



# ÉCOLE SECONDAIRE BELMONT SECONDARY SCHOOL

3041 Langford Lake Road Victoria, BC V9B 0L9 Canada

Tel (250) 478-5501 Fax (250) 478-2879

January 20, 2023

Dear Belmont Students and Families,

We look forward to each student continuing to work hard to meet their full potential right up until the end of semester 1. Our last day of classes for this semester will be **Friday, January 27<sup>th</sup>**. **Monday, January 30<sup>th</sup>** is set aside for catching up on incomplete work, engaging in deeper learning, and for teachers to prepare for semester 2. **Students have the option of attending school on Monday the 30<sup>th</sup> by pre-arranging appointments** with their teachers. Teachers may also ask students to attend if they feel a student would benefit from additional learning time.

Semester 2 begins on **Tuesday, January 31<sup>st</sup>**. Student timetables are available on the MyEd [student portal link](#) and [parent portal link](#). Students should check their schedules on the **evening of January 30<sup>th</sup>** as counsellors may have made small adjustments to balance class sizes. **If students have questions about their semester 2 courses, they should contact their counsellors in this [link](#) now.** Please note that student schedules were developed from their requests last year, and most classes are full. Course changes will not be entertained after the beginning of semester 2.

Grade 9-11 families have received an email that outlines the course selection process for 2023/24. This is a good time for grade 10 and 11 students to begin researching post-secondary options so that they can select courses that fulfill prerequisites. Careers teachers and Counsellors can support students who are wondering how to begin this research. All current Grade 9-11 students will complete an Indigenous focused course as part of their graduation requirements. Additional information about this important area of study can be found in our course selection booklet and in this [video](#).

The following two pages contain orientation highlights, most of which were also sent in August. Please use this information to refamiliarize yourself and get ready for a fresh start on January 31<sup>st</sup>.

Yours Sincerely,

Laura Fulton, Ryan Dubé, Melissa Horner and Stephen McHugh

## Belmont Secondary School – Orientation Highlights

### Support

Parents and students are encouraged to reach out to classroom teachers frequently for information and support. Students are also assigned a Vice Principal and a Counsellor:

#### Last names A-Gh:

Vice Principal: Ms. Horner

[mhorner@sd62.bc.ca](mailto:mhorner@sd62.bc.ca)

Counsellor: Ms. Pettigrew

[spettigrew@sd62.bc.ca](mailto:spettigrew@sd62.bc.ca)

#### Last names Gi-N:

Vice Principal: Mr. Dubé

[rdube@sd62.bc.ca](mailto:rdube@sd62.bc.ca)

Counsellor: Ms. Kiefert

[mkiefert@sd62.bc.ca](mailto:mkiefert@sd62.bc.ca)

#### Last Names O-Z:

Vice Principal: Mr. McHugh

[smchugh@sd62.bc.ca](mailto:smchugh@sd62.bc.ca)

Counsellor: Ms. Sandberg

[rsandberg@sd62.bc.ca](mailto:rsandberg@sd62.bc.ca)

Information about [counselling services](#) can be found [here](#). Students with Individual Education Plans will be contacted by their Support Teacher.

### Communications During the School Day

We ask that parents do not contact students during class time unless it is an emergency. During instruction, we encourage students to keep cellphones in their locker or backpack so that they can be fully attentive to their schoolwork. Our front office is always available during school hours and can contact your child in class if you need to urgently reach them.

### Contact Information

Please check your contact details in the Parent Portal - [click here for instructions](#). If you have updates or changes please email us at [belmont@sd62.bc.ca](mailto:belmont@sd62.bc.ca) to provide us with those details. **It is imperative that all families have accurate information on file as well as a pick-up plan for their children in case of inclement weather, or emergency.**

### School Year Calendar

The school year calendar that outlines instructional days, holidays and non-instructional days be found [here](#).

### Medical Alerts

Please inform Mr. Stephen McHugh (VP) at [smchugh@sd62.bc.ca](mailto:smchugh@sd62.bc.ca) if your child has any medical conditions of which the school should be aware. If your child is anaphylactic or diabetic, you will be contacted by the school to update your child's anaphylaxis action plan or medical action plan. If your child requires medication during school hours, you will be asked to complete a medication administration form.

### Transport

Students who have registered with transportation should have received an email outlining their route, bus number and estimated times by the end of July. If you believe the information is incorrect or you did not receive the information please contact the School District Transportation Department at [bussing@sd62.bc.ca](mailto:bussing@sd62.bc.ca).

### Parking & Student drop off and pick-up

We ask students to walk, bike ride, take a school or city bus to school. Our school has extremely limited parking. Students should not expect to park in the school parking lot, if they choose to drive to school. Overflow parking is available at lower Goudy and along the Langford Parkway.

To lessen traffic congestion in the morning and after school, our parking lot often becomes a safety concern because of the number of parent vehicles dropping off students. We encourage parents dropping off or picking up students to do so from one of the pull-out areas along the Langford Parkway or from Glen Lake Road area.

### Lockers

Lockers were made available via an app starting in September. Please see the office if you require a locker and have not been able to access the app.

## Online Student Consent

Parents & Guardians - Please visit the [online consent portal](#) to provide and/or review consents for your children. Consents include:

- Na'tsa'maht Indigenous Education
- General Consent for local/walking fieldtrips
- Google Apps For Education (G Suite)
- Internet Access
- Media Release
- Online Learning Platforms Release
- KEV School Cash Online
- MyBlueprint; Freshgrade

## Fees

School fees can be paid through the **KEV School Cash System** at <https://sd62.schoolcashionline.com>. The Sooke School District 2022/2023 fee schedule can be found [here](#). If you are experiencing financial hardship, please contact your Vice Principal to discuss how we can support you.

- After consenting to School Cash Online, wait 24 hrs. before logging in and attaching your children.
- Create account login/password by choosing "Get Started Today".
- Students are encouraged to create an account as well.
- You will need to know the student's PEN number (on the report card) in order to complete this process.

## Code of Conduct

The Sooke School District Secondary School Code of Conduct can be found [here](#). Please review this with your child. Please note that smoking and vaping are not permitted anywhere on school district property and students are also expected to respect bylaws and neighbours.

## Attendance

Regular and punctual student attendance is foundational to student success and engagement. Consistent attendance is the responsibility of the student and parent/guardian. Details regarding district-wide student attendance guidelines at secondary school can be found [here](#). To report an absence or late arrival, please call our attendance line at 250-478-5501 and follow the prompts to leave a message or email [belmont@sd62.bc.ca](mailto:belmont@sd62.bc.ca).

Student employment can be an important part of a young person's learning and growth. However, after school jobs need to be balanced with schoolwork. Students should ensure that they are scheduling work shifts well after the school day has ended, as we need students to be in attendance until the end of the day. We encourage students and families to continue discussing how to strike the right balance between personal wellness, homework and commitments outside of school.

## Resolving Concerns

Guidelines for resolving concerns can be found on the [school district website](#). As a general guideline, communication should remain as close to the 'source' as possible. For example, if the topic pertains to something within the classroom, speak to the classroom teacher.

Please note that we require parents to pre-arrange phone or in person appointments with staff. Teachers, Counsellors and Vice Principals have busy schedules and we want to make sure they can set aside the time needed to meet with you.

## Stay in Touch!

Our District supports all schools with an App that can be found through the QR code below or through the link: <https://belmont.appazur.com/help/get-the-app>



We will also continue to update our website regularly. The [Belmont Bulletin](#) is our bi-monthly e-Newsletter that students and families can review throughout the school year