

August 2022



Welcome to the 2022-23 school year!

On behalf of the entire staff, we hope you safely enjoyed your summer and are starting to look forward to the school year ahead. We send this start up correspondence to highlight some of the dates and procedures for the first few days of school and more information will be shared when we see you in person.

We wish to thank the caretakers and office staff for all that has taken place in preparation for the year ahead. Over the past few years, there have been several revisions of school that required immediate modifications to how we rethink the safe and orderly operations of teaching and learning. This year, again has us rethinking all our start up routines and schedules as we prepare to open. The latest information on provincial COVID-19 guidelines is viewable [HERE](#) .

The custodians have spent the summer preparing the building and our classrooms and hallways are looking fabulous. Throughout the summer, our office staff has also been busy finalizing student records, supporting families with various requests, registering new students, and coordinating an orderly start to this new school year. All the conscientious work from our office staff, custodians and district maintenance workers is noticed and appreciated.

Please take some time to review the information that follows as it outlines some of the start up questions and procedures for the first few days of school.

Welcome again to the 2022-23 school year at PMSS. We look forward to seeing you very soon.

Sincerely,

Mr. Glen Conley
Principal

August 2022

Our counsellors, coordinators and administration returned to school this week (August 29th). The counselling team's focus this week is registering new students, revising student schedules in relation to summer school courses completed, and preparing for the student orientations. Should you need to contact a school counsellor or administrator, know that our general practice is to associate students by alpha group (student surname) but all administrators and counsellors are here to willingly work with any family.

Alpha	Counsellor	Alpha	Vice Principal
A - Li	Ms. Cindy Campbell	A - Jh	Ms. Denise Nembhard
Lia - Tu	Mr. John Gibney	Ji - Pn	Mr. Brent Taylor
Tv – Z & International students	Ms. Asia Sidhu	Po - Z	Ms. Tara Marinkovic
IB Coordinator	Mr. Sean Lenihan	Principal	Mr. Glen Conley

* Names listed are linked to email address.

A reminder to our returning students that we will not be scheduling appointments for course changes. In June, timetables for returning students were distributed and counsellors reviewed student requests as a final step in the process of timetabling that started in February. The exception is students who require amendments due to graduation needs and/or completed summer school courses previously not identified to counsellors in June. If you have a question about the details of your schedule, please first email your counsellor and complete the online course change request form listed on our website's Quick Links. The form is active starting Wednesday September 7th at 8:30am until 4pm on Friday the 9th)

August 29 – September 2	
Monday, Aug. 29th	On site: Administration and office staff <ul style="list-style-type: none"> • Main office is open for new student school registrations. Ongoing all week • Diploma pick up for 2022 graduates
Tuesday, Aug. 30th	On site: Counsellors & coordinators <ul style="list-style-type: none"> • New student timetabling / scheduling appointments. Ongoing all week
Wednesday, Aug. 31st	Student Schedules Viewable on My43 Portal <ul style="list-style-type: none"> • Some new students may not have access to the portal until the first week of school. Paper copies of schedules will be provided for all grade 9s and new registrants. English Language Learners <ul style="list-style-type: none"> • Language testing by appointment; please contact the office
Thursday, Sept. 1st	District Orientation for New High School International Students <ul style="list-style-type: none"> • 9am – 4pm • Register by emailing internationaleled@sd43.bc.ca
Friday, Sept. 2nd	ALL Grade 9 and new 10s to 12s Invited to Orientation /School Tour <ul style="list-style-type: none"> • 10am – 12pm • Arriving students meet outside by the main entrance • SOAR leadership students will lead small group orientations • Participation encouraged but not required; Homeroom on Sept. 6th will again review start up information

August 2022

	<ul style="list-style-type: none"> Only Gr. 9s and new students will receive a paper copy of their timetable
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Week One: September 6 - 9	
Tuesday, Sept. 6th	School Opens: Attendance by Grade Level Report to Home Room at assigned start time. Grade assembly in gym on the half hour Gr. 9 @ 10:00 – 10:55 Gr. 10 @ 11:00 – 11:55 Gr. 11 @ 12:00 – 12:55 Gr. 12 @ 1:00 – 1:55
Wednesday, Sept. 7th	Semester 1 Begins (Day 1) <ul style="list-style-type: none"> All students attend Home Room at 8:30 All students follow regular bell schedule this week Starting week two, IB 11 & 12 follow the IB Diploma schedule
Thursday, Sept. 8th	All Students attend Home Room at 8:30 <ul style="list-style-type: none"> Individual student photo day. Regular bell schedule day
Friday, Sept. 9th	All Students attend Home Room at 8:30 <ul style="list-style-type: none"> Regular bell schedule day Course change request form closes at 4pm

September 7th – 9th Bell Schedule

Our PMSS schedule facilitates two educational programs, and it requires we schedule our days a little differently than other secondary schools. The general program is often referred to as Dogwood (this includes our Pre-Diploma students in grades 9 and 10). The IB Diploma Programme, and related schedule, is for those grades 11s and 12s registered in IB. Each week our Monday schedule is the same for both programs and please note the dismissal time of that day.

The entire Monday to Friday schedule is posted on our website [HERE](#).

First week attendance in Home Room for Wednesday, Thursday, and Friday takes place during our designated Flex time. All students attend Home Room from 8:30 – 8:57 and follow the bell schedule as posted for the first week only. As of the second week (September 12th onwards), the IB 11 & 12 students follow the new IB Diploma Programme schedule.

During the first week staff and students will use this time to make connections; staff will support students with navigating their schedules in these early days; as well as spend time highlighting the operational routines and rhythms of PMSS. Of particular focus during the first week – teachers will explain and support students in their understanding and appreciation for how they can utilize FLEX time starting September 13th.

*Future Home Rooms will be scheduled as needed and communicated closer to the date.

August 2022

Tuesday – Friday 	
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

ALL STUDENTS WEEK1

IB Diploma Programme Only:	
Tuesday – Friday (IB 11 and IB 12 Students)	
Block	Schedule
0	7:10 – 8:26 (before school)
Flex	8:30 – 8:44
1	8:46 – 10:15
2	10:19 – 11:35
3 / Lunch	11:35 – 12:25
4	12:29 – 1:45
5	1:49 – 3:19

STARTING WEEK 2

School Communication & Visitor Access

The school phone number: 604-939-6656

Office email: 088-Office@sd43.bc.ca

Website: [Port Moody Secondary School](#)

District: [School District No. 43 \(Coquitlam\)](#)

Our main office is generally open 8:00am – 4:00pm (amended hours will be posted on holidays, professional development days, summer months).

We kindly request visitors not enter the school unless you have first scheduled an appointment. Prior to entering the school for your appointment please be aware of the health and safety protocols in place and do not enter if any symptoms are present ([Provincial Communicable Disease Guidelines for K - 12 Schools; Aug. 2022](#)) Upon entry to the school all visitors must immediately report to the main office to sign in.

In addition to our news bulletin sent on Tuesdays and Thursdays, our most common means of sharing school wide information is the website, school app and automated messaging system *School Messenger*. To receive *School Messenger* information and our news bulletins, we require your contact information and approval by indicating 'yes' on the parent school policy form. Please contact the office if you ever wish to have your email removed or updated. Our mobile app is available for download at the App Store by searching: *My School Day* and selecting Moody Secondary School.

Our staff directory with email addresses is located on our website under the Staff tab (also viewable on our app). We ask your first contact regarding your child's learning be with the teacher(s) should you have a need, issue or question relating to a specific class.

August 2022

On the occasion when a student is excused absent, please contact the office by phone or by emailing MoodySecondaryAttendance@sd43.bc.ca with the following information in the body of the message:

- 1) Student First Name
- 2) Student Last Name
- 3) Grade
- 4) Duration and reason for student absence. If unknown please respond, "until further notice".
- 5) Please provide the student's teacher's name(s) if a partial day absence.

If leaving early for an excused reason, please ensure your child has first signed out at the office.

Late to school students do not first sign in at the office as attendance is taken in the class.

Regular and punctual attendance is expected throughout the year as is notification of known absences from parents & caregivers. During the first weeks of school this is especially important as we review our overall enrolment and available space in our courses. Any student's ongoing daily unexcused absence, coupled with no contact from the household, can result in the loss of placement in some or all classes previously assigned.

School Supplies, Laptops, & Lockers

Teachers will indicate course specific materials when introducing the course syllabus at the start of the year. In general, the regular supplies of binders, paper, pens/pencils, dividers, and a calculator are sufficient.

While not required, students are strongly encouraged to have a personal laptop (BYOD).

Proper PE strip is required for those students in a PE course. Change room access and PE locker usage will be reviewed with students when classes commence next week. Students - do not leave personal items in unlocked PE change room lockers.

The school lockers are available this year and all students will have a chance to register during the Home Rooms in week one.

Moved / Moving?

If you are receiving our updates but are no longer attending Port Moody Secondary, please contact the office as soon as possible and we can remove you from our contact list and if necessary, assist you with your timely registration at your new school.

If you recently moved to our district and you are a parent with a work permit or study permit, please first contact the International Education Department at 604-936-5769. For families living out of catchment / out of district and interested in attending PMSS, please submit your request using the [2022 - 23 School Transfer Request Form](#) in our Quick Links section of our homepage.

Parent Forms & Fees 2022 - 23

We will notify families when the district managed start of year forms (required & optional) will be available online from our homepage under Quick Links > Parent eForms. Similarly, you can go directly to your KEV SchoolCash Online account. School District 43 uses the KEV SchoolCash Online for both fee statements and various forms.

August 2022

Each year at start up, a few district required forms must go home by paper for verification and will be distributed to students during the first week. We request all paper and online forms be submitted by Thursday, September 22nd.

Our IB Programme is a district program of choice with known assigned fees as a condition of participation. It is our expectation that families address these fees in the first month of school or contact the office to address any financial matters.

For any student - No student will be denied educational opportunities offered at the school due to financial hardship and if need arises, please contact one of the Vice Principals.

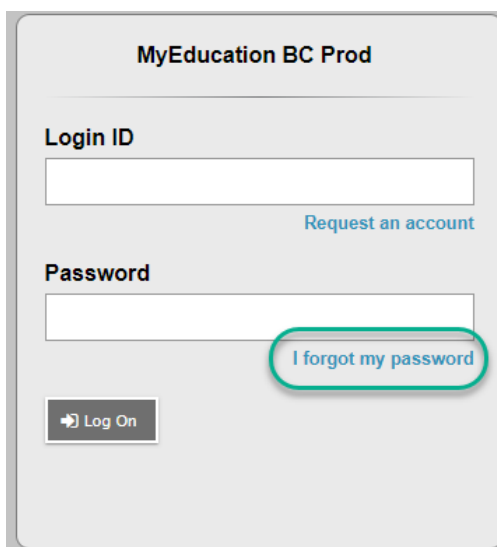
Student Accounts & Transcripts Service

It is expected students maintain, review, and communicate using their district accounts for school related purposes. The 3 accounts widely used:

1. District Account = access to email and Office 365 applications
2. Provincial Account "MyEd" = access to student schedule; report cards; course selection. This platform is expanding in use across the district as schools at all levels move to both the Student & Parent portals
3. ManageBAC = applies to IB Diploma (11s & 12s) students only

Regarding Provincial Accounts: MyEd accounts are locked after 5 failed password attempts and then require school level staff to manually reset the password. Expect delays if you request the school to reset your locked / forgotten password.

Please record your password, and do not attempt a forgotten password more than 3 times. If you do not know your password after 3 attempts, select "forgot my password" and reset it.



StudentTranscripts Service ([STS link](#)) is a government site students should become familiar with and bookmark as it is used to:

- View or order your secondary school transcript
- Send your secondary school transcripts to post-secondary institutions
- Order your graduation certificate
- View scholarships awarded

August 2022

- View your provincial exam or graduation assessment results

Port Moody Parent Advisory Council

Our PAC typically meets the first Tuesday of the month at 7:00pm. The first meeting of the year will be October 4th. Details and additional information from the PAC will be posted in our daily newsletter as we near the date.

Digital Learning News!

All Grade 9 students will be taking Applications of Digital Learning 10 over the course of the 2022-2023 school year. This course includes key learning assignments as well as learning experiences that will be embedded into students' other Grade 9 classes.

Consumption, communication, and creation are central themes of the course. With support, students will learn how to critically consume information presented to them in various digital platforms. They will also learn how to create digital content, including blogs, presentations, infographics, videos, and podcasts as they learn how to effectively and appropriately communicate and exchange information, experiences, and ideas with various audiences.

Students and caregivers will be informed of general course information such as course assemblies, meetings, and additional learning opportunities (e.g. during Flex learning times) through MS Teams. Specific class and assignment information will also be shared with students via MS Teams. Additional info may also be shared on our school's [MySchoolDay App](#) (Digital Learning channel), the school announcements via The Times Newsletter, and/or via school email.

We're looking forward to connecting with you soon!

Thank you,
Team DL

Angela Chan
Marina Mehai
Brandon Tuason
Giovanni Valente

Buses, Traffic & Parking

The closest bus stops are located on St. Johns Street. The closest SkyTrain station is Moody Centre on the Millennium Line. If ever you have an issue with bus service or scheduling, please use the Translink customer service link: <https://www.translink.ca/feedback>

Link to Translink [Trip Planner](#)

St Johns, Albert Street, and the surrounding streets are very congested at the best of times during drop off and pick up, and recently housing construction on the corner has started. We appreciate how challenging it is and know that it will take some time to figure out family commuting schedules.

However, we do expect everyone consider the needs and safety of the students, staff, and neighbours in and around the surrounding area by obeying the posted signage, following the speed limit and following the queue system of drop off / pick up.

August 2022



Drivers:

- Drop off / pick up is at the lower roundabout at the entrance to the student parking lot (highlighted in yellow)
- In the mornings move towards the curbside of Albert so that staff and district vehicles can drive up Albert Street. No parking signs are posted along the neighbour side of Albert Street.
- Above the school sign (highlighted red line) is parking for staff, preapproved families, and emergency vehicles only.
- Speed of cars, blocking driveway access and the disregard for the community parking signage is regularly reported to the school and city from our neighbours. Please consider those who live in the area.

Pedestrians / Transit Commuters:

- Be considerate to drivers needing to get in and out of this area (yellow dotted line) by walking around the drop off area rather than across it. Foot traffic significantly delays the flow of cars.
- A new sidewalk on the east side of Albert has been installed meaning students can safely walk down from the school to the light and cross at the marked intersection.
- Bus capacity is an issue at the start and end of day. Please be respectful of one another by loading and unloading in an orderly manner. Do not push past those who arrived ahead of you.
- Skateboards and scooters should not be ridden down Albert Street.