

September 2nd, 2011

**Principal’s Message and School Opening Information from Ms. Karen Jensen**

Welcome back to all our students and parents for the new school year. We are looking forward to seeing everyone. This year, our school year will start up with some minor adjustments that will look a bit different. **Our first day of school is Tuesday, September 6, 2011.**  We have two registration intakes depending on the student’s grade. **Our grade 9 and 10 students** will meet at 10 am in their Phoenix (homeroom) classrooms with their teacher. The **grade 11 and 12 students** meet in Phoenix class at 1pm. The meeting time is one hour for both groups. Students return to school Wednesday, September 7th with classes for a full day. On the 7th, 8th and 9th, there will be a 60 minute Phoenix class. **See the special Phoenix schedule on page 2 of this letter**.

As you have probably have heard, the British Columbia Teacher Federation (BCTF) and The British Columbia Public Schools Employees Association (BCPSEA) are negotiating a contract for the teachers in the province. The provincial teacher unions completed a strike vote earlier this year and teachers will commence with **“job action” beginning on the first day of school, Tuesday, September 6th, 2010.** Teachers as of September 6th will withdraw specific duties that they deem as administrative work.

The principal and vice principals will be going to Phoenix classes each day to collect the information and school fees brought to school by students. We have a 60 minute Phoenix (homeroom) class each day until the school start-up procedure is completed. There is a **“SPECIAL Phoenix Bell Schedule”** that we have created for the first week and if need, for part or all of the second week. The three administrators will be working to collect all forms and fees. As well as, lockers will be assigned to students starting on Wednesday, September 7th. We begin with the grade 9 students, and then assign lockers to our grade 10s, then 11s and finally 12s. Our senior students will need to carry their materials and personal belongs in a backpack or bag for a few days until all of the lockers can be distributed. This will be done as quickly as possible. We appreciate your family’s understanding and patience as we complete these tasks. Fee receipts will be generated from the office. An announcement towards the end of the month will be made to students regarding dates for fee receipt pick-up

We are asking your assistance to facilitate a smooth start-up by sending the information listed below to school with your child to the Phoenix (homeroom) class:

* **School Fees** (please fill out the information on the white envelope you received in the summer mail out. Place your cheque (made out to Port Moody Secondary) or cash (exact change please) in the Fee Envelope. Extra white Fee envelopes can be picked up in the Phoenix Class on the first day of class.)
* **Emergency Contact** Form (completed)
* **Student Data Verification Form** (please write any changes of address, contacts, etc that need to be updated in our computer system. If the information on the Data Verification Form is correct please write on the document “All Information is correct and include a signature”. Return all forms whether “correct” or with “changes” to the Phoenix class)
* **Code of Conduct (Board Policies) – please see page 27 of the Student Agenda** that student’s will receive the first day of school. This document requires a parent and student signature once your family has reviewed the Code of Conduct.
* **Parental Consent Form – Release of Student Photographs/Published Name Form – please see page 27 of the Student Agenda** that student’s will receive the first day of school.

***Error on Fee Envelope –re: IB Fees for 3 or more: please see correction***

***Please note that an error was made on the Fees envelope sent in the summer mail out indicating that the IB Fees for 3 or more courses should have been $275 NOT the $250 printed. We apologize for this error and ask that families with students taking the 3 or more IB courses please submit the correct amount of fees.***

**SPECIAL Phoenix Bell Schedule**

**For the following days:**

* Week One: September 7th, 8th, 9th
* Week Two: September 12th, 13th, 14th, 15th and 16th ( if required)

**Information:**

* This is a temporary bell schedule for the first week of school and possibly the second week as well.
* The 60 minute Phoenix Classes allows for the administration to collect fees, paper work, distribute lockers and assist with the school start-up.
* Attendance for Phoenix is taken daily by teachers. This is a mandatory class and all students are to be in attendance.
* Students are in classes for the full 60 minutes

**SPECIAL Phoenix Bell Schedule**

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| Blocks | Minutes | Bell Schedule |
| 1. –Before School | 60 | 7:25 - 8:25 |
| **1** | **60** | **8:30 - 9:30** |
| **Phoenix** | **60** | **9:35 - 10:35** |
| **2** | **65** | **PMSS Times read - 5 minutes**  **10:40 - 11:45**  ***\*Band Bell Tone at 11:35*** |
| **3/Lunch** | **55** | **11:45 - 12:40** |
| **4** | **65** | **12:45 - 1:50**  ***\*Band students return 12:50 pm***  ***\*\* Announcement Time: If required*** |
| **5** | **64** | ***1:55 - 2:59***  ***Day End Announcements: If required*** |
| 6 –After school | 60 | 3:04 - 4:04 |