

**Hello SATEC Students, Parent(s), and Guardian(s),**

Since school reopened to our students a week ago, our staff have taken extreme precaution to ensure the safe reopening of our school while preparing to deliver a rich learning environment in these 'not so normal' times. The safety of our students and staff is still our top priority. With that being said, our school is ready to transition to the next stage of our 'safe entry to school' plan. Up to and including today, our students entered the front and side doors, provided evidence of their self-assessment check before entering further into the building.

As a precaution to prevent overcrowding in the halls, students will not be allowed to enter the school before 8:15 am.

Entrance #1 - main front entrance – students who have class on the main (first floor)

Entrance #2 - west parking lot entrance – students who have class on the second floor

After 9:10 am, students will be marked late for class. They must sign-in at the main office to obtain an admit slip to class.

- will have their self-assessment verified by a staff member
- will be asked to wear their masks appropriately
- will be asked to sanitize their hands as soon as they enter the building
- must go directly to their class
- will not be allowed to hang out in the halls or loiter

**Parents are reminded to call the school if your son/daughter will be absent. Please send a note with your son/daughter if they need to leave school early for an appointment, or will arrive late due to an appointment. This will avoid students having to come to the office, and for office staff to have to make phone calls home.**

**Our Teachers:**

- will be in their classrooms at 8:30 to receive their students
- will ask students to sanitize their hands upon entering the classroom
- will dismiss their class at 12:30 - students may exit at any door

**IT Update - Passwords, Brightspace, and Apps**

If you have questions regarding technology - **please start here:** [Student Virtual Learning Technology FAQ](#)

**IN-SCHOOL STUDENTS at SATEC @ Porter passwords** - students can speak to one of their classroom teachers if they need a reset. It will reset to their "shared secret" password (see the attached handout).

The handout is titled "Student Shared Secret Password" and features the TDSB logo. It is divided into two columns: "You" and "Your Shared Secret Password".

**You**

MAPLE GROVE HIGH  
NAME:  
SMART, ALEC  
STUDENT #:  
333123456  
BIRTHDAY:  
03-16-2001

**Your Shared Secret Password**

3456 16 03 @Tdsb

#1 Last 4 digits of student #  
#2 Day of Birth  
#3 Month of Birth  
#4 \*Added to the end

**Virtual School passwords** - If you are experiencing account and password issues, please [COMPLETE THIS FORM](#). Once the information has been verified, login and password information for your child will be emailed to you.

### TDSB Connects App and the Health Screening App

[TDSB Connects app - information and download links](#)

[Health Screening app - information and download links](#)

### Brightspace for Virtual School

All students (Kindergarten to Grade 12) enrolled in TDSB's Virtual School will use Brightspace, a learning management system provided to all Ontario school districts by the Ministry of Education. Brightspace includes tools to enable students to receive announcements from their teacher, view class calendar information, access learning materials, submit assignments and add to their digital portfolio. Students log in to Brightspace with their TDSB email address and password. Brightspace will also be available to all parents/guardians to provide a window into their child's classroom where they can view upcoming events, portfolio items, grades and other information.

Please note that in spite of Virtual School beginning yesterday, many students are still being timetabled into courses, and some teachers are still being staffed into classes. As a result, some

students may not be able to access their courses immediately, and teachers may not have been in contact yet about their courses.

The TDSB is running Virtual School centrally, and we do not have access to their Brightspace or information about specific classes or teachers.

**[More information about Brightspace and support](#)**

If you are having specific concerns beyond the scope of this, you can **[contact TDSB IT Service Support here](#)**.

Sincerely,

*Jinah Park*

Principal