

★ **Start Up Schedule / Orientation – First Week Back to School!**

<p>Tuesday, September 6th Orientation Day #1</p>	<p>Orientation for Grade 09 Students ONLY [12:15 - 3:00pm]</p> <ul style="list-style-type: none"> ● School busses arrive at 12:15 pm ● Gr 9 students go directly to the RIDGE Theatre in main hall ● Gr 9 students will meet staff, discuss timetables and homeroom, be led on school tours, and have lots of opportunities to ask questions ● School Busses leave Claremont at 3:15 pm ● Grade 9 Parents: please check your email by the end of the day this coming Thurs Sept 1st for an intro message from Mr Buckham; if you don't receive the message, that means you will need to update your student's Verification Form with your current email address.
<p>Wednesday, September 7th Orientation Day #2</p>	<p>Orientation for ALL Grades 9-12 [12:15 - 3:00pm]</p> <ul style="list-style-type: none"> ● School busses arrive at 12:15 pm ● Gr 9 students enter the building and go straight to Block 1 class ● Welcoming Assemblies for Grades 10 - 12: Grade 10 – Meet in the Ridge Theatre with Mrs. Laws and Ms. Giese Grade 11 – Meet in the Big Gym with Ms. O'Brien and Mr. Pama Grade 12 – Meet in the Student Parking Lot with Mr. Buckham ● Once assemblies are concluded, students go to homeroom classes to pick up a printed copy of their timetable (take a picture!) and then go through a rotation of Blocks 1-4 with each block lasting for 20min. ● School Busses leave at regular scheduled times.
<p>Thursday, September 8th</p>	<ul style="list-style-type: none"> ● Regular classes begin, bell schedule altered [9:00am - 3:06pm] ● School busses run before school and after school (only for those families who have signed up – (you can still register through the SD63 District 63 website under 'Resources' and then 'Transportation') ● Picture Day - Blocks 1, 2, and 3 (scheduled by class & grade) All Students need photos taken for ID (purchase of package not req'd) ● Homeroom between Block 3 and 4 (Student Verification Forms) ● Earthquake Drill at the end of Block 4
<p>Friday, September 9th</p>	<ul style="list-style-type: none"> ● Regular classes in session [9:00am - 3:12pm] ● Fire Drill at end of Block 2 ● Grade 9 Welcome BBQ in Block 3 ● Grade 12 Welcome BBQ and Group Photo in Block 4

Purpose of Orientation Days:

- Welcome students back to school
- Meet staff and reconnect with friends
- Help students understand timetables, locate classes, and select their locker (optional)
- Distribute timetables and Student Demographic Information (Returned to the Main Office by Friday, Sept 9th)

★ New Student Email

WHAT'S NEW

- Now, all students have email hosted by Microsoft instead of Google
- Students can get to their email by going to <https://mail.saanichlearns.ca>
- Students are starting fresh! Previous emails will be available in Google until December 31, 2022

WHAT'S NOT NEW

- Student email addresses are the same
- They log in with the same username and password
- Everything else in Google remains the same! Accessing Drive, Classroom, Jamboard etc. work the same as before. Google still requires [consent](#) by clicking on this link.

EXTRA INFO

- Google Workspace for Education (GSuite) is here to stay.
- [Click on this link](#) to give Consent for the 2022-2023 school year
- Communication with students through email is important for many staff and this move eliminates the requirement and delay of acquiring consent so that every student receives an email account automatically.
- This opens up the Microsoft 365 platform to students and for you to explore with them in your classroom. It allows us to work on supporting new offerings like Teams Classrooms, Minecraft for Education and more.

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

Username 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](#) (ex: 123456@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

- To all students: **PLEASE remember to take a picture of your timetable** when you first receive it! This will allow you to write changes on the back of the form (if necessary) and submit the form itself
- All students 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. **Changes may not be possible** due to limited space availability in classes as the timetable was built on selections made last spring.
- **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 **no later than Friday September 9th**. 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 “Our School” 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. Stay tuned for updates on how we will provide you with information on monthly events as we develop our new Claremont Website.

★ 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 by 12:15 pm. **Bus Schedule for Tuesday and Wednesday will be posted on the School District [Transportation](#) webpage when available.**

Students will depart Claremont on September 6th at 3:15 – 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://saanichschools.ca/resources/studentsfamilies/transportation>

★ Fee Payment in Saanich School District

In an effort to reduce time, money, and paper waste, parents have the option to pay their children’s fees securely online. You can create an account or access your existing account through the district website at saanichschools.ca. Please click on Resources then Pay School Fees Online. If you have any concerns, please contact Belinda Waller at 250-658-6672.

★ Picture Days with Lifetouch – September 8, 2022

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 on October 27, 2022.

Thurs, September 8th PICTURE DAY - SMALL GYM	<ul style="list-style-type: none">● Block 1 - PE classes, then Grade 12 classes, then Gr 10 classes● Block 2 - Grade 9 classes and then Grade 11 classes● Lunch - Any missing staff/students● Block 3 – LAST CALL for any staff/students
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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 a good understanding of the Ministry of Education 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; 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. It is also available on the Claremont Website under the "Our School" Tab.

Class Bell Schedule 2022-2023			
		September, 2022	
Monday - Friday		Class Early Bell Schedule	
Block 1	9:00 – 10:19	Block 1	9:00 – 10:06
<small>1:19"</small>			
Block 2	10:25 – 11:48	Block 2	10:12 – 11:18
<small>1:19"</small>			
Lunch	11:48 – 12:28	Lunch	11:18 – 11:54
<small>40"</small>			
Block 3	12:28 – 1:47	Block 3	11:54 – 1:00
<small>1:19"</small>			
Block 4	1:53 – 3:12	Block 4	1:06 – 2:12
<small>1:19"</small>			

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 9th. 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 Thursday **September 22, 2022**. “Meet the Teacher” night will be on Thursday, September 22, 2022 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 2:12

★ 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 Locks / Lockers

LOCKERS – Students will be given a “**Locker Selection Form**” during homeroom on the first days 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.

★ 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. Saanich Schools Website Volunteer Information [Link](#)

Sincerely,

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