



Byrne Creek Community School

7777 18th Street
Burnaby BC V3N 5E5
tel. 604.296.6885 fax. 604.296.6888

www.Byrnekreek.burnabyschools.ca Twitter: @ByrneCreekSS

Principal: Ms. Effie Aadland

Vice Principal: Ms. L. De Oliveira (A - M) **Vice Principal:** Mr. N. Christofides (N - Z)

Counsellors: Ms. A. Rai (A - G) Ms. M. Le Poole (H - O) Ms. J. Davy (P - Z)

Community Coordinator: Mr. B. Dhillon **Safe School Specialist:** Mr. P. Dutton

Advanced Placement:	Mr. S. Fuerderer	Physical Education:	Mr. M. Van Bylandt
Applied Skills:	Ms. J. Cleary-Dulai	Science:	Mr. S. Fuerderer
English:	Ms. D. Ferreira	Social Studies:	Mr. G. Neumann
Languages:	Mr. M. Fouquette	Sports:	Mr. S. Shorthouse
Learning Support Services:	Ms. D. Hawley	Student Services:	Ms. J. Davy
Library:	Ms. W. Amy	VPA:	Mr. J. Trovato
Mathematics:	Mr. K. Kraemer		

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Welcome to Byrne Creek Community School

A Message to Students

Byrne Creek is a thriving community school that provides opportunities for students to excel academically, socially-emotionally, athletically and artistically. We focus on the Whole Child and are a school where students find joy, connection and learning. We strive to ensure that each student:

Exemplifies our core values of HEART

Honesty

Empathy

Achievement

Respect

Teamwork

Is challenged and prepared for the world beyond school

Learns about and practices healthy lifestyles

Learns in a safe environment

Is engaged and connected to the school and the community beyond

Is supported and surrounded by caring adults

Our continued goal is to maintain a culture of excellence, expectation and accountability where all students feel they are capable of high levels of success. We expect all members of our community to respect each other, attend classes on time, work to the best of their abilities and follow the school and district codes of conduct.

SCHOOL GUIDELINES AND POLICIES

LEARNING & WORKING

ATTENDANCE

1. **Policy:** School law clearly states that students shall be “regular and punctual” in their attendance. The primary responsibility for school attendance, ultimately, must lie with the student and the parents. Good attendance in school is a vital part of one’s education and preparation for business, personal and social life.

It is important that students understand that all absences will interfere with their progress in school.

2. **Procedures**
 - a. Each teacher will take (subject period) attendance and keep a record of absences and lates.
 - b. Students returning to school after an absence **must present a note clearly stating the student’s first and last name to teachers**, dated and signed by parent or guardian. The note must state the period of absence as well as the reason for absence. The note must be signed by each teacher whose class was missed. **Students are then to bring the note, which has been signed by their teachers, to the school’s office.** Parents are encouraged to phone the school prior to absences whenever possible.
 - c. Students wishing to be excused from a subject class period to perform school services, to attend a meeting, or at the request of another teacher, **must report to the subject class teacher at the beginning of the period** to request permission to do so.
 - d. Students wishing to go on field trips must **obtain prior written approval** from subject class teachers whose periods they will miss.
 - e. Early dismissals: Students requesting early dismissal are to bring a note from home to present **to the office.** A member of the office staff will speak to a parent/guardian and record the information relating to the dismissal. In most cases, it should not be necessary for a student to miss a whole morning or afternoon for a medical or dental appointment.
 - f. In the case of prolonged illness absences, school counsellors should be contacted so that assistance can be forthcoming through visits by Hospital/Homebound teachers.
 - g. Parents/Guardians may receive an automated call in the evening if their son/daughter has missed a period class without permission.
 - h. The school cannot authorize student absence from school to accompany parents on vacation. Please note:

- Students may not be able to meet all the learning outcomes of the class and this may impact grades and credits.
- Parents are encouraged to contact teachers directly to discuss impact of an extended absence.
- The onus is on students to contact their teachers to determine what/if make-up work may need to be done.
- An Extended Absence form should be obtained from the office and returned before the student leaves on vacation.

3. Lates

- a. Each student is expected to be in his/her classroom before the beginning of each period. Being late to class disrupts your learning and the learning of others around you. It is a disrespectful interruption of the learning environment.
- b. Students who arrive at school after the starting time are to quickly get the necessary equipment from their lockers and proceed to class. Repeated tardiness will result in contact with parent/guardians.

EDUCATIONAL ETHICS – ACADEMIC CONDUCT

1. Plagiarism:

Plagiarism is the use of other peoples’ words, works and/or ideas (images, books, speeches or anything from the internet) without proper acknowledgement. When in doubt about what to credit, or how to credit, ask your teacher.

2. Cheating

- submitting, without prior approval, any work done by/with another person
- altering work after it has been marked
- submitting work completed for another course without teacher approval
- preparing any work for another student to submit as their own or giving another student any of your work to submit as their own

Potential Consequences

1. The teacher will inform the student(s) that he/she is under suspicion or was caught in the act of plagiarism or cheating and states reasons or gives evidence to the student(s).

The student will respond by: a) admitting the transgression or b) denying the transgression

2. If ‘a’ occurs then possible consequences 1 – 8 are applied as appropriate. If ‘b’ occurs then teachers should fill out an incident report and
 - i) ask for a demonstration of competency or authorship or

- ii) go through the school appeal procedure

Possible consequences for plagiarism and cheating may include the following:

1. credit not given for assignment and an 'I' grade may be assigned until an alternate assignment is completed
2. parent contact
3. 'N' work habit
4. noted on disciplinary file
5. ineligibility for leadership positions
6. ineligibility for honour roll – for current term
7. loss of scholarship recommendation
8. suspension from school

APPROPRIATE LANGUAGE

Students are expected to use language which is respectful and free of vulgarity, profanity and free of put-downs relating to gender, sexual orientation, race or culture.

CELLULAR PHONES

Students are permitted to bring their cell phone to school and use them during transition periods and lunch. We embrace the potential that cell phones can be used as a learning tool but ultimately students are asked to become familiar with each teacher's classroom usage policy and respect his/her guidelines. Students are responsible to take care of their own cell phones and other electronic devices. They should not be left in an unlocked locker or bag during PE class.

DISTRICT TECHNOLOGIES AND INFORMATION SYSTEMS

It is important for students and their families to understand and abide by the Student Acceptable Use Policy (please see page 15). If there is a violation, access to computer privileges may be lost and other disciplinary and/or legal action may be taken.

DRESS CODE

At Byrne, we expect all of our students to follow our dress code policy and dress appropriately for school. Our policy is committed to providing a safe and orderly learning environment. A student's clothing and general appearance should not be so excessive that it draws attention to the student, nor should clothing and appearance distract from, or interfere with, the teaching and learning in the classroom.

STUDY BLOCKS

Students may have study blocks during the regular instructional day due to early morning classes, career programs or other program reasons.

- Students have the option of studying in the library if there is room, or in the atrium.
- Students are expected to work on school assignments in these locations.

- Students are not to loiter in the halls during instructional time.
- Students with study blocks should carry their Go Card. Stickers indicating a study block are available in the office.

SUCCESS PROGRAM

The Success Program runs Monday – Thursday after school in the library. Please see your teacher or a member of the Administrative Team for details. Tutoring is conducted by staff members and senior students. Your classroom teacher should always be your first contact to arrange support or extra help.

TEXTBOOKS (MINISTRY AND SCHOOL ISSUED)

Students are responsible for the care of textbooks. **Lost or damaged textbooks must be paid for in the office** as soon as the loss is discovered. A replacement book will be issued by the subject teacher once receipt of payment is shown.

TUTORIALS: 8:50AM - 9:50AM ON WEDNESDAYS (Sem. 1 tutorial starts Oct. 3rd until Dec. 19th and Sem. 2 tutorial starts Feb. 6th until May 1st)

1. **Respectful Behaviour at all times.**
 - Respect for the environment of the classroom and all things in the room.
 - Respect for others and showing support for everyone’s efforts, using respectful language and being courteous to all people.
 - Respect for learning of all members of your tutorial.
2. **Bring materials:** homework, assignments, projects or appropriate reading materials that will last the entire period. Game playing is inappropriate.
3. **Arrive at your Tutorial on time.**
Attendance will be taken every day and will be reported back the same way as every other class.
4. **Go to your assigned tutorial room every tutorial day.** You will be marked absent if you are not there.

ACADEMIC INFORMATION

The school year is divided into two semesters, each with two reporting periods. Teachers will make evaluation expectations, class procedures, and course outlines available to students during the first week of classes in each semester. Late or missed assignments and the make-up of missed work are matters to be discussed with individual teachers. Evaluation is based on continuous daily assessment of student participation and progress. Each student’s cumulative achievement is reported with a letter grade and percentage.

REPORT CARDS

There are four formal reporting periods during the school year. See the calendar for specific dates. Report cards are available for viewing through the MyEd Parent Portal. Interim reports may be issued at any time during the year. Two specific times are set-aside on the calendar. The seven point Ministry of Education grading scale is:

A	=	excellent	86% - 100%
B	=	very good	73% - 85%
C+	=	good	67% - 72%
C	=	satisfactory	60% - 66%
C-	=	minimally acceptable	50% - 59%
I	=	Incomplete/In Progress	0% - 49%
F	=	Failed to meet Learning Outcomes	0% - 49%

An “I” letter grade represents a performance level below 50%. A student who receives an “I” letter grade will need to meet with the teacher of the course to receive a plan outlining requirements that must be successfully completed to demonstrate minimum learning outcomes.

The “F” letter grade is given when a student has failed to meet the minimum learning outcomes for the term of the course. Opportunity to successfully resolve the “I” letter grade was given before the “F” was determined.

WORK HABITS: G = Good S = Satisfactory N - Needs Improvement

		G	S	N
Responsibility	Complete assigned work	consistently	usually	occasionally
	Am on time	consistently	usually	occasionally
	Am organized and ready to work	consistently	usually	occasionally
	Stay on task	consistently	usually	occasionally
Leadership	Model good behaviour	consistently	usually	occasionally
Cooperation	Work well with others	consistently	usually	occasionally
Motivation	Do what is required	consistently	usually	occasionally

SAFETY

EMERGENCY PROCEDURES

The school has specific procedures in place for lockdown, hold and secure, shelter in place, earthquakes and fires. Students must follow their teacher's instructions.

SCHOOL & COMMUNITY

STUDENT SERVICES, COMMUNITY ROOM AND CAREER CENTRE

Student Services is an area where students may make an appointment to see a counsellor or youth worker. Counsellors are teachers who have special training in mental health issues, personal counselling and career planning. Students can make appointments at the students' services reception desk for individual counselling and university or college information. Several counsellors are available at lunch, after school and for drop-ins. The Youth Services Worker, Community School Coordinator, School Liaison Officer, Aboriginal Worker and Settlement Workers have offices in Student Services and are available to assist students. Career Preparation Advisors are also located in the Student Services area.

LOCKERS

Locker assignment will be online at <https://byrnecreek/lockerassignment.com>. Student lockers are school property and may be subject to search at any time. Students must use the assigned locker. **It is not permissible to use any other locker or lock.** Students are responsible for maintaining a clean locker at all times. Should students have difficulties with the locker, they should go to the office for assistance. Although the school provides you with a hall locker, the school is not liable for the loss of any items from them. Students are advised to have a combination lock for P.E. (class use only). **Students should not bring valuables to school or keep them in lockers. Cellphones, electronics, jewellery, expensive clothing and money are frequent targets of theft. Students are also warned against bringing valuables to the gym and should never leave them unattended in their bags or in the locker room.**

- Do not share your combination with others.
- Promptly report thefts to the office.
- Always make sure that your locker is securely closed and locked when you leave it.
- Vandalism of lockers will result in serious consequences.

STUDENT LIFE

ATHLETICS

Athletics are an important part of school life and school spirit. Interschool extra-curricular athletics are divided into three seasons and games are usually scheduled for after school during week days. Practice times will be at the discretion of the team coaches. Coaches are usually volunteer teachers, support staff, students and parents.

All students are encouraged to come and participate in school athletics no matter the sport or individual's experience. Students are charged a small fee to participate in school teams to cover basic expenses.

Byrne Creek Community School teachers also value intramural lunch hour activities throughout the school year and students are asked to get involved by signing up in the PE office. Activities may include lunch hour badminton, soccer, basketball and volleyball.

Notice of both Athletic and Intramural seasons will be posted in the student daily bulletin and on the PE notice board outside the large gym. Please check these regularly for information about teams and start up times.

Questions about Athletics, Intramurals or student eligibility can be directed to the Athletic Director.

Fall Season (September to November)	Winter Season (December to February)	Spring Season (March to June)
Girls Volleyball (All grades) Boys Volleyball (Gr 10-12) Boys Rugby (Gr 8 or 9) Swimming (All grades) Boys Soccer (All grades)	Basketball (All Grades) Table Tennis (All grades)	Badminton (All grades) Girls Soccer (All grades) Girls Netball (All grades) Golf (All grades) Track & Field (All grades) Boys Volleyball (Gr 8-9)

*Please note that sports offered are subject to coach and participant availability. Coaches are often needed for these activities to run. Contact the school for details or to get involved.

CLUBS, COUNCILS AND TEAMS

Byrne Creek has established a tradition of extensive offerings in the area of extra-curricular activities. Meeting times should be indicated during the reading of the student bulletin and sometimes during announcements. All students are invited to participate in these activities.

LIBRARY

About: For detailed information about the library and the services offered, please access the *Learning Commons* from the Byrne Creek website. Following are key points of information.

Hours: The Byrne Creek Library is open daily from 8:00 to 4:30. Students are welcome to use the library resources and computers for research or completing assignments. During school hours, priority for the computers is given to students booked in with a class.

The **library catalogue** can be accessed on-line from both the school and at home: <http://byrnecreek.burnabyschools.ca> Click on the **Library** or the **Learning Commons** links on the school homepage for access to various resources and other library information. Passwords for home access to **Online Resources** are as follows:

World Book Encyclopedia	ID: bbybyrne – Password: byrne08
EBSCO Databases	ID: bbybyrne – Password: byrne08
Gale Database	ID: bbybyrne – Password: byrne08
<u>EncyclopaediaUniversalis</u> (in French)	ID: burnabyschools Password: French

Program: The school library resource centre program supports the development of literacy and is designed to integrate information literacy across the curriculum to develop independent lifelong learners. Students are taught to retrieve, evaluate and apply information objectively and critically.

Recreational Reading: As well as reading for information, the library supports recreational reading and encourages all students to read both fiction and non-fiction for personal enjoyment.

Academic Integrity: It is important for students to be honest in their work habits and projects. Presenting someone else's words or ideas as your own without citing the source of that material is called *plagiarism*. For guidelines on how to recognize and avoid plagiarism, refer to the online resource on the Learning Commons.

ASSEMBLIES

Assemblies will be held during the year. Assemblies are of several types and vary in length of time. Observing the following guidelines makes assemblies enjoyable for everyone:

- Attend the assembly on time and be ready to listen.
- Students are to remain seated with other members of their class and under the supervision of their classroom teacher.
- Respect the speakers or performers by giving them your attention.

- Remain in the assembly until it is over.
- Hats are NOT permitted to be worn at the assembly.
- No food or drinks permitted.
- Do not place feet on seat backs or lean back on your seats.

CREEK SIDE (SCHOOL STORE)

Byrne Creek's school store is located in the southeast corner of the atrium area. It is staffed by the students enrolled in Business courses. The store offers a number of items for sale: school supplies, clothing, snack food and specialty items. Hours of operation will be posted.

CAFETERIA/TRIUM

Hot and cold lunches are available daily in the cafeteria. The cafeteria is open at 8:15am, during nutrition break and lunch. The cafeteria is our dining room and everyone is expected to show consideration for other persons by leaving the lunch area clean and tidy. Sitting on tables is not permitted.

SMOKING/VAPING

In keeping with healthy living and the school district's "No Smoking" policy:
SMOKING/VAPING IS NOT PERMITTED in the building or on the school grounds

PHOTO IDENTIFICATION

Students are required to carry photo identification at all times. Photographs for personal identification will be supplied by the school photographer.

- If a student loses their photo identification they can order a new one through the office.
- The replacement cost is \$5.

SKATE BOARDS

Skate boards are not to be used on School Board Property. Repeated violations may result in skateboards being confiscated.

LOST AND FOUND

Every item has an owner. If personal property is found it should be brought to the office. Students who have lost a textbook or a personal item should check to see if it has been turned in to the office. The lost and found is located in lower A wing.

AWARDS & RECOGNITION

Students at Byrne Creek are encouraged to strive for excellence in all areas. The Byrne Creek staff believes that the recognition of excellence is crucial to development and maintaining positive school climate. Certificates and awards are presented to students at our school based Awards Ceremony and at the School Leaving Ceremony for our graduates. The following awards are examples of student recognition:

OUTSTANDING WORK ETHIC AWARD

Student's that receive all G's for work habit in each term receive this award.

PRINCIPAL'S HONOUR ROLL AND HONOUR ROLL

To qualify in Grade 8 – 11, students must be taking four (4) subjects per semester and achieve a cumulative grade point average of 3.0. In Grade 12, students must be enrolled in a minimum of 7 classes over the course of the school year, calculations will be based on the best three (3) per semester. The grade point average is calculated as follows: an "A" = 4.0; "B" = 3.0; "C+" = 2.5; "C" = 2.0. Students must not have a failing mark or C-. Consult your counsellor for further information.

1. Honour Roll - Grade Point Average 3.0 to 3.49
2. Principal's Honour Roll - Grade Point Average 3.5 to 4.0

HONOUR CORD

Honour cord is awarded at the School Leaving Ceremony to students who were on the Honour Roll or Principal's Honour Roll for:

Grade 10 and 11- Terms 1, 2, 3, and 4.

Grade 12- Terms 1, 2, and 3

SCHOLARSHIPS

Scholarships are awarded to grade 12 students for various achievements: outstanding school and community service, strong citizenship skills, overcoming challenges in the face of adversity, and academic excellence, among others. Scholarships may also be available through professional affiliations, essay-writing competitions, or demonstrated financial need. Students are urged to attend scholarship meetings throughout the year that provide deadlines and offer strategies to complete compelling scholarship applications. Scholarships and bursaries are intended for post-secondary education and are offered at various times throughout the year. There are several ways to stay current about scholarship information at Byrne Creek:

- Read and listen to the Student Bulletin
- Regularly visit our school scholarship webpage (click STUDENTS, then SCHOLARSHIPS from our home page) – this is the first place scholarship info is posted

- Follow @MsFalsettoByrne for tweets regarding scholarship opportunities
- Complete the Personal Profile before November 1
- Check in with Student Services, Ms. Falsetto and your Counselors for scholarship updates or opportunities
- Check the Financial Aid link on the university/college you aspire to attend
 - Note: SFU/UBC Major Entrance Scholarship deadlines tend to be in December/January – watch for their updates
 - Many post-secondary institutions offer scholarships when you are attending their school as well
- Check your relatives' places of work because they may offer a scholarship for children of their employees
- Register with www.scholartree.ca to help find scholarships that apply to you
- Keep in mind that most scholarships require an essay of some sort. The questions are usually related to a personal and significant goal you have achieved and what you have learned from it. This is a valuable self-reflection activity. Enjoy the process.

As Wayne Gretsky says, “You miss 100% of the shots you don’t take”. Apply! Apply! Apply!

CRUCIAL TIPS!!

- Starting in **Grade 10**, begin a file containing reference letters, certificates, awards etc. You are required to prove your involvement in a volunteer activity to be eligible for the most prestigious awards.
- Volunteer work refers to both in school (eg. committees, organizing events) work and involvement in the community (eg. volunteer work with children, elderly folk, sports teams). For some scholarships, volunteer work is as important as academic achievement.
- Give teachers and other referees minimum **two weeks'** notice.
- Please complete the confidential Student Personal Profile template that is available on the Scholarships link on our website.
- **READ** the application carefully! Each scholarship has unique requirements, deadlines and ways of handling the forms, be sure to include all your activities and the number of hours of volunteer involvement. It is very important that you do **exactly** what the instructions say and provide the documentation required. Do not miss deadlines. **Include a cover letter.**
- It is important to explain your financial circumstances and your proposed course of study at a post-secondary institution. Submit this form once you have your Term 1 marks.
- Have this form updated with *Term 2 marks as soon as you receive them.*
- Attend the Post-Secondary Information session in the Fall for more information!

SERVICE AWARDS

Service Awards recognize the enormous contributions our students make to the school community. There are two categories of Service Award. The type of award a student receives depends on the amount of service they have contributed throughout the year. We are a richer school because of these students who give their time above and beyond the call of duty. **It is important for all students to keep a record of the service hours that they have performed.** Forms to track these hours are available in student services or the main office. Senior students should note that service hours are a major requirement for most scholarships.

STUDENT GOVERNMENT

Our Student Government is made up of grade 8-12 students who are interested in getting involved in our school community. This group meets once per week to plan activities and discuss school-related issues that affect the student body. Any and all interested and committed students are invited to join us.

To be a part of the Executive Council, the Student Government must elect you in May of the previous school year. Grade 8 elections take place in January of the current school year. The Executive Council has one additional meeting per week to discuss agenda items and school-related concerns. Student Government can either be a service club where students accumulate service hours or it can be a credit course where students earn a mark on their report card and attend a second class per week.

STUDENT LEADERSHIP

The primary objective of the student leadership program is to develop leadership skills to support the school community. Leadership students encourage a sense of belonging for everyone. The student activities program will offer a wide range of activities designed to appeal to a variety of student interests. The objective is to involve as many students as possible in planning, implementing and evaluating activity programs -- student involvement develops a sense of student ownership. Everyone is encouraged to participate in Byrne Creek's student life. Students who are involved in leadership develop personal skills that translate to success outside of the classroom. They have the opportunity to positively influence the local and global community while confidently developing their sense of self. Post-secondary institutions place a strong emphasis on its students' involvement outside of the classroom. Byrne Creek Leadership classes are a great place to get involved and learn life skills.

BYRNE CREEK ACADEMIC WRITING STYLE GUIDE

A list of works consulted (or bibliography) is a list of all sources used and referred to (for print, visuals and audio). Check the “Reference Guide” at the end of this agenda for sample entries. For more specific information ask in the Byrne Library for Style Guide handouts or see the *MLA Handbook for Writers of Research Papers* (808.027 G1B). Collect the information for your Works Consulted list as you do your research.

RULES:

1. **Centre** the words *Works Consulted* at the top of a separate page at the end of your presentation. Do not underline or put the heading in capitals or quotation marks. (Also, this page should, as the rest of your paper, be numbered, with your name on it).
2. **Double-space** all information, as you have done for the text of the body of your paper. Do not put in any extra line spaces between entries.
3. Arrange the entries alphabetically by author’s last name, or if no author, by the title (disregard but include A, An or The if it is the first word).
4. Do not number the entries.
5. **Indent** second and subsequent lines by five letter spaces.
6. Capitalize first and all principal words in the title and subtitle. Do not capitalize articles, prepositions and conjunctions.
7. Follow the **punctuation** in the examples carefully. This includes: underlining the title and subtitle, separating the title from subtitle with a colon, using quotation marks around article titles. Periods and commas go **INSIDE** quotation marks, and every entry should end with a period.
8. **Place of publication:** always a city (never a province or a country). If you can’t find a city, use n.p. to indicate “no place of publication given.” If it is an unfamiliar city, add an identifying detail.
9. **Publisher:** Use the shortened form of the publisher’s name, and omit business details such as “Co.,” “Inc.,” “Ltd.,” and descriptive words such as “Books,” “Press,” “Publishers.” Use UP for “University Press” (e.g., “U of Toronto P” and “Cambridge UP).
10. **Date:** use the most current copyright date (not reprint dates). Begin with day, abbreviate the month, (except for May, June and July) then year. Use n.d. for no date.
11. Be sure to get the URL (Uniform Resource Locator) or Internet address *exactly* right. Supply other identifying information, too—author’s name, title, so that your reader may be able to find it with a network searching tool (such as *Google* or *Alta Vista*) if the address changes in some way. If the URL is too long to fit on one line, break it after a slash.

District Technologies & Information Systems

DIGITAL RESPONSIBILITY GUIDELINES FOR STUDENTS

Burnaby School District provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media and messaging tools.

The District will endeavour to:

- *ensure safe, orderly, and caring physical and digital learning spaces;*
- *impose guidelines on what students may see and do in digital environments;*
- *inform parents of potential risks.*

Digital Responsibility Guidelines apply to all students using District Technologies or technological devices within Burnaby School District. Students are expected to review and adhere to these guidelines or in the case of younger children, parents/guardians are expected to review these guidelines with your child. To be issued access privileges to District Technologies and Information Systems, all users must fill out the District Technologies & Information Systems Student Acceptable Use Agreement.

DIGITAL RESPONSIBILITY GUIDELINES

DO

- Use District and personally-owned devices and digital tools for educational purposes
- Follow copyright laws and acknowledge and respect the ownership of others for their creative works
- Keep your personal information (last name, home address, phone numbers, picture, passwords) private
- Respect the privacy of other students and adults
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal
- Treat others fairly and with respect
- Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs, texting are not guaranteed to be private

DO NOT

- Share your passwords
- Take and use someone else's identity (their name, password)
- Falsify your identity
- Take pictures or videos of others and share them without their permission

- Hurt or mistreat others by what you create or share
- Harass, stalk, bully, threaten, insult, abuse, or attack others
- Damage computer systems, networks, digital tools or content
- Access secure information owned by others without their permission
- Use information or work of others as your own without their permission
- Use software programs that are not provided by the District or that are not free or purchased by you for your personally-owned device
- Use District or personally-owned devices for commercial, illegal, or malicious purposes
- Use District or personally-owned devices to operate file sharing services
- Access or distribute pornographic or obscene pictures, videos, audio or text
- Meet with someone you met online without your parent(s) or guardian(s) approving

For more information on District Technologies and Information Systems, parents are encouraged to review Burnaby Board of Education Policy 7.90.01e

FEES AND EXPENSES

Student Activity Fee **\$25**
This fee includes the Student Government fee, I.D. cards, lock rental, the school agenda planner and support for Athletic Clubs and student activities.

Lock Replacement/PE Lock **\$5**
All students are provided with a hallway locker and lock. Students taking Physical Education should purchase a second lock for class use from the office for.

First Aid	\$160	St. John's Certification
AP Exam Fee	\$135	
Athletic Teams	\$25-\$150	per season
Band	\$100	instrument rental
School Leaving Ceremony	\$80	
Yearbook	\$75	
Grad Dinner/Dance	\$110	(until April 30 th and \$125 after)
PE 10	\$15	CPR Certification
Graphics/Media Industry Connect	\$150	(manual, portfolio & supplies)

Supplemental Course Costs: Students may incur additional costs for program options in all courses. Individual teachers will provide students with information about program option costs.

Payment of Fees and Expenses: Flexible payment schedules are available for all fees. Arrangements are made consistent with District Policy, in consultation with counselors and the administration, for students who demonstrate that they are unable to pay fees. **Pay by Cash or Cheques or Online with a Credit Card:** Cheques must be made out to *Byrne Creek Community School*. Please record the student's name and address on the back of the cheque and retain a copy for your records.

To pay online go to: <https://burnaby.schoolcashonline.com>

BURNABY SCHOOL DISTRICT POLICIES ON WEAPONS & VIOLENCE

Burnaby schools have a motto: "Good Places to Learn". This means more than good teachers doing their job well. It involves creating and maintaining an overall environment that is conducive to learning in every way. Schools have always been an important part of our community and our lives. They offer a sense of security. They provide a supportive group of people, a centre for friendships and positive experiences, not to mention a valuable education. The Burnaby School district recognizes that violence in society is a threat to the safety of students and staff in the schools. The district also acknowledges its responsibility in ensuring that Burnaby schools provide secure learning environments, safe from threat, violence or intimidation in any form. To that end, some very clear and stringent policies on weapons and violence are in place, and readily enforced.

WHAT ARE THE OBJECTIVES OF THESE POLICIES?

The Weapons and Violence Policies are in place to:

- Provide a weapons and violence-free environment in all Burnaby schools.
- Indicate and communicate the seriousness and non-acceptance of weapons and violence in our schools.
- Deter people from possessing weapons or engaging in violent acts in our schools.

WHO IS SUBJECT TO THESE POLICIES?

The policies on weapons and violence apply to every student registered in a Burnaby School District school or program. They also apply to anyone participating in district-related functions such as sports and recreational activities.

WHAT IS BEING DONE:

The Burnaby School District has taken a proactive approach to dealing with school violence by encouraging and fostering a positive school climate through a number of initiatives. These include:

- Developing classroom curriculum, which addresses issues of violence.
- Providing violence awareness presentations to students, staff and parents.

- Developing strategies, which increase students' self esteem.
- Providing conflict resolution training to students, staff and parents.
- Providing information films, videos and literature.
- Acting consistently in matters involving student discipline.
- Ensuring that students requiring support have access to trained professional staff.
- Working closely with law enforcement agencies.
- Developing, communicating and enforcing from policies on weapons and violence in schools.

HOW CAN PARENTS HELP?

Parents and guardians can play a significant role in eliminating violence. As parents or guardians, you should be aware of:

- your child's behaviour,
- the behaviour of your child's friends,
- the district's policies on weapons and violence and
- the consequences of unreported violence.

Once parents become aware of these policies, they are encouraged to discuss them with their children. Any violent incident should be reported to the principal and police.

WHO CAN PARENTS CALL FOR ASSISTANCE?

If violence is a problem for parents or students, there are many agencies and people who can provide assistance. Including:

1. A member of your school Administrative Team..... 604.296.6885
2. Your school counsellor (assigned by alpha)..... 604.296.6885
3. Burnaby RCMP School Liaison Officer 604.296.6885
4. Burnaby School District Manager of Youth Services 604-296-6900
5. Burnaby RCMP Youth Services..... 604-294-7720

WHAT DOES THE BOARD SAY?

The Board considers violence, intimidation or the possession or use of any weapon by anyone on school premises as unacceptable.

WHAT IS CONSIDERED A WEAPON?

A weapon is defined as any instrument designed or used to injure or intimidate another person.

WHAT ACTION WILL BE TAKEN?

The policies outline procedures a school administrator will follow in instances involving violence or intimidation. In all cases, the principal/designate and superintendent will be notified and will communicate with the student's parent or guardian.

Depending on the nature and severity of the situation, one or more of the following actions will be taken:

- The police will be contacted
- The student will be suspended from school
- The matter will be referred to the District Student Intervention Committee
- The student may be placed in an alternative learning situation
- The student will be required to participate in a counselling program
- The student will be expelled.

WHAT FORMS OF VIOLENCE ARE COVERED BY THESE POLICIES?

These policies are meant to regulate violence in every sense, including, but not limited to:

1. Physical violence and intimidation
2. Verbal or written threats against individual or groups
3. Group violence
4. Possession or use of weapons
5. Media which portrays violence as an acceptable norm