



## Welcome to Scott Creek!

### SCOTT CREEK MIDDLE SCHOOL

1240 Lansdowne Drive  
Coquitlam, BC, V3E 3E7  
604-945-0156

[www.sd43.bc.ca/Scottcreek](http://www.sd43.bc.ca/Scottcreek)

Principal: Ms. Lisa Rinke  
Vice-Principal: Mr. Anthony Veltri

To Report Student Absences:

Website: [www.sd43.bc.ca/middle/scottcreek](http://www.sd43.bc.ca/middle/scottcreek) (Click on Parent Forms-scroll to bottom);  
or Email: [113-Secretary@sd43.bc.ca](mailto:113-Secretary@sd43.bc.ca)

### WELCOME TO SCOTT CREEK!

Scott Creek Middle School is a wonderful place of learning where students explore a variety of opportunities, discover their strengths and interests, and enjoy the importance of a sense of community and citizenship. Our staff is committed to working in partnership with our learners and their parents, keeping you informed and involved in the months to come. The Scott Creek Staff are eagerly looking forward to an exciting and rewarding year!

On behalf of the Scott Creek staff, we would like to welcome back all returning students and their families. We would also like to offer a special welcome to our new students, especially our grade 6's who are new to the Middle School experience. We are looking forward to working with you during your three-year journey through Scott Creek.

September will be very busy with plenty of opportunities for students and parents to get involved. Please take the time to read our weekly News Flash and check our website regularly to keep informed about all the great things happening at Scott Creek. We encourage you to get involved in all aspects of Middle School life from academics and leadership to sports and fine arts.

**SCOTT CREEK MIDDLE SCHOOL  
HOME OF THE COYOTES**

**OUR 3 SCHOOL GOALS (APL) FOR 2023-2024:** To develop students' ability to realize their place in a community and help them interact with others and the environment respectfully and thoughtfully, to increase the amount of hands-on learning through STEAM activities and to deepen our community's understanding of First Peoples Principles of Learning in relation to self, community, and the land.

**GRADELESS REPORTING 2023-2024** – We will be using gradeless reporting for all our academic subjects again this year. Students will have proficiencies and teacher comments explaining their strengths and stretches.

**OUR MISSION:** To establish a nurturing, caring community providing opportunities that develop life-long learners and responsible citizens for tomorrow.

**OUR PHILOSOPHY:**

Our school consists of small, caring communities of students and staff that:

- Recognize and support the need for both physical and emotional well being
- Promote respect and responsibility
- Recognize the uniqueness of every individual
- Provide academic and exploration curriculum and social experiences which are age appropriate
- Plan for a seamless, smooth transition from Middle to Secondary school

## **PARENT ADVISORY COUNCIL (PAC)**

**What is PAC?** Parent Advisory Councils (PACs) are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. PACs strive to represent the diversity within their communities and contribute to the benefit of all students by:

- Providing opportunities to educate and inform parents about the school
- Involving parents in volunteer activities
- Giving input into school-based decisions
- Unifying efforts of the school community towards the goal of quality education
- Organizing fundraising efforts for the school
- Openly discussing parents' concerns and aspirations for their schools

**Who Can Become a Member of PAC?** All parents and guardians of students registered in the school are invited to participate as a member of the PAC.

### **SCOTT CREEK PARENT ADVISORY COUNCIL**

The Scott Creek PAC has a proud tradition of working with the staff to enrich the learning atmosphere for our children. The PAC has traditionally supported the purchase of our annual community student t-shirts and the Grade 8 leaving celebration. Our PAC fundraised and provided our water bottle filling stations and a great deal of our outdoor play equipment for students to use during breaks.

The Scott Creek PAC meets five times during the school year. All parents are encouraged to come and hear what is happening at the school and invited to bring forth issues, suggestions, feedback, or concerns relating to the meeting and enhancement of the needs of our Scott Creek community.

**We are grateful to our past and present executive members who use their spare time to ensure our school community continues to thrive.**

#### **2023-2024 Meeting Dates – 7:00 to 8:00 Library at SCMS**

Monday, September 25, Monday November 20, Monday, January 22, Monday, March 11, Monday, May 13

#### **PAC Executive:**

President: Melissa Fisher, Vice President: Leila Harrison, DPAC Rep: Alex Chauran  
Co-Treasurers: Leidy Munoz and Renco Sanchez and Secretary: Ann Macleod



## SCMS CLASS SCHEDULE – New for 2023/2024

Band/Choir	7:45 am – 8:35 am
Homeroom	8:40 – 8:45
Block 1	8:45 – 9:37
Block 2	9:37 – 10:29
<b>Recess</b>	<b>10:29 – 10:44</b>
Block 3	10:44 – 11:36
Block 4	11:36 – 12:28 pm
<b>Lunch</b>	<b>Inside 12:28 to 12:43 Outside 12:43 to 1:13</b>
Block 5	1:13 – 2:05
Block 6	2:05 - 2:57

### **Bell Schedule #2 (for assemblies or special presentations)**

Band/Choir	7:45 am – 8:35 am
Homeroom	8:40 – 8:45
Block 1	8:45 – 9:25
Block 2	9:25 – 10:05
<b>Recess</b>	<b>10:05 – 10:20</b>
Block 3	10:20 – 11:00
Block 4	11:00 – 11:40
Block 5	11:40 – 12:20 pm
<b>Lunch</b>	<b>12:20 – 1:05</b>
Block 6	1:05 – 1:45
Homeroom	1:45 - 2:00
Assembly	2:00 – 2:57

\*Only used for special presentations or celebrations

# SCMS 2023 2024 Timetable

	MON	TUE	WED	THU	FRI
7:45 - 8:35	Band	Band	Band	Band	Band
Homeroom 8:40-8:45					
Block 1 8:45 – 9:37					
Block 2 9:37 – 10:29					
<b>10:29-10:44</b>	<b>R</b>	<b>E</b>	<b>C</b>	<b>E</b>	<b>S</b>
Block 3 10:44 - 11:36					
Block 4 11:36 –12:28					
<b>12:28 – 1:13</b>	<b>L</b>	<b>U</b>	<b>N</b>	<b>C</b>	<b>H</b>
Block 5 1:13 – 2:05					
Block 6 2:05 – 2:57					

## **GENERAL INFORMATION**

### ***Office Hours***

If you wish to communicate with the school by telephone, our office hours are 8:00 a.m. to 3:45 p.m. Monday to Friday. The school telephone number is (604) 945-0156. Outside of office hours, messages may be recorded on our answering machine.

### ***Staff Contact***

If you have any questions or concerns regarding your child's progress or classroom activities, please contact the classroom teacher directly via email or phone call. Teachers, counselors and administration email addresses are published on the school website. You can also call the office and leave a message for teachers if they are teaching at the time.

### ***Attendance:***

Call the school at 604-945-0156 before 9:30 am to report your child absent due to illness, appointments, vacations etc. You can also submit an absence report online on our webpage (link below) under Quick Links, Absence Report.

<http://www.sd43.bc.ca/school/scottcreek/Pages/default.aspx#/=>

A message can be left on our answering machine by calling the school between 4:00 pm and 8:00 am.

When students leave the school during the day for an appointment or illness, they must let office staff know and wait inside the building for their ride so that we can ensure their safety. They must sign out at the office each time when leaving and sign in when they arrive back at the school. If students arrive late but before 9:30, our Youth Worker will sign them in and give them a welcome to school slip that they can show their teacher. If they arrive after 9:30, They can sign in at the office. Please go over this with your child to support us and maintain their safety and well-being.

### ***Fees***

Activity fees support school wide activities such as student leadership events, clubs, cultural performances and special event celebrations. This fee is \$35.00, a standard cost throughout all middle schools in the district and is approved by the superintendent and school trustees. If payment of the activity fee, or any other fee throughout the school year, causes a financial hardship, please contact the principal at 604-945-0156 or email [Irinke@sd43.bc.ca](mailto:Irinke@sd43.bc.ca). Fees are payable through cash online beginning the third week of school in September.

### ***Textbooks***

Textbooks are issued by the classroom teacher who will record the textbook number and condition of the book. The student is responsible for his or her textbooks and must return the same one assigned. If a textbook is lost or damaged, a replacement cost charge will be levied. Students are to print their name and division number in the space provided in the front of each textbook.

### ***Lost and Found***

Students are strongly advised to leave valuables, including large sums of money, at home. If something does go missing, the student should inform a teacher or the vice-principal immediately, search the area, and look in the Lost and Found. Students should notify their parents of the loss as well

### **Locks and Lockers**

All students will be assigned a lock and locker by their homeroom teacher. Students are responsible to keep the locker free from any writing or damage and are required to use locks provided by the school. In order to keep belongings safe, students must keep locker combinations confidential.

### **Visitors**

ALL visitors are required to report to the office upon arrival to receive authorization for their presence. Parents who wish to prearrange a tour of the building or have prearranged a classroom volunteer must report to the office, sign in and receive a visitor's identification. Past students, students from other schools, and people wishing to use our facility or school grounds are not permitted on Scott Creek property during school hours (8:00 am to 4:00 pm).

### **Dogs:**

Dogs (besides accredited service dogs) are also not permitted in the school or on SD43 school grounds between 8:00 am and 4:00 pm. Waiting with your pup on the edge of the property for your child during drop off and dismissal is fine as long as the dog is on leash and not a concern for students or staff arriving or leaving.

### **Parent Eforms**

Parent eforms can be found on our school website. All parents are required to complete and submit the following two forms at the beginning of each school year. These two forms are kept in the office for emergency purposes.

- School Policies (sign into KEV)
- Emergency Release Form

Optional forms also found online include: Medical Alert, Walking Field Trip Permission Form, Volunteer Application (A Criminal Record Check will also be required - a letter is available from the office), Driver Application (as well as an ICBC Driver's Abstract) and Privately Owned Devices.

### **School Cash On-Line**

All student fees, field trips, sports fees, etc. are payable online through SchoolCashOnline. Please visit our website under Quick Links on *How do I pay my fees on-line?* if you have not already registered.

### **Emergency / Earthquake Policy and Procedures**

District and school guidelines have been established regarding the protection and the evacuation of students from the school. In the event of an emergency or earthquake, please check the School District website [www.sd43.bc.ca](http://www.sd43.bc.ca) and school website <http://www.sd43.bc.ca/middle/scottcreek> for information.

It is important to note that the following instructions have been established province wide for parents:

- **Please do not phone the school** - we may be trying to reach you or emergency response services.
- when safe to travel, pick up your child – students will NOT be released otherwise.
- if you are unable to reach the school, contact the designated guardian to collect your child.

### ***Appropriate Clothing and Attire:***

At Scott Creek, we promote a professional learning environment and would like our staff and students to keep this in mind when choosing their “outfit of the day”. We are committed to providing students with learning environments that are safe, responsive and inclusive. We recognize that decisions about dress reflect individual expressions of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity.
- Do not represent or promote alcohol or drugs.
- Use respectful language.
- Do not depict or promote violence, racism, sexism or discrimination.
- Are not intimidating to others.
- Hats can be worn as long as we can easily make eye contact and connect with students in the common school areas (backwards or sideways if they have a “visor” connected.) Hoodies must be down for this to occur. Earphones and earbuds must be taken out once students enter the school and until they are in their classroom and need them for learning. Teachers may have different expectations in their classrooms.

Ultimately, the Scott Creek community has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student will be advised personally and discretely and given an opportunity to meet the school guidelines.

### ***Student use of Electronic Devices Policy***

In recognition of the developmental stage of middle school students, the educational potential of personal electronic devices and the potential of these devices becoming a distraction to the school learning environment, the following policy for the use of Personal Electronic Devices has been developed:

Personal Electronic Devices are defined as any electronic device owned by a student, including but not limited to cell phones, laptop computers, cameras, and gaming devices. These devices, except for cameras and gaming devices, may be used in and around the school in the morning up until the first bell rings (8:40) and in the afternoon after the last bell rings (2:57). During the school day the devices are only permitted to be used with the direct permission and supervision of a teacher, as part of classroom learning. These devices are not to be visible or in use during recess or lunch periods. Gaming devices should not be brought to school unless prior permission is given by a member of the school staff for an approved specific purpose.

Students who would like to call their parents during the day may use the phone in the office. If parents wish to contact their children during the day due to an emergency, they should contact the school office as **student cell phones must either be turned off or switched to airplane mode and remain in the student’s locker during the school day.**

### ***Newsletter***

Our weekly Newsletter is called the “News Flash” and is sent home regularly by email and posted on the school website on Fridays. It is important to read our school newsletters, as they contain important information about upcoming events, school activities, field trips, community and family issues, policies and procedures, school programming, contests and deadlines.



### **Lunch / Recess**

We want our students to have the opportunity to chat, play and connect with their friends on their breaks. All students will go outside at recess and have their recess snacks outdoors. Students should bring a recess snack and a lunch. Students eat their lunch in their class for the first 15 minutes of our lunch break (from 12:28 to 12:43) and then can choose to finish their lunch after 12:43 either outside the school or in the MPR (multipurpose room). Students are not allowed to eat in the hallways due to health and safety issues.

We have microwaves available in the MPR for student use. We have vending machines which have limited snack and drink options. Our leadership students and our PAC will be providing us with monthly hot lunch meals available to purchase online throughout the year. We have water bottle filling stations located on each floor and encourage all students to bring a labeled water bottle to use at school. Our Library is often open at lunch and our gym is a place to participate in intramural sports. No food or drinks are allowed in the Library or the Gym. Students are also not permitted to have food delivered to the front office from a delivery service such as "Skip the Dishes" or "Uber Eats". If parents wish to drop off a lunch, water bottle or snack there is a cart outside the front office where they can be labeled and left for students to pick them up. Staff will call students down to the office during lunch if they are unclaimed after a few minutes.

Scott Creek Middle is a "**closed campus**" school. Once students are dropped off or walk to school in the morning, they are not permitted to leave to go to 7-Eleven or a friend's house before the morning bell. Students must have parental permission to go home for lunch. If students live close enough to walk home for lunch without an adult, they need to have a note on file in the office saying they have their parents' permission to do so. Students must check with the admin assistants at the office every time they leave the school and sign out. Upon return to school, students must check back in and sign in. Students are not allowed to go off campus to other restaurants, stores or schools unless accompanied by parents.

### **Field Trips**

Field trips are an extension of the curriculum and we encourage all students to participate in these activities. All trips are optional and require parental permission. Some have costs attached. If financial difficulties are an impediment to participation, please contact the principal. Information and consent forms and payment options will be delivered through our school cash online system – please make sure you are signed up and the office has your correct email address, so you don't miss out on any opportunity for your child.

### **Explorations**

Each student at Scott Creek will experience all of our Explorations courses over the three years at middle school: Foods, Woodworking, Coding and Design, Visual Arts, Music, and Media Literacy.

### **Extra-Curricular Activities**

Scott Creek Middle School offers a complete intramural and extra-curricular sports program. The school has a no-cut policy and provides an opportunity for all students to participate in the athletic offerings. Our intramural program is offered during some lunch periods. We also offer many after school programs for students and do our best to these provide programs based on student feedback.

The Grade 7 and 8 athletic opportunities include such sports as volleyball, badminton, basketball, wrestling, rugby, field hockey, track and field, mountain bike racing, tennis, and triathlon. Grade 6 Teams participate in volleyball and basketball tournaments at the end of the season. Teams

compete against other middle schools in regular league and playoff action. The school also hosts various tournaments and provides intramural opportunities.

**Electronic Scooters**

Electronic Scooters are not allowed to be ridden on our school site. Students under the age of 16 are not permitted to operate these vehicles. Please refer to the following website for more information regarding safety and rules.

[Electric kick scooter safety and rules - Province of British Columbia \(gov.bc.ca\)](#)

Please read through our Scott Creek Code of Conduct which is also attached to this email with your child. Your support is appreciated in ensuring our school is a safe and supportive learning community.