



Belmont Secondary School
3041 Langford Lake Rd, Victoria, BC, V9B 0L9
(250) 478-5501 | belmont@sd62.bc.ca
<https://belmont.web.sd62.bc.ca/>

August 24, 2023

Dear Belmont Families,

We are excited to welcome you to the 2023/24 school year!

The school year begins on Tuesday, September 5th for grade 9s (9:00am-11:50am) and for all grades (9-12) on Wednesday, September 6th (all students will attend the full day). The information included in this letter will assist you in preparing for the school year. Remember to check our [school website](#), [school app](#), and the [Belmont Bulletin](#) regularly for more information and updates.

Our office will be open and receiving calls and emails from 8am-3pm August 28th-31st.

Opening Week

Tuesday, September 5th – Opening Day (Grade 9s only, Half Day)

8:30-9:00 am- Students will be greeted by staff in front of the school and be directed to their A Block class. Information regarding how students access their schedules is below. There will be lots of signage and staff and student leaders on site ready to help anyone needing assistance.

9:00-9:40 am- A Block
9:45-10:25 am- B Block
10:30-11:10 am- C Block
11:15-11:55 am – D Block
Dismissal

Wednesday, September 6th & Thursday, September 7th (all students, all day)

All students will begin their day in their A Block class. Information regarding how students access their schedules is on the next page of this letter.

Block order: ABCD ([regular bell schedule](#))
School begins at 9:00am, lunch from 11:50-12:30, school ends at 3:20pm.

Friday, September 8th (all students, all day)

Block order: ABCD ([regular Friday bell schedule](#))
School begins at 9:00am, lunch from 11:22-12:02, school ends at 2:24pm.

Student Course Schedules

Draft schedules will be available in the [Student and Family MyEducation BC portal](#) on Tuesday, August 29th. **Schedules are subject to change depending on class size and other factors. Final schedules will not be available until the first day of classes. All students will need to check their schedule for any changes on the portal on their first morning of school.**

Instructions on how to access the portal and view your schedule can be found [here](#). If you have difficulty accessing your account, you can view instructions on resetting your password [here](#) (make sure to use the 'forgot my password' link and keep in mind that you need to remember the email address you usually use to sign into the portal). Students new to BC will receive an email from the school by September 1st.

There will be extra help available on the first morning of school, particularly for grade 9s who may not be as experienced with the portal as grades 10-12.

Counsellors have done their best to create schedules that will lead to success, but we rely on you to identify errors. Please look for missing graduation or post-secondary requirements, blocks without a scheduled course, or "see counsellor" notes. Usually, these indicate that we have done our best to fulfil your requests but need more information.

Students are responsible for researching their post-secondary options and ensuring that they have selected and are registered in courses that are prerequisites for post-secondary programs. Careers Teachers and Counsellors can help guide students towards post-secondary resources.

Counsellors will be available for phone appointments through the [online appointment booking system](#) on **August 29th-30th to meet with grade 12s** for the following reasons:

- Incomplete schedule (fewer than 8 courses)
- Grad credit concerns

Counsellors will also meet with students in **grades 10 & 11 who have incomplete schedules** as all students must be registered in a course in each block.

All other questions will be addressed after school starts. A reminder that we do not accommodate "teacher shopping" for students who want a certain teacher or to be in a class with their friends.

If you have difficulties with the online booking system, email your phone number to your counsellor.

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
Counsellor: Mr. Robertson
TRobertson@sd62.bc.ca

Last names Gi-N:

Vice Principal: Mr. Smith
crsmith@sd62.bc.ca
Counsellor: Ms. Kiefert
mkiefert@sd62.bc.ca

Last Names O-Z:

Vice Principal: Mr. McHugh
smchugh@sd62.bc.ca
Counsellor: Ms. Sandberg
rsandberg@sd62.bc.ca

Information about counselling services can be found [here](#). Students with Individual Education Plans will also be assigned a Support Teacher, who will connect with students and families in September.

School Year Calendar

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

Picture Day

School Photos will be taken on **September 22**. Retakes are on **October 27**.

Lunchtime & Belmont Bistro

For those who would like to purchase lunches at the school, the cafeteria will be open for service later in September. Students should plan to bring their own lunches until the cafeteria is operational.

Belmont is an 'open campus' at lunch, meaning that students can leave school property during this time. However, they must be on time for their class after lunch. There is generally not enough time to purchase lunch from a neighbouring business.

Medical Alerts

Please inform Mr. Stephen McHugh (VP) at 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 work with 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.

Parent/Guardian 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 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 Hours

Belmont's bell schedule can be found [online](#). Students need to plan to be at school by 9am and leave school by 4pm unless they are scheduled into an after-school class or activity with a Teacher or Community Coach. Students who have activities later in the evening do need to go home between 4 pm and the start of their activity as we do not have supervision on site for extended wait times.

Attendance Reporting Absences

Regular and punctual attendance is a vital part of student success. District attendance guidelines can be found at the [Code of Conduct link](#) (scroll down). If your child is ill or needs to leave for an appointment, call our attendance line at 250-478-5501 and follow the prompts to leave a message or email belmont@sd62.bc.ca. We mark these as excused absences. Parents can check their student's attendance through the [My Ed parent portal](#). If a parent has concerns, please contact your child's Teacher, Counsellor, or Vice Principal of record.

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.

Parking & Student drop off and pick-up

We ask students to walk, bike, or take a school or city bus to school. Students who choose to drive will be asked to park in the overflow parking available at the lot below Goudy Field and along the Langford Parkway.

To lessen traffic congestion in the morning and after school, we encourage parents to drop off or pick up students from one of the pull-out areas along the Langford Parkway or from the Glen Lake Road area.

Lockers

Lockers will be made available via an app starting in September. The locker app will be available to Grade 9s during the first week of school. The system will open to grades 10-12 during the second week. Students will receive instructions via email. All students who sign-up for a locker will be issued a Belmont lock that they are required to use.

Online Student Consent

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

- General Consent for local fieldtrips
- Google Apps For Education (G Suite)
- Internet Access
- Media Release
- Na'tsa'maht Indigenous Education
- School Cash Online
- SpacesEDU
- Web-based Applications
- MyBlueprint

Fees

School fees can be paid through the **KEV School Cash System** at <https://sd62.schoolcashonline.com>. The Sooke School District 2023/2024 fee schedule can be found [here](#).

- 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.

Cell Phone Use

Belmont has implemented cell phone guidelines in most of its classrooms with the goal of fostering an environment conducive to learning and student success. Students will be asked to place their cell phones in a cell phone holder as they enter a classroom or leave their cell phones in their backpacks or locker. Families needing to urgently contact their child can contact the office at (250)478-5501. [More information can be found here.](#)

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. In addition to disciplinary actions, any students engaging in this unhealthy activity will be encouraged to visit the Wellness Centre.

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.

On behalf of all Belmont staff, we look forward to seeing you!

Sincerely,
Laura Fulton (Principal)