



# **BURNABY CENTRAL** secondary school

6011 Deer Lake Parkway, Burnaby, BC. V5G 0A9

604-296-6850 Fax: 604-296-6851

August 2023

Dear Parents/Guardians and Grade 12 Students:

Welcome to Burnaby Central! At Burnaby Central, our mission is to facilitate lifelong learning for students and staff in a caring, respectful and inclusive environment while encouraging a socially responsible lifestyle. Our staff is looking forward to working with you to make this a memorable school year filled with new friendships, involvement in school activities and academic success. Please make sure you are familiar with general school routines, as well as behavioural and academic expectations. We value an atmosphere of mutual caring, respect and cooperation. These expectations are designed to support our School Code of Conduct at Burnaby Central. Information will be posted on school website, <http://central.burnabyschools.ca/>.

Grade 12 is an important and exciting year. In addition to focusing on your studies there are a wide variety of Grad activities organized during the year by your Grad Council. The highlights of Grad are in May and June with our school leaving ceremony and our grad dinner dance, more information will follow.

## **Tuesday, September 5<sup>th</sup>, 2023**

School opening is Tuesday, September 5<sup>th</sup>. Grade 12 students are asked to come into the school if they need tech support for their MyEd student portal, questions about online locker sign-up etc. Please book an appointment with your school counsellor regarding any adjustments to your timetable.

The Schedule for grade 12 students on opening day, Tuesday, September 5<sup>th</sup> is  
Optional for returning students:

10:30am-11:30am

**Tour of school for new students (meet at main office) 10:30am - Sept 5th**

## **0365 Email Accounts & MyEducation**

All Central students have an Office 365 email account that can be accessed through the school website. This email address is the safest and most reliable method for Burnaby Central staff to communicate with students, and students are asked to check their Office 365 email account regularly. Please note that third party email addresses (e.g. @gmail, @hotmail) are sometimes filtered out by the School District's firewall.

**Students MUST log in to MyEducation and access their class schedule prior to coming to school on Tuesday, September 5<sup>th</sup>.** Please be aware that the parent view does NOT provide complete information on your child's timetable, so it is essential that your child log into their own account to access this information. Please click [here](#) for parent instructions for MyEducation, click [here](#) for student instructions with MyEducation and please click [here](#) for Office 365 accounts. **The MyEdBC portal will open on the evening Friday, September 1st.**

**Bell Schedule 2023/2024**

Wednesday, September 6<sup>th</sup> is the first day of regularly scheduled classes for all students. From September 6<sup>th</sup> – 8<sup>th</sup>, students are to report to their Period 1 class at 8:35am, there is no FLEX in the first week of school. Flex will begin the week of September 11th. This year we will have two alternating bell schedules: A Regular Week schedule, and a 2-Period Day Week Schedule. Please see the Student Calendar posted on the school website for the schedule. Please Note: Alternate Bell Schedule from Sept 6-8.

**OPENING WEEK SCHEDULE, SEPT 6-8**

8:35-9:55 (80m)	Period 1	Period 1	Period 1	Period 1	Period 1
9:55-10:10	Break	Break	Break	Break	Break
10:10-11:30 (80m)	Period 2	Period 2	Period 2	Period 2	Period 2
<i>Lunch</i>					
12:15-1:35 (80m)	Period 3	Period 3	Period 3	Period 3	Period 3
1:40-3:00 (80m)	Period 4	Period 4	Period 4	Period 4	Period 4

**BELL SCHEDULE 2023-2024**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30
WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30
FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	EXTENDED FLEX / TEACHER COLLAB 8:35 - 9:25
PERIOD 1 9:05 - 10:20	PERIOD 1 9:05 - 10:20	PERIOD 1 9:05 - 10:20	PERIOD 1 9:05 - 10:20	PERIOD 1 9:25 - 10:30
NUTRITION BREAK WARNING BELL 10:30	NUTRITION BREAK WARNING BELL 10:30	NUTRITION BREAK WARNING BELL 10:30	NUTRITION BREAK WARNING BELL 10:30	NUTRITION BREAK WARNING BELL 10:40
PERIOD 2 10:35 - 11:45	PERIOD 2 10:35 - 11:45	PERIOD 2 10:35 - 11:45	PERIOD 2 10:35 - 11:45	PERIOD 2 10:45 - 11:50
LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:30
PERIOD 3 12:30 - 1:45	PERIOD 3 12:30 - 1:45	PERIOD 3 12:30 - 1:45	PERIOD 3 12:30 - 1:45	PERIOD 3 12:35 - 1:40
PERIOD 4 1:50 - 3:00	PERIOD 4 1:50 - 3:00	PERIOD 4 1:50 - 3:00	PERIOD 4 1:50 - 3:00	PERIOD 4 1:45 - 2:50

**2 Period Day Week Bell Schedule 2023/2024**

<b>Sem 1:</b>	<b>Sem 2:</b>
<b>Oct 4-5</b>	<b>Mar 6-7</b>
<b>Nov 1-2</b>	<b>Apr 17-18</b>
<b>Jan 17-18</b>	<b>May 29-30</b>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30	PERIOD X 7:15 - 8:30
WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30	WARNING BELL 8:30
FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	FLEXIBLE STUDENT SUPPORT TIME 8:35 - 9:05	EXTENDED FLEX / TEACHER COLLAB 8:35 - 9:25	EXTENDED FLEX / TEACHER COLLAB 8:35 - 9:25	EXTENDED FLEX / TEACHER COLLAB 8:35 - 9:25
PERIOD 1 9:05 - 10:20	PERIOD 1 9:05 - 10:20	PERIOD 1 9:25 - 10:35	PERIOD 2 9:25 - 10:35	PERIOD 1 9:25 - 10:30
NUTRITION BREAK WARNING BELL 10:30	NUTRITION BREAK WARNING BELL 10:30	BREAK WARNING BELL 10:40	BREAK WARNING BELL 10:40	NUTRITION BREAK WARNING BELL 10:40
PERIOD 2 10:35 - 11:45	PERIOD 2 10:35 - 11:45	PERIOD 1 10:45 - 11:45	PERIOD 2 10:45 - 11:45	PERIOD 2 10:45 - 11:50
LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:25	LUNCH BREAK WARNING BELL 12:30
PERIOD 3 12:30 - 1:45	PERIOD 3 12:30 - 1:45	PERIOD 3 12:30 - 1:40	PERIOD 4 12:30 - 1:40	PERIOD 3 12:35 - 1:40
PERIOD 4 1:50 - 3:00	PERIOD 4 1:50 - 3:00	BREAK WARNING BELL 1:45	BREAK WARNING BELL 1:45	PERIOD 4 1:45 - 2:50
		PERIOD 3 1:50 - 3:00	PERIOD 4 1:50 - 3:00	

**What is Flexible Student Support Time?**

- Working with students to support student learning.
- Personalized non-enrolling instructional time to support student learning choice and agency.
- Opportunity for group work/collaboration with peers.
- Time for linear learning support or enrichment – students can connect with their classroom teacher and other support personnel.

**School Fees – School Cash Online System**

All students pay a \$30 Student Activity Fee. This fee covers items such as Student ID Cards, and support for Student Government, clubs, intramurals and other activities. Yearbooks may be purchased for \$55. Students are encouraged to purchase the yearbook early as the cost will increase to \$65 after January 31, 2024.

To pay school fees, please use the Burnaby School District’s secure online payment program, School Cash Online. Parents must register for School Cash Online program through <http://burnaby.schoolcashionline.com> or quick Links on Central’s website at <http://central.burnabyschools.ca>. Once registered, you will be notified by email when any fees are available for payment. Please click [here](#) for instructions. **Student fees will also be collected starting on Wednesday, September 6<sup>th</sup>.**

General fees are as follows:

Activity Fee:	\$30.00
Yearbook:	\$55.00 (optional) if purchased before January 31, 2024 \$65.00 - Feb 1, 2024
School Leaving Ceremony	\$80
Grad Dinner/Dance	\$140

Special Fees for courses will be provided to students by their subject teachers.

### **Grade 12 Parent Information Night**

At 6:30pm on Wednesday, October 11<sup>th</sup>, 2023, there will be an information session related to the Grade 12 graduation year (Post Secondary, Graduation Requirements, Grad). This is an important meeting for the parents of grade 12 students to attend.

### **Lockers**

Students can visit the following webpage to choose a locker <https://centralburnaby.lockergm.net/>. Please click [here](#) for instructions and locker [information](#). The locker database will be available **Monday, August 28<sup>th</sup> for grade 9 – 12 students and International students**. Login using your student number as the user id and password.

### **Student Information/ Consent Forms**

Most start-up forms will be available digitally, please go to link: <https://forms.sd41.bc.ca/Forms/sdconsentac> We ask that parents/guardians to complete the following forms prior to Friday, September 16 (please have your child's Personal Education Number (PEN) to complete form:

- Media Release Consent
- Digital Responsibility Guidelines
- Student Emergency Release

### **Cafeteria Service**

Students wishing to purchase snacks or meals, may do so in the school cafeteria. Our cafeteria menu includes both hot and cold items and is open at lunch. Payment options include debit and cash.

### **School Communication**

Regular school communication is done via email. All parents who have an email address on file will automatically be added to our listserv database. If you are not yet a member or need to update your contact info, please send an email with your child's name and grade, along with any changes, to [sherry.steinhauser@burnabyschools.ca](mailto:sherry.steinhauser@burnabyschools.ca) The "MyEd Family Portal" is also an important means of communication. Email addresses for school staff can also be found on the website or you may log in to your MyEd account and use the database to send emails to your child's teacher(s). The calendar on the website is also a source for important dates pertaining to activities and events at Burnaby Central. Please remember to frequently check our school website <http://central.burnabyschools.ca/> for current information.

### **Burnaby Central Advisory Council - PAC**

We invite you to attend Parent Advisory Committee meetings and become involved in the parent association. The first meeting will be on Monday, September 11<sup>th</sup> at 7pm, in a format yet to be determined. We hope you are able to join us for these meetings throughout the year.

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## **Optional Accident Insurance**

The school and school district do not cover students if an injury occurs during an extra-curricular, sporting or school activity, i.e. dental injury, broken bone, etc

Student accident insurance offers insurance coverage for students. It is especially valuable for families who do not have extended health or dental plans, or whose plans are limited. For full details and to obtain insurance forms and/or quotes, please go to <https://www.solutionsinsurance.com/aonbc>.

## **Student Timetables**

Last year, students selected courses based on their interests, goals, and post-secondary plans, and we always do our best to make sure that students are enrolled in the courses of their choice.

As counsellors will be working on student timetables during the last week of August and first few days of September, the MyEducation portal will be opened **on the evening of Friday, September 1st** for students to access their schedules.

## **Course Change Requests**

This year, we will be processing all change requests via office form which will be available Sept 1st after 3pm on the school website, via email and the form closes Sept 8<sup>th</sup>. Students should fill out the office form to send any requests to the counsellor assigned to their last name. Students must attend all classes scheduled on their timetables (even if they are requesting an adjustment). Students should not assume that a course change can be made. Counsellors will do their best to honour the requests, but there are limitations based on what is available. Counsellors will call students from their scheduled classes to discuss requests, where spaces are available.

Instructions for students to check their schedules can be found [here](#). Instructions for parents to see student schedules can be found [here](#). If you are still having a problem accessing your MYED account, please email [Sherry.Steinhauser@burnabyschools.ca](mailto:Sherry.Steinhauser@burnabyschools.ca)

- *\*Remember, if you are checking your timetable on your phone, you must load the desktop version of the website. The 'Schedule' tab is not accessible on the mobile site.*

## **COUNSELLORS WILL NOT MAKE COURSE CHANGES UNLESS THERE IS A LEGITIMATE ERROR IN THEIR SCHEDULE TIMETABLE ERRORS INCLUDE THE FOLLOWING:**

- You are missing a class (have fewer than 8 courses)
- You are scheduled in the wrong grade level of a course
- You are in a class that you have successfully completed
- You are missing a course that is required for Graduation or Post-Secondary Requirements
- You have an extremely unbalanced timetable (ex: 4 academics in one semester)

## **COUNSELLORS WILL NOT MAKE CHANGES IF...**

- You want a different teacher
- You don't like the time of day a class is offered
- Your friends are not in your class

Counsellors know this can be a stressful time for students, and they appreciate your patience.

## **Important Contacts**

Counsellor	Alphabet	Schedule	Email Address
Rosa Westinghouse	A-F	Mon - Fri	<a href="mailto:rosa.westinghouse@burnabyschools.ca">rosa.westinghouse@burnabyschools.ca</a>
Sonia Dhaliwal	G-Le/ Indigenous	Mon - Fri	<a href="mailto:sonia.dhaliwal@burnabyschools.ca">sonia.dhaliwal@burnabyschools.ca</a>
Rhiannon Jones	Lf- S	Mon-Fri	<a href="mailto:rhiannon.jones@burnabyschools.ca">rhiannon.jones@burnabyschools.ca</a>
David Katsionis	T-Z/ International	Mon-Fri	<a href="mailto:david.katsionis@burnabyschools.ca">david.katsionis@burnabyschools.ca</a>

<b>Principal .....</b>	<b>Tim Wozney:</b>	<b>tim.wozney@burnabyschools.ca</b>
<b>Vice-Principal .....</b>	<b>(A-K) Mark Allen</b>	<b>mark.allen@burnabyschools.ca</b>
<b>Vice Principal .....</b>	<b>(L-Z): Angela Basran</b>	<b>angela.basran@burnabyschools.ca</b>
<b>Learning Support Services Department Head: .....</b>	<b>Inderjeet Ranu</b>	<b>Inderjeet.ranu@burnabyschools.ca</b>
<b>Indigenous Success Worker: .....</b>	<b>Madison Stewart</b>	<b>madison.stewart@burnabyschools.ca</b>
<b>International Support Liaisons: .....</b>	<b>Ayaka Kojima</b>	<b>ayaka.kojima@burnabyschools.ca</b>
<b>School Safe Specialist: .....</b>	<b>Wayne Best</b>	<b>wayne.best@burnabyschools.ca</b>
<b>Student Records (Request changes to student/parent contact information): .....</b>	<b>Faye Zhong</b>	<b>faye.zhong@burnabyschools.ca</b>
<b>Child's teacher (Email is always best) – located on school website .....</b>	<b>firstname.lastname@burnabyschools.ca</b>	

**Calendar Dates:**

Please make a note of the following important dates in September:

September 11<sup>th</sup> .....First PAC Meeting @ 7pm  
September 18th..... Gr 8 Retreat  
September 20th.....Photo Day - all students must have their photo taken for their Go Card and the yearbook  
September 21st..... Bring Your Parent to School Night - 6pm  
September 22nd.....Professional Development Day (No Classes)  
September 25<sup>th</sup>..... Clubs Day (in the Commons)  
September 26<sup>th</sup> .....Terry Fox Run  
September 29th.....Orange Shirt Day  
October 2nd ..... National Day for Truth & Reconciliation (Non-Instructional Day)  
October 11th .....Gr 12 Parent Information Evening at 6:30pm in the Theatre (Information on Grad, Post Secondary and Graduation Requirements)

The staff of Burnaby Central Secondary are eager to welcome our new students and our returning Central Wildcats back to school. We are dedicated to ensuring that you have a positive and safe school year.

Sincerely,  
Mr. T.Wozney  
Principal

Mr. M. Allen  
Vice Principal  
Students with last names:  
(A – K) & International

Ms. A. Basran  
Vice Principal  
Students with last names:  
(L– Z) & Indigenous

