

Good Day Mackenzie Family,

With just over one week to go before the start of the school year, I want to provide you with information regarding procedures and protocols that will assist in a smooth WLMAC school opening for the 2022-2023 school year. I am excited to welcome our students back after what I hope was a wonderful summer break!
Please read this communication thoroughly.

1. First Day of School Schedule

Mackenzie will use a late start format for all students in grades 10 – 12. This will allow our incoming grade 9 students to report to school between 9:00 – 9:15 am for their orientation session with Vice Principals and Principal. Grade 9 students will enter through the front doors and proceed to the cafeteria. Grade 9 students will meet their period one teacher and proceed to their classes at the conclusion of the orientation.

WLMAC Opening Day Schedule – Wednesday September 7, 2022

Time	Action
9:00 am – 9:15 am	Grade 9 student arrival to school
9:15 am – 9:50 am	Grade 9 Orientation
9:50 am – 9:55 am	Grade 10 – 12 Report to Period 1
10:00 am – 11:05 am	Day 1 – Class A (period 1) – All Students
11:10 am – 12:10 pm	Day 1 – Class B (period 2) – All Students
12:10 pm – 1:10 pm	Lunch – All Students
1:10 pm – 2:10 pm	Day 1 – Class C (period 3) – All Students
2:15 pm – 3:15 pm	Day 1 – Class D (period 4) – All Students

2. Student Timetables

Students in grades 10 – 12 were given the opportunity to pick up their timetable today from 9:00 am to 12:00 pm. Grade 9 students will have the opportunity to pick up their timetable on Thursday morning during your welcome assembly and orientation with your Student Services Team and Student Activity Council. Please see the following link, [Mackenzie Student Services: Timetable Distribution](#), for more information on alternate timetable pick up dates.

3. Student Services Update

Accessing your 2022/2023 Timetable

Please note, the only version of your timetable that you should be using at this time is the physical copy that was distributed today, Tuesday August 30. Although you may be able to view other digital versions of your timetable before the start of school (i.e. on Brightspace or via email), **these may not be the most up-to-date versions of your timetable.** As a result, it is important that you pick up the physical copy of your timetable.

If you were unable to pick up your timetable on today, you can pick it up from Student Services on one of the following dates:

- Friday September 2, 2022 from 9:00AM to 12:00PM
- Wednesday September 7, 2022 from 8:30AM to 9:30AM

Reading your 2022/2023 Timetable - Correction to Period Times

Due to a printing error on the physical copies of timetables, please disregard the timing listed on the top of the timetable. The order of the periods is correct for a Day A/Day 1 schedule (Class A/Period 1, Class B/Period 2, Class C/Period 3 and Class D/Period 4), however the times listed at the top of the timetable represent a Day B/Day 2 schedule (the times for Class C/Period 3 and Class D/Period 4 are reversed).

For correct timing / order of periods, please refer to the "How to Read Your Timetable" on the back page of the physical copy of your timetable.

Please see these links, [Regular Daily Schedule 2022-2023](#) and [Late Start Schedule 2022-2023](#), for a visual on how the days and times will function for the school year.

4. Health and Safety Protocols

Screening – Students should continue to do a daily self-assessment before entering school and stay home if they are sick. We are awaiting an updated screening tool from the Ministry and will share as soon as it is available

Masks – Mackenzie continues to be a mask-friendly environment inclusive of all students. While the Ministry of Education and public health officials are not mandating the use of masks, Toronto Public Health strongly recommends wearing a well-fitting, high-quality mask, especially in indoor public settings. We will continue to provide medical masks for students who request them.

Testing – Rapid Antigen Test kits will continue to be available to students and will be provided to students upon their request and/or upon return from an unplanned absence.

Vaccines – The TDSB will continue to work closely with Toronto Public Health to support their vaccination efforts for COVID-19 and other illnesses. School-based clinics may continue to operate to support local communities and you will be informed if a clinic will take place again at Mackenzie.

Cohorting – Cohorting classes is no longer required for health and safety reasons.

Ventilation – HEPA filters will remain in all occupied classrooms and student spaces at Mackenzie. Caretakers will continue to increase ventilation in our school and classrooms with mechanical systems by adjusting the air exchanges and running them before and after class. Your teachers will also increase natural ventilation by opening windows for short or extended periods of time based on weather conditions.

Enhanced Cleaning – Mackenzie's caretaking staff will continue to perform routine cleaning of general facilities throughout the day and enhanced cleaning of high touch surfaces such as light switches, handrails, door handles, etc.

5. Lunch Procedures and Services

I am please to announce that lunch has been extended to **1 hour** for all students and staff. This will once again allow for excellent extra curricular programing for our students! I am equally delighted to welcome back our cafeteria service provider, Just Catering! They started with us late last year providing very affordable and nutritious meals for our students. **Cafeteria service will begin on Thursday September 8.** Please visit their website, <https://www.justcateringtdsb.com/>, for more information.

Ensuring the health and safety of our students and staff during lunch is a priority and will require everyone's cooperation. Here are some of the expectations and procedures students must follow during the lunch period:

- Wash hands with soap and water or sanitize when soap and water are not available
- Eat in one of the following designated locations while at school:
 - A. Mackenzie's outdoor classroom spaces, picnic table or School Grounds
 - B. Cafeteria
 - C. First and second floor hallways

With no seating available in some areas outside and on the first or second floor, it is strongly recommended students bring a small blanket or yoga mat to place the floor. Lawn chairs are permitted, but please be mindful of the space limitations in your locker.

Finally, all students collectively cleaning up after themselves, will improve the transition from lunch to the afternoon classes and assist the caretakers in maintaining the high level of cleanliness we are accustomed to.

6. Lockers

All students have been assigned a locker that appears on their timetable. Students will also be provided the [WLMAC Locker Use Agreement and Understanding](#) (LUAU). **The use of lockers is not optional for students and all students must use their assigned locker** to store larger bulky items such as coat, boots, oversized bags, etc., especially during the winter months. They present tripping hazards and other safety concerns that we would like to avoid. Combination locks can be purchased in the main office for \$5 for students who do not have one.

7. Student Activity Fees

Thank you to all the families that have paid your student activity fees already. William Lyon Mackenzie has a rich history of providing many co-curricular and extra curricular experiences for our students. Your ongoing support by paying your child's \$85 activity fee will continue Mackenzie's tradition of offering all students robust and meaningful opportunities for engagement and success outside of the classroom!

Please note, any parent(s)/caregiver(s) that have multiple children/siblings attending William Lyon Mackenzie will receive a reduced Student Activity Fee rate. We are cognisant the increased cost of school supplies is not making it easy on any family and want to assist as best as we can in reducing your school costs. Please see the sibling student activity fee breakdown below.

2 children/siblings - \$140

3 children/siblings - \$210

Please visit <https://schoolcashionline.com> and select "Get Started Today" to register if you have not registered for the 2022-2023 school year. Once registered, you will receive an email notification when items become available online. To date, two notifications were sent out for SAC fees on Tuesday August 23 and today, Friday August 26.

I have also included this helpful [School Cash Online - Step By Step Parent Registration Guide](#), to assist you should any issues arise.

The SAC fee breakdown is below,

School Yearbook - \$20.00

Student Council Activities - \$20.00

Co and Extra-Curricular Activities - \$20.00

School Clubs - \$20.00

Guest Speakers - \$5.00

8. WLMAC and TDSB Websites

Parents and students can always find pertinent information regarding school and board policies and procedures on the TDSB and WLMAC websites. The links below are a great starting point for additional information.

<http://wlmac.ca/>

<https://maclavonsden.com/>

<https://www.tdsb.on.ca/>

Thank you for your attention to this communication.
Please take care, stay safe and healthy!

Mr. K. Johnson