



## ***J.N. Burnett Secondary School***

5011 Granville Avenue, Richmond, B.C. V7C 1E6

Tel: 604-668-6478 / Fax: 604-247-0591

Website: <http://jnburnett.sd38.bc.ca> Email: [burnett@sd38.bc.ca](mailto:burnett@sd38.bc.ca)

August 2018

Dear Parents:

I hope you have enjoyed the summer so far, spending time with family and friends! We are beginning preparations for the 2018-19 school year and have included some information to help you get well organized. I am hopeful that it will be another great year for the J.N. Burnett school community!

There are several enclosures with this letter that should help you get organized for the coming school year, while other forms and information will be sent home during the first week.

The Burnett calendar will be handed out in Homeroom on the first day of school. This calendar is a useful reference guide throughout the year. It includes all of the key dates with regard to report cards, holidays, Professional Development Days, as well as important information parents may need to become familiar with the school. Students will receive their student agenda book the first week of school, which includes all of this information as well.

Beginning this year, secondary schools in Richmond will be moving to the School Cash Online (SCO) system for fee payments. Elementary schools in the district have been using this system for the last two years with great success. School Cash Online registration information is included in this package. Please register your child(ren) using their student number (see SCO info) before the start of school in September.

**Please be sure to check the box which gives the SCO system approval to send emails regarding fees to be paid.** When a new fee is added to your child's account, you will be notified of the additional item(s) via email. (e.g.: optional fees such as the purchase of a yearbook, class workbooks, etc.).

Grade 12 fees will include optional events such as Valedictory, Grad Dinner Dance and Dry Grad, etc. Once we determine the costs for optional events, fees will be posted to the School Cash Online system and parents will be notified via email. It is helpful to plan for these events if payment is provided at an early date, as this helps to confirm our numbers for bookings.

The student fee of \$28.00, which covers the cost of a student agenda, student council activities, communications and awards, will be available for payment **August 24<sup>th</sup>, 2018**. We appreciate you taking the time to register through the School Cash Online system.

All Grade 8 students will receive a package mailed to their home address with important information regarding the upcoming Grade 8 Retreat, scheduled for September 17<sup>th</sup> to 19<sup>th</sup>. Also included are four forms that must be returned to your child's Homeroom teacher beginning on September 4<sup>th</sup>. The Grade 8 Retreat fee of \$275 can be paid by School Cash Online on beginning **August 24<sup>th</sup>, 2018**.

All students will receive timetables on the first day of school. At that time, a process will be outlined for students wishing to request corrections to their timetable (please recognize that timetable changes will be difficult).

The blue medical form for every student will be handed out during Homeroom. Parents are asked to please fill it out and return it to the school. It is very important that we have this information as soon as possible. Included on this form is a line for parent email addresses and phone numbers. Please ensure you give us an up-to-date email address and working phone number so we can contact you in case of emergency and with our communication program (School Messengers), which will keep you informed about school and/or your son/daughter's attendance in classes

I would like to extend a big welcome to all students new to Burnett and welcome back all of you who are returning. Listed below are some important dates and information about school opening. We will send out more detailed monthly newsletters in the future as well. The first one will be posted on the website at the end of September. For now, here is what will be most useful for you:

**FIRST DAY - Tuesday, September 4, 2018**

Grade 8	12:30 PM until approximately 2:00 PM
Grade 9 &10	9:00 AM until approximately 10:30 AM
Grade 11 & 12	10:30 AM until approximately 12:00 PM

All students should report to the **school gym** for a welcoming assembly. After the assembly students will be dismissed to their homerooms. All homeroom class lists will be posted on the doors at the front of the school by **5:00 PM on Friday, August 31<sup>st</sup>**. Students should check these lists to see who their homeroom teacher will be and which room number to report to. For the first day, students are asked to bring a pen or pencil.



**Wednesday, September 5, 2018**

Students should arrive to school by 8:15 AM as the first class begins at 8:25 AM. New students may wish to arrive a little earlier in case they have questions about which classes to attend and where they are located. This is a full school day. Students are asked to report to their Homeroom class to begin each day this week, and then proceed to their regular classes. Students will be given information about any supplies they may need for each course. Teachers will go over course outlines and expectations.

**IMPORTANT PARENT MEETINGS IN SEPTEMBER**

**FIRST PAC MEETING** - An opportunity to get acquainted with other parents and the school, and set some goals for the new school year - **Thursday, September 13<sup>th</sup>, 2018 at 7:30 PM**

**MEET THE TEACHER NIGHT** - An opportunity to walk through your child's timetable and meet his/her teachers - **Thursday, September 20<sup>th</sup>, 2018 at 7:00 PM**

**Other Important Dates**

September 21 - Professional Development Day

September 25 - Student Photos

If your child will be absent during the first week of school but intends to return to Burnett, please contact the school as soon as possible to confirm this with us. This will enable us to organize classes accurately and also to ensure that all absent students have a timetable and locker upon their return.

Things may seem a little overwhelming at first to those of you who are new to the school, but you will find that everything falls into place quite quickly and that you will soon know your way around. In the meantime, there are lots of people around to help so don't hesitate to ask.

Enjoy the rest of your summer and we look forward to seeing all students again in September.

Sincerely,



Mrs. W. Walker  
Principal



# SchoolCashOnline

For safety and efficiency reasons, Richmond School District would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE:** If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.

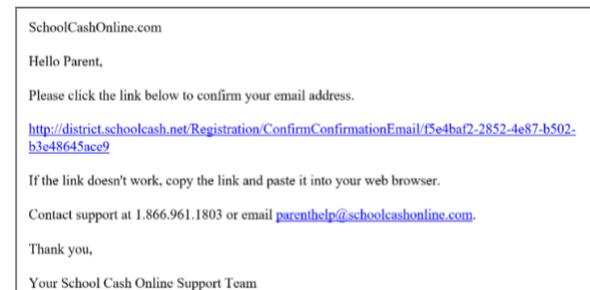
## Step 1: Register

- a) If you have not registered, please go to the *School Cash Online* home page <https://richmondsd38.schoolcashonline.com> and select the "Get Started Today" option.
- b) Complete each of the three Registration Steps  
*\*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.*



## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Find Student

This step will connect your children to your account.

- a) Enter the School Board Name. (*Richmond School District No. 38*)
- b) Enter the School Name. (*Burnett Secondary School*)
- c) Enter Your Child's Student Number and Last Name. (*Pupil Number-located on your MyEd BC profile*)
- d) Select *Continue*.
- e) On the next page confirm that you are related to the child, check in the Agree box and select *Continue*.
- f) Your child has been added to your account.

### Find Student

**School Information**

School Board Name: School Board 1575  
Looking for a student in a different school board?

School Name:

**Student Information**

Do you have the student number?

Student Number:

First Name:

Last Name:

Birth Date:   
Date format: mm/dd/yyyy

(No students? [Click here](#))

## Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" and repeat the steps above. 8 children can be added to one parent account. If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.



## GRAD INFORMATION 2018 - 19

**Congratulations Grads of 2019!** J.N. Burnett staff are looking forward to helping you have a memorable and fulfilling graduation year. Listed below is some important information that will keep you organized for the year.

**PLEASE NOTE THAT ALL OPTIONAL GRAD FEES CAN BE PAID ONLINE. REGISTER AND CREATE AN ACCOUNT: <https://richmondsd38.schoolcashonline.com/>**

### MAIN GRAD EVENTS:

Some events through the year are organized by the grad committee and will vary depending on the grad class. Other events have already been booked and arranged a year in advance. These events are:

- **Grad Boat Cruise: Friday, September 14, 2018 (\$75)**  
This is the first big grad event for the year and is a fun evening that includes a full dinner, desert and dancing as we cruise the harbour of Vancouver. *The cost for this event is included in your optional grad fees.*
- **Grad Winter Semi-Formal: November 22, 2018 (\$40)**  
This fun Grad event is held at the Quilchena Golf and Country Club in Richmond. It includes desserts, beverages and lots of music and dancing! *The cost for this event is included in your optional grad fees.*
- **Graduation Dinner and Dance: June 7, 2019 (\$150)**  
The Dinner and Dance is held at the Pan Pacific Crystal Ballroom in Vancouver. It is a beautiful evening - professionally decorated ballroom, great food, memorable speeches and a "look back in time" video collage. *The cost for this event is included in your optional grad fees.*
- **Dry After Grad: June 7-8, 2019 (\$60)**  
This event follows the Dinner and Dance. Organized by our parent group (PAC), this is a fun filled evening with entertainment, food and prizes. Your ticket includes transportation both ways between the school and the Pan Pacific Hotel. Party with your grad class until 5:00 AM! *The cost for this event is included in your optional grad fees.*  
*NOTE: all grads participating in this event will be going to the Dinner and Dance and returning to school with a highway coach bus.*
- **The Valedictory Ceremony: June 27, 2019 (\$60)**  
This is held at the Chan Center at UBC. This is the most formal event of the year for grads. You will wear a cap and gown and receive your certificate. You must attend this ceremony if you wish to be eligible to receive a scholarship or bursary. *The cost for this event is included in your optional grad fees.*

**All Grad fees are optional.** Students choosing to attend these functions are required to pay the fees.



SCHOOL DISTRICT NO. 38 (RICHMOND)

7811 Granville Avenue  
Richmond, B.C. V6Y 3E3  
Phone: (604) 668-6000

**GENERAL DONATION FORM**

This document verifies that a \_\_\_\_\_ at a total value of \$ \_\_\_\_\_ was donated to the Richmond Board of Education.

The purpose for which I would like this item used is to assist

**J.N. Burnett (Dry After Grad)**

\_\_\_\_\_  
(Name of School)

The Board will seek to fulfill the intent of this donation in compliance with the School Act and its Regulations, the Income Tax Act and its Regulations, and with Board Policy and Regulations. Donations can be subject to a general direction but decisions regarding specific beneficiaries of one of its established programs must be the exclusive responsibility of the Board.

Whenever possible, the contribution will be distributed either to the school specified by the contributor or to the Board's general operating funds.

Donations made to the Board to support a specific child's participation in an activity or tour will not be receipted by official tax receipts for Income Tax Purposes.

Signature of donor: \_\_\_\_\_ Date: \_\_\_\_\_

Is an official receipt for income tax purposes required?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information: (PLEASE PRINT)

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

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_

Thank you for your support of School District No. 38 (Richmond)