



**R.C. Palmer Secondary School**  
*Home of the Griffins*

8160 St. Albans Road, Richmond, BC V6Y 2K9

Tel: 604-668-6288 Fax: 604-668-6488

Email: [palmer@sd38.bc.ca](mailto:palmer@sd38.bc.ca) Website: <http://palmer.sd38.bc.ca>

## **Palmer Griffins**

**August 29<sup>th</sup>, 2023**

### **Welcome to the new year at Palmer!**

We hope you are enjoying the fantastic summer weather by spending time with family and friends, and that you have had the opportunity to “refresh” and “renew” in these past two months! As the Principal at Palmer Secondary, I am very excited to be starting a new year along with all of you. I look forward to getting to know all the students, staff, and parent community as the year progresses.

Palmer staff is excited and busy preparing for the new school year ahead. The teaching and support staff at Palmer Secondary look forward to continuing to work with the Palmer students and families for this upcoming 2023/2024 school year. Please become involved in the school's life through your attendance at meetings, extracurricular events, and ongoing feedback. The student-parent-teacher relationship is particularly important to us. Together, we look forward to another great year at Palmer.

### **Introducing New staff ...**

In September, we will be welcoming several new Palmer staff members. It is my pleasure to welcome:

Vivian Chen	Counsellor
Brenton Driscoll	Learning Resource
Lilyan Parmar	Science
Ernest Pao	Biology/Math
Lynette Liang	Home Economics
Emily Riddell	Drama/CLE
Joanna Xu	Education Assistant

New beginnings bring possibilities of new connections and new learning and a fresh commitment to achieving one's personal best. To our returning students, I encourage you to approach the new school year with determination, focus, and commitment. To our new students, including those who are approaching their first year of high school, I extend a warm welcome. It is our hope that you will soon view RC Palmer as your school, where your contributions will serve to enhance the excellent culture of PRIDE that exists here at Palmer.

Please find some information that may answer some of your questions about the upcoming school start up on the following pages.

## FIRST DAY INFORMATION

**Tuesday, September 5th is the first day back for students.** All students are to report to the Lounge first for a grade assembly. There will be a short Homeroom after the assembly.

- **Grade 8** **9:00am**
- **Grade 9** **10:00am**
- **Grade 10** **11:00am**
- **Grade 11** **12:00 noon**
- **Grade 12** **1:00pm**

Homeroom lists, sorted in last name alphabetical order, showing room locations will be posted at the school's front entrance to help you find your homeroom classrooms. This list will be posted on our school [website](#) for your information.

After an important but brief assembly, students will go to their homeroom classes where important school information and student schedules will be shared. Students are reminded to bring a pen or pencil to school on September 5th.

**Students will be in attendance for about an hour or less on September 5<sup>th</sup>.** Regular classes begin September 6th for Grades 8-12, beginning at 8:30 AM with a short homeroom BEFORE Block A.

## SCHOOL FORMS

Please complete the two forms distributed during Homeroom in the first week of school and return them to the homeroom teacher by the end of the first week. All forms are due in the office by Friday Sept 15, 2023.

(1) Yellow Personal Information Release Form

*Please note, these forms need to include students' names or photos in the yearbook, newsletters, or the school website.*

(2) Blue Student Medical Verification Form

In case of an emergency, we need to know who to call. Any changes during the year should be given to the office staff. Please make sure that any serious allergies are indicated on the form or call the office staff to provide any imperative information regarding your child's health/safety. Parents are to make any changes necessary on the form and sign this before the student returns it to their homeroom teacher.

**IMPORTANT**

## SCHOOL COMMUNICATION

All communication from the school will be emailed. To receive information promptly, a parent email address must be provided to the school. You may do so by completing a webform on our website and by **ensuring that an email address has been put on your son/daughter's Blue Medical Verification Sheet and the sheet is returned to the school. This is particularly important.**

To receive the latest information about Palmer, you may also visit our website at: [palmer.sd38.bc.ca](https://palmer.sd38.bc.ca). Our website will continue to be the most current source of information pertaining to school events; be sure to check the **WAAG (Week at a Glance)** to stay informed. The WAAG has important reminders and events for each upcoming week. Please visit our school website on a weekly basis: <https://palmer.sd38.bc.ca/>

## AGENDA FOR STUDENTS AND PARENTS: MY SCHOOL DAY APP

To enhance our communication with our student and parent communities, we are using an on-line agenda for grades 8-12. More information about this school app can be found here: [MY SCHOOL DAY APP: SCHOOL AGENDA FOR STUDENTS AND PARENTS](#)



### MYED BC AND PARENT PORTAL

At RC Palmer Secondary, we will continue to have parents access their child's school information directly online. The MyEducation BC (MyEdBC) [PARENT PORTAL](#) will allow parents and/or guardians to access attendance, term grades, and other information on their child(ren). **Please note that the Parent Portal will be reset and will not be accessible until SEPTEMBER 5<sup>th</sup>.** Students **can** access their portal accounts at this time.

Each parent/guardian will have their own separate account, and can view the following:

- Class Attendance Information
- Contact Information
- Student Demographic Information
- Student Schedules
- Published Report Cards
- Transcript Information

### Account Problems?

Accounts have been created using email addresses previously provided to the office. If you did not provide your email address or need to update your address, please send an email to [palmer@sd38.bc.ca](mailto:palmer@sd38.bc.ca). In the subject line of your email, please put Parent Portal, and in the message include the following: Student's Full Name, Pupil #, Parent/Guardian Name and email address.

### STUDENT SCHEDULES

Our current timetable was built based on our enrolment last Spring. Students will receive their schedules, based on their course requests, in their homeroom on the first day of school. *In some cases, the alternate request was timetabled because of timetable conflicts.* Student requests for course changes will only be considered for strong educational reasons as we have limited flexibility in our timetable. Counsellors will assist students during the first week of school by appointment only, and priority will be given to incomplete schedules. Students will receive their schedules on Tuesday September 5<sup>th</sup> (SALMON sheets) from their homeroom teachers.

### SCHOOL TIMETABLE AND SCHOOL CALENDAR

All classes will start at 8:30 am. During the first week of school, we will begin each day with a short homeroom talk discussing school startup procedures and requirements. The school day will end at 3:00 pm. Specific course requirements for books, supplies and other materials will be discussed by subject teachers during the introduction to their classes. Along with this email, we strongly recommend that students and parents review the school calendar. Please visit our school [website](#) for updates.

### 2023/2024 SEMESTER SCHEDULE

The 2023-24 school year will be using a Semester model. This means that students will get 4 classes for half of the year (until February), then a different four classes for the second half of the year (until June). The classes will be in the same order every day and classes will run from 8:30am-3:00pm on Mondays, Tuesdays, and Fridays. Classes will run from 9:30am to 3:00pm on Wednesdays and Thursdays as we have personal learning time (PLT) at Palmer. More information on PLT below.



### **SCHOOL START TIME**

As we start this school year, as a school community, we would like to continue to focus on supporting our students' learning and emphasize the importance of punctuality to ensure a successful and productive day for everyone. Classes at our school will begin promptly at 8:30am on Mondays, Tuesdays, and Fridays and 9:30am Wednesdays and Thursdays. To support our school's goal of maintaining a structured learning environment, we kindly request your assistance in ensuring that students arrive at school on time.

### **Here are a few key points to remember:**

- School starts at 8:30am on Mondays, Tuesdays, and Fridays or 9:30am on Wednesdays and Thursdays. Please plan your morning routine accordingly.
- Allow extra time for traffic or unexpected delays. With the expected traffic on St. Albans Road, we encourage students to be dropped off at school 30 minutes before classes start. Students may work on homework in the lounge. Students can study in the lounge from 7:30am onwards.
- Arriving on time helps students settle in, focus, and make the most of their learning experience.

We appreciate your cooperation in this matter. Your commitment to punctuality contributes to a positive educational environment for all our students. If a student arrives late at school during the start of the day, we ask that students check in with the office.

If you have any questions or concerns, please contact our school office. For any student lates or student early dismissals, we ask that parents inform the office staff by calling us at 604 668-6288.

### **2023/2024 STAFF COLLABORATION DAYS:**

During the below dates, staff will be engaging in professional development activities from 8:30am to 9:25am. **Classes will start at 9:30am on these days.**

September 12, October 3, November 7, December 5, January 9, February 6, April 9, and May 7

### **PERSONAL LEARNING TIME (PLT)**

It is a period of Instructional time each week set aside as “self-directed” time for students to learn with teacher support. Students are given choice and ownership over their learning. Staff facilitate a responsible learning environment by providing support if the students need help and encouraging undistracted / independent learning. Through PLT (Personal Learning Time), students will develop skills such as questioning, communication, short-term and long-term goal setting, organization and time management, self-regulation, and self-awareness. The goal of PLT is **for students to develop** the skills necessary to use

unstructured time in a way that benefits their individual learning. Students may choose to be on site for their PLT or may choose to work at home during this time.

**In some cases, teachers may also require some students to attend and be present in school to receive individual or small group instruction.** Stay tuned for additional information. In the meantime, parents and students are strongly encouraged to review the Palmer Timetable

**Our first Palmer PLT will be scheduled for Wednesday Sept. 13 and Thursday Sept.14.** Please see the school website for the bell schedule for our PLT days.

### **SCHOOL PARKING LOT**

We encourage all students to walk or cycle to school as often as possible. Not only is this the healthy and environmentally friendly alternative, but it also reduces traffic congestion around the school each morning and afternoon. If you are driving to drop-off or pick-up students, use the roundabout in front of the school and avoid the peak rush times (8:15am to 8:30am and 2:45pm to 3:00pm) as much as possible.

### **IMPORTANT**

### **SCHOOL FEES**

Secondary schools have standardized the costs of general school fees (i.e. student council/activity fees, student agenda app, communication fee). Students are not charged basic course fees; however, there are still charges for some optional activities and enrichment projects. There may also be charges for athletic teams, clubs or graduation events. *Enrichment fees* may apply in a course in which a student wishes to undertake an optional project that is beyond the core requirements of the course and which s/he will keep. Examples at Palmer include costs for more elaborate projects and materials in courses such as Textiles and Fine Arts. In addition, students may be charged a fee to participate in an optional field trip. Students who are unable to pay such a fee due to financial hardship should speak to a counsellor or one of the administrators. An individualized fee statement will be provided to students in their Homeroom class during the first week of September.

Grade 12 fees will include optional events such as Valedictory, Grad Dinner Dance and Dry Grad, etc. Once we determine the costs for optional events, fees will be posted to the School Cash Online system and parents will be notified via email by the School Cash Online system. To assist with event planning, please make payments as early as possible. Please select "Yes" to receive email notification when new items are available for purchase/payment.

### **ACTION REQUIRED**

As all school fees will be posted to your child's account in School Cash Online, we appreciate you taking the time to register through the School Cash Online system. To register or more for information, please visit: <https://www.schoolcashionline.com/>

All school fees are due online by Friday October 20<sup>th</sup>, 2023.

### **ELECTRONIC DEVICES**

While we recognize that cell phones and personal music devices are very much a part of our lives today, and cell phones have useful applications which can support learning, they can also be very disruptive to

learning. We remind students and parents that cell phones and personal music devices are not permitted during class time unless specifically requested by the teacher for an educational purpose.

Also, we remind parents and students that, sadly, the theft of cell phones and personal music devices sometimes happens. School **cannot be** responsible for the **safety** of cell phones and personal music devices. We advise students and parents that these devices should be left at home, locked in lockers, or kept in students' possession, but turned off during class.

### **SCHOOL PHOTOS**

Photo day is on **Wednesday, September 27th**. All students will have their photos taken for their Go-Card and Yearbook. Should you wish to order photos, information will be provided for you to make your purchase online by visiting Artona.com. Photo Retake Day is **Friday, October 27th**.

### **PARENT ADVISORY COUNCIL (PAC)**

Our PAC group meets monthly to provide input regarding school programs and initiatives. The first regular meeting of the PAC is on Tuesday, September 12th at 7pm in the library. New members are welcome and encouraged to join PAC this year!

### **SEPTEMBER 30 - NATIONAL DAY FOR TRUTH AND RECONCILIATION**

All schools in the Richmond School District will be closed on Monday, October 2, 2023 - in lieu of National Day of Truth and Reconciliation - September 30. This day provides an opportunity for all Canadians to recognize and commemorate the legacy of residential schools. This may present itself as a day of quiet reflection or participation in a community event. Schools in our district will be engaged in a variety of activities leading up to September 30<sup>th</sup> to reflect on the significance of this day in our community and in our nation.

### **BEST WISHES**

Please take the time to review the contents of this newsletter, highlighting many of the key dates and details that will assist in supporting a successful start-up for your student. It's also a good idea to monitor the school website for changes and additional start-up information. Best wishes to all for a safe and happy year of learning. As always, if you have any comments or questions, please contact me at the school 604 668-6288 (select '0' to reach the office) or send a message to the school e-mail at palmer@sd38.bc.ca

### **Some upcoming events for September:**

#### **S E P T E M B E R**

Tues.	5	First Day of School
Wed.	6	Regular Classes Begin (ABCD)
Tues.	12	PAC Meeting, 7pm
Wed.	13	Palmer PLT Starts
Thu.	14	Grade 8 Day and Clubs Day
Thu	21	Post-Secondary Info Night 6:30pm
Thu	21	Meet the Teacher Night, 7pm
Fri	22	Non-Instructional Day -No School
Wed	27	School Photo

Sincerely,

Herj Ghaug  
Principal