



Issue #5

Principal's Message

A sincere thank you to all of the students and staff who were involved in putting together our Remembrance Day Assemblies at Langley Secondary. Keeping the memory of our past and acknowledging the present-day conflict through Remembrance Day is extremely important and this could not happen without the team effort of all the staff and students involved.

We wind down the fall sports with many thanks to the coaches who offered their time on behalf of our students. Winter sports have begun with girls and boys' basketball as well as Curling.

The Music Department hosted our Fall Music Concert. It was a wonderful showcase of the skills that our students have been building throughout the semester. Beautiful performances from the In School Band, Off Timetable Band, Combined Bands, LSS Choir and LSS Jazz Band. The students are preparing for the District Band Festival on Wed. Nov 13th at Walnut Grove Secondary School and their Music Tour on Vancouver Island from the 17 – 19th. Fundraising efforts to support the Music Program offers Purdy's chocolates. If interested in order, please use the following link with the campaign number 19090: https://fundraising.purdys.com/4950-118272

Please look for the first formal reporting (learning update) published on Friday, November 22nd.





Issue #5

School Goals

Intellectual Development:

- Goal #1: To track the effectiveness of interventions in place for literacy and numeracy.
 - o Increase number readers to grade level
 - o build basic numeracy skills
 - o improve numeracy scores in grade 9
- Goal #2: Improved Tier 1 UDL in classrooms and improved use of Tier 2 REP Time to address Question #3: What do you do when they don't know it?

Human and Social Development:

- Goal #3: "To remove barriers to improve attendance and fail rate"
- We believe in an inclusive environment that supports the vulnerable learner's needs and improves their attendance and success in school.





Issue #5

Important Dates

(please visit the calendar on our website LSS Calendar for more information on each event)

November

November 22, Learning Updates (report cards) Issued

December

December 5, Sr. Snowball Dance December 13, Winter Pep Rally (1:30 start time) December 23 – January 3, Winter Break

January 2025

January 6, School re-opens after winter break January 29, Semester 2 begins





Issue #5

2024/2025 District Calendar

Sep 2 (M) Labour Day (Schools Closed)

Sep 3 (T) Schools Open-

Sep 30 (M) Truth and Reconciliation Day (Schools Closed)

Oct 4 (F) School Improvement Day (students not in attendance)

Oct 14 (M) Thanksgiving (Schools Closed)

Oct 23 (W) 1 Hour Early Dismissal Parent/Teacher Interviews

Oct 24 (Th) 1 Hour Early Dismissal Parent/Teacher Interviews

Oct 25 (F) Professional Development Day (Provincial – students not in attendance)

Nov 8 (F) Learning Update Prep/Design and Assessment Day (students not in attendance)

Nov 11 (M) Remembrance Day (Schools Closed)

Nov 22 (F) Learning Updates Issued

Dec 20 (F) Last Day Prior to Winter Break

Jan 6 (M) Schools Re-Open After Winter Break

Jan 29 (W) Semester 2 Begins

Feb 7 (F) Learning Updates Issued

Feb 10 (M) Professional Development Day (District - students not in attendance)

Feb 17 (M) Family Day (Schools Closed)

Mar 12 (W) 1 Hour Early Dismissal - Parent/Teacher Interviews

Mar 13 (Th) 1 Hour Early Dismissal - Parent/Teacher Interviews

Mar 14 (F) Last Day Prior to Spring Break

Mar 31 (M) Schools Re-Open After Spring Break

Apr 11 (F) Learning Update Prep/Design and Assessment Day (students not in attendance)

Apr 18 (F) Good Friday (Schools Closed)

Apr 21 (M) Easter Monday (Schools Closed)

Apr 28 (M) Learning Updates Issued

May 16 (F) Professional Development Day (students not in attendance)

May 19 (M) Victoria Day (Schools Closed)

Jun 26 (Th) Final Learning Updates Issued & Last Day for Students Prior to Summer Vacation

Jun 27 (F) Administrative Day (students not in attendance)

July / August Summer Session





Issue #5

First Report Card (Learning Update) – Friday, November 22nd

This year we are continuing to have report cards available through the Parent Portal on MyEdBC. There are several benefits associated with being able to access this feature on MyEdBC for parents. The Parent Portal gives parents access to check attendance, class progress, student schedules, and also download report cards. Instructions for accessing the Parent Portal can be found on page 7 of this newsletter. Parents who already have an account and are having difficulty accessing the Portal please contact the school office. Parents without accounts will need to have an email account to be able to access the Parent Portal. If you do not yet have an account, please click on the MyEdBC Assistance Form. Proficient is the goal, to get the student to the door so to speak. New grade level with new material could imply that students may not be at the door but are walking towards it. This would be considered Emerging and / or Developing. Students who go through the door, can demonstrate the skill with application and who can level up the skill complexity may be considered Extending. "Insufficient Evidence" (IE) is assigned when a student is not currently achieving learning outcomes at the expected level for a course. An "IE" can be assigned at any time during the school year





Issue #5

The Provincial Proficiency Scale

Student reporting in Grades K-9 requires use of the Provincial Proficiency Scale to communicate students' learning in all areas of learning.

The Provincial
Proficiency
Scale

EMERGING DEVELOPING PROFICENT EXTENDING

The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning. The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning. The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning. The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

Emerging

"Emerging" indicates that a student is just beginning to demonstrate learning in relation to the learning standards but is not yet doing so consistently. Emerging isn't failing.

Students who are not yet demonstrating any learning in relation to the learning standards can be assessed as Emerging. If this is due to insufficient evidence of learning, the student can be assigned an IE.

Developing

"Developing" indicates that a student is demonstrating learning in relation to the learning standards with growing consistency. The student is showing initial understanding but is still in the process of developing their competency in relation to the learning standards.

Developing isn't failing. All students will be developing in some areas and at specific points in time.

Insufficient evidence of learning (IE)

When an IE is assigned, teachers will connect with the student, parents, and caregivers to discuss the area of learning in question, the needs of the student, and solutions and supports to help move the student forward in their learning.

Every student has a place on the scale

Each student comes into each learning situation with their own experiences and background knowledge.

A student does not necessarily begin at Emerging or Developing at the beginning of the school year. Similarly, students do not reach Proficient only at the end of the school year.

Reaching Proficient is not the end of learning; if a student enters a learning experience as Proficient or achieves Proficient during the school year, the goal becomes to further enhance their learning.

Proficient

"Proficient" is the goal for all students. A student is Proficient when they demonstrate the expected learning in relation to the learning standards.

Proficient is not synonymous with perfection. Instead, the student is able to demonstrate their learning consistently or most of the time.

Extending

"Extending" is not synonymous with perfection. A student is Extending when they demonstrate learning, in relation to learning standards, with increasing depth and complexity.

Extending is not a bonus or a reward and does not necessarily require that students do a greater volume of work or work at a higher grade level.

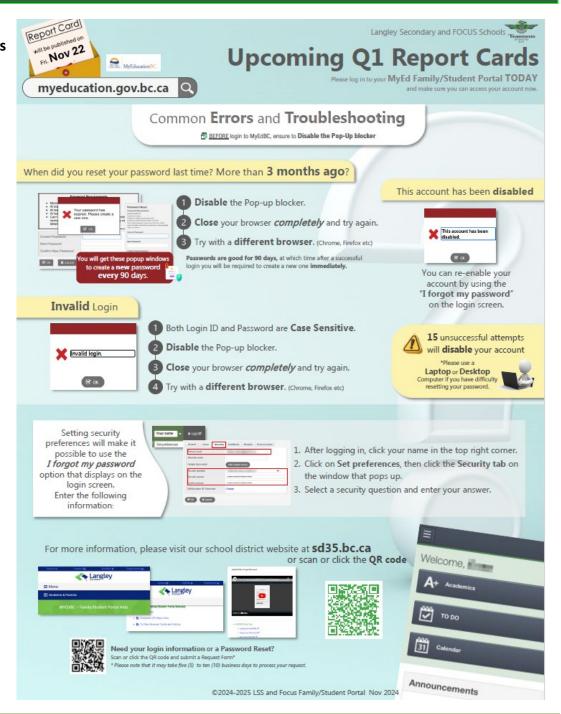
Extending is not the goal for all students; Proficient is. Therefore, if a student turns in all their work and demonstrates evidence of learning in all learning standards for an area of learning, they are not automatically assigned Extending.





Issue #5

MyEd for Learning Updates
Information







Issue #5

School Events

On Saturday, November 2 six members of our Senior Girls Cross Country team participated in the provincial championships at Jerico Beach Park in Vancouver. It was a tough day of racing after significant rain the night before left the course very muddy, with a few extra ponds and mud pits. There were slips and slides and many amazing runners. Our girls persevered and we are very proud of the grit they showed throughout the course. The photos don't do the mud justice, but you can see they felt the need to run into the ocean to de-mudify themselves after the run. This is a great group of athletes, they had a positive attitude throughout the season and showed great improvement. Please congratulate them when you







PAC Winter Market at LSS: Sun Nov 17th

Support our PAC and school and get your Christmas shopping done early with many vendors in our gym on Nov 17th.

Next PAC Meeting Monday, November 18th at 7:00 pm Learning Commons

If you are a parent of a graduate, you may be interested in helping out with the Dry Grad Committee who can be reached at lssdrygrad@gmail.com





Issue #5

School Events cont'd.

Student Leadership

Students participated in the BC Student Leadership Conference and are excited to execute some new ideas this school year. We thank the gr 9 leadership students who helped to distribute the poppies provided by our local Legion. Students participated in honouring and remembering those who served courageously for our freedom we have today.

Remembrance Day Assembly

Thank you to a number of our staff and students who organized the Remembrance Day Assembly to honour

our Veteran's













Issue #5

School Events cont'd.

Music Department

The Music Department hosted our Fall Music Concert. It was a wonderful showcase of the skills that our students have been building throughout the semester. Beautiful performances from the In School Band, Off Timetable Band, Combined Bands, LSS Choir and LSS Jazz Band.









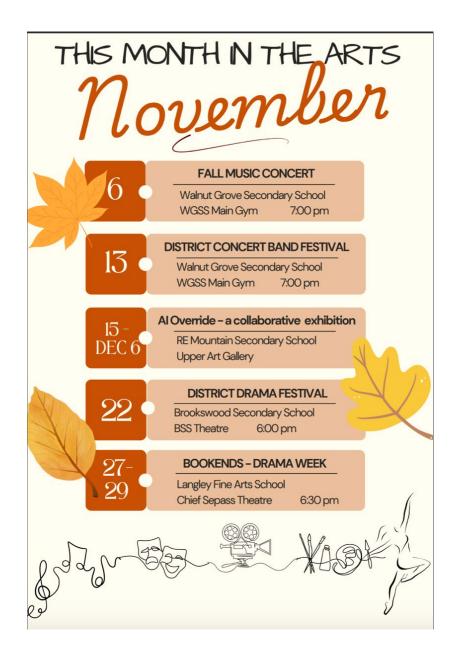


Issue #5

School Events cont'd.

This Month in the Arts

The Arts are alive and thriving across many Langley secondary schools and each month there are many different events happening which are inspiring and engaging evenings for staff and family. Please see the flyer below for a list of events happening "This Month in the Arts" across Langley schools:







Issue #5

2024/2025 Graduation

If you are a parent of a graduate, you may be interested in helping out with the **Dry Grad Committee** who can be reached at lssdrygrad@gmail.com

GRADS OF 2024 can swing by the office to pickup their official Graduation Diploma

Grad Photos

Graduation photos can now be booked online: **Book Here**

Our grad photo session is January 9th - 16th 2025. There will be a mobile unit on our property where Grade 12's will take their photos. A \$60 deposit is required when booking, however will be refunded if you decide not to purchase. Your child will need to provide you with their student number in order to book.

Any questions can be directed to Ms. Reid breid@sd35.bc.ca or Ms. Bezanson mbezanson@sd35.bc.ca





Issue #5

2024/2025 Graduation cont'd.

Student Transcript Service Sign up for Grade 12s (November 13 & 14): Only for Grade 12s taking CLC in Sem 2

Counsellors will be meeting <u>Grade 12s who are taking CLC next semester</u> to help them get signed up for the STS. Counsellors have already gone into CLC classes this semester for STS sign up.

It is the student's responsibility to attend these REP sessions. The students should be asking your permission to leave to attend during the following dates.

Last names: A - K on November 13th Last names: L - Z on November 14th

Grade 12 Class Visits for TVRs (November 21 & 22)

Counsellors will be visiting Grade 12 classes during C block on November 21 & 22. Each visit is anticipated to take around 10-20 minutes depending on number of grade 12s. We will be sending a schedule out soon.

TVR stands for Transcript Verification Report and students will be signing off on the following:

- Check for the correct spelling of your legal name
- Is your address correct?
- Is your birthdate correct?
- Check that your transcript has all of your completed courses
- Cross off any courses you are no longer enrolled in
- Confirm your graduation status based on courses completed and enrolled

Students will need something to write with—preferably a pen as they will be signing their TVR.

See following page for dates, times and rooms





Issue #5

2024/2025 Graduation cont'd.

Grade 12 Transcript Verification Reports Class Visits

Thursday, November 21 (C Block)

	Blount	Kauldher
8:55	Elson – A187	Pagnanini - A203
9:15	Kear – A184	Synychych – A206
9:35	VanBergen – A125	Moon – A211
9:55	McCarthy- A90	Zyra – A214
10:15	Tupper- A113	Duong – A215
10:35		

Friday, November 22 (C Block)

	Blount	Kauldher
10:40	McMath – A61	Lee – A112
11:00	Watson – P8	Rowe – A216
11:20	Basra – P5	





Issue #5

Career News

Hey LSS Thunderbirds staff and students here are the latest career events and field trips coming up this month. See Career Advisor Ms. Stuive or Mrs. Kiers for more info.

Posters advertising the REP guest speakers are to come and will be posted around the school and on the TV monitors.

Opportunities

If you are interested in getting the latest District Careers info, consider checking out the Career Education Newsletter at https://careered.sd35.bc.ca/news-events/newsletters/

Some current opportunities include a StemCON conference, a Pro- D Discovery Day at SFU, etc.





Issue #5

Career News cont'd.

Hairstylist Workshop:

Students interested in getting a taste as to what the Youth Train in Trades Hairstylist program is like are encouraged to apply to attend this afternoon workshop. The workshop will take place December 5th at Aldergrove Community Secondary. Students are responsible for arranging their own transportation. Applications can be picked up from Ms. Stuive in the Careers Office (103b) and are due November 21st.



HAIRSTYLIST WORKSHOP

THURSDAY | DEC 5, 2024 | 1:00 PM - 2:30 PM

Interested in working as a Hairstylist?
Want to learn more about the Hairstylist Program?

Students in grade 9 to 12 are invited to join us for a workshop at Langley School District's Youth Train in Trades Hair Lab at Aldergrove Community Secondary School.

Students will observe a training demo and participate in some hands-on activities!



There will be plenty of time to ask questions!

See your Career Advisor for an Application! Applications due November 21, 2024





Issue #5

Career News cont'd.

Electrical Workshop:

Students interested in getting a taste as to what the Youth Train in Trades Electrical program is like are encouraged to apply to attend this afternoon workshop. The workshop will take place December 17th at DW Poppy Secondary. Students are responsible for arranging their own transportation. Applications can be picked up from Ms. Stuive in the Careers Office (103b) and are due December 3rd.

ELECTRICAL WORKSHOP

DECEMBER 17, 2024 8:00 - 11:00am

See your Career Advisor for an Application! Applications due December 3, 2024



For Grade 10 & 11 students (and mature Grade 9s)





Issue #5

Community News

Fraser Health

As part of its health promotion for students and families, our community partner Fraser Health is sharing important information on various topics. The theme for November is Vision, Hearing, and Dental.

Dental, Hearing, and Vision Checks (from Fraser Health)

Health, safety, and wellness continue to be a priority in our schools. To help support our students and families, we are sharing important information from our community partner Fraser Health about dental, hearing, and vision checks. Please see below for helpful reminders to support your child.

Make dental, hearing and vision checks part of a healthy routine

Health screenings help find issues early which can make treatment easier and more effective. It's important for your child to have regular eye exams and routine dental checkups. It is also important to recognize any hearing loss early as this is essential for speech and language development. Read on to learn when and how to access services for your child.

Dental

Tooth decay is the most common, but preventable, childhood chronic disease. It is important to establish good oral hygiene at a young age and have children's teeth checked by a dentist regularly. To find a local dentist near you who is accepting new patients, visit the BC Dental Association's <u>Find a Dentist database</u>. If you are a member of a low-income family and you do not have extended health coverage, there are several programs that can help you access <u>affordable dentistry for your children</u>. You can also contact the dental program at your <u>local public health unit</u> and ask about resources available in your community.

Vision

<u>BC Doctors of Optometry</u> recommends children receive their first eye exam when they are six to nine months old with a follow up exam at least once between the ages of two and five and then yearly once they enter school. You can find an optometrist accepting new patients near you at the College of Optometrists of British Columbia's <u>Find an Optometrist database</u>. In B.C., one basic eye exam per year is free up to the age of 18. Some optometrists may charge a user fee of about \$35-50 per visit, so be sure to ask about any fees before you make an appointment.





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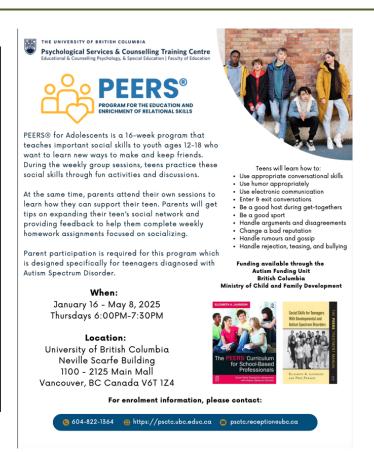
Community News cont'd

Hearing

Good hearing is essential for speech and language development and plays an important part in a child's social and emotional growth. It is important to recognize hearing loss early and seek out testing and treatment if needed. Fraser Health's Public Health community audiologists provide hearing services for children from birth to 19 years of age. If you have a concern about your child's hearing, referrals can be made by a parent or caregiver, a health care provider or education professional to your <u>local public health audiology (hearing) clinic</u>. Find more information on child health screenings and how to access free vision, hearing and dental exams on Fraser Health's website: https://ow.ly/oK9z50PegZB

The Psychological Services and

Counselling Training Centre (PSCTC) at
the University of British Columbia will be
offering the PEERS® for Adolescents
program which is a clinical service that
families may access through their
Autism funding in the province. PEERS®
is a program for youth with an Autism
Spectrum Disorder (ages 12-18) and
their parents. The goal is to increase the
social skills of youth with to help make
and keep friends.







Issue #5

Community News cont'd



WORKSHOP: SUPPORTING GRIEVING CHILDREN & YOUTH

Langley Hospice Society's Child & Youth Bereavement team are hosting this workshop in recognition of Children's Grief Awareness Day.

Open to parents, caregivers, service providers and other caring adults, who are supporting children and youth.

This interactive workshop will cover fundamental aspects of how children grieve, as well as simple and accessible activities that can be used to support children and youth who are grieving, and start important conversations about death and loss.

FOR MORE INFORMATION, OR TO REGISTER, PLEASE CALL US AT: 604.530.1115 OR EMAIL:

stephanie.hum@langleyhospice.ca

DATE:

November 21, 2024

TIME:

5:30pm-8:30pm

LOCATION:

Langley School Board

Office

4875 - 222 Street Langley, BC

What is Children's Grief
Awareness Day? a day focused
on helping us all become more
aware of the needs of grieving
children - and of the benefits
they obtain through the
support of others.





#CGAD2024





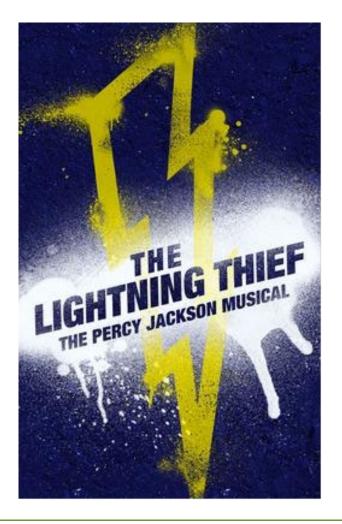
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Community News cont'd

We are pleased to announce we have secured the rights to "The Lightning Thief: a Percy Jackson Musical"

The kids are thrilled. It's a very modern broadway musical, small rock band. Only one other group locally has done it, and we are one of the first in Canada to perform it.

Dates are Feb 27, 28, March 1, 6, 7, 8 at 7pm. Matinee's March 1, 8 at 2 pm.







Issue #5

Communication

Communication Tools

In order for us to collectively best support students, it is crucial that communication lines are open and efficient. We have a few structures in place to help share information. Please be sure you utilize the following: Thunderbird Chronicle: Good communication between home and school is a critical factor in student success. We encourage parents to read the monthly newsletter "Thunderbird Chronicle" and pay attention to school emails for important information. We welcome your involvement, and your suggestions.

Please feel free to communicate with us, by following:

Website: https://lss.sd35.bc.ca/

Instagram: @langleysecondary. @lssthunderbirds. @lsscareers









Issue #5

Communication cont'd

School Goals

Intellectual Development:

- Goal #1: To track the effectiveness of interventions in place for literacy and numeracy.
 - o Increase number readers to grade level
 - o build basic numeracy skills
 - o improve numeracy scores in grade 9
- Goal #2: Improved Tier 1 UDL in classrooms and improved use of Tier 2 REP Time to address Question #3: What do you do when they don't know it?

Human and Social Development:

- Goal #3: "To remove barriers to improve attendance and fail rate"
- We believe in an inclusive environment that supports the vulnerable learner's needs and improves their attendance and success in school.





Issue #5

Support Services

School Based Team (SBT):

The Resource lead chairs a meeting of teachers and an administrator, plus School District support staff twice a month. Meetings are scheduled to discuss the needs of individual students, referred by teachers, and to brainstorm suggestions for their support.

English Language Learner Support (ELL):

ELL support teachers work with students for whom English is their second language.

Aboriginal Support Worker:

Our Aboriginal Support Workers, Danielle Smith and Amy Poirier work with our Aboriginal students for academic and cultural support.

Youth Care Worker:

Our two Youth Care Workers, Diaz Kambere and Maina Manodon assist both students and families with ways of coping with and correcting negative behaviours, making friends and finding success.

Feeding Futures

A breakfast program runs every morning for students who wish to participate. The Feeding Futures Program is intended to offer food for those in need. Healthy nourishment is vital to set student's up for success as they put their minds to work in class.

Canuel Caters offers Lunch which is also served daily Thank you!

Math Tutors Available

If you or your student are looking for a math tutor this semester, Mr. Vanbergen has a list of students who would be excellent candidates to support your student. Please reach out to your math teacher or counsellor for some possible options.

Homework Club

Tuesday/Wednesday/Thursday room 114 – 3 – 3:45pm





Issue #5

ATTENDANCE REPORTING SYSTEM

Attendance system, SafeArrival is in use. This includes leaving early and/or lates, vacation, appointments etc.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

- Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store or go.schoolmessenger.ca. The first time you use the app, select Sign Up to create your account. You must use the same email address and phone number that is on file at the school. Select Attendance then Report an Absence.
- Use the SafeArrival website go.schoolmessenger.ca. The first time you use the website, select Sign Up to create your account. You must use the same email address and phone number that is on file at the school. Select Attendance then Report an Absence.
- 3. Call the toll-free number 1-833-294-4837 to report an absence using the automated phone system. If you are calling the toll-free number, you must call from the parent/guardian phone number on file with the school.

These options are available 24 hours/day, 7 days a week. We ask that daily absences are reported as soon as possible and before 3:00pm on the day of the absence. This includes late arrivals and early departures and more. Future absences can be reported at any time. If absences are not reported before the cut-off time of 3:00pm, the parent/guardian may still receive an automatic notification in the evening to inform them of an absence. Absences are only to be reported by parents/guardians on file with the school. Students are NOT to report their own absences.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website, or mobile app, you will NOT receive these notifications.

Please report absences using SafeArrival instead of sending notes, calling, or emailing the school. In the morning, the school may receive a high volume of calls. Please use the three options above to report absences. The school office will no longer accept calls regarding attendance on our main line. Parents/guardians will need to report via the app, website, or toll-free number in a timely manner.





Issue #5

Information About School Status During Inclement Weather

Snow closures and power outages are an annual occurrence in Langley School District. So, where do you go to get information about the status of schools during periods of inclement weather? If you are able to access the internet via computer or smartphone, current information about Langley schools can be accessed on all school websites or www.sd35.bc.ca. Updates are also posted to Twitter @LangleySchools and Facebook at www.facebook.com/langleyschooldistrict. If you don't have internet connectivity but your phone is working, call a relative or friend in an area that has not been affected by the storm and ask them to check the district website for you. Local radio stations are also informed of school status in Langley. Tune in to CKWX 1130AM, CKNW 980AM, Country Radio 107.1FM, Pulse 107.7 or CBC 690AM or 88.1FM for updates.

Please note that Langley District schools are all considered 'open' until a decision to close is required. Decisions on school closures are usually made by 6:30am. As always, it is a parent's decision whether to send their child to school based on safety and individual circumstances. If you feel it is unsafe for you or your child to travel to or attend an open school for any reason, please keep your child home and report an absence to the school.

Student Safety in Schools (Middle/Secondary Schools)

The Langley School District is committed to fostering safe and caring schools that promote mutual respect, cooperation, and social responsibility, and support optimal learning. Trauma Informed Practices and Procedures promote the creation and maintenance of safe, inclusive, equitable, welcoming, and nurturing school environments. The District expects all students to follow the Student Code of Conduct AP 350. The District is sharing a reminder that no one can have "any weapon for any purpose" on school property. This means that weapons are not allowed to be used as part of an educational project, drama production, or themed costume. Examples of weapons include but are not limited to knives, brass knuckles, swords, decommissioned firearms, replicas, air soft guns, bb guns, and toy guns. The possession or use of fireworks, firecrackers, explosives, or similar devices or objects is also prohibited on school property. Failure to follow these expectations may result in confiscation, intervention, and consequences.





Issue #5

Emergency Procedures & Response

Health and safety are a priority in the Langley School District. Schools follow emergency procedures to ensure students, staff, and any visitors in our schools or sites are safe when unexpected incidents or events happen. At the start of every school year, administrators, teachers, and staff review these emergency procedures. Schools practice a set number of drills annually in preparation for unexpected situations. The district encourages families to become familiar with these staff emergency procedures and the drills that are completed in our schools. You can read them in the Staff Emergency Procedures Poster here or find them posted in areas throughout our buildings. If you have any questions or concerns about emergency procedures, please get in contact with your child's teacher or administrator.

See next page for poster/procedures





Issue #5

Parent Marshalling Areas

In the case of an emergency and a school is cordoned off or unavailable to parents, we will need to have an alternate site where parents can congregate and get important updates from the District.

The marshalling area for LSS parents and guardians is the Twin Rinks parking lot at 5700 Langley Bypass.

STAFF EMERGENCY PROCEDURES

LOCKDOWN

Used in response to an armed or dangerous assailant WITHIN the school

- ☐ Gather people in your vicinity into a secure room do this quickly
- ☐ Close and secure doors
- □ Turn off lights, be quiet, get down low/behind heavy furniture, get out of sight
- ☐ Silence all cell phones and ask that they be placed face down on floor
- □ Alert other occupants by any means available and/or call 911 only if safe to do so <u>OR Leave Safe</u>. If no secure area is available and a safe exit is, then quickly leave the area/school. Report to the designated assembly area and await instructions.

*Normal activities in the school cease. Await police response

HOLD & SECURE

Used if there is a security concern in the neighbourhood

☐ Bring everyone into the school and remain inside

- ☐ Secure exterior doors and windows
- ☐ Close exterior window blinds/drapes (if available)
- □ No one may enter or exit the school during Hold & Secure
- *Typically normal activities continue WITHIN the school.

EVACUATE

Used to move people out of the school when a hazard exists inside

- $\hfill\square$ Direct students and other staff to exit the school via the shortest safe route
- ☐ Report to and assemble outside at the designated assembly site *Principal or designate will determine next steps.

SHELTER IN PLACE

Used if an environmental hazard may impact the school

- $\hfill\square$ Bring everyone into the school and remain indoors
- ☐ Secure exterior doors and windows
- ☐ Close exterior window blinds/drapes (if available)
- ☐ Turn off all ventilation systems (if locally available/situation dependent)
- □ Staff designates will monitor access to the school via the main entrance
 □ Access may be denied if a risk exists that jeopardizes the safety of occupants
- *Typically normal activities continue WITHIN the school.

ROOM CLEAR

Used to move people away from a hazard contained in one room/area

- ☐ Direct students to leave the room/area and report to designated area (Ex. Library)
- □ Summon assistance as needed and appropriate (Ex. call First Aid Attendant, Principal/Vice Principal, 911)
- Staff should remain to manage the situation or exit if the room is unsafe.

DROP, COVER & HOLD ON

Used in the event of an earthquake, explosion, or any event that shakes the school

- $\hfill\square$ Quickly move away from obvious hazards
- ☐ DROP low to the ground
- ☐ Cover take COVER under a sturdy table, desks, furniture, or other large sturdy items
- □ HOLD ON to the furniture you are under and stay there until the shaking stops. After the shaking stops, wait 60 seconds and then EVACUATE via the shortest safe route. Report to and assemble outside at the designated assembly site.
 *Principal or other designate will determine next steps.



EMERGENCY TERMINOLOGY QUICK REFERENCE

SCHOOL DRILLS

FIRE

- 6 drills per yea
- 3 per semester fall and spring Note: actual alarms and false alarms
 count as drille.

EARTHQUAKE

- 2 drills per year
- October Great BC Shakeou

LOCKDOWN

3 drills per year

HOLD & SECURE + SHELTER IN PLAGE

 1 review of procedures per year with all