

PORT MOODY SECONDARY



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Message from Administration



School District 43

August 2014

To Students and Parents,

Happy Holidays! We hope that everyone is having a wonderful summer break and enjoying your well deserved holiday. Although we have a few more weeks of holidays, this August 2014 Newsletter includes information for students and parents with some back to school information. We hope the information in this newsletter will be helpful while you prepare for September.

Although we are unsure of the progress of the negotiations between the government and BCTF prior to school starting, we are providing information and dates for activities as scheduled. If at the end of August, we are unable to open the school on September 2nd or offer the Grade 9 Orientation Tour on Thursday, August 28th, information will be posted on the PMSS website www.pmssblues.net with information from the school and district on a daily basis. Please check our website often. At this time, the website is our main communication process from the school to our families. Thank you for your help.

START UP PACKAGE INFORMATION

In the August mail out, you are receiving the following information:

- **Student Information Verification Form** (return to the Phoenix Teacher) - parents update information on the form and provide your signature. This information is important so we can electronically communicate with parents as well as have emergency numbers and family contacts.
- **Student Emergency Release Form** (return to the Phoenix Teacher) - this document provides the school with pertinent information regarding a variety of emergency contacts and permission to release your child to an identified adult in the case of an Earthquake, Lockdown or Fire situation. Please complete as this is a key document for our efficiency with Emergency Preparedness. This is a district requirement for the safety of our Learning Community.
- **District 43 Port Moody Secondary Parent Email Permission Form** (return to the Phoenix Teacher) - a new law effective July 1st, 2014, CASL (Canada's Anti-Spam Law), requires businesses, organizations and schools to contact their public regarding permission to send information to individuals. We require parent's permission for our school to email school related information on attendance, academics, school and district information, Parent Advisory Information, student and parent events, student club or PAC fundraising information, etc. Our main communication is through the PMSS Times that is sent home daily so parents are aware of school events and student activities. In order for the school to communicate to you, we require a parent or guardian signature. Thank you for providing your signature giving permission for the school to send our daily information and attendance to you.
- **PMSS School Fee Envelope** (return to the Phoenix Teacher) - the white school fee envelope outlines the fees at PMSS. The Activity fee, IB costs, Cap & Gown fee (grade 12 students only) and Yearbook cost (optional) are listed. Please select the Activity fee and the other items you wish to select. Include a cheque or cash and seal the envelope. Please see page 9 for directions.
- **Health and Career 9 Parent Permission Form** (return to the Phoenix Teacher) - parents are asked to give permission for our students to participate in the grade 9 curriculum for Health and Careers. Please see the letter enclosed in the August mail out.
- **Photo Package** (On-line registration) - parents and guardians are asked to review the Artona Group Photo Package and login online in order to receive a GoCard, yearbook picture and photo package. Every student will need to go to the website: www.artonagroup.com to register.
- **PAC Parent Form** (return to the Phoenix Teacher) - the Parent Advisory Council is asking for parent contacts in order to communicate with you throughout the year. On the form parents will be asked if they are willing to help out at an activity to support the learning community.



We are welcoming our new grade 9 students to Port Moody Secondary with a Grade 9 Orientation Day on Thursday, August 28th from 10-12 pm in the main gym. This two hour session is very helpful for new students so they can again familiarize themselves with the school setting before our school opens. Touring the school, locating your Phoenix Class (homeroom), receiving your locker and lock, reviewing your class schedule and classroom locations, and understanding the bell schedules are very helpful for new students. Grade 9 pictures will be taken on August 28th, so please remember to register online at www.artonagroup.com to purchase your picture package. Our Grade 11-12 SOAR Student Leaders will be assisting our students during this visit, as well as the first day of school. We are looking forward to seeing our Grade 9 students this day and we hope this activity will be helpful and reduce some of the first day jitters. Any Grade 9 students who are unable to attend will be assisted on the first day of school by our staff and the SOAR Student Leaders.

The first day of school for all students is Tuesday, September 2nd. We will be expecting our Grade 9 and 10 students for one hour in the Phoenix Class from 10-11 am. The Grade 11 and 12 students will attend their Phoenix Class from 1-2 pm. All students please check posted lists in the school foyer for your Phoenix Class number, room number and teacher as they may have been some slight variations from last year. **If students will not be at school until later in the week due to a late return from holidays, please contact the office (604 939 6656) and let us know so we hold your registration and class schedule.**

In your last few weeks of summer, everyone is busy preparing for school in many ways. Besides the regular organization of school supplies, clothing and other items, we are hoping you are taking some time to plan out your **school goals** for this year. Students should be considering how you are going to be planning your daily homework schedule in order to meet your academic goals and work habit practices. **Setting up regular routines and homework times**, in balance with your community activities and family times, are also the key to success. This is a great time for families to discuss academic and personal goals, study skills and personal study habits for this school year.

Using the student planner and calendar helps students manage their time and assignment completion. Students should be prepared to spend one to two hours on their daily homework each day. Studying and reviewing classroom work should be a planned weekly activity. Organizing notes and assignments also helps students be ready for the next day or studying for upcoming quizzes or tests. Each student will receive a planner in the first week of school to assist with managing their time, activities and homework. Preparation and mastery of learning are hard work, and they are definitely connected to student achievement and pride in one's work.

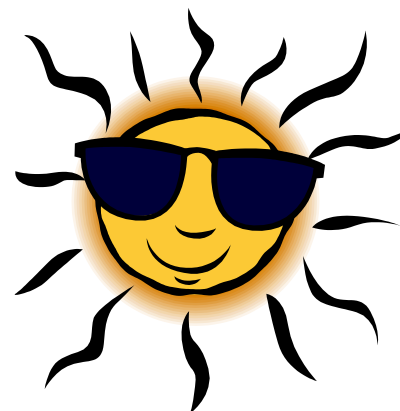
Parents along with the students usually know what their limitations are but sometimes; we get ourselves out of **balance** because we are struggling with lots of pressures. Talking together about personal balance of school, home and personal commitments will also help students with the educational journey at school. Besides talking to parents, students who require assistance or someone to talk with regarding academic achievement, personal balance and peer relationships are welcome to see their counsellor. Counsellors are designated by alpha.

Mrs. Cindy Campbell	Grades 9-12	*last names "A to Ha"
Ms. Gina Duarte	Grades 9-12	*last names "Hb to M"
Mr. Paul Gangnes	Grades 9-12	*last names "N to Z"

We would like to welcome all of our parents and guardians to Port Moody Secondary. Parents and guardians are part of our learning community as well. Many times I hear from parents that their children do not want them at school. This may be your child's thoughts, but it is not the case at Port Moody Secondary. Parents are members of our school learning community and our parents do attend our events. If you are a parent new to Port Moody Secondary, the day to day activities may vary slightly from middle school or your last school so the best way to find out more about our school is to provide permission for email access or peruse our website www.pmssblues.net, drop in at our school events and activities around the school, as well as our Parent Advisory Council Meetings. You are encouraged to visit the Parent Advisory Council meetings held each month and these meeting typically run for one hour. **The first PAC meeting is on Tuesday, October 7th at 7 pm in the library (upstairs).** This is a great time to meet with other parents and staff. There are lots of school topics to discuss and questions are welcome. We value your thoughts and ideas. We hope to see you!

Enjoy the summer and see you on September 2nd. There is more information regarding the first day and the first week in this newsletter. Please go to the PMSS website to read the August 2014 Newsletter for additional start-up information, www.pmssbluse.net. Again if the BCTF is in job action in September, please view the PMSS website for the most up to date information.

Yours truly,
Ms. Karen Jensen, Principal



Index

Message from Administration	1-2
Important Dates	4
What's Happening at PMSS	5
— PMSS Common Purpose	
Personal Wellness	5-6
— Student Medical Alerts	
— School Sports	
— Smoking	
— Athletic Costs	
Structures for Learning	6-9
— General Information (office hours, newsletters, student absences, etc.)	
— Report Cards Distributed	
— Pro D Days	
— Field Trip Costs	
— The Week Before School Starts	
— A New Year Begins – First Day and First Week Info	
— Grade 11&12 Off Block Stickers for Designated Study Area	
— School Fees and other school costs - Use School Envelope Fee in Summer Mailout	
— Student Photos and Picture Days	
— Student Timetables & Course Changes - Deadline	
Inclusive Programs For Learning	10
— Phoenix Classes: A mandatory class for Grad Transitions and Health and Careers 9	
— Counsellors	
— Program Coordinators	
— Student Involvement	
— Parent Advisory Council and PAC Meeting Dates	
Socially Responsible Behavior	11
— Code of Conduct	
— Agenda Book	
— Internet/computer use	
— Wireless Access for PMSS Students	
— Respectful Clothing	
— Anti-Spam Legislation	

IMPORTANT DATES

August 2014

Sept 2	Opening Day	Nov 12	Scholarship Mtg #2	Mar 6	Walk Through Phoenix Report Cards Distributed
Sept 3	Phoenix Bell Schedule	Nov 17	Phoenix Bell Schedule Report Cards (distributed)	Mar 9-13	District School Closure
Sept 4	Phoenix Bell Schedule/ School Photos	Nov 20	Adjusted Bell Schedule Parent-Teacher Interviews	Mar 16-20	Spring Break
Sept 8	Blues Bell Schedule	Nov 21	Pro D Day	Mar 23	School Re-Opens Phoenix Bell Schedule
Sept 10	Course Change Deadline	Nov 24	Blues Bell Schedule	Mar 30	Blues Bell Schedule
Sept 15	Phoenix Bell Schedule	Dec 1	Blues Bell Schedule	Apr 3	Good Friday
Sept 17	Grade Assemblies/Regular Bell Schedule	Dec 2	PAC Meeting 7pm Library	Apr 6	Easter Monday
Sept 18	IB Gr. 9 Parent Mtg 6:30-7:00pm 'Building Connections Together' 6-8pm	Dec 8	Phoenix Bell Schedule	Apr 7	PAC Mtg 7 pm
Sept 19	District Pro D Day	Dec 10	Scholarship Mtg #3	Apr 13	Blues Bell Schedule
Sept 23	Club Day (during lunch)	Dec 15	Blues Bell Schedule	Apr 17	Pro D day
Sept 24	IB Gr. 11 Parent Mtg 6:30-7:30pm 7-8 pm	Dec 19	Last day before Winter break Blues Bell Schedule	Apr 20	Phoenix Bell Schedule
Sept 25	Assembly Bell Schedule Terry Fox Run—Block 2 IB Gr. 12 Parent Mtg 6:30-7:30pm	Dec 20-Jan 4	Winter Break	Apr 24	PMSS Day Gr 9-11 Assemblies (am) Gr 12 Exit Interviews (am/pm)
Sept 29	Blues Bell Schedule	Jan 5	School Re-Opens Regular Bell Schedule	Apr 27	Blues Bell Schedule
Sept 30	Photo Retakes (pm)	Jan 12	Blues Bell Schedule	Apr 29	Valedictorian Speeches Gr 12—Blk 4
Oct 6	Blues Bell Schedule	Jan 13	PAC Mtg 7pm Library	Apr 30	Adjusted Bell Schedule Parent-Teacher Interviews Afternoon & evening
Oct 7	Gr 12 Assembly "Big Picture Book" Grad Picture Blk 4 PAC Meeting 7pm Library	Jan 14	Phoenix Bell Schedule	May 1	School Pro D Day
Oct 8	Grade 12 Parent Information Night 7-8 pm MPR	Jan 16	Semester 1 Ends	May 4	Blues Bell Schedule
Oct 13	Thanksgiving Day Holiday	Jan 19-23	School/Provincial Exams In Progress Week	May 5	PAC Meeting 7pm Library
Oct 14	Phoenix Bell Schedule Report Cards (distributed)	Jan 26	Semester 2 Begins Blues Bell Schedule	May 11	Phoenix Bell Schedule
Oct 17	Senior Sail—Gr 11 & 12's	Jan 27	Phoenix Bell Schedule Report Cards (distributed)	May 18	Victoria Day
Oct 22	Scholarship Mtg #1	Feb 2	Blues Bell Schedule	May 25	Blues Bell Schedule
Oct 24	Provincial Pro D Day	Feb 3	Gr 9-12 Course Selection Assembly Assembly Bell Schedule—Blk 2 PAC Mtg 7 pm Library	May 27	Athletic Banquet 5pm
Oct 27	Blues Bell Schedule	Feb 4	Course change deadline	May 29	Assembly Bell Schedule Student Council Voting Gr 9—11/ Grad Assembly
Oct 31	Halloween Day Activities	Feb 5	Parent Course Selection Infor- mation Night 7pm	May 30	Grad Dinner & Dance
Nov 3	Blues Bell Schedule	Feb 9	BC Family Day Holiday	May 31	After Grad
Nov 3-10	Grad Photos	Feb 16	Phoenix Bell Schedule	Jun 1	Blues Bell Schedule
Nov 4	PAC Meeting 7pm Library	Feb 20	District Pro D Day	Jun 2	PAC Meeting 7pm Library
Nov 5	PMSS Career Day: —9's Take Your Kids To Work —10's Economics of Staying in School Workshops —11's/12's Career Assembly & work- shops	Feb 23	Blues Bell Schedule	Jun 3	Awards Celebration
Nov 7	Remembrance Day Assembly Assembly Bell Schedule	Feb 25	Phoenix "Walk Through"	Jun 8	Phoenix Bell Schedule
Nov 10	School Not in Session / Grad Photos	Mar 2	Blues Bell Schedule	Jun 15	Phoenix Bell Schedule
Nov 11	Remembrance Day Holiday	Mar 3	PAC Meeting 7pm Library	Jun 18	Phoenix bell schedule Last day of classes
				Jun 19-24	School/Provincial Exams & In Pro- gress Week
				Jun 20	PMSS Commencement at the Or- pheum, 11 am
				Jun 25	Report Card Pick-Up, 11 am
				Jun 26	Administrative Day
				Jun 30	No Classes in Session

What's Happening at PMSS

What's Happening at PMSS

The Port Moody Secondary Common Purpose is under construction. Last year beginning in January 2014, the staff, students and parents began to review the PMSS Common Purpose. We have completed activities to determine the "Attributes of a PMSS Graduate", "Learning Beliefs or Principles"; as well as brainstormed three questions about enhancing student learning. With the three questions, we reviewed our strengths and what we are doing well; discussed our areas of challenge or things we want to address in the future; and brainstormed future skills, key learning and understandings of what a graduate must obtain to be prepared for the future. At this time, we have collected our data and will begin looking at small group reviews to determine our NEW Common Purpose. We shall continue to work with the staff, student working group and Parent Advisory Council group to finalize our document. There will be more information shared in 2014-2015.

Below is our Common Purpose that we have followed since September 2008. Our school's directions, planning and decisions are all guided by the school's Common Purpose. The Common Purpose "**lens**" is all about helping all members of the Learning Community to strive towards a sense of "**BALANCE**" as we pursue our theme directions. Below are the four themes and the focus groups for each theme. In this newsletter, we shall present our school information and directions under these four themes.

Our PMSS Common Purpose

Personal Wellness –Focus Area:

- Developing Physical Wellness (health plan)
- Developing Emotional Wellness (stress and time management)
- Developing Healthy Eating (healthy foods and plan)
- Building Self-Concept (developing confidence and awareness of strengths)

Inclusive Programs of Excellence – Focus Area:

- Enhancing Programs of Choice (communicating school and district programs)
- Improving Student Body Perception (MOE/IB/Multiculturalism, etc.)
- Developing Career Education (employability skills, career opportunities, etc.)
- Building Leadership Capacity (opportunities for students, staff and parents)
- Enriching Extra-Curricular Opportunities (club, presentations and sports)
- Building Success for all Learners (struggling, at-risk learners and gifted)

Structures of Learning –Focus Area:

- Building a School Timetable (balance for all learners)
- Developing Technology Capacity (basic skills for research and project work)
- Building School Enhancements (improving the appearance of the school)
- Creating Systems for Safety and Prevention (attendance/late procedures)
- Developing School Spirit (activities, assemblies, student based presentations)

Socially Responsible Behaviour – Focus Area:

- Developing Social Responsibility (Me to We, Dare to Care: Blue Force, SOAR, Athletic Leadership)
- Developing Environmental Stewardship (education of recycle, reuse, reduce and global awareness)

Personal Wellness

Student Medical Alerts

Students at this age are usually responsible for their medication through parent supervision. As a parent, if you would like the school to have medical information in case of an emergency, please complete a Medical Alert Form from the office and contact your child's counsellor.

Daily Physical Activity (DPA)

All students in grades 9 to 12 will participate as follows:
Grades 9-12's - 150 minutes per week

School Sports – Join Up and be part of the PMSS BLUES!

Port Moody Secondary has a variety of school teams for grades 9-12 students to join. Our sports are organized by seasons. For more information, our Athletic Director, Mr. Darren Straumford, can be found in the gym/PE office. Please consider joining our athletic teams so you are able to connect with like minded students that enjoy healthy competition and daily fitness.

Fall Sports

- Cross Country – for girls and boys grades 9-12
- Cheer Team – for girls and boys grades 9-12; a yearlong sport
- Volleyball – for girls and boys grades 9-12
- Girls Field Hockey – grades 9-12
- Boys Soccer – grades 9-12
- Swimming (district team) – girls and boys grades 9-12
- Gymnastics (district team) – girls and boys grades 9-12

Winter Sports

- Basketball – for girls and boys grades 9-12
- Wrestling – for girls and boys grades 9-12

Spring Sports

- Golf – for boys and girls grades 9-12
- Girls Soccer – grades 9-12
- Track and Field – girls and boys grades 9-12
- Tennis – for girls and boys grades 9-10

Smoking

Smoking on school property by students, staff, parents or visitors is prohibited by school board policy. Port Moody Secondary is a Smoke Free Environment. The policy ensures that we have a suitable air quality for teaching and learning. Students who are found smoking or with cigarettes, lighters or other smoking items will be dealt with under the Code of Conduct and parents will be contacted.



Cross Country Team

Any student interested in building their fitness, exploring beautiful trails in Port Moody and meeting other students are encouraged to join the Cross Country team. Practices are held Tuesdays and Thursdays, with Wednesday meets in Mundy Park. Meet in the gym at 3:30 pm for all practices. **See Mr. Comeau** in the gym for the date of the first practice.

We encourage those interested to do some running during the summer, and be ready to start training with the team. We recommend that you train three times per week—one longer run, a harder short run and one interval workout (hill repeats, spring with recovery) would be ideal. If you haven't been doing much running this summer, remember it's never too late to start.

Athletic Costs for Team Sports

At Port Moody Secondary we have Fall, Winter and Spring sports. This Fall we begin with girls field hockey, swimming, cross country, volleyball and boys soccer. The Athletic Department charges a fee for the extracurricular activity to cover district and BC Sport Athletic registration, tournament entry costs, minor official costs, referee costs, transportation, and the yearly Athletic Banquet celebration. Further information regarding the sport will be provided by the coaches and/or Mr. Darren Straumford, Athletic Director. Coaches will distribute information regarding the Athletic Fees.

Structures for Learning

General Information

Summer Office Hours

Our school office will be open Monday through Friday throughout the summer months. The office hours are 8:00 am to 3:30 pm. You can call the school at 604-939-6656 or drop in during office hours and we can assist you with whatever questions you may have.

Regular Office Hours

Port Moody Secondary regular office hours start on Tuesday, September 2nd from 7:30 am to 4:00 pm. Ms. Selina Van Hemmen is our receptionist who will be pleased to assist you with your calls. Other key staff are Mrs. Myrtle Fuellbrandt, exams and office support, Mrs. Stacey Anderson, records clerk/transcripts/attendance; Mrs. Sophia Ng, accounting clerk; and Mrs. Lorna Beattie, Head Secretary.

Communication: PMSS Times, Attendance System, School Connects Email System and the PMSS Website

The **PMSS Times** is published each day and sent to parents and students. The PMSS Times has helpful information regarding our school, events, programs, services and calendar updates. **Attendance** is electronically sent home on the School Connects email system if a student has missed one or more classes in a day. It is important that parents provide their email address and permission to be contacted. Please sign the District 43-PMSS Parent Email Permission Form so we can communicate with you. The **PMSS Website** has school and district documents and announcements on our site at www.pmssblues.net

Student Absence and Teacher Contact

Parents are asked to call the office to report absences, late arrivals and early dismissals. Have your child's student number handy! Parent notes for early dismissal or late arrival must be brought to the office. Students arriving late or leaving early are to report to the office and **sign in or sign out** with the receptionist. All absences are recorded. If a student is absent from school or class, without your consent, our Attendance System—School Connects, will call you at home to inform you that your child missed classes.

Parents wanting to contact teachers can do so by calling the school office and the receptionist will connect you with the teacher's office. A message can be left on the voicemail system. Parents can also contact teachers on their district email. A list of teacher's email addresses will be available in September on the website.

Student Drop Off

The access to PMSS grounds and facilities is very limited. We have a student parking lot off Albert Street with a small drop off area. Alberta Street becomes very congested from 8:00-8:30am. **The upper drop off area is out of bounds due to pedestrian traffic.** This is done explicitly for student safety and we request your cooperation. Staff only has access to this area. Thank you for your support.

Student Parking and Passes

Students who bring a car to school **must have a parking pass** in order to park in the designated 'Student Parking Area'. The lower parking lot, just off of Albert Street prior to entering the school entrance, is designated as student parking. The upper parking lot and the road around the school and portables are staff access only. Please obey the City of Port Moody parking signs along Albert Street and Hope Street, 30km/hr. Students are asked to respect the parking sites.

Action Plan for Learning

Our School Planning Council and staff are working on two goals to improve student achievement in 2014-2015.

- Safety and Sense of Belonging
- Graduation Rates

Information will be provided at PAC meetings over the year regarding our progress. In addition, updates are communicated through email. We welcome you to attend. Our first PAC meeting is on Tuesday, October 7th at 7:00 pm in our school library.

PMSS Report Cards

Our courses are both semester and full year courses. All semester courses will be reported on three times per year with an informal report card early in the semester that addresses the student's strengths and areas of needed improvement in regards to the work habits. There will be two formal report cards (a midterm and a final) that will include a letter grade/percentage, work habit and teacher comments regarding the academic progress. Student academic progress in a full year course is communicated four times over the year. At all times, students and parents are welcome to contact the teacher or set up a meeting to discuss academic progress.

Report Card Dates**Semester One:**

October 14, 2014, November 17, 2014 and January 27, 2015

Semester Two:

March 6, 2015, April 27, 2015 and June 25, 2015

2014-2015 Pro D Days

Friday September 19, 2014	District Pro-d Day
Friday October 24, 2014	District & Provincial Pro-d Day
Friday November 21, 2014	School Based Pro-d Day
Friday February 20, 2015	District Pro-d Day
Thursday April 17, 2015	District Pro D Day
Friday May 1, 2015	School Based Pro-d Day

Special School Day Closures

This year, the Board of Education in Coquitlam has altered our school year by closing schools on six additional days throughout the year to meet budget requirements for the 2014-2015 school year. The following days are closed:

- Monday, November 10th –the Monday before Remembrance Day Holiday (creates a 4 day weekend)
- School Closure is during the week of March 9th to 13th (5 days).
- Spring Break is March 16th to 20th (5 days).

Please note that due to the district's decision to close the six school days for budget savings that we have been asked to add time onto our "Regular Bell Schedule", so all classes have two additional minutes. Please see the bell schedules in this newsletter.

Special Overnight School Trips

Occasionally our school has special opportunities for students to travel with a school group, program or athletic team in BC, in other Canadian provinces, the United States or Europe. These programs usually occur around spring break or second semester. These trips are voluntary and the trip's expenses are incurred by the student and their parents or guardians. Special permission for students and staff to travel as a school must be granted by the school principal as well as the Superintendent's Office. All travel plans must meet the criteria of the district's policies and procedures.

Fieldtrip Costs

Some of our teachers extend the course curriculum outside the classroom. These fieldtrips are viewed as opportunities for students. We would hope that students will participate in these activities, but as always, fieldtrips are **voluntary**. The costs for admission to the event and transportation for each fieldtrip will be communicated by the teacher. Students who choose not to participate in the fieldtrip will be supervised at school. Please see the teacher regarding financial support as we want all students to be included.

Students who do not attend the fieldtrip will be supervised at the school with support for their learning.

The Week Before School Starts....Not Registered Yet? - Tuesday, August 26th to Friday, August 29th

Our counsellors will be taking appointments to register *new students to our school* who live within the Port Moody Secondary School catchment area. Appointments can be made for Tuesday, August 26th to Friday, August 29th, 9:00 am to 2:30 pm (last appointment time). Call the school ahead of time or during this week at 604 939-6656 to make an appointment. Please bring the following documents:

- house rental agreement, purchase agreement or property taxes **and** two of the following; hydro bill, phone bill, driver's licence, or utility bill with parent/guardian name & current address.
- parents' landed immigrant papers, birth certificates, passports or drivers license.
- Child's birth certificate or passport
- report card from your child's last school
- information from Student Services or programs that assists your child's learning, i.e. ELL, Learning Center, IEP (Individual Education Plan), etc.
- general demographic information: address, phone numbers, emergency contacts, doctor, medical concerns, etc.

English Language Learners Testing - August 26th & 27th - 9am, Office
Registration and ELL testing for NEW students will be held on two days starting at 9:00 am. Please contact the office at 604-939-6656 to book an appointment for registration and ELL testing.

New Students to the School Orientation - August 27th - 12 pm, MPR
New students, grades 9 to 12, interested in a tour of the building and a short orientation are invited to join one of our counsellors on Wednesday, August 27th at 12:00 pm. Please meet in the main office.

International Educational Students - August 27th - 12 pm, MPR
There will be an orientation session and school tour for international students on Wednesday, August 27th at 12:00 pm. New international students are encouraged to attend, as well as returning international students. Parents and guardians are welcome.

Grade 9 Orientation Day - Thursday, August 28th -10am to 12pm, Gym
We welcome all of our Grade 9 students to an orientation prior to school start up. Students will have an opportunity to meet with the SOAR student leaders and staff to ask questions, receive some useful information, tour the school and locate their Phoenix classroom. Students are asked to bring a pen and the photo package/money. Students will receive:

- * class schedule
- * bell schedules
- * school information
- * important dates and events
- * school tour with a SOAR student leader
- * a photo sitting for school Go Card, school ID, Yearbook picture and purchased picture package online (ensure you have registered at www.artonagroup.com)

A New Year Begins....

Moving

If your family is moving and your son or daughter will not be attending Port Moody Secondary in September, please contact the school office as soon as possible by calling 604-939-6656 or sending a letter or email to Mrs. Lorna Beattie at lbeattie@sd43.bc.ca. This will allow us to free up classroom seats for other students enrolling. We will also be able to assist you and your child with school information helpful for enrolling in your new school.

Not Back From Holidays by September 2nd?

If your child will not be back from holidays to attend school on Tuesday, September 2nd, please contact the school office by phone or send a letter or email to Mrs. Lorna Beattie at lbeattie@sd43.bc.ca. It is important that we know that your child is attending Port Moody Secondary and will be returning on a certain date. Otherwise, if we have no contact from the parent or guardian and your child is not in attendance, their courses may be deleted from our system. Please help us reserve your child's space in our school.

First Day of Classes - September 2nd

Students will arrive at staggered times depending on their assigned grade. **Grade 9 and 10 students will arrive at 10:00 am** and go to their Phoenix class. The Grade 9 students will then work with SOAR Student Leaders and the Phoenix teacher during the Phoenix class. Grade 9 and 10 students will complete the registration activities at 11:00 am. **Grade 11 and 12 students will arrive at 1:00 pm** and go to their Phoenix class for one hour.

Phoenix class lists will be posted in the multipurpose room. Students should arrive 10 minutes early to find their Phoenix classroom and teacher. Any student whose name is not on the list needs to go to the student help desk located in the multipurpose room.

On the first day students should bring:

- School Fee envelope (included in summer mail out) with cash or cheque. Please complete the outside of the envelope before returning it with your fees money. Seal the envelope.
- Emergency Release Form
- District43 - PMSS Parent Email Permission Form
- school supplies – general materials
- a pen to write with

When the students arrive at school, they will be:

- able to locate their Phoenix class and teacher
- in their Phoenix class for an hour
- able to hand in their school fees envelope
- given their own timetable, an agenda book, a locker and lock, bell schedule and other school information for the first week of school

All day classes begin on Wednesday, September 3rd and Thursday, September 4th with a Phoenix Bell Schedule. Students will have an adjusted bell schedule that includes their scheduled classes and a Phoenix Class after block 1 for both days. **Friday, September 5th is a Regular Bell Schedule.**

The week of September 8th to 12th begins with Monday the 8th on a "Blues Bell Schedule" with dismissal being at 2:15 pm. Students taking courses in block 6 are to attend this class and they will receive direction from their teacher regarding the class time and organization for Blues Mondays. **The remainder of this week will be a "Regular Bell Schedule"**. Students should be falling into a routine and moving around more comfortably. **The deadline to add or drop a class is Wednesday, September 10th.**

First and Second Week of Classes

The week of September 2nd to 5th is busy for students and can be overwhelming. Getting back into a routine and the learning environment with four to five new teachers each semester can seem daunting to most of us. Our suggestion is to take it slow, prepare for each day so you are organized and ask for assistance. Teachers and student leaders will be in the hallways and multipurpose room (cafeteria area and entrance) to help students find their Phoenix Class and their classes. **Remember if you need help or feel overwhelmed....ask for assistance.** We are here to help. The secretaries, counselors and administrators in the office will gladly help you get to class. Tuesday, September 2nd is a one hour Phoenix Class for students. Most Port Moody students take a four block schedule with blocks 1 and 2 in the morning, then a lunch break of 55 minutes, then blocks 4 and 5. In addition, some of our music, dance and Grade 11 and 12 IB Program students have courses that run in the early morning, block 0, or in block 3/lunch or after school in block 6 in order to accommodate some students' extended academic or elective program, or the IB Program of Choice.

This bell schedules provides students an opportunity to hook up with their friends at **lunch**, go to intramurals in the gym or attend lunchtime clubs or events. Listen to the announcements read by your teacher regarding these activities in your block 2 class. Intramurals are in the gym at lunchtime (block 3) and are scheduled by grades or "open gym for all grades". Please talk to your PE teacher or Mr. Tam, and look at the bulletin board outside the main gym entrance for more information.

Grade 11 and 12 students who have a block off in their schedule to complete their Grad Transitions 12 course or IB CAS 12 are reminded that you require an **"Off Block Sticker"** for your GoCard. This is your pass to be on an "off block". These students are required to be in one of the three study areas; Library, Multipurpose Room or Career Resource Room. Staff will be requesting to see the GoCard with the sticker on the back so please come to the office with your Timetable and GoCard to get your sticker. No students are to be in wandering or sitting in the hallways during class time. Off Block stickers will be available after the second week of school.

Attendance is a key component of student success and reflects our school expectations and school Common Purpose of Social Responsibility. Arriving earlier to school in order to get organized, be in class on time and have your supplies and homework ready are important work habits that we value and these are also necessary skills to master for success in the work force. Parents are asked to help your son or daughter arrive 15 minutes earlier so they can set up a routine.

Our public bus schedules and car traffic are always a problem in poor weather, so it is best to set up a routine that has students here earlier than later. Also, traffic on Clarke Ave and St. John's turning up Albert Street is always congested. There is very little traffic from 7:50 am to 8:10 am. Parents may wish to drop off their children a few blocks away so students can walk to school and decrease the congestion on Albert Street. Please use the lower loop to drop off students. We appreciate your assistance.

The cafeteria menu is provided on the large boards above the cafeteria entrance or written in the daily PMSS Times. We recommend that students stay on school property for lunch, especially our grade 9 students or new students. Students are free to eat their "bagged" lunch in open classrooms, hallways, the cafeteria, and outside on school property. Students are reminded of their responsibility to recycle and use garbage receptacles.

Students can also walk in the community as long as they are behaving responsibly, demonstrating **Port Moody Ambassadorship** qualities and students return to their block 4 class on time. Please use the cross walks with the "walk signal" and the sidewalks.

School Fees

The **activity fee** is \$45.00 and provides funds for the student agenda, school and cultural presentations, clubs, sports, extra-curricular events, a wide selection of student and school-wide events (i.e. Terry Fox Run, Clubs Day, Multicultural Days, Spirit Assembly, Spring Fling Carnival etc.) and Transition Grade activities. Students may wish to pay for a school **yearbook** in September, \$50 (optional). Grade 12 students pay for their **Cap and Gown rental**, \$40. International Baccalaureate fees for grades 9-10 are \$275. The IB grade 11 and 12 students will be invoiced in October 2014 for their fees and exam costs. This creates only one collection of fee money. Depending on the number of IB exams registered for October 2014, the cost will vary. An average IB grade 11 exam cost would be approximately \$305 and the average IB grade 12 exam cost would be \$625. An IB student letter has been included in the mail out for diploma students.

For 2014-2015 our school fees, IB costs and other costs for specialty items are included on a fee envelope in the August mail out. Also, see the below paragraphs for more information. **Please use the fee envelope (white) that has a label outlining all of the school fees and other costs** for parents to fill out the students' name, grade, and student number if you know it. Do not fill out the Phoenix number at this time. Next, check off (✓) the fees (Activity, Grade 12 Cap & Gown, Yearbook & IB) on the label. Enclose your cheque or cash. If sending a cheque, please make payable to Port Moody Secondary School and put the child's name and student number in the "memo" line of the cheque. Thanks for your help with this information.

School fees will be collected in the **Phoenix class** from Sept. 2nd-4th.

If any family has difficulties with some or all fees payable, please contact the school administration and the fees will be delayed or waived. Parents or guardians who would prefer a two payment plan or adjusted payment plan or discuss financial support, please contact your child's vice principal to make these arrangements.

Mr. Clarkson, Vice Principal A—K
Ms. Reid, Vice Principal L—Z

Student Photos All students at Port Moody Secondary will have their school photo taken so they can obtain a **free PMSS GoCard** (student ID card). The GoCard is essential for access to the library resources and computer labs, as well as student admission to transit services, identification for provincial exams, school dance admission ID, and other student activities in our community. In addition every student will have their **picture in the yearbook**. Parents and guardians can purchase a photo packages for their child.

This year our photography company, Artona Group, has a new on-line ordering system for every student. Each student, whether you are purchasing a picture package or not, must log onto the Artona Group website: www.artonagroup.com and select:

- **To be in the yearbook (free)**
- **Receive a GoCard (free)**
- **Select a picture package of your choice (payment)**

Grade 9, 10, 11 and 12 students will receive a photo pamphlet in the August mail out outlining the price list for a variety of photo packages. Please review the picture pamphlet then go on-line. School photos are on Thursday, September 4th in the morning with retakes on Tuesday, September 30th in the afternoon. Please ensure you have signed in on-line. **Grade 9 students** have their photos taken on Thursday, August 28th during the Grad 9 Orientation at PMSS from 10 am - 12 pm. The meeting and photos are in the gym.

Student Timetable & Course Changes

Each student will receive a school timetable on Tuesday, Sept. 2nd, the first day of school, in their Phoenix class. The timetable is reflective of the student's programming choices (including elective alternatives) completed the previous March. The staffing of these courses and school timetable are built based on your son or daughter's earlier choices. There is minimal movement of classes at this time, and therefore the timetable given to your child in Phoenix will be their student course schedule for the year. Students in grades 9, 10, and 11 carry a minimum of eight courses on their course schedule and grade 12 students carry seven courses plus Grad Transition 12 that makes up their eighth course. Some students may carry additional classes in music, dance, peer tutoring, SOAR, Athletic Leadership or IB Grade 11 and 12 courses.

Counsellors will be pleased to speak to students who:

- grade 12 students who require specific courses to graduate;
- do not have a complete timetable due to a course conflict or a missing course (this will be displayed on the timetable);
- unbalanced course loads (all academics in one semester);
- summer school students who have upgraded their course work and require the next level course or have completed Distance Education or On-line coursework and must select a new course level or elective as a result

During the first week of school the counsellors will have appointments for students so they can deal with the timetabling issues or requests promptly. Please understand that we do not have the flexibility to adjust students' timetables so they can be dismissed earlier for work, arrive earlier, change teachers, move classes to be with friends, select a new elective or add additional courses. **Wednesday, September 10th is the course 'Add' and/or 'Drop' deadline for all students.**

Socially Responsible Behaviour

Code of Conduct

Our district and school reviews our PMSS Code of Conduct every year and can be found in your child's agenda book and on our website. The document reviews expectations, behaviours and actions taken by school staff in regards to dangerous or unsafe behaviours of students. Parents will be asked to review the document and sign with your child that this has been reviewed. Students are to bring this form to Phoenix class to be collected. This form is found in the Student Agenda. The staff will review this in the Phoenix class and the assemblies in September and throughout the school year. Please go to our school website, www.pmssblues.net to view.

Agenda Book with District Policies and School Expectations

Every student will receive a student agenda to use to assist with personal planning and time management. There is useful information in the agenda regarding our history, Common Purpose, Code of Conduct, district policies, school procedures and expectations, awards, calendar and the "Works Consultative" process document. The district policies especially around safe places to learn and work, computer use etiquette, district suspension policy Levels I to IV, etc. Please take a look at the whole agenda so you can use the information as a resource. For further information please contact the secretary in the office or administrator or counsellor.

Internet and Computer Use

The district has a school policy on Computer Use at School and the Code of Conduct also follows up with expected behaviours regarding proper use and harassment. Unfortunately, each year we have students who are misusing our school computers and loose privileges to use school computer or wireless access at our school. Also, students who harass others from home or at school through technology are seriously dealt with as well. We have special assemblies with presenters to talk about Cyber bullying, Social Networking and appropriate use. This was very revealing to most of our students of their "innocent" divulging of personal information and how quickly the personal information could be found by strangers. We were told by many students that they were changing their practices and particularly their Facebook information and contacts. We will continue to educate students on appropriate use of all technology at school or home, as well as, their required Social Responsibility to behave while social networking. The school cannot do this alone and we require students and parents to dialogue about social networking in regards to their responsibility and safe use. Most of the cyber bullying happens at home or out of school, as well as during the school day. Students know that regardless of when or where this occurs that any harassment that impacts the learning environment will involve the school and/or district staff through the Code of Conduct. In addition, the Port Moody Police and the RCMP assist our school with social networking that is "cyber bullying" or harassment.



Wireless Access for PMSS Students

Students interested in using our school's wireless must register your laptop, tablet or other handheld technology with the school. There are documents to be completed and signed by parent or guardian as well as the student. Once the document is registered by our IT Coordinator, a "Wireless sticker" will be provided for the students' GoCard. Application forms are at the office.

Respectful School Clothing

Port Moody Secondary is an institute of learning which brings together many different families with varying values and cultural beliefs. The tone in the school is to be one of decency and respect for all students, staff, parents and visitors. We ask that common sense is the guide and that we are sensitive to others when wearing school clothing for learning. At Port Moody Secondary, we do not have uniforms but we do use guidelines that link to our school code of conduct that assist parents and students to select and wear respectful, appropriate clothing at school. We appreciate your understanding and cooperation.

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

- advertise drugs, liquor, or other inappropriate items;
- displays written words or pictures that are derogatory, insulting, racist, sexist, threatening, violent, etc.;
- shows underwear or does not cover body parts
- clothing that disrupts and distracts other from learning

Anti-Spam Legislation - Parent Permission Required!

A new Canadian law, Canada's Anti-Spam Law (CASL) became effective July 1st, 2014. CASL requires that businesses, organizations and school districts contact their public and seek permission to send information by email. This applies to all schools in our district as we communicate through email to our parents and guardians regarding the PMSS Times (sent home daily), Police Alerts, Emergency Preparedness Alerts, PAC information, school and student club events, school or PAC fundraising information, Grade 12 AfterGrad updates, District 43 office letters, and your child's daily attendance if absent from school.

Since the email is our main method of communicating with parents and guardians, Port Moody Secondary requires your permission to continue communicating through email. **The District 43-PMSS Parent Email Permission Form** will be sent home in the August mail out. Please complete this form indicating that you give permission to resume email communication. Your child can hand in this form to the Phoenix teacher the first week of school or to the office. We appreciate your support by completing and returning the form to school.

