



School District #43, Coquitlam
1195 Lansdowne Drive
Coquitlam, B.C. V3B 7Y8

Telephone (604) 464-5793 Fax (604) 937-8054

On behalf of the staff at Gleneagle Secondary School, we would like to welcome all of our families to the 2018-2019 school year, and extend a special welcome to the many families entering Gleneagle for the first time. We know that there are a number of questions that our students and families have about Gleneagle and we hope that the information contained in this message addresses many of the first day questions. In future, we will send important information on our school APP as well as post communication updates on our website at www.gleneagle.org

To stay informed, we encourage you to download the GLENEAGLE APP available from both the Apple and Google Play Store (search for "My School Day" and then follow the prompts to register for Gleneagle Secondary). This school communication and organizer app intended for both students and parents of Gleneagle Secondary is a must have and replaces our paper agendas from previous years. The APP includes important school information, events calendar, bell schedules, and push notifications. You can choose the channels of information you would like to follow.

Tuesday, September 4 : The First Day

The modified first day allows us to welcome students, communicate start-up information, hand out schedules, distribute lockers and collect forms and fees.

All students are assigned to a homeroom class which is used periodically throughout the school year to connect with students or distribute information. At Gleneagle, our homerooms are called WINGS. By Friday, August 31, WINGS class assignments will be posted on the APP, on the website and on the main entrance windows.

On Tuesday, students will first attend an assembly before being dismissed to their WINGS class.

Grade 12	Assembly in the MPR followed by WINGS	9:30-10:15 a.m.
Grade 11	Assembly in the MPR followed by WINGS	11:00-11:45 a.m.
Grade 10	Assembly in the MPR followed by WINGS	1:00-1:45 p.m.
Grade 9	Assembly in the GYM followed by WINGS	2:00- 3:30 p.m.

*All grade 9 students will report to the gymnasium for a welcome assembly. Following the assembly, our leadership students and teaching staff will provide grade 9 students with an orientation and support with the registration activities.

If your child is not able to attend school on the first day or first week, please contact the office by phone (604-464-5793) or email the school office at Gleneagle@sd43.bc.ca. It is important we know your child is attending Gleneagle Secondary and will be returning on a certain date. This will allow us to secure course placement for your child.

Student Timetables

Our extended day bell schedule does not allow for a common start and end time for all students. Individual course selections and class availability will influence the start and end times for each student timetable; however, the majority of our grade 9 students will have a timetable that starts with Block 1 and ends with Block 4. Please refer to the APP or our website for bell schedules.

Student timetables will be distributed in Wings. We have over 1350 students enrolled for the 2018-2019 school year. We have been very successful meeting timetable requests submitted and reviewed by students this past

spring. At this point a significant number of our courses, both academic and elective, at all grade levels are at capacity. All grade 10-12 students were given an opportunity to review their schedule in June. Timetable changes will only be permitted in the following circumstances: incomplete timetable, placement in the wrong course level, deficient on graduation or post-secondary requirements, or summer school/online course completion. Course changes will not be made for the following reasons: students wishing a class in a different block, student wanting to change to a different elective, student wishing for a different teacher, or student needing a class with a friend.

To request a course change, students must pick up a course change request form in the main foyer on Tuesday, September 4. Course change forms must be signed by a parent/guardian prior to meeting with a counsellor.

All eligible course changes will be processed before or after school, at lunch or during period 5 on the following days:

Wednesday, September 5	Grade 12 students
Thursday, September 6	Grade 11 students
Friday, September 7	Grade 9 and 10 students
Monday, September 10	All grades
Tuesday, September 11	All grades

All necessary timetable changes will be completed by Wednesday, September 12. Counsellors will not be accepting course change requests by email.

1:1 Bring Your Own Device Program (Grade 9's)

We are implementing a 1:1 Bring Your Own Device program this year and require all Grade 9 students to come to school with a personal device to be used in their classes. Students are reminded to come to school with their device fully charged each day.

During the first week of school, students will need their devices to fully participate in the Digital Bootcamp activities.

SD43 and Gleneagle are committed to ensuring all students participate in this initiative. If you are unable to purchase a device due to financial constraints please contact Ms. Potter-Smith (last names A-H), Mr. Chan (I-P) or Ms. Cuellar (Q-Z) to discuss our loaner program.

Please refer to our [website](#) for information on device requirements.

Student Fees

Our district has an online payment system and parents are encouraged to register for an online account. The online payment system is proving to be the preferred payment method for many of our families. You can access the step-by-step registration brochure on our school website. We will continue with our tradition of collecting fees in WINGS classes at the start of the school year. For WINGS classes in the first week students are asked to either provide electronic evidence or a print copy of fees paid online or alternatively a cheque payable to "Gleneagle Secondary School". Please record your son/daughter's last name and student ID number on the bottom left corner of your cheque.

Activity fees are charged in all secondary schools in BC to enable schools to offer educational program supports and services for our students. The Coquitlam secondary school activity fee is \$45. At the grade 12 level there is an additional fee for Commencement costs. This \$75 Commencement fee includes the purchase of cap & gown, rental of the Vancouver Queen Elizabeth Theatre, and a digital memory of the June 2019 Grad Dinner Dance and Commencement Ceremony. The yearbook fee of \$55 is an optional fee.

If you have questions about or are having difficulty with some or all fees payable, please speak with your child's vice-principal, Ms. Potter-Smith (A-H), Mr. Chan (I-P), or Ms. Cuellar (Q-Z) and the fees can be delayed, adjusted or waived.

Parent eForms

There are a number of required and optional forms accessible online and we encourage families to complete these forms by September 7th. Please use the Parent eform tab on our homepage to access these forms.

Required:

- School Policy form (Which includes parent consent forms for: school notice/release information under special circumstances/release of student photographs and video/walking field trip and social media consent.)
- School Emergency Release form. This form must be printed and brought into the office. (We will be sending a yellow hardcopy of this form home with all students on the first day.)

Optional:

- Medical Alert form
- Volunteer Application form
- Driver Volunteer form

Students who require medications to be administered at school regularly or in an emergency must also complete a "request for administration of medication" annually. Please contact the office for further information.

Diabetic students will need to supply the school with a diabetes emergency kit. Please bring the kit to the school main office by September 14, 2018.

School Supplies

Generally, a binder, lined paper and pens/pencils and a quality PE lock are required. PE locks are available in our main office for \$10.00. In the first week of new classes teachers will communicate to students about any recommended or required specialized school supplies for their individual courses.

Bell Schedule for September 5 and 6 will be our Customized Learning (CL) bell schedule. Students are expected to attend WINGS during the CL time slot.

Block 1	8:00am – 9:13am
Block 2	9:18am – 10:31am
WINGS	10:36aam – 11:06am
Block 3	11:11am – 12:24pm
Lunch	12:24pm – 1:04pm
Block 4	1:09pm – 2:22pm
Block 5	2:27pm – 3:40pm

The bell schedule for Friday, September 7 will be a regular day schedule.

Student Parking

Any student planning to bring a vehicle to school must obtain a free parking permit from the main office. Please display the permit on the rear-view mirror of the designated vehicle. Students are expected to park in either the smaller parking lot in front of the cafeteria or the large parking lot along the east side of the school. Students are not allowed to park in the parking lot at the front of the school. The front parking lot is reserved for staff, parents, and visitors.

Gleneagle is a Smoke-free and Vape-free Zone

In accordance with provincial legislation, no tobacco or vaping products of any type are permitted to be used on school property. There is no smoking/vaping allowed anywhere on the school site including all playing fields, parking lots and we extend this to our neighbouring properties including the townhome complex, the community church, and the local plaza. For safety reasons, all students in Coquitlam secondary schools cannot bring or be in possession of e-cigarettes, vapes and other smoking devices whether or not drugs/nicotine are being consumed using the device.

Gleneagle Hat Culture

At Gleneagle Secondary hats are not worn by staff nor students when inside the school building.

School Contact Information

For family to school communication, please refer to the staff contact below:

A-H	Counsellor: Mr. Henry	Vice-Principal: Ms. Potter-Smith
I-P	Counsellor: Ms. Butterfield	Vice-Principal: Mr. Chan
Q-Z	Counsellor: Ms. Duarte	Vice-Principal: Ms. Cuellar

Student Absences

Please call the front desk to report student absences (604-464-5793).

We are excited to support your son/daughter with their learning and personal growth during their time at Gleneagle.

Regards,
Gleneagle Staff

Ken Cober
Principal
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