

## MEMORANDUM



To: All Staff  
From: Tanya-Lynn Paul, Paula Borges, Nadira Lawrence-Selan  
Date: Thursday, August 31, 2023  
Subject: **Semester One Start Up 2023**

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Welcome to the new school year at Emily Carr Secondary School (ECSS)! We are looking forward to experiencing all the leading and learning possibilities the new year has to offer.

Please read through the information in this memo regarding Opening Day and First Week Procedures. This will help to ensure a smooth start to the school year. If any questions arise, do not hesitate to connect with us.

### **School's Focus**

At ECSS, we are committed to supporting student achievement and wellbeing by providing opportunities for students to develop their skills and talents, both as students and as an individual. At the core of ECSS is a caring and committed staff that provides many opportunities for student learning and success and an environment where everyone feels safe, welcome and respected. Our goal is to ensure that all of our students are challenged to reach their fullest potential by offering a rigorous academic environment and providing extra support and guidance when needed.

We have a dedicated staff with a strong commitment to student learning, achievement and well-being. We are committed to supporting our students' transition back to school and to providing a learning environment where everyone feels safe, valued, welcome and respected.

### **At Emily Carr Secondary School we:**

***Embrace Identities,***

***Cultivate Excellence, Find***

***Strength in Community, and Together***

***Shape the Future!***

Our namesake, Emily Carr was born in Victoria, British Columbia and studied art in San Francisco, London and Paris. She was a creative person with natural artistic talent. Emily was a great painter, who also loved to write and make pottery. Her magnificent, bright, colourful nature paintings paved the way for her on becoming a Canadian icon. She **loved nature**, enjoyed animals, drawing, and escaping to **the forest**.

It is an expectation that we model our commitments in the ways in which we interact with students, parents and each other.

### **Mascot**

ECSS is the home of the Coyotes!!

The coyote symbolizes cleverness, resilience, and strategic thinking. We look forward to ECSS Coyotes working together to create a caring, safe inclusive space for all at our school.



### **School Colours**

The school colours for ECSS are blue, white and black..

### **Setting a Warm and Welcoming Tone**

- The first 20 days are critical in establishing a safe, inviting community for learners. Consider different ways in which you can get to know about your students' interests, learning journeys, hopes and goals.
- Teachers are asked to be visible and present in the hallways, to help direct students to their classrooms, and to reinforce punctuality and positive hallway interactions.

# OPENING PROCEDURES AND INFORMATION CONTAINED IN THIS SEMESTER ONE START UP DOCUMENT

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## Semester One Start-Up - Key Dates

September 2023 At-A-Glance				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>4</b> Labour Day (Schools Closed)	<b>5</b> First Day for Grade 9 & Community Class Students  Staff Meeting	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b> Caring and Safe Schools Presentations	<b>13</b>	<b>14</b>	<b>15</b> Rosh Hashanah
<b>18</b> Leadership Team Meeting  School Council Meeting	<b>19</b>	<b>20</b> Student Council Meeting	<b>21</b> Photo Day	<b>22</b> P.A. Day
<b>25</b> Yom Kippur	<b>26</b>	<b>27</b> SHSM Meeting	<b>28</b> Terry Fox Day	<b>29</b> Terry Fox (rain date)

TIP: [Google Staff Calendar](#)

## People to Support You with the Start and During the School Year

### School Organization

#### Administrator Extensions and Alpha Responsibilities

Administration		Extension	Alpha List
Principal	Tanya-Lynn Paul	358	
Vice Principal	Nadira Lawrence-Selan	357	A – L
Vice Principal	Paula Borges	359	M – Z

In the absence of the Principal and the Vice-Principal, a staff member will be identified as the Admin Designate.

#### Administrative Support Staff Extensions

*In an Emergency, dial Extension 555 for all Office phones to ring*

Administrative Support Staff		Extension
Secondary Office Administrative Assistant	Barb Genova	352
Assistant Secondary Administrative Support	Daniela Forte	351
Reception/Attendance	Nicole Spina	101
Guidance	Nadia Cantinella	129
Budget, Busing - Field Trips	Dina Bondi	355
STAR	Voula Giotis	353
Technology Support Technician	Roberto Cestra	109
Library Technician	Margarita Koja	130

#### Caretaking Support and Extensions

Title	Name	Email	Extension
Supervisor of Facility Services	James Lee	james.lee@yrdsb.ca	197
Lead Caretaker	Sai Ma	saibiao.ma@yrdsb.ca	165

#### Guidance Counsellor Alpha Listing and Extensions

Guidance Counsellor	Alpha	Extension
Mike Fitzgerald	A – C & Q - Z	362
Rosanna Milani	D - P	363

## Leadership Team

Department	Staff Member
SOAA	Barb Genova
Lead Caretaker	Sai Ma
Business Studies / Computer Science	Mike Iannou
English	Siara Marsh
Geography	Torrie Abbots
Guidance	Rosanna Milani
Health and Physical Education	Sarah Hunter
History	Stacey Richardson
Learning Commons	Argentina Racco
Mathematics	Alyson Guyatt
International Languages & ESL	Kim Skidmore
Science	Chang Oh
Social Sciences & Family Studies	Tania Haber
Student Services/Special Education	Stephanie Allen
Student Success	Mary Memme
Technological Studies	Joanne Cozzupoli
Visual Arts / Drama / Music	Serafina Farrugia

## Student Timetables

- Student timetables will be shared with students by Thursday, August 31, 2023 via Teach Assist as well as e-mailed out to families.

## Grade 9 Welcome Day - Tuesday, September 5, 2023

- The first day of Semester One classes for Grade 9 and Community Class students is **Tuesday, September 5**. [Grade 9 Transition Day Lessons and Schedule](#)

## Regular Day Schedule

- The first day of Semester One classes for Grade 10, 11 and 12 students is **Wednesday, September 6** following the below "Regular Day Schedule."

ECSS 2023-2024		
SCHEDULE	START	END
Homeroom	8:00 a.m.	8:05 a.m.
Period 01	8:05 a.m.	9:20 a.m.
Period 02	9:25 a.m.	10:40 a.m.
Period 03 - <b>LUNCH</b>	10:45 a.m.	12:00 p.m.
Period 04	12:05 p.m.	1:20 p.m.
Period 05	1:25 p.m.	2:40 p.m.

- PLEASE NOTE: Be diligent with attendance in Teach Assist, "**no-show**" tracking must be accurate.

## "No Shows" Tracking

- Here is the [link](#) to the Google Form for teachers to report any students who are "No Shows" to their classes during the first week of Semester One:
- Teachers are asked to submit names of "no-show" students no later than **Monday, September 11, by 4:00 p.m.** Please be diligent with attendance tracking in Teach Assist, as **it is essential that "no-show" reporting is fully accurate.** "Nil reports" are required.

## Semester One Introductory Course Documents

Consider using the below lesson plan template and questions as you plan your lessons throughout the semester.

[Lesson Plan Template - Critical Consciousness](#)

[Lesson Plan Template Questions to Consider](#)

When your course(s) begin, provide students with a:

- Letter of Introduction** and provide a copy of your letter of introduction to the Administration in the [2023/2024 Letter of Introduction GAPPS Folder](#). Please label your file with the course code and section.
- Course Outline**, for each of your courses.

For the Course Outline, be sure to consult the YRDSB resources. Please consider using this [Template](#) as a guideline and referring to the [Secondary Course Outline Checklist](#).

- Indicate overall expectations, a unit breakdown, and an evaluation breakdown for the course which references the weighting for each Achievement Chart category.
- Please note at this time the final mark will be based on a **70% term mark and 30% culminating assessment**.
- Share and read through the course outline with your students during the first week.
- Place your course outline in the [2023/2024 Course Outlines GAPPS Folder](#). Please label your file with the course code and section.
- Please take a moment to complete the [ECSS Faculty Profile 2023-2024](#)
  - o New staff - please use the form above to submit your photo and six word story for 2023-2024.
  - o Current staff can use this form too if you wish to update your photo or change your six word story.
- The faculty profile for last year 2022-2023 can be viewed here:
  - o <https://drive.google.com/file/d/1UZDGvVZ3dozPIeh1R0h3Mev7UuzlitKI/view?usp=sharing>

## Assessment and Evaluation

Expectations related to assessment and evaluation must be aligned with the Ministry document titled [Growing Success](#) and the [Emily Carr Secondary School Assessment and Evaluation Communication Guidelines](#). In terms of assessment and evaluation, its guiding philosophy involves the assignment of marks that are indicative of overall achievement and the student's demonstration of learning. Be sure to share all such expectations with your students. In cases of academic dishonesty, please consult with the student's alpha Vice-Principal to see if there has been a pattern demonstrated in the past.

## Emily Carr Staff Resources

Throughout the year, resources to support ECSS staff will be included in the 2023/2024 [Emily Carr Secondary School Staff Dashboard](#).

## Late Arrivals & Attendance Referrals

- Arrive to class with all appropriate learning materials prior to the starting bell.
- Enter the class without disruption if late.
- Discuss consequences of late arrival with the teacher at an appropriate time.
- Comply with the consequences of late arrival as identified by the teacher.
- If arriving after the first 15 minutes the student will need to go directly to the main office for a late slip. Students arriving to class in the first 15 minutes will be marked late in the classroom by the teacher.
- If students are sent to the office to verify an absence, they are to keep their admit slip to show all teachers.

## Late Arrival or Early Departure From School

Students who arrive after 8:15 a.m. must sign in at the attendance desk. Students who need to leave school before 2:40 p.m. for any reason (doctor's appointment, etc.) must sign out at the Main Office. A note should be presented for all pre-arranged absences. The note must contain the current date, date(s) of absence, reason for absence, and a parent/guardian signature or the signature of a student who is eighteen years or older. If a student is eighteen years or older, they must follow the same sign in/out procedure.

## Late and Unauthorized Absence Guidelines

*Please use your professional judgment as each situation will be different. If uncertain, speak to a colleague, Subject Head, Guidance Counsellor, or Administrator for advice.*

# of Lates or Absences	Action Taken
1 – 3	<ul style="list-style-type: none"><li>● Conversation with students regarding expectations and consequences.</li><li>● This is an opportunity to learn if there are extenuating circumstances to be considered.</li></ul>
4 – 6	<ul style="list-style-type: none"><li>● Consequences with a teacher, such as detention; or counselling with an Administrator.</li><li>● Consult with an administrator to discuss next steps.</li><li>● Communication with parent/guardian to put in place preventative strategies.</li></ul>
7 – 9	<ul style="list-style-type: none"><li>● Administrator, teacher, parent/guardian and student will meet to develop a coordinated approach to correct the student behaviour.</li><li>● Administrator to consult with school social worker for attendance counselling.</li></ul>
10+	<ul style="list-style-type: none"><li>● <b>ATTENDANCE ENGAGEMENT:</b> Please click the linked document to access the <a href="#">Early Intervention Pre-Referral Guidelines for Attendance Engagement</a> Google Form.</li><li>● Administrator, along with the teacher, will determine next steps.</li><li>● Administrator will send home written communication to parent/guardian</li></ul>

Failure to follow these procedures constitutes truancy, which leads to escalating consequences including counselling, parental/guardian contact, detentions, suspensions, removal from course, and removal from school.

### **ECSS Codes and Policies Review**

As you take time to introduce your own classroom expectations for behaviour and the completion and submission of assignments, please also take some time during the first week to [review some essential school policies](#) for student behavior, which include expectations for:

- attendance (expectations for punctuality, approved absences);
- school code of conduct;
- norms for online behaviour in support of building community;
- appropriate attire;
- appropriate use of personal electronic devices - including developing norms and expectations for online learning and digital tool use.

Teachers are asked to be visible and present in the hallways, to help direct students to their classrooms during the first week of the semester. Please greet students at your classroom door each day and remind students to adhere to health and safety protocols. **Consistent messaging from all staff will help support a safe and inclusive learning environment for all for Semester One.**

### **Study Hall**

Students who are in a study hall (spare period) must remain in the cafeteria or the library for the entire period. Behaviour and language in the halls and common areas must be courteous and respectful.

### **Lunch**

Students may eat in the cafeteria or outside on the beautiful school grounds. Please encourage students to clean up after themselves in order to keep our school free from rodents. Students are not permitted to eat/gather in stairwells as this violates the fire code. Please redirect students outside or to the cafeteria.

### **Significant Faith Days**

Items such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities, and exams/tests/culminating activities shall not be scheduled on dates referred to as “Diamond Days” in the YRDSB.

In addition to “Diamond Days”, all staff are encouraged to take reasonable steps to accommodate students and staff members of a faith group who state that the Board’s school and workplace operations or requirements create undue hardship and interfere with their ability to exercise their religious beliefs and practices.

Please refer to the Board’s yearly publication, “[Holidays and Observances Calendar](#)” for a full list of significant faith days.

### **Important Timelines/Dates**

A school year calendar listing significant dates for the school year is maintained through the [ECSS Calendar](#). You are advised to refer to this calendar regularly.

### **Emergency Procedures: Dates for Fire, Lockdown and Hold, Secure, Bomb Threat Drills for Semester One**

Please see the below schedule of dates/times for Fire, Lockdown, Hold & Secure, and Bomb Threat Drills for Semester One. Please make reference to these for your planning purposes. Emergency Response procedures, “sweeper” locations and “zone” leaders information will follow in the Emergency Preparedness Memo. **Please note that dates are subject to change.**

<b>Fire Drill Dates:</b>	<b>Rain Dates:</b>
Tuesday, September 19 (Period 2)	Wednesday, September 20 (Period 2)
Wednesday, October 18 (Period 3 - LUNCH)	Thursday, October 19 (Period 3 - LUNCH)
Thursday, November 2 (Period 4)	Friday, November 3 (Period 4)



<b><i>Bomb Threat Drill Date:</i></b>
Wednesday, September 27 (Period 2)

<b><i>Lockdown Drill Date:</i></b>
Thursday, October 12 (Period 5)

<b><i>Hold-and-Secure Drill Date:</i></b>
Wednesday, November 22 (Period 5)

### **Textbooks – Distribution and Tracking**

With the high cost of textbook/equipment/resource, it is essential that we continue to take care when issuing and collecting textbook/equipment/resource. It is strongly recommended that teachers do not distribute textbook/equipment/resource for the first two weeks of classes if possible (use an in-class set of texts/equipment/resource during this period without loaning them to students to take away). **Coordinate with your Department Head in the issuing of all textbook/equipment/resources.**

**There is a change in procedure for issuing textbook/equipment/resource.**

Students complete all sections of the [ECSS Textbook/Equipment/Resource Google Form](#). Prior to sharing the hyperlinked form with students, you will be forced to make a copy. After you make a copy, you can edit the google form (if needed) and then you will be able to share the form link with students. After students have completed the form, you will be able to review responses on a google sheet in which you will also be able to track returned items.

Emphasize the replacement cost of the textbook and the student's responsibility as a textbook/equipment/resource borrower. **The textbook/equipment/resource name, publisher/brand name and replacement cost of the textbook/equipment/resource should also be included in the first day handout.**

Remind students to put their name in the front of the textbook/equipment/resource (if applicable).

### **Collection**

When students lose textbook/equipment/resource during the year, teachers must complete the [Textbook/equipment/resource lost or damaged google sheet](#). Students must then be sent to the office where they will pay the replacement value of the textbook/equipment/resource as indicated on the textbook/equipment/resource google form. Students show their textbook/equipment/resource receipt to the subject teacher who will then issue a replacement textbook/equipment/resource. Please ensure that you keep track on your Textbook/equipment/resource Google Sheet. You may want to make a note that the textbook/equipment/resource has been lost, DO not re-use that number when numbering textbook/equipment/resource; since the student is eligible to have their money returned if they later find the textbook/equipment/resource). **Remind students to keep the receipt in the event their textbook/equipment/resource is found. When found, students bring the receipt and textbook/equipment/resource to the office for a refund – usually within 2-3 days by cheque.**

When students wish to drop a course during the year, they must obtain a timetable change form from Guidance. Please collect textbook/equipment/resource from students when they approach you for your signature and initial the appropriate section of the timetable change form. Once the textbook/equipment/resource is returned, please ensure to make note of it on your textbook/equipment/resource google sheet and provide the student with a note that the item(s) has been returned.

When students transfer to another school or retire, students are responsible to return textbook/equipment/resource for each course and to go to Guidance and fill out a retirement form. When you receive a textbook/equipment/resource, make note of it on your google sheets and provide the student with a note indicating that the item(s) has been returned. If textbook/equipment/resource have not been returned, please complete the google spreadsheet for Lost or Damaged textbook/equipment/resource.

Once all textbook/equipment/resource have been collected and/or the textbook/equipment/resource lost or damaged sheet has been completed for each student with **three** attempts, please bring the completed sheet (you will need to print it) to the budget secretary in the office. If the textbook/equipment/resource is returned during the semester, the budget secretary will inform the teacher that the textbook/equipment/resource has been returned so the teacher can update their google sheet.

### **Course Fees**

As a reminder, course fees are not to be charged to students / families.

### **School Cash Online**

Anything for which you collect money must be offered on School Cash Online. Please see Tanya-Lynn Paul for approval prior to connecting with the ECSS Budget Office Assistant.

### **Caring & Safe Schools Assembly, Course Selection Presentations**

Grade 10-12 classes will be participating in the Semester One Caring and Safe Schools Assembly on **Tuesday, September 12, 2023**.

### **Staff Absences**

- Staff should enter their absences in STAR by 6:00am. If you are aware of your absence earlier please enter it as soon as possible. “Special Instructions” should be left for the OT indicating the grade and specific assignment details. This helps to ensure that the replacement staff member is prepared for the assignment.
- FI teachers are required to indicate the grade or division in “special instructions”. They are not to indicate “if you don’t speak French please don’t accept the assignment”.
- Note: If a staff member is absent and unable to call in their absences, the school must put the absences in the appropriate system ASAP to avoid any pay processing errors.
- Please refer to the [ECSS Staff Handbook](#) for more details on staff absences.