



Articulation 2022

LORD BYNG SECONDARY SCHOOL
3939 West 16th Avenue
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Telephone: 604-713-8171 Fax: 604-713-8170



Dear Elementary School Teams,

Thank you for your cooperation and flexibility in planning a successful “virtual” articulation process with us. We appreciate your valuable input as we organize a positive transition for all students, regardless of the nature of their specific needs.

This articulation packet contains the following information/documents:

1. Overview of Supports at Lord Byng
2. Transition Support Requested from the Elementary Teams
3. Parent Information
4. Virtual Articulation Meetings: Plan and timelines
4. General Articulation Form (All students)
5. Assessment of Needs Form (Ministry Designated Students only)
6. ELL Information Form (ELL only)
7. Writing Sample (ELL only)
8. Skills Block: Parent Consent Letter

Please blue bag the completed forms to Lord Byng Secondary School, Attn: Smita Srivastava by March 30th, 2022.

Upon reviewing completed forms, the Lord Byng Team will contact you to schedule meetings in late April or early May. The meetings will be held virtually through MS Teams due to the Covid-19 pandemic.

Sincerely,
Lord Byng Articulation Team



Overview of Supports at Lord Byng

Resource and Skills Related Supports

Resource Case Manager: Smita Srivastava

Skills Teacher: Jenn Davis and Steve Garrod

- All students can access universal learning adaptations in the classroom. A formal Student Learning Profile (SLP) can be created, if necessary and recommended by a student's doctor, psychologist, or a learning specialist.
- Student Support Assistant (SSA) support is funded and primarily allocated to students with low-incidence Ministry Designations (example: D, G.) There are currently 3 Resource SSAs at Lord Byng.
- Students with significant learning challenges and documented executive functioning difficulties across all subject areas should consider enrolling in a Skills Block, which replaces an elective course. The Skills Teacher directly teaches strategies for studying, executive functioning, and can provide 1-1 academic support, as necessary.
- Extra time and separate setting requests for tests are generally accommodated by the subject teachers during FIT and mutually agreed before/after school appointments. If a student requires a separate learning environment altogether or is offsite due to medical needs, tests can be booked with the Resource Case Manager by students, parents, and by subject teachers. A 3-day notice is requested.

Counselling Supports

Counseling Head of Department: Jelena Radic

- This year, all students have a designated counselor based on their last names. The current counselor assignment is based on student last names and is as follows:
 - A-Gr: Ms. Boyd: aboyd@vsb.bc.ca
 - Gs-L: Ms. Radic: jradic@vsb.bc.ca
 - M-Te: Ms. Smith: msmith@vsb.bc.ca
 - Tf-Z: Ms. Birsan ibirsan@vsb.bc.ca

- All course selection/scheduling related questions should be directed to counselors.
- H and R designated students are case managed by the student's counselor.

English Language Learners Supports

ELL Department Head: Michaela Rezler

- English Language Center (ELC), a time-tabled class, will be offered to Intermediate to Advanced ELL students to strengthen their English language proficiency and to provide language specific help for their other classes.
- ELL Literacy classes, also time-tabled, will be available to students with Beginning to Intermediate levels of English language proficiency. These classes provide targeted supports for students who need to acquire and build basic English Language Skills.

Peer Supports (SUBJECT TO AVAILABILITY)

- All Grade 8 students may have access to a Grade 12 Peer-Counselor
- Peer-Tutoring support is dependent on the student needs, the numbers, and availability of peer-tutors.

Enrichment

- Byng Arts Mini is the primary enrichment program located at Lord Byng that focuses on fine arts (choir, strings, art, drama, media arts.) We encourage students with Gifted (P) designations to participate in clubs and explore additional opportunities independently in the community.



Transition Supports Requested from the Elementary Team

Student Preparedness

- **Virtual Learning**

Please explicitly instruct students on how to navigate Microsoft Teams. Students who are able to effectively (a) use the General channel for announcements, (b) find assignments and (c) utilize the Teams calendar are better prepared for secondary style instruction. Students should also be able to log on to their MyEd account and be familiar with the Lord Byng website.

- **Executive Functioning Skills**

Please encourage students to use a binder (preferably with course dividers) to keep themselves organized for school.

- **Self-Advocacy Skills**

Self-Advocacy skills are vital at the high-school level. Students should be able to communicate and set up meetings with the Resource Case-Manager for IEP related services, with counselors for course planning and social-emotional concerns, and with subject teachers for content related questions.

- **Health and Safety**

Students must review the Covid-19 Daily Assessment every day. They are required to wear masks in public areas. A distance of 2 meters between individuals is required at all times. A healthy handwashing and sanitation routine is strongly encouraged. Due to the high transmissibility of the Omicron variant, currently students are only allowed to eat in designated eating areas. Locker use is limited at this time.



Parent Information

IEP meetings

- IEP meetings will be held in person with the student only. A draft of the IEP will be subsequently emailed to parents for review and consent. Upon parental approval, the IEP document will be finalized and shared with all teachers that the student has in the school year. Phone/Teams meetings will also be offered to parents.
- Kindly note that initial IEP meetings are held from September to December. Year-End review meetings take place in June.

Private Psychoeducational Assessments

- Any updated psychoeducational assessments for students with an existing designation should be forwarded to the Resource Case Manager, S. Srivastava.
- Any new psychoeducational assessments should be forwarded to the student's counselor.
- Private reports need to be vetted by a VSB psychologist. Requests for new designations are made based on the psychologist's recommendations and then sent to the VSB Learning Services for approval. This process can take more than a month.

Contact Persons

- Skills Class: Ms. Jennifer Davis (Teacher): jmng@vsb.bc.ca
- IEP Accommodations: Mrs. Smita Srivastava (Resource Case Manager): ssrivastava@vsb.bc.ca
- Social-emotional concerns, course planning: Counselors (based on last name): Emails listed on page 3)
- Content/assignment specific questions (Subject teachers): Emails on the Lord Byng website)
- Student Records: Ms. Nicole Tichelman: ntichelman@vsb.bc.ca



Articulation Meetings and Documents

Documents

- Please ensure that the current IEP and SLP documents are uploaded on MyEd. You do not need to send hardcopies of these documents
- Please fill out General Articulation Form (included) for all your students. Be sure to include all pertinent information about ministry designations, academic and EL levels, executive functioning needs, home support, strengths and concerns, as well as agency involvement.
- Please complete the Grade 7 Assessment of Needs form (included) for all your designated students.
- Please provide us a writing sample & a completed ELL Information Form (included) for all ELL students.
- If a Skills block is recommended, please get signed permission from the parent on the Skills Permission form (included.)

We would like to request for completed (1) Articulation Form, (2) Assessment of Needs form, and (3) ELL Information Form and Writing Samples to be blue-bagged to Smita Srivastava by March 30th, 2022

April/May Meetings

- The Lord Byng Articulation team will review the documents and contact Elementary School Teams to obtain more information, if necessary.
- These meetings will be held on MS Teams.

June

- Please let us know of any students that have transferred into your school, particularly new ELL and designated students, via email.
 - New ELL Students: mrezler@vsb.bc.ca
 - New Designated Students: ssrivastava@vsb.bc.ca
 - Counseling Alerts: jradic@vsb.bc.ca