

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

<p>Tuesday, September 2nd Orientation Day #1</p>	<p>Orientation for Grade 09 Students ONLY (12:00 - 3:12 pm)</p> <ul style="list-style-type: none"> • School busses arrive at 12:00 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 • Grade 9's will also participate in a welcome back BBQ to finish the day. • School Busses leave at regular scheduled times.
<p>Wednesday, September 3rd Orientation Day #2</p> <p>Students must find the location of their Homeroom. Lists are posted in the "Horseshoe Hallway" and Student Lounge.</p>	<p>Orientation for ALL Grades 9-12 (12:00 - 3:12 pm)</p> <ul style="list-style-type: none"> • School busses arrive at 12:00 pm • Gr 9 students enter the building and go straight to Block 1 class; students will take a tour while other grades are in assemblies. • 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, <u>students go to homeroom classes</u> 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 4th</p>	<ul style="list-style-type: none"> • Regular classes begin. See Bell Schedule below (9:00am - 3:12 pm) • School busses run before school and after school (only for those families who have signed up. If you have not signed up contact the Transportation Department: www.saanichschools.ca under 'Resources' and then 'Transportation') • Combination Earthquake and Fire Drill at the end of Block 3 (1:40pm)
<p>Friday, September 5th</p>	<ul style="list-style-type: none"> • Regular classes in session (9:00am - 3:12pm) • Grade 9 Scavenger Hunt in Block 1, leading into an Assembly in Block 2 • Grade 9 Welcome Session in Block 3 • Grade 12 Welcome BBQ, Pinnie Handout 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
- Hand out Student Demographic Verification Forms, Locker Forms, Year at a Glance.
- Demographic and Locker Forms must be returned to bin on the office counter by Friday, September 5th

★ Bell Schedule

Please be advised that 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 2025-2026			
September 2025			
Monday - Friday		Class Early Bell Schedule	
Block 1	9:00 – 10:19	Block 1	9:00 – 10:06
Block 2	10:25 – 11:48	Block 2	10:12 – 11:18
Lunch	11:48 – 12:28	Lunch	11:18 – 11:54
Block 3	12:28 – 1:47	Block 3	11:54 – 1:00
Block 4	1:53 – 3:12	Block 4	1:06 – 2:12

Please confirm AM or PM class start times with your Teacher

★ 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) If you are coming from a different district your student number is the same and then you must add @saanichlearns.ca

Student's accounts all have a temporary 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

NEW STUDENTS: go to the **Claremont Website** select **STUDENTS** and then **STUDENT LINKS**

[Select Link here](#)

Step 1 Select "UPDATE PASSWORD" ICON

Enter Username

Use Temporary Password (example above)

Change to New Password

ALL STUDENTS – Must set up or renew Google Consent

Step 2 Select "GOOGLE CONSENT" ICON

Enter Username

Use New Password

Google Workspace for Education – Select Drop Down and Click "Yes, I consent"

Step 3 – To view timetables or report cards – Login to reporting.saanichschools.ca

****** If you have forgotten your password any teacher can reset your password for you.

It takes approximately 15 minutes for the change to be processed in the system.

All Students must Set Up or Renew your "Google Consent" or you will NOT be able to use computers at School until this is done. Consent Expires Sept. 30

★ Parent Account Login – Brightspace Parent & Guardian Portal

Brightspace is an online learning management system that can be used as a gateway to the classroom, offering a secure and password-protected space to share insights into student learning. Parents/Guardians can set up their Brightspace account using the email address that is registered with our Claremont school office. This is where you will find timetables, learning reports (4 times per year) and other important student related information.

To create your account please use the following [LINK](#) or go to the parent tab on the Claremont Website (scroll down to Account Login/Setup Guide and follow the steps to make an account. If you are having challenges PDF Resources are available at the bottom of the page - Account Setup Reference Guide and Parent Portfolio App)

★ 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 5th. 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 11, 2025**. “Meet the Teacher” night will be on Thursday, September 11, 2025 at 5:00 pm. This is an opportunity for you to come and spend a few minutes with each of your student’s teachers and hear about the scope of each class. This will also be our first early closure day. The school day will end at 2:12

- Parents must take a picture their student’s timetable and bring it with them. No timetables are printed.
- 5:00 – 5:30 Meeting for Grade 9 parents and parents of students new to Claremont in the Ridge Theatre
- 5:30 – 7:30 Class Rotation to meet teachers and receive an overview of what will be taught in class and teacher expectations. These are group meetings and not individual appointments.

★ Fee Payment in Saanich School District

In an effort to reduce time, money, and paper waste, statements will be emailed to parents and parents have the option to pay their children’s fees securely online. Please keep us updated if you change your email address. 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 250-658-5221 local 81572.

★ School Calendar / Year at a Glance / Events

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. You will also find a monthly calendar and icons with details on our events on our Calendar/Year at a Glance/Events Page.

★ Accidents Do Happen

Students are actively involved at school - from the playground to organized sports - and sometimes accidents do happen. The school district does not provide insurance for any losses or costs that arise from such accidents and we strongly recommend that parents consider purchasing student accident insurance. Two plan options are provided at this link to our [district website](#).

★ Class Timetables / Course Changes

To all students: **PLEASE remember to take a picture of your timetable** when you first receive it!

- All Grade 10-12 students will receive their full year printed timetables from homeroom; All Grade 9's will receive timetables on the Tuesday, September 2nd orientation. Students who require course changes should come to the main office front counter to pick up a Course Change Form. Take a picture of your timetable in the event that you misplace your paper copy. **Changes may not be possible** due to very limited space availability in classes as the timetable was built on selections made last spring. **Priority will be given to those students who require major changes and/or are missing required courses.**
- **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 5th**. All course changes must now be completed by filling out a course change form and submitting it to the main office in the blue bin on the front counter.

★ Transportation

Bussing for Orientation Days (Tuesday Sept 2nd / Wednesday Sept 3rd):

Students will be picked as per the Regular morning route with arrivals at Claremont by 12:00 pm.

This message comes from our Transportation Department: If school starts at 12:00 noon instead of the normal 9:00AM time you need to back up the bus route from 12:00 noon. If you get the bus at 8:20AM and arrive 8:50AM at school, then the bus should be there at 11:20 to get to school for noon. Please note busses maybe running behind on Tuesday as they also have to take elementary and middle school students' home between 10:00 and 11:30

Students will depart Claremont on September 2nd and 3rd at Regular Scheduled times –

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>

Student Bus Passes for **all registered riders** will be available to be picked up as follows: **Grade 9** students on Tuesday, September 2nd from 1:15-1:45 outside the main school entrance. **Grade 10-12** students on Wednesday, September 3rd from 12:45 – 1:15 outside the main entrance to the school.

★ 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** by calling our main phone line at 250-658-5221 and selecting Option 1 for Attendance.

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. All 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.

★ Picture Day with Artona – September 10, 2025

We are excited to have chosen Artona to be our new School Photographers. They are a family run business out of Vancouver BC and have been doing photography since 1909. We are in good hands. Picture days happen relatively quickly at Claremont (table below); please note there will be no paper order forms handed out, on Photo Day students will be provided with a QR Code and an Access Code, don't worry there is a process if they lose the Access Code. All students are required to have their photo taken for the MyEd database and for the yearbook, this is no cost to parents. Full details on how to order will be available after the initial photo sessions have taken place, photos will be online within 48 hours. As well, if your child cannot be present on this day, a retake day will be on October 16, 2025. Students should be dressed in clothing suitable to a school learning environment. (See Dress Code in Code of Conduct)

All Students need photos taken for ID (purchase of package not req'd)

Wed, September 10th PICTURE DAY - SMALL GYM	<ul style="list-style-type: none">● Block 1 - PE classes, then Grade 10 classes, then Gr 9 classes● Block 2 - Grade 12 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](#)

★ 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 lead)
- 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)
- Box of Tissues 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.

★ 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 if they choose to have one. All unassigned and open lockers will be locked with a reverse lock. These are available if a student should choose to have one at a later date. **LOCKERS ARE NOT MANDATORY**

All Students must use Claremont 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 or from ROMS can purchase a Claremont lock from the Accounting Office. New Claremont locks are \$12.00 or a Used Lock is \$5.00 (if available). Only locks issued from Claremont that we have combinations for can be used on lockers; If a student has a **black coloured lock from ROMS** unfortunately they will not be able to use it and will need to go to the Accounting Office to purchase a new or used **Claremont Lock**. Students will use this lock for the duration of their time at Claremont.

Once students select a locker they must immediately place a lock on the locker, complete and submit the selection form to the Blue Bin on the front office counter. 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.

**** 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. You must bring two pieces of ID and one must have picture.**

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/clio/>
 - 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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