



Queen Mary Elementary School

2000 Trimble Street, Vancouver, BC, V6R 3Z4 Tel: (604) 713-5464

September 18, 2020

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We live, work and learn on the traditional and unceded territories of the Musqueam, Squamish and Tsleil-Waututh Coast Salish Nations. Queen Mary Elementary School wishes to acknowledge the history of our community and neighbourhood.

Welcome to the 2020-2021 School Year!

We have had a smooth, careful and safe school start up focusing on health and safety, connection, social and emotional learning and establishing, understanding and learning new protocols and routines.

It has been wonderful to have so many students return to in-person learning!

This year, we are fortunate to have several people joining our Queen Mary family! Please welcome:

Dennis Deng – Evening Building Engineer
Nate Hyde – Classroom Teacher (Grades 5 & 6)
Melanie Kirkland – Office Staff (Tuesdays)
Madi Milford – Classroom Teacher (Grades 1 & 2)
Claire Pijanowski – Area Counsellor
Shaun Pletsch – Classroom Teacher (Grade 7)



Opportunities to Meet Our Staff

Typically, Queen Mary welcomes families and staff to the new school year with an Open House and Pizza Night before our September PAC meeting. This year, due to current policies and protocols, we are unfortunately unable to gather in person, invite large groups to the school or serve and share food.

Instead, here are a few ways to meet or connect with our Queen Mary staff:

- Join us at the start of the Sept. 22nd 7:00pm PAC meeting when many staff will also log in and be introduced

- Look for an email that includes an introductory letter, newsletter or video from your child's teacher

- Make an appointment to speak with your child's teacher via telephone, Zoom or through your child's Microsoft Teams Classroom platform

- Say 'hello' and introduce yourself while socially distancing at drop off and/or pick up times.

We look forward to connecting with you!



Important Upcoming Dates

Sept. 21	First Full Day of Kindergarten
Sept. 22	PAC Meeting (7:00pm on Zoom)
Sept. 25	Professional Day – School Not in Session
Sept. 30	Orange Shirt Day (Assembly TBD)
Oct. 12	Thanksgiving Day – School Not in Session
Oct. 21	2pm Early Dismissal (Goal Setting Conferences)
Oct. 23	Professional Day – School Not in Session
Nov. 10	Remembrance Day Assembly (TBD)
Nov. 11	Remembrance Day – School Not in Session
Nov. 26	2pm Early Dismissal (Goal Setting Conferences)
Nov. 27	Professional Day – School Not in Session

Orange Shirt Day – Every Child Matters



Each year, Orange Shirt Day occurs on September 30th, the historical date when many Indigenous children left their home to attend a Residential School. Acknowledging this day, and learning about our history, helps us to understand the past, recognize history's impact on today, and be mindful of the future. On Orange Shirt Day, we pay respect to those who experienced Residential School and the individuals and families who continue to be impacted by this part of Canada's history. As many children lost their sense of self-esteem, well-being, identity and connection to family, the day's slogan, Every Child Matters, is an affirmation of our commitment to ensure that everyone around us is seen, heard, cared for and understood.

Option 4 – Learning at Home

This coming week (Sept. 21 – 24), students who are part of the Home Learning Program (Option 4) will begin receiving updates, assignments and check ins via Microsoft Teams.

Updates, assignments and check ins will vary for each class (and, in some cases, for each student within a class).

Option 4 students can anticipate weekly overviews of topics being covered in class (especially focusing on Literacy and Numeracy). Check Ins, amounting to 90-120 weekly minutes, will be scheduled for students and may be comprised of any of the following formats - 1:1, small group, live streaming, pre-recorded messages, in person learning opportunities or office hours. Classroom Teachers, Resource Teachers, Student Support Workers and other QM staff will be conducting the check ins.

During weeks when Option 4 students are invited to school to participate in class or school activities, the time spent at school for these activities may be considered a student's Check In time for the week.

Drop Off, Pick Up and Appointments

It is essential for student drop off and pick up to be prompt!

In the mornings, students are asked to line-up at their designated area. At 9:00am, classes will be welcomed by their teacher. Students arriving after 9:00am must enter through the front door and wait in the foyer to be walked to their class.

Whenever possible, we request that families schedule appointments (e.g. dentist) outside of the regular school day. On the rare occasion that a student needs to leave for an appointment, they are to come to the foyer to sign out and wait for their parent, guardian or caregiver to arrive at the front door. When staff see the student's parent, guardian or caregiver at our front door, the student will be dismissed from the foyer.

After 3:00pm dismissal, we ask for families to leave the school grounds **promptly**. It is difficult to maintain social distancing and safe Learning Groups when students from several different divisions are playing together on the school grounds after school.



Microsoft Teams Classrooms

Teachers will be setting up a digital classroom through Microsoft Teams.

Once teachers have activated their classroom (during the week of Sept. 21), students will access the platform by going to: **Office.com**

Students will sign in with their own VSB email address:
Student email addresses use their own student number and this format:
Student#@learn.vsb.bc.ca

Not sure of a child's student number?
Contact the classroom teacher or office!

Enter the password:
This is the same password that students use to log onto our school computers.
Need a new password or can't remember the old one?

Go to <https://studentpass.vsb.bc.ca/>

You will need a student's PEN (Personal Education Number) for this step (this can also be obtained from the classroom teacher or office).

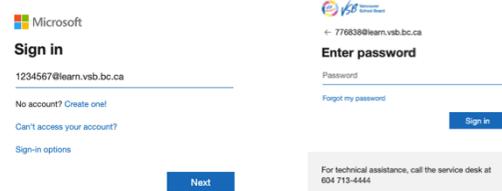
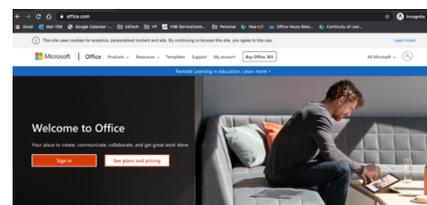
Once logged in, a student is synchronized with the VSB's system. Microsoft Office products will be accessible and can be accessed or downloaded to a home computer/device. First Stop? Microsoft TEAMS



Here are some links that students and families may find helpful (please cut & paste the URL if the embedded links don't work):
[Intro to Teams - https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7](https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7)

[Students Begin Here - https://support.office.com/en-us/article/remote-learning-with-office-365-for-students-eea3ee92-ba42-4217-90d4-155f9a5477e4](https://support.office.com/en-us/article/remote-learning-with-office-365-for-students-eea3ee92-ba42-4217-90d4-155f9a5477e4)

[Guidance for Parents and Caregivers - https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588](https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588)



Norms of Collaboration and Digital Learning Expectations

While teachers may identify specific expectations that are unique to their Teams Classroom, the following guidelines and protocols will support all students.

The Home Learning Environment:

- Set up an effective learning environment that is free from distraction and is quiet.
- Consider your backdrop which may be visible to your classmates and staff.
- During lessons or check ins, turn off distractions such as the TV or music.
- Use headphones or earbuds and mute your microphone.
- Pause/turn off notifications, put other devices away or on silent mode, close tabs and suspend/pause online games.

Check In Time:

- Treat Check Ins as if you're in a face-to face situation.
- Log in to "live" classes or Check Ins on time and remain with the class/staff member for the entire session (save snacks and washroom breaks until after the session has ended).
- Have all needed supplies with you.
- Sit up in a chair and wear appropriate clothing.

Online Presence:

- Use respectful, kind and appropriate language and appropriate avatars.

As always, we expect that interactions with others (online or in person) will be kind, safe and helpful. This is still a relatively new experience for students, families and staff! We will all do our best to learn together with kindness, respect, patience, perseverance and flexibility!

VSB Acceptable Use Policy

The VSB's Acceptable Use Policy for Digital Citizenship continues to apply while students are learning from home. Here are QM and the VSB's expectations for all learners:

Kindergarten – Grade 3

- I will ask an adult to use the computer/tablet.
- I will use apps and webpages that the teacher/school allows.
- I will ask an adult for help if I'm not sure what to do or if I think I've made a mistake.
- I will tell an adult if I see something upsetting or inappropriate online.
- I will be kind when I post about others or myself.
- I will ask permission before posting appropriate photos.
- I will find out and follow the online-sharing rules.
- If I don't follow the rules, I may lose the privilege of using the device.

Grades 4 – 12

- I will keep my username and password to myself.
- I will be respectful of myself and others when using technology.
- I will not view, download, or upload anything that is illegal, inappropriate, or that may cause harm or distress to others.
- I will not take or post photographs or video of other students without their permission.
- I understand that school systems and devices are primarily intended for educational purposes.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other person's files or information without their knowledge and permission.
- I understand that if I use my personal devices at school, I will follow the rules of this policy and my teacher's instructions.
- I will immediately report any damage of devices or software, cyberbullying, inappropriate content, and other concerns to my teacher, [parent or caregiver].
- I understand that I am responsible for my actions when using technology both inside and outside of school.
- I understand that the school will take appropriate action if I don't follow the rules.

Recess and Lunch

This year, to limit the number of students on the playground during recess and lunch, we have created staggered breaks. Outside play time for recess and lunch are as follows:

Divisions 1-3 and 9-11

Recess: 10:30 – 10:45

Lunch: 11:26 – 12:13

Divisions 4-8 and 12-14

Recess: 10:45 – 11:00

Lunch: 12:13-1:00

Students eat lunch during instructional time in their classrooms – either before or after their outside, 47 minutes of play time. Please ensure that students bring their snack and lunch with them each morning - at this time, snack and lunch drop-off is not permitted.



While discouraged, some families may wish for their child to go home for lunch. In this case, a written letter must be provided. Students leaving school for lunch must sign out (and back in) at the office. At this time, students are not permitted to visit 10th Avenue independently during the lunch break.

PLEASE NOTE: Sharing food amongst students is currently not allowed. For this reason, treats (homemade or store bought) may not be brought from home to share with the class on special occasions such as birthdays or holidays.



Reporting an Absence & Safe Arrival

Student safety is of paramount importance to the VSB.

Please notify the school if your child will be absent or late by calling the office at 604 713 5464 - press 1 to reach the Safe Arrival voicemail system. When leaving a message, please speak slowly and clearly as a staff member will be writing down all of the information. The details we require are your child's full name, their teacher's name and their division.

If the school has not received a message regarding a child's absence/lateness, a staff member will call the parent/guardian contact numbers listed on file. Please ensure that contact numbers are always up to date! If we do not reach a parent/guardian, we will leave a message and request that you contact the school asap. When calling the school after 9:30am regarding a child's absence/late arrival for that day, please call the office directly rather than pressing 1 and leaving a message on the Safe Arrival voicemail system.

As this is a voicemail system, please feel free to call at any hour, as soon as you know that your child will be absent/late.

When a child arrives to school after 9:00am, please ensure that they enter through the front door and check in at the office.



Library Book Exchange



At this time, our library is closed to student browsing and borrowing. We are in the process of devising a plan that will hopefully allow for students to borrow books. In the meantime, teachers have access to the library collection for resources and to supplement their own classroom libraries.

A Message from Queen Mary's PAC ...

Welcome back returning QM families and a warm welcome to new families! Whether your children are learning in person or from home, we realize this is a very unusual start to the school year and hope that the transition has been smooth so far.

Our PAC website is regularly updated with information we receive from Queen Mary and the VSB, as well as with updates from Vancouver District PAC and the BC Confederation of PACs. Additionally, all dates for upcoming events, Pro D Days, early dismissal days etc. can be found on the site. If you would like to receive occasional emails from the PAC with information, updates, and links to virtual PAC meetings, you can sign up for our mailing on the website (bottom left corner of the homepage) - <https://www.queenmarypac.com/>

Ordinarily the first event of the year is our Welcome Back Pizza Night followed by our first PAC meeting. Unfortunately, we are unable to meet in person right now, so we will be taking our PAC meetings online until further notice. This month's meeting will be held on Tuesday, September 22nd @ 7:00pm. There will be time set aside at the end of the meeting for questions and "Other Business." In order to minimize the challenges of an online meeting, please submit any questions or other business to info@queenmarypac.com by Monday, Sept. 21st at 3:00pm. Here is the link, meeting ID and passcode for the 7:00pm PAC Meeting on Tuesday September 22nd:

Join Zoom Meeting: <https://us02web.zoom.us/j/83987566082?pwd=R3R4dnBqbWt5eFRlTlloNDlyRUVSQT09>

Meeting ID: 839 8756 6082

Passcode: 849065

PAC meetings are your opportunity to find out what is going on at the school and what is being planned for the coming months. The meetings offer you an opportunity to get involved and to provide input into your child's education. During these challenging times, these meetings are also an opportunity to connect with the wider Queen Mary community. Meetings are usually held on the 2nd Tuesday of the month. Until we are able to meet in person again all meetings will take place at 7:00pm. All meeting dates for 2020/2021 are on our [website.\(www.queenmarypac.com\)](http://www.queenmarypac.com)

Finally, we would like to acknowledge the fantastic job that the teachers, staff and administration are doing to make the transition back to school a positive experience for students and their families. Thank you!



Queen Mary's Code of Conduct

We respect everyone's learning by respecting ourselves, others and our surroundings.



Queen Mary's Mission Statement is to build a respectful community of lifelong learners. We work towards becoming caring, accomplished & cooperative citizens. We aim to provide an enriched environment in which children are encouraged to think, question, create & wonder.