TWO**

MON	TUE	WED	THU	FRI
8:30-9:50 <b>B</b>	8:30-9:50 <b>B</b>	8:30-10:10 <b>PLT</b>	8:30-10:10 <b>PLT</b>	8:30-9:50 <b>B</b>
9:55-11:15 <b>A</b>	9:55-11:15 <b>A</b>	10:20-12:15 <b>B</b>	10:20-12:15 <b>C</b>	9:55-11:15 <b>A</b>
11:30-12:50 <b>D</b>	11:30-12:50 <b>D</b>	12:15-1:00 Lunch	12:15-1:00 Lunch	11:30-12:50 <b>D</b>
12:50-1:35 Lunch	12:50-1:35 Lunch	1:05-3:00 <b>A</b>	1:05-3:00 <b>D</b>	12:50-1:35 Lunch
1:40-3:00 <b>C</b>	1:40-3:00 <b>C</b>			1:40-3:00 <b>C</b>

## What is Personal Learning Time (PLT)?

PLT at McRoberts consists of two periods of instructional time each week on Wednesday and Thursday, set aside as “self-directed” time for students to learn with teacher support. Students are given choice and ownership over their learning. During PLT time, the school is open to all students, and teachers are onsite. Students will have access to teachers and departments, and a place/space to engage in their learning individually or collaboratively. Staff facilitate a learning environment by providing support if the students need help.

### Guiding Principles for PLT at McRoberts:

1. Is Self-Directed, Self-Managed & Self-Regulated
2. Builds on Individual Passions
3. Supports a Growth Mindset
4. Develops the Core Competencies
5. Promotes Self-Care, Self-Awareness and Good Physical and Mental Health

### Key Points on Personalized Learning Time (PLT)

- All students are encouraged to attend PLT
- Teachers will be available for 100 minutes per week to support PLT
- Teachers may make in-school PLT mandatory for students if they are needing extra support to be successful in those classes
- PLT may also be used for mandatory assemblies, speakers or workshops by grade level

*A range of personalized learning opportunities for students might include (not an exhaustive list):*

Learning Opportunities	Explanation and Examples
Cross curricular and/or project-based inquiry	Students may access support from multiple teachers during PLT to complete projects. <ul style="list-style-type: none"> <li>• <i>Students may seek support from their humanities teacher and science teacher to study the science and social policies regarding climate change</i></li> <li>• <i>Students may access school technology to prepare for a presentation of their passion project or to prepare for GNA/GLA</i></li> </ul>
Enrichment and learning support for individuals or small groups.	Students may seek extra help and/or extend their learning in an area of interest. <ul style="list-style-type: none"> <li>• <i>a small group of students preparing for AP exams</i></li> <li>• <i>a student seeks further understanding of the Truth and Reconciliation Commission</i></li> <li>• <i>a small group of students prepare for a Math or Science contest</i></li> </ul>
Additional learning support	Students may access resource teachers outside of assigned class time in a common area. <ul style="list-style-type: none"> <li>• <i>Students may seek extra help with an English research project on Wednesday PLT and with Science test preparation on Thursday PLT.</i></li> </ul>
Enhancing language acquisition for ELL students across the curriculum	ELL students may use this flexible time to further develop and apply their understanding across different subject areas. <ul style="list-style-type: none"> <li>• <i>Students may access library computers to learn more about common vocabulary needed to fully understand the content in Explorations 11.</i></li> </ul>
Reflection and self-assessment of the Core Competencies	All students are expected to engage with Core Competencies, which can be conducted in different forms. <ul style="list-style-type: none"> <li>• <i>Students may submit a reflection after completing a cross-curricular project.</i></li> <li>• <i>Students may meet with teachers to set goals for a course.</i></li> </ul>
Community service and/or work experiences.	Students may use this time to complete required tasks for community service and/or work experiences. <ul style="list-style-type: none"> <li>• <i>Students may meet with supervising teachers for WEX programs</i></li> </ul>
Fulfillment of CLC and Capstone graduation requirements	Students may use this time to complete required tasks for graduation. <ul style="list-style-type: none"> <li>• <i>students may meet with CLC teachers or their peers to discuss and complete their Capstone projects</i></li> </ul>
Support for “IE” removal, incomplete assignments, etc.	Teachers may ask students to come in to make up missed work or to redo work that has not met the learning standards for the course <ul style="list-style-type: none"> <li>• <i>Students may seek help with their teacher after receiving an interim report and/or report card.</i></li> </ul>