



KITSILANO SECONDARY SCHOOL

NEWSLETTER

We are KITS

Principal:	Ms. B. Kwon	Address:	2706 Trafalgar Street, Vancouver, BC, Canada V6K 2J6
Vice Principals:	Mr. D. Gock & Mr. P. Godfrey	Phone:	604.713.8961 Fax: 604.713.8960
PAC Chairperson:	Ms. C. French	Email:	kitsswitchboard@vsb.bc.ca
Director of Instruction:	Mr. R. Zerbe	Twitter:	@KitsilanoSS
Trustee Liaison:	Ms. B. Parrott	Website:	http://kitsilano.vsb.bc.ca

Acknowledging that we live, work, learn and play on the traditional and unceded territories of the Musqueam, Squamish and salilwataḥ people.

Principal's Message

Welcome back Kitsilano Secondary students and families to the start of the 2022-23 school year. I hope everyone has had an enjoyable summer and time to rest and prepare for the new school year. We look forward to reconnecting with you and welcoming our new class of Grade 8 students. On behalf of the Kitsilano community, I would like to extend a warm welcome to families new to the school.

The year ahead will include many events, activities and opportunities to shape and enrich each student's school experience. I would encourage all students to approach the school year with their goals in mind, a growth mindset and action plan that will lead to success and contributes to our safe and caring community. The Kitsilano staff is dedicated in their efforts to support students and we encourage collaboration and a strong partnership with parents and families. Parents/Guardians are asked to stay connected with the school by keeping informed of the most current information on upcoming events and school news, and to participate in meetings and events whenever the opportunity presents itself.

This newsletter provides students and their families with start-up information that will help prepare for a good start and a positive and successful school year. Please review the information included in this letter that outlines our school opening procedures. Mr. Gock, Mr. Godfrey, the Kitsilano staff and I are excited to be working with you and we wish you and your child every success in the upcoming school year.

Enjoy the rest of the summer break and we look forward to seeing students on September 6.

Ms. B. Kwon

First Day – Tuesday, September 6

On September 6, all students will attend school for an assembly and homeroom. Refer to the schedule below for when to attend. While students will only attend for part of the day, this is an important first day. Students will receive a copy of their schedule, school agenda and school forms to be completed at home and returned to their homeroom teacher in the first week of school. Students are to bring a pen/pencil to write with and backpack/bag to carry materials being distributed. For the first week of school, students will begin each day in homeroom. Regular classes will begin after homeroom on Wednesday, September 7 - 1234.

9:00 – 10:00 AM	Grade 9 Assembly in Theatre followed by Homeroom
10:00 – 11:00 AM	Grade 10 Assembly in Theatre followed by Homeroom
11:00 – 12:00 PM	Grade 11 Assembly in Theatre followed by Homeroom
12:00 – 1:00 PM	Grade 12 Assembly in Theatre followed by Homeroom
1:00 – 2:30 PM	Grade 8 Assembly in Theatre followed by Homeroom and Link Crew Orientation

STUDENT HOMEROOM ASSIGNMENTS ARE AVAILABLE TO VIEW ON [MYEDUCATION BC](#) (Top tab – "My Info", Side tab – "My Details") STARTING ON SEPTEMBER 3. HOMEROOM LISTS WILL ALSO BE POSTED OUTSIDE THE FRONT ENTRANCE AND IN THE ATRIUM.

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OVERVIEW OF 2022-23 SCHOOL SCHEDULE

Our school will be operating on a semester schedule that includes Flexible Instructional Time (FIT) and staff Collaborative Time. Students are enrolled in eight courses for the school year where they will take four courses from September to January and another four courses from February to June. Classes will rotate on a weekly basis – morning classes will only rotate with each other and only afternoon classes will rotate with each other.

	M/W/F	T. FIT	Th. FIT
Period 1	8:40 - 10:01	8:40 - 9:36	8:40 - 10:01
Break	10:01 - 10:09	9:36 - 9:40	10:01 - 10:09
FIT		9:40 - 10:30	
Break		10:30 - 10:34	
Period 2	10:09 - 11:30	10:34 - 11:30	10:09 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:41	12:20 - 1:41	12:20 - 1:16
Break	1:41 - 1:49	1:41 - 1:49	1:16 - 1:20
FIT			1:20 - 2:10
Break			2:10 - 2:14
Period 4	1:49 - 3:10	1:49 - 3:10	2:14 - 3:10

	Collab. AM	Collab. PM
Collab. Time	8:40 - 10:01	
Break	10:01 - 10:05	
Period 1	10:05 - 10:46	8:40 - 10:01
Break	10:46 - 10:50	10:01 - 10:09
Period 2	10:50 - 11:30	10:09 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:41	12:20 - 1:01
Break	1:41 - 1:49	1:01 - 1:05
Period 4	1:49 - 3:10	1:05 - 1:45
Break		1:45 - 1:49
Collab. Time		1:49 - 3:10

FLEXIBLE INSTRUCTIONAL TIME

Flexible Instructional Time (FIT) is instructional time designed to support students’ personalized learning. During this time, all staff are onsite and students have flexibility and choice to determine how, when and where their learning takes place. Students may choose to access extra help from teachers, collaborate with peers and/or pursue other learning activities. Each FIT period is 50 minutes long and takes place every Tuesday and Thursday. Students will have an individual account to sign up in advance using the [Kitsilano FIT Student Planner](#).

We will gradually implement FIT in September where the first few weeks of FIT are orientation days. Students will review key skills and how to sign up for their FIT activity.

COLLABORATIVE TIME

There are eight days of Collaborative Time in the year where the school day will either start later at 10:05 AM or end earlier at 1:45 PM. During collaborative time, all staff are engaged in a variety of activities to plan and enhance the learning experiences for our students. Students are not in the school during this time.

Collaborative Time is scheduled for:

- September 28 (AM)
- October 26 (PM)
- November 23 (AM)
- January 18 (PM)
- February 22 (AM)
- March 29 (PM)
- April 26 (AM)
- May 24 (PM)



LATE STUDENT RETURN TO SCHOOL

Please notify the school office immediately if your child will not be returning to Kitsilano Secondary School in 2022–23. Also, if your child is returning to school after September 6, contact the school office and provide the date of their return to school. Students who have not attended any classes the first week and have not contacted the school will have their courses dropped and will be withdrawn from our school. Schedules will be held until September 9.

GRADE 8 ORIENTATION & PARENT WELCOME

The transition to high school can be overwhelming as our youngest students begin to navigate a new school environment, new school schedule and multiple teachers. As a part of the student orientation for grade 8 students on the first day of school on September 6, Link Crew leaders have organized a tour and activities for students to support their transition to Kitsilano. Students should wear running shoes and dress comfortably and in clothing appropriate for an afternoon of activities.

During the school year, Link Crew leaders will work with grade 8 students by connecting and checking in. The mentor-mentee relationship will help to support our new students as they make the transition to high school.

The Kitsilano PAC will be hosting a Welcome Coffee Break from 1:00 – 2:30 PM for grade 8 parents/guardians. While students are at their orientation and homeroom session, parents/guardians of grade 8 students are invited to stay for coffee, meet other Kitsilano parents and learn more about the Kitsilano PAC. The Welcome Coffee Break will take place outside off of the Trafalgar Street school entrance.

FIRST WEEK AT A GLANCE

T. September 6	School Opening Day Students will only attend for part of the day.
W. September 7	First full day of school Classes start at 8:40 AM and end at 3:10 PM.
Th. September 8	Classes start at 8:40 AM and end at 3:10 PM
F. September 9	School Photo Day Classes start at 8:40 AM and end at 3:10 PM

Alternate Bell Schedule

For the first week of school, all students must attend homeroom each day. There will be an alternate bell schedule for the first week. To find your homeroom, log in to your [MyEducation BC](#) account (Top tab – “My Info”, Side tab – “My Details”).

FIRST WEEK ALTERNATE BELL SCHEDULE

Homeroom	8:40 – 9:00	20 minutes
Break	9:00 – 9:05	5 minutes
Period 1	9:05 – 10:15	70 minutes
Break	10:15 – 10:20	5 minutes
Period 2	10:20 – 11:30	70 minutes
Lunch	11:30 – 12:20	50 minutes
Period 3	12:20 – 1:40	80 minutes
Break	1:40 – 1:50	10 minutes
Period 4	1:50 – 3:10	80 minutes

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SCHOOL FORMS

During the September 6 homeroom, students will receive two forms (see list below). Please complete and sign all forms and return to your child's homeroom class by **Friday, September 9**.

- Kitsilano Secondary – AUP/CASL/Media Consent Form 2022-2023
- Emergency Student(s) Reunification Authorization form

An electronic copy of the *Student Verification Form* has been posted on your [MyEducation BC](#) account for families to review. It is important that the correct contact information (phone, email, address, emergency contact) and health information are on file with the school. The form and instructions on how to update the information on the form will be sent out to families the first week of school.

SCHOOL FEES

School fees are now available to view and pay online through [School Cash Online](#). Families must set up an account to pay for school fees using debit or a credit card, or a cheque online.

Please note that course fees for workbooks and class materials will not appear on accounts until later in September when most student schedules will be settled. Grad fees will be collected at a later date when grad event plans have been finalized.

To view school and supplemental fee schedules, go to: <https://www.vsb.bc.ca/schools/kitsilano/Families/Fees/Pages/default.aspx>

If your family is facing financial hardship and are unable to pay some or all school fees, please contact your child's teacher, school counsellor, and/or the school Principal. All family information will remain confidential.

STUDENT SCHEDULES

All students will receive a copy of their schedule on the first day of school on September 6. Schedules will be available to view on [MyEducation BC](#) starting on September 3. To log into your account, use the same log in and password from last year. If you are unable to log in, please email kitsswitchboard@vsb.bc.ca. Note, grade 8 students and students new to Kitsilano will receive log in instructions in the first week of school.

The school timetable was constructed based on our enrollment last June. Student requests for course changes are only permitted if there was an error in programming or there has been a significant change in the student's desired program over the summer. The timetable is extremely tight, so not all changes are possible. **Change requests may be made for subjects, but not for teachers or to be with peers.**

Please note the following:

- Counsellors will not be available to see students in-person to discuss course change requests.
- To request a correction in your schedule, complete a *Course Error Form* online at <https://forms.office.com/r/WBeA2f630A>. The online form is available starting **Tuesday, September 6** and closes **Sunday, September 11**. Do not email your counsellor. Counsellors will only be working from the requests made on the online form.
- Counsellors will contact students directly about their request for a schedule change.
Students are to follow their current schedule until they are contacted by their counsellor.
- Students who do not have a class to go to because they are missing a course, are to go to the Library to work. Priority will be to reconcile incomplete schedules first.

Thank you in advance for your patience. Your cooperation will help with the process of reconciling student schedules sooner.

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COUNSELLORS

Students are assigned to a counsellor according to their grade and for grade 8s, their surname.

Grade 9 & Grade 8 Surnames A – E	Ms. S. Leslie
Grade 10 & Grade 8 Surnames F – Le	Ms. C. McDonald
Grade 11 & Grade 8 Surnames Li – R	Ms. M. DeYoung
Grade 12 & Grade 8 Surnames S – Z	Ms. C. Pitman

LOCKERS

The assignment of lockers will take place during the month of September. Students must stay in their assigned lockers and use the school lock provided. Locks are the property of the school and students will be responsible for the cost of replacing the lock if it is damaged or lost. **Permission from the administration must be received to move lockers.** Grade 8 students have purchased a lock to use for their PHE classes.

Please note that neither the school nor the Vancouver School Board has insurance to cover loss by theft or damage to personal property of students or teachers. Although supervision by staff and the cooperation of students minimize the possibility of theft, **no money or valuables should be left in hallway or change room lockers.** It is recommended that valuable items be left at home.

STUDENT PHOTOS AND ID CARDS

The Artona Group will be onsite taking photos of all students on **Friday, September 9**. Student photos are used for the Yearbook and a Student ID Card.

Photo Re-takes will take place on **Thursday, September 29** for students who were absent on the original photo day, and for those whose original photo did not turn out.

GRAD PHOTOS

Grad photos will take place **September 19-23** at Artona Studios in Vancouver. Book an appointment online for a photo sitting at <https://artona.com/schools/KITS>. Grads must be photographed to be included in the grad composite and yearbook even if they will not be purchasing grad photos. There is no cost to have your photo taken.

EXTRA-CURRICULAR ACTIVITIES

Kitsilano has many active clubs and membership is open to all students who are interested in participating. Students are encouraged to get involved with the school community to enhance their school experience. More information will be shared later in September about clubs and how to get involved. Stay tuned.

SCHOOL COMMUNICATION

Communication of school information and events contributes to strong partnerships with families in the support of their child's school success. We have a variety of ways in which school information can be communicated to you and for you to keep informed about what is happening in the school. Please consider the following to receive school information in a timely manner:

1. Bookmark the school website and check regularly.
<http://kitsilano.vsb.bc.ca>
2. Read the Kitsilano WAAG posted on the school website.
3. Ensure that we have your correct email address.
Email us at kitsswitchboard@vsb.bc.ca for any updates; be sure to include your child's name and student ID number.
4. Follow us on Twitter (@KitsilanoSS)

CHANGE OF CONTACT INFORMATION

If your contact information – address, email, phone, changes at any time during the school year, please be sure to notify the school office at 604-713-8961 or email the school at kitsswitchboard@vsb.bc.ca. Similarly, if your child's emergency contact or health information changes during the year, please notify the school office. The safety of your child may depend upon us having correct information on file.

PASSWORD RESETS

There may be times during the year that students will need assistance with re-setting their passwords for their MyEducation BC and/or VSB Student accounts.

- MyEducation BC Account
Email kitsswitchboard@vsb.bc.ca for assistance.
- VSB Student Account
Contact the school librarian for assistance.

SCHOOL PARKING LOT AND STREET SAFETY

The school parking lot is for VSB Staff only. Parents/Guardians are asked to not drive through or use the school parking lot.

A large number of our students walk, cycle or transit to school so during peak times before school and at the end of the school day, there is a lot of pedestrian traffic on the roads nearby the school. Please adhere to the street and traffic regulations around the school perimeter. Directly in front of the school, there is a no stopping zone on Trafalgar Street and 11th Avenue. Please use calmer streets such as 10th Avenue or Larch Street to drop-off/pick-up your child.

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KITSILANO SECONDARY SCHOOL CODE OF CONDUCT

WE ARE...		CLASSROOMS	CORRIDORS	COMMUNITY
K	KIND <i>We act with consideration for others.</i>	<i>We will...</i> - be considerate with our words & actions - treat our peers and teachers with respect - contribute to a positive classroom environment	<i>We will...</i> - assist visitors and new students - appreciate that we share these spaces - treat peers, teachers, & administrators with respect	<i>We will...</i> - be polite in local businesses - assist members of the community - respect other school communities - be a positive online presence by reporting incidents of cyber bullying and/or inappropriate behaviour
I	INCLUSIVE <i>We share experiences and spaces with all.</i>	<i>We will...</i> - work cooperatively with our peers - welcome new students and visitors - use language that is appropriate and inclusive to all students and staff - recognize & respect the diverse backgrounds and abilities of our peers	<i>We will...</i> - create a safe space for all staff and students - refuse to allow bullying, harm, or intimidation of anyone - be sensitive and engage with peers who may be facing challenges	<i>We will...</i> - participate and/or volunteer in school and community events - encourage others to join school teams, clubs, and programs - oppose any events or actions that support racism, bigotry, sexism, or inequality
T	THOUGHTFUL <i>We take ownership of our actions, decisions, & behaviour.</i>	<i>We will...</i> - be on time and prepared to learn - ask questions, seek assistance, and make good use of tutorial time - think critically, participate in discussion, and engage with subject material - follow the expectations set out for each class, especially around use of technology	<i>We will...</i> - keep common spaces clean and passable at all times - walk quietly through the halls, especially when classes are in session - ask ourselves if our language and behaviour contribute to a safe school	<i>We will...</i> - keep our community free of litter - use respectful language on and off school grounds - recognize that we share this community with many others - take initiative to protect people and the environment
S	SUCCESSFUL <i>We set goals and strive for excellence.</i>	<i>We will...</i> - maintain a consistent effort and attitude - demonstrate academic honesty and integrity - take ownership over our learning and work towards personal growth	<i>We will...</i> - report unsafe or inappropriate behaviour - know our safety protocols & evacuation routes - hold ourselves to a high standard and keep our school clean and safe	<i>We will...</i> - be positive representatives for our school here, in the community, and abroad - keep our community free of prohibited substances - accept consequences for our actions by apologizing, repairing, or replacing

We are KITS: Kind • Inclusive • Thoughtful • Successful

We respect and celebrate the diverse cultures, customs, religions, values, and viewpoints that make up our school community, welcoming the unique contributions that each person can offer. We encourage openness and understanding among all Kitsilano citizens. Our Code of Conduct provides a set of standards and a positive framework for our daily lives at Kitsilano. These standards help us to maintain an appropriate balance between individual and collective rights and responsibilities. The Code also applies during extracurricular activities, field trips, and whenever we represent Kitsilano off campus. We believe that students should learn to take responsibility for the decisions they make and accept the consequences of their actions. The Code of Conduct also includes the expectation that it is reasonable for staff and students to encourage each other to adhere to the standards of the code.

At Kitsilano, students are expected to be serious about their studies and to show initiative in achieving their goals. Teachers provide help, monitor progress, give encouragement, and outline course requirements, and students in turn are expected to contribute the effort necessary to insure progress and success. We conduct ourselves in a manner that promotes achievement and encourages learning. We adhere to the Vancouver School Board policies for student behaviour, including but not limited to the following:

1. No student may be in possession of or under the influence of illegal or non-prescribed drugs or alcohol in the school, in the vicinity of the school, or at school-sponsored events.
2. No one has to accept violence at any time at Kitsilano at any level. Violence or intimidation of any kind will not be tolerated. Violence is defined as any action, or threat of action, that causes physical or emotional injury, discomfort, or fear. Students are not permitted to have weapons. A weapon is defined as anything that is used with the intent to hurt or frighten someone. Our school is a community characterized by cooperation and conflict resolution.
3. Students are prohibited from engaging in bullying or racial, ethno-cultural, religious, or sexual harassment of any form. Discrimination & racism will not be tolerated at our school.

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ATTENDANCE

Regular attendance is very important for success in school. Students are expected to attend all their classes, on time, prepared and ready to learn. If absent, students and families have a responsibility to connect with classroom teachers to obtain and make up work missed during the absence. Please refer to the school website for details on reporting excused absences.

EXTENDED ABSENCES DURING THE SCHOOL YEAR

It is not recommended that parents take their child out of school for long periods of time as this will impact a student's learning and success. Parents who plan to take a student out of school for an extended absence during the school year should note the following:

- The staff are not responsible to provide a detailed listing of work missed during the absence for your child to complete.
- Families are responsible for providing an educational program for their child.

ACADEMIC INTEGRITY

Students are expected to practice academic honesty and personal integrity by not participating in or encouraging plagiarism or cheating. Should academic dishonesty occur, the classroom teacher will develop a student success plan in collaboration with the student and their family.

CLOTHING/PERSONAL ACCESSORIES

At Kitsilano we dress in a manner that is appropriate for a learning environment and does not reflect messaging or images which are offensive, discriminatory, or refer to prohibited substances.

ELECTRONIC DEVICES

Personal electronic devices are not permitted during class time unless permitted under the direction of the teacher.

PROHIBITED ITEMS

The use of fireworks, firecrackers, laser pointers/pens, water toys or balloons, skateboards, and snowballs, is not permitted on school property. Skateboards must remain in lockers during the school day.

SCHOOL ENVIRONMENT

We take ownership of our school and take pride in maintaining a safe and clean environment. The student and the student's parents are jointly liable for any graffiti or other vandalism that may occur. Please obtain permission from the administration before posting or distributing any advertising or publicity material on school property. There is a Vancouver School Board policy of no smoking/no vaping in the school building, on the school grounds, and at school functions.

VISITORS

The school welcomes purposeful visitors, including parents and guardians. Visitors are asked to report to the office to obtain permission to remain in the building. Visitors who have no legitimate business at the school will be treated as trespassers and asked to leave.

SMOKING, VAPING, ILLEGAL DRUGS AND ALCOHOL

Please review the following policies with your child:

- City By law: no one may smoke or vape in a school building or on any property, at any school function or on field trips. Possession of vapes and cigarettes are not permitted and will be confiscated.
- No student may be under the influence of, or be in possession of, illegal or non-prescribed drugs or alcohol in the school, in the vicinity of the school or at school-sponsored functions or on field trips. Any infraction will be considered serious and will result in the immediate implementation of school and Board policies dealing with drugs and alcohol, namely, suspensions/transfers/expulsions of students involved.

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September 2022

A Note from Kitsilano PAC (Parent Advisory Council) for Donations

Dear Parents,

We have an exciting year ahead of us, for our kids and the school community, as we continue the return to a 'normal' school year. This also means that PAC will be supporting teachers for the benefit of our children, as generously as we can. In anticipation of the annual financial requests from teachers to support delivering clubs, activities, and enhancements for learning, we are asking parents to contribute \$50 per child through SchoolCash Online. If affordable for your family, please donate as much as you can to help offset those who can't.

PAC's support of teacher activities, including classroom learning enhancements and before & after school programs, adds tremendously to our kids' learning and school experience. We'll need your support more than ever this year.

Through [SchoolCash Online](#) at: you will receive a tax receipt immediately when you make a donation. Please follow the instructions on the following pages to make your donation to Kits PAC.

To learn more about parent-organized activities, visit the Kits PAC website at: kitsilanopac.ca and sign up for the PAC Newsletter at: <http://kitsilanopac.ca/subscribe-to-pac-eneews/>. We know that the more interest a parent takes in their kid's life and education, the more successful the student's school experience.

If you are interested in volunteering for PAC, please complete the online volunteer form at: <http://kitsilanopac.ca/volunteer-form/>

Our first PAC meeting and the Kits PAC AGM will be on Tuesday, September 27, 7-9PM. Details will follow in upcoming school newsletters and the Kits PAC Newsletter.

PAC wishes you a healthy and successful year at home, school and work.

Sincerely,

Charlotte French
Chair

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Thank you for making a donation to Kitsilano PAC. The following screen shots show the steps to donating through SchoolCash Online. All donations above \$20 will generate an automatic tax receipt.

1. Go to [SchoolCash Online](#) or find the Donation link on the Kits PAC website
2. Select the size of your donation (see the screenshot below).
3. For Fund Destination, select from the drop-down menu: **S-Kitsilano PAC**

Gift Information

I would like to make a donation of: \$20 \$50 \$100 \$250 \$500 \$1000 Other Amount:

Fund Destination: S-Kitsilano PAC

Tribute Information

This gift is: Name of honoree:

Message to School Board

Message: *(Optional)*

Tax Receipt

A donation receipt will be emailed to you upon completion of your cart checkout.

4. Click: **Add To Cart**
5. On the next screen click Continue, then Select your Payment Method, and Complete Your Order.

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What's In Your Cart?

Vancouver School Board

Item Name	Qty	Price	
Board Donation - S-Kitsilano PAC	1	\$50.00	Edit Remove

Total **\$50.00**

Select More Items

Continue

6. Once you Complete Your Order, the following screen will come up for you to print your tax receipt.

SchoolCashOnline

 Vancouver School Board

Thank You For Your Order

Your payment request has been received
This has been added to your [Payment History](#)

Receipts:

Norma Biln
Vancouver School Board

Print Receipt

Sincere thanks again for your support!

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