

## CALENDAR OF EVENTS 2025—2026

### September

- 2 SCHOOL OPENS  
Photo Day  
Gr. 9 9:05 —12:20 pm  
Gr. 10 10:05—11:05 am  
Gr. 11/12 11:05 —12:05 pm
- 3 Gr. 10 Assembly—10:18 am
- 4 Gr. 11 Assembly—10:18 am
- 5 Gr. 12 Assembly—10:18 am
- 8 Clubs form opens
- 16 Jr. Spirit Assembly in ESS
- 18 Sr. Spirit Assembly in ESS
- 18 Clubs form closes—3:30 pm
- 19 Pro D—District
- 23 PAC meeting—7:00—8:30 pm
- 25 Meet the Teachers & Build  
Career Connections Night  
6:00—8:00 pm
- 29 Orange Shirt Day:  
Truth & Reconciliation  
Honouring Assembly
- 30 Truth & Reconciliation Day  
Statutory (schools not in session)

### October

- 2 Senior Sail (Gr. 12s)  
4:30—10:00 pm
- 8 Interim Reports on Portal  
after 4:00 pm
- 13 Thanksgiving (Stat Holiday)
- 17 Photo Retakes  
Grad Photos Oct. 17—31
- 24 Pro-D Day—Provincial
- 29 Fall Concert—6:30 pm
- 31 Halloween

### Admin Team

Principal:

Janine Close

[jclose@sd43.bc.ca](mailto:jclose@sd43.bc.ca)

Vice Principals:

Catherine Aoyama (A—J)

[caoyama@sd43.bc.ca](mailto:caoyama@sd43.bc.ca)

Marina Mehaj (K—P)

[mmehaj@sd43.bc.ca](mailto:mmehaj@sd43.bc.ca)

Mark Rao (Q—Z)

[mr Rao@sd43.bc.ca](mailto:mr Rao@sd43.bc.ca)

# WELCOME TO PINETREE!

## Accepting Challenges Together

3000 Pinewood Avenue, Coquitlam, BC V3B 7Y7 PH: 604-464-2513 Fax: 604-937-8056

<http://www.sd43.bc.ca/school/pinetree>

AUGUST, 2025

**MISSION STATEMENT:** *Working with our community, we are dedicated to preparing our students for success in a rapidly changing world by providing a supportive learning environment, which recognizes and respects individual difference, encourages students to challenge personal limits, and promotes excellence.*

## Principal's Message

With a September 2<sup>nd</sup> return to school, the summer definitely felt a little shorter than it has in the past. That being said, I was able to take a break from the building and enjoy some travel and summer adventures. I hope that you enjoyed the time away and students are feeling rested and ready to embark on the challenges and celebrations the new school year will bring. I am eager to reconnect with students and engage in another year as the proud principal of Pinetree Secondary. Our staff is looking forward to continuing to work with returning students and supporting our new students both in their learning and in making positive connections.

We have seen an increase in our enrollment over the summer, and our counsellors' priority and focus is to create schedules for these new students. Course selection is a process that begins for students in the spring each year. We ask students and parents to make thoughtful, informed choices around courses for the upcoming school year. This enables the school to plan and organize the school's timetable. In June we sent a message home to all families of students going into grades 11-12 about the limited ability of the school to make course changes, but students also had the opportunity to complete an online course request change form. The counsellors and administration reviewed all forms and, where possible, tried to accommodate student requests. Consequently, course changes will be minimal and focused on students needing to fulfill graduation requirements. Please note, counsellors have access to all summer school course results and will be adjusting students' timetables, should that be necessary. ***Parents and students should not be contacting counsellors about schedules and course changes. Counsellors will only be working on creating schedules for new students and will not be answering emails from students and parents of returning students that pertain to schedules and/or course changes.*** We have had to make minor adjustments to our timetable over the summer, and all students will receive access to a finalized copy of their schedule by the afternoon of Friday, August 29<sup>th</sup>. For those students in grades 11 and 12 who feel they need a course change to meet graduation or post-secondary requirements, or if there is a timetabling error, we will have an online form available on **September 2<sup>nd</sup>** at the end of the school day; however, ***there will be very limited ability for us to accommodate any of these requests.*** As a result, students should continue to attend all classes included in their current schedule.

There were several retirements in June and there will be a number of staff changes in our building this September. I will share a comprehensive list of those updates in my September newsletter; however, I want you to be aware that vice principal, **Michelle Ciolfitto**, who joined our admin team at the start of last year, was promoted to principal of Rochester Elementary. With Michelle moving into a new role, we welcome **Catherine Aoyama** to our admin team. While new to administration, Catherine has a wealth of experience in student services, as a classroom teacher, counsellor, and in a wide range of school and district-based roles, which will serve her well as a member of Pinetree Secondary's admin team. For reference, Catherine will be the vice principal liaison of students in the **A—J alphabet** (last names). I also want to make you aware that **Courtney Bishop**, who provided leadership and expertise in our student services department for several years, has returned to Pinetree as a member of our counselling team, supporting students in the **A-I alphabet** (last names).

Principal's Message  
continued....

Tuesday, Sept. 2, 2025

Grade 9  
9:05 - 12:20  
\* \* \* \* \*Grade 10  
PACK 10:05—11:05  
\* \* \* \* \*Grades 11 & 12  
PACK 11:05—12:05

On Tuesday, September 2<sup>nd</sup>, PACK lists will be posted on the windows of Integrity Plaza.

Grade 10—12 students can also check via the portal on Tuesday.

The first day of school this year is **Tuesday, September 2<sup>nd</sup>**.

- **Gr. 9** students have Digital Literacy Boot Camp/Orientation from **9:05 am – 12:20 pm**. All students need to bring their laptops to this session. SD43 login information will be distributed during the orientation and MyEd BC accounts will be created this week.
- **Gr. 10** students attend PACK at **10:05 am, September 2<sup>nd</sup>** for one hour (get Go Card pics)
- **Gr. 11 & 12** students attend PACK at **11:05 am, September 2<sup>nd</sup>** for one hour (get Go Card pics)

On Tuesday, new students and grade 9's will receive information about the first week and paper copies of their final schedules. There is a selection of classes that occur in block one; however, all grade 9 students and most grade 10 students will start their day in block two, which commences at 9:05 a.m. each day. Returning students will need to log on to MyEd BC to retrieve their schedule. All grade 9-12 students are expected to have their photo taken on **Tuesday, September 2<sup>nd</sup>** to be used for our school records, student identification cards, and the school yearbook. Families are also able to purchase these photos from Artona. In addition, the yearbook is a colourful snapshot of the school year at Pinetree Secondary. It includes photos of all students, by grade, as well as images of the many wonderful activities and events that happen over the course of the school year. Yearbooks will be available as an optional purchase.

There are some changes to our block schedule this year and students will attend ESS twice per week. There is also a unique Monday block schedule, a Tuesday/Thursday block schedule, and a Wednesday/Friday block schedule this year (see schedule sent with this newsletter). We strongly encourage you to download the **My School Day app** on your smart phone. It is a handy and convenient way to keep up to date with the daily block schedule as well as what events are happening at Pinetree.

Attendance is very important for student success at secondary school. We expect all students to be in attendance daily and ask that parents work in partnership with us to ensure students are at school, on time, ready to learn. With regular attendance being such an important factor in student success, we request that families avoid planning early holidays and/or extended holidays attached to Winter Break and Spring Break, which can affect students' abilities to achieve their full potential.

Parents should also note the school's Events Calendar for 2025-2026 is on our [school website](#) and available in the My School Day app. Please mark your calendars for the "Meet the Teachers and Build Career Connections Night" happening on **Thursday, September 25<sup>th</sup> from 6:00 to 8:00 p.m.** Parents will have the opportunity to meet Pinetree's teachers and better understand how course content connects to careers, post-secondary, life skills, and core competencies.

Please be aware that Pinetree Secondary, as a community of over 1550, is not immune to theft. As a staff, we educate students to be responsible for personal belongings and school issued learning materials. To deter theft, the safest place for students to secure items is in their lockers and, if items are very valuable, to keep them at home. **Students should refrain from leaving any valuables in the boys' or girls' changeroom lockers near the gym. Students should not leave any valuables unattended in classrooms, hallways, and washrooms.** Students should NEVER share locker combinations or lockers. The school cannot take responsibility for students' personal belongings, but we will try and assist with lost property whenever possible.

We are very lucky at Pinetree, as we have a great campus that we share with both the community center and Douglas College. To continue to have a positive relationship with our partners, we ask students to remember that we are visitors to these areas. Our neighbors at Douglas College have asked us to remind our students that they should not be cutting through the college on their way to and from school. The Douglas College cafeteria is NOT a "hang out" area for our students during their off block or at lunch. If students are hanging out or studying in the Douglas College cafeteria, they will be asked to leave by Pinetree administration or Douglas College security. Throughout September and into October, we also request that our incoming grade 9 stu-

dents remain on our school's property as they get acclimatized to life at high school. We thank all our students, in advance, for helping us foster and maintain positive relationships with our community partners.

We hope all our students will set goals, take an active role in nurturing their core competencies, strive to set high expectations for their growth and academic development, and we look forward to working with and supporting students and families throughout this 2025-2026 school year.

Throughout the school year, you may have concerns or questions about your adolescent's progress or about something they have shared, incidents or events that have or will take place at the school, school or district policies, or you may want to provide information about something that has happened in the community. It is my request that, when reaching out to teachers, counsellors, office staff, or administrators, you approach it from a place of being curious and not judgmental. Reach out, ask questions, approach meetings with openness because, at the end of the day, we share a common goal: to guide and support the students of Pinetree – your adolescents – in their learning, social/emotional development, resilience, and character. We look forward to working with you this school year. Enjoy the last few days of summer vacation!

Sincerely,

**Ms. Janine Close, Principal**

## First Day Answers to Student Questions

### Where do I go when I arrive at school?

Please use either the main entrance to the school, (that's the one off Pinewood Avenue directly across from the Fire Hall), the cafeteria entrance, or the entrance from the overpass. Come early so you can be sure to get to your "PACK" room on time. We will begin on time and expect you to attend.

### What's my "PACK" Room?

"PACK" is Pinetree's version of "homeroom". "PACK" will be the first class you attend on the Tues., September 2<sup>nd</sup>.

### Where is my "PACK" Room?

Your "PACK" and room number will be posted on the windows in the main courtyard, Integrity Plaza, and at the school's front entrance. If you have trouble, there will be many student guides in green t-shirts around to help you – don't be embarrassed to ask.

### What do I need to bring?

For the first day you will need:

- a pen and pencil
- your digital device (gr. 9's)
- a smile – you will love Pinetree!

### What about school supplies?

You shouldn't bring school supplies until you meet your teachers; they will explain what kinds of notebooks and supplies you will need for each class. Even though stores will be advertising back to school sales, wait until you've met your teachers before shopping for school supplies.

**For the first week, a notebook, pens and pencils will be all you need.**

FIRST WEEK SCHEDULE			
Wednesday, September 3—Day 2		Thursday, September 4—Day 1	
7:45 – 9:00	Block 1	7:45 – 9:00	Block 1
9:05 – 10:13	Block 2	9:05 – 10:13	Block 2
10:18 – 11:06	PACK	10:18 – 11:06	PACK
11:11 – 12:19	Block 3	11:11 – 12:19	Block 3
12:19 – 12:59	LUNCH	12:19 – 12:59	LUNCH
12:59 – 2:07	Block 4	12:59 – 2:07	Block 4
2:12 – 3:20	Block 5	2:12 – 3:20	Block 5
Friday, September 5—Day 2		Monday, September 8—Day 1	
7:45 – 9:00	Block 1	(regular schedule)	
9:05 – 10:13	Block 2	7:47 – 9:00	Block 1
10:18 – 11:06	PACK	9:05 – 10:21	Block 2
11:11 – 12:19	Block 3	10:26 – 11:42	Block 3
12:19 – 12:59	LUNCH	11:42 – 12:22	LUNCH
12:59 – 2:07	Block 4	12:22 – 1:38	Block 4
2:12 – 3:20	Block 5	1:43 – 3:00	Block 5

Starting Monday, September 8<sup>th</sup> the regular schedule will be in place.

# Attendance

Other than the academic lessons students learn at Pinetree, attitudes toward prompt and regular attendance at school and work are among the most important lessons we teach students. Please help us teach your child healthy attitudes towards school and the workplace by:

**Emailing [pinetreeattendance@sd43.bc.ca](mailto:pinetreeattendance@sd43.bc.ca), or phoning the school office, each day** your child(ren) is going to be absent or late. Even if your child insists that you need not call, please do. We need to hear before the absence occurs whenever possible. Our switchboard is open daily at 7:30 am. We also have an answering machine for calls outside of office hours.

**Minimizing the number of reasons for absence.** We believe illness is the only acceptable reason for missing school or work. Please arrange appointments, vacations and driving tests around school hours.

**Knowing your child's timetable.** With our extended day organization, it will be less straightforward than usual as to when your child starts or finishes on certain days. It is worth taking the time to understand your adolescent's schedule. Attend the "Meet the Teachers" evening on **Thursday, September 25<sup>th</sup>, 6:00—8:00 pm** — it will help you connect with the staff and the school community.

**Contacting the teacher.** If you are concerned about attendance, in a specific class or in general, please contact your child's teacher or counsellor as soon as possible.

**Stressing promptness.** Being on time is an important life skill, demonstrates respect for the activity, and is considerate of others. When, on occasion, we are unavoidably late, it is our responsibility to:

- move quickly to minimize lateness
- apologize for disrupting class
- accept personal responsibility for being late

**Thank you in advance for your support.**

# Student Parking

Students **must** obtain a valid 2025—2026 Pinetree Parking Pass from the main office after school starts in September. Here are a few reminders:

- **Vehicles parked in the student parking area without a valid pass will receive a parking ticket from the City of Coquitlam and may be towed.**
- **Students may not park in or enter the staff parking lot.**
- **Students may not enter or park in the Community Centre lot — front or back — between 8:00 am and 6:00 pm.**



## Student Drop-off/Pick-up Safety

In order to ensure the safety of ALL students during drop-off and pick-up times, and to respect the staff and patrons of the Community Recreation Centre, **Parents/Guardians are asked to please NOT enter the Community Recreation Centre's parking lot.** Instead, Parents/Guardians may use one of the following options:

- **Drivers must use the marked yellow zone beside the Staff Parking Lot** located off Pinewood Avenue (across from the Fire Hall). To drop off and pick up your students in a safe and legal manner, please drive as far along the marked drop-off area as possible before stopping. **DO NOT ENTER the staff parking lot.** Once students have safely exited the vehicle, drivers MUST continue to drive forward and exit to Pinetree Way (via the Recreation Centre or Douglas College Exits). This is the only way to keep this zone safe for all students and keep traffic moving in this area.

**OR**

- Drivers are permitted to use Lot A located in the Town Centre Parking Area. Lot A is at the end of the Student Overpass. Parents/Guardians may drop students off at the bottom of the stairs of the Student Overpass. The School's entrance doors are located right at the other end of the Student Overpass. We suggest you have your child meet you after school at the stairs of the Student Overpass in Lot A.

To decrease traffic congestion and improve student safety, we ask families to encourage students to walk to school whenever possible.

# E-bikes & 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 and use a U lock to secure them. Be aware that cable locks can be cut and thefts can occur.

You can review these updated regulations here:

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

**MEET THE TEACHERS  
& BUILD  
CONNECTIONS NIGHT**  
**Thursday, Sept. 25<sup>th</sup>**  
**6:00—8:00 pm**

## Pinetree ~ A Smoke Free Environment

In our first week we will discuss expectations we have of students at Pinetree. Until then, please be aware that Pinetree, and all other schools in SD #43, Douglas College and the Coquitlam Community Center, are "smoke free" environments and there is no smoking of any kind (cigarettes, cannabis, e-cig, vaping, etc.) on any of these properties at any time. This applies to all staff, parents, students, and visitors.



Please respect this request.

Thank you!

## CALENDAR OF EVENTS

**All upcoming events will be  
posted on the**  
[school calendar](#)

## STUDENT MESSAGES

**Please do not phone or text your  
child during class time. Urgent  
messages can be delivered  
through the office if needed.**  
**Thank you for cooperation.**



## Photo Day

Student photos will be taken on Tuesday, September 2<sup>nd</sup>. The photography company will return to Pinetree on Friday, October 17<sup>th</sup> to photograph students who have not had their photo taken.

All students must get pictures taken for school records, "GoCards", and the yearbook.

**BACK to SCHOOL**