

ÉCOLE SECONDAIRE ARGYLE SECONDARY SCHOOL

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September 3rd, 2020

Translation Options

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Hello Argyle Families!

Thank for your support and patience as we work through details of a complex and unique start-up. Many of the systems, structures, and routines from previous years have been adjusted or revamped. This year's return to school is different than normal, school will look different, this year will be different.

As of today, Argyle has almost 1300 students including close to 300 grade 8's. We will be starting the school year in the existing Argyle building. The new building is nearing completion and will be ready for occupancy later this calendar year. We do not have a move-in date yet, however, we will share this news as soon as it becomes available.

We have had several staffing changes since those shared in the final June newsletter including the retirement of Mr. Sheffield. We would like to welcome the following staff to the Argyle community:

- Ms. Arreaga – Spanish teacher
- Ms. Bennett – Educational Assistant
- Ms. Kiddie – French Immersion teacher
- Ms. Kim – Math teacher
- Ms. Lyons – Social Studies teacher
- Ms. Peers – Learning Services teacher
- Ms. Palaz – French Immersion teacher

We are working to fill a few remaining vacancies prior to the start of the school year.

We are looking forward to the year and are excited to welcome our students back to school next week.

Thank-you for taking the time to read through the detailed information below. Please ensure that your child reads this information as there are many changes for this school year.

Health and Safety Information

Health and safety continues to be a top priority. A number of **health & safety measures** have been put into place to support safe learning environments and to minimize the risk of COVID-19 transmission in schools. These measures include:

Training & Orientation

- **Staff** will be in schools on Tuesday and Wednesday next week, receiving Health & Safety training, instruction on new routines and COVID-19 protocols, guidance for incorporating Social Emotional Learning approaches into their instruction to support student mental health, and refreshing skills on technical tools such as the MS Teams platform, which will be used district-wide throughout the year. All employee groups in the district will receive Health and Safety training next week.
- All students will be educated on health and safety protocols during their orientation session on September 10th or 11th (Schedule is later in this newsletter.)

Learning Groups (Cohorts) and Physical Distancing

A learning group is a group of students and staff who remain together throughout the school quarter and who primarily interact with each other. In the quarterly system students will take two classes at a time.

Grade 8 Learning Cohorts

- Grade 8 students are scheduled into learning cohorts that will stay together in a quarter.
- In most cases students will remain in the same cohort group for all four quarters.
- In stage 2 (our current return to school phase with the Ministry of Education) grade 8's will have two face-to-face classes per day.
- Students in the AM class and the PM class within a quarter are the same group of students.
- All grade 8 Physical and Health Education classes are co-ed this year.
- We are unable to accommodate friend requests. We have close to 300 grade 8 students this year and organizing students into cohorts has been a significant challenge.
- We have created cohorts for French Immersion, English, Choir, and Band. Students have been assigned into elective rotations which may be different than what they requested in the spring. Due to Provincial Health orders and our numbers we are unable to accommodate changes.

Grade 9 to 12's

- Grade 9 to 12 students will be following a different model than grade 8's. Between multi-grade electives and programs such as French Immersion, trades, Co-Op, and AP courses it was not feasible to cohort the grade 9's without severely restricting their choices as well as creating an immense number of timetable problems for our gr. 10-12 students.
- Students in Grades 9 to 12 are organized in cohorts based on their morning class for the first half of the Quarter and the afternoon class for the second half. For the first half of each Quarter Grade 9 to 12 students will have their AM class fully face-to-face and their PM class will follow a hybrid model (remote plus face-to-face).
- For the second half of each Quarter the AM class will become hybrid and the PM class will become the face-to-face class. This way each class receives half face-to-face and half hybrid. The 'learning cohort' is the group that meets face-to-face.

- In the hybrid model, the class will be split into two groups – Group A and Group B. On Mondays, both groups will have a mandatory online (remote) class during their assigned time. For the rest of the week Groups A and B will alternate between face-to-face instruction and independent, at-home learning. Teachers will communicate to students what group they are in during their first week of instruction.
- In this model, although students will be from different cohorts for the hybrid class, only half the students in the class are present at any time which allows for physical distancing. Students will be required to wear a mask if physical distancing cannot be maintained (eg: due to smaller classroom size, partner activity). Students are welcome to wear a mask at any time inside a classroom.
- In quarter 1, the Co-op program and Digital Media Academy will be 100% face to face as the students remain together in the morning and afternoon.

Cleaning & Disinfecting

- High touch surfaces will be cleaned and disinfected twice a day, including once during the school day.
- General cleaning and disinfecting of the school will occur at least once in a 24-hour period.
- We have added soap and paper towel dispensers to all classrooms that have a sink, and all science labs.
- Wall mounted hand sanitizer dispensers have been mounted in all portable classrooms.
- We have converted 5 of our older water fountains to hand washing stations in hallways. Water bottle filling stations are still available to students.
- Students and staff **must** wash their hands frequently.

Masks

- Students and staff will be provided with 2 reusable masks.
- Secondary school students and staff are required to wear non-medical masks in all common areas such as hallways, foyers, and the cafeteria, or anytime outside of their learning group whenever physical distancing cannot be maintained; exceptions will be made for students who cannot wear masks for medical reasons. Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.
- Students are welcome to wear masks at any time in the classroom.

Signage

- Floor markings and posters have been posted to address traffic flow, encourage physical distancing, and to remind students about health and safety protocols.
- Some narrow stairwells are designated as up or down only.

Illness and Self-Assessment

- Everyone must do their part in helping keep our schools healthy and safe. Parents/guardians will be required to complete a daily health check with their child every morning prior to coming to school.
- If a student becomes ill at school, they will be asked to wear a mask (if they are able to). Designated staff assisting the student will also wear a mask, will isolate the student in a safe space, contact a parent/guardian to pick up their child, encourage them to seek treatment from a health care provider, and ensure proper cleaning and disinfecting procedures in exposure areas.

- Anyone experiencing symptoms of illness must not return to school until they have been assessed by a health-care provider for COVID-19 or other infectious diseases AND after their symptoms have resolved.
- There are [established protocols](#) in the event of a confirmed COVID-19 case in the school. Vancouver Coastal Health will conduct an investigation and work with the school administration and School District as required.
- Below is the link to the BC Centre of Disease Control “Symptoms of COVID-19”
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Visitors to school, including parents and guardians

- For health and safety reasons we are trying to minimize visitors at this time. If you must come inside the school, visitors, including parents/guardians, are required to call ahead and arrange a time. Please call the Argyle office at 604-903-3300 to make those arrangements.
- Visitors will be required to wear a mask, wash hands upon entry, and report directly to the office. We have added a hallway sink to the right of the front entrance.
- Visitors will be asked to complete a daily health check with office staff and will be required to record their personal information for contact tracing purposes.

Arrival at & Departure from School

- Students will have designated entrance and exits based on the location of their classroom within the school. Students will be assigned their entrance and exit doors by their classroom teacher(s). This is to reduce congestion, touch points, and mixing of learning cohorts. We realize this means some students may have to walk or bike a little farther to get to their designated entrance and appreciate your cooperation with this.
- Prior to entering the school please put on a face mask. Face masks must be worn in hallways and common areas, and any time physical distancing cannot be maintained outside of a learning cohort. Students are welcome to wear a mask at any time within their learning cohort. If your child is unable to wear a face mask, please contact administration or your child’s counsellor.
- Students will be asked to leave campus immediately after their final class of the day unless they are staying for an extracurricular activity such as a club meeting, to get extra help, or to see a staff member.

Breaks & Lunch

- Students should bring a snack from home. Those who have an afternoon class should also bring a lunch. Students are reminded NOT to share individual food and beverages with other students. Cafeteria and vending services are not available.
- Students are required to wear a mask while on breaks and at lunch, except when eating.
- We encourage students to eat outside. They may also eat in some common areas inside the school such as hallways but must maintain physical distancing with people outside of their learning cohort. The cafeteria is closed as it is being used as an extended classroom.
- Breaks will be staggered to reduce traffic in hallways. We need the cooperation of students to keep noise levels down while in hallways and to not disrupt other classes in session. Students are encouraged to take a short walk and get some fresh air during their breaks.
- We ask that students not use food delivery services such as Skip the Dishes, Door Dash, etc. for delivery to Argyle.

Cafeteria Food Service & Vending Machines

- At this time, our cafeteria will not be providing food service.
- Vending machines will not be available in order to reduce touchpoints.
- Students with a remote learning block in the afternoon or a study block are expected to leave the school after their morning class. Similarly, students with a remote learning block or a study block in the morning are expected to arrive for the start of their afternoon class – not before.

Where we need your support and cooperation:

- Ensuring your child completes a daily health check prior to coming to school.
- Reminding your child to ONLY use their designated entrance/exit even in inclement weather. We realize this may mean a few more steps outside but this will greatly reduce crowding at our main entrances and stairwells.
- Reminding students to wash hands upon arrival, and many times throughout the day.
- Having your child stay home when ill.
- Ensuring your child has packed a mask and has a back-up mask in a resealable bag in their backpack.
- Labeling ALL school supplies and ensuring students have extras at home and in their backpack. There is to be no sharing of supplies, drinks, etc.

Parents/guardians are encouraged to read through the NVSD's [Back-to-School September 2020 FAQs](#)

Daily Schedule & Yearlong calendar

The daily schedule with start and end times, and the yearlong calendar with the start and end of each quarter are developed at the local level. Work with our stakeholder groups is being finalized. We are committed to communicating this information to you as soon as it is available.

Orientation Week – September 8 to 11

During the student orientation, students will learn about structures and procedures at Argyle meant to keep them safe and learning. Student attendance is required at the date and time listed below:

September 8 th & 9 th	Staff Only	
Thursday, September 10 th	Grade 8's	9:00am to 11:40am
Thursday, September 10 th	Grade 9's	1:00pm to 2:30pm
Friday, September 11 th	Grade 12's	9:00am to 10:30am
Friday, September 11 th	Grade 11's	11:00am to 12:30pm
Friday, September 11 th	Grade 10's	1:00pm to 2:30pm

We will communicate how students will receive their schedule prior to students coming to Argyle next Thursday. Students will attend their Period 1 class for the orientation session.

During the orientation session students will learn about health and safety protocols and operational changes to this school year from administration through a video streamed into classes, and from period 1 teachers. With the restriction on mass gatherings we will also be including information typically presented at our annual grade assemblies such as Argyle's code of conduct, available supports, extracurricular activities, and key personnel in the school.

The first day of regular classes for secondary school is Monday, September 14th.

Grade 8 Students

The grade 8 orientation session is longer in length than the other grades. In addition to the above, grade 8 students will engage in some community building activities, a school orientation, and hear lessons from our senior students.

Throughout September grade 8's will participate in teacher-led sessions to help support their transition to high school.

Topics include:

- Library orientation
- Digital literacy & communication skills
- Study skills & notetaking
- Time management & routines
- Stress management & mental health hygiene

Student Specific Schedules

Because one of the Grade 9 to 12 classes in each quarter is blended and physically distant, there was significantly less impact on timetables. Any impact on these timetables is a result of space issues or course conflicts and not to cohorts or moving to a quarterly system.

Changing courses will be extremely limited this year. This is due to health and safety protocols around cohorts and the fact that many senior courses are offered in only one or two periods. Counsellors are in this week resolving course conflicts and looking at student's alternate choices if they were unable to get a course.

Off timetable courses such as jazz band, vocal ensemble, and yearbook will run outside of the regular quarterly timetable. Information about what days and times these courses will meet will come directly from your child's teacher within the first week. As these classes are outside the learning cohort, students will be required to maintain physical distancing. Where physical distancing cannot be maintained classes may follow the hybrid model.

Course Changes

Students must send an email with their parent cc'd to request course changes to their Grade Counsellor. Students will be notified of their updated schedule through MS Teams or school email. The Student Services center will not be accepting drop ins this year for course change requests. The counsellor will make appointments as necessary to follow up with requests. Please note that course changes are highly unlikely due to the new health guidelines and the increased complexity of the timetable. Priority will go to students with incomplete timetables and changes needed for graduation and post-secondary requirements.

Attendance Procedures

Please report student absences by email: argyle@sd44.ca. Please ensure the word “absence” appears in the subject line and please put your child’s full name and grade in the body of the email. You can also notify the school of a student’s late arrival or early dismissal. Students who are late should go directly to their class not the office.

Students who have symptoms of COVID-19, even if mild, are required to stay home.

Below is the link to the BC Centre of Disease Control “Symptoms of COVID-19”

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Parents may also leave a message at 604-903-3314 to report a student absence, late arrival or early dismissal. Students cannot call in their own absence; only messages from parents and legal guardians are accepted. We prefer you email this information to the school whenever possible.

Format when reporting an absence:

- First Name
- Last Name (please spell the last name clearly)
- Grade
- Date of absence (whole day or state the portion of the day)
- Reason for absence (e.g.: ill, appointment, vacation)

* It is not necessary to provide your telephone number, as it is in our system already, and it is not necessary to repeat the information.

Examples of what NOT to say:

“Hopefully will be in...”, “might be away...” Please tell us the arrival or departure time.

What to do if you receive a phone call stating your child was absent for a class:

If your child says they were in class, they must speak with the teacher who marked them away. Only the classroom teacher can verify and change the attendance.

Leaving school once classes have begun:

If a student is leaving the school for any reason, parental permission is required, and they must sign out at the office.

Learning Services Update

We are shifting our model of learning services support so students who have an LAC, LSC, Choices, or ELL block will continue to receive support throughout the year, and not just in one quarter. Students with a learning support block will be assigned a case manager. Details on the process to access support will be shared by case managers in early September. Some students, such as grade 8’s, will continue to have a block of learning support in their timetable but will also be able to access supports throughout the year. Students with LAC blocks in grade 9-12 may not necessarily need a full block of LAC, as they can access support on an as-needed basis throughout the year. If a Grade 9-12 student wishes to replace their LAC block with an elective, please email the Grade Counsellor immediately.

Extra Help

Students are encouraged to reach out to their teacher when they feel they need some extra help. With the shift to longer classes there will be opportunities to get help during class, however, there may be times when more support is needed. Have your child talk to their teacher to ask when tutorials are offered, or to set a time before or after school to receive extra help as needed.

Student Supports

Counsellors will be available to students at Argyle. Students may also contact Counsellors through Microsoft Teams.

If your child needs additional social-emotional support, feels anxious about school, or if you are uncertain at this time if your child will return to in-person instruction, please contact your child's counsellor.

Argyle's counsellors can also help students connect with outside services such as the Foundry.

Although students may see any counsellor they wish, the school assigns the following grade responsibilities to specific counsellors:

Grade	Counsellor	Grade Administrator
Grade 8	Ms. Vikki Dashkevich vdashkevich@sd44.ca 604-903-3629	Mr. John Crowley jcrowley@sd44.ca
Grade 9	Ms. Sarah Gordon sgordon@sd44.ca 604-903-3638	Ms. Caren Hall chall@sd44.ca
Grade 10	Ms. Katherine Sigurdsson ksigurdsson@sd44.ca 604-903-3618	Mr. John Crowley jcrowley@sd44.ca
Grade 11	Mr. Paul Ruben pruben@sd44.ca 604-903-3628	Ms. Caren Hall chall@sd44.ca
Grade 12	Ms. Erin Malone emalone@sd44.ca 604-903-3617	Ms. Kim Jonat kjonat@sd44.ca
International	Mr. Paul Ruben pruben@sd44.ca 604-903-3628	Ms. Kim Jonat kjonat@sd44.ca

In terms of communication, at Argyle the first point of contact is the teacher and/or grade counsellor, followed by the grade administrator.

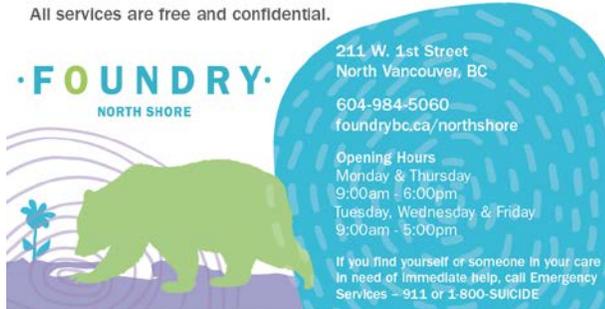
Foundry Information

For life's challenges large and small, Foundry offers connection, tools and support.

Foundry North Shore offers services for young people ages 12 to 24:

- Drop-In Support
- Medical Services Clinic
- Sexual Health Clinic
- Mental Health Support and Counselling
- Substance Use Support and Counselling
- Life Skills, Employment & Housing Support
- Peer and Family Support
- Youth Urgent Response Team (YURT)
- Eating Disorder Counselling
- Occupational Therapist and Groups

All services are free and confidential.



Argyle's Library

Argyle's Teacher Librarian, Ms. Black, loves helping students with research, projects, bibliographies, and finding the perfect book. The school library will be open as a learning space for individual cohorts this year. We are unable to have multiple classes in the library at a time for health and safety reasons. For now, the library will not be available at lunch or as a drop-in space during the day.

Students are encouraged to view the [Argyle Library webpage](#) and [online catalogue](#). Students can reserve books for pickup at the library.

Grade 8 students will receive a library orientation within the first couple of weeks.

Ms. Black can be reached at kblack@sd44.ca

Lockers

Lockers will not be available this year. Students are expected to bring their materials to and from school each day. This protocol is in place to prevent student crowding and to keep our hallways open and moving. Students must ensure they always have a bag or backpack in which to hold their supplies for their two classes. Students should keep it with them to ensure security. Accommodations can be made in special circumstances. Please contact your child's counsellor.

Agenda Books

All students will be issued an Agenda Book. Due to COVID-19 the calendar and timetable at the start are no longer accurate. Updated dates and events will be posted on our school website calendar. Families are encouraged to subscribe to this calendar or check it weekly. Notifications, Principal's messages, and important information will be posted on our Argyle homepage throughout the year.

School Supplies

General supplies for getting started include:

- a three-ring binder (D-ring binder preferred)
- binder dividers
- 3-hole lined paper
- a pencil case or box with several pens (blue, black, & 1 other colour), pencils, an eraser, a ruler
- calculator for math and science (see teacher for specifications)
- athletic clothing, running shoes, & gym lock for PHE class
- Water bottle
- **At least one mask with a resealable bag to store it in**

Subject teachers will announce any additional supplies required for courses during the first week.

Students should **label all supplies with their full name**. Students must avoid sharing supplies and should carry extra materials in their backpack.

Office 365 and Microsoft Teams (MS Teams)

Parents are asked to familiarize themselves with the **MS Teams platform** as this will be how teachers will communicate directly with families and students, and will be the instructional delivery platform if the provincial COVID-19 response requires schools to move to either Stage 3 or 4 of [B.C.'s Five Stage Framework for K-12 Education](#). Information regarding MS Teams can be found [HERE](#). and [HERE](#)

While some classes may use additional sites such as MyBlueprint for aspects of their class, all classes will use Teams as their primary platform.

Using their student login students have access to a suite of applications in Office 365 including Microsoft Word, Excel, and PowerPoint. We will provide students and families with information how to access these in a future email.

School Photos

School photos will take place on Tuesday, September 15th. We have partnered again with Grads BC for both school and grad photos. Grads BC has a thorough safety plan and successfully filmed over 45 graduation ceremonies last June including Argyle's. Grads BC staff will be wearing full PPE and maintaining physical distancing from students.

To maintain learning cohorts and minimize crowding students will be called by class to the small gym. This is different than previous years where students were called alpha by grade. We will be dividing the small gym with the curtain so two classes can safely get photos taken at a time. All students are required to get a photo taken for their Student ID card. More information on how to order photo packages will come in a future email.

Grade 12 students are getting their school photo taken at the same time as their graduation photos. This will take place **next week** at the Education Services Centre. Grads are reminded to sign up for a [time online](#). For more information please read the Grad Letter [here](#). On School Photo day only grads who did not have a grad portrait session will have their school photo taken.

The school photo retake date will be announced shortly.

School Start-up Forms & Demographic Changes

School start-up forms are available on the [School Cash Online website](#) . It is important that all families log-on and complete these forms as soon as possible.

With longer classes and more opportunities to go outside it is very important that the Walking Fieldtrip Form be completed by all parents as quickly as possible. This is one of the forms posted to School Cash Online.

Parents will be notified when the MyEd Parent Portal is reopened. At that time, we will provide instructions on how parents can check their demographic information and notify us of any edits.

Life-threatening Medical Conditions including Allergies

If your child has an anaphylactic allergy and keeps an Epi-pen in the office, please ensure you provide an updated one to the office as soon as possible.

If your child has a life-threatening medical condition, please contact the office to confirm/update the current information on file.

Allergy Awareness

If your child has an allergy, we encourage you to have a conversation with your child about how to keep themselves safe at school.

We have a number of students with severe allergies at Argyle including food allergies. Please remind your child not to share their food with anyone at school, to wash their hands frequently and to clean up after eating.

Argyle's Code of Conduct

All students and parents are requested to review the [Argyle Code of Conduct](#) published in the student agenda and on the school's website.

Acceptable Use of Technology

All students may access the wireless network with their own personal electronic devices as long as they accept and abide by the conditions outlined in the Student Agenda in the section entitled Argyle Technology Agreement. Please note that in all cases, students must have permission from the teacher prior to using their electronic devices during a class. At the start of the year, all students and parents must complete the "Acceptable Use of Technology Agreement" form on the School Cash online site.

Transportation

Your child's health and safety is our first concern. Please abide by the 30km/hr school zone, parking and traffic signs, and exercise additional caution on the roadways around the school.

Pickup and drop off can be done on Frederick Rd (south side **only**) or Fromme Ave. Please do not drive through the staff parking lot to drop off your child.

Students bringing cars to school must park off school property. We will be using the north parking lot off Frederick Road by the gym foyer as a teaching space this year. The west parking lot off Fromme Avenue is a staff only parking lot.

Any vehicles blocking fire access or parked in reserved spaces will be towed at the owner's expense.

Argyle's Parent Advisory Council

First Argyle PAC Virtual Meeting – 7pm on Wednesday, September 16th

The Argyle Parent Advisory Council is the voice of parents at our school. Members include parents and guardians of all Argyle students. The Argyle PAC promotes a positive partnership between home and school and works to enhance the educational experiences and resources for our students and foster the well-being of students and families in our Argyle community. The PAC has regular meetings to connect parents to what's going on at Argyle.

Funding for the Argyle PAC is two-fold: we receive provincial gaming money, which may be used to support extracurricular equipment and activities; and we also reach out to parents for financial contributions for specific fundraising campaigns.

To learn more about the Argyle PAC, please visit the website:
<https://www.sd44.ca/school/argyle/Parents/PAC/Pages/default.aspx>

PAC meeting schedule: All PAC meetings will be held virtually until further notice.

Wednesday, September 16th

Wednesday, October 21st

Wednesday, November 18th

Wednesday, January 20th

Wednesday, February 17th

Wednesday, April 21st

Wednesday, May 19th

Information on how to join the virtual meeting will be shared prior to the first PAC meeting. Thank you for your support of the Argyle Community.

Communication

The school uses several means of communication to share information with students and their families. These include:

1. Argyle Secondary's website - www.argylesecondary.ca
Daily Announcements are posted on the right under Quick Links.
2. School Messenger is used for emails and/or phone messages sent by the school or district. If your phone number or email address has changed please contact Argyle's office at argyle@sd44.ca
3. Twitter: @argyleschool

The best way to contact the school with questions or absence notifications is to email argyle@sd44.ca

September at a Glance

Sept. 8 th to 9 th	Staff only
Sept. 10 th and 11 th	Student Orientation (see schedule earlier in newsletter)
Sept. 8 th , 9 th , 10 th	Graduation (Grade 12) Portrait Sessions at ESC (online sign-up)
Monday, Sept. 14 th	Grade 8 VIRTUAL Parent Night at 7:00 pm
Tuesday, Sept. 15 th	School Photos
Wednesday, Sept. 16 th	PAC meeting – VIRTUAL, 7:00 pm
Wednesday, Sept. 23 rd	Grade 12 VIRTUAL Parent Night at 7:00 pm
Friday, Sept. 30 th	Orange Shirt Day

Information on how to join the virtual parent nights will be sent to families by email prior to the event.

Main Office & Contact Information

Office Hours: 8:00 am to 4:00 pm Monday to Friday when school is in session.

Argyle general e-mail: argyle@sd44.ca

Argyle phone number: 604-903-3300

Attendance Reporting: Email argyle@sd44.ca

Staff e-mails can be found on the website under *Staff Info*: [click here for link](#)

We recognize this is a very uncertain time, but together, with compassion and kindness, we will work to ensure the safety and well-being of every student and staff member. Thank you for your patience and understanding as we work through the complexities of school start-up this September. We sincerely look forward to welcoming back our staff and student community to our school.

Warmest regards,



Kim Jonat, Principal (gr. 12)

Caren Hall, Vice Principal (gr. 9 & 11)

John Crowley, Vice Principal (gr. 8 & 10)