

Welcome to the 2017 – 18 school year!

On behalf of the entire staff, we hope you all enjoyed your summer and are looking forward to the school year ahead. We send this start up correspondence to highlight some of the dates and procedures in the first few weeks of school and to recognize some of the comings and goings that took place over the summer.

Firstly, we wish to express our gratitude for all that has taken place at our school and at a district level in an effort to get prepared for this new school year. The custodians have the facility looking great and a considerable amount of extra work was done this summer by our IT team in the servicing and set up of computers throughout the district. Our office staff again worked through the summer, simultaneously finalizing the numerous end of year tasks while setting up for an orderly start to this school year. All of their conscientious hard work on all of behalf through July and August is much appreciated by the entire Blues community.

We have finalized most of our hiring for this year and we welcome to the Port Moody staff:

Ms. Laura Byrne – Library

Ms. Sherina Chandra - Business Dept.

Ms. Hester Greenwood – Science Dept.

Ms. Lisa Gushta – Head Secretary

Mr. Hayman Leong – English Dept.

Ms. Linda Maierle – Student Services Dept.

Ms. Kim Nelson – Education Assistant

Mr. Donny Purych – Technology Education Dept.

Mr. Brent Taylor – Vice Principal

Ms. Kira Woldring – Languages Dept.

Ms. Hannah Wildeman – Library Assistant

We have some further staff good byes since we last left in June as ‘life happens’, even over the summer:

Our librarian Judy McConnell and our head secretary Lorna Beattie have retired. We wish them both all the best with their latest adventures and thank them for their years of dedication and service on behalf of students.

Mr. Troy Cunningham has accepted a program coordinator position with the International Education department. While he is leaving us as a Port Moody staff member, we won’t say goodbye as we expect to see him back regularly in his new role with the district.

Ms. Taj Sahota is pursuing new opportunities and will therefore not be returning to our team of Education Assistants. We wish her all the best.

Our counsellors, coordinators and administration team will return on Monday, August 28th. The counselling team’s focus will be registering new students, hosting orientations, reviewing schedules and updating timetables in relation to courses taken during summer school. Students are generally assigned by alphabet to one of our 3 counsellors and 3 vice principals. At any time, should you need to contact a school counsellor or administrator know that our general practice is to associate them with an alpha group (by student surname):

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| --- | --- | --- |
| **Alpha** | **Counsellor** | **Vice Principal** |
| A – HUA | Ms. Cindy Campbell | Mr. Andrew Lloyd |
| HUF – PH | Mr. John Gibney | Mr. Brent Taylor |
| Pi - Z | Mr. Mike Wiskar | Mrs. Jill Reid |

Appointment requests for course changes will not be scheduled in late August or processed in September in the same manner as in the past. This is a result of the new class size and composition requirements. For further explanation please see the letter from the superintendent on our website: [Letter to Parents June 9.2017](https://www.sd43.bc.ca/school/portmoody/pages/newsitem.aspx?ItemID=336&ListID=33240a37-a7d7-4013-911f-133a3549731b&TemplateID=Announcement_Item) Last June, timetables were issued to returning students and appointments with counsellors were scheduled as a final step in the months-long process of timetabling that started in February when students selected courses for this upcoming year.

If you have recently moved in to our catchment and not yet communicated with us, then please come into the office early next week to begin the registration process. Our office staff is happy to assist you with outlining the required documentation necessary prior to arranging an appointment with a counsellor. If you have recently moved to our district and as a parent, you have a work permit or study permit, please first contact the International Education Department at 604-936-5769. For families interested in registering at PMSS but who are living out of catchment/ out of district, please submit your request using the online form [here](https://www.sd43.bc.ca/school/portmoody/About/Registration/Pages/default.aspx) .

 **Start of Year Calendar**

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| --- | --- |
| **Monday, Aug. 28th**  | **Office staff, counsellors and administrators return to work*** Please contact the office if you are looking to make an appointment
* New student registration for in catchment families will take place starting Tuesday and ongoing.
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| **Tuesday, Aug. 29th**  | **EAL Testing*** Language testing 9:00am – 12:00pm by appointment
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| **Wednesday, Aug. 30th**  | **EAL Testing & International Student Orientation*** Language testing 9:00am – 12:00pm by appointment
* School orientation starts @ 1:00pm
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| **Thursday, Aug. 31st** | **Grade 9 & New Student Orientation*** 10:00am – 12:00pm
* Students meet in the multipurpose area to start the tour.
* Student photos available for grade 9s
* Schedules will be distributed to grade 9s. Available again on the first day of school for those unable to attend this event.
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| **Friday, Sept. 1st**  | **Registration continues** |

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| **Monday, Sept. 4th**  | **Labour Day – School is Closed** |
| **Tuesday, Sept. 5th** | **1st day of school.** * Grade 9s in attendance from 10:00 – 11:00am
* Grade 10s in attendance from 11:00am – 12:00pm
* Grade 11s in attendance from 12:00 – 1:00 pm
* Grade 12s in attendance from 1:00pm – 2:00 pm
* Phoenix (Home room) rosters will be posted
* Timetables will be distributed in Phoenix
* Each grade level will spend ½ hour in their Phoenix then the last ½ hour in the gym for a start of year grade assembly.
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| **Wednesday, Sept. 6th** | **Phoenix Bell Schedule*** Paper copies of start of year forms and fees issued (also available online)
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| **Thursday, Sept. 7th** | **Phoenix Bell Schedule*** Student photos (all grades - AM).
* Photos are required.
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| **Friday, Sept. 8th**  | **Regular Bell Schedule** |
| **Monday, Sept 11th**  | **Grade 9 Activity Afternoon*** Team building afternoon (Blocks 4/5)
* Lunch provided to our grade 9s
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Our 3 Bell Schedules can be viewed on our website. On most days our regular schedule is as follows:

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| **Blocks** | **Bell Schedule** |
| 0 | 7:08 -  8:25 |
| 1 | 8:30 -  9:47 |
| 2 | 9:52 - 11:15 |
| 3 – Lunch | 11:15 -12:10 |
| 4 | 12:15 - 1:35 |
| 5 | 1:40  - 2:57 |
| 6 | 3:02 – 4:19 |

**School Communication**

The school phone number is 604-939-6656 and our main office is generally open 8:00am – 4:00pm (amended hours on: holidays, professional development days, summer). In addition to our daily news, our most common means of sharing out school wide information is the website and push out messaging using our Synervoice system. In order to receive Synervoice messages and our daily news we require your contact information and approval by indicating ‘yes’ on the parent school policy form. If during the year you wish to have your email removed or updated, please contact the office.

New this year we will be launching our PMSS app. Go to the App Store and search: *Moody Secondary.* More details on its usage to come.

Our staff directory with email addresses can be found on our website and we ask you contact teachers first should you have a need or question relating to a specific class. General information or enquiries should be addressed to moodysecondary@sd43.bc.ca

On the occasion when a student is absent please contact the office by phone or by using the ‘*Absence Report Form’* under Quick Links on our homepage. If leaving early for an excused reason, please ensure your child has signed out at the office.

**School Supplies**

Teachers will indicate any course specific materials when introducing the course syllabus at the start of the semester. In general the regular supplies of binders, paper, pens/pencils, dividers, a calculator are sufficient. Proper PE strip is required for those students in a PE course. All students will receive a locker and lock during their first home room on Sept 6th.

**Moving?**

If you have moved out of the area over the summer and will not be attending Port Moody Secondary, please contact the office as soon as possible. This allows us to assist you with timely registration at your new school while ensuring our newly arriving students have access to courses vacated by our departing students.

**Students not in attendance the week of Tuesday, September 5th.**

Please contact the office by phone and indicate the start date for your child if away during the first week. Students absent without notice for the entire first week of school may have their courses removed as it is generally assumed the non-attending student has moved.

**Parent Forms & Fees**

During the last week of August the updated 2017.18 online start of year forms (required & optional) can be accessed on our homepage under Quick Links > Parent eForms. Paper copies will also be made available to students during the first week of Phoenix classes. It is our hope to have the forms returned by Wednesday, September 13th.

Student fee statements will also be posted and can be paid online using the district School Cash Online system at <https://sd43.schoolcashonline.com/> . This is the district’s preferred method of payment.

Cash and cheque is also accepted and envelopes for payment will be issued during the first week of Phoenix classes. Grad related fees for our grade 12s will be posted to their account later in the year.

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.

**Transcripts, June Report Cards**

Transcripts for the Grads of 2017 and end of year report cards (all grades) are still available for pick up in the office. Be sure to come with a huge smile and endless thank yous for the office staff if you are one of these students!

**Buses, Traffic & Parking**

With certainty we can safely state two facts after our years working in various secondary schools:

#1 – More and more parents drive their child to high school.

#2 – Schools located on dead end streets make for horrific traffic problems.

In all seriousness, Albert Street and onto St. John’s will likely be even more congested this upcoming year as there are simply more people and more construction in the surrounding area. This congestion and how we respond to it impacts how we all start our day, and most importantly impacts the safety of the students and staff as they arrive to school.

In the first weeks of school definitely anticipate leaving yourself extra time as families, public buses, and the general community fine tune their respective schedules to adjust to more volume on the roads. We also ask that on a daily basis from September to June (and this is hard in say November when it has rained for a week straight and you have two more stops to make before you get to work) that you maintain the resolve to work together and to not bypass the other parents to use the staff parking lot and laneway as your drop off / pick up location due to a myriad of personal reasons. In addition to the suggestion of extra time, consider a regular drop off / pick up location that is within walking distance of the school yet considerate of our neighbour’s ability to get in and out of their homes. We appreciate how congested the area is and thank you in advance for your cooperation.

Drivers:

* The area after the Port Moody Secondary sign is designated for school and district staff and for families who have approval from the office.
* The upper laneway and roundabout after our sign is not a public parking area as emergency vehicles and district trucks need access.
* Student and visitor parking is located in the lower lot by the tennis court
* Drop off is at the lower roundabout at the entrance to the student parking lot

Pedestrians:

* Bus stops are located on St John’s. Use the [Trans Link](https://www.translink.ca/en/Schedules-and-Maps/Bus/Bus-Schedules.aspx) scheduler for times and route numbers.
* Be safe and aware of your surroundings. We see too many of you talking to one another or staring at your screen as you step off of curbs into traffic.
* Use the crosswalks on St John’s and up by the school sign. At high volume times, go around the drop off roundabout rather than across it as cars then have to wait to let you cross.

**Teaching & Learning**

All of this information above is meant to assist you with an orderly start up in an effort to support the teaching and learning that we eagerly look forward to getting into come September 5th! See you soon and if you feel at all overwhelmed by all of this information just remember these simple sentiments that often result in a successful year:

Get involved, put forth your best effort, have fun, be respectful, and ask others for help.

Yours truly,

Glen Conley, Jill Reid, Andrew Lloyd & Brent Taylor