

Dr. Charles Best Secondary

2525 Como Lake Avenue, Coquitlam, BC V3J 3R8

Website: www.sd43.bc.ca/charlesbest

Principal – Carol Coulson, Vice-Principals – Rob Lederer, Anita Young (seconded to District), Mary O’Neill (Acting VP)



Best Vibrations Newsletter – Discover Your Best

August 29, 2016

Issue No. 1

Our school goal is to develop a culture of connectedness and belonging within the school, among school staff, students, and our parent community, in order to enhance opportunities for collaborative partnerships.

HIGHLIGHTS

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IMPORTANT DATES

August 31

Schedule Distribution/Course Conflict Changes:

Grade 12: 9:00 – 11:00 am

Grade 11: 1:00 – 3:00 pm

September 1

New International & EAL Orientation & Assessment - 9:00 am

Grade 9 Orientation/Schedule

Distribution/Photos: 9:30 am - 12:00 pm

September 6

Grade 9/10 Advisory – 10:00 am

Grade 11/12 Advisory – 11:00 am

September 7

First Day of Classes

September 12

PAC Meeting – 7:00 pm, Library

September 9

Student Photos

September 15

Meet the Teacher Night – 7:00 pm

September 22

Grade 12 Senior Sail: 4:30 pm

September 23

District Pro D Day – school not in session

September 29

Terry Fox Assembly/Run

September 30

Clubs Day

October 7

Photo retakes

MESSAGE FROM THE PRINCIPAL

On behalf of the staff at Dr. Charles Best Secondary School, we would like to welcome all of our families to the 2016/2017 school year, and issue a special welcome to families entering Best for the first time. We hope that you had an opportunity to enjoy the wonderful weather this summer and create lasting memories.

The actual school year will begin Tuesday, September 6th with all students expected to attend a welcome advisory session. This modified first day allows us to welcome students, hand out schedules and information, distribute lockers and collect forms and fees. **Our first full day of instruction is on Wednesday, September 7th.** More details regarding the opening weeks are outlined in this newsletter.

Over the summer we experienced additional staff changes. Sadly, Vice Principal Anita Young has been seconded from Best to a one year position as VP of Learning Services for the District. We are fortunate that retired Best principal Mary O’Neill has agreed to return in the interim to fill in for Ms. Young. We also would like to extend best wishes to: Ms. Joanne Lee in her new Home Ec. Position at Port Moody Secondary, to Ms. Kim Carmichael (Math) and Ms. Darlene Grieve (Student Services) in their recently announced retirements and to Ms. Erin Watkins (Youth Worker) in her new position at CABE. We owe all of these staff members a huge thank you for the devotion they have shown our students and families during their years at Best. They will all be missed.

We would like to welcome and introduce new staff members:

Jim Lennard (English)

Vivienne Royle (English)

Kihoon Yoo (Art)

Robert Morris (Art)

Erika Lundgren (Math)

Tim Eccles (Student Services)

Anna Razzell (Social Studies)

Jocelyn Deck (Home Economics)

Ailie Fewer (Math)

Robyn Croft (Art/Socials)

Hasheem Hakeen (FRIM)

Dylan Gant (English)

Angela Plasman (Noon Hour Asst.)

Jodi Skelly (Noon Hour Asst.)

Sharon Makhmour (Education Assistant)

Kim Delesoy (Education Assistant)

We would also like to acknowledge teachers returning to Best from the recall process – Krista Dragan (Math), Olivia Fournier (FRIM), Pierre-Henri Poudre (FRIM).

Please take a moment to review this newsletter as there is much needed information regarding the on-line forms that needs to be completed and school fee payment, all of which can be accessed through the Charles Best website.

We look forward to meeting you and working with students, parents, and staff to make Dr. Charles Best Secondary a safe, welcoming and most effective high school. It is why we say that we challenge students to “Discover Your Best”—not only to discover and take advantage of what Dr. Charles Best Secondary has to offer, but also to discover the best in themselves. We hope you enjoy the rest of the summer and look forward to seeing you at our first school event, **Meet the Teacher Night on September 15** and the many other events throughout the school year.

Carol Coulson
Principal

SCHOOL OPENING INFORMATION

STUDENT TIMETABLES WILL BE ISSUED IN ADVISORY ON SEPTEMBER 6

We ask that student fees be paid by September 8th or earlier

August 30	New Student Registration	1:00 – 3:00
August 31	Grade 12 schedule distribution/course conflict changes	9:00 – 11:00
	Grade 11 schedule distribution/course conflict changes	1:00 – 3:00
September 1	Grade 9 Orientation Day/Photo Day/schedule distribution	9:30 – 11:45
	New International & EAL Assessment/Assessment	9:00
September 2	Advisory lists posted on cafeteria windows	3:00

First Day Schedule September 6	Advisory Bell Schedule September 7-8	Regular Day Schedule September 9
Grade 9 Advisory 10:00-10:30	Period 1 8:20 – 9:40	Period 1 8:20 – 9:40
Grade 10 Advisory 10:00-10:30	Period 2 9:44 – 11:03	Period 2 9:44 – 11:03
Grade 11 Advisory 11:00-11:30	Period 3 11:07 – 12:20	Period 3 11:07 – 12:26
Grade 12 Advisory 11:00-11:30	ADVISORY 12:24 – 12:32	Period 4 12:30 – 1:49
	Period 4 12:36 – 1:49	Period 5 1:53 – 3:12
	Period 5 1:53 – 3:12	

*Please check the lists posted on the cafeteria and office windows to see who your advisory teacher will be and where your advisory/homeroom is located.

*If your child is not able to attend school on the first day, please contact the office by phone or email the school office at charlesbestattendance@sd43.bc.ca. It is important we know your child is attending Dr. Charles Best Secondary and will be returning on a certain date.

September 6 Advisory Outline

- Distribution of Timetables, introduction to “Agenda APP”, Locker distribution
- Fee Collection confirmation (KEV On-Line payment to be accessed previously from our website)
- Collection of Emergency Release Form (On-Line)
- Computer Password Access Information
- Student Information Verification Form (sent home for updates)
- Review of District and School Code of Conduct
- Review Course Change Request Procedure

FIRST DAY FREQUENTLY ASKED QUESTIONS

Q: What should I complete before the start of school?

A: Please complete the e-forms and pay the fees using the "School Cash Online" fee payment system. Both of these can be found on the school website.

www.sd43.bc.ca/charlesbest

Q: Where do I go when I get there?

A: Please use the main entrance to the school – that's the one in the middle of the school. Come at least fifteen minutes early so you can be sure to get to your homeroom on time. We will begin on time and expect you to be there.

Q: How do I know where my Advisory is?

A: Advisory lists will be posted on the windows of the cafeteria and office. If you have trouble, there will be lots of guides (Best Buddies) around to help you – don't be embarrassed to ask.

Q: What do I need to bring?

A: For the first day you will need the following:

- a pen and pencil
- a print copy of fees paid online (preferred) or a cheque payable to "Dr. Charles Best Secondary School" for the \$45.00 School Activity Fee and an optional fee if you wish to purchase a Yearbook for \$55.00. Grade 12 only, Cap & Gown fee \$65.00.

Q: What about school supplies?

A: You shouldn't bring special school supplies until you meet with your teachers. They tell you what kind of notebooks and supplies you will need for each class. Generally, a binder, lined paper and pens/pencils and a quality school lock for PE are required.

BELL SCHEDULE

***In the first semester, Grade 9 students will have a common lunch during Period 3.
Students are expected to remain on campus during their first semester lunch period.***

Regular Bell Schedule		Assembly Bell Schedule	
Period 1	8:20 – 9:40	Period 1	8:20 – 9:26
Period 2	9:44 – 11:03	Period 2	9:30 – 10:36
Period 3	11:07 – 12:26	Assembly	10:40 – 11:45
Period 4	12:30 – 1:49	Period 3	11:49 – 12:55
Period 5	1:53 – 3:12	Period 4	12:59 – 2:04
		Period 5	2:08 – 3:12

SCHOOL FEES AND ON-LINE FORMS

The school district has introduced a new online payment system that will allow you to view and pay you child's student fees safely and conveniently online. We encourage you to register your account online now! At this time, the site linked below will only work with Firefox, Safari or Chrome browsers. If you are using Internet Explorer, you may experience issues displaying the site properly. Fixes are being worked on.

Here's how to get started:

- 1) Go to <https://sd43.schoolcashionline.com>
- 2) Click on "Get Started Today"
- 3) Create your account
 - i. Enter first and last name; click continue
 - ii. Enter fields: address, phone number, e-mail address; click continue
 - iii. Choose a password and security question
 - iv. Make sure to OPT IN to receiving e-mail notifications for updated school information

Activity fees are charged in all secondary schools in BC to enable schools to offer educational programs and services for our students. The use of this online fee payment system is a response to a preference indicated by parents for the ease of online and credit payment. We encourage families to create a user account log-in and let the program 'remember' student information to save time in the future.

To pay school fees and complete parent e-forms, go to our school website at:

www.sd43.bc.ca/charlesbest and click on the school fees and Parent eForms buttons. We will still be collecting fees at the start of school for anyone who chooses to pay by cheque rather than online. We would appreciate personal cheques made out to Dr. Charles Best Secondary School. Please record your son/daughter's student ID number on the bottom left corner of your cheque. If you have more than one child, please write a separate cheque for each. The fees we charge at Charles Best are in full compliance with recent legislations and are similar to all other secondary schools in School District #43.

- The \$45.00 Activity Fee provides for lock and locker rental, awards, student activities, special events and the student Agenda Book.
- The \$55.00 Yearbook Fee ensures that the student will receive a Charles Best Yearbook in June. Although the yearbook purchase is **optional** in September, most students will want to pay for it in September to ensure that they get a copy.
- **Grade 12 students** will be charged a \$65.00 "Cap and Gown" fee to cover the cost of their cap and gown for commencement ceremonies and other related graduation expenses.
- Workbooks (optional purchase) are offered in several courses (including some language, math and science courses) to complement the textbook. Students may purchase these workbooks to complete assignments, write notes and keep for future reference. Any students unable to purchase these workbooks may have them assigned like a textbook to be returned undamaged and unmarked at the end of a course.
- As in the past, the school PAC (Parent Advisory Committee) offers families the opportunity to make an **optional donation** in lieu of a variety of fund raising throughout the year. The PAC funds are used throughout the year to support events, programs and equipment. The PAC suggests an amount of \$25 for one student and \$40 for two or more students in the school.

Quick Fees Guide for September

Grade	Required	Optional
Grades 9 to 11	\$45.00 – Activity Fee	\$55.00 – Yearbook
Grade 12	\$110.00 – Activity Fee (\$45) plus Cap and Gown Fee (\$65)	\$55.00 – Yearbook

No student will be denied educational opportunities or participation in school activities due to financial hardship. If any family has difficulty with some or all fees payable, please contact your child's Vice-Principal and the fees can be delayed, adjusted or waived. For students in the A-K alpha, please contact Mr. Lederer (rlederer@sd43.bc.ca) and for students in the L-Z alpha, please contact Mrs. O'Neill (moneill@sd43.bc.ca).

ON-LINE E-FORMS

At the beginning of each school year there are a number of necessary forms that we need you to complete. We are pleased to now have most of these forms available online. It is crucial that you complete the required forms for each student. Please go online to our Charles Best Website:

www.sd43.bc.ca/charlesbest

and complete the following 2 forms as promptly as possible:

1. School Policies (can be submitted online)
2. Emergency Release (please complete, print and return by September 6 or 7)

Additionally, you will find on that page the following optional forms:

- **Computer Internet Password** – BEFORE STUDENTS CAN OBTAIN THEIR PASSWORD and access the school internet, all students must complete the District-wide Network and Internet Appropriate Use form on-line. This form can be submitted electronically.
- **Privately Owned Devices** - To be completed for each device by staff or students who are planning to use privately owned devices (laptops, iPads, tablets) by connecting them to the district wireless or wired network.
- **Medical Alert** - To be completed at the start of each school year but only if your child has a medical concern.
- **Volunteer Application** - To be completed once at each school level by parents and non-parents who are planning to volunteer at our school. Please note that you also need to drop off a criminal record check (CRC) at the school office. If you have already submitted a CRC for past volunteer work, please contact the school to ensure your CRC is still valid.
- **Driver Application** - To be completed at the start of each school year by volunteers who are planning to transport students during school field trips. Please note that you will also need to drop off a driver's abstract and a criminal record check at the school office and complete a Volunteer Application form (once per school level).
- **Absence Report** - To be completed when your child is going to be away from school.

TIMETABLE CHANGE PROCEDURE

Our school is at capacity and, as a result, our school timetable is extremely full. This means that most courses are closed and that there will likely be very few changes that can be made. In an effort to ease the confusion of the opening week of school, students will be able to pick up their schedules as follows:

Grade 12's	Wednesday, August 31 st	9:00 – 11:00 am
Grade 11's	Wednesday, August 31 st	1:00 – 3:00 pm
Grade 10's	Tuesday, September 6 th	in advisory
Grade 9's	Thursday, September 1 st	1:00 – 3:00 pm

All students will receive a copy of their timetable on the first day of school, Tuesday, September 6, in their Advisory.

Course changes will be made on a priority basis as follows:

1. Grade 12 students missing courses required for graduation or post secondary.
2. Students with incomplete timetables (fewer than 8 classes).
3. Students with obvious timetable errors (e. g., completed a course in summer school that is still on his/her schedule).

It is very unlikely that we will be able to change lunch blocks or move courses to a different period in the day.

Procedure

Step 1: Students receive a copy of their schedule/timetable for the year during their Advisory on September 6 (Grade 9/10 at 10:00, Grade 11/12 at 11:00).

Step 2: If a student notices a problem with his/her timetable as outlined above, their Advisory teacher will provide a Timetable Change Request Form.

Step 3: The student submits the completed form to the Advisory teacher. At this time, the student is NOT to go and see their Counsellor directly. All students are to attend their classes as scheduled, starting on Wednesday, September 7th. His/her counsellor will call the student down to meet and discuss change requests if necessary and/or will make the requested changes if possible. All students who receive course changes will be notified and provided with a copy of their new schedule.

***Please Note:** It is very important for students to attend all of their scheduled classes, even if their intent is to change a course, as we cannot guarantee that all course change requests will be possible. Students will be contacted during the school day by their Counsellor while they are in their scheduled classes. If a student is not where he/she is supposed to be, the Counsellor will not be able to make the change requests submitted.

***Students meeting with their counsellor must make all requests at that time as they will not be allowed to return for multiple meetings regarding their schedule.**

***Student may meet with any counsellor to discuss personal issues but ALL SCHEDULE REQUESTS AND CHANGES MUST ONLY GO THROUGH THE APPROPRIATE SURNAME ALPHA ASSIGNED COUNSELLOR.**

ADDITIONAL SCHOOL START-UP INFORMATION

NEW REGISTRATIONS

At this time, the school is very full and a waitlist has been established for students new to our catchment area. Please call 604-461-5581 to have your name added to the waitlist. Once school is in session and space has opened up, our counsellors will call to set up an appointment to register a new student from the wait list. Parents are asked to bring all available school records including the latest report card and proof of present address (three pieces); as well, birth certificate/passport/immigration papers are required for both the parent and child.

NEW EAL (formerly ESL) / INTERNATIONAL STUDENTS

Registration and testing for new students will take place on September 1st between 8:30 – 12:30 pm. Please call the school at 604-461-5581 to schedule an appointment. Parents/Guardians should arrange to attend as the orientation will cover important information for the year.

SCHOOL PHOTOS

Grade 9 student school photos will take place on September 1st during the Grade 9 Orientation Day. Grade 10, 11 and 12 student photos will be taken on Friday, September 9th. Grade 9 students who missed the first photo session can have their pictures taken on September 9th. All students are required to have their pictures taken for their student ID cards and the Yearbook. If you wish to purchase a photo package, students will be given order information once their photo has been taken and the students have had an opportunity to look at the proof. There will be a Photo Re-take day on Friday, October 7th. To order photos online go to: [https://artona.schooldayphoto.com/](https://artona schooldayphoto.com/) or open the attached Artona brochure for more information.

SENIOR SAIL - GRADE 12 STUDENT GRAD EVENT

Senior Sail tickets will go on sale the second week back. Information will be emailed home about this grade 12 event that will take place on Thursday, September 22nd.

STUDENT AGENDA BOOK REPLACED BY AN "APP"

On the first day of school, students with iPhones/Androids will be able to download our new school "App". Students who do not wish to have this App will be issued a student agenda book. The App/agenda book contains important information about the school as well as the expectations of our students. It is also a short and long term planner, which we encourage students to use to effectively organize time and manage assignments.

STUDENT LOCKERS

Lockers are distributed with school locks and students should not replace school locks with their own. Students should never share their combinations with any other person. If students forget their combinations, they can check with the office. Lockers are owned by the school. If necessary, administration may enter any locker.

CAFETERIA

Our cafeteria is operated by Canuel Catering. Canuel is a well-respected company who is committed to providing quality, nutritional meals and snacks in school cafeterias in a number of school districts throughout the province. The cafeteria is open throughout the day until 1:30 to allow students with various lunch blocks to access the food services. The cafeteria offers a variety of beverages and hot and cold snacks and meals that include a very popular wrap and salad bar.

MEDICATION / MEDICAL ALERT

Students at this age are usually responsible for their medication through parent supervision. If your child suffers from a medical condition that the school must be aware of, particularly in the event of an emergency, please complete the on-line medical alert form(s). Also, please feel free to contact your child's counselor regarding any medical concerns should you feel this is necessary.

STUDENT INSURANCE

All parents have the option of purchasing Accident Insurance through IA Pacific. Insurance plans cover a variety of issues such as injury, eye wear damage, and orthodontic/dental work. Please go to www.iapkidsplus.com for more information or drop by the school office to pick up a form.

BEST ATHLETICS

Our coaches are gearing up for the 2016-17 sport seasons, and at this time, it is our intent to run the full complement of teams. For all our new parents, it is important to note that volleyball, cross-country, boys' soccer, and girls' field hockey begin in early September. Tryouts will be announced over the PA and in our daily bulletin, *The Informer*. Please encourage your son or daughter to keep checking the announcements /website/App for the dates and times of these tryouts. Parents will also be able to check the daily bulletin on our website and App.

If a student does not participate in school athletics they do not need to pay the fee. Payment of Athletic fees will be available after the school year has begun.

At the secondary level, there are many optional extra-curricular athletics activities for students. In order to cover costs incurred in the Athletics program, athletic and team fees are charged. Team registration and fees payments are completed via **Karelo, our online system**, accessed on the school's website. One of the questions that parents sometimes ask is where the funds collected from athletic fees are spent.

Fees cover the following expenses:

1. **Basic Athletic Fees** (\$60.00 per student – unlimited participation in chosen sport(s) for the year). Athletic Fees cover athlete registration costs to the Coquitlam District Athletic Association, Fraser Valley Athletic Association, and BC School Sports. This is a one-time fee each year as once athletes are registered they can play as many sports as they like. It also covers teacher costs if they require a TOC to attend Provincial Championships, District and Fraser Valley playoff costs. Students also receive a Charles Best Athletic T shirt and a small portion goes towards a team wind-up party. Note: depending on the cost of the wind-up there may be an additional cost. It also covers equipment replacement and repairs e.g scoreboard, volleyball standards, nets and other equipment that is used by the athletics program. Team fees cover referee costs, tournament fees, uniform replacement costs, ball replacement costs, medical kits and teacher transportation costs. The school does not receive any provincial or district funding for any of these costs; therefore, part of the costs of these optional programs must be passed on to the parents and students.

- 2. Individual Sport Fees** (vary according to each sport costs). Each sport pays association fees, tournament costs, official's costs, as well as several other miscellaneous costs. Again, the school has limited funds to supplement these extra-curricular activities.

Overall, the realities are that the cost of playing sports, whether through community sports, or through extra- curricular school programs, are rising every year. If finances are a concern, please don't hesitate to contact one of the Administrators.

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CELL PHONE USE

Please help us preserve the positive learning environment of the classroom. Increasingly, the interruption of the cell phone, iPhone or Blackberry has been finding its way into the classroom. Whether it be the ring tone, the vibration or the text message, all of these have the potential of disrupting the learning environment for each student. We are asking for your support because we are finding that some parents are phoning or texting their children during class time. This is something that we would really like to discourage. If there is an emergency, please call the office and we can send a runner to the class.

VISITOR PARKING

When visiting the school, we ask that you use the visitors' parking spots in front of the school or the east parking lot by the field.

STUDENT PARKING

All students who wish to drive to school need to register their vehicles at the Main Office and display a parking tag in their front window. Student parking is in the large east parking lot only. To obtain a parking pass, please bring a completed student vehicle registration form (copy attached) to the office.

PLEASE RESPECT FIRE ZONE LANE

The Fire Department and the City have asked us to ensure that our community not use the designated fire lane for drop-off or pick-up. This lane is for fire and emergency use only and must be kept clear at all times. Thank you for your cooperation.

SOCIAL MEDIA

Dr. Charles Best School is now on Twitter, Instagram and Facebook. Social Media users can receive announcements about our school. Our twitter and Instagram accounts are charlesbestscho. Twitter and Instagram users are invited to follow us. You can also add us on Facebook under the group name 'Dr. Charles Best Secondary 2016-2017'.

PARENT E-MAILS

Charles Best maintains an e-mail directory to communicate school information. The lists of each grade are updated at the beginning of the school year. Please ensure you are a part of this system to receive newsletters and other information from the school, and at the same time, help to reduce the amount of paper used throughout the school. You can update your e-mail address by contacting the office at

dportelance@sd43.bc.ca

SCHOOLING IS A PARTNERSHIP

Dr. Charles Best Secondary School staff work hard to provide a safe, caring environment for all students. Working as partners, we make a powerful impact on the positive learning environment. Please review the following school routines with your son or daughter.

ATTENDANCE

Our attendance policy can be found in the Student Agenda Book/App. We currently have an attendance system that will e-mail and telephone parents advising of any unexcused absences.

Other than the academic lessons students learn at Dr. Charles Best Secondary, attitudes towards prompt and regular attendance at school and work are among the most important lessons we teach students. During their high school years, students learn to take personal responsibility for their education. Please help us to teach your son or daughter healthy attitudes towards school and the work place. Our morning welcoming bell is at 8:15 am and **Period 1 begins at 8:20 am**. Please drop off your son/daughter early enough so they can be on time for class.

You can advise the office through the Charles Best website (Student Absence button) each day your child is going to be absent, late or have an early dismissal. Even if your son or daughter may insist that you needn't let the school know, **please inform us of the absence before it occurs whenever possible**. Our office is open daily at 7:30 am if you would prefer to call in the absence. You may also email charlesbestattendance@sd43.bc.ca to report absences. No student will be allowed an early dismissal without first notifying the office with a written note / e-mail from a parent or the office contacting a parent by phone.

EXCUSED ABSENCES

We ask that as much as possible you support your child's education but arranging appointments, vacations, and driving tests outside of school hours. Knowing your child's timetable will help you to plan accordingly. Contact the teacher by e-mail or telephone if you are concerned about attendance in a specific class, and a counselor if concerned about attendance in general. If your child needs to be away for an extended period of time, she/he will need to see the counselor to obtain an **Extended Absence form**. This form must be completed and returned to the counsellor **prior** to the student's absence.

Please help us to stress the importance of daily attendance and promptness to school and class; being on time shows respect for the activity and consideration for others. Thank you in advance for your help.

WHO DO I CALL IF I AM CONCERNED ABOUT MY CHILD'S ACADEMIC OR SOCIAL PROGRESS?

If you have a concern about a particular class, please contact the teacher of that class. If you have more general concerns about your child's progress, or have concerns about several subject areas, please contact your child's counsellor who can help coordinate contact with teachers and assist with building a plan to help your child be more successful at school. Counselling assignments for the 2015-16 school year will be:

A to G	Ms. Rachel John	rjohn@sd43.bc.ca
H to O	Mr. Warren Chang	wchang@sd43.bc.ca
P to Z	Mrs. Robyn Sinclair	rsinclair@sd43.bc.ca

Please note that the majority of our staff relies on e-mail for communication. If you would like a staff member to contact you by phone, it is usually more efficient to e-mail that staff member and request that they call you at a specific phone number. You can also call the school and the receptionist will e-mail the staff member to request that they call you.

WHO DO I CALL IF I HAVE AN ISSUE TO BE RESOLVED?

If you have a concern about the way an issue has been handled with your child, please contact the teacher or administrator involved directly. If you are not satisfied with the outcome of the contact, it is then appropriate to contact the Principal or the Assistant Superintendent if the issue involved the Principal. In almost all cases, the problem is resolved after the first contact. Failing a resolution, however, protocol then involves contact with the Superintendent, followed by a member of the Board of School Trustees.

