



# **BURNABY NORTH SECONDARY SCHOOL**

## **“EXCELLENCE, DISCOVERY, SERVICE”**

Our aim is for students to have a safe and successful school year. We would like to develop a strong partnership with you to help your teen focus on learning and being positively involved in the school. Please review the general information reminders and student responsibilities and conduct reminders with your teenagers to prepare for the year.

### **General Information**

#### **School Fees**

- Fees will be collected online using our School Cash Online system. Instructions as well as a link on how to access the School Cash Online is available to you on our school website (<https://north.burnabyschools.ca>). You may also visit the site directly at <https://burnaby.schoolcashonline>
- The basic School Activity Fee for all grades is \$30.00.
- The Graduation Dinner/Dance fee is \$130.00.
- The School Leaving Ceremony for Grade 12's is \$80.00 (which includes an academic cap, gown and two tickets).
- The Dry After Grad fee is \$50.00.
- The Student Yearbook is \$65.00 before December 31<sup>st</sup>; \$75.00 after January 1<sup>st</sup> until January 31<sup>st</sup>

#### **School Lockers and locks:**

- Lockers will need to be shared with another student. A locker (with a lock) will be assigned. (Unfortunately students will not be able to share with a desired locker partner)
- All students that have signed up for a locker, as well as all grade 8 students will receive an email with locker details on Wednesday, September 4<sup>th</sup>
- For a short video on how to use a combination locker, please see: [https://www.youtube.com/watch?v=Ug3X1dn\\_FI](https://www.youtube.com/watch?v=Ug3X1dn_FI)

#### **Locks:**

- Students should have their own lock for PE lockers.
- Locks can be purchased from the office, room 114 for \$9.00 each (including tax).

#### **Textbooks**

- Subject teachers will issue textbooks during class time. They are issued free of charge. A charge is made when textbooks are lost or damaged.

#### **Please note:**

- Students must return the same book they were issued by their teacher.
- Students who lose a text will be required to pay the full replacement cost of the book.
- Students who return texts that have been damaged will be charged the full replacement cost.

#### **Course Change Process:**

Grade 8 students who require a course correction (e.g. missing course or incorrect course) must go to Student Services on Tuesday September 3<sup>rd</sup> to see their counsellor. Please note: only grade 8 students can see their counsellors on September 3<sup>rd</sup>.



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Grade 9-12 students must follow the Course Correction process outlined below:

The school will not accommodate course changes for the following reasons:

- Having a class in a different period
- Having a different teacher
- Being in a different class to be with different people (e.g. friends)

Counsellors will work with students about their schedule according to this priority:

- Students with incomplete schedules
- Students who failed or did not complete summer-school / online course
- Student who didn't receive their requested / alternate elective
- Deadline for course request change or correction is Friday, September 15<sup>th</sup>

### **Student ID Cards**

- Student photos will be taken on **Thursday, September 12<sup>th</sup>**.
- Photo retakes will be on **Friday, October 18<sup>th</sup>**.
- Photo packages can be ordered from the photographer.
- Student ID cards will be issued following photo day, when they become available from the photographer.

### **Student Absences/ Attendance:**

- If your child will be absent for a day or two, please contact the main office (604-296-6875) and then have your child bring a note to each teacher when they return.
- For more detailed information, see <https://north.burnabyschools.ca/parents-2/how-to-report-your-childs-absence-from-school/>

### **Non-Emergency Phone Calls to Schools** (dentist, doctor, hair appointments)

- Non-emergency phone calls to the school office asking for contact with students will not be accepted. Our aim is to keep interruptions to instruction to a minimum so that we may focus on student learning.

### **Cafeteria Service**

- Will be available starting **Wednesday, September 4<sup>th</sup>**.

### **Success Program**

- Runs from 3:15 pm – 4:00 pm, Monday, Tuesday, Wednesday and Friday in the Connect Room
- Teachers from our Learning Support Services Department, along with a number of Peer Tutors, will be available to assist students with homework, tests, or assignments.
- Students may choose to go for help or may be assigned by their teacher to the Success Program to help them catch up missed work assignments, class work, and/or write tests.



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#### **Tutorial Time and Flex Time**

- Sessions have been scheduled throughout the year from October to April for grade 8 students.
- Sessions run from 8:45 am – 9:30 am on Wednesdays (see school calendar).
- Tutorial sessions provide time for students to get help with and work on core academic subjects and read to develop stronger literacy skills.
- **Flex Time** is time for students to have more ownership of their learning by choosing how to use their time at the beginning of each day. For example, students may opt to meet with a teacher for some extra help, for some enrichment opportunities, and/or to collaborate with some classmates on a class or extracurricular project. Teachers will be available at this time, but student attendance will not be taken as students will very likely move between different teachers and classrooms each morning.

**Note: It is mandatory for Grade 8 students to attend flex time.**

#### **Student Responsibilities and Conduct Reminders**

- Burnaby North is a community that values learning and teaching in a safe, caring and positive climate. The rights and freedoms of individuals are balanced with the collective well-being of all members of the school community. Members of the school community should behave in a way that is not distracting to the learning and well-being of others. All students are asked to follow the district code of conduct on our website: <https://north.burnabyschools.ca/school-info/code-of-conduct/>

#### **Electronic Devices**

- Please refer to the District Technologies and Information Systems' Digital Responsibility Guidelines for Students – “Burnaby Board of Education Policy 7.90.01 at <http://burnabyschools.ca>

#### **Internet Use**

- Access to the Internet is for educational and research purposes. Inappropriate use of the internet, including the violation of classroom and district rules, is subject to loss of network privileges and other District disciplinary actions. It is the user's responsibility not to initiate access to inappropriate or offensive material. The use of the Internet is a privilege, not a right.

#### **No Smoking/No Vaping**

- All students are actively encouraged to make healthy lifestyle choices. Smoking/vaping is not permitted on the property of Burnaby North.