

## CALENDAR OF EVENTS 2023—2024

### September

- 1 ELL Assessments
- 1 Orientation—New & Int'l students—1:00 pm
- 5 SCHOOL OPENS  
Photo Day  
Gr. 9s—9:00—12:15  
Gr. 10s—10:00—11:00  
Gr. 11/12s—11:00—12:00
- 6 G. 10 Assembly—10:15
- 7 Gr. 11 Assembly—10:15
- 8 Gr. 12 Assembly—10:15
- 22 Pro D—District
- 26 PAC meeting—7-8:30
- 27 Terry Fox Run
- 28 Meet the Teacher Night  
7:00—8:30
- 29 Orange Shirt Day
- 30 Truth & Reconciliation Day

### October

- 2 School not in Session  
(Truth & Reconciliation)
- 4 Senior Sail  
4:30—10:00 pm
- 9 Thanksgiving
- 11 Interim Reports on Portal  
after 4:00 pm
- 16 Photo Retakes
- 20 Pro-D Day
- 26 Grad Photos  
Oct 26—Nov 7
- 31 Halloween

### Admin Team

Principal:

Janine Close

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

Vice Principals:

Chris Martin (A—J)

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

Mark Rao (Q—Z)

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

Kelly Zimmer (K—P)

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# WELCOME TO PINETREE!

## Accepting Challenges Together

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

SEPTEMBER 1, 2023

**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

After a relaxing summer vacation that included some time abroad, I am excited to officially take on my role of Principal of Pinetree Secondary. I am hopeful that, like me, students and families have enjoyed some sunny adventures and you are feeling recharged and ready to embark on a new school year. We look forward to continuing to work with our returning students and we know our new students will make positive connections and find Pinetree Secondary to be a welcoming, inclusive environment as they embark on their educational journey. We are pleased to share that our enrollment has continued to grow over the summer, and our counsellors' focus and priority is to create schedules for these new students. Course selection is a process that commences with students in the spring of every school 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 a timetable for the school. In June we sent a message home to all families of students going into grades 10-12 about the limited ability of the school to make course changes. In June, students 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, we will not be entertaining course changes as we start the new school year. 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 but all returning students will have access to a finalized copy of their schedule through MyEd BC on **Friday, September 1<sup>st</sup>**. For those students in grades 11 and 12 who feel they need a course change for graduation or post-secondary requirements, we will have an online form available on **September 7<sup>th</sup>** at the end of the school day; however, there will be very limited ability for us to accommodate any of these requests.

The first day of school this year is **Tuesday, September 5<sup>th</sup>**.

- **Grade 9** students have digital literacy boot camp/orientation from **9:00 am – 12:15 pm**. All students need to bring their laptop to this session. SD43 login information will be distributed during the orientation and MyEd BC accounts will be created this week.
- **Grade 10** students attend PACK at **10:00 am, September 5<sup>th</sup>** for one hour.
- **Grades 11 & 12** students attend PACK at **11:00 am, September 5<sup>th</sup>** for one hour.

New students and grade 9's will receive paper copies of their final schedules and information about the first week. *Returning students will need to log on to MyEd BC to retrieve their schedule; please print this off or take a picture.* All grade 9-12 students are expected to have their photo taken on **Tuesday, September 5<sup>th</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

Principal's Message  
continued....

the course of the school year. Yearbooks will be available as an optional purchase later in the year.

Please check our updated Pinetree Secondary [school website](#) often for calendar dates, events, and information about what is happening at the school. You can also download the My School Day app on your smart phone to keep up to date with what is happening at school.

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 not plan early holidays during the school year. Extended holidays attached to Winter Break and Spring Break can affect the ability of students to achieve their full potential. Thank you in advance for supporting our staff as they work to give students the best possible learning experience.

In every large community there are, at times, incidents of theft. Pinetree, being a community of over 1560 students, does deal with theft on occasion. As a school staff, we educate students to be responsible for their personal belongings and school issued learning materials. To deter theft, the safest place for students to secure items is in their lockers in the A or B wing or, if items are very valuable, to keep them at home. **Students should not leave 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. Detering theft is the best defense, but we will try and assist with lost property whenever possible.

We are very lucky at Pinetree, as we have a great campus that allows our students access to both the community center and Douglas College. To continue to have a great relationship with our partners, we ask students to remember that we are visitors in 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. Douglas College has continued to request that our staff and students not access the College's food services (Tim Horton's and White Spot). We are hoping that perhaps at some point in the year, we will be invited back to access these food services. 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 request that our incoming Grade 9 students 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 of our students will set goals, take an active role in nurturing their core competencies, and strive to set high expectations for their growth and academic development. We look forward to working with and supporting students and families throughout this 2023-2024 school year.

If you need assistance, have questions or concerns, or you would simply like to touch base, feel free to email me or call the school to book an appointment.

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 get there?

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 we expect you to be there.

## What's my "PACK" Room?

"PACK" is Pinetree's version of "homeroom". "PACK" will be the first class you attend on the Tuesday, September 5th.

## Where is my "PACK" Room?

Your "PACK" and room number will be posted on the windows in the main courtyard, Integrity Plaza, at the school's front entrance. If you have trouble, there will be many student guides 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 kind of notebooks and supplies you will need for each class. Even though all the stores will be advertising fantastic 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 6—Day 2		Thursday, September 7—Day 1	
7:40 – 8:56	Block 1	7:40 – 8:56	Block 1
9:00 – 10:10	Block 2	9:00 – 10:10	Block 2
10:15 – 10:45	PACK	10:15 – 10:45	PACK
10:50—12:00	Block 3	10:50—12:00	Block 3
12:00—12:45	LUNCH	12:00—12:45	LUNCH
12:45—1:55	Block 4	12:45—1:55	Block 4
2:00—3:10	Block 5	2:00—3:10	Block 5
Friday, September 8—Day 2		Monday, September 11—Day 1	
7:40 – 8:56	Block 1	<b>(regular Schedule)</b>	
9:00 – 10:10	Block 2	7:40—8:56	Block 1
10:15 – 10:45	PACK	9:00—10:20	Block 2
10:50—12:00	Block 3	10:25—11:45	Block 3
12:00—12:45	LUNCH	11:45—12:25	Lunch
12:45—1:55	Block 4	12:25—1:45	Block 4
2:00—3:10	Block 5	1:50—3:10	Block 5
<b>Starting Monday, Sept. 11th the regular schedule will be in place as shown.</b>			

**Tuesday, Sept. 5, 2023**

**Grade 9**  
9:00 am - 12:15  
\* \* \* \* \*

**Grade 10**  
PACK 10:00—11:00  
\* \* \* \* \*

**Grades 11 & 12**  
PACK 11:00—12:00

PACK lists will be posted on the windows of Integrity Plaza Tuesday, September 5th.

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

## STUDENT PARKING

Students **must** obtain a valid 2023—2024 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 & 6:00 pm.**



# 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:

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

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

**Know 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 the time it will take you to understand his or her schedule. Attend the "Meet the Teacher" evening, **Thursday, September 28, 7:00—8:30 pm** — it will help you understand our schedule!

**Contact 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.

**Stress promptness.** Being on time shows respect for the activity and consideration for others. When each of us is occasionally, unavoidably late, it is our responsibility to:

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

**Thank you in advance for your help**

## Drop-off/Pick-up Safety for Our Students

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:

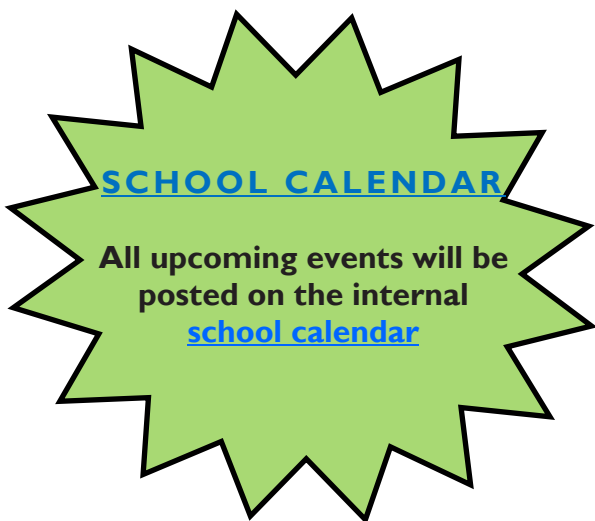
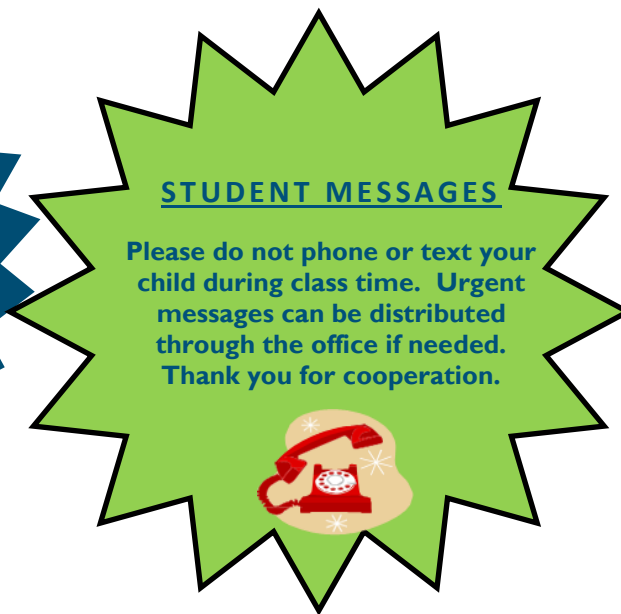
- **Drivers must use the marked yellow zone beside the Staff Parking Lot** located off Pinewood Avenue (across from the Fire Hall). To drop off and pick up your students in a safe and legal manner, please drive as far along the marked drop-off area as possible before stopping. DO NOT use the staff parking 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.

In order to decrease traffic congestion and improve student safety, families should encourage students to walk to school whenever possible.






## Photo Day



Photos for all grades will be taken on Tues., Sept. 5th. The photography company will return to Pinetree Mon., Oct. 16th to photograph students who have not had their photo taken.

All students must get pictures taken for school records, "GoCards", and the year-book.

### 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 all "smoke free" environments and there is no smoking of any kind, e.g. cigarettes, cannabis, e-cig or 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!