



School District No. 43 Coquitlam

COMO LAKE MIDDLE SCHOOL

1121 King Albert Avenue, Coquitlam, B.C. V3J 1X8 | Phone: 604-936-1451 | Fax: 604-937-8043 | www.sd43.bc.ca/school/comolake

August 30, 2024

Dear Parents and Guardians,

We hope you all had a wonderful summer connecting with family and friends. This year is going to be packed with amazing opportunities and experiences for our students. We are excited to be a part of the Como Lake community. Everyone has been so welcoming to both of us since we joined the school in the past few months. We are looking forward to working with all of the students and families and celebrating your child's successes.

Our staff as well as district maintenance staff have been working hard to prepare for the new school year. There have been a number of renovations at Como Lake over the summer including a new gymnasium floor, renovated student washrooms, a refinished wood shop floor, and new paint in various areas of the building.

To welcome everyone back, all students will be coming to school on **Tuesday, September 3rd at 10:00 a.m.** We are excited for another school year to begin and we look forward to welcoming all our returning students as well as those new to our school community. We have included some information to help families plan the return to school.

Our main office is open from 8 a.m. to 4 p.m. this week. If you have any questions, we are here to support you so please do not hesitate to reach out via comolake@sd43.bc.ca or 604-936-1451.

Below are a number of important items so please review in detail.

Tuesday, September 3rd:

All students will attend from 10:00 a.m. - 10:30 a.m. Students do not need to bring anything with them that day. Students will enter the school through the entrances described below:

- **Grade 6's: Proceed to the Cafeteria.** Enter through the Cafeteria doors at the front of the school. These are the bottom floor doors accessed off of King Albert Avenue.
- **Grade 7's: Proceed to the Gymnasium.** Enter through the gym doors on the east side of the school. This is near the parking lot accessible from Lemax Avenue.
- **Grade 8's: Proceed to the Library Learning Commons.** Enter through the entrance doors in the courtyard near the gym and proceed upstairs.

- Grade 7 and 8 students new to Como Lake can meet Ms. Bermel at the main office doors to receive any guidance that is needed.

Communication

Communication between home and school is very important to us. We know a strong home to school partnership underlies every success for students. Below are some ways to access ongoing information at our school:

- Please visit our school public website regularly.
<https://www.sd43.bc.ca/school/comolake/Pages/default.aspx#/=>
- Please read direct messages emailed to you. If you have not received correspondence for a long time, please contact the office to verify your email address. We send out emails regularly with updates on an as needed basis.
- Please attend a PAC meeting. PAC meetings are scheduled monthly and information on that first meeting will be sent to parents.
- Please always feel comfortable contacting your child's teacher by phone or email.

Summer Registrations

For any students who have recently registered for Como Lake Middle School and did not have the opportunity to visit the school in June, we are having a tour from 12:00 p.m. – 12:30 p.m. on Friday, August 30th. Please email comolake@sd43.bc.ca to confirm your attendance.

First Day of School: Tuesday, September 3rd, 2024

As described above, students will attend from 10:00 a.m. – 10:30 a.m. Teachers will meet the students, take attendance, and let them know what to expect the following day.

First Week Plan: September 4th – 6th, 2024

On Wednesday, September 4th, students will head to the locations that they went to on Tuesday. Students will be working in their grade level teams on team building activities, reviewing our school's code of conduct, playing games, and working on team generated activities designed with our school Credo in mind. **Our goal is to have students moved to their classes by Friday afternoon, but this may be impacted by our student population, and we may not have students in classes until Monday, September 9th.**

Our Credo:

We shine

We contribute

We are passionate

We are valued

We are Lakers

First Week Supplies

For the Wednesday to Friday of our opening week (September 4th-6th, 2024), students need minimal supplies (pen, pencil, eraser, a glue stick, some paper, and some pencil crayons). They do not need a device (eg: laptop). They can bring their full supplies, including a device (if they have one already), when they are in their permanent classroom the week of Monday, September 9th. We will send out information on preferred devices next week.

School Supplies

Please refer to our school supply list in the “Info For Families” section on our website. The direct link to School Supplies is below.

<https://www.sd43.bc.ca/school/comolake/Parents/SchoolSupplies/Pages/default.aspx#/=>

BYOLD: Bring Your Own Device

Como Lake Middle School is a Bring Your Own Learning Device school. For more information regarding laptops, please see our school website. This is under the same link as School Supplies above.

Bell Schedule

This bell schedule begins on Monday, September 9th

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	8:35 am	8:35 am	8:55 am*	8:35 am	8:35 am
Dismiss	2:55 pm	2:55 pm	2:55 pm	2:55 pm	2:55 pm

***Wednesdays are a late start time to allow teachers to collaborate and attend meetings.**

*** Please note that the start time for the first week, September 4-6, will be consistent at 8:35 a.m.***

Parent Tasks: Online Payments

As you are likely aware the district has moved to an online payment system, ***School Cash Online (KEV)***, that allows you to view and pay for your child’s school activities such as fieldtrips and school-related fees, safely and conveniently. Visit our school website and click on Online Payments (on the right side under Quick Links) for step-by-step instructions to set up your account. **Please fill this in after your children are in their assigned classes and know their teacher.**

Once you have registered, you will receive a confirmation email that you have registered your account. You will then have to go back into the link in that email to attach your child(s) to your account. You can attach ALL your children, no matter what school they are in in the district, choosing the appropriate school from the dropdown for each child. You will be required to enter their legal first and last name and date of birth. ***Please ensure you opt in for messages.***

Once set up, you will receive email notifications of upcoming events such as fieldtrips and receive follow-up reminders for unpaid events. You will also be able to grant permission online for your child to attend events and notify teachers if you are able to volunteer. You will be able to view your history of payments of each of your children.

Student Forms

Visit our school website and click on **Parent E-Forms** (on the right hand side under Quick Links) to complete: School Policies, Emergency Release, Volunteer & Driver Forms, and Medical Alert. **Please fill these forms in after your children are in their assigned classes and know their teacher.**

Student Fees

Visit our school website and click on **Online Payments**. All fees can be paid through School Cash Online (KEV). Fees are due by September 27th, 2024.

\$35 - Student Activity Fee - Activity fees support school-wide activities for students, such as student leadership events, clubs, cultural performances and special event celebrations. The activity fee also supports the purchase of student planners and computer related materials. Student activity fees are common to all middle schools and are approved by the Board of Education.

\$15 - Annual Athletic Fee. This fee goes to support the purchase of up to date athletic equipment, uniforms, transportation costs and many other items related to supporting athletics at Como Lake Middle.

We know that back to school has a number of costs for families. If your family requires support to cover some or all of the \$35 Activity Fee or \$15 Annual Athletic Fee, please reach out to Principal Devon Ross at dross@sd43.bc.ca. Your information will be kept in confidence.

School Yearbooks (this is an optional additional fee). A yearbook highlights the major events of the year and includes photographs of individuals, clubs and teams. **The cost is \$40** and they are **pre-ordered** from the months of September to December. Although we always order a few “extras”, we cannot guarantee that one can be purchased in June. Please ensure that you **pre-order** to avoid any disappointments at the end of the year.

Please note that some of our families need some additional support in purchasing a yearbook. If you would like to purchase a second yearbook and donate it to another student anonymously, that would be very much appreciated and will bring a lot of joy in June. You can do this by selecting a quantity of 2 yearbooks to purchase.

School Calendar

On our school's public website, you will find the school calendar. This calendar includes any holidays and professional development days, along with school events.

Cell Phone Policy

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.

When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

All cellular phones or similar personal communication devices are to be appropriately stored during the school day. Digital devices of any kind are only to be used at the discretion of the classroom teacher when identified as appropriate for the 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.

Personal cellphones can be used before and after school but need to be kept in lockers during the school day on silent or turned off. All calls home during the day, must be done through the school office.

Exceptions to restrictions are provided at the discretion of the school principal or designate where the device is:

- a. designated as the primary learning device for a student
- b. identified as being necessary for medical, accessibility or equity reasons
- c. identified as useful for specific instructional activities.

Pictures are not allowed to be taken unless under the supervision of a staff member.

Lockers

Each student will be given a locker to store their personal items. Locks will be provided by the school. It is important that students DO NOT share their combination with friends.

Band

Students are encouraged to listen to announcements in the first few weeks regarding sign up. All levels of ability are welcome. See Mr. Brown if you have any questions about Band.

Athletics

Our athletics program offers a variety of sports and opportunities for all students. Our Athletics Directors, Mr. Argotow and Ms. Hockridge, will update the Athletics link on our school's webpage with sports being offered each season. Information regarding schedules, practice and game times and coaching information will be posted on the website. Go Lakers!

Drop Off and Pick Up

We encourage active forms of transportation such as walking and cycling to school. Students can lock up bicycles on the chain in the courtyard outside the office. Just a reminder that students under the age of 16 are not permitted to ride micromobility transportation (such as e-scooters or e-bikes) in Coquitlam. Many students will also be driven to school. There will be cars converging around the school at the same time. Drop off and pick up times may be congested. **Student safety is of paramount concern.** We appreciate your patience and attention to student safety during busy pick up and drop off times.

Final Comments from Mrs. Ross and Ms. Wald

We are looking forward to a fantastic year. We are here to support you so please do not hesitate to reach out.

Sincerely,

Devon Ross and Christine Wald
Principal and Vice-Principal