



# Bernice MacNaughton HIGH SCHOOL

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April 27<sup>th</sup>, 2020

Dear Parents, Guardians and Students,

I hope you are all doing well! With some minor restriction being lessened, we can feel some relief. But we must stay vigilant by keeping our distance and staying home as much as possible. If we do this, we might be able to bring back the exciting high school life by September.

We are pleased to see many students engaging in their learning in these unusual and difficult times. As you are aware, students can receive a credit in some grade 11 and grade 12 courses. It is important that students inform their teachers if they are interested in pursuing a credit by the end of the day, April 27<sup>th</sup>.

All students interested in accessing the learning options offered by teachers, must do so by regularly verifying their school email. It is the students' responsibility to make sure that they can access this email. If they cannot access their email, they should contact their homeroom teacher or leave a message on the school voice mail at 856-3469. Students can find a link on our school website ([bmhs.ca](http://bmhs.ca)) that explains [how each teacher is offering their learning options](#) for their classes.

One common problem we have encountered with teachers emailing their students is where messages end up in the student email program, Microsoft Outlook. Normally when you email someone, your message ends up in the recipient's inbox. With the way Office365 is setup for our students, when a teacher emails their entire class, the message ends up in their class folder, not their inbox. A folder for each class is automatically setup for each student in Microsoft Outlook. These class folders are found in the "Groups" folder. Students can find these folders in Microsoft Office by scrolling down in the same place where they find their inbox. Students will see the "Groups" folder and then a separate folder named for each of their classes. Students need to check both their inbox and these class folders for communication from their teachers. We have prepared a short tutorial with visuals on how students can check these folders on the school website ([bmhs.ca](http://bmhs.ca))

With the month of May quickly approaching, we ask ourselves many questions about the end of the year activities such as Prom and Graduation. Nothing has been cancelled at this time and we will not cancel our venues or change our plans until these ceremonies are officially cancelled. Fees associated with these activities will be reimburse in portion at the end of June.

This time of the year many students who are going to post secondary will need a transcript. You can request one following the instruction explained in the link found on our school website ([bmhs.ca](http://bmhs.ca)) under the tab "Students" and then, scroll down to "Transcripts". Our Administrative Assistant will process your request as soon as possible. Any grade 12 student who needs a final June transcript must request it with the note specifying FINAL MARKS.

I would like to clarify a message that was in last week's Q and A about the grade 11 English Language Arts. English 11 is a two-credit course and as such English 11 students, who passed first semester, will receive at least one credit, acknowledging Semester 1 achievement.

Students who wish to receive two credits for English 11 must still complete required work as described in the Credit Pathway Document and as assigned by their teacher. Students not wishing to work towards a second semester credit will receive an "enrolled" for second semester and a credit for first. In either case, no grades will be reported on student transcripts and students will move on to grade 12.

Once again, thank you for your patience and cooperation.

Stay safe and healthy,

Martin Daigle

BMHS Principal