

# Dr. Charles Best Secondary Newsletter

Issue 1 – September 9, 2020

2525 Como Lake Avenue, Coquitlam, BC V3J 3R8 604-461-5581

Website: <http://www.sd43.bc.ca/school/charlesbest/Pages/default.aspx>



Principal – Heather Murphy

Vice-Principals – Gordon Easton, David Jones and Joel Nelson

*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.*

## UPCOMING EVENTS:

### **Monday, September 14**

First Day of School – see new quarter system schedule (attached – white)

PAC General Meeting 7:00 pm - ZOOM

### **Wednesday, September 16**

Staff Meeting - TEAMS

### **Thursday, September 24**

Terry Fox Run (TBD)

### **Friday, September 25**

District Pro-D Day (students do not attend school, in-class or on-line)

### **Wednesday, September 30**

Department Head Meeting

~~Clubs Day (TBD)~~

## START-UP FORMS

We appreciate you taking the time to confirm and complete the attached forms. We update our records yearly. If you have more than one child attending Dr. Charles Best Secondary, please complete each form, make the appropriate changes, and return the forms to your child's first period class no later than September 18, 2020. Forms returned after these dates are to be returned to the school office.

### Student Information Verification Forms 2020-21 (buff)

1. If Student Information Verification Form is **CORRECT**, please:

- Sign the form - Parent/Guardian signature and date
- Record on the sheet - "All correct"

2. If Student Information Verification Form requires CHANGES, please:

- Make the necessary changes or additions to the form (in red or blue ink) – ADDRESS CHANGE Please provide 2 documents with address change and/or STATUS in Canada has changed, please provide copy of Citizenship for guardian and student.
- Sign the form - Parent/Guardian signature and date
- Record on the sheet - "Changes"

### School District 43 Student Identification Emergency Release Forms (goldenrod)

All schools in Coquitlam are required to have a parent/guardian complete this form annually. In the event of an emergency or unforeseen situation, such as an earthquake, power outage, gas leak, inclement weather, or injury to your child, we need to have information in our files that would allow us to contact you or someone you trust. This information is confidential and will be kept in our student information system for our records only.

Please note - a further purpose of this form is to obtain written permission to contact and/or release your child to a designated person other than the parent or guardian in the event of an emergency. This "release person" should be an adult who is accessible should you be unavailable.

1. Please fill out the form – both sides, if filling out e-form, complete, print and return to the school (note – cannot save, must be completed and printed)
2. Photo not required

### **INFORMER – School Announcements – “Be Informed”/BEST APP (green)**

Dr. Charles Best has daily announcements read twice a week over the PA, appear on the screen in the front foyer, and read out by period 2 teachers. They can also be found on the Dr. Charles Best App (MySchoolDay see attached – free download) under notifications.

### **ATTENDANCE**

Parents/Guardians are asked to contact the school to report if their child is going to be absent, late or will require an early dismissal. Preferred methods of contact are via email, [charlesbestattendance@sd43.bc.ca](mailto:charlesbestattendance@sd43.bc.ca), phone, 604-461-5581, or through the link on our school website.

*Please complete the COVID Daily Health Check, attached (white) before your child leaves for school. See “Key Messages” for Students posted on our website for more information. It can also be accessed through E-Forms.*

### **PARENT E-FORMS ARE NOW ACTIVE ON OUR WEBSITE**

Please find our E-FORMS on the school website [http://www.sd43.bc.ca/school/charlesbest/Pages/default.aspx#/="](http://www.sd43.bc.ca/school/charlesbest/Pages/default.aspx#/=) under Quick Links via KEV online.

**School Policy Form** - This form covers School Code of Conduct, Digital Responsibility, Textbooks, Walking Field Trips, Release of Photos, Social Media Consent, etc. **This form must be completed for each student, each school year.**

**Medical Alert** – Complete this fillable form **ONLY** if your child suffers from a medical condition that the school must be aware of. If you complete this form online, you will have to print it out and deliver it to the school office. This form needs to be completed annually.

**Volunteer Application (Optional)** - Please submit if you think you may be volunteering at our school (e.g. in class or events). This form is required **once at each school level** for all parent volunteers. If you are wishing to volunteer at the school **you will also require a Criminal Record Check** from the RCMP or city police. Once completed the CRC is good for five years. A letter to waive the fee can be picked up at the school office.

**Volunteer Driver Application (Optional)** - Please submit if you think you may be driving for *school field trips or events*. This form is required **each school year** for all parent drivers.

If you are planning on driving for school field trips we require a copy of your driver’s abstract from ICBC. Go to: <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> . Please drop off, email a copy, or fax it to the school at 604-937-8053. Driver’s Abstracts are valid for one year.

\* Note – there are no field trips planned at this time.

### **STUDENT ACCIDENT INSURANCE**

SD43 offers our families the opportunity to voluntarily purchase student accident insurance through the Family Accident Reimbursement Plan. The product is called Accifamily and offers comprehensive insurance coverage for the whole family. The cost of the policy depends on whether you select Basic Coverage or Enhanced Coverage, as well as the number of family members to be covered. For more information on this accident insurance, please visit the Accifamily website at: <https://ia.ca/individuals/insurance/accifamily> or call their toll-free number to speak to a customer support representative. That number is: 1-888-266-2224.

