



### Principal's Message:

We hope that the summer's end finds you refreshed and eager to return to school. We look forward to seeing all of the students on **September 7<sup>th</sup>** and all of the parents on **Wednesday, September 22<sup>nd</sup> at 7:00 p.m. at the "Meet the Teacher Night"**. This will be your opportunity to see Gleneagle Secondary and meet your child's teachers. At "Meet the Teacher Night" you will follow your youngster's timetable, learning more about his/her school day. Each of the teachers will chat with you about the courses, giving you an opportunity to ask questions. We hope you will be able to attend since students are more successful when the school and home work closely together. Your son or daughter will bring home more details about the evening in September. It is important to note that prior to the general session for all parents at 7:00 p.m., there are brief but importance focus sessions for the parents of two specific grades:

- **All Grade 10 Parents:** Welcome to the Graduation Program (6:30 – 7:00 pm). Counsellors will review the Graduation Program including information about: required courses, Grade 10 & 11 Provincial Exams, Planning 10 Daily Physical Activity requirements and the Graduation Transitions document.
- **All Grade 12 Parents:** Welcome to the Graduation Year (6:30 – 7:00 p.m.) We will provide an overview of all of the related functions and expectations.

Dave Matheson, Principal

### **STUDENT PHOTOS – FIRST DAY OF SCHOOL FOR ALL STUDENTS**

- Student photos will be taken the **first day** of school, **Tuesday, September 7<sup>th</sup>**. Students wishing to purchase colour picture packs may do so at that time. Bring the Life Touch Order Form/Envelope enclosed in this mail out.
- The student picture will be used for a transit GoCard, personal I.D., yearbook photo, a school library card, and an internet access card. It is very important that all students get their photos taken whether they are planning to purchase a photo package or not. **Students in grades 10, 11 and 12 also need picture identification to write provincial exams.**

### **SCHOOL OPENING PROCEDURES: Tuesday September 7<sup>th</sup>, 2010**

- **Grade 9 (9:30 a.m.) Student Welcome Assembly in the Gym**
  - ✓ Our Administrators and members of CON-X, our senior students mentoring group, will participate in some fun activities with our Grade 9 students. School start up information will be reviewed with the students. Students will also be introduced to their WINGS (home room) teacher. At the end of the assembly, students will go to their WINGS classroom to hand in forms and fees, complete registration information and receive their student timetable. Grade 9 students should have completed their registration by 10:30 am and will get their pictures taken around 11:00 am.
- **Grade 10 - 9:00 am**
- **Grade 11 - 10:00 am**
- **Grade 12 - 1:00 pm**
  - ✓ **Students will report to WINGS to hand in forms and fees, get photos taken and complete registration and receive their timetables. WINGS class lists and room numbers will be posted at the entrance of the school and are noted on the Student & Parent Agreement (CHERRY) form included in this package.** WINGS assignments may have changed this year for many students in order to accommodate shifting enrollment patterns.

### **OUR MISSION**

*At Gleneagle, we strive to create a unique and safe learning environment where we honour the diversity of the community by empowering our students to think critically, act responsibly, advance technologically and develop in a dynamic world.*

### **MARK YOUR CALENDAR**

**Tuesday, September 7** - School Opens/School Photos & Go Cards  
**Wednesday, September 22** - Meet the Teacher Night 7:00 – 8:30  
**Friday, September 24** – District Non-Instructional Day  
**Monday, Oct. 4** – Photo Retakes  
**Tuesday, October 5** - PAC Meeting at 7:00 – Library  
**Monday, October 11** – Thanksgiving Day – Schools Closed  
**Thursday, Oct. 14** – Senior Sail  
**Thursday, Oct. 14** – Grade 9 Immunization

## STUDENT BELL SCHEDULE

BLOCK	"Regular" Monday to Friday	"Early Dismissal" Mondays
X	7:39 – 8:49	7:39 – 8:49
1	8:54 – 10:11	8:54 – 10:06
2	10:16 – 11:35	10:11 – 11:25
LUNCH	11:35 – 12:25	11:25 – 12:10
3	12:30 – 1:47	12:15 – 1:29
4	1:52– 3:09	1:30 – 2:46

### SCHEDULE FOR THE FIRST WEEK (school ends at 3:09pm)

#### Wednesday, September 8, 2010:

- School Bus service begins for students who qualify.
- Regular school day except report to WINGS at 8:54 a.m. (bring outstanding fees and forms)
- Students are expected to have pens, pencils, binders and paper to begin class sessions.

#### Thursday, September 9, 2010:

- Regular school day except report to WINGS at 8:54 a.m. (bring outstanding fees and forms).
- Grades 9 & 10 Assemblies (Period 2)

#### Friday, September 10, 2010:

- Regular school day except report to WINGS at 8:54 a.m. (bring outstanding fees and forms).
- Grades 11 & 12 Assemblies (Period 2)

*The following week starting Monday, September 13<sup>th</sup>, students will go directly to their Period 1 Class at 8:54 am.*

#### **NO TIMETABLE AT WINGS ON OPENING DAY?**

If you do not receive your timetable in WINGS on Opening Day, there may be two reasons. Firstly, you may have received a letter from Mr. Clarke or Mrs. Coulson requesting you phone Mrs. Clark, our office secretary, to set up an appointment to discuss expectations for work habits and academic achievement in the upcoming year. At that time you will receive your timetable. Secondly, you may have received a letter and a statement of fees owing from last school year. In this case you will need to see our office accountant, Mrs. Malet-Veale, to pay your outstanding fees before you will receive your timetable. ***All other students will receive their timetables on opening day in WINGS, so be sure to be there.***

#### **GRADE 9 SPECIAL FOCUS**

In support of their successful transition from Middle School to Secondary School we:

- will be stressing homework completion, attendance, punctuality, consistent use of the students' Agenda Books, tutorials and other strategies to assist the students in adjusting to the longer class sessions and high expectations of the Secondary School.
- have already planned a series of presentations and activities with our CON-X group of senior students to explain the Secondary School programs, activities and services, as well as some tips for success. CON-X students have been carefully chosen to mentor our new Grade 9s and help them to feel like they belong at Gleneagle. CON-X students will be phoning the Grade 9s in late August and some fun activities are being planned for the first day.
- all share a common lunch time. Prior to the interim report (October 14<sup>th</sup>) **all grade 9 students are to remain on campus during their lunch hour.** This will provide the opportunity to get involved in lunch activities, intramurals, enjoy our cafeteria and meet new friends. Once maturity and responsibility has been demonstrated by a satisfactory interim report, this rule may be relaxed.

We hope to make this first year at Gleneagle a fun and successful one!

#### **CELL PHONE USE**

Please help us preserve the positive learning environment of the classroom. Increasingly the interruption of the cell phone, I-Phone 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 which 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.

## **PARENTS STAYING CONNECTED:**

In our ongoing efforts to foster strong home-school communication, our staff will commit themselves to a communication refocus this year. Here are a number of initiatives that we think will foster strong bonds:

- **Parents Sharing with Parents:** By the end of October we will have a PAC Sharepoint set up for parents to visit on our school website.
- **School Sharing with Parents:** Late last year we pulled together a directory that included email addresses parents had submitted via the registration process. Although we will assure you that it will be used discriminately, we think it will be a great way to increase the sharing of important information.
- **Parents and Staff Sharing with One Another:** Each teacher can be accessed easily via email or by phone. The protocol for staff is first letter of first name followed by entire last name with @sd43.bc.ca as to follow all lower case (ex. Dave Matheson would be [dmatheson@sd43.bc.ca](mailto:dmatheson@sd43.bc.ca)). After selecting the "public portal" option, select "departments" on the school website, at [www.gleneagle.org](http://www.gleneagle.org), for first and last names.

## **GRADE 9 VACCINATIONS (Eligible to all students born in 1995 or anyone who missed their grade 9 immunizations previously)**

The first immunization date is **Wednesday, October 27<sup>th</sup>, 2010**. Consent forms will be distributed early October. Parents not wanting their child to receive the vaccine(s) must still sign and return the form indicating their refusal.

The Ministry of Health is once again offering a 3 dose (**October 27<sup>th</sup>, February 8<sup>th</sup> & June 7<sup>th</sup>, 2010**) series of Human Papillomavirus (HPV) for grade 9 females, in addition to the usual 1 dose Tetanus, Diphtheria, Pertussis vaccine that all grade 9 boys and girls receive. Please note, school is the *best* opportunity to complete these vaccines, as individual appointments will be very limited at the Health Unit. Physician offices do not distribute these vaccines.

**Our current Grade 10 girls** will receive their final HPV vaccine (delayed from last year's schedule) on Monday, October 18<sup>th</sup>.

For more information visit [www.immunizeBC.ca](http://www.immunizeBC.ca), [www.hpvinfos.ca](http://www.hpvinfos.ca) or contact the Gleneagle School nurse, Newport Health Unit @ 604.949.7200

## **NON INSTRUCTION DAY**

On **Friday, September 24** there will be a non-instructional day. **Students will not attend school on this day.** Staff will be involved in professional activities including strategies for meeting our school goals.

## **ABSENCES AND LATES**

Regular attendance and punctuality are two of the keys to achieving success at school. We at Gleneagle will be working hard to encourage these critical habits in our students and to communicate with you when there are problems. What we ask from you is that you share the same commitment. If your daughter or son is not able to attend school, or will be late or needs an early dismissal, **please call the school (604-464-5793)** at your earliest convenience. If you were unable to make phone contact, please send a note with your youngster on his or her return to school to excuse their absence the next day. **Students who are unavoidably absent or late must still see their teachers to get missed work or assignments.**

## **DRESS EXPECTATIONS**

Our expectation for school dress is that it be suitable for the school/business situation. Students should be comfortable, but not too casual. The expectations for school should not be confused with the beach or the mall. For female students, as a general guideline hemlines should not be shorter than the tips of the fingers while the arms are fully extended. Both male and female students' tops should be appropriate for school or business attire and not revealing. Hats, headbands and kerchiefs are not to be worn in the building.

## **SCHOOL FEES**

Activity fees are charged in all Secondary Schools in B. C. to enable schools to offer educational programs and services for our students. These are payable during the first two weeks of September. We would appreciate personal cheques made out to Gleneagle Secondary School. We also accept Visa and Interac in the office. The fees we charge at Gleneagle 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, the student Agenda Book.
- The \$50.00 **Yearbook Fee** ensures that the student will receive a Gleneagle 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. The limited number that will be available in the spring will cost more than \$50.00.
- Grade 12 students will be charged a \$50.00 "**Cap and Gown**" fee to cover the cost of rental of a gown for commencement ceremonies and other related grad expenses
- The \$60.00 **Athletics Fee** is a **one time flat fee** that all student athletes pay **if they choose to participate** in any **school sponsored sport or club**. **If the student does not participate in school athletics they do not need to pay the fee.** (The fee goes towards recovering some of the costs for the following: field/facility rentals, athletic and sports fees, Fraser Valley and provincial competitions, equipment purchase, referees and officials, awards, tournament registration fees, partial costs for transportation, etc.) Individual sport/team fees will be assessed for each team to cover the cost of participation. This fee will cover team clothing, tournaments, referee costs, etc. and will be clearly outlined.
- **Workbooks** (optional purchase) are offered in several courses (some language courses and math 10 to complement the textbook. Students may purchase these workshops to complete assignments and write notes directly into their workbook 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 the course.

**NOTE:** *If any family has difficulty with some or all fees payable, contact your child's vice principal,*

### **DISTRICT BUSES**

School District #43 provides transportation passes to secondary students within the school catchment and beyond the walk limit of 4.8 km. It is mandatory that students carry passes, which must be shown beginning the second week of September. Where there is surplus space on existing bus runs, passes will be made available on a monthly basis. The service will continue only as long as there is space on the bus. **Applications can be picked up from and returned to Mr. Clarke, in the main office, during the first week of school.**

### **LOCKS AND LOCKERS**

- Students will be assigned lockers and a lock during the first week of school. It is the student's responsibility to take care of their lockers and to ensure that their lock combinations are kept secret. We discourage sharing of lock combinations in an effort to maintain the student's security.
- Students should be aware that lockers and locks are school property and are only on loan to the students. Both the locker and lock must be kept in good condition. Students will be charged for losses or damage that occurs during the year.
- In addition, students should be aware that, when and if necessary, school officials may enter student lockers without warning.
- Students **must NOT leave money or valuables in their lockers or P.E. change room lockers.** Responsibility for any valuables rests with the students.

### **STUDENT VALUABLES**

All schools in Coquitlam believe the security of student valuables is a shared responsibility between the school and the student. However, students are **strongly discouraged** from bringing valuables including large amounts of money, expensive shoes and clothing articles, and electronic devices such as *MP3/IPOD players* and cell phones to school. Valuable items are brought to school at the owner's risk, as the school is not able to cover losses if valuables are lost, stolen or broken. Despite our best efforts to maintain security and reinforcing this message to the students on a regular basis, security cannot be guaranteed. **If valuables are brought to school, we recommend they be kept in the student's locker.** For PE and athletic events, lockers are available in the change rooms.

### **SMOKE-FREE SCHOOL**

All schools in District 43 have been designated as smoke-free properties. This means that there is to be no smoking on Gleneagle school grounds at any time, and we will strictly enforce this policy. Our objective is to discourage young people from smoking, and to create a clean, healthy environment at our school. Recent provincial legislature has enabled us to declare areas adjacent to Gleneagle also as smoke-free. This includes the area on Guildford at the top of the steps.

### **PARKING, DROP-OFF, PICK-UP, BIKES**

- Students driving to school are to park in the two designated student-parking areas on the south side of the building. Students are not to park in the staff or visitor parking areas. **Students are to register their vehicle with the school office.** This may be done on the first day of school or throughout the year.
- **Parents driving students to school should drop students off near the main entrance at the south side of the school or find a safe drop off spot away from busy traffic near the school.** Please do not drop students off on Guildford or Lansdowne. Drivers and pedestrians should be aware of the busy traffic areas around the school.
- Students riding bikes to school will find bike racks near the front of the school. **Bikes should always be locked safely to the racks.**

### **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](http://www.iapkidsplus.com) for further information or drop by the school office to pick up a form.

## **FROM THE COUNSELLING DEPARTMENT - TIMETABLE CHANGES**

The Counsellors are looking forward to working with you this year. Welcome back!

Your timetable has been carefully prepared based on the course selections you made in the spring. We know that you thought through your course choices very carefully and as a result, you are expected to honour your commitment to the courses you requested. With our school's limited capacity for adjustment, **there will be no course changes made unless there is a legitimate reason.** Counsellors will be available on an **"appointment only"** basis for students the Tuesday and Wednesday of the first week of classes in September to discuss legitimate timetable concerns. Appointment sign-up sheets will be available in the Counselling Department one day in advance of the scheduled day. Students are expected to follow their timetable as printed, until their concern has been resolved by meeting with their Counsellor.

A legitimate reason includes:

- A course conflict – two courses scheduled in the same block
- Completion of a summer school course
- Prerequisite course scheduled concurrently or in Semester 2

Timetables **will not be changed** for the following reasons:

- Change elective course
- Change teacher

### **COUNSELLING AND ADMINISTRATIVE SERVICES**

Counselling and Administrative assignments have been designated according to the surname of the student:

#### **Counsellors**

**A - H** Mrs. C. Nelson

**I - N** Mrs. B. Johal

**O - Z** Ms. T. Ough

#### **Administration**

**Mr. D. Matheson, Principal**

**A - L** Mr. J. Clarke, Vice Principal

**M - Z** Mrs. C. Coulson, Vice Principal

## **STUDENT AGENDA BOOKS**

As part of their school activity fee, all students will receive a Student Agenda Book. In addition to being a great pocket calendar and school planner, it is full of useful information. All students and parents should read the important information in this handbook. Some of the material includes: school map, School Code of Conduct (including Appropriate Internet Use), planning calendar/important dates, resources for youth, selected district policies (please review with your son or daughter), emergencies, class schedule/bells, parking, course requirements, reporting and grading, honour roll and awards, passport to education, counselling and student services, information about WINGS, computer access, locks and lockers, cafeteria and yearbooks.

## **ACADEMIC DISHONESTY AND PLAGIARISM**

Plagiarism is defined as "to steal and pass off (the ideas or words) as one's own and/or to use (another's production) without crediting the source and/or to present as new and original an idea or product derived from an existing source" (Merriam-Webster Online dictionary). At Gleneagle, we strive for high academic standards and have no tolerance for any form of plagiarism or cheating. If students plagiarize another's work, or assist someone else to gain marks or academic credit dishonestly, they will be given a mark of "0" and administration and parents will be contacted.

## **NOTE FROM THE LIBRARIAN**

Welcome back! Hope you had a great summer. Now that you're fully recharged, time to think about "hitting the books". **Books will be ready to be signed out** by the end of the first week so if you're anxious to read a novel, check out a magazine, or if you're one of those keeners who wants to be one step ahead of everyone else (including the teacher), come on in for a great paperback (check out our selection of brand new books), a magazine (overnight loan) or choose from the thousands of books we have related to what you'll be studying in the classroom.

You can always have a "personal" tour of Elibrary – our database of newspaper and magazine articles.

See you in the library and remember "Reading is to the mind what exercise is to the body."

## **MUSIC NOTES**

The music department is looking forward to another great year. It's never too late to join the band or choir, see Mr. Trovato if you're interested. Choir meets three times a week after school, and students are able to be in choir and join other activities and sports teams.

## ATHLETICS AT GLENEAGLE

The following programs are available this year.

**NEW FUNDRAISER THIS YEAR: Coffee \$16.00/pound...50% proceeds to Athletics, 50% to Grads..Organic, ethical fair trade.. All Types...Ground or Beans...from one bean coffee. PLEASE PLACE ORDER WITH PATTY ANDERSON at panderson@sd43.bc.ca.**

### Fall Sports

- Cross Country:** Ms. Gregory, Ms. Rossiter
- 9 Girls Volleyball:** Mr. Clarke
- Junior Girls Volleyball:** Ms. Horvath
- Junior Boys Volleyball:** Mr. Abram
- Senior Girls Volleyball:** Mrs. Demonte/Ms. Beuk
- Senior Boys Volleyball:** Ms. Cridge
- Swimming:** Mr. Tustin
- Boys Soccer:** Mr. Milliard/Mr. Abbinante
- Girls Field Hockey:** Mrs. Preston

### Spring Sports

- Girls Rugby:** Mr. Whitham/Ms. Schnoor/Ms. Stewart
- Boys Rugby:** Mr. Turpin/Mr. Poka
- Tennis:** Mr. Abram
- Track & Field:** Ms. Demonte & Ms. Morin
- Golf:** Mr. Brian Unger/Mr. Chung
- Badminton:** Ms. Cridge
- Netball:** TBA

### Winter Sports

- 9 Boys Basketball:** Mr. Lloyd
- 9 Girls Basketball:** Ms. Anderson
- Junior Girls Basketball:** Mrs. Anderson
- Junior Boys Basketball:** Mr. Scott
- Senior Girls Basketball:** Ms. Anderson
- Senior Boys Basketball:** Mr. Scott
- Wrestling:** Mr. Tustin and Mr. Chung
- Gymnastics:** Ms. Morin/Ms. Jung

**Congrats to our athletes of the year: Grade 9: Rosemary Nwanko, Max Hollingworth; Grade 10: Jaime McLaughlin, Hodson Harding;**

**Grade 11: Bryce Wong; Grade 12: Alex Cousineau, Alyssa Binns**

**Tri-Talon Award & Scholarship: Alex Cousineau & Alyssa Binns**

**Lewis Reid Awards (Academic athletes of the year): Grade 9: Sydney Veljacic, Andrew Change ;Grade 10: Jaime McLaughlin, John Tam; Grade 11: Kimberly Chang, Steven Tanaka; Grade 12: Natalie Kinloch, Andrew Flood**

**Athletics: Any student that may be interested in playing for the Senior/Junior Boys Basketball team this year will need to contact Mr. Scott at [tscott@sd43.bc.ca](mailto:tscott@sd43.bc.ca). Please contact him ASAP, since we need to identify those new players in our school, so that you can be involved with our pre season training program. Coach Scott**

Need any information or interested in helping out in our athletic program? Coaching or financially  
Email our athletic director, Patty Anderson [panderson@sd43.bc.ca](mailto:panderson@sd43.bc.ca) Or phone 604-464-5793 (loc 324)

## GLENEAGLE OUTDOOR CLUB

**Meeting and Sign Up: Friday, September 10<sup>th</sup> at Lunch in Room 104 (COAST Room)**  
(Supervisors: Mr. Hayes, Ms Bogen, Mr. Mancell)



Students interested in the outdoors are invited to our first meeting to discuss this year's trips and to sign up for the trip(s) of their choice. In the past, we have offered a variety of activities, including:

- Canoeing
- Kayaking
- Backpacking
- Cross Country Skiing
- Snowshoeing
- Surfing
- Horseback Riding
- Caving

To participate, students will be required to supply their own food, appropriate clothing, and a sleeping bag and sleeping pad. Other necessary equipment and instruction will be provided. Please note, **Parent Information Meetings** will be held prior to each trip. Dates and times to be announced.

**\*\*It is highly recommended that students attend the first meeting to sign up, as spaces are limited.**

## FINE & PERFORMING ARTS AT GLENEAGLE

Gleneagle Secondary boasts exceptionally strong fine and performing arts programs. Watch this newsletter for announcements of opportunities to experience the work of our proud students first hand throughout the year.

Ms Ashley Freeborn leads the award winning Gleneagle drama program. Ms Freeborn's extensive background in both drama and dance continues the tradition of excellence our drama students enjoy. Public performance dates will be announced in the newsletter.

In the Music department, Mr. Eddie Trovato leads the way in Gleneagle's award winning music program. The program is performance based and includes both vocal and instrumental sections. Mr. Bryan Jackson will also continue to excite students in his beginning guitar program. Public concerts at the school are announced in the newsletter, and are always well attended.

Gleneagle's visual arts department is home to one of the most extensive visual arts programs in the province. Courses taught by Ms Melanie Stokes, Ms Aryn Gunn, Mr. Mike McElgunn and Mr. Jodey Udell include a wide range of traditional and digital media for both the curious and the serious student. This year we welcome Ms Deanna Fogstrom to the department. Deanna comes to Gleneagle with a strong background in photography and painting. Ms Fogstrom will be teaching some of the photo 11 classes as well as Info Tech 9.

### *Do's*

- Maintain the thread, by replying to messages rather than starting a new message.
- Add an automatic signature to your e-mail so people will know who sent it (students may not wish to do this).
- Keep messages concise and to the point; no one has the time or the inclination to read your novel.
- Respond to a longer message in sections by quoting the original message and writing your response beneath each section.
- Be polite and positive — this applies to all written communications.
- Learn to use the features of your particular e-mail system by using the Help menu.

### *Don't's*

- Print out your e-mail messages—reduce paper use by saving messages in a folder, if you must preserve them.
- Overuse exclamation points.
- Send an e-mail in all UPPERCASE LETTERS—this amounts to shouting.
- Comment on grammar or punctuation.
- Send chain letters (they are illegal).
- Send a mass-mailing advertisement.
- Send tasteless jokes (your sense of humour may not be shared by others).
- Expect an immediate answer—people deal with e-mail messages on their own time; if a message needs an urgent reply, use the telephone.

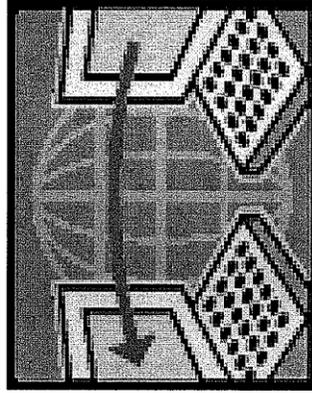
*There is no such thing as private e-mail*

E-mail may be:

- ◆ Read by the system administrator
- ◆ Saved on the central hard-drive as the system is backed up
- ◆ Saved on your computer's hard drive automatically
- ◆ Monitored by the District or your school
- ◆ Forwarded to someone else
- ◆ Sent in error to someone



## School District No. 43 (Coquitlam)



# Appropriate Use Guidelines For E-mail

## School District No. 43 (Coquitlam)

550 Poirier Street  
Coquitlam, BC V3J 6A7  
604-939-9201 (phone)  
604-939-7828 (fax)  
[www.sd43.bc.ca](http://www.sd43.bc.ca)

School District No. 43 (Cognitiam)'s district-wide network provides data communication links among all district sites and a high-speed connection to sites outside the district including the Internet. While these technologies offer valuable learning experiences for staff and students, there are also some potential hazards.

### Take Action

If you receive a harassing e-mail and cannot resolve the problem informally, please proceed with a written or verbal formal complaint as outlined below:

- Students' Procedures:
- ◆ Students should find assistance from a teacher, counselor, administrator, parent, and/or a trusted adult.
  - ◆ Student complaints should be directed to the school principal.

A student accused of harassment will be notified in writing at the earliest opportunity by an administrator.

Students may be accompanied by a person of their choice for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by the School District.

No student should be subjected to revenge, threat of revenge, or discipline as a result of filing a complaint of any kind.

It is recognized that false complaints may damage the reputation of, or be unjust to, students and therefore individuals will be held accountable for deliberately making a false claim.

### E-Mail Uses

- ◆ Sending and receiving electronic messages.
- ◆ Sending and receiving files (called attachments). These can include:
  - photos
  - Web site addresses
  - video
  - music
  - documents
  - greeting cards

You may have a variety of Web based e-mail accounts. At school, you may only use your school e-mail account only for educational purposes.



### Definitions

**Flame**—a verbal attack in electronic form—can be comprised of not-so-nice words and various forms of insults and put downs.

**Spanning**—the repeated posting of the same message to a news group in an effort to be obnoxious.

**Instant Messaging (IM)**—like a discussion group, but in real time. Discussions can be more personal than in a discussion group.

**Real time**—interacting with others via instant messaging where responses are immediate, like in a real conversation.

**Distribution lists**—group e-mail addresses—one address serves multiple e-mail recipients.

**Personal Contacts**—a personal list created by an individual of e-mail addresses of friends and contacts for quick reference.

All student e-mail addresses within the school district follow a standard format:

*Site number—first initial last name@students.sd43.bc.ca*  
 (e.g. *1doe@students.sd43.bc.ca*)

All staff e-mail addresses within the school district follow a standard format:

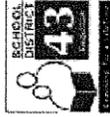
*First initial last name@sd43.bc.ca*  
 To contact us, use the feedback form on our Web site at: [www.sd43.bc.ca](http://www.sd43.bc.ca).

### *Do's*

- Inform teachers or guardians when you come across questionable material.
- Make every effort to safeguard the security of your account by not sharing passwords or distributing private login information.
- Avoid plagiarism by citing sources and attributing material to its proper owner.
- Use downloaded software and files in the manner stated by the original owner or creator of the material.
- Use district telecommunications resources for educational and school-work related purposes.

### *Don'ts*

- Give out names, phone numbers, or addresses to on-line strangers.
- Respond to messages that are unkind or make you feel uncomfortable.
- Agree to meet with or to send a picture to a person you have met on-line without first checking with your teacher or parent.
- Send offensive messages or pictures.
- Use obscene or racist language in private or public messages.
- Harass, stalk, insult, or attack others.
- Damage computers, computer systems, computer networks, peripherals, or software—either mechanically or by using viruses.
- Violate copyright laws.
- Use another's password.
- Trespass in another's files or folders.
- Intentionally waste limited resources.
- Employ the network for commercial purposes.
- Use the network to access or to distribute/store illegal, illicit or offensive material.
- Attempt to access information or system levels for which you are not authorized.



SCHOOL DISTRICT  
NO. 43 (COQUITLAM)



School District No. 43 (Coquitlam) provides network access to students in order that they may conduct research and to facilitate communication with others.

The district reserves the right to inspect student files and folders to ensure that Appropriate Use Guidelines are being followed and to ensure system efficiency and integrity.

School district teaching staff will provide instruction and guidance in the wise use of network resources. While every attempt will be made to monitor material being accessed, the student may inadvertently access inappropriate or objectionable material. When such cases occur, the student should immediately notify the nearest supervisor so that appropriate action may be taken.

When accessing the Internet from home, the student should be under supervision. As the Internet is unregulated and ever-changing, your child will need a strategy for handling unwanted material, and guidelines as to which sites are appropriate and meet family and community standards.

This brochure may provide a starting point for that discussion.



SCHOOL DISTRICT NO. 43  
(COQUITLAM)

550 Poirier Street  
Coquitlam, BC V3J 6A7  
604-939-9201 (phone)  
604-939-7828 (fax)  
[www.sd43.bc.ca](http://www.sd43.bc.ca)

# *Appropriate Use Guidelines for the Internet*

## *Steps to Help You Ensure That Your Children Use the Internet as Safely as Possible*

- ◆ make sure your children understand what sites are appropriate for them
- ◆ discuss the meaning of an 'unsafe' site with your children
- ◆ explain to your children what they should do if they reach an unsafe site
- ◆ make exploring new Web sites a family activity
- ◆ use search engines designed for kids—ask your school for ideas
- ◆ pay attention to the games your children may play, download or copy
- ◆ look into software or on-line services that filter out offensive materials or sites



## *Keeping Children Safe on the Internet*

Most parents have rules about what TV shows and movies their children are allowed to watch, how far they are able to stray from home and when they need to call to ensure they are safe. Parents should consider setting rules for their children's Internet use and be aware of their on-line activities.

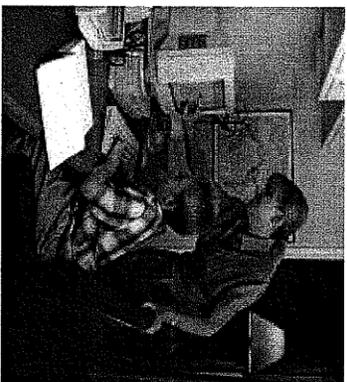
Even without trying, children can come across materials on the Internet that are obscene, pornographic, violent, hate-filled, racist or offensive in other ways. Just by making a simple typing mistake, children can access an unsafe site. That is why it is important for schools and parents to teach children Internet safety, in addition to fire, bicycle, traffic and other safety awareness.

In School District 43, students learn how to use the Internet as a research and communication tool. Learning how to access information through the Internet helps students become aware of resources that exist outside the classroom and school library. Students benefit from learning how to competently analyze and evaluate information. In addition, students may use the Internet for communication where it is appropriate for their learning.

Even under the teacher's supervision, misadventure and poor student behaviour happens. It is impossible for teachers to watch every student at every machine at all times. Schools can help by raising issues of Internet safety with students, parents and the community. In addition, every school in the district has a plan in place to promote appropriate student use of the Internet.

School District 43's guidelines for student use of the Internet outline student, district and school responsibilities. The guidelines encourage Internet use that is legal and courteous and that supports existing school codes of conduct. The district's and the school's responsibilities include ensuring appropriate supervision and monitoring student Internet use. The district's policy is available at the school or by calling the Manager of Communications at 604-939-9201.

At home, parents play an important role in helping their children learn more about safe conduct on the Internet. They help their children make choices about what books to read, what movies to watch and what field trips to take. Helping them make wise choices about Internet use is really a part of teaching them responsibility in all aspects of life. It is expected that the district's code of conduct and school rules will be adhered to by students when using electronic media.



## **School District No. 43 (Coquitlam) Policies and Administrative Procedures**

Complete copies of the following policies and administrative procedures are available for your viewing at the school office and on the district website: [www.sd43.bc.ca](http://www.sd43.bc.ca) About SD43/Publications/Policies

### **1. District Code of Conduct – Policy 17**

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

#### **Specifically**

The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules;
- attend classes punctually and regularly;
- work cooperatively and diligently at their studies and with home assignments;
- respect the rights of all persons within the school including peers, staff and parents;
- respect the legitimate authority of the school staff;
- respect the school's physical school facilities;
- respect the ethnic diversity of our school community;
- behave in a safe and responsible manner at all times; and
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

### **2. Violence, Intimidation and Possession of Weapons - Policy 18**

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

### **3. Suspension of Students – AP (Administrative Procedure) 355**

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and District must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior. The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

### **4. Race Relations – AP 205**

School District 43 acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

### **5. Personal, Discriminatory, and Sexual Harassment – AP 165**

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment.

The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.

**6. District-Wide Network and Internet Appropriate Use – AP 140**

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning. (See also our district brochures “Appropriate Use Guidelines for the Internet” and “Appropriate Use Guidelines for E-Mail”.)

**7. Smoke Free Environment – AP 171**

The Board declares that all buildings under its jurisdiction and all school grounds shall be designated “smoke free”. This “no smoking” policy shall be followed by students, staff, parents and visitors at all times.

**8. Closure of Schools for Extreme Weather Conditions – AP 132**

In the case of extreme weather conditions, the Superintendent of Schools has authority on behalf of the Board, to temporarily close a school.

**Procedures:** As a general expectation, parents should be advised that schools are open. If parents believe the local conditions are unsafe, they should keep their child at home or arrange his/her early dismissal. If schools are to be closed before morning classes begin, an announcement will be made on local radio stations CKNW (980), CKWX (1130) and CBC (690) by 8:00 am if possible.

**9. Resolution of Student or Parent School Concerns – AP 380**

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

**Procedures:** Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

**A. Teacher or Classroom Level Problem**

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Zone Assistant Superintendent. (contact the Board office at 604-939-9201 or email [information@sd43.bc.ca](mailto:information@sd43.bc.ca) )
4. Unresolved matters may be referred to the Board.

**B. Principal or School Level Problem**

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Zone Assistant Superintendent. (see contact information above)
3. If not resolved, refer to the Board as per Board Policy 13  
It is expected that School District personnel will seek a resolution to the problem as quickly as possible.

Aboriginal Programs for students of Aboriginal ancestry are offered throughout the district. For information on these programs please contact your school, or the Aboriginal Education Department at 604 -945-7386.

In accordance with the Freedom of Information and Protection of Privacy Act, School District #43 (Coquitlam) requires consent to use personal information for purposes unrelated to education programs.

**Release of Student Photographs/Names**

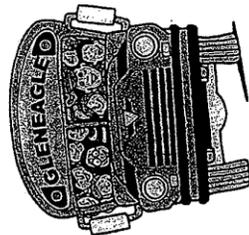
The school district requests permission to use photographs/videos/names of individual students and groups of students in a variety of publications to promote the school district. This could include newsletters, brochures, newspapers, magazines, reports, the SD 43 or school website, radio, videos or television. This would also include permission for your child to be photographed by the media (TV or newspaper) for events relating to the school.

YES – I Give consent for the publication of my child’s photograph/name and comments for purposes consistent with the above.

NO – I do not permit the publication of my child’s photograph/name and comments for purposes consistent with the above.

**Gambling**

Gambling (i.e. playing cards, dice) for money, chips or anything else is inappropriate and NOT ALLOWED in the school. I have reviewed and discussed this policy with my child.



A Special Request to Friends of Gleneagle

Gleneagle Secondary High School offers a variety of curricular and extra-curricular activities to the entire student body that take students outside the classroom. Our current bus is in need of replacement.

Due to its many years of service, its maintenance and repair cost are no longer cost effective. In order to continue providing safe transportation for meaningful off campus experiences for music and athletic programs, outdoor education classes, and the many fieldtrips that teachers build into the curriculum, we have reached the conclusion that we need some extensive fund-raising to replace our bus.

This is where you come in.

Although District and Ministry funding covers a school's essential costs, many run out before major purchases such as busses can be considered.

A committee comprised of parents, teachers and administrators have researched costs and have set a goal of \$50,000 to be raised by December 15, 2010 to acquire a replacement bus. We are asking that parents, businesses and community members join us in this fund-raising project to help maintain the quality of excellence in the programs that we provide to all Gleneagle students.

A beautiful clay mural, displayed in our school's foyer, will recognize and honour individuals and businesses who make contributions at the bronze (\$100-\$499), silver(\$500 to \$999), gold (\$1000 to \$4999) and platinum (\$5000+) levels. Recognition will also be given to donors in the local press upon completion of the project.

Donations may be made by cash, interact, Visa or MasterCard by:

- calling Rose at 604-464-5793.
- by filling out the attached form and returning it to the school.

Income tax receipts will be issued for all donations of \$25 or more.

Please join with us in this fund-raising initiative to help us continue to provide enriching programs for the 1200 plus Gleneagle students.

Thank You

학부모(가디언) 여러분께,

저희 글렌이글 고등학교는 모든 학생들에게 교실 밖에서 다양한 교육과정과 방과후 활동을 권하고 있습니다. 그러나, 현재 저희 버스는 교체가 필요한 상황입니다. 오랫동안 사용했기 때문에,

수리가 더 이상 불가능하게 되었습니다. 의미 있는 대체능 체험학습, 방과후 활동, 선생님들이 수업에 포함하는 소품 등을 계속 안전하게 유지하기 위하여 새로운 버스를 구입하고자 fund-raising(기부)가 필요하다고 판단하였습니다.

여러분의 적극적인 관심과 참여가 필요합니다.

교육부와 교육부에서 학교에 필요한 비용을 지급해주지만, 모두 주요한 곳에 먼저 쓰여지기 때문에, 현재 버스 같은 사항은 고려되지 않고 있습니다. 학부모, 선생님, 행정부로 구성된 위원회가 조사한 결과, 2010 년 12 월 15 일까지 버스 교체를 위한 목표금액이 \$ 50,000 로 책정되었습니다. 저희가 모든 글렌이글 학생들에게 제공하는 프로그램들의 높은 질을 유지하는 것을 돕기 위하여 부모님, 사업체, 커뮤니티의 높은 관심을 부탁 드리고 있습니다.

학교 메인 입구에 전시되어있는 점토벽화에 기부하시는 모든 분들의 이름을 기록할 예정입니다. \$100-\$499 는 브론즈, \$500-\$999 는 실버, \$1000-\$4999 는 골드, 그리고 \$5000 이상의 금액은 플라티넘 레벨로 표시됩니다. 기부하시는 분들은 지역신문에도 알려질 예정입니다.

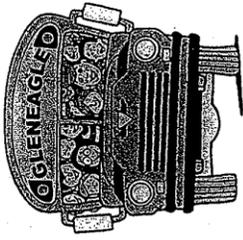
기부는 현금, interact(현금카드), 비자, 또는 마스터카드로:

- Rose(로즈)분께 604-464-5793 으로 문의하시거나,
- 첨부된 서류를 작성하신 후 학교로 되돌려 보내시면 됩니다.

\$25 이상의 기부는 소득세 영수증이 발급됩니다.

이 fund-raising(기부)에 참여함으로써, 약 1200 명의 글렌이글 학생들에게 계속하여 값진 프로그램들을 제공할 수 있도록 여러분의 도움이 필요합니다.

감사합니다.



## یک درخواست ویژه از دوستان گلن ایگل

تعدادی از برنامه های متنوعی که دبیرستان گلن ایگل برای دانش آموزان ترتیب می دهد در خارج از مدرسه صورت می گیرند. اتوبوس دبیرستان ما باید تعویض شود. تعمیر قسمت های مختلف آن بدلیل قدیمی بودن اتوبوس دیگر مقرون به صرفه نیست. برای کسب تجارب با ارزشی که آموزگاران در زمینه های موزیک، ورزش، و گردش های علمی بر اساس مواد درسی و آموزشی در بیرون از مدرسه ترتیب می دهند، دانش آموزان می باید با وسیله نقلیه مناسب و امن جایجا شوند. بر این اساس ما تصمیم گرفتیم که با کمک های مردمی یک اتوبوس بخریم.

در این کار به کمک شما نیاز داریم.

گرچه وزارت آموزش و ناحیه آموزشی هزینه های اصلی و حیاتی مدارس را تأمین می کنند، بودجه کافی برای هزینه های سنگین شبیه اتوبوس مدرسه باقی نمی ماند. یک کمیته متشکل از والدین، معلمان، و مسئولین مدرسه بعد از تحقیق در قیمت یک اتوبوس، طرح جمع آوری 50 000 دلار تا تاریخ 15 سپتامبر سال 2010 را در نظر گرفته اند. ما از والدین، صاحبان مشاغل، و اعضاء هیأت های مختلف شهر دعوت می کنیم که در پروژه جمع آوری کمک های مالی به ما پیوسته تا کیفیت بالای برنامه های دبیرستان برای دانش آموزان آن محفوظ بماند.

یک دیوار کوب زیبا در ورودی اصلی دبیرستان احداث خواهد شد که در آن از کمک های افراد و صاحبان مشاغل قدرانی شده و نام آنها ضبط خواهد شد، سطح برنز (100 تا 499 دلار)، سطح نقره (500 تا 999 دلار)، سطح طلا (1000 تا 4999 دلار)، و سطح پلاتین (بالای 5000 دلار). همچنین در انتهای پروژه اسامی کمک کنندگان در روزنامه های محلی چاپ و از آنان قدرانی به عمل خواهد آمد.

کمک ها به صورت نقدی، کارت اعتباری ویزا یا مستر، و کارت بانک به یکی از طرق زیر قابل پرداخت است:

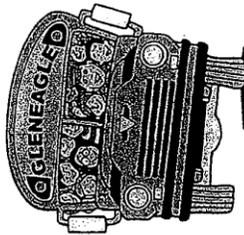
- تلفن به Rose، حسابدار مدرسه، 604-464-5793.
- پر کردن فرم ضمیمه و آوردن آن به مدرسه.

برای کمک های 25 دلار و بیشتر، رسید جهت مالیات بر درآمد سالیانه صادر خواهد گردید. لطفا در این کار خیریه با ما همکاری کنید تا بتوانیم برنامه های غنی آموزشی مدرسه را برای بیش از 1200 دانش آموز گلن ایگل ادامه دهیم.

صمیمانه متشکریم.

## تقاضای کمک

---تقاضای کمک از دوستان گلن ایگل



خبر

Gleneagle高中提供诸多的课程设计，尤其是致力于为全体学生安排丰富多彩的课外活动。我们现役的校车 (BUS) 确实需要更换了。由于长期服役，该校车的维护和修理成本已经超出承受能力。为了使今后有益的校外活动安全顺利的开展，我们决定需要筹集额外的款项来更换现役的校车。这些校外活动包括文体活动项目，户外教育课程和诸多的与教学科目紧密相关的实地体验之旅。

请伸出援助之手吧！

虽然学区两级教育财政支付了一个学校的基本开支，但像在考虑购置校车这类资金需求时，却是力所不及的。一个由父母、老师和校方行政人员组成的委员会已经调研了购车费用。同时，该委员会设定了一个筹款五万加元 (\$50,000) 并于 2010 年 12 月 15 日前完成新校车的购置。为了能够维系 Gleneagle 高中为学生提供的高品质校外教学活动，我们在这里诚挚的请求各位家长、商业机构和社区成员踊跃捐款。

为了表彰贡献突出的个人和商业捐赠，一个装饰精美的荣誉榜将展示在学校的门厅。铜奖为 (\$100-\$499)，银奖 (\$500-\$999)，金奖 (\$1000-\$4999) 以及白金奖 (\$5000 及以上)，当该项目完成后，当地媒体也将报道和表彰捐助者。

捐赠可以以现金，转账，Visa 或 Master 信用卡通过：

致电罗丝 (Rose)：604-464-5793

或填写附件的表格并返回学校

对捐赠 25 加元或以上者，学校将开具收入税 (income tax) 收据

为了 1200 多名的 Gleneagle 高中学生，为了他们丰富多彩的校外活动，请伸出您的援助之手吧！



**School District #43, Coquitlam**  
**1195 Lansdowne Drive**  
**Coquitlam, B.C. V3B 7Y8**  
 Telephone (604) 464-5793

Fax (604) 464-5796



**PLEDGE FORM**

Donor information (please PRINT clearly or type)

<b>Name</b>	
<b>Billing Address</b>	
<b>City</b>	
<b>Postal</b>	
<b>Telephone (Home)</b>	
<b>Telephone (Business)</b>	
<b>Fax</b>	
<b>E-Mail</b>	

**Pledge Information**

I (we) pledge a total of \$ \_\_\_\_\_ to be paid:

\$ _____ now	\$ _____ monthly	\$ _____ quarterly	\$ _____ yearly
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<b>Credit Card Type</b>	Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/>																				
<b>Credit Card Number</b>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
<b>Expiration Date;</b>	<b>Month:</b> _____ <b>Year</b> _____																				
<b>Authorized Signature:</b>	_____																				

**Acknowledgement Information:**

Please use the following name (s) in all acknowledgment:

\_\_\_\_\_

\_\_\_\_\_

**I (we) wish to have our gift remain anonymous.**

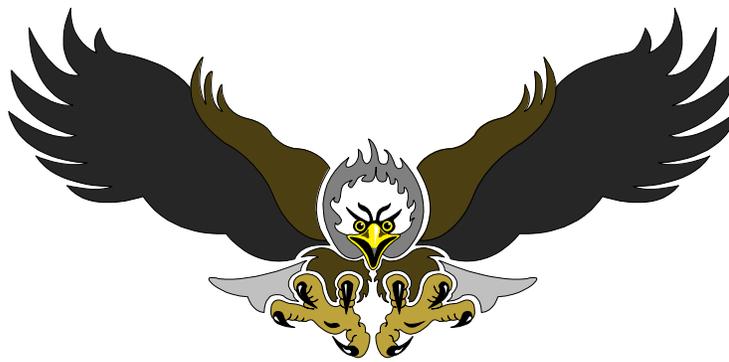
\_\_\_\_\_  
 Signature(s)

\_\_\_\_\_  
 Date

Gleneagle School Bus Campaign

**TAX RECEIPTS WILL BE ISSUED AUTOMATICALLY FOR \$25.00 OR MORE**

N:\Office Administrivia\FORMS\BUS FUNDRAIDER PLEDGE FORM.docx



*Home of the Talons*

Don't forget to put your  
Gleneagle Calendar magnet on your fridge

## **FINAL REMINDER**

What to bring on Tuesday, September 7<sup>th</sup>

- Fee Payment (Green)
- Completed and signed Student /Parent Agreement (Cherry)
- Updated Student Verification form (Ivory)
- Life Touch Order & Envelope with payment (if photo package is desired)