

# JN BURNETT

## SECONDARY SCHOOL

### *STUDENT AGENDA 2023 – 2024*

*Principal:*

Mr. M. Jaswal

*Vice Principals:*

Ms. L. Collins

Mr. M. Winograd

5011 Granville Ave.

Richmond, B.C.

V7C 1E6

604-668-6478 (phone)

604-718-4007 (early  
warning)

Website: [jnburnett.sd38.bc.ca](http://jnburnett.sd38.bc.ca)

Twitter: @BurnettBreakers

Instagram: @jnburnett



General Office Hours:

8:00am – 4:00pm

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Number: \_\_\_\_\_

## BURNETT BELL SCHEDULES:

MONDAY+WEDNESDAY+FRIDAY	
CLASS	TIME
Welcome Bell	8:25
Block A	8:30 – 9:50
Block B	9:55 – 11:15
Break	11:15 – 11:25
Block C	11:30 – 12:50
Lunch	12:50 – 1:35
Block D	1:40 – 3:00

TUESDAY+THURSDAY	
CLASS	TIME
BLT	8:30 – 9:35
Block A	9:30–10:35
Block B	10:40 – 11:45
Break	11:45–11:55
Block C	12:00 – 1:05
Lunch	1:05–1:50
Block D	1:55 – 3:00

COLLABORATION DAY	
CLASS	TIME
Collab Time	8:30–9:30
Block A	9:30 – 10:35
Block B	10:40 – 11:45
Break	11:45 – 11:55
Block C	12:00 – 1:05
Lunch	1:05 – 1:50
Block D	1:55 – 3:00

## SEMESTER 1 SCHEDULE

BLOCK	SUBJECT	ROOM	TEACHER
AM			
A			
B			
C			
D			
PM			

## SEMESTER 2 SCHEDULE

BLOCK	SUBJECT	ROOM	TEACHER
AM			
A			
B			
C			
D			
PM			

## **BEING CONNECTED AS A STUDENT AT JNB**

At J.N. Burnett Secondary, we use a number of digital platforms that will keep you and your family connected with the school. These platforms all have different uses but are all essential for your time as a student at JNB. Each student is responsible for maintaining their username and password to each platform. It is recommended that students record this information in a secure area.

### **Social Media:**

Twitter: @burnettbreakers

Instagram: @jnburnett

### **School Website:** [jnburnett.sd38.bc.ca](http://jnburnett.sd38.bc.ca)

The school website has helpful general information for new and current students. This is your first stop in trying to find information about the school and if you wish to contact any staff member.

### **My School Day app:** *download the My School Day app*

The My School Day app is the main platform of communicating school announcements to the Burnett community. You can receive notifications from the school or specific classes and keep track of the what the Learning Schedule is for any particular day.

### **My Education BC:** [myeducation.gov.bc.ca/aspern/logon.do](http://myeducation.gov.bc.ca/aspern/logon.do)

This site allows you access to your class schedule and report cards. This site handles the administrative parts of your student life at Burnett Secondary.

### **Microsoft Teams:** [portal.office.com](http://portal.office.com) or *download the Microsoft Teams app*

This site is paired with a mobile app. Teams allows students and teachers to work in virtual class groupings to facilitate communication within a class. Teachers will communicate with students about the expectation of the use of Teams.

### **My Blueprint:** [www.myblueprint.ca/sd38](http://www.myblueprint.ca/sd38)

All students will need a My Blueprint account to complete compulsory work towards graduation in the curricular area of Career Life Education. Career Life Education is facilitated by school-based Conference Days.

### **School Appointments:** [burnett.schoolappointments.com](http://burnett.schoolappointments.com)

Students and parents will use this platform to schedule appointments for Parent Teacher Conferences.

### **MyWeeklyPlanner:** [burnett.myweeklyplanner.net](http://burnett.myweeklyplanner.net)

Students will use this platform to sign up for a learning space for Burnett Learning Time.

## **COUNSELLORS**



## **CAREER CENTRE**

**Ms. S. Carter**

The Career Centre is part of the Counselling Department. It offers students an opportunity to explore career and post-secondary options and to obtain information and/or applications on the following: labour market trends, careers, post-secondary programs, Language Proficiency Index (LPI), TOEFL, SAT, ACT, scholarships, exchange programs and employment or volunteer opportunities. Students may also be able to sign out some of the post-secondary calendars. The career centre is open several days a week. Please see the schedule posted on the door.

## **ADMINISTRATIVE ASSISTANTS**

**Ms. L. Sakai, Ms. T. Uy  
and Ms. O. Ye**

The office staff are here to help with anything, including answering general questions regarding school activities, attendance management, and much more! Come say hi and introduce yourself anytime!

## **BUSINESS ASSISTANT**

**Mrs. I. Trouw**

Mrs. Trouw's office is located near the main office. She is the person to see regarding any financial business with the school.

## **RCMP LIAISON PROGRAM**

Our liaison officer is part of the RCMP School Liaison program designed to build better relationships through positive personal contacts, service, education, and assistance in dealing with criminal concerns. Our Liaison officer will be at the school regularly and students can contact our RCMP member by speaking to one of the administrators or calling the non-emergency line at 604-278-1212.

## **TEACHER LIBRARIAN LIBRARY ASSISTANT**

**Mrs. D. Verma  
Ms. M. Riter**

The Library Learning Commons encourages students' independent reading, and supports the curriculum as both a resource and research center. Hours of operation are from 8:00 a.m. to 3:30 p.m. Students may sign out up to 4 books at a time for a period of two weeks. In addition, the library computers provide Internet access and word processing. A fine of 10 cents a day is charged for overdue books so please return books on time. Grade 8 students are given a library orientation session early in the school year. Visit the library website at <http://bcdistrict38burnettlibrary.blogspot.ca>



## **LIBRARY RESOURCES**

**Find it - fast!**

Want to get to great online resources?  
1. Check our library catalog. 2. Choose the Visual tab

*"Your library is your destiny." (destiny.sd38.bc.ca)  
(ID: 38burne PW: oval)*

## GETTING INVOLVED AT BURNETT

We want all students to feel positively connected at our school. Student leadership and personal and social responsibility are about being involved in a positive way. At Burnett we encourage all students to grow as personally and socially responsible citizens. Students are encouraged to get involved in at least one out-of-class activity – join a club, help organize an event for others, try out for a team, play a musical instrument in the band, audition or work backstage in a play, go to open gyms, dress up on spirit days and enthusiastically support school events. We believe that extracurricular activities are important and valuable; however, **school comes first**. Students must be committed to regular attendance, good citizenship and satisfactory effort in their classes to remain eligible for extracurricular activities. **Students can lose the privilege of participating in extracurricular events, teams, intramurals and activities (including grad events) for poor attendance, negative citizenship or inappropriate behaviour.**

## AS A BURNETT STUDENT, I SHOULD

- Work hard to develop my strengths and explore new ideas
- Conduct myself at all times in a respectful manner
- Treat others in a friendly, cooperative, and courteous manner
- Assist the school in its efforts to maintain a safe and clean environment
- Do the best I can at all times and in all ways!
- Participate actively in school activities/events/projects

## STUDENT COUNCIL

The aim of JNB's Student Council is to create a welcoming environment

for all students and represent students through social, sport, and special events. The Student Council is also responsible for fundraising and promoting awareness for various charitable organizations, notably the Food Bank.

As Student Council, our goal is to not only foster and encourage students to show school spirit, but also to get involved and be an integral part of the school's extra-curricular activities.

Council elections are held in the spring, and all prospective candidates must demonstrate good citizenship and a spirit of cooperation. It is also expected that all elected members maintain a good academic standing and abide by the school code of conduct.

### **2023-2024 Student Council**

President	Ocean & Spring Ma
Vice President	Maya Huang
Secretary	Yolanda Wei
Treasurer	Shun Akiyama
Communications	Carina Chen
Grade 10 Rep	Kana Chan & Selina Huang
Grade 9 Rep	Carina Cheng & Crystal Su

### **Message from the Student Council Sponsors:**

Student Council plays an integral role in fostering an inclusive and positive school environment. This coming year at Burnett, we hope to create a sense of belonging and community, ensure all students feel welcome and accepted at school, and encourage school spirit and Breaker pride. To achieve these goals, we facilitate numerous spirit days, spirit weeks, school dances, Breaker Winter Festival, and many more school events.

Student Council is here for the school, here for the students and here for you. Student Council is more than just a school club; it is a community, and we encourage students to participate and be involved within the community to help make Burnett the best it can be.



***On behalf of Student Council, we wish you the best of luck and look forward to an extraordinary year with you all!***

## **EVERYONE BELONGS, EVERYONE IS WELCOME**

At Burnett, we recognize and celebrate that our school, like our country, is a diverse society. We encourage all members of our school community to accept, learn about, communicate with and understand all people in our school. Because our diverse, multicultural community is so important to us, any expressions of intolerance based on race, religion, culture, gender, or sexuality are unacceptable and will be dealt with seriously by all people involved, including students, parents, counsellors, teachers and administration. *Everyone is welcome at Burnett Secondary School.*

## **ATTENDANCE – Regular attendance is a key to success!**

We expect Burnett students to arrive to school and to their classes on time. Certainly, being a reliable person who shows up on time are important aspects of your **personal awareness and responsibility**.

- If you are absent from school, it is your responsibility to complete all work missed while absent.
- A phone call must be made to the office (604-718-4007) or email to [burnett@sd38.bc.ca](mailto:burnett@sd38.bc.ca) by a parent with an explanation of your absence.
- For any attendance discrepancies, please contact your teacher for any adjustments.
- Parents will be contacted and students with poor attendance habits will face consequences. Frequent or prolonged absences will make it difficult for students to keep up with the course material and could lead to an inability to demonstrate learning at school.
- If you are experiencing personal issues that are causing you to miss school – see your teachers, counsellor, or an administrator and we will try to help.

## **EARLY DISMISSAL/TRUANCY**

If you need to leave school, you **must sign-out at the office before you leave**, with a note or parental permission only. If you arrive late or return after an appointment, stop at the office to **sign-in**. Students who skip class do not do as well as students who attend regularly.

## **PUNCTUALITY**

We believe that regular attendance is vital to success in the classroom and therefore all students are expected to:

- As the school day begins at **8:30am**, we expect all students to be in their first period class by that time. Students who arrive late within the first 10 minutes of the day (**until 8:40am**) should go directly to class and are subject to classroom expectations the teacher already has in place.
- Students who arrive **after 8:40am** are required to sign in at the office prior to going to class.



- Attendance is not taken during Burnett Learning Time (BLT) on Tuesday and Thursday morning. As part of our guiding principles for BLT, students are expected to self-manage their participation in BLT through the School Appointments Online website designated for BLT. Parents are encouraged to work with their children in managing and engaging in BLT.
- Students who present a note when signing in at the office, explaining why they are late or those students whose parents have called in ahead of time with a legitimate reason for being late, will be excused and documented as such.
- Students who arrive late to school after the lunch break must sign in at the office. Students will not be permitted into fourth period class late without a late slip from the main office.

Teachers will contact parents if a student is consistently late for class. Students who are chronically late will be referred to school administration.

## **EXTENDED ABSENCE**

Students absent for a longer period of time for unique or personal circumstances must have parents contact the office, your counsellor and your teachers to make arrangements regarding missed learning. Students who travel during the school year should inform each teacher as early as possible and must be prepared to complete work missed and accept that decreased achievement may occur as a consequence of missing school.

## **SCREEN TIME AND DIGITAL CITIZENSHIP**

Can you regulate your screen time? Do you use your time efficiently online? A smart phone is a powerful communication and learning tool but should only be used in class for learning purposes, with your teacher's permission. Students are responsible for everything they share online – texts, photos, comments, likes or shares – even in a closed group. Students who misuse their devices may face consequences and parents and even the RCMP may be involved. Read our Digital Citizenship Expectations on the Burnett website.



## **WITHDRAWAL FROM A CLASS/COURSE CHANGE**

Students must consult with their teacher, counsellor and parents before they will be allowed to drop/change a course. Students may request course changes, but not teacher changes. Students will not be permitted to drop a class late in the school year to avoid a final mark on their transcript. If you have any questions, speak with your counsellor.

## **DRESS CODE**

Clothing can be an expression of individuality; however, it must be appropriate and respect the reasonable perspectives of everyone in a

school context. Dress for school or work is different than dress for other social occasions and should generally cover the body from the shoulder to just above the knee. Students are not to display offensive words, slogans or references to sex, alcohol, drugs or hatred on their clothing or jewelry. If necessary, students will be asked to change or may be asked to go home and change.

## **CODE OF CONDUCT**

Students are expected to behave in a safe, responsible, respectful manner at all times. This includes ensuring that neighbouring properties are kept clean and interactions with community members are respectful. Discipline issues and consequences will be dealt with based on the following:

- The safety of all students is of paramount concern to school personnel.
- In dealing with student discipline, the circumstance of each incident, and the involvement of each individual are thoroughly investigated before a decision is made on consequences and or follow-up support.
- Willful disobedience, fighting, unlawful behaviour or behaviour which may threaten the safety of other students or staff, will result in suspension.
- Parental support and involvement is crucial in the process of effective discipline.
- Student and/or family support may include establishing a connection with community support services.

We want our school to be a safe and welcoming place for everyone. Actions that are **completely unacceptable at Burnett** include:

1. Making threats, bullying or using physical violence or being a bystander at a fight.
2. Having/suggesting possession of any form of weapon (real or replica, including bear spray or mace).
3. Being under the influence or in possession of alcohol or drugs at school, near the school or at a school-related function.
4. Stealing or being involved in theft.
5. Being willfully disobedient to a school staff member(s).
6. Causing a false fire alarm.
7. Causing willful damage to or using graffiti on school or personal property.
8. Being in possession of and/or igniting fireworks or causing a fire.
9. Using profane or offensive language towards staff or students.
10. Cheating/plagiarizing on exams, tests, or assignments.

# HOW WE LEARN AND WORK TOGETHER

The Board of Education recognizes its obligation to provide all members of our school district community with a positive climate and a safe, healthy environment.

**As we learn and work together, we will...**

- 1** Show respect for the diversity of the members of our school and district community.
- 2** Behave in a safe, considerate and courteous manner.
- 3** Not threaten, harass, intimidate or assault, in any way, any person within our school district community, through physical violence, print or electronic media.
- 4** Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- 5** Show respect and pride in our school district buildings and equipment through care and appropriate use of school district property.
- 6** Respect the non smoking environment of our schools and school district facilities.



Our expectations for how we learn and work together shall apply to everyone in our schools and at school functions.

The complete code of conduct is available online at:  
[sd38.bc.ca/codeofconduct](http://sd38.bc.ca/codeofconduct)

Healthy people do not attend work or school impaired. The seriousness of drug and alcohol related problems (either possession of, or under the influence of, drugs or alcohol and drug trafficking) cannot be overemphasized. Possession of drugs (including alcohol) for illegal purposes or for purposes that would be deemed to have a harmful effect on the character or persons of other pupils falls under Section 103, 191 and sec. 5 of the School Act Regulation.

For these reasons, students are forbidden to be in possession of, or under the influence of drugs, (including alcohol and marijuana) in the school, on the grounds or in the area near the school, at any time during the school day, or at any school sponsored activity.

**1<sup>st</sup> offence** – parent and R.C.M.P. contact plus a suspension and up to 5 months school probation.

**2<sup>nd</sup> offence** – parent and R.C.M.P. contact plus a suspension plus a possible Board of Review.

**3<sup>rd</sup> offence** – parent and R.C.M.P. contact plus a 5-day suspension and a Board of Review. Re-admission will be based on a recommendation of the Superintendent of School to the Board of School trustees after receipt of a report from Support Services.

## **BULLYING, HARASSMENT, FIGHTING and WEAPONS**

All people at Burnett have the right to learn and work in a safe environment. Bullying, harassment, intimidation, fighting or being in possession or suggesting possession of any form of weapon (real or replica) will not be tolerated, including bear spray and mace. Harassment & bullying includes aggressive, unkind, or excluding behaviour (including rumour/gossip spreading) directed from one person(s) towards another. It can be verbal or non-verbal; direct and physical or indirect and subtle; in person, online, via text message or on social media. **It is wrong and needs to be stopped.** Provoking contributing to or helping to set-up a conflict is also not acceptable. If this is happening to yourself or others – do not ignore it – ask for help from an administrator, teacher, or counsellor. The consequences for these behaviours will be serious and include parental involvement, RCMP contact and possible suspension or expulsion from school.

## **THEFT**

Protect your belongings and **do not** leave money or other valuables in an unattended bag, locker or changing room. The best defense against acts of theft is to not bring valuable items to school. **Leave valuables at home!** Students involved in theft will face serious consequences, including suspension and loss of extracurricular privileges. You do not have to be the one who steals to be involved in theft.

## **RACISM**

Students in Richmond come from diverse cultures and racial backgrounds. All students, no matter what their origin, race or ethno cultural background, have the right to be treated with respect and

understanding. The Richmond Board of School Trustees has a strong commitment to the elimination of racial incidents in the school system. Incidents of this nature will be dealt with firmly, including parental contact and follow-up action.

## **SEXUAL ORIENTATION AND GENDER IDENTITY**

The Richmond Board of Education values the diversity present within the Richmond School District. The District is responsible for ensuring that school cultures are safe, welcoming, inclusive and affirming for all students and members of the district community. The role of educators in the district is critical in creating positive societal change to address difficulties the 2SLGBTQ+ community often faces in schools.

Our District Code of Conduct sets out the expectations by which we all learn and work together. However, we recognize the unique set of challenges experienced by our lesbian, gay, bisexual, transsexual, transgender, two spirit, queer and questioning (2SLGBTQ+) community. The Board believes that it is our collective responsibility to ensure that every individual is treated with fairness, respect and dignity, and is included fully in the life of the community. The purpose of this Policy is to encourage a climate of welcome, respect, and support for those who identify as 2SLGBTQ+ and the challenges they often encounter in being accepted and fully included in the life of the school community.

The Richmond School District understands and demonstrates that our district culture is strengthened by the rich contributions made by each member. We believe that learning and working environments that are inclusive of diversity and equitable in relation to that diversity are essential in supporting the highest level of personal and collective growth and achievement.

## **SMOKING AND VAPING**

Smoking and vaping are serious health hazards and a leading cause of death in B.C. We encourage students to make healthy choices for themselves. Students are not permitted to smoke or vape anywhere on school property including bathrooms, nor on street corners & driveways in our immediate neighbourhood. Consequences for smoking or vaping on or in school property will include parental contact and potential for suspension.

## **PARKING & DRIVING**

Students may park in designated areas in the south section of the main parking lot only. Students must display an N as required by law. Students who drive recklessly, park illegally, hang out or dump garb who fail to obey traffic laws or drive recklessly will lose the privilege of driving to school and parking on the school lot. Parking for students is found on the south section of the main parking lot. The school parking lot can become extremely congested if many students are dropped off or picked up. Students should make every attempt to walk to school, take transit, or arrange pick up off-site. Parents are discouraged from

picking up students in the school lot. We appreciate only staff and student cars entering the parking lot and parking in the stalls.

## **BICYCLES & SCOOTERS**

Bicycles should be securely locked with a good quality lock in the bicycle racks at the school. Students are encouraged to register their bicycles with the Richmond RCMP. The school is not responsible for stolen or damaged bicycles.



## **STUDY BLOCK EXPECTATIONS**

A study block is intended for senior students to engage in independent learning and review. Students with a study block can work quietly in one of the table areas, in the library or leave the school property. Students on study block are reminded not to work in noisy groups outside of classrooms or in the multi-purpose room. Use this valuable time to study, learn and get ahead!

## **LOST AND FOUND**

**We strongly recommend students *do not* bring anything of value or large amounts of money to school.** Your possessions should be kept locked in your locker. Check in the general office or with the custodians if you have lost or found an item. **The school will not be held responsible for any lost or stolen items and will not replace them.**

## **VISITORS**

For safety reasons, Burnett Secondary and surrounding grounds are reserved for students and staff on school days and during school functions. Unauthorized visitors are not permitted. Similarly, Burnett students are not to visit other schools during regular school hours. Visitors must report to the office and speak to an administrator before visiting during school hours.

## **PETS**

Any student bringing an animal on site must first receive permission from an administrator.

## **PLAGIARISM AND CHEATING**

At Burnett all students are expected to adhere to a high level of intellectual integrity. Consequently, assignments and tests submitted by each student for grading should be his/her own work.

**Plagiarize:** *“to steal and pass off (the ideas or words of another) as one’s own; use (another’s production) without crediting the source; to commit literary theft; present as new an original idea or product derived from an existing source.” – Merriam Webster Dictionary*

### **What does plagiarism include?**

**Plagiarism** applies to both printed and unpublished material including...

- Using not only direct quotations and paraphrases from other sources, but also information and ideas without documentation of the source.
- Copying someone else’s assignment or a portion of it and submitting it as your own.
- Turning in work done or heavily edited by tutors, parents, siblings or friends as your own.
- Turning in purchased papers or those found on the Internet as your own.

### **What does cheating include?**

- Sharing or showing an assignment/homework with another student whether you believe it will be copied or not.
- Giving or receiving answers on a test.
- Stealing and/or selling a copy of a test.
- Using any form of memory aid during a test without permission by the teacher.
- Using summaries (Cliff Notes, etc...) instead of reading the literary work.
- Translating an assignment from another language and submitting it as your own original work.

Students should identify the source (bibliography) of any work done by someone else. **Consequences will be assigned if this expectation is not met.**

**Academic misconduct will have a negative impact on a student’s eligibility for in-school awards and/or scholarships. Students whose school record indicates an academic misconduct during their secondary school year may be disqualified for awards and scholarships.**

### **SNOW DAY INFORMATION**

Richmond schools will remain open unless there is a civic emergency. Any district wide closure will be decided by 6:30am at the latest and announced via the school district website, CKNW AM 980 radio, CKWX News 1130 AM radio, CBC AM 690 radio, Fairchild AM 1470 radio, CHQM FM 103.5 radio, CBC television, Global BC TV, City TV and CTV BC. **No announcement will be made saying that schools are open.**

**Only closures will be announced. Staff, students and parents should assume that schools will be open.**

## **FIREWORKS**

Possession of firecrackers, and any fireworks is prohibited by law in Richmond, as is possession of fireworks by individuals under the age of 18 years. Involvement with any form of fireworks will result in parental contact, school suspension, and may also be reported to the RCMP.

## **EARTHQUAKE PROCEDURES**

In the event of an earthquake, we ask that parents be aware of the school's earthquake policies and procedure. The school is prepared to care for students in the event of a critical situation. We have first aid supplies and will attempt to be in communication with local emergency services. We ask for your assistance in the following areas.

- Please **DO NOT PHONE THE SCHOOL**: we must have the lines open for emergency calls.
- Following an earthquake or other emergency, **DO NOT DRIVE TO THE SCHOOL**; streets and access to our school may be cluttered with debris; the school access route and street entrance areas must remain clear for emergency vehicles.
- Do turn your radio to CKWX News 1130 AM or CKNW 980 AM; information and directions will be given over the radio.
- As soon as it is safe to travel, we request that parents travel by foot to the school (if reasonable) to retrieve their children, or receive direction as to where the children have been relocated.
- All parents or designated guardians who come for students must sign the students out of the school's custody. Designated adults are identified on the blue medical cards filled out at the beginning of the year. Please help by making sure that the information is up to date and is complete.

### **Student Responsibilities:**

#### **Before**

- Learn what to expect and what to do during an earthquake.
- Identify hazards in the classroom, school, and home.
- Participate in earthquake drills.
- Know the name, address and phone number of your guardian and emergency contact person designated by your parent(s)

#### **During**

- Follow the teacher's instructions.
- **TAKE COVER** under a desk or table.
- **ASSUME 'CRASH' POSITION (DUCK, COVER, HOLD).**
- **COUNT** to 60 out loud. Evacuate when shaking stops.



- During non-instructional times, take cover in a doorway in the 'CRASH' position; count to 60, join your A block class when shaking stops.



After

- Follow evacuation instructions from teacher or designated monitor.
- Comfort and reassure other students.
- **DO NOT** use an elevator.
- **DO NOT** re-enter school without permission.
- **DO NOT** go home without permission: be aware that your parent/guardian may be delayed in coming for you.
- Talk about what has happened.

## **HOMEWORK**

**It is our belief that time for homework should be balanced with time for personal interests, extra-curricular involvement, and relaxation.**

It is important to develop good organizational and study skills in order to balance the responsibilities of school, social/leisure activities and work. Students are expected to use this agenda book or another organizational tool to keep organized.

### ***The purpose of Homework:***

- To strengthen understanding through independent practice.
- To develop organizational skills and good study habits.
- To apply concepts and/or reinforce concepts taught.
- To work on ongoing assignments (research, project, presentations etc).
- To review for the next class or for an upcoming test.
- To complete class work.

## **PRACTICE**

***It is the responsibility of the:***

### **TEACHER**

- To clearly state the expectations and the purpose for the assigned homework.
- To assign homework that is designed to deepen understanding with a focus on quality, not quantity.

- To avoid assigning large amounts of homework over holidays periods.
- To give reasonable notice of all assignments.
- To ensure students are aware of when they are available for students to seek help.
- To check & assess homework assignments for feedback to students.

## **STUDENT**

- To record all homework, tests and assignment due date in his/her agenda book.
- To communicate any difficulties with the pressures of school workload to teachers in a timely fashion.
- To seek clarity from the teacher when unsure of homework expectations.
- To complete homework as a self-assessment tool to monitor personal understanding.
- To see teachers and make arrangements to keep up with work when classes are missed.
- It should be noted that as students move towards the higher grades, they are encouraged to become more independent learners. Therefore, in most cases, the expectations for parental involvement in homework becomes less as students mature and move towards grade 12.

## **PARENT/GUARDIAN**

- To check with their son/daughter to ensure homework is being recorded in their agenda book.
- To discuss homework assignments with their son/daughter and monitor completion and quality.
- To seek clarity from the teacher if unclear about teacher's expectations.

## **TIME GUIDELINE**

District Homework Policy guidelines are as follows:

Grade 8 – 9	75 minutes per night
Grade 10	90 minutes per night
Grade 11 & 12	Varies greatly depending on courses selected

**Please note that these guidelines represent time spent on homework per night, not per subject.**

## **COMMUNICATION**

Avenues for communication are key in order to ensure common understandings of expectations. It is expected that:

## **TEACHERS**

Provide course outlines, which are reviewed with parents at our Meet the Teacher night each semester. The course outlines include expectations, evaluation and an overview of course content. Concerns

regarding homework may be communicated to parents by interim reports or a phone call.

## PARENTS

May call the teacher at the school with questions or concerns regarding homework at any time and are encouraged to do so. Concerns may also be discussed with the teacher at the regularly scheduled parent teacher conferences. Parents are encouraged to contact the teacher as soon as the concern arises.

## STUDENTS

Are encouraged to seek clarity from the teacher after school. Students are able to engage in their own learning and seek extra help or clarify expectations by communicating directly with teachers.

## STUDENT ANNOUNCEMENTS AND BULLETINS

Notices of congratulations and promotion of school events are announced via the My School Day app and the hallway displays. Anyone wishing to make an announcement must email the office by 9:00am. Students are asked to check the hallway displays located in 5 locations around the school for up-to-date information on notices, practices, games and meetings.



## TEXTBOOKS & LEARNING MATERIALS

Your subject teachers will issue textbooks & workbooks. **Please take care of them!** The barcode in the book you are assigned will be checked when you return it at the end of the semester. If you have lost or damaged a book, you will be required to pay for it. Your yearbook may not be issued until your outstanding fees are paid.

## LOCKERS

Lockers are assigned at the beginning of the year. All grade 8 students may purchase a lock from the school for \$8. Students use this lock for the 5 years they attend Burnett. Replacement of any lost locks will be \$8. At the end of the year students in grades 8-11 will remove their lock from their assigned locker and keep it over the summer. The following September, students return to school with their lock and place it on their newly assigned locker. Grade 12 students remove their locks and keep them.

Day lockers are also available for student use in the PE changing rooms. Students must provide their own locks or purchase a lock for \$8 from the Business Assistant. ***Valuables must not be brought into the changing rooms. The school will not be held responsible for any lost or stolen items and will not replace them.***

**Guidelines regarding student lockers:**

1. Students are responsible for the locker, which is assigned to them, and it is not to be used by any other person.
2. The locker is to be kept clean and free of any writing. Food should be removed on a regular basis.
3. Stickers are not to be placed on any locker surface.
4. No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
5. **School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.**
6. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
7. It is the responsibility of all school members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

**To ensure security, students must not share their lock combinations with anyone! The school is not responsible for replacing lost or stolen articles or money.**

## **FOOD SERVICES**

A variety of hot and cold food items are available before school, throughout the morning, and at lunch in the food services area in the multi-purpose room.

***Cleaning up your garbage after eating makes life easier for everyone.*** Recycling bins are available throughout the school for plastic bottles, cans, tetra packs and paper.



**Let's all work together to keep all areas of our school clean!**

## **LEARNING UPDATES AND STUDENT EVALUATION**

### **REPORTING**

Teachers use a wide variety of assessment methods to measure student learning and evaluate progress towards learning standards. Students are encouraged to use this agenda booklet to record and keep track of their achievement in each of their courses.

### **PROFICIENCIES, LETTER GRADES AND PERCENTAGES**

Students in Grade 8 & 9 courses will receive a rating on the proficiency scale. See the proficiency scale where your teenager could fit for each course.

## Grade 8 & 9

The Provincial Proficiency Scale	EMERGING	DEVELOPING	PROFICIENT	EXTENDING
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

Please visit the following page to learn more about the K-12 Student Reporting Policy:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-reporting-for-families>



## Grade 10-12

Letter grade	Percentage range	Definition
A	86–100	The student demonstrates excellent or outstanding learning in relation to the learning standards.
B	73–85	The student demonstrates very good learning in relation to the learning standards.
C+	67–72	The student demonstrates good learning in relation to the learning standards.
C	60–66	The student demonstrates satisfactory learning in relation to the learning standards.
C-	50–59	The student demonstrates minimally acceptable learning in relation to the learning standards.
F	0–49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning standards. Prior to assigning an F, it is important students, parents, and caregivers are made aware of any concerns and given a chance to address the needs of the student.

**\*Note: Students with 35-49% on the final report card in the main academic courses in grades 10 and 11 may attend Academic Completion Summer Learning to complete one or two courses. Students who achieve below 35% in a course may attend a full-credit course at SD38 Summer Learning.**

## GRADUATION ASSESSMENTS

The dates for provincial assessments are listed on your Burnett Calendar. They are held in November, January, April, and June each year. All students are required to write the Graduation Numeracy Assessment in Grade 10 or later. All students are required to also write the Provincial Graduation Literacy Assessment in Grade 10 and in Grade 12.

B.C.'s assessment system has been redesigned to align with the current curriculum. Assessment of all forms will support a more flexible, personalized approach to learning and measure deeper, complex thinking. B.C.'s educational assessment system strives to

support student learning by providing timely, meaningful information on student learning through multiple forms of assessment.

For grade 8-11 students, in many subject areas, there may be a final assessment of learning scheduled during class time or sometime during the last week of classes.

## LEARNING UPDATES AND LEARNING REPORTS

The school produces summaries of student learning four times during the school year, including a learning update and a learning report for each semester. Learning updates may be sent home throughout the year and can either indicate that concerns are developing, with suggestions for improvement, or compliment the student for good work and/or effort.

## PARENT-TEACHER CONFERENCES

Conferences may be requested by parents or teachers anytime throughout the school year. Scheduled parent - teacher conferences take place once in each semester. **Parents are strongly encouraged to attend these conferences.** Appointments must be made to see subject teachers during formal parent/teacher conferencing days. Students will be dismissed early on those days. Parents are encouraged to contact teachers at any time to monitor their child's progress.



## AWARDS

Honour Roll Awards are given to students who have achieved either Principal's Honour Roll or Honour Roll standing. Students with less than a full course load (8 courses in grade 10-11, and 6 courses in grade 12) will not be considered for Honour Roll or Principal's Honour Roll. Both Principal's Honour Roll and Honour Roll are calculated on all four of a student's classes per semester (applicable in grades 10-11). The top three classes per semester are used to calculate GPA for students in grade 12. Calculations are based on Semester 1 final grades and Semester 2 midterm grades. **Online courses, or any other courses taken outside of Burnett, are NOT eligible for Burnett Honour Roll calculation.**

A = 4 points

B = 3 points

C = 2 points

C- = 1 point

C+ = 2.5 points

I, F = 0 points

## SCHOOL AWARDS

Burnett's awards recognize excellence in academics, athletics, fine arts and service. Each recipient must demonstrate qualities of good citizenship to be eligible for any award.

**Service Awards** – presented to those students who have made significant contributions of their own time and energy for the benefit of others at Burnett. These students are recommended by the club sponsor for going above and beyond the mandate of their club and having a passion for the service the club provides. This award is not necessarily hours based.

**Principal's Honour Roll** – presented to students who have achieved a 4.0 GPA. Calculations are based on Semester 1 final grades and Semester 2 midterm grades.

**Honour Roll** – presented to students who have achieved a 3.25 GPA or greater. Calculations are based on Semester 1 final grades and Semester 2 midterm grades.

**Subject Awards** – presented at each grade level in each subject area to students who have demonstrated outstanding achievement measured against criteria set by each department.

**Outstanding Student Awards** - presented to those students who have met the criteria for Principal's Honour Roll or Honour Roll, Service (been an active participant of a school club) and have either participated in Athletics or the Fine and/or Performing Arts.

## MAJOR AWARDS

- Top Academic Award (presented to grade 10,11, and 12 students only)
- Top Fine Arts Awards (Dietmar Waber Memorial Award, Top Visual Arts Student, Top Production Student, Top Drama Student, Most Outstanding Musician)
- Breaker Awards (Top All Round student in each grade 8-11)
- J.N. Burnett Award (Top All Round grade 12 student)
- Breaker Wave Award (most improved student)

*Since these awards are recognition of exceptional achievement it is understood that they will not necessarily be awarded every year. Staff nominate students confidentially for these awards.*

## ATHLETIC BANQUET AWARDS CEREMONY

At the end of May, the annual athletic banquet is held to recognize outstanding achievements in the areas of athletics. Selected individuals are recognized from each team, as well as special awards for Top All-Round Athletes.

## GRAD CLASS RECOGNITION

### VALEDICTORIAN, HISTORIAN, & POET

Grade 12's who have demonstrated distinction in academics, service, and athletics and/or arts may apply to be class valedictorian, historian, or poet. The selection process includes student applications, shortlisting and interviews by staff and student(s) selected to have the honour of speaking on behalf of their grad class at the Valedictory Ceremony.

## SCHOLARSHIPS

Grade 12 students **must apply** for all scholarships to be considered – be sure to complete the Burnett application form available on the school website. There are many scholarships and bursaries available in four major categories – check with our Career Advisor and apply for everything!

**Institutional Scholarships** are awarded to students who best demonstrate the required academic standards and/or extracurricular achievements based on a specific post-secondary school's criteria.

**General Community Scholarships** are awarded to students who apply for and satisfy the requirements of an organization offering a scholarship. Students must take the initiative to find out information about these scholarships and apply for them (see our Career Advisor).

**School/Community Scholarships** are given to Richmond schools by individual donors or community groups. Specific criteria are established by the donating organization. Students must apply to the Burnett Secondary Scholarship Committee to be considered.

**"In-School" Burnett Secondary Scholarships** are presented by donors who have a unique relationship to Burnett. Students must apply to the Burnett Scholarship Committee, and ***they must complete at least 6 courses at Burnett in their Grade 12 year to be eligible for Burnett scholarships.***

### Ministry of Education Scholarships

The Ministry revises the criteria for their scholarships every year – search the [bced.gov.bc.ca](http://bced.gov.bc.ca) website under scholarships. B.C. Achievement Scholarships are awarded to the top 3000 graduates in B.C., based on Grades 10-12 achievement. Each school may nominate one student for the B.C. Excellence scholarship and the Pathway to Teacher Education awards. The District Authority awards are \$1250 vouchers for students who show outstanding achievement in one of **7 areas**: Indigenous Language & Culture; Fine Arts; Applied Skills; Physical Activity; International Languages; Community Service; and Technical & Trades. To qualify, students must meet graduation requirements and excel in one of the above areas.

### GOVERNOR GENERAL'S BRONZE MEDAL

Every secondary school in Canada awards the Governor General's Bronze Medal to the top academic Grade 12 student each year. This prestigious award calculates all Grade 11 and Grade 12 final marks and is open to all graduating students, regardless of program of studies. This is part of a Federal Government program to promote excellence in education.



## DEVELOPING SUCCESSFUL STUDY HABITS

At Burnett Secondary, we believe the primary focus for students should be learning and achieving academic success; however, we also want students to maintain a balance between studying and other activities and pursuits. Success in school relies on a strong and effective partnership between the student, the school and the home. Active support from parents/guardians in the completion of homework is recommended and encouraged. Students, make these **top 5** "study habits for success" part of your regular routine:

**1. Go to class prepared to learn.** Attend class and make a commitment to yourself to engage and participate in your learning – be self-regulating - you will enjoy your classes more and learn more.

**2. Be organized.** Use your agenda or other organizer daily to keep track of due dates and events. Similarly, keep track of all your class notes and handouts - it is much easier to study and prepare if you have all the information in an organized binder.

**3. Complete your work.** If you strive to complete and submit all of your work to the best of your ability, you will do as well as you possibly can - what else can we ever ask of ourselves?



**4. Practice home study regularly.** Home study is the regular habit of reviewing and re-writing your notes, re-reading handouts or textbook pages or reading support materials (from other books or online). This practice will help you learn better and understand, allow time to ask questions about concepts you need help with and will greatly reduce the need to "cram" before tests.

**5. Ask questions and get help.** If you're having difficulty understanding or need some extra help - ask your teacher and discuss concepts with other students. An excellent way of being more engaged in your learning is by actively listening and asking and answering questions during class discussions.

## HOMEWORK CRUNCH OR FEELING STRESSED?

If you are feeling overwhelmed by school and you are stressed, anxious or are having difficulty coping, you are not alone. Many students in high school, college and university feel this way occasionally. If you stay organized and stick with it, you will be able to manage. If you continue to struggle, go to your teacher(s) or your counsellor and ask for help. Personal circumstances will be reasonably considered, and time extensions and other supports may be arranged to allow you to complete your work in a timely manner and to the quality you are able to produce. You must be responsible - the earlier you go to talk about your situation, the better we are able to help. Remember, developing

resiliency means having a plan to cope with adversity – **you can do this and we will help.** We care about you and we want you to learn and succeed!

## **JN BURNETT ATHLETICS**

Participating on a sports team at J.N. Burnett Secondary is a great experience. Your dedication and efforts will help make Burnett a great school, and you will be rewarded with enjoyment, friendships and lots of FUN. You are encouraged to join a team! Burnett student-athletes are expected to exhibit a high standard of sportsmanship and dedication and must demonstrate satisfactory attendance and effort in their courses to remain eligible for school teams. We value character, dedication, commitment, class, and sportsmanship in our student-athletes.

The following teams may be offered:

### **Fall Sports**

Boys' Soccer  
All Girls' Volleyball  
JR & SR Boys' Volleyball  
Swimming  
Cross Country

### **Winter Sports**

Girls' Basketball  
Boys' Basketball  
Table Tennis

### **Spring Sports**

Girls' Soccer  
Golf  
JR & SR Ultimate  
Badminton  
Tennis  
Boys' 8 & 9 Volleyball  
Track & Field

## **THEATRE**

Ever desired to be part of the annual theatre production? Here is your chance! This course will include the responsibility of two large scale theatre productions. You will be exposed to all aspects of what it takes to put on a production. Designed for both those who like to be in front of an audience and behind. The scenes. Actors, costumes, sets, props, make-up and hair designers, lighting and sound crew, runners... all are welcome! Come be part of this diverse, inclusive, and fun community.

## **MUSIC**

All students can access our music program by selecting from a variety of different classes. We welcome students who are just beginning to those who are accomplished musicians. Students who choose to participate are expected to commit themselves to regular attendance and practice sessions, school concerts and several special performances throughout the year.

## **CLUBS AND ACTIVITIES**

Involvement in clubs and activities is an important and rewarding part of school life. All students are encouraged to get involved with at least one activity or club. Attend "Clubs Day" in late September and listen to the daily notices for club information. Some examples of clubs are:

Computer Science  
Model UN  
Games Club

Green Team  
SAGA  
Boxes of Hope

Operation Smile  
Women in Leadership  
Use Your Voice

## THOMPSON COMMUNITY CENTRE

As your neighbours, the staff at Thompson Community Centre welcome you to the upcoming school year! Check out our seasonal program guide for youth programs including cooking, leadership, dance, and much more. Don't forget to check out our Youth Facebook Page: [www.facebook.com/thompsonyouth](http://www.facebook.com/thompsonyouth). We have a range of fun activities available to Burnett students during lunch and after school.



## GRADUATION REQUIREMENTS

All students are required to complete 80-credits over Grades 10-11-12 to meet the Ministry of Education's graduation requirements and achieve a Dogwood certificate. Please note, specific university, college, apprenticeship, and career requirements vary, and it is each student's responsibility to confirm and meet additional course requirements required by the post-secondary institution(s) of their choice.

The required 80-credits for graduation in British Columbia

- [ ] English Language Arts 10 (\*\**English First Peoples 10*)
- [ ] Social Studies 10
- [ ] Science 10
- [ ] Math 10
- [ ] Physical and Health Education 10
- [ ] Arts **or** Applied Design, Skills & Technologies 10, 11 or 12
- [ ] Career Life Education
- [ ] English Language Arts 11
- [ ] Math 11
- [ ] Social Studies 11 or 12 (\*\**BC First Peoples 12*)
- [ ] Science 11 or 12
- [ ] English Studies 12 (\*\**English First Peoples 12*)
- [ ] Grade 12 course
- [ ] Grade 12 course

- [ ] Grade 12 course
- [ ] Other Grade 10, 11 or 12 course
- [ ] Other Grade 10, 11 or 12 course
- [ ] Other Grade 10, 11 or 12 course
- [ ] Other Grade 10, 11 or 12 course
- [ ] Career Life Connections & Capstone

All students must also complete the Graduation Numeracy Assessment (GNA) and two Graduation Literacy Assessments (GLA 10 and GLA 12) to meet graduation requirements.

*\*\*Beginning 2023-2024, all students must also complete a 4-credit Indigenous-Focused course to meet graduation requirements.*

### **Looking for HELP or someone to talk to?**

1. School Counsellor.
2. Community Health Nurse for your school can be reached by leaving a note in the school office or call 604-233-3150.
3. Richmond Youth Clinic @ Foundry – Free & Confidential Drop-In Clinics  
8100 Granville Ave. 604-674-0550  
Tuesday, Wednesday, Thursday 2:00–5:00 pm
4. CHIMO Crisis Line 604-279-7070
5. CHIMO Youth Counselling Services 604-279-7077
6. RASS (Richmond Addiction Services Society) 604-270-9220
7. S.U.C.C.E.S.S. (Provides services in Cantonese & Mandarin)  
604-270-8233 (Cantonese) 604-270-8222 (Mandarin)

### **USEFUL RICHMOND COMMUNITY AGENCIES**

#### **Support Services for People New to Canada**

S.U.C.C.E.S.S                      604-270-8233 (Cantonese) 604-270-8222 (Mandarin)



Caring Place Office	604-279-7000
Mosaic Community Translation Centre	604-254-0469
<b>Employment &amp; Volunteer Opportunities</b>	
Canada's Youth Employment Strategy	1-800-935-5555
Connections Community Services Society	604-271-7600
<b>Health Services</b>	
Richmond Health Services	604-233-3150
Youth Clinic (confidential)	604-674-0550
Richmond Child & Youth Mental Health	604-207-2511
<b>Counseling Services for Families, Parents, and Teens</b>	
Family Services	604-279-7100
Richmond Youth Service Agency	604-271-7600
Parent Support Services of BC	1-877-345-9777
TouchStone Family Association	604-279-5599
Richmond Women's Resource Center	604-279-7060
<b>Ministry for Children and Families (Social Workers)</b>	
Assessment and Family Support Service	604-660-1044
<b>Crisis Lines</b>	
Crisis Intervention (Chimo)	604-279-7070
Youth Against Violence Line	1-800-680-4264
Crime Stoppers	1-800-222-8477
VictimLink BC	1-800-563-0808
Kids Help Phone	1-800-668-6868
<b>Drug and Alcohol Help Services</b>	
RASS (Richmond Addictions Services Society)	604-270-9220
Al-Ateen/Al-Anon	604-688-1716
<b>Police</b>	
RCMP	604-278-1212

Whatever you're going through, we're here for you.



"I never realized how easy it was to access support through an app on my phone. I accessed Foundry's app from the comfort of my bedroom and spoke with a counsellor the same day. I left my session with resources and a follow-up appointment with a primary care provider. For the first time in a long time, I feel hopeful."

- Youth accessing Foundry Virtual BC services.

## Foundry Virtual BC

We offer free drop-in and scheduled counselling & peer support, substance use services, groups, primary care and employment services for young people ages 12-24 across British Columbia.

All services are free and confidential, no referrals are needed. We offer video, audio and chat options.

**Drop-in services:** Access same-day counselling and peer support.

**Scheduled appointments:** Book counselling, peer support and other virtual services in advance.

**Group sessions:** Connect with peers, learn coping strategies and life skills.

**Primary Care:** Speak with a nurse practitioner about substance use concerns, sexual health, medication, gender affirming care or other medical/health-related concerns.

**Employment services:** Explore employment opportunities, educational/certification programs or discuss other job or school-related options.

To learn more, please call 1-833-308-6379, email [online@foundrybc.ca](mailto:online@foundrybc.ca) or visit [www.foundrybc.ca/virtual](http://www.foundrybc.ca/virtual)



Download the app or use in a browser

**Hours:** 7 days/week  
1:00pm-9:00pm

**Drop-in hours:** Tues-Thurs  
2:00pm-6:00pm

· FOUNDRY ·

**CORE COMPETENCY STATEMENT EXAMPLES:** Reflect on the statements below – is this a strength for me? Can I describe specific examples when I have demonstrated the competencies?

### **COMMUNICATION:**

- [ ] I am able to express myself clearly when speaking.
- [ ] I listen actively to others in a genuine attempt to understand.
- [ ] I am able to organize ideas & communicate clearly in many ways.
- [ ] I am able to use information and examples to support my work.
- [ ] I can use technology to organize and present information to others.

### **CRITICAL & REFLECTIVE THINKING:**

- [ ] I analyze & form reasoned judgments about something I read or watch.
- [ ] I examine my own thinking and consider other people's thinking.
- [ ] I can generate questions to gather information and learn more.
- [ ] I can evaluate and consider all the information that I read or hear.
- [ ] I am willing to change my thinking in response to new information.

### **CREATIVE THINKING:**

- [ ] I can create original or new ideas.
- [ ] I can develop my ideas and/or expand on the ideas of others.
- [ ] I can adapt and revise my ideas in response to new information.
- [ ] I can develop ideas from thought and turn them into reality.

### **PERSONAL AWARENESS & RESPONSIBILITY:**

- [ ] I am **reflective**. I set goals for myself. I am a self-regulating person.
- [ ] I recognize my stress or emotions and able to manage my feelings.
- [ ] I am **resilient** and persevere when things are difficult.
- [ ] I engage in activities to support my physical and emotional well-being.

### **POSITIVE PERSONAL AND CULTURAL IDENTITY**

- [ ] I can describe my family, my heritage and my community.
- [ ] I understand that my identity is made of many interconnected aspects.
- [ ] I know what is important to me and what my values are.
- [ ] I am confident. I know my strengths. I know my areas for growth.

### **SOCIAL RESPONSIBILITY**

- [ ] I contribute positively in small groups and in my classes.
- [ ] I respect that a community includes multiple perspectives & cultures.
- [ ] I can clarify problems and generate possible strategies or solutions.
- [ ] I care about issues that impact both the local and global community.
- [ ] I am kind, caring and respectful towards all other people.