



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Principal's Message

LSS has a newly elected Student Council! This initiative, driven by students, aims to give everyone a voice. Although the candidates are active in various leadership roles, the council is designed to be entirely student-led: for the students, by the students.

Congratulations to our new student leaders:

- President: Taylor Jones
- Vice President: Arielle Bautista
- Communicator: Danny Ellingsen
- Treasurer: Julia Gordon

Thank you to our DEI students and staff for organizing and supporting the Latin Heritage Month with music, delicious churros and a movie. Congratulations to the choral students who represented LSS at the District Choral Festival last week. Well done!





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Principal's Message cont'd

Winter sports season is coming!

Basketball and Curling will be starting next month. Here are the coaches for the teams:

Curling:

Jr./Sr. Girls Basketball:

Jr. Boys Basketball:

Sr. Boys Basketball:

Please follow us on our Instagram accounts: [langleysecondarieschool](#) for up to date news on events happening at the school as well as [lssthunderbirds](#) for Athletics.

Additionally, our Feeding Futures program, which provides healthy breakfast and lunch options, is seeking volunteers. Your help is needed to support our staff and students.

The Parent Advisory Committee are supporting the school with a Winter Market. This market will have a variety of vendors set up in the gym space at LSS on Sunday, November 17<sup>th</sup>. Come out and support as monies raised goes back to the school and you can get some early Christmas shopping done.

Provincial Assessments are a requirement for graduation and will be offered for our Grade 12 students on Friday, November 1<sup>st</sup>. There will be other opportunities throughout the year (January and April). Grade 12 students are reminded to complete these assessments as they appear on their DVRs distributed in the recent grade 12 assembly. The first Formal Reporting Update is scheduled to be published on Friday, November 22<sup>nd</sup>. More assessment information will be provided in the next newsletter, particularly if you are a parent moving from the proficiency reporting in grade 9 to the percentages and letter grades in 10 – 12.

We wish everyone a spooky and spectacular Halloween this week. Looking forward to the costumes arriving to the building on Thursday. Stay safe.

Diane Smillie  
Principal of LSS



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Important Dates

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

### November

November 4 – 7, Grade 12 Provincial Assessments week

November 5, Photo re-takes

November 6, Take Your Kids to Work Day

November 7, Remembrance Day Assembly

November 8, Prep/Design Assessment Day – students not in session

November 11, Remembrance Day, school closed

November 22, Report Cards Issued

### December

December 5, Sr. Snowball Dance

December 13, Winter Pep Rally (1:30 start time)

December 23 – January 3, Winter Break



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## School Events

Grade 9 Families:

Take Our Kids to Work Day is on Wednesday, November 6 this year.

Parents, your assistance in signing the permission form and helping students connect to an opportunity for November 6 is greatly appreciated. If no opportunity is available, Food Safe Level 1 is being offered as a full day course for a cost of \$25 (usually \$90) at LSS with limited seats. Students who return their registration form and pay via schoolcash online will be registered on a first come first served basis.

The following timeline was shared in the Grade 9 Counselling and Careers Class Team today:

1. Watch this information video: <https://vimeo.com/1020850294>
2. Bring your signed permission form to the Counselling Centre (103b) by November 1
3. Go to work with someone on November 6 and complete the assignment - save a digital copy (teams screenshot/photo is fine)
4. Post your assignment to Spaces.Edu (more details about that coming) by November 13th

Visit the careers bulletin board if you need a paper copy of the permission form. Paper copies of the assignment will be available on November 4. If you have any questions ask Ms. Kiers on Teams or stop by A103b.

Parents, feel free to email the Career Education 9 teacher, Rachel Kiers at [rkiers@sd35.bc.ca](mailto:rkiers@sd35.bc.ca) with any questions. If your employer can take more students than your own, consider including others. There are always students who are in need of connecting to an opportunity.

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### PAC Winter Market at LSS: Sun Nov 17<sup>th</sup>

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



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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 [ssdrygrad@gmail.com](mailto:ssdrygrad@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](mailto:breid@sd35.bc.ca) or Ms. Bezanson [mbezanson@sd35.bc.ca](mailto:mbezanson@sd35.bc.ca)





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 2024/2025 Graduation cont'd.



June 25, 2025

Dry Grad Celebration

Parent Information



Central City Fun Park

We have booked the entire venue to ourselves!

Activities include:

Lazer Tag, Bowling, Karaoke, Photo Booth, Mini Golf, Arcade Games and so much more!

Snacks and beverages will be available

A room will be provided for storage of bags, clothing and personal items.

Please join our efforts in hosting an epic, unforgettable celebration experience!

Calling all night owls and early birds!



A mandatory number of volunteers are required by the venue for the evening to proceed.

The first 25 parents to commit will receive a little something from the Dry Grad Committee!

Connect with us: [lssdrygrad@gmail.com](mailto:lssdrygrad@gmail.com)

Fundraising is underway to help lower costs

You can support by:



- ✓ volunteering your time at an event
- ✓ organizing an event with us
- ✓ share our efforts with people you know
- ✓ making a purchase from a fundraiser
- ✓ shop at business that gives back to LSS

Sunday November 17<sup>th</sup>



Grads have been invited to run the concession during the Christmas Market at the school.

All funds raised will benefit Dry Grad!

More students are needed from 10am to 3pm  
If you can spare 30 minutes or more, please help!

~ All helpers will receive lunch~

Cakes and Cupcakes are requested!

Grads will have a table to test skills of all who purchase a ticket in the hopes of walking away with a delicious baked treat!



Cakewalk\*

Drop off your baked donation at the school before 10am Sunday or arrange for weekend pick up!

Connect with us: [lssdrygrad@gmail.com](mailto:lssdrygrad@gmail.com)



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 2024/2025 Graduation cont'd.

~ Active Fundraisers ~

Get your order in now for your seasonal gifting!  
Meridian Farm Market & Purdy's Chocolates  
Who can resist!

**Meridian**  
FARM MARKET



Pick up from the school early December.

Indulge! Splurge! Gift!

*Vancouver Giant Fans! Get your tickets today!*



2 home games coming up!  
50/50 draws and more

A portion of your ticket cost will be given back to  
the school to help fund dry grad.

Connect with us: [lssdrygrad@gmail.com](mailto:lssdrygrad@gmail.com)

Don't miss out!

Reserve your ticket from our site:

<https://lssdrygrad.square.site/s/shop>



Use account# LSS DRY GRAD  
when you drop off at any Return-it Depot

LANGLEY  
**liquorwarehouse**  
ON THE LANGLEY BYPASS

5% of your purchase is given back to when you  
mention LSS Grad at the register. 'Tis the Season!





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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.

**Radiation Therapist with BC Cancer Agency - Wednesday, October 30th** at REP in the Learning Commons. Curious about what it takes to become a radiation therapist working with cancer patients. Come out and here Gillian's story.

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.



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Career News cont'd.

UBC Med Student  
Ambassador – Tuesday,  
October 29 at REP in the  
Learning Commons.  
Interested in pursuing  
Med school in the future.  
Come learn from a UBC  
Med student about their  
educational pathway into  
Med School.

**UBC**

**Medical Student  
Ambassador Visit**

Tuesday, October 29th  
9:55 am - 10:35 am  
Learning Commons

**MORE INFORMATION:**

All grades are welcome  
Bring your questions!



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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. Stuve 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)



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Career News cont'd.

LSS Careers REP Time Sessions:

In the last week of October, we had a few guest speakers come to the school during REP time (9:55 – 10:35am) in the Learning Commons to share about their different pathways into these careers. Students from any grade were welcome to sit in on these presentations as long as they had permission from their teacher to do so.

BCIT Instructor of Heavy Duty Mechanics  
– from a BCIT Level 4 instructor



**HEAVY DUTY  
MECHANIC**

*Guest Speaker*

**Monday, October 28th  
@REP (9:55 - 10:35) in the  
Learning Commons.**

All students are welcome to join with  
permission from their teacher.







# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Career News cont'd.

Radiation Therapist with BC Cancer Agency  
- what it takes to become a radiation therapist  
working with cancer patients.  
Come out and hear Gillian's story.

  
*Guest Speaker*  
**BC CANCER AGENCY  
RADIATION THERAPIST**

**WEDNESDAY,  
OCTOBER 30TH**

**@ REP (9:55 - 10:35)  
IN THE LEARNING  
COMMONS**

All students are welcome to join  
with permission from their teacher.

## 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.





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Langley Secondary School

Monday, October 28, 2024

Issue #4

## Community News

### Remembrance Day Assembly

We will be honouring our veterans with our **Remembrance Day Assembly** on **Thursday, November 7<sup>th</sup>**. We are inviting Langley Secondary School families who have relatives who have served in wars to send pictures of them in uniform for our presentation to our students. If you are interested, please provide Name, War, Rank, Service and Year. Please send these pictures to one of our counsellors: Ms. Amber Blount (email: [ABount@sd35.bc.ca](mailto:ABount@sd35.bc.ca)). These pictures will be shown in a slide show during our presentation as student read "Flanders Field".

It is a long-standing tradition for schools to support our veterans and the efforts of the Royal Canadian Legion. Once again, this year our school will be receiving a poppy for every student and distributing them to classes.

We will continue to collect funds this year in support of the Legion's Poppy Campaign. We are accepting donations if you are in a position to contribute online via School Cash

Online: <https://sd35.schoolcashionline.com/>. Please do not send cash or cheques with your child to school. If you need assistance accessing School Cash Online, please contact the school office.

We appreciate your generosity. As always, our school is committed to educating our community about the meaning of the poppy and Remembrance Day.





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

Langley School District Foundation  
Willowbrook Shopping Evening

**PLAY**  
PRESENTS



Disney **THE LITTLE MERMAID**

Music by **ALAN MENKEN**      Lyrics by **HOWARD ASHMAN & GLENN SLATER**      Book by **DOUG WRIGHT**  
Based on the Hans Christian Andersen story and the Disney film produced by Howard Ashman & John Musker  
written & directed by John Musker & Ron Clements.

**NOVEMBER 8TH, 9TH AND 10TH**

Friday, Saturday and Sunday Night 7pm	\$24 Regular Admission
Saturday and Sunday Matinee 2pm	\$17 Students (7-17yrs) and Seniors 60+
Tues Nov 5th ONLY: Family Karaoke Night	\$10 Kids (6yrs and under)
	\$5 Karaoke Night General Admission

**CHIEF SEPASS THEATRE, FORT LANGLEY - 9096 TRATTLE ST.**  
**[www.playsociety.ca](http://www.playsociety.ca) [info@playsociety.ca](mailto:info@playsociety.ca) 604-768-6597**

DISNEY'S THE LITTLE MERMAID is presented through special arrangement with Music Theatre International (MTI).  
All authorized performance materials are also supplied by MTI. [www.MTIShows.com](http://www.MTIShows.com)



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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](mailto:stephanie.hum@langleyhospice.ca)



Langley Hospice Society  
[langleyhospice.ca](http://langleyhospice.ca)

Providing compassionate care and support since 1983

**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.



Children's Grief  
AWARENESS DAY  
EDUCATE. EQUIP. HONOR.

#CGAD2024  
#PAINTTHETOWNBLUE





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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.





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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. @lss thunderbirds. @lsscareers





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## Communication cont'd

### School Goals

#### Intellectual Development:

- Goal #1: To track the effectiveness of interventions in place for literacy and numeracy.
  - Increase number readers to grade level
  - build basic numeracy skills
  - 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.
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# Chronicle

Langley Secondary School

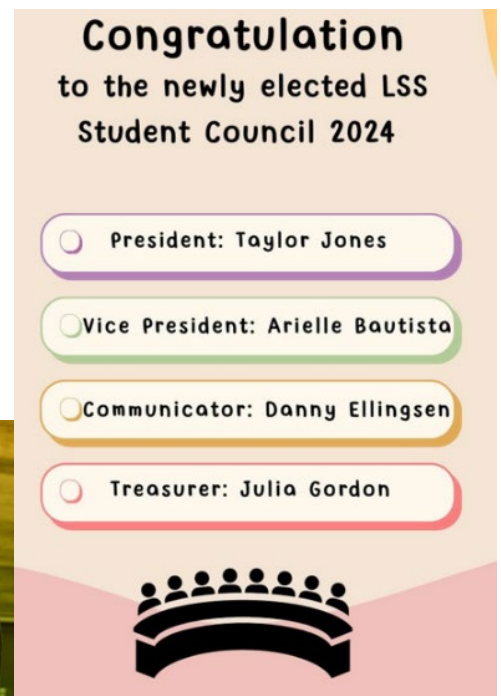
Monday, October 28, 2024

Issue #4

## Communication cont'd

The idea of running a student council this year was a student initiative to give students a voice. While the students running are all involved in various leadership classes and initiatives, student council itself is meant to be a group that is student led: for the students, by the students.

Students placed their vote for the following positions: President, Vice-President, Treasurer and Communicator. The winning candidates are:





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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



Monday, October 28, 2024

Issue #4

## 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:

1. 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**.
2. 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.



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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](http://www.sd35.bc.ca). Updates are also posted to Twitter @LangleySchools and Facebook at [www.facebook.com/langleyschooldistrict](http://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, KKNW 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.

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## 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.



# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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*





# Chronicle

Langley Secondary School

Monday, October 28, 2024

Issue #4

## 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 **QR Leave Safe**. 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

- ☐ 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

- ☐ 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

- ☐ 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 year
- 3 per semester - fall and spring

Note: actual alarms and false alarms count as drills

### EARTHQUAKE

- 2 drills per year
- October - Great BC Shakeout

### LOCKDOWN

- 3 drills per year

### HOLD & SECURE + SHELTER IN PLACE

- 1 review of procedures per year with all