

On September 4<sup>th</sup>, Grade 10-12 students will attend at the following times:

8:30-9:30 AM (Gr 10s)

9:30-10:30 AM (Gr 11s)

10:30-11:30 AM (Gr 12s)

\*Gr 9s will attend from 9-2:30 and participate in our Digital Boot Camp.

### **Attendance:**

If your child is going to be absent you can report it by using the online form on the website or calling the office directly. The same applies if your child is going to be late or leaving early.

For safety reasons, students arriving late are to sign in at the office and students leaving early are to sign out at the office.

\*\*If you know that your child will be absent for the first week of school please let the office know asap. Having accurate attendance data is critical for us at the start of the year.

### **School Fees:**

Students will be given a fee statement on the first day along with an information verification form. Last year we had over 80% of parents pay on-line and we are hoping to achieve 100% of payments on-line for the coming year!

See website for instructions: <https://sd43.schoolcashonline.com/Home/Index>

\*Teachers will not be collecting fees (allowing us to get into our regular schedule right away).

\*\*However, payments can still be submitted to the office (cash or cheques payable to Heritage Woods Secondary School).

### **Verification Forms:**

Students will be bringing home a Verification Form. If the information is correct on the form, simply sign it and return or if changes need to be made just write them on the form. Students will return the forms to their block 2 teachers during the first week.

### **Lockers:**

ONLINE LOCKER ASSIGNMENT SYSTEM (there will be a link under Quick Links on our homepage called "Locker Assignment".).

The online locker system begins on August 29<sup>th</sup> at 1:00 p.m. for Grade 11s and 12s and

August 30<sup>th</sup> at 1:00 p.m. for grade 9s and 10s.

\*A reminder to students to only get a locker if you know you are going to use it. Last year there were dozens of lockers that were assigned but went unused. Also, it is not acceptable for students to remove a school locker lock and use it in the PE change rooms. You are also not able to use a personal lock on our school lockers.

The login process involves using preferred first name and last name with a "." between names (ex. Mickey Mouse would be mickey.mouse) and the default password will be the student's student number.

\*For grade 9s, your student number is the same one you had in middle school. If you can't remember your number you can contact our office.

Please contact the office if you have issues.

### Student Schedules:

Grade 12s have received their schedules. Students in Grades 9-11 will receive their schedules on September 4<sup>th</sup>.

### **Course Change Process**

The new restrictions effectively make course changes a thing of the past. To ensure that we are adhering to the legislation we need to track every course change to avoid putting classes into violation. In other words, if a student wants to switch a class, but by doing so that change makes the class go over on size or composition, we are not able to accommodate that request.

### Criteria for changes:

If a student requires a change for one of the reasons listed below, they will see their Vice-Principal who will then direct them to their counselor if the request meets the criteria.

Course changes in September will only be made for extenuating circumstances:

- incomplete schedule
- change in course request due to summer school
- failed a course
- received courses that were neither primary requests or alternates
- received a course they have already taken

However, NO course changes will be made for the following reasons:

- Wanting a class in a different block
- Wanting a different elective
- Wanting a different teacher
- ○ Wanting a class with a friend

I will send out a locker reminder next week.

Todd Clerkson

Principal