

Glencoe DHS

SEPTEMBER 2021



PRINCIPAL'S MESSAGE

Hello Parents and Guardians:

Welcome to the 2021-2022 school year! This year promises to be a school year like no other! We are very excited to have our students back, however, we are also thoroughly prepared to maintain all health and safety protocols. The safety of our students and staff is a high priority while we also work towards continuing the quality instruction and assessment that Glencoe DHS is well known for. We look forward to working with our parents/guardians and students as we navigate through this historic year. Please do not hesitate to contact the school if you have any questions of clarification.

Tom Maloney, Principal
Glencoe District High School
Email: t.maloney@tvdsb.ca
Phone: 519-287-3310 x 67694

PLEASE VERIFY CONTACT INFO AND CONSENTS ASAP

The [Parent Portal](#) is now open to go in and verify that your student(s) contact information is correct (if it's not please email t.harvie@tvdsb.ca or c.brooks@tvdsb.ca ASAP with the changes) and to confirm all medical information and sign consents. It's vital that this information is current before school starts. If you need assistance logging into your Parent Portal please email t.harvie@tvdsb.ca.

STUDENT SAFETY IS OUR FIRST PRIORITY!

COVID SELF ASSESSMENT

Staff and students are expected to record their self-assessment daily (same as last year). [Click here](#) for the direct link. Students should save this link to the Home Screen of their cell phone so they can access it quickly every morning. QR codes are also visible throughout the school to scan upon arrival like we did last year.

If a staff member or student tests positive a return to school will require a negative test and 24 hours without symptoms or 14 day self-isolation. Further instruction will come from TVDSB.

MASK POLICY

All high school staff and students are required to wear a mask while on the bus and while at school. All staff are required to wear masks and PPE provided by TVDSB.

PROPER HAND HYGIENE

[Please follow proper hand washing protocol](#) when washing your hands.

2021-2022 DAILY SCHEDULE

Semester 1 (September 7, 2021 - February 4, 2022)

Week 1

Period 1 - 9:00am - 11:40am

LUNCH - 11:40am-12:30pm

Period 2 - 12:30pm-3:05pm

Week 2

Period 3 - 9:00am - 11:40am

LUNCH - 11:40am-12:30pm

Period 4 - 12:30pm-3:05pm

Week 1 and Week 2 will alternate throughout Semester 1.

*****Semester 2 schedule is to be determined.**

COURSE/TIMETABLE CHANGES

As you can imagine this has been a massive undertaking by our Principal and Guidance Department. For timetable questions and to make any course selection changes please email Tracy Harvie at t.harvie@tvdsb.ca and your name will be placed on a list. Please include the best number to reach you at and Ms. Kading will call you when it's your turn. We appreciate your patience.

CHROMEBOOKS

Class sets of Chromebooks are available. Students will not have the opportunity to take devices home this year. All teachers will maintain a Google Classroom or use the Brightspace Platform.

CELL PHONES

Cell phones are not allowed in any classroom without teacher permission. We ask that parents/guardians only text/call their student during break times so not to interrupt the learning environment. See the Daily Schedule above.

SCHOOL SUPPLIES

Students should come prepared with writing utensils and paper. Class sets of Chromebooks are available while at school but if a student has their own device, they are welcome to use it. It's the responsibility of the student to take care of it and keep it secure.

ENTRY & EXIT PROTOCOL

Visitors and/or guests will not be permitted entry unless they have been approved by the Principal. See [MAP](#) here. Students are asked to enter and exit at the doors closest to their lockers.

LOCKERS

Lockers are assigned and open! Please see your locker assignment in the Parent/Student Portal. Grade 9 and Grade 10 students have locks assigned to them and are available for pick up in Guidance. Grade 11 and Grade 12 students should bring the locks they have used before on the first day. If you cannot locate your lock, Mrs. Brooks has them for sale in the Main office for \$5.00. If you cannot remember your combination, please email c.brooks@tvdsb.ca the serial number on your lock and she will look it up for you.

- Grade 9 lockers are assigned in the main hallway between Rooms 17-27
- Grade 10 lockers are assigned in the hallway between Rooms 1-5
- Grade 11 lockers are assigned in the main hallway between the boys bathroom - Room 17 and back tech hallway
- Grade 12 lockers are assigned in the back tech hallway
- Victory Lappers are assigned around the water refill station/café entrance

If you cannot locate your locker, please see Mrs. Harvie in Guidance.

HALLWAYS & CLASSROOMS

- Directional arrows have been installed throughout the building.
- Classroom doors will be OPEN and lights TURNED ON at all times.
- Hand sanitizer dispensers will be available in ALL classrooms.
- AM/PM stickers will be placed on all desks and worktables in the Tech Department.
- The LIBRARY is the designated space for students to go during any SPARE PERIODS.

BREAKFAST CLUB/CAFETERIA

Due to gradual re-opening our Breakfast Club will continue but only with pre-packaged foods like granola bars and juice boxes. The cafeteria kitchen will be closed until further notice. Food and drinks will not be available in the vending machines.

LUNCHTIME

Due to gradual start up, students will eat lunch in their classrooms as space in the cafeteria is limited for the time being. Classrooms that cannot have food/drink will eat in a designated area in the cafeteria. (For example – Science and Technology classrooms cannot have food/drink in them for safety reasons so students will be relocated). Microwaves will not be available until further notice. Vending machines are not available at this time.

Students may leave GDHS to go uptown for lunch but are required to be back in class by 12:30PM sharp. The exterior doors will be locked at 12:30PM.

WATER FOUNTAINS

Water fountains will NOT be accessible, only our bottle refilling station can be used which is located outside the cafeteria. Please bring your own re-usable water bottle or [one can be purchased in the Main Office for \\$20](#). Please mark your water bottle so you can identify it as yours.

FITNESS/WEIGHT ROOM

With the gradual start up the Fitness/Weight Room will only be available to those taking Phys Ed. We are hoping that as the year moves forward, we can open the Fitness/Weight Room at lunch and before/after school. We will release that information as it becomes available.

IF YOU ARE FEELING ILL WHILE AT SCHOOL

Schools are required to have an ISOLATION ROOM for any students who may come down ill while at school. Our designated Isolation Room is ROOM 12 which is located at the southwest doors by the Quest Centre. If a student comes down ill, then parents will be notified and will be required to pick their student up immediately from that entrance. [See map here](#). Siblings of the isolated student must also go home. Parents should have a plan in place for immediate pick up should this happen.

SCHOOL MESSENGER APP

When reporting your student(s) absence please use the SchoolMessenger App. [Click here](#) for more information. If you have a student moving into Grade 9 you may need to uninstall the app and reinstall to show your student at GDHS.

ATTENDANCE

Attendance and seating plans are critical this year in case contact tracing is required. ALL parents are asked to notify the school immediately if your student(s) will not be attending.

ALL students are asked to comply respectfully to seating plans.

Some courses are at maximum now and there is little or no room for adjustments. If however, a program must be altered, Ms. Kading will make every effort to adjust schedules. Students are required to make an appointment with Guidance and follow the current schedule until Ms. Kading can make the appropriate changes.

SAFE ARRIVAL POLICY

The Safe Arrival Policy is designed to confirm the safety of students in the case of an unexplained absence. Parents/Guardians are required to notify the school about any absence or lateness involving their child(ren). Students under 18 years of age cannot write their own notes or call themselves in absent. A call from our Automated Attendance system will take place for students if they are absent for their first period. All students will need to report to the Principal regarding their unexplained absence.

Attendance is taken each period and submitted to the office so that absences can be verified by the attendance staff. Reported absences will be reconciled against the attendance that day and discrepancies will be investigated immediately. In situations of several unexplained absences, the school attendance counselor will be notified.

ATTENDANCE & SUCCESS IN SCHOOL

One of the most accurate predictors of school success is attendance. Students who attend regularly succeed more frequently and to a higher degree than those whose attendance is irregular. The responsibility for attendance is a partnership between the home and the school.

UNEXPLAINED ABSENCE PROCEDURE

Students must either be signed out through the Attendance App, or parent/guardian may call the Attendance Line.

ATTENDANCE EXPECTATION

Students are expected to be on time for every class. Being on time is crucial for a student's individual academic success and, as stated in the Education Act, (Reg. 298) "... a pupil shall... attend classes punctually and regularly."

PARENT/STUDENT PORTAL UPDATE

The Parent Portal has become a VITAL part of communication between TVDSB/GDHS/PARENTS. Visit glencoe.tvdsb.ca, click on **Parents OR Students tab**, and then **Parent or Student Portal**.

Parents/Guardians: If you have given the main office an email address you can activate your Parent Portal through the portal page.

Students: To **login**: 1st 4 letters of your last name 1st 4 letters of your first name last 3 numbers of your student number. Network User Name example: John Smith would be: smitjohn123. Network Password is his 9 digit number.

If you are having any issues logging into your Portal, please email Tracy Harvie at t.harvie@tvdsb.ca.

NETWORK STUDENT LOGIN INFO

Login: smitjohn### (1st 4 letters last name, 1st 4 letters first name) plus the last three numbers of your Student Number
Password: your student number (no hypens)

Please DO NOT share your username and password.

BATHROOM PROTOCOL

While using any of the [bathrooms](#) at school, please continue to respect all physical distancing protocol. Students are not allowed to congregate in the bathrooms. Grade 9 & 10 girls are to use the bathroom at the front of the school and Grade 9 & 10 boys are to use the boys bathroom across from the staff entrance in the gym hallway. Grade 11 & 12's are to use the two bathrooms back by the cafeteria on either side of the water refill station.

BUS SCHEDULES AND DELAYS

For bussing information and to find out if buses are delayed or cancelled and the policies, please visit www.mybigyellowbus.ca.

EXTRA CURRICULAR ACTIVITIES

Extra-curriculars are back but will be slightly delayed! Stay tuned for more information as it becomes available. Our staff is working hard to come up with a plan for what it will exactly look like. All 3 A's still apply once reinstated.

Defining a Student in Good Standing: The "3" A's

1. **A.ttendance** - If the student skips any class the day of a game he/she will not play in that game. Unexplained Lates = Skips. Five accumulated skips you will be benched. Six skips you will be referred to Eligibility Committee.
2. **A.ttitude** - The student must display good attitude at all times.
3. **A.chievement** - The student must reach acceptable goals, be responsible and put forth a good effort.

STUDENTS' COUNCIL

Stay tuned for Students' Council details! We will release dates as they become available.

SPORTS EQUIPMENT

Sporting equipment will be cleaned according to guidelines.

ANONYMOUS REPORTING (mental health issues, bullying, vandalism, incidents)

We want to continue a positive relationship with the Town of Glencoe. The Town of Glencoe is a business community and as such anyone in the town should be there for business purposes. Students who loiter on private property may be subject to the Trespass to Property Act. Be conscientious citizens. Respect yourself and others. Let's continue to build a positive image of Glencoe District High School students in our community. You may report anonymously any incidents of concern you witness through [Reporting Anonymously](#) link on our website.

You may also report anonymously ([through our website](#) or through a caring adult within the school) any incidents of concern (mental health issues, bullying, vandalism, incidents) for yourself or another student. Reports are taken seriously. Please provide as much information as possible so we can follow up appropriately.

GET INVOLVED!

Glencoe District High School has many activities, clubs, and teams to participate in. No previous experience necessary and it is a great way to make new friends! Listen to morning announcements and sign up when your club or sport is announced.

HELP! DON'T GIVE UP - THERE IS HELP! NEED SOMEONE TO LISTEN?

If you are need of immediate help, visit the nearest Emergency Room or call 911.

Help at the School - Talk to a Teacher, Coach, or Principal

Guidance Counsellor: Karen Kading (519-287-3310 ext. 67695)

Social worker: Ieva Naujokaityte (519-287-3310 ext. 67703)

Psychologist: TBD (519-452-2000)

Public Health Nurse: Leanne Powell (519-663-5317 ext. 2362)

Help in the Community: Kids Help phone: 1-800-668-6868 (www.kidshelpphone.ca), Reach Out: 1-866-933-2023 or 519-433-2023 (www.cmhamiddlesex.ca or www.Reachout247.ca), Visit your family doctor or nurse practitioner.

Mental Health Websites and Apps - www.mindyourmind.ca, Be Safe app, Mind Shift app, iWorry app, Guided Mind App

PRINTING PRIVILEGES AT GDHS

At the start of each semester every student at GDHS is been given a "PRINT CREDIT" of \$5.00. Once you have used up this amount, please come to the Main Office to increase your Print Credit account.

PHYSICAL EDUCATION

All students are required to be properly dressed for physical education classes. Students taking physical education courses at GDHS must be prepared to have supportive running shoes, athletic socks, T-shirt and shorts. Students are also advised not to leave any money or valuables in the change rooms. Those who do, do so at their own risk.

PROGRESS REPORTS AND REPORT CARDS

GDHS staff believe that open communication with students and their parents around student progress is important. We will post the dates of the official reports on our website and outline if the reports are being emailed directly to students/parents/guardians or mailed home. If you suspect that your child is having some difficulties, do not hesitate to contact their teacher(s) at any time. You may also contact our Student Success teacher, Mr. Taylor, our Head of Guidance Ms. Kading, or Mr. Maloney, our Principal.

SCHOOL COUNCIL

Parents/Guardians will meet to learn about all the new initiatives planned for the 2021-2022 school year. Becoming part of School Council requires a very minimal amount of time and energy. There are approximately four-five, one hour, meetings a year. Hear about what our staff and students have been doing, what we are planning and have a say on what you would like to see happen. Everyone is welcome to attend! If you would like to become involved, participate or just attend a meeting, contact the school at 519-287-3310 x 67692.

SCHOOL PHOTOS ~ SMILE!

School photos were scheduled to take place on Wednesday, September 8th but have been pushed back later into the fall. Stay tuned for more information.

STUDENT PARKING

The student parking lot is on the west side of the school. For safety reasons, students with vehicles are reminded to wait for the buses to pull away before entering or leaving the parking area. Unsafe driving practices can result in removal of parking privileges on school grounds. If you are a student that drives yourself to school, please see the Main Office for a Student Parking Application and Agreement. All students who park in the Student Lot can only enter the school through the back doors outside the cafeteria. The doors outside Room 19 (Ms. Grover's Room) are EXIT ONLY.

STUDENTS TURNING 18 DURING THE SCHOOL YEAR

Students who turn 18 during the school year are considered to be an adult and are responsible for signing themselves in/out of school. The Ministry of Education requires that legitimate reasons for absences be documented. If 18 year olds have too many unexplained absences, an appointment will be made with the school administration to determine if they will continue as a student at GDHS. 18 year olds have the option to keep all their contact information and permissions the same or they have the right to remove parent/guardians from receiving report cards, having access to attendance records, receiving attendance phone calls, and/or having conversations with staff.

SMOKING and/or VAPING

Smoking and/or vaping on school property is **NOT** permitted however, anyone caught smoking/vaping on school property may be given a **fine of \$305** by the London Middlesex Health Unit. For a smoking/vaping cessation programs please speak with our public school health nurse.

STUDENT FEES

No Student Fees will be collected at this point in the school year. Stay tuned for more information as it becomes available.

GDHS SPIRIT WEAR

GDHS Spirit Wear is ON SALE until Thursday, September 23rd! [Payment will only be accepted online through SchoolCash.](#) [Click here](#) for a printable order form.

More information will be released as it becomes available.

We look forward to seeing you next week!

