



L'École Secondaire Oak Bay High

Dear students and families of Oak Bay High,

We hope that you are all planning on enjoying some of the beautiful sun that is being called for this weekend. We have been very busy at Oak Bay High as we prepare to welcome our staff and students back into our building next week. We would like to share with our plan for school start up as well as information about how to access student timetables.

School Start-up Schedule:

On September 10th and 11th Oak Bay High will be offering four orientation sessions, one for each grade level and will occur via a student's Block A class. This block will also serve as their "cohort" for the first term. Maintaining the integrity of cohorts, limiting touch surfaces throughout the building and limiting interactions outside of one's cohort will be points of emphasis this year. To that end, students will be required to use designated building entrances. Doors have been preselected for students based on proximity to their A Block classroom.

Block A teachers will be emailing students and parents/guardians by end of the day Wednesday, September 9th with a reminder regarding their orientation session and identifying the building entrance door which the student should be using.

Block C teachers will be emailing students and parents/guardians by the end of the day Thursday, September 10th with information about their "non-learning group" class. This will include a schedule for each student's part-time in-class instruction.

Tuesday & Wednesday (Sept 8th & 9th)	Staff only
Thursday, September 10th	Orientation for grade 9s only (10:00 - 11:30 am)
	Orientation for grade 10s only (1:30 - 2:30 pm)
Friday, September 11th	Orientation for grade 11s only (10:00 - 11:00 am)
	Orientation for grade 12s (1:30 - 2:30 pm)
	Any student without a block A class (1:30 - 2:30 pm)
Monday, September 14th	Regular classes begin

Please arrive at your scheduled entrance no earlier than 15 minutes before your scheduled start time

Student Timetables:

Student timetables are ready! Students have 3 options to receive their timetable:

- 1) For those students who are familiar with MyEd and how to sign in to the student MyEd portal, timetables are available for viewing online now. For login assistance, resetting passwords, and a student user guide, please visit <https://oakbay.sd61.bc.ca/student-info/student-my-ed-account-information/>. If students are requesting a course change, an electronic copy of our course change form can be found [here \(Course Change Request form\)](#).
- 2) Printed timetables are available for pick up on Tuesday, September 8th (12:00-3:00) and on Wednesday, September 9th (8:30 - 2:30) in front of the main office window. Binders will be organized alphabetically by last name. Please sanitize your hands upon entering and exiting the school, and a reminder that you will be required to wear a face mask and remain socially distant from others waiting to pick up their timetable.
- 3) Copies of student schedules will also be handed out during their scheduled orientation session from their block A teacher. As stated above, previous to the scheduled orientation time, block A teachers will send students & families an email to provide details such as which door their students need to arrive at and what classroom students will immediately move to.

A couple of reminders as you view your timetable:

- It is expected that grade 9s - 10s have a full timetable (8 courses listed A through H).
- If you are missing a block, please complete the course change request form and when changes are made, you will be called and/or emailed with your new timetable.

Quarter 1 (Sept 8-Nov 13)	Quarter 2 (Nov 16 - Jan 29)	Quarter 3 (Feb 1 - Apr 16)	Quarter 4 (Apr 19 - June 22)
Block A	Block B	Block E	Block F
Block C	Block D	Block G	Block H

Course Change Requests due prior to September 14th:

On the reverse side of each timetable will be a course change form that can be filled out and submitted on the spot, if desired. Take a picture of your timetable if you are submitting a course change request.

If returning a course change form electronically, please scan and send it to OakBayInfo@sd61.bc.ca. Completed forms can also be dropped outside the main office Tuesday - Friday from 8:30 - 2:30. As mentioned above, please sanitize your hands upon entering and exiting the school, wear a mask when on school grounds and walking through the halls while remaining socially distant from others.

Students will not line up at the counselling office or the front office this year. Instead, course change request forms can be dropped off outside the main office. We will be prioritizing those requests that affect Quarter 1 and incomplete timetables. It is important to note that once Quarter 1 is underway, for Health & Safety reasons, we may be unable to move students between cohorts.

Students not returning to Oak Bay

If your son/daughter will not be returning to Oak Bay High this coming year and you have not yet let the office know can you please contact the school at 250-598-3361 or oakbayinfo@sd61.bc.ca.

Thanks, have a fabulous long weekend. Looking forward to having students and staff back in school next week.

Sincerely

Tom Aerts

Tom Aerts
Principal
taerts@sd61.bc.ca

Phil Ohl

Phil Ohl
Vice Principal
pohl@sd61.bc.ca

Mel Paas

Melaine Paas
Vice Principal
mpaas@sd61.bc.ca