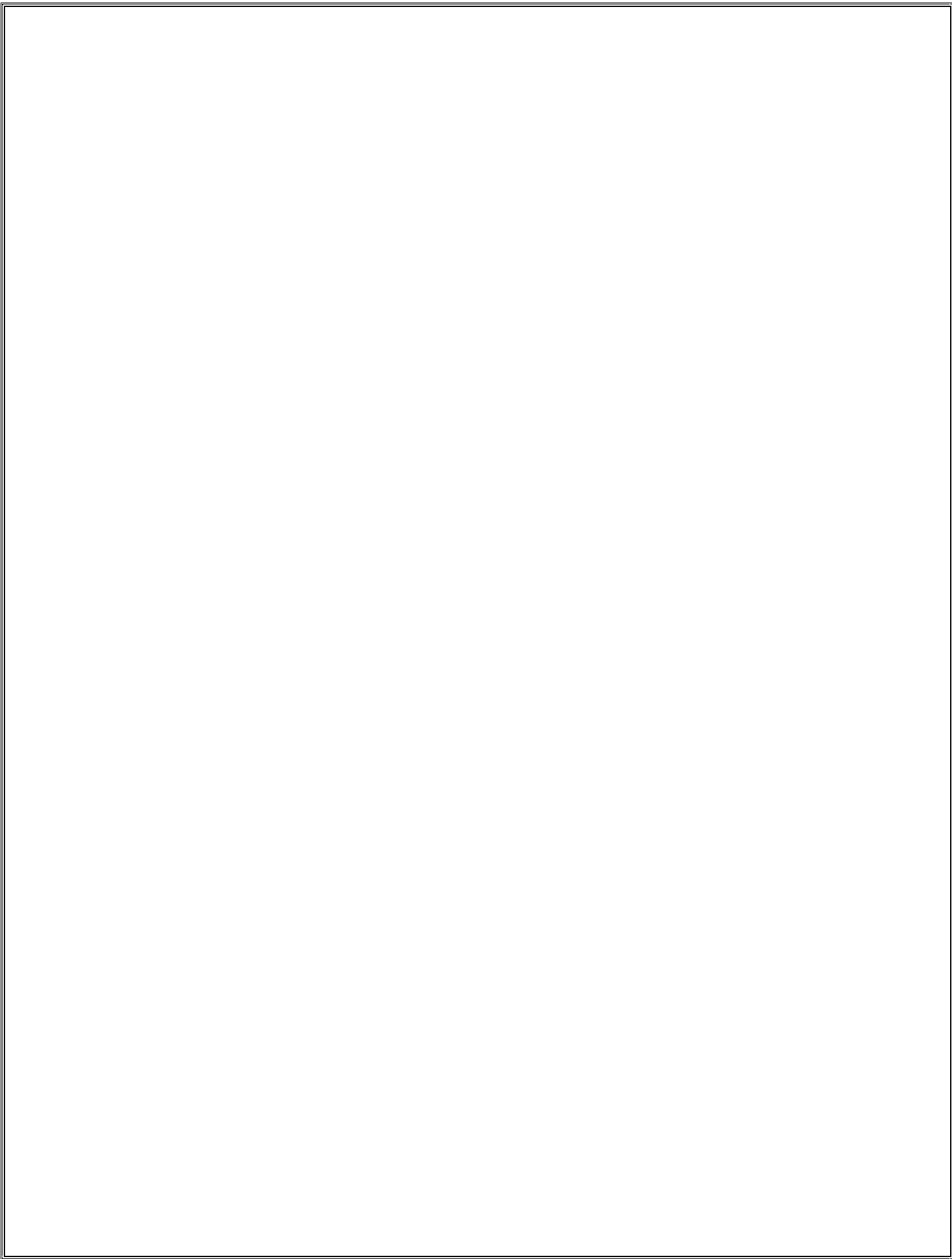


Welcome to:



300 Albert Street
Port Moody, BC
V3H 2M5
604-939-6656

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



Principal:

Jeremy Clarke
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Vice Principals:

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Principal's Message

Welcome to Port Moody Secondary School. Like you, I am new to Port Moody and I am excited to be part of a great school. I look forward to getting to know the school with you as we start the 2023-2024 school year. We are proud of our school and the wide variety of academic programs, extracurricular teams, clubs and activities available to our students. We have an excellent staff, outstanding students, and a great community.

The original Port Moody High School, which was located on the grounds of the current Moody Middle, burned down in 1969. Our site was chosen for the new Port Moody Senior Secondary School, which opened in 1973. The "Phoenix", a mythological bird, which rose from the ashes, was appropriately chosen as the new school's mascot. The team name selected was the Port Moody Blues. Built to accommodate nine hundred students, Port Moody Secondary has grown to a current population of 1100 students and a staff of about one hundred. A new era for the school began in September 1998, as the school became Port Moody Secondary School incorporating grades 9 through 12.

Port Moody Secondary is respected for its academics, visual, performing and practical arts, and athletic programs. Time spent on our campus will reinforce that it is the people who make PMSS a remarkable place to learn, work and play. Make the most of your time at PMSS by getting involved in all that is offered and by contributing to our shared sense of Blues Pride!



Bell Schedule

Our Bell Schedule is below. At certain times in the year we have special bell schedules and twice a year we have a shortened day for conferences to allow for teachers, parents and/or students to meet. Specific times and further details will be shared closer to the conference date(s). Please download our My School Day App from the app store, <https://myschoolday.app/download>, ensure you subscribe to our email communication list, and set alerts for our website to ensure you get immediate updates and information.

PMSS Bell Schedule for 2023-2024

Monday (All Students)

Block	Schedule
0	7:19 – 8:26 (before school)
1	8:30 – 9:37
2	9:41 – 10:49
3 / Lunch	10:49 – 11:39
4	11:43 – 12:50
5	12:54 – 2:01

Tuesday – Friday (Dogwood and Pre-Diploma Students)

Block	Schedule
0	7:10 – 8:26 (before school)
Flex	8:30 – 8:57
1	8:59 – 10:15
2	10:19 – 11:35
3 / Lunch	11:35 – 12:25
4	12:29 – 1:45
5	1:49 – 3:05

Note: Tuesday – Friday, IB 11 and IB 12 Students have their own schedule.

Port Moody Secondary School 2023-2024 Calendar

Schools Open	Tuesday, September 5, 2023
Non-Instructional Day (Common District Day)	Friday, September 22, 2023
Truth & Reconciliation Day Stat Holiday	Monday, October 2, 2023
Thanksgiving Day	Monday, October 9, 2023
Non-Instructional Day (Common District/Common Provincial Day)	Friday, October 20, 2023
School Closure Day	Friday, November 10, 2023
Remembrance Day Holiday	Monday, November 13, 2023
Non-Instructional Day (School Based)	Friday, November 17, 2023
Schools Close for Winter Vacation (last day in session)	Friday, December 22, 2023
Winter Break	Monday, December 25, 2023 – Friday, January 5, 2024
Schools Re-open after Winter Break	Monday, January 8, 2024
BC Family Day	Monday, February 19, 2024
Non-Instructional Day (Common District Day)	Friday, February 23, 2024
Schools Close for Spring Break (last day in session)	Friday, March 15, 2024
Spring Break	Monday, March 18 – Thursday, March 28, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Schools re-open after Spring break	Tuesday, April 2, 2024
Non-Instructional Day (Common District Day)	Friday, April 19, 2024
Victoria Day	Monday, May 20, 2024
Non-Instructional Day (School Based)	Friday, June 7, 2024
Last Day of School for Students	Thursday, June 27, 2024
Administrative Day	Friday, June 28, 2024

Port Moody Secondary School Code of Conduct 2023-2024

I. INTRODUCTION

Port Moody Secondary School's Code of Conduct outlines school expectations and acceptable student behaviour as directed by the *School Act* 85(2) (c). The Code of Conduct applies, while at school, at school-related activities and in other circumstances where engaging in the activity will have an impact on the school environment, including various electronic communications. The Code of Conduct is communicated to all students, parents, and staff annually, including district staff and visitors as deemed necessary. Each year the Code of Conduct is reviewed to reflect the school community's needs, and to align with the district and provincial school safety initiatives.

II. CODE OF CONDUCT: KEY ELEMENTS

1. Process

"All British Columbia schools include students, parents and staff in the development and review of codes of conduct."

The Code of Conduct as set out in Section 6 of this document, "Standards," is reviewed annually in late spring, to determine whether any amendments are necessary. We have presented the code to PAC to seek feedback and annually post the code on the school website. Teachers and students are continually consulted as we seek to evolve and strengthen our practices.

2. Communication

"Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. Protocols while acting as ambassadors of the school also are made known to students, parents, coaches and involved members of the greater community."

The Code of Conduct is communicated and distributed to students, parents, staff, as well as to visitors and other district staff. Students are made aware of our Code of Conduct annually at the beginning of each school year during opening assemblies. In September, parents are asked to sign an E-Form acknowledging that they have read and understood our Code of Conduct. Throughout the year there is ongoing dialogue with both parents and students as challenges arise. Newly assigned staff and students registering mid-year will also receive the Code of Conduct. The Code of Conduct is available on the Port Moody Secondary website, in print in the office, in the student agenda and displayed on the student bulletin board outside the office. The Code of Conduct is taught, reinforced, and monitored.

3. Implementation

Behavioural expectations outlined in codes of conduct are consistently taught and actively promoted. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context."

Our Code of Conduct applies to all members of the Port Moody Secondary Community. As a school, we recognize the importance of modelling respectful and responsible processes for managing conflict. All staff strive to model socially responsible behaviour and maintain an active presence within the school. Adults are in constant communication with students to encourage social responsibility and positive action. We utilize a group of leadership students, known as SOAR students, to teach, model, and reinforce our Code of Conduct during scheduled sessions with classes of Gr. 9 students.

Whenever possible, we try to use a restorative approach to resolve conflict and teach pro-social behaviours. We see our role, as a school community, to work with our students to be proactive in addressing conflicts in a respectful and effective manner. The fundamental premise of restorative practice is that people are happier, more cooperative, productive, and more likely to make positive changes to their lives, when those in authority do things "with them", rather than "to them" or "for them". ([International Institute for Restorative Practices \(IIRP\)](#)) - As a result, a focus of behavior intervention should be to help an offender recognize and repair any harm done. Furthermore, the purpose is to teach the offender moving forward, and then reinforce positive behaviors, in order to return the offender to the school community stronger and more resilient than before the offense.

Every effort will be made to support all students. However, if there are ongoing conduct issues after having implemented restorative interventions, more traditional discipline approaches may be used, separate or in conjunction with restorative interventions. All disciplinary decisions will be made with respect to the individual and context, and responses to conduct issues will take into consideration the student's age, maturity, and past conduct.

4. Monitoring and Review

"Conduct is continuously monitored to ensure codes reflect current and emerging situations and are contributing to school safety."

“Codes of Conduct are reviewed and improved in light of evidence gathered and/or relevant research, and are revisited as part of a regular cycle of policy review.”

The Principal, Vice Principals, the PAC, and the staff will review the Code of Conduct yearly in order to monitor its efficacy. As a result of this consultative process, it will be determined whether any part of the school policy around conduct, behaviour, and response requires review, including: the Code of Conduct itself, and the communication strategies. Both Ministry (ex. School Learning Survey) and school-based surveys will yield a further source of information.

5. Alignment

“Codes of conduct are compatible between schools in the community and across elementary, middle and secondary levels.”

Port Moody Secondary’s Code of Conduct builds upon the codes of our community Elementary and Middle Schools. Periodically, the different levels engage in dialogue to ensure consistency in language and expectations.

6. Standards

a) Statement of Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning
- To establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location

b) Conduct Expectations

Acceptable conduct

Students will:

- respect oneself, others, and the school’s facility and grounds
- engage in responsible behaviour in all learning and school activities (*attend classes regularly, in your seat by the second bell, prepared for class, participate thoughtfully, respect other classmates’ comments, complete all assignments, hand assignments in when due, ask for help when you need assistance, demonstrate good manners and good common sense*)
- help to ensure the school environment is a safe and caring place for all to learn
- inform an adult of an unsafe individual, unsafe behaviour, and/or an unsafe or violent situation
- model respectful and responsible behaviour at school, in the community, and while acting as school ambassadors
- cite your research sources (text, sound, music, graphics, pictures, video clips, etc.) refer to the “Ethics of Information Use” (see Agenda App under ‘Intellectual Dishonesty’)
- dress appropriately for the school learning environment in a manner that is respectful toward oneself and others
- exercise responsible digital citizenship (particularly social media use) **“District 43 Digital Responsibility for Students Administrative Policy 140.2”**
- not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, gender expression, or physical or mental disability, or for any other reason set out in the Human rights Code of British Columbia (Section 7 and 8), nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds

**Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise*

Unacceptable conduct

The following are examples only and not an all-inclusive list.

Behaviours that:

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions
- Use and/or name a physical illness, disability or condition to threaten, harass, or intimidate others in the community

Acts of:

- Bullying, harassment, or intimidation
- Physical violence
- Retribution against a person who has reported incidents

Illegal acts, such as:

- Possession, use, or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property

Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations, and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Student Threat Assessment Protocol

- A student threat assessment will be initiated by the school's multi-disciplinary Violent Threat Risk Assessment (VTRA) team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

Important notes:

- Students may be subject to discipline under the school and/or District Code of Conduct for any action which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity.
- Students are to be aware that they may be subject to discipline for on or off campus misuse of technology if it negatively impacts the school environment.
- A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.
- Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a), (b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Associate Director of Information and Learning Technologies Stephen Whiffin, at swhiffin@sd43.bc.ca.

Rising expectations

As students progress through grades 9-12, behavioural expectations will rise so that:

- student levels of maturity, personal responsibility and self-discipline will improve
- consequences for unacceptable conduct in senior grades will likely result in more serious consequences.
- Older students will model positive behaviours for their peers and younger students

c) Consequences

Consequences will be applied to unacceptable student conduct and will be implemented based on the severity and frequency of the behaviour, as well as on the age and maturity of the students. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behavior. Consequences and support will be preventative and restorative, whenever possible and appropriate. Some of these methods could include one or more of the consequences below:

- students participating in meaningful consequences for the unacceptable behaviour
- school or community counselling
- conflict resolution strategies including restorative practices
- small group mediation
- informal suspension or "timeouts" – at school or home
- Community Service
- partial day school programs
- positive behaviour supports
- formal suspension: District Code of Conduct: Suspension Process –Level I, II or III (for serious or dangerous behaviours)
- the school and District will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct

- students who have previously breached the school's Code of Conduct may be precluded from participating in overnight activities and field trips.
- special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

d) Notification

Depending on the nature of the unacceptable behaviour the member of the school staff may contact the following people:

- parents/guardians of the student offender(s) will be contacted
- parents/guardians of the student victim(s) will be contacted
- Coquitlam School Board officials will be contacted as required by school district policy, i.e. Level I, II and III suspensions
- police and other agencies as required by law
- school staff and school community as deemed appropriate by the school administration and/or District #43 (Coquitlam) District administration



Policies and Administrative Procedures Overview

June 2023

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Student Threat Assessment Protocol: A student threat assessment will be initiated by the school's multi-disciplinary Violent Threat Risk Assessment (VTRA) team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

3. Closure of Schools for Extreme Weather Conditions – AP 132

In the case of extreme weather conditions, the Superintendent or designate has authority, on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit: www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. Digital Responsibility for Students – AP 140-2

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.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated “tobacco and vapour product free”. Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Anti-Racism – AP 205

The District acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

7. Formal Intervention and Suspension of Students – AP 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment, fear and discrimination.

9. Resolution of Student or Parent School Concerns – AP 380

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

A. Teacher or Classroom Level Problem

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent (contact the board office at 604-939-9201).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

B. Principal or School Level Problem

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.

Procedures

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, MoodySecondaryAttendance@sd43.bc.ca, phone, 604-939-6656, or through the link on our school website.

Visitors

No student visitors are permitted during school hours. Other visitors must check-in and register at the office. We reserve the right to refuse visitors' privileges to anyone, at any time.

Motor Vehicles & Parking

We encourage walking, biking, buses, drop-offs, and car-pooling. We understand that some students have their own vehicles. All students parking a vehicle on school property must obtain a parking pass. Vehicles are parked at the owner's risk and the school is not responsible for theft or damage. Students are to park on the lower parking lot by the tennis court. Lawful driving habits are expected at all times. Drivers not adhering to these expectations may have their parking permit revoked or cars towed at owner's expense.

Drop off / pick up is designated in the lower parking lot. The laneway and parking lot after the Port Moody sign near the upper roundabout on Albert St. is designated for school and district staff and anyone who has pre-approved access. As Albert St. cannot handle the volume of traffic we currently experience, please consider alternate drop off locations where your child can then walk a short distance. Please visit www.translink.ca for schedules, services, or to express concerns regarding public transportation.

Digital Citizenship

Limited personal use of technology during school is acceptable as long as it does not interfere with the learning or work of the student or others. Teachers direct the use of technology for educational purposes in the classroom. When a student's use of a personal device interferes with their learning there may be the expectation that the device is left at home or in the locker during class time.

Textbooks

Textbooks are assigned by a "textbook number" to each individual student. Upon return, we expect each student to be accountable for the books originally assigned. Students are expected to pay for the cost of replacing lost textbooks and other learning resources assigned to them.

Course Corrections

Course corrections are made to accommodate for graduation or post secondary requirements only. An online form must be completed within the timeline provided in early spring in order for course corrections to be considered. Take note that not all requests may be possible.

Smoking, Vaping and E-cigarettes

Smoking and the use of vaping equipment, e-cigarettes and associated paraphernalia on school property - including grounds - by students, staff, parents or visitors is prohibited by Provincial law and SD43 AP 171-Tobacco and Vapour Free Environment Policy.

Examinations and Assessment of Learning

Exams and other forms of assessment are important aspects of a student's education and are ongoing through classes and for specific periods of time at the end of each semester. Provincial assessment expectations have changed. Detailed information is at <https://curriculum.gov.bc.ca/assessment>. Students are expected to be present with their classmates when classroom assessments are planned and organized. Students should not automatically expect that when an assessment is missed due to illness or other unavoidable circumstances that they will be able to show their learning in the same format as their peers. It is the student's responsibility to arrange another opportunity with their teacher to show their learning.

Respectful School Clothing

PMSS is a community of learning that brings together many different families with diverse values and cultural beliefs. The tone in the school is to be one of respect for all students, staff, parents and visitors. We ask that common sense be the guide and that we are sensitive to others. Guidelines are used that link to the school Code of Conduct and assists parents and students in selecting and wearing respectful, appropriate clothing at school. We appreciate your understanding and cooperation regarding school clothing.

Students are expected to refrain from wearing clothing or jewelry that:

- display words or pictures that are derogatory, insulting, racist, sexist, threatening, violent, discriminatory, etc.
- advertises drug paraphernalia, drugs, liquor, or inappropriate items
- allows underwear to be visible
- is not appropriate to a majority of workplace environments

Please note: Students wearing inappropriate clothing will be approached by the administration and teachers, reminded of PMSS Code of Conduct expectations, and directed to find alternate attire.

Intellectual Dishonesty

It is expected that students provide authentic evidence of their learning to their teachers. Where information is used to support ideas and understandings that belong to another person, students are required to acknowledge the source of this original thinking. Plagiarism occurs

when someone tries to submit the words, ideas, pictures, music, video, artwork or any media product of others as their own evidence of learning. In completing assignments, students frequently use information or products from resources that are created by others. This is encouraged/expected, provided the author of the written word or product is acknowledged through the APA, MLA or Chicago bibliography style taught by teachers.

Examples of intellectual dishonesty:

- copying someone else's homework as your own
- submitting schoolwork as your own that you did not complete
- submitting essays, lab work or assignments that are not your own
- having someone else write your assignment
- cheating on an exam
- accepting or providing exam information to another student during the exam session or outside of class

Students who do not follow the appropriate works consultative process when including other author's written words or products will be required to redo the work appropriately. Only the work that represents the student's learning is evaluated and assigned a mark. Plagiarism is dealt with under the Code of Conduct and appropriate SD43 policies.

PMSS uses turnitin.com, a licensed software product that detects plagiarism. Students may be asked to submit their personal work to turnitin.com prior to teacher assessment.

Internet Access

Students are permitted access to SD43 Wi-Fi. Parents must read, sign and submit the AP 140.2—Digital Responsibility for Students form available under FORMS on our website www.sd43.bc.ca/school/portmoody.

Emergency Preparedness

In accordance with SD43 AP's 310-313, there are earthquake, fire, and lockdown drills throughout the year. Secondary schools will participate in an SD43 parent release/evacuation that may occur in May each year. This emergency release follows a mandated protocol that requires students be released to the care of an adult from the care of the school. An Emergency Release FORM that all parents/guardians are required to complete is on our website; www.sd43.bc.ca/school/portmoody, go to "Parents", then click on "Forms". This information is vital for the evacuation process.

School Fees

School fees are set in accordance with SD43 Policy AP 240 and are paid through Schools Cash online:

- Activity Fees – agendas app, clubs, student leadership activities, special events, cultural performances, student activities
- Athletic Fees – non-curriculum
- Cap & Gown – Graduation Fees
- Music/Fine Arts Instrument Rentals
- Trade and special programs - IB costs, IB exams and certifications
- Optional: workbooks, yearbook, field trips, travel, etc.
- IB fees are due by September 30th

No student is denied access to a program or activity due to financial difficulty. Students may approach their teachers, their counsellor, youth worker or vice principal to make appropriate arrangements.

Medical Alert Information

Medical Alert information is collected by schools in accordance with School Act Section 65, 85. Where a medical condition is life threatening this information is shared with the staff and Health and Safety Officer.

Documents to be Completed by Parents/Guardians of Students Each School Year:

Required Forms:

1. School Policies Form - Every parent/guardian must complete the School Policies form found on our website: www.sd43.bc.ca/school/portmoody.

- Parent Consent to Receive Notices/Electronic Communications
- Release of Information Under Special Circumstances
- Release of Student
- Consent for Photographs and Videos
- Walking Field Trip
- Social Media Consent

2. Emergency Release Form

Optional Forms:

- Medical Alert
- Volunteer Application
- Driver Application
- Personal Owned Devices

Locks and Lockers

Students are assigned a lock and locker and are NOT permitted to move to or use lockers assigned to other students. Combinations are confidential. Lockers are the property of SD43 and not to be replaced with personal locks. It is the student's responsibility to take care of locks and lockers. Costs to repair damaged lockers are the responsibility of the individual student. School officials may enter lockers without warning. Lockers, while safe, are not 100% secure. It is unadvisable for students to leave money or valuables in unlocked change room lockers. Responsibilities for valuables rests with the students.

School Closures for Extreme Weather Conditions

School closures occur in accordance with SD 43 AP 132. If schools are to be closed, before morning classes begin, an announcement will be made on local radio stations CKNW (980), CKWX (1130) and CBC (690) by 6:30 a.m. and on the School District 43 website <http://www.sd43.bc.ca>. Download the My School Day APP to receive immediate notifications related to weather events.

School District Appeals Process

The SD43 Formal Appeals Process is outlined in Policy 13. This process gives parents and students the right to appeal decisions or actions of teachers and administrators on issues concerning the education, health, and safety of students. The appeals process involves discussing the issue with the person or persons involved in the initial action, and if not resolved there, moving to the next stage of appeal. The stages of appeal are as follows:

- discuss the issue with the teacher involved, or
- if the administration's actions are being questioned, start the discussion with the administrator concerned
- if still unresolved, appeal to the assistant superintendent
- if still unresolved, appeal to the superintendent
- if still unresolved, the appeal may be made to the School Board through a school trustee

Academic Requirements

Grade 9

Grade 9 students are required to demonstrate learning in the following discipline areas: Digital Learning, English Language Arts, Social Studies, Science, Mathematics, Physical and Health Education, and three elective courses that must include courses representing Arts Education, Applied Skills and Technologies and Career Education. Career Education is integrated in a number of discipline areas. Visit <https://curriculum.gov.bc.ca/graduation> for more information.

Grade 10

Students must earn credit for a Mathematics 10 course, English Language Arts 10, Science 10, Social Studies 10, Career Life Education 10, Health and Physical Education 10 and at least two other electives. Prior to graduation students will be required to complete a provincial assessment in Literacy and Numeracy Skills. For the most up-to-date information regarding BC Dogwood Diploma graduation requirements please visit <https://curriculum.gov.bc.ca/graduation>.

Grade 11

Students are required to take a minimum of eight courses at PMSS, including an English 11, a Math 11 (Applications & Work Placement, Foundations or Pre-Calculus), a Science 11, and four electives. Students in grade 11 have the option to take a Social Studies 12 course in their grade 11 or grade 12 year. In their grade 11 year, students will also be introduced to aspects of Career Life Connections 12, a course they will complete in the first half of grade 12.

Grade 12

Grade 12's are required to take a minimum of seven courses at PMSS, with the eighth CLC 12 (4 credits). Students must take an English 12 course plus three other grade 12 courses. The remaining three courses should be grade 11 or 12 courses. Prior to graduation students will be required to complete a provincial assessment in Literacy Skills. **For students intending to enter post-secondary institutes, the requirements are specific to each institution. Contact your counsellor or go online to the specific post-secondary site.**

***IB Diploma students complete scheduling under the direction of our IB Coordinator.**

Awards and Recognition Program

This program recognizes student excellence and contributions in all areas of school life.

Academic Excellence

Academic excellence is recognized through the Honour Roll as well as Graduation with Honours (gr.11 and gr.12 combined).

Honour Roll / Work Habit Recognition

Honour Roll standing is determined in the fifth reporting period (April) based on a "B" average or better (73.1% and above) in semester one and two courses taken at Port Moody Secondary. Students must take at least six courses at Port Moody Secondary in Grade 12 to be considered for the Honour Roll and seven in our school in Grade 11. This certificate is awarded at the awards celebration in June.

Super G is determined in the fifth reporting period (April). Students **must have a “Good” (G) for work habits in all their courses**. Students who have met both semester one and two criteria earn the Year-End Work Habit Award. This certificate is awarded at the Awards celebration in June.

Graduation with Honours recognizes Grade 12 students who have maintained Honour Roll standing over 4 semesters in grades 11 and 12 and have not received an “N” for Work Habits in grades 11 & 12. Students who have earned this recognition wear a red Honour Chord as part of their Commencement regalia.

Athletic Excellence

Athletic excellence is recognized in individual sports, as well as through the male/female athlete of the year awards. A panel of coaches determines student recognition in this area.

Producing and Performing Awards and Recognition

Recognition in the Producing and Performing category is via performance across a very broad range of fields, covering our elective areas.

Service and Leadership

Service and Leadership is an integral part of school life. Each year we recognize many individuals who make significant contributions to the school and broader community. Students are nominated for recognition by PMSS staff.

Curriculum Awards

Recognition in specific discipline areas are presented annually to the most outstanding students. In addition, competitive academic examinations also receive recognition.

- Senior and Junior Blues Award – outstanding service and leadership
- Senior and Junior Male Athlete
- Senior and Junior Female Athlete
- Ron McPherson Arts Award
- Dr. Schreiber Award - Top Grade 9
- Top Grade 10 Academic student
- Phoenix Award-outstanding performance and contribution in three different areas
- Top Grade 11 Academic student
- Trustees' Trophy - Top Grade 12 Student
- Riemann Math Award

Provincial Scholarships Program

The Ministry Education provides scholarships and awards for students who are Canadian citizens or Permanent Residents, live in BC and are registered in an authorized public, independent, or continuing education school system.

District/Authority Scholarships

The District/Authority Scholarships have been in effect since 2006/2007. There are 5,500 awards for all BC schools and districts are given a select number based on the grade 12 enrolment as of September 30. In Grade 12, Port Moody Secondary students apply for the Dogwood District/Authority Scholarships through the PMSS Scholarship Program. The District/Authority Scholarships are \$1,250 each. Scholarships are given to graduates who demonstrate excellence in the following areas:

- Indigenous Languages and Culture
- Fine Arts (Visual Arts, Dance, Drama, and Music)
- Applied Skills (Business Education, Technology Education, Home Economics and Information or Communication Technology)
- Physical Education (not limited to Physical Education class)
- International Languages
- Community Service (Volunteer Activity)
- Technical and Trades Training

Services for Students

Counselling Services

The counselling approach at Port Moody is one of providing assistance for student, parents, and teachers within the educational setting. Students are assigned to specific counsellors by alpha.

Counsellors

Ms. Sidhu
Ms. Campbell
Mr. Gibney

Other Services and Support Staff

Ms. Penner-Hunt, Ms. Waunch
Mr. Lenihan
Ms. Rose and Ms. Chang
Mr. Millin

Youth Workers
International Baccalaureate Coordinator
Post-Secondary and Career Advisor
International Education Coordinator

Career Resource Centre

The Career Resource Centre provides information for students on careers, post-secondary educational (academic and vocational), opportunities and career and job search techniques.

Indigenous Programs

Programs for students of Indigenous ancestry are available at Port Moody Secondary. Please contact our Indigenous Youth Worker, Ms. Waunch, your counsellor, or the Indigenous Education Department at 604-461-7386.

Volunteer Opportunities

Volunteer opportunities exist throughout the school – in a variety of areas. There are also numerous community volunteer opportunities that are advertised on our PMSS website and daily communication. Students may be able to fulfill work experience and CAS (IB) requirements or earn a letter of recommendation for school awards. See your counsellor for further information.

Student Government

Student Council is a large, volunteer committee. Executive members are elected each September for the year. This group of dedicated students and staff meet to plan and organize events for the entire school population. Their mandate is to present activities that expand student involvement in all aspects of school life - social issues, citizenship, political awareness and recreational activities. In addition, the student council is involved with school governance, i.e. School Vision—school planning, student wellness and other relevant decisions.

Computer Access

Students have access to computers in several areas around the school. The Library, Business Ed, Classroom Cart Labs, Career Resource Center, all have computers available. **PMSS Student Cards are necessary for access.** Students are increasingly bringing their own devices (laptops) and we encourage this as a school.

Library Learning Commons

The LLC is available to do research, study, collaborate with peers, and engage with learning platforms that allow access to resources from around the world. Students are encouraged to take advantage of the many and varied resources the LLC has to offer. PMSS Student Cards act as a library card. Please see hours posted in September.

Student and Parent Communication Options

The My School Day App is the most relevant communication tool for students and their families. Along with the website <http://www.sd43.bc.ca/school/portmoody>, all members of our learning community will remain up-to-date on the most important and relevant information they need. Students and their families can join channels specific to their Grade Level, interests, teams, and classes, to ensure that important information is not overlooked or deadlines missed. Search the iTunes / App store to download the FREE My School Day App. The 'Times' is our newsletter that is published to our website and also available through the app. Copies are available on the student bulletin board outside the office and are sent home to parents via email.

Cafeteria Services

The Cafeteria provides both a breakfast and lunch service. Students may purchase food and drink throughout the day on their "off-block" as long as they can show a valid "off-block" sticker.

Lost & Found

The Lost and Found is located at the bottom of the stairs in the office entrance hallway. Notices will be sent home periodically through the year prior to unclaimed articles being sent to an appropriate charity.

Yearbooks

Students have an opportunity to pay for their school yearbook (optional) early in the year. The purchase is not compulsory but provides for an exciting record of the year's events. As there is limited inventory, please ensure payment is done online at the beginning of the year while paying for other required fees. Attendance at school-based photo sessions offered in the fall and meeting the yearbook class's posted deadlines of student comment submissions (ie Grad write ups) is the responsibility of students. Reprints are not possible and requests for refunds upon delivery in June will not be approved should it be determined individual upload deadlines were not met. We recognize while efforts are made to ensure accuracy of spelling and photos this is a student course and the final product, at times, contains errors in the publication.

Student Photos

Pictures are taken at the beginning of September and retakes approximately a month later. Grade 9 students will have their photos for Student ID taken early in the school year. Students wishing to purchase pictures may do so online. Photos are used for the required PMSS Student ID Card and the yearbook at no charge.

Graduation Photos

A portable studio is set up at Port Moody Secondary for formal **Graduation photos (in cap and gown)** during the Fall. As these photos will appear in the yearbook and the Graduation framed composite in the hallway, ALL students intending to graduate MUST book a sitting during this time period or at the photo studio. While there is a booking "deposit" to ensure the student arrives at the scheduled time—this deposit is returned upon request if no photos are ordered within a certain time period. School and Graduation photos are taken by Artona Photography. Comments, orders, or questions can be made at Artona.com.

The Other Half of Education

We encourage all students to get involved in extracurricular activities such as Clubs, the Arts, and Athletics. A teacher sponsor is required to supervise the club and students must be in good standing to participate, which includes completing the districts school policies form.. Our school offers a full slate of activities. During September, school clubs will showcase their activities during 'Clubs Day'. Visit <http://www.sd43.bc.ca/school/portmoody> for a full listing of Clubs/Teams from previous years.

Selection of Sports Teams:

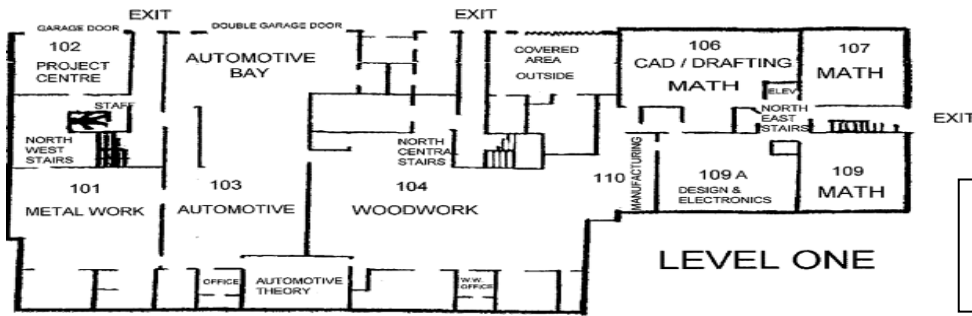
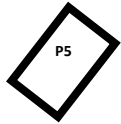
Fall/Winter

Badminton
Basketball
Cross Country
Girl's Field Hockey
Ice Hockey
Ski and Snowboard
Soccer (Boys)
Swimming
Volleyball
Wrestling

Spring

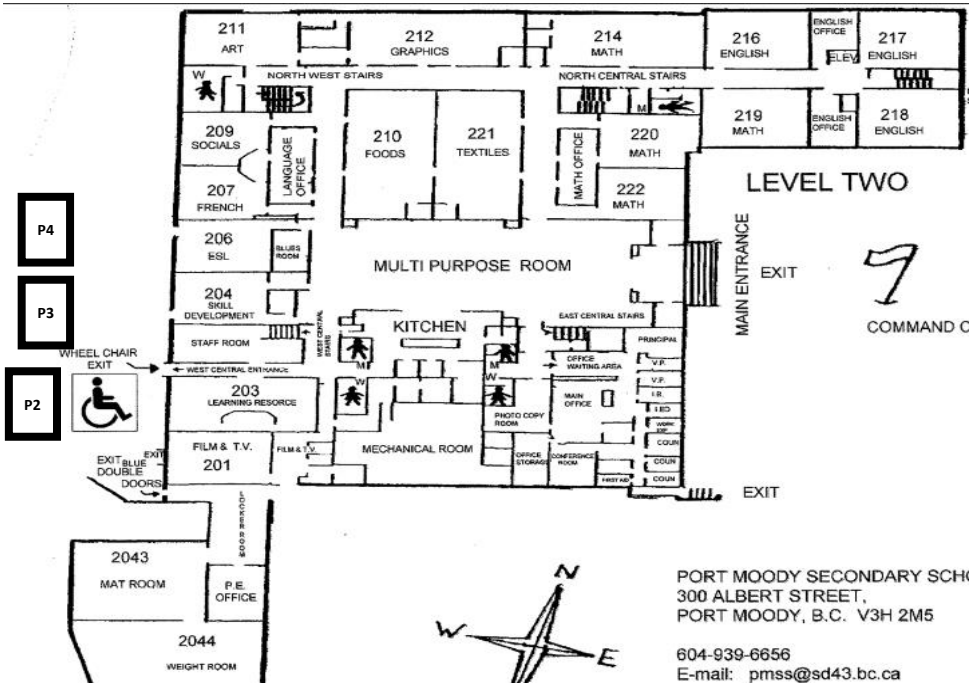
Archery
Ball Hockey
Golf
Rugby
Soccer (Girls)
Tennis
Track and Field
Ultimate

[illegible]



Elevator and ramp access

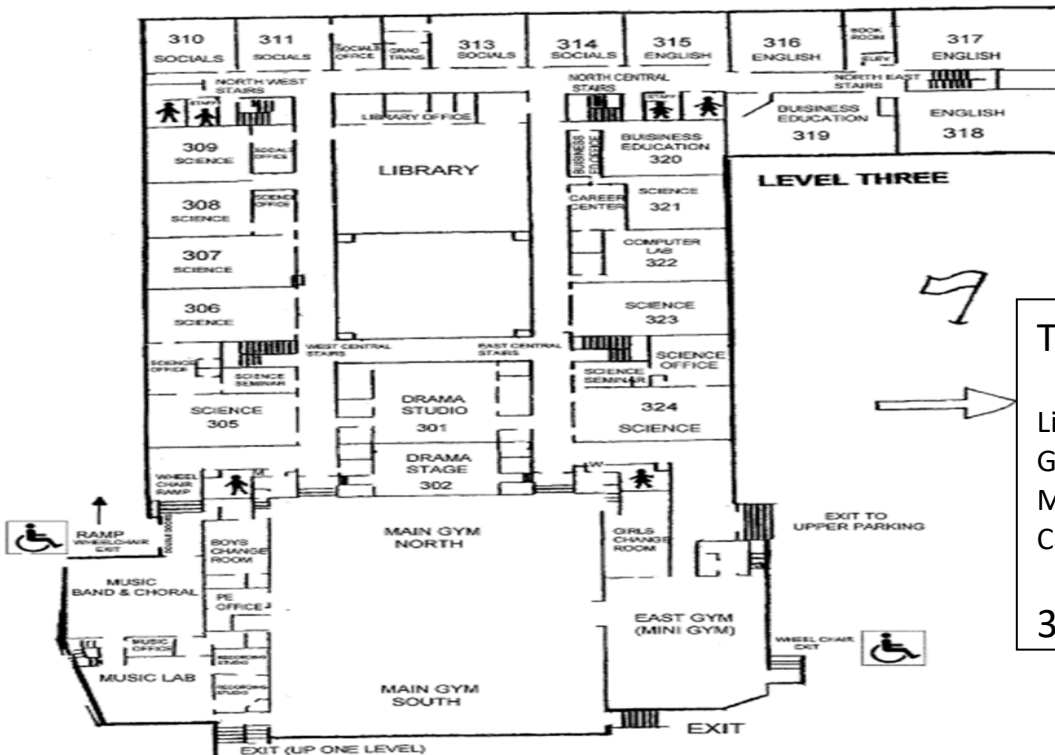
Lower Level
100 Level classrooms



Main Entrance Level
Office
Multi-Purpose Room (MPR)
200 Level classrooms

PORT MOODY SECONDARY SCH
300 ALBERT STREET,
PORT MOODY, B.C. V3H 2M5

604-939-6656
E-mail: pmss@sd43.bc.ca



Top Floor
Library
Gym – small and large
Music and Drama Rooms
Career Centre
300 Level classrooms