



NORTH DELTA SECONDARY

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April 2, 2020

Dear Parent / Guardian,

This letter contains very important information for parents/guardians and students of North Delta Secondary regarding:

- The process for students who wish to retrieve essential items from their lockers
- Teachers phoning families April 2 & 3
- Schedule for Learning
- Activation of Delta Learns email accounts

Parent/Student Access to School - Instructions

Parents and Students who require access to ND for ESSENTIAL items are able to come to the school on Monday, April 6th. Essential items would include medicine, epipens, cell phones, computers, etc. but does NOT include textbooks, workbooks, binders, clothing, old lunches, pens/pencils, or other items that can be picked up at a later time. All visitors must strictly follow the instructions below.

1. Parents and Students determine if there are ESSENTIAL items that must be picked up from the school now. Parents and Students should only come to the school if the items are urgently needed.
2. Parents and Students who need to come into the building must select a time slot to come to the school using the Parent Teacher Interview (PTI) tab on Parent Connect.
 - IMPORTANT: The box that says 'Limit to who teaches this student' must be **unchecked**. Click this to see all teachers.
 - Select Mr. Scarr as the teacher.
 - Choose an available time slot.
3. Parents and/or Students should come right at the time they have signed up for - do not come early or stay late. If possible, parents should accompany students to help ensure they quickly obtain their essentials, and to help everyone maintain proper physical distancing between people.
4. Upon arriving at the school, please line up on the next available X marked at the front door of the school. Maintain proper physical distance (2 meters). When it is your turn and you are directed to do so, please enter the school and speak to the administrator present -

they will help ensure the items you wish to retrieve are essential and will provide additional rules while you are in the building.

5. Quickly go to your locker and retrieve your items. DO NOT touch doors, other lockers or handrails unnecessarily. DO NOT socialize with friends.
6. Once your items have been collected, return to the front door to leave the building. DO NOT leave by any other door other than the front door of the building.
7. Once you have left the building, please leave the grounds promptly to help maintain physical distancing and to do your part to help everyone remain healthy.

Teachers Phoning Families

Families who have not already received a phone call from their student's Block B / B1 teacher, should expect a call by April 3. The purpose of the call is to determine how families are coping during this challenging time and to find out how the school can support students in their learning moving forward. Phone calls may come from a 'blocked' or 'No Caller ID' number. It is very important that families who receive a call from a 'blocked' or 'No Caller ID' number answer the call.

Schedule for Learning

Teachers will be contacting students through their Delta Learns emails and sharing short learning tasks with students during the week of April 6-9. Students are expected to respond to teachers and engage in all learning activities provided. Students should expect learning activities to be shared with them by their teachers according to the schedule below. Should students have questions or require clarification about any learning activities, they are encouraged to contact their teacher on any day. On most Fridays, teachers may designate 'office hours' during which a student can contact a teacher for individualized support. Students who regularly receive support from a Learning Support Teacher or Educational Assistant are encouraged to contact these individuals on any day to access assistance with learning activities.

Schedule for April 6 - 9

Mon, Apr 6	Tues, Apr 7	Wed, Apr 8	Thurs, Apr 9	Fri, Apr 10
Blocks A/A1/A2	Blocks B/B1/B2	Blocks C/C1/C2	Blocks D/D1/D2, 'X' Block	Good Friday

Schedule for April 10 - 13

Mon, Apr 13	Tues, Apr 14	Wed Apr 15	Thurs, Apr 16	Fri, Apr 17
Easter	Blocks A/A1/A2	Blocks B/B1/B2	Blocks C/C1/C2	Blocks D/D1/D2, 'X' Block

Schedule for April 20 - 24

Mon, Apr 20	Tues, Apr 21	Wed, Apr 22	Thurs, Apr 23	Fri, Apr 24
Blocks A/ A1/A2	Blocks B/B1/B2	Blocks C/C1/C2	Blocks D /D1 /D2	'X' Block, Office Hours, General Support

Activation of Delta Learns Accounts

As students engage in learning and communicate with school staff, they will require access to their Delta Learns email accounts. It is critical that students activate their accounts and are familiar with how to use them.

Student Login Solutions

Below are the steps and solutions to the three most common creation and login problems to deltalearns.ca GAFE accounts.

Many questions can be answered on our FAQ page: <https://deltalearns.ca/google/faqs/>

Creating a student GAFE account:

1. Parents Consent in Parent Connect
2. Next Day
3. Students login to Student Connect
<https://cimsweb.deltasd.bc.ca/schoolconnect/stuconsignon.aspx>
4. Agree to AUA (if the Acceptable Use Agreement pop up does not appear immediately, the student has agreed to the AUA in the past. They can then move on to step 8)
5. Sign out
6. Wait one hour
7. Student signs back in to Student Connect
8. Student changes Password (Min 5 Characters, Max 10 characters)

9. Student logs out of Student Connect
10. Wait 5 to 10 Minutes
11. Student signs in to Google at <https://google.ca> (first name, first initial of last name, last three digits of student number @deltalearns.ca i.e. Santa Claus 12345 would be santac345@deltalearns.ca)

Students/Staff who have had a Deltalearns G-Suite account, and the password is not being accepted, or the password is not working:

Passwords not accepted or forgotten

If a staff or student forgets a password, or their password is not working the only solution is to change it in CIMS. Often student passwords do not sync because the password change is completed at the same time as the acceptance of the Acceptable Use Agreement, or prior to a parent providing consent. The steps outlined in solution one above, must be followed for the password to sync correctly. See the steps below to change passwords.

Steps to Change a Password

1. Login to Student Connect:
<https://cimsweb.deltasd.bc.ca/schoolconnect/stuconsignon.aspx>
2. On the top left select Manage password (this may be under the Tools Menu)
3. Change Password (Min 5 Characters, Max 10 characters)
4. Log out of Student/Employee Connect
5. Wait 5 to 10 Minutes
6. Sign in to Google at <https://google.ca>

We recognize that these are challenging times for students and families. As a school, we will continue to support students and families in their health, well-being and learning. Please contact the school if you require assistance in any way.

Sincerely,

Mr. A. Akune, Principal Grade 12

Mr. K. Dalgetty, Vice-Principal Grade 8, 10

Mr. B. Scarr, Vice-Principal Grade 9, 11