

# Dr. Charles Best Secondary Newsletter

## Issue #1 – August 28, 2025

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

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

**Principal – David Cyr**

**Vice-Principals – Tara Sutherland, Kelly Fridge, and Michael Viveiros**

*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

#### Tuesday, September 2

First day of School – All students attend Homerooms (Advisory-see below)

#### Wednesday, September 3

Regular classes commence (see bell schedule below)

#### Thursday, September 4

Grade Assemblies (Gr 9 & Gr 12)

#### Friday, September 5

Welcome back waffle breakfast (7:00-8:30am front of school)

Photo Day (Gr 10-12 and Gr 9's/New students who missed Aug. 28)

#### Tuesday, September 9

Grade Assemblies (Gr 10 & 11)

#### Wednesday, September 17

Clubs Day/ Resource Fair

#### Friday, September 19

District Pro D Day (students do not attend)

Deadline to update Student Verification forms in MYED Parent Portals

#### Monday, September 22

1<sup>st</sup> General PAC meeting (7pm Library)

#### Tuesday, September 23

Senior Sail

#### Friday, September 26

Truth & Reconciliation Assembly (Orange Shirt Day)

Assembly Bell Schedule (see below)



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## WELCOME BACK FOR THE 2025/2026 SCHOOL YEAR AT CHARLES BEST!

Dear School Community,

I hope that you had a restful and enjoyable summer break. As we embark on the 2025/2026 school year, I am filled with excitement and optimism for the opportunities and experiences that lie ahead.

### Welcome to New and Returning Students and Families

To our new students and families, we extend a warm welcome to our school community. We are thrilled to have you join us and look forward to getting to know you. To our returning students and families, welcome back! We are excited to continue our journey together.

### Our Commitment to Excellence

This year, we remain committed to providing a supportive and enriching environment where every student can thrive. Our dedicated staff has been working hard to prepare for the new school year, ensuring that our classrooms are ready for engaging and meaningful learning experiences.

Thank you for your patience as we start up our new year. Our counsellors, admin and office staff have been working to finalize students' schedules but please understand that our timetable is extremely tight and there is little to no room for course changes. Please help us help you and your child. Please keep in contact with us and work with us to make this another fabulous year. Please do not hesitate to contact one of us (email) if you have any concerns or questions.

Thank you.

Sincerely,

Dave Cyr

Principal, Dr. Charles Best Secondary School

Please welcome/welcome back the following staff to our school this year:

Zafrin Alam	Counselling (Alpha H-O)
Gabrielle Alvarez-Penaherrera	Languages, Leadership, & Family Relations
Steve Buckridan	Train in Trades
Shannon Burnham – Welcome Back!	Business Education
Jun Chae	Physics and Math
Violet Chang	Education Assistant
Maddy Devitt	Foods
Shelly Kortenbach	Reception
Dan Leusca	Train in Trades
Carolyn Marsh – Welcome Back!	Languages
Ti Mendoza	Education Assistant
Pierre Henri-Poudre – Welcome Back!	Languages
Kevin Smalcel	Woodwork, Electronics and Robotics
Esther Woo	Science

ADMINISTRATION, COUNSELLORS AND STUDENT SUPPORT STAFF

Please stay in contact with your child’s teachers, counsellor, and administrator.  
Our email addresses are listed on the website. We organize our students by alpha groupings:

Principal:	Dave Cyr	
A-G	VP: Tara Sutherland	Counsellor: Rachel John
H-O	VP: Kelly Fridge	Counsellor: Zafrin Alam
P-Z	VP: Michael Viveiros	Counsellor: Irina Birsan

Youth Workers:	Heather Bjornson Nicole Bosshart
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Career Education Facilitator:	Silke Kaufmann
International Education Coordinator:	Shannon Joba
Head Secretary:	Kathy Wilson
Accounting Clerk:	Nicole Mitianin
Student Records:	Kym Thibault
Reception:	Shelly Kortenbach
School Secretary	Christine Wynne
School Secretary	Chantelle Coss
Information Technology Support:	Paul Lee and Lian Bao
Daytime Caretaker	Dave LeBlanc

BELL SCHEDULES FOR 2025-2026

*\*This schedule can also be referenced on our website homepage*

DR. CHARLES BEST BELL SCHEDULES



Regular Bell Schedule		
Period	Start	Finish
1	8:16 am	9:35 am
2	9:40 am	10:59 am
3	11:05 am	12:24 pm
4	12:29 am	1:49 pm
5	1:54 pm	3:13 pm

Assembly Bell Schedule		
Period	Start	Finish
1	8:16 am	9:20 am
2	9:25 am	10:30 am
Assembly	10:35 am	11:45 am
3	11:50 am	12:55 pm
4	1:00 pm	2:05 pm
5	2:10 pm	3:13 pm

## SCHOOL CONSTRUCTION UPDATE

Construction on the new 12-plex is well underway! This addition marks a significant step forward in expanding our learning spaces and enhancing the school environment for all students.

As we navigate this busy phase, we ask for your continued patience and cooperation with traffic flow around the school. For safety reasons, please do not stop to drop off your child in the west-to-east lane adjacent to the angular staff parking stalls. This area is not designated for student drop-off and stopping here creates a dangerous backlog that puts both students and staff at risk.

We understand that construction can bring temporary inconvenience, and we truly appreciate your support in keeping our school community safe and moving smoothly.

## FIRST DAY OF SCHOOL SEPTEMBER 2

- Grade 9: 8:55am-11:30am. Grade 9's are to go straight to the large gym to begin their session
- Grade 10 Advisory (Homeroom) from 10:00 am – 11:00 am
- Grade 11, 12 Advisory (Homeroom) at 1:00 pm – 2:00 pm
- **Advisory room locations will be posted all around the school entrance.**  
Grade 10-12's expect to stay for 1 hour.
- Our REGULAR BELL SCHEDULE commences on **Wednesday, September 3<sup>rd</sup>**. (8:16am-3:13pm)

## UPCOMING GRADE ASSEMBLIES

To kick off the school year, there will be 2 upcoming assemblies for students. Students will be called down to the gym from their classrooms after attendance is taken. If you do not have a scheduled class during your assigned assembly, the expectation is that you still attend to receive important information.

### **Thursday, September 4:**

Grade 9 – Block 4

Grade 12 -Block 2

### **Tuesday, September 9:**

Grade 10 – Block 4

Grade 11 – Block 2

## SCHOOL PHOTO DAY FRIDAY, SEPTEMBER 5

All students, regardless of grade, must have their photo taken even if they choose not to purchase photos. Individual student photos are needed for the yearbook, student ID cards and the school data base. As photos are used for identification purposes, students are to be reminded that hats, props, masks are not to be worn. Those choosing to wear a mask will be asked to remove the mask the moment the photographer is ready to take the picture. Students will be brought down to the small gym by Leadership students when it is their turn to have their photo taken.

**\*\*Note for Grade 9's and new students to Charles Best:** If you were unable to attend the August 28<sup>th</sup> orientation, you will have the opportunity to have your photo taken with the rest of the student body.

## CLUBS DAY WEDNESDAY, SEPTEMBER 17

Do you want to start a Club or bring one back from last year?

Club Day is Quickly approaching! **Wednesday, September 17th is our official**

**Club Fair Day.** Blocks 2, 3 and 4 is your chance to advertise your club to attract members and let the student body know what your club is all about.

If you ran a club last year or want to start a new club you must have it approved by Mr. Viveiros. Before filling out the application you must have spoken to a teacher who has agreed to be your club sponsor.

The deadline to submit your application is **Monday, Sept. 15th**.

Students, scan the QR code at left to renew or begin the Club application process. Alternatively you can click on the link below.

<https://forms.office.com/r/KsQRrWsSU8>

2025-26 Club Application Form



## SCHEDULE CORRECTIONS AND ADJUSTMENTS

### **PLEASE DO NOT COME TO THE COUNSELLOR'S OFFICE UNLESS YOU HAVE AN APPOINTMENT**

We have built our timetable based on student choices made back in the spring. We have very limited room to adjust schedules. Schedule changes will be prioritized in the following manner.

1. Students with an incomplete timetable (fewer than 8 courses)
2. Students who took summer school and either no longer need the course or need to repeat it
3. Students who are missing a course for a desired post-secondary area of study

**Please be aware that we cannot change schedules for the following reasons:**

1. Wanting a different elective
2. Wanting a different teacher
3. Wanting a class with a friend
4. Wanting a class/lunch in a different block

**\*The process to see your counsellor will be as follows:**

TIMETABLE CHANGES WILL ONLY BE MADE THROUGH 5-MINUTE **IN-PERSON** APPOINTMENTS WITH **YOUR COUNSELLOR**. Please make sure to book with your counsellor when they have appointments available.

To access the appointment calendar, STUDENTS can click on the following link: [Click here to schedule an appointment](#)

## EXPECTATIONS AND RESPONSIBILITIES FOR A SUCCESSFUL YEAR

You will find detailed expectations laid out in our school Code of Conduct on the school website, accessible here:

### 2025-2026 Code of Conduct

As members of this school community, we have responsibilities to ourselves and to each other that go far beyond words. It is our expectation that you keep the following things first and foremost in your minds:

- Be kind and respectful of each member of this community. Be respectful of the building and be respectful of our neighbors and businesses.
- Do your best in your classes and put in the effort. Success is not automatic, and it will take work. Do not look for the easy way out. Grit and resilience are essential to achieving success both at school and the world beyond
- Student athletes are students first. If you want to represent the school and participate in athletics, you need to ensure you are taking care of your academics
- Participation in the fun stuff and the memorable events and ceremonies, including graduation events is not a right, it is a privilege earned. Students who demonstrate poor attendance and do not adhere to the Code of Conduct may find themselves not attending these milestone events
- Be exceptionally mindful of the things you do and say on social media. Think about things before you hit send.
- Do not bring vapes or any sort of smoking device to school, electronic or otherwise. The use and possession of these devices is strictly prohibited. If you are caught with a vape it will be confiscated, your parents will be notified and you will be subject to the consequences outlined in the school Code of Conduct.
- Attendance - Students are expected to be in school and on time on all days when school is in session. Research indicates that poor attendance disrupts the continuity of instruction and once lost instruction is difficult to recover. Our attendance expectations are clearly detailed on page 9 of our school planners. Planners were distributed to Grade 9's and limited copies will be available at the office.

## BRING YOUR OWN DEVICE

Dr. Charles Best Secondary is a Bring Your Own Device (BYOD) school as many of our classrooms use laptops on a regular basis. If your student does not have a device, we have a laptop loaner program operated through our school library. Students requiring a loaner laptop can come to the main office to receive a form to apply for a temporary device.

**Please note this process takes a few days. Laptops will not be loaned out the same day.**

**NOTE: Student cell phones are not considered as a learning device. Cell phones are to be appropriately stored during instructional time, unless the teacher directs students to use them for classroom purposes.**

Recommended Laptop Specs include:

- A minimum of 13-inch screen
- A full-sized keyboard
- Touch screens are not necessary.
- Hard Drive of 256GB or more
- Ram of 8GB or more

## CELL PHONE EXPECTATIONS

At Dr. Charles Best Secondary, responsible cell phone use is essential to fostering an environment of respect and academic excellence. Teachers will review these expectations with their Advisory classes on September 2<sup>nd</sup> as well as in individual classes to ensure every student is aware of them.

**Cell Phone Language from the Code of Conduct reads:**

Personal Digital Devices in Schools:

All cellular phones or similar personal communication devices are to be appropriately stored during class time. Digital devices of any kind are only to be used **at the discretion of your teacher** when identified as appropriate for your learning environment or because of unique circumstances. Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 Digital Responsibility for Students.

All Cellular phones or similar personal communication devices are to be appropriately stored during class time. Digital devices of any kind are only to be used at the discretion of your teacher when identified as appropriate for your learning environment or because of unique circumstances. The practice of many teachers is the use of cell phone hotels in their classrooms. Students will be required to place their device in the hotel for the duration of the class.

## DROP OFF/PICK UP

We have an extended day schedule. We have a few classes that start at 7:00 am and we have a few classes that start at 3:20 pm but most of our students attend between 8:16 am and 3:13 pm. Please know that students are expected to be in their classrooms by 8:16 or if they start in Period 2 then 9:40 am. Students should arrive at school with enough time to get organized and get to class by these times. We have two main areas: the front of the school and the upper parking lot. Please understand that our drop-off and pick up areas get VERY congested so please plan for the extra time and we ask that you are patient, kind and careful. If your schedule allows, you might consider dropping your child off a little earlier than the rush and picking up a little later than the rush and maybe we can spread out the congestion. Please help us as we try to maintain a safe and efficient lot for your children and our staff.

## SCHOOL SUPPLIES

There is no specific school supply list. Please bring basic supplies on the first day of regular classes including your personal device. Individual teachers will specify if other items are required.

## REPORTING AN ABSENCE

Parents, if your child is not able to attend school on Tuesday, September 2<sup>nd</sup>, please contact the office by phone or email the school office at [charlesbestattendance@sd43.bc.ca](mailto:charlesbestattendance@sd43.bc.ca). It is important to know if your child will be attending Dr. Charles Best Secondary and/or will be returning on a certain date. *For any absences throughout the year* please use the same email above. It can be found on our school website home page under quick links "Absence Report." Emails to alert teachers of an absence are not necessary but are not discouraged. The office is the first place to alert the school of an absence, thank you!

## SCHOOL FEES

Student Activity fees for the 2025-2026 school year are \$45.00

Please visit your School Cash online Account to pay for this item. <https://sd43.schoolcashionline.com/>

### ***A word about the Student Activity Fee***

This is a fee we collect that helps pay for important items and activities throughout the school year that otherwise would not happen. They include:

1. My School Day app (electronic agenda book for cell phones)
2. Student council activities: theme days, student prizes, contests, etc.
3. Clubs
4. Locks

## SCHOOL LOCKERS \*NEW ONLINE SIGN UP THIS YEAR

Grade 9 students (and their parents) were emailed locker sign up information this afternoon. Please check your emails for the login information.

Grade 10-12 students will receive an email soon. Please remember the following about lockers this year:

- Students are responsible for the locker they choose all year and will return the lock and combo tag to the main office in June.
- **NOTE:** personal locks are **NOT** permitted on regular lockers. If used, they will be removed at the owner's expense.
- Small blue lockers located outside the large gym are for PE students ONLY. These lockers do not have locks attached so belongings are left at the owner's risk. Personal locks *may be used* on these lockers *ONLY* and must be removed at the end of first semester so second semester PE students can be afforded the same opportunity.

## FORM UPDATES FOR 2025-2026

As our district continues to move towards digitization of student forms to ensure the confidentiality of personal information, parents/guardians will be required to complete some on-line forms and to submit an information verification form during the first few weeks. Most forms and fees will be completed through <https://sd43.schoolcashionline.com/> and includes District Policy, School Volunteer form, Volunteer Driver Application. **Student Information Verification forms** will be published to Parent MYED portals **beginning September 2 and will be available to update until Friday, September 19<sup>th</sup>**.

**Medical Forms:** It is extremely important we have the most up to date information for students **ASAP** with medical or life-threatening alerts **EACH YEAR**. Parents, please navigate to our school website homepage to find these important forms under the top tab "Parents". Please fill out applicable forms as soon as possible and have the forms returned to the office. Thank you for helping us with this!

## STUDENT VEHICLE REGISTRATION

There will once again be limited student parking FOR GRADE 12 STUDENTS this year due to ongoing construction. Limited parking spots will be available for **GRADE 12 students** in the upper parking lot. Vehicle registration forms will be handed out to grade 12's during Tuesday September 2<sup>nd</sup> advisories to Grade 12's who currently have a valid 'N' license. The form must be filled out in its entirety and signed by a parent/guardian.

There will be short waiting period to obtain the pass once application forms are received at the office. Students will be called down once their pass is approved by Administration. If you currently have an 'L', please wait until you have passed your 'N' driving test. Once a parking permit is issued, students **MUST** display their permit in their vehicle or will run the risk of losing their parking privileges.

## E-BIKES AND E-SCOOTERS

The BC government has recently updated their regulations for E-bikes and E-scooters to highlight the importance of safety. It's worth noting that E-scooters are permitted to be operated by anyone 16 years of age or older. "Light E-bikes" (max 250W) are permitted to be operated by anyone 14 years of age or older, while "Standard E-bikes" (max 500W) are permitted to be operated by anyone 16 years of age or older. There are also regulations pertaining to where E-bikes and E-scooters are permitted to be operated.

For the safety of students and staff, those old enough to ride E-bikes and E-scooters should operate them with caution on and around school district properties.

You can review these updated regulations here:

[Electric kick scooter rules and safety - Province of British Columbia](#)

[E-bike requirements - Province of British Columbia](#)



## **DIGITAL LITERACY 10**

Any grade 9's who were not in attendance for the grade 9 Welcoming Orientation on Thursday, August 28<sup>th</sup> are asked to stop by the tech center located across the hall from the office on the main floor to pick up a consent form for Edublogs. Those who need to obtain another form can do so from the tech center as well.

## **CAFETERIA**

Our school has a cafeteria operated by Canuel Caterers which offers hot and cold options for breakfast, lunch and snack items throughout the year.

Opening day is planned for **Wednesday, September 3<sup>RD</sup>** from 8:00am-1:00pm with limited options available.

## **RESOURCE FAIR FOR STUDENTS AND FAMILIES**

All are welcome to visit a Resource Fair at Charles Best on **Wednesday, September 17<sup>th</sup>**. Our Youth Worker Heather Bjornson in collaboration with Access Youth will have several community partners on site with valuable information for students and families.

## **SPRING 2026 MUSICAL**

We are excited to announce that the Charles Best Performing Arts department will be staging the Broadway musical **"The 25<sup>th</sup> Annual Spelling Bee"** in the Spring of 2026.

It is a hilarious and heartwarming musical comedy that celebrates the awkwardness, ambition, and attitude of adolescence. With audience participation, catchy songs, and laugh-out-loud, moments, this Tony Award-winning musical will be a must see.

The show auditions will be open to anyone who is interested in being part of the musical. The schedule for next year will break from our traditional schedule. We be auditioning in September and starting rehearsals in October, but only 2 days per week. After Christmas, we will increase rehearsals (as needed) and perform the show in the 2 weeks before spring break: March 5 – 13<sup>th</sup>.

If you are interested in being part of this experience, get to know the show by listening to songs and singing along, watching clips and reading about this great Broadway show. Plan to come to our info meeting **Friday, September 5<sup>th</sup>** to find out about the auditions and show schedule. (room location is TBD and will be included in an upcoming edition of the Daily Informer).

## **PAC CORNER**

Welcome everyone to the 2025-2026 school year! **Please join us for our first Parent Advisory Council (PAC) meeting on Monday, September 22<sup>nd</sup> at 7pm in the school library.** All parents and caregivers are welcome! Principal Dave Cyr will also be in attendance to provide school updates and answer questions.

### **Why is PAC important?**

PAC is vital to a school community as it is the liaison between school admin/teachers and the students. PAC helps foster a strong relationship between the parents/caregivers and the school that in turn supports the needs of all of BEST's students! PAC also provides an open forum and an opportunity to discuss matters affecting our school and the education of our children.

Please check out the PAC website for more information on how your PAC works for you and how you can get involved: <https://bestpaccomms.wixsite.com/drcharlesbestpac>.

### **Who can join?**

Any parent of a Dr. Charles Best student is a member of the PAC and is eligible to be elected to any of these positions. For position descriptions and responsibilities, go to the PAC website:

<https://bestpaccomms.wixsite.com/drcharlesbestpac/dutiesofficers>.

### **Here are you PAC Executive for the 2025-2026 school year:**

**Chair:** Laila Atkins

**Treasurer:** Niloo Fowler

**Secretary:** Isabel Chiu

**DPAC Rep:** Pamela Chan

**Members-at-Large:** Christine Friend, Christine Baker and Joanne Elsdon

### **WE NEED YOU!** We are looking for volunteers for the following:

- A couple of people who can shadow our current **Chair** and **Treasurer** as they will be graduating in 2026.
- A couple of people to chair the **AfterGrad2026** and the **Grade 11 Parent Dinner Dance** Committees.

Please contact us at [bestpacchair@gmail.com](mailto:bestpacchair@gmail.com) for any questions. We look forward to seeing you there!

### **Did you know?** You can **DONATE TO THE PAC ONLINE!**

Parent donations to the Charles Best PAC help to support various aspects of your student's educational experience. Each year, the PAC provides much-needed funds to support activities such as extracurricular clubs, AfterGrad, teacher appreciation, and student scholarships. Login to your student's portal on the SchoolCash Online system to make your PAC donation today!

# KidSport

**Saturday  
September 6  
10am–1pm**

So **ALL** Kids Can Play!

## **USED EQUIPMENT SALE**

sponsored by:

*Saputo*

**POIRIER FORUM  
618 POIRIER STREET  
COQUITLAM**

Admission by **donation**  
or non-perishable item  
to the **SHARE Food Bank**

### **SAVE on your family's sports equipment!**

The KidSport Used Equipment Sale has everything from bikes and hockey gear to fitness equipment, wetsuits, and more!

### **Open to EVERYONE!**

equipment for **ALL** kids and adults!

Outfit a child for lacrosse or hockey, including helmet, stick, and/or skates for approximately \$100!

### **GIVE back! Donate your gently used\* equipment**

From *August 22 – September 5*, donate your used equipment at the following locations:

- Port Moody Recreation Complex (main lobby)
- Poirier Sport & Leisure Complex (main lobby)
- Port Coquitlam Community Centre (lower arena lobby)    [www.kidsporttricity.ca](http://www.kidsporttricity.ca)

**\*gently used  
equipment is:**

- less than 6 years old
- in good condition
- wearable for league sports