



# SUMMIT MIDDLE SCHOOL

1450 Parkway Boulevard, Coquitlam, BC V3E 3L2 • Tel: 604-944-8273  
Mrs. Glenda Speight, Principal Mr. Martin Bozic, Vice-Principal

September 2017

Dear Parent/Guardian

Now that the new school year is underway, and your child has been assigned to their teacher and division, please take the time to read the following guidelines regarding fees and forms that have been requested by Summit Middle School.

## Activity Fees in the amount of \$35.00 are Now Due

Please submit payment online via [sd43.schoolcashonline.com](http://sd43.schoolcashonline.com). You will find the link and instructions for online payments in the Quick Links section of our website. Instructions are also on the school cash online website. Student activity fees support school-wide student celebrations, guest speakers, special events, transportation, awards and cover the cost of student planners and use of school locks for lockers. This fee is not a payment for field trips or events that occur on your child's team. You may also pre-pay for the Yearbook, another item listed at [sd43.schoolcashonline.com](http://sd43.schoolcashonline.com). **The yearbook purchase is optional.**

## Athletic Fees

Students interested in joining any of Summit's athletic teams during this school year are encouraged to pay the \$15.00 athletic fee at this time. The one-time fee allows students to join as many teams as they would like during the school year. This fee is collected to help offset the costs associated with referees, team jerseys, purchase equipment, district tournaments, CMSAA fees, and trophies. This item is also payable at [sd43.schoolcashonline.com](http://sd43.schoolcashonline.com). *No child will be denied the opportunity to participate for financial reasons. Please contact the Principal if you would like to discuss a fee waiver.*

## School Forms

The following **required** form needs to be completed online. This form can be completed by accessing our school webpage <http://www.sd43.bc.ca/middle/summit> and clicking on the **Parent eForms button in our Quick Links section**. Make sure to click **SUBMIT** to complete these form as soon as possible.

- **School Code of Conduct and Policies** – to be completed at the start of **each** school year by parents for each student
- **Privately Owned Devices** – to be completed at the start of **each** school year by students planning to use privately owned devices (laptops, iPods, cell phones) by connecting them to the district **wireless** or **wired** network. Please note forms will not be accepted without a valid MAC address.

Once classes are in session, we will be sending home 2 documents we require to be filled out/reviewed by your family: 1. Data Verification Form (to see if what we have in our database is correct) and 2. Emergency Release form (we need this document in hard copy for emergency preparation practices).

**Optional forms** - also found by clicking on the Parent eForms button

- **Volunteer Form** – complete this form if you plan on volunteering at our school (e.g. school field trips or events). This form is required once per school level. Criminal Record Checks are valid for 5 years.
- **Volunteer Driver Form** – complete this form if you think you may be driving for school field trips or events. This form is required each school year for all parent drivers. Driver volunteers must fill out the Volunteer Form as well and ensure that we have a Criminal Record Check on file. Driver's abstracts can be electronically faxed from ICBC to the school.
- **Medical Alert Form** - please access the form(s) from the website, print a hard copy, complete, including Dr.'s signature, and return as soon as possible **only if** your child has a medical condition the school must be aware of. All student medication must be stored in the office.