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|  | Principal: Mr. N. KirincicVice Principal: Ms. C. WeldonVice Principal: Mr. C. KellyVice Principal: Mr. Z. Thibault  | **6248 – 144 Street, Surrey, B.C. V3X 1A1****Phone: (604) 543-8749 Fax : (604) 543-9684****Website :** [**https://www.surreyschools.ca/sullivanheights**](https://www.surreyschools.ca/sullivanheights)**Twitter : @SullivanHeights** |
| **Principal’s Message** |

Welcome to the 2024/2025 school year at Sullivan Heights Secondary School! We hope that you were able to rest, relax, and/or adventure over the break!

I would like to briefly take a moment to introduce myself – I am Nik Kirincic and I am Sullivan Heights Secondary’s new Principal. I am excited to get to know the students, staff, and school community. I have heard amazing things about the school from Mr. Baldasso, other current school staff and students, as well as others around the District. I intend to do everything in my power to keep Sullivan Heights a place where students and staff experience excellence, inclusion, and kindness.

On behalf of the entire Sullivan Heights Secondary School staff, I am delighted to welcome everyone back to an exciting school year ahead. School will begin on Tuesday, September 3rd with Welcoming Assemblies for all Grade 8 to 11 students, followed by Homeroom in Block A classes. Our Grade 12’s will proceed directly to their Homeroom Block A class. Please refer to arrival times in this newsletter. School photos will be taken on the second day of school, Wednesday, September 4th.

This newsletter is full of important information to help you get organized and create a positive school experience for your child. Please take the time to read through it carefully and refer to the schedules and calendar for important dates and times. Also included is: Opening Day info, Counselling & Student Timetables, Locker Assignment, and School Fees/Cash Online.

We have several new faces to the Sullivan Community, and I want to welcome them:

Support Staff: K. Harding, M. Kantarakias, D. Scott, C. Shaver, S. Singh, A. Saazma

Teachers: M. Assad, V. Baillargeon, R. Beveridge, J. Cadinha, K. Farquhar, T. Jones, R. Lampman, R. Lewis, K. Mui, J. Parsons, R. Pishvaei, R. Purewal, N. Shimmin, C. Thomson, P. Wilson

We are excited to welcome these staff members and several returning staff members to the Sullivan Heights team!

Another special group of new Sullivan Heights Stars that we would like to welcome are our incoming Grade 8 students. The transition from elementary to secondary school is an exciting one and we look forward to having you join the Sullivan Heights community. The students and staff are very friendly, will answer any questions you might have, and are here to make your grade 8 year and excellent one!

At the other end of the student community are our grade 12 students – the graduating class of 2025. Your grade 12 year will be filled with successes, challenges, fun, and perseverance. Do your best to soak in all that your final year of secondary school has to offer – including as many of the grad functions, such as the boat cruise, dinner and dance event, Commencement, and more! Please also know that the school community looks to the grade 12 students to be the student leaders in our school – we expect great things from you and know that you will exceed those lofty expectations! I look forward to getting to know this graduating class and to see what being a *STAR* looks like in our student leaders.

We will continue to share relevant and up-to-date information with our community through our school website ([**https://www.surreyschools.ca/sullivanheights**](https://www.surreyschools.ca/sullivanheights)) where you can find all important opening week information. We also encourage all members of our school community to also follow us on X/Twitter @SullivanHeights, Instagram, Facebook, as well as download our *STAR GAZER* App from your App store to learn more about life at our school, as well as to receive push notifications for important updates throughout the school year.

As we begin this 2024/2025 school year, I challenge our students to three basic things: be engaged, be communicative, and be *excellent*. We will do all we can to create the environment and community for you to achieve those goals. On behalf of Ms. Weldon, Mr. Kelly, and Mr. Thibault, we wish you a wonderful year!

All the best!



Mr. Kirincic

Principal

Opening Day – Tuesday, September 3

For all information and inquiries on school opening protocol please see the school website:<https://www.surreyschools.ca/sullivanheights>

All students are required to attend on opening day to confirm their registration as no-shows may be withdrawn. For opening day, students will require a pen and paper. The first day includes homeroom so that teachers can distribute timetable information, and review school information. Information will be posted on the Hub garage doors for students to find their homeroom. **All students in Grades 8 to 11 will report directly to the Bell Centre Theatre at the times specified below. Students in Grade 12 will report directly to their Block A classes. All students will be dismissed for the day directly from their homeroom classes.**

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| **Tuesday, September 3, 2024** | **Wednesday, September 4, 2024, to Friday, September 6, 2024** |
| **Grade 8** students report to the theatre at **9:30 am****Grade 9** students report to the theatre at **10:30 am****Grade 10** students report to the theatre at **11:30 am****Grade 11** students report to the theatre at **12:30 pm****Grade 12** students report to homeroom (Block A) the theatre at **1:30 pm** |

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| 8:20 – 9:399:44 – 11:0511:05 – 11:4511:50 – 1:091:14 – 2:33  | Block ABlock BLunchBlock CBlock D |

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Student Timetables & School Counselling

**Student timetables are available to view on MyEducation BC. Please note that schedules are subject to change as school counsellors return to school and make adjustments to balance courses, make necessary updates to student schedules, and create schedules for newly-registered students.**

**Students who would like to request course changes must use the request form below.** The **form opens on Wednesday, August 21st at 8:00 am, and closes on Friday, September 6th, 2024, at 8:00 am**.  Course change requests will only be considered if:

* You have an incomplete number of courses (fewer than 8 courses)
* You have duplicate courses (the same class shown twice) or have a course that you already passed
* You are missing a course required for graduation
* You are a grade 11 or 12 student requesting a Study block and have enough credits for graduation

Course change requests must be submitted using this online form: <https://forms.office.com/r/YVA5kQWRAi>

The school will do all it can to accommodate course request changes that meet the criteria above; however, please note that many classes do not have space to accommodate changes. Please do not submit multiple form requests.  Any changes (IF POSSIBLE) will be updated live on MyEd.  It is YOUR RESPONSIBILITY as a student, to regularly check MyEd for updates and start attending any new classes right away.  Counsellors are unable to assist with MyEd logins; please direct questions regarding this to the front office.

This year, students will be supported by school counsellors using the following last name groupings:

     Ms. Watson (watson\_m@surreyschools.ca) Last names A – Dass
     Ms. Falk (falk\_k@surreyschools.ca) Last names Dast – Jasw
     Ms. Brown (brown\_chanelle@surreyschools.ca) Last names Jasx – Mala
     Ms. Grewal (grewal\_b@surreyschools.ca) Last names Malb – Sand

Ms. Chen (chen\_r@surreyschools.ca) Last names Sane – Z

Student Drop Off/Pick Up:

**For student safety** and to avoid congestion, **please drop off and pick up students in the lower parking lot.** A reminder that the fire lane in front of the school is a **NO STOPPING ZONE.**

**DO NOT drop off or pick up students in the main driveway or main parking lot.**

We will be requiring student drivers to register their vehicles with the school office, at which time they will be given a red Sullivan sticker to display on their windshield, and those students will have to park in the **lower parking lot**.

Please remember the school parking lot will be congested both in the morning and the afternoon. **We will have over 2000 students and** **driving into our lots will be even more precarious, so your patience and calmness is appreciated**.

Lockers:

At Sullivan Heights, **students reserve lockers through an** **online system** starting Friday, August 30th. Instructions for reserving lockers online are noted below, and will also will be posted on the school’s website.

In most cases, students are not required to share lockers. We have several new lockers installed in the addition and these begin with the letter E. If you wish to reserve a locker in that area of the school, please look for locker numbers beginning with that letter.

**Please note** **students are not required to reserve lockers; reserving and using a locker is entirely optional.**

Questions may be directed to the office or Mr. Thibault.

**\*\*Use of gym lockers** – students are to use their own personal locks to lock their belongings in the gym change room and must remove the personal locks as soon as class is finished, in time for the next period of PHE classes to use. Locks left on lockers longer than one period will be cut off.

**Instructions for Reserving Lockers Online**

1. Go to the locker administration web site for the school: <https://sullivanheights.lockerassignment.com>
* Your user ID is your student number (refer to your go-card or your MyEd portal)
* Your password is your birthdate entered as MMDDYYYY
* A map of the locker zones is included in this system, with the exception of the E-Wing
1. Select an area (zone) of the school where you would like your locker to be.
2. Click on a zone and the available lockers will appear.
* **Green** means a locker is empty.
1. Select a locker. Once you have selected a locker you will be able to see the locker combination. You will also be able to login at any time in the future to see your assigned locker and combination.
2. Once you have selected a locker, **you cannot change** it through the online application.

Fee Payment:

A detailed list of student school fees is listed on our website under Student Fees, as well as included in this document. Student fees will be added as they arise.

Parents may use the following options to pay fees:

1st option: Pay online through School Cash Online from the convenience at home.

[Click here for online registration instructions and to pay fees](https://surreyschools.schoolcashonline.com/)

 The online option should be available to all students as of Friday, August 30, 2024.

2nd option: Call the school to make alternate arrangements.

See Fees list on the following pages.

SULLIVAN HEIGHTS SECONDARY

School Fees and Optional Enhancements to Programs\* 2024/2025

These fees may be subject to change depending on circumstances

**Basic Student Fee**

Student Activity Fee – **Grade 8** $25

*(Student fee includes: Grade 8 Planner $5; Student Council Leadership & Events $7; Athletics & Intramurals $8; Locks and Locker maintenance $5; Student Go-Card).*

Camp Fee **- Grade 8** $25

Includes transportation to and from camp, facility rental, lunch and snacks and an SHSS t-shirt

Student Activity Fee – **Grades 9 – 12** $25

*(Student fee includes: Scheduling app & School Messenger $5; Student Council Leadership & Events $7; Athletics & Intramurals $8; Locks and Locker maintenance $5; Student Go-Card).*

**Optional Enhancements and Extracurricular Activities:**

Individual teams may have additional fees depending on tournaments and competitions entered

Athletics Basketball Sr. Boys $200

 Sr. Girls $150

 Jr. Boys $175

 Jr. Girls/Gr 8 Boys $150

 Gr 8 Girls $100

 Ball Hockey $125

 Volleyball Jr. & Sr. $75

 Gr 8 $75

 Soccer $75

 Field Hockey $75

 Ice Hockey $150

 Kabaddi $50

Boys/Girls Rugby $50

 Badminton $50

 Cross Country/Track/

 Ultimate/Swimming $50

 Flag Football $50

 Jr. Varsity Football $400

 Sr. Varsity Football $500

Career Education

Work Experience/Co-op TB Test $70

Business Co-Op $25

 Additional fees will apply

Graduation Commencement Ceremony $50

Yearbook (Earlybird) August - January $60

 Yearbook February – June $70

Workbooks Accounting $25

 Science 8-10 $15

Chemistry 11/12 $25 - $30

French 10 - 12 $21

Math (incl FOM 11) $15 - $30

Foundations of Math 12 $30 - $45

Spanish 9/11/12 $25

Deposit for texts or calculators Graphing calculator $150

 (fully refundable upon return)

Instrument Rental $50 - $100

AP Fees (English) (subject to change) $100

\*See full description of fees and enhancements on the attached appendix.

Appendix: Legislation and School Fees

Instruction is provided free of charge to all students registered in a school’s education program sufficient to meet the general requirements of graduation, and it shall provide free of charge any resource material necessary to participate in that program. The School Act permits the charging of fees for certain items. In Surrey secondary schools, the following structure applies through Board Policy 9802 related to fees and any costs for students or families. Any school fees will be communicated to parents and students of each school’s community on an annual basis.

**Basic School Supplies**

Students will need to provide their own basic supplies and equipment for their own personal use at school. This includes supplies such as paper, writing tools, calculators, notebooks, gym strip, sewing kits, and some other items needed for various electives.

**Inability to pay fees**

The district’s hardship policy is an important part of our fees. No student will be denied the ability to participate in any part of the school’s educational programs as a result of an inability to pay. Every school must develop a process whereby fees may be waived because of financial hardship. The process must incorporate the principles of fairness, confidentiality, and sensitivity, while maintaining family respect and dignity. All letters to parents requesting payment of a fee will include a statement that explains the school district’s fee waiver policy and the protection of privacy.

**Student Activity Fee**

This fee is charged to all students and is in the range of $20-25 per student. Each school will communicate to parents and students the breakdown of where the funds from activity fees are directed. Typical activities supported by these fees are:

* Student Go Cards
* Student Council Events
* On-line Scheduler / planner
* Athletics
* Locks and locker maintenance
* Junior Program (Grades 8 & 9)

**Athletics**

Participation in athletics and organized sports is an important part of a school’s culture. Each secondary school is unique in the sports offered and the levels at which they participate. Students can expect a cost for participation which is dependent on the level of the sport, the number of games or tournaments played, the travel involved as well as other factors including fees for referees which are paid by the school. A significant portion of the costs associated with athletics go to the provincial bodies that organize these events. Every attempt is made to keep costs to a minimum and it is normal practice to have parents pay in a lump sum at the beginning of any one sport season, so parents understand the true costs involved for full participation. No school shall generate an ongoing surplus as the result of collection of fees for athletic programs and organized extracurricular sports.

**Certification**

Some programs include a component that offers an external certificate recognizing unique qualifications. Examples are St. John’s First Aid, Food Safe, Superhost, and Worldhost. These certificates help prepare students for employment and schools charge a fee to recover the cost of certification. The cost to the student will match the cost to the school for the certificate.

**Examinations**

Some programs offer external examinations where students can obtain credit for post-secondary institutions as a result of successfully completing the exam. International Baccalaureate and Advanced Placement are examples. Where students take these exams, a fee is charged to recover the cost of the examination and the fee shall be less than or equal to the actual cost of the exam.

**Field trips**

Students may be charged fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals for optional field trips, or other extracurricular outings or events. Students will not be charged fees for any field studies/field trips where attendance is mandatory as part of a course or program.

**Graduation Ceremonies**

The graduation ceremony is an important tradition that represents the end of a student’s school experience. Costs do apply as these extracurricular events are hosted in a variety of venues across the district and different traditions and formats require different levels of student costs. No student will be denied the ability to participate in a graduation ceremony due to an inability to pay the cost. Every effort is made to keep costs to a minimum and no school will compile an ongoing surplus as a result of monies collected to host a graduation ceremony.

**Materials consumed in a course**

In courses that consume materials (e.g. art, cooking, woodworking, metalwork, science) schools can only charge for materials or goods that are surplus to what would be necessary for the student to meet the expected outcomes in a course. If a student is going beyond the basic requirements of a course and creating projects for personal use (e.g. creating a table of mahogany rather than plywood), then the student may bring their own materials from home or the cost for the materials for these enhanced projects may be recovered through a fee.

**Musical Instruments**

A board may charge a fee for the rental of a musical instrument for the student’s personal use, or the student may provide their own instrument when he/she is part of a fine arts class or a course with a musical component.

**Students in Apprenticeship Programs**

Where students participate in a trades program that results in certification or is part of an Industry Training Authority apprenticeship, fees may be charged for the rental of tools, equipment and materials necessary for participation in the program or the Board may require the student to purchase his or her own tools, equipment and materials required for the program.

**Textbook or Calculator Deposits**

In accordance with the School Act, the Board may require deposits for educational resource materials, such as textbooks, novels and other resource materials. The Board will refund all of the deposit to the student upon return of the educational resource materials in good condition. Students will be advised of terms of the deposit at the time the deposit is required. Waiver procedures must be in place for all deposits.

**Uniforms**

Students sometimes need special clothing (uniforms for band or for cafeteria) to participate in an educational program. These clothes are not a requirement to participate in a program but are logical savings for parents where clothes could be soiled or damaged in shops or the cafeteria. If the clothes (e.g. band or choir uniforms) are owned by the school, a fully refundable deposit may be required to ensure the return in good condition.

**Workbooks**

Workbooks are optional enhancements to educational programs. These workbooks are designed for a student’s personal use as they will write in the books during the course of instruction. Where a workbook is regularly used as part of a course and a student does not wish to purchase their own workbook, one will be provided, and students will not be permitted to write in the workbook.

Where there is an optional fee for a workbook, that fee will match as close as reasonably possible to the exact cost of the workbook to the school. No school will accumulate an ongoing surplus as a result of workbook fees.

**Yearbooks**

Yearbooks are common in schools and are optional. The cost for a yearbook for a school shall be directly related to the development and publishing costs of the yearbook and no school shall generate an ongoing surplus as the result of the fees charged to students who wish to buy a yearbook.