



Community Newsletter

Phone: 604-713-8258 Website: uhill-sec.vsb.bc.ca

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səlilwataʔ (Tsleil-Waututh Nation).

Principal's Message

Dear Students & Families,

In this newsletter, you will find important information, including:

- Schedule for the first week of September
- New Cellphone Policy
- School Mission Statement & School Improvement Plan Summary
 - The VSB Education Plan 2026 can be found [here](#)
- MyEducation BC, Microsoft Teams & VSB Network Information
- School Office Reminders
- Counselling Corner
- 2026-27 Bell Schedules
- Flexible Instructional Time (FIT) Information
- School Procedures
- Code of Conduct

The staff is looking forward to meeting you all on Tuesday!

Sincerely,

Travis Bell
Principal, University Hill Secondary

Administrative Team:

Travis Bell, Principal
David Bach, Vice Principal
Alfred Chien, School Trustee
Rick Lopez, Director of Instruction

Office Staff:

Kinjeel Patil, Office Admin Assistant
Shay Nezaki, Receptionist & First Aid Attendant
Holly Low, Accountant
Charlene Wang, Student Records

Schedule for the First Week of September 2026

Tuesday, September 8 – School Opening Day

9:15 am	Grade 8 Welcome Assembly in Gym
10:00 – 10:30 am	Homeroom Class for all students (except Whitecaps students)
12:30 – 1:00 pm	Homeroom Class for Whitecaps FC students in the LLC

Wednesday, September 9

8:40 – 8:55	Homeroom Class – All Students
9:00 - 10:10	Period 1
10:15 - 11:25	Period 2
11:25 - 12:20	Lunch
12:20 - 1:40	Period 3
1:45 - 3:05	Period 4

Thursday, September 10 – No FIT

8:40 - 8:55	Homeroom Class – All Students
9:00 - 10:10	Period 1
10:15 - 11:25	Period 2
11:25 - 12:20	Lunch
12:20 - 1:40	Period 3
1:45 - 3:05	Period 4

Friday, September 11 - Photo Day, No HR Class and No FIT

8:40 - 10:00	Period 1
10:05 – 11:25	Period 2
11:25 - 12:20	Lunch
12:20 - 1:40	Period 3
1:45 - 3:05	Period 4

Photo Day Schedule

Friday, September 11, 2026

(Schedule by grade and last name)

Reminder – NO FIT Class

8:00 - 8:40		ALL STAFF
8:40 - 8:50	1	LH Class and Grade 8 - A to C
8:50 - 9:00		Grade 8 - D to K
9:00 - 9:10		Grade 8 - L to R
9:10 - 9:20		Grade 8 - S to Z
9:20 - 9:30		Grade 9 - A to F
9:30 - 9:40		Grade 9 - G to L
9:40 - 9:50		Grade 9 - M to S
9:50 - 10:00		Grade 9 - T to Z
10:00 - 10:05		Class Change
10:15 - 10:25	2	Grade 10 - A to D
10:25 - 10:35		Grade 10 - E to K
10:35 - 10:45		Grade 10 - L
10:45 - 10:55		Grade 10 - M to S
10:55 - 11:05		Grade 10 - T to Z
11:05 - 11:15		Grade 11 - A to E
11:15 - 11:25		Grade 11 - F to J
11:25 - 12:20		Lunch
12:30 - 12:40	3	Grade 11 - K to M
12:40 - 12:50		Grade 11 - N to S
12:50 - 1:00		Grade 11 - T to Z
1:00 - 1:10		Grade 12 - A to E
1:10 - 1:10		Grade 12 - F to K
1:10 - 1:20		Grade 12 - L to Q
1:20 - 1:30		Grade 12 - R to U
1:40 - 1:45		Class Change
1:55 - 2:05	4	Grade 12 - V to Z
2:05 - 2:15		Whitecaps FC Grade 8 to 10
2:15 - 2:25		Whitecaps FC Grade 11 & 12
2:25		Last call

University Hill Personal Device Use Policy (NEW for September)

Philosophy: At University Hill, our goal is to help students use technology thoughtfully and effectively. We recognize that technology can both support and undermine learning, well-being, relationships, and personal efficiency. We are committed to developing strong digital citizenship in all students, including the ability to make intentional choices about when and how technology is used. A growing body of research indicates that frequent cell phone use—particularly during learning and social time—can negatively affect focus, academic efficiency, and student well-being. As a school that prioritizes connection, belonging, and relationships, we aim to create learning environments that encourage presence, engagement, and meaningful interaction. We acknowledge that technology can support connection, but we also recognize its potential to interfere with attention, learning, and in person relationships when not used purposefully.

Guidelines:

- Designated Storage - Phone Hotels
 - Personal Digital Devices are kept in the hotel during class time
 - As students enter their classroom, they will be required to
 - Place their devices (and connected peripherals such as ear buds and smart watches) in the designated storage provided
 - Their devices will remain in the storage provided for the duration of the class
 - Students will get their devices back after the class is dismissed
 - As students enter their classroom during FIT, they will be required to turn off devices and keep them out of sight

Expectations of Students

- Students will adhere to the published guidelines
- Use of personal devices is permitted under the following circumstances only:
 - For educational purposes as directed by the educator in the classroom
 - Students with specific accommodations for the use of technology in their IEP or student support plans

Expectations of Parents/Guardians

- Parents/Guardians will refrain from communicating with their child during the school day to avoid the need for students to be accessing their devices.
- For parents who wish to communicate urgent matters to their child throughout the day, they can contact the school reception who will relay messages on their behalf.
- Support the school as our students develop their digital literacy with the support of the Personal Device Use Policy. This includes adherence to our consequences for cell phone misuse whereby students might be without their phones for a period of time resulting in challenges to family communication routines.

Expectations of Teachers

- Establish clear and consistent classroom routines to ensure that students are not using devices in class until they are necessary to support specific learning outcomes.
- Monitor student use of devices during lessons to ensure they are being utilized appropriately.
- Model appropriate technology use by not accessing personal devices during lesson time except when access is required for login and attendance purposes.

Mission Statement and Goal Summary

We are on a mission to inspire an ethical and caring community of evolving global citizens who live meaningfully, creatively, and mindfully.

University Hill Secondary, a multicultural school community, is committed to the pursuit of excellence through the provision of teaching and learning environments based on co-operation and social responsibility. University Hill staff, students, and parents/guardians are guided in their efforts to fulfil the school mission by the following goals and principles:

- Well-qualified and dedicated staff is crucial to the efficient delivery of outstanding educational programs.
- Quality learning is fostered in safe, respectful, encouraging, and creative settings.
- The school curriculum, programs, and activities are student centred for active learning.
- Teachers, parents/guardians, and students co-operate in important ways to ensure effective communication in the process of achieving academic and social goals.
- Recognition is given for the achievements of students and staff, and positive reinforcement for self-reliant and co-operative behaviour.
- The school community and culture are characterized by concern for equity, fairness, school spirit, environmental awareness, and global issues.

MyEducation BC, Microsoft Teams and VSB Network

It is important that all students access their first semester schedule in the MYED account portal prior to attending their classes on Wednesday, September 9th. [MyEducationBC](#) Accounts will be available after September 4th, 2026. [MyEducationBC](#) is the student information system for the Vancouver School Board. An account known as a Student Family Portal Account has been created by the district for all students at University Hill Secondary School. This account is a shared account where students and parents can access student schedules, daily/class attendance, course grades and report cards. It is imperative that you share the account information (password) as a family (with your child). Your login for this account is your child's student number.

For returning students,

- Accounts will be reactivated on or by **September 4th** and will be accessible by their last successful login ID and password. Carry on with your existing Student Number, Login ID and password. Should you forget your password, use the **"I forgot my password"** function. You will be prompted to reset your password.

For new students

If you have never logged in to MyEd, **your first temporary password is Dist\$2027** (case sensitive) and use your student number as your login ID. Once you have entered MYED for the first time, follow the prompts to create a new password.

Note: Access to My Ed usually takes 1 to 2 days. However, sometimes it may take up to 5 days.

Website to login: MyEducationBC - Instructions for set up of account: [MyEd BC Student Family Portal](#)

Microsoft Teams/VSB Network

In preparation, we ask that students update their Microsoft Office 365 (TEAMS) accounts prior to the start of the school year as teachers use TEAMS for class and teacher communication. Please note that all student passwords for the VSB Network will be reset by the District. Returning students will be prompted to change their password and all passwords can be reset at [VSB Student Account Password Reset](#)

School Office Reminders

Medical Alerts

If your child has important health alerts, please update the school office with written documentation.

Notice of Late Return

Please complete the Notice of Late Return Form (found at the end of this information package) for September 2026 if your student is expecting to return to school LATER THAN noon on **Friday, September 11, 2026, but prior to September 29, 2026**. Please note: If the school cannot verify your child's attendance at school by **noon on Friday, September 11, 2026**, your child's space will be given to another student on the school's waitlist.

School Forms

The forms listed below require parents and students to provide consent and/or updated information.

Log on to <https://myforms.vsb.bc.ca/> to provide consent electronically for the forms below. Sign in with the student's 9 digit Personal Education Number (PEN) and the D.O.B.

- VSB Internal Use Media Consent
- Student AUP - Acceptable Use Policy
- External Use Media Consent
- Adobe CC Consent (if applicable)
- CASL - Canadian Anti-Spam Legislation

MyEd Student Verification Sheet and Emergency Reunification Authorization Forms

All students will be receiving these forms in their Homeroom class on Tuesday, September 8. Parents/Guardian should complete the Reunification Form and review sign the verification sheet and students must return both forms to their Homeroom teacher by Thursday, September 10. It is important that the correct contact information (phone, email, address, emergency contact) are on file with the school.

Counselling Corner

Our aim is to provide guidance and information to students/parents/guardians in order to help support our students. We strongly encourage students/parents/guardians to visit our counselling website for important upcoming events, deadlines, and resources for well-being <https://uhillcounselling.weebly.com/>

Course Change Request Procedures

- An appointment with the counsellor will **ONLY** be made **by the counsellor** if needed.
- **Incomplete timetables** will be first priority. All other course changes will be processed after if possible
- Unfortunately, it is unlikely we can accommodate course changes this year. If the course is full or if there is a conflict with another course, we cannot process the change.
- Course Change Request Forms will be available from their Homeroom Teacher during the Homeroom Class **8:40 – 8:55 am on Wednesday, September 9.**
- Counsellors will email students when a revised timetable is available in MyEd.
- Students are permitted to submit **ONE** course change request form; any changes you request are considered **FINAL** changes.

**** Deadline to make course change requests to your 2026 – 2027 timetable is September 18, 2026 ****

Any requests for changes to your timetable including dropping a course AFTER the **September 18** deadline will NOT be considered unless there are exceptional, extenuating, and unforeseen circumstances that have arisen. These special requests will require application to and approval from the grade administrator. A low grade will not be considered as an acceptable reason.

Changing a student timetable, once the school year has commenced, is not encouraged and often not possible due to timetable constraints. However, individual circumstances may arise whereby altering a student program may be beneficial to potential academic success. Our school policy is that all students should complete all courses they chose to be enrolled in at the beginning of the year.

Tips for the transition back to school from summer break

1. **It is okay to not be okay.** It is normal to feel anxious about transitions. Let your student talk about their worries. Let them know that it is normal to feel worried about the transition. Help them to focus on the positive aspects of school, seeing old friends, meeting new people, the chances to learn and grow. Look at the opportunities to get involved in the school community.
2. **Adjust sleep schedule.** If possible, begin a few days before school starts to move bedtimes and wake up times earlier. **Sleep is essential for success!**
3. **Re-establish routine.** Routine creates a sense of security for both students and parents.
4. **Adequate sleep, regular healthy meals, and physical activity** help manage anxiety and help with focus in school and at home.
5. **Plan something special** in the first week or so to celebrate the return to school.

2026-2027 Post-Secondary Events - For students and families who are exploring post-secondary options, we highly recommend connecting with representatives from the institutions and sitting in on information sessions to get the most up-to-date information. For the 2026-2027 school year, we will have several colleges/universities visit in-person. Please go to the UHill Counselling website for the most up to date list of events both in school and in the community. This list will be updated throughout the school year so it is recommended to check back for the most recent information: <https://uhillcounselling.weebly.com/>

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**** This may be adjusted later in September based on enrollment. ****

2026– 2027 Schedules

2026 – 2027 Weekly Schedule				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FIT 8:40 – 9:20	Period 1 8:40 – 10:00	Period 1 8:40 – 10:00	Period 1 8:40 – 10:00	FIT 8:40 – 9:20
Period 1 9:20 – 10:20				Period 1 9:20 – 10:20
Period 2 10:25 – 11:25	Period 2 10:05 – 11:25	Period 2 10:05 – 11:25	Period 2 10:05 – 11:25	Period 2 10:25 – 11:25
Lunch 11:25 – 12:20				
Period 3 12:20 – 1:40	Period 3 12:20 – 1:20	Period 3 12:20 – 1:40	Period 3 12:20 – 1:20	Period 3 12:20 – 1:40
	FIT 1:25 – 2:05		FIT 1:25 – 2:05	
Period 4 1:45 – 3:05	Period 4 2:05 – 3:05	Period 4 1:45 – 3:05	Period 4 2:05 – 3:05	Period 4 1:45 – 3:05

Collaborative Planning Day Schedule	
AM	PM
Friday, September 25	Thursday, October 22
Friday, December 11	Friday, December 18
Friday, February 19	Thursday, April 08
Thursday, May 13	Thursday, June 10
(Dept)	(Admin)
CPT 8:40 – 10:00	Period 1 8:40 – 10:00
Period 1 10:00 – 10:40	
Period 2 10:45 – 11:25	Period 2 10:05 – 11:25
Lunch 11:25 – 12:20	
Period 3 12:20 – 1:40	Period 3 12:20 – 1:00
	Period 4 1:05 – 1:45
Period 4 1:45 – 3:05	CPT 1:45 – 3:05

Early Dismissal Schedule	
For Thursday, December 10, 2026 and Wednesday, May 12, 2027 (Re: Parent Teacher Conferences)	
Period 1	8:40 - 10:00
Period 2	10:05 - 11:25
Lunch	11:25 - 12:20
Period 3	12:20 - 1:10
Period 4	1:15 - 2:05

Flexible Instructional Time (FIT)

Flexible Instructional Time (FIT) is a period of instructional time built into the weekly schedule that gives our students more agency in their learning, goal setting, and time management, empowering students to develop their thinking, communication, personal, and social core competencies. Ultimately, the purpose of Flexible Instructional Time (FIT) is to support the learning and well-being of students by enabling them to have choice in how, when, and where their learning takes place.

Examples of some ways to use Flexible Instructional Time (FIT) include:	Examples of Places at school to be during Flexible Instructional Time (FIT):
• Meeting with teachers for support in subject learning or completing assignments. • Attending tutorial sessions • Connecting with counsellors • Collaborating with other students • Individual time for wellness, mindfulness, reflection, and learning • Career Life Connections 12 and Capstone • Enrichment passion projects • Grade-wide assemblies • Core competency reflection and goal setting	• Classrooms (30 max.) • Gym (as per PHE Department schedule) • Common areas by classrooms (Pods A-F) • Upper Learning Commons (ULC/Library) • Lower Learning Commons (LLC) • Cafeteria (for Grade 11s and 12s only)

Fit Expectations: Questions and Answers

Q1: Will my teachers be available during FIT?

A: Yes. Since FIT is instructional time, teachers are available to support you in your learning by offering extra help, engaging with you in an educational program, or by providing a place to study and collaborate.

Q2: Can a teacher assign me to a specific class/task during FIT?

A: Yes. Since FIT is instructional time, a teacher may specify that you spend your FIT with them, especially if you are behind in your learning in that subject. If more than one teacher requires you to spend FIT with them, it is your responsibility to arrange a schedule and communicate with your teachers. Teachers can also, on occasion, have an entire class come in for flex to complete a lab, assignment, tutorial, exam, etc.

Q3: Can I go to the classes of teachers who I do not currently have?

A: Maybe. It is expected that you will be seeking help from your current teachers. Teachers may wish to offer assistance to students that are not currently enrolled in their classes.

Q4: What if a class I want to go to is full?

A: Classroom spaces may be capped at 30 students (or less depending on the learning space). If your FIT choice is full, make sure you have a second choice ready.

Q5: Can I work in the Cafeteria, Upper Learning Commons (ULC) /Library, Lower Learning Commons (LLC) and/or Pods during FIT?

A: When possible, the cafeteria (for Grade 11s and 12s only), ULC/Library, LLC, and Pods will be available for quiet collaboration and study during FIT. If you choose to select one of these locations for FIT, please ensure that you are focused on learning and mindful of others around you. Remember that FIT is instructional time. Thank you in advance for keeping these spaces focused on learning and wellness.

Q6: What if there is an assembly or core competency activity scheduled during FIT?

A: If there is an assembly or core competency activity scheduled during FIT, you are expected to attend and participate in the assembly or core competency activity.

Q7: What if there is a fire alarm or need for evacuation?

*A: All students and staff respond as they would during regular class time: evacuate the building via the designated exit and then **marshal on the field in your grade islands for attendance.***

- **Morning FIT: marshal with your Period 1 teacher after evacuation.**
- **Afternoon FIT: marshal with your Period 3 teacher after evacuation.**
- *Before school: marshal with your Period 1 teacher after evacuation.*
- *Break, lunch, or after school: marshal with the teacher from your previous Period after evacuation.*

School Procedures

Attendance, Punctuality and Reporting Absences

Teachers, counsellors, and administration regularly monitor attendance, attitude, and achievement. Classroom teachers record absences and punctuality for each class into MyEdBC (Ministry of Education student information data system). Student absences are then reported daily to parents/guardians via the School Messenger System by both voice mail and email notification. It is the parent's responsibility to notify the school office for both a daily absence and/or extended absence.

Daily Absences

Parents/guardians are to report all absences by email at uhillswitchboard@vsb.bc.ca. Emails should be sent using a parent/guardian email address and should provide the **students name, date(s) of absence, grade, student number and reason for the absence**. For extended absences parents/guardians must email the student's counsellor. A student should also be provided a note for their teachers. Students must be reminded that falsifying attendance notes is unacceptable. It is the student's responsibility to make up any work that is missed, regardless of the reason for the absence. Exceptions to this may be granted due to unforeseen circumstances. If a student becomes ill while at school, or has an appointment during school time, students must sign out at the office. Students will only be released with parent permission. Students who are ill should not come to school and if they attend school and is deemed to be unwell, parents/guardians will be contacted to pick up their child.

Extended Periods of Absence

Any student who misses more than one month of school in consecutive absences may be withdrawn and asked to re-register upon their return. Please contact the school office for questions.

Notice of Late Return

Any student who arrives late for school in September without having completed a Notice of Late Return Form may be withdrawn. Any student who leaves school before completing the Provincial Assessments must re-write the exam at a later date. Note that UHill Secondary may not offer all assessment sittings. The Notice of Late Return Form can be found on the school website. (Click on "Forms" under the "About Us" Tab)

Request for Reference/Enrolment Letters & Transcripts

We receive an extremely high number of requests for letters of reference, letters verifying enrolment and transcripts. Please be reminded that requests for a letter of reference from a teacher, counsellor or administrator is a privilege and not a right. Please follow social protocol when requesting a letter of reference. Requests for letters verifying enrolment or requests for transcripts must be made in writing by using the appropriate forms in the office. Note, the turnaround time is five business days after the formal written request has been submitted.

Academic Integrity

It is expected that all students will show academic integrity by not cheating on homework, assignments, or tests. Cheating includes plagiarism, having someone else do an assignment for you, submitting the same assignment more than once, cheating on a test or exam, and consciously assisting another student through misrepresentation. Inappropriate use of tutors and/or use of cell phones and/or other electronics during exams is also considered a breach of academic integrity. The incident will be recorded, and Parents/Guardians informed. The student may not be eligible for school awards recognition for that term or year. They may not be eligible for school-based scholarships for that academic year. Repeated incidents of cheating could result in suspension. Academic integrity must also be maintained on records of volunteerism and letters. Students who are found to have submitted forged, altered, or falsified documents, will receive disciplinary action by their grade administrator.

Alcohol, Drugs and Smoking

VSB policy states that: Students are not to attend school or school functions while in possession of or while under the influence of any intoxicating, banned or controlled substance. This policy is strictly enforced, and violation will result in parent contact and may result in suspension. The administration has the right to search the property and locker of a student that they suspect of having drugs and/or alcohol. Smoking in the school or on VSB property is both prohibited and illegal. Offenders will be referred to the administration for appropriate disciplinary action.

E-cigarettes, Personal Vaporizers (PV) or Electronic Nicotine Delivery Systems (ENDS)

These are forbidden for students to possess and/or use while at any school function, or on school property. The health impact of repeatedly inhaling e-cigarette chemicals is unknown. As such, this policy is strictly enforced, and violation will result in parent contact and may result in suspension. The administration has the right to search the property and locker of a student that they suspect of having e-cigarettes, vaporizers and/or ENDS. Offenders will be referred to the administration for appropriate disciplinary action.

Harassment and Violence Prevention

Individuals should be treated with respect and dignity, and all students have the right to be free from harassment. A student who bullies others in person, via the internet, or in other forms or commits racial, religious, or sexual harassment will be disciplined. Harassment based on real or perceived sexual orientation or gender identity will not be tolerated. Violence of any kind also will not be tolerated. Violence comes in various forms: verbal and written threats; physical, emotional, and sexual abuse and harassment; and racial discrimination. Any form of violence or intimidation that threatens the health, safety or welfare of students and staff is unacceptable. If a student has been affected by harassment or violence or knows of others who have been affected by violence, it is important to inform a school Administrator, Teacher, or Counsellor.

Weapons

Students are not permitted to bring weapons, replica weapons or toy weapons into the school. Weapons are defined as any object that is used with the intent to hurt or frighten someone. Any student found with a weapon, involved in a violent act, or in soliciting others to commit a violent act will be disciplined. In all cases, the school Administrator will notify the student's Parents/Guardians, and one or more of the following actions may be taken: the Police may be called; the student suspended; the student may be required to sign a behaviour contract.

School Program

Apart from special circumstances which are approved by the principal, students in Grades 8 through 11 are enrolled in eight courses. With the approval of the Principal, Grade 12 students may take seven courses and a study block. Physical and Health Education (PHE) is compulsory for all students in Grades 8, 9, and 10, unless medically excused, and is an elective (optional) course in Grades 11 and 12. A student requiring an exemption from PHE is to present a letter from the family doctor to the Administration for approval. Students are expected to wear a T-shirt, shorts, and running shoes for PHE.

Withdrawals & Repeating Courses

Students withdrawing from courses after Term I will receive a "W" on their report card along with a date stamp and percentage at time of withdrawal. Student repeating courses need to seek permission from grade administrator. Priority enrolment will be given to students taking the course for the first time.

Homeroom

Students are grouped by grade into same age groups of students that meet at the beginning of the year and various times throughout the year to facilitate administrative duties, to complete core competency self-reflection and goal setting, and to receive encouragement, support, and guidance.

Advance Placement (AP) Program

AP is an enrichment program. Students are expected to maintain a full course load when taking AP courses. Students may take up to a maximum of 4 AP courses at U-Hill per year. Course Change Policy: Students wishing to drop an AP course(s) MUST follow regular course drop deadline and guideline. These requests will require application in writing to and approval from the grade administrator. Students who register late to an AP course must take the initiative to sign up and pay for the exam. For more information and a list of courses see the current course planning booklet on the school website (Click Course Planning under the Guidance and Support Tab)

Accidents & Illnesses

All cases of illness and accidents occurring in the school or on the grounds are to be reported to the office. No student is to leave the school because of illness or accident without reporting to the school office so that parents/guardians may be notified.

Bicycles, Scooters and Skateboards

Students are welcome to ride or board to school but must dismount once on school property. Students are strongly recommended to lock up these items as the school accepts no responsibility for these lost or damaged items.

Environmental Friendliness

University Hill recycles and composts. Students are asked to place their food waste in the green containers located throughout the school. Our compost is collected by the U-Hill Environmental Club and taken to the UBC Farm. Students are also asked to recycle refundable bottles and cans. The U-Hill Leadership Class coordinates all recycling and donates all the money earned to the U-Hill Scholarship Fund.

Field Trips/Career Preparation

Prior to participating in field trips and work experience placements, students must have consent forms signed by a parent/guardian and have obtained approval from subject teachers.

Lockers and Locks

Lockers are school property. They must be treated with care and may be opened by the administration if the need arises. It is strongly recommended that students purchase and use a school-issued heavy-duty lock for their lockers. Please note, each student requires two locks – one for their personal locker, and one for the PE locker room. Parents/Guardians and students are reminded that neither the school nor the VSB has insurance to cover the loss of or damage to a students' personal property. We recommend that students never leave valuable items or cash in lockers.

The **Locker Selection Instructions** will be provided at the beginning of the school year.

Lost & Found

Students should check the Lost and Found section on the All-Students Teams Channel if they have lost an item. All the found items will be posted for one month and if not claimed they will be donated.

Lunch

The school has a cafeteria open before school and at lunch. There are microwaves available for students who wish to bring a hot lunch, but they must be in microwave safe containers.

Parking Lot and Student Drop Off

The school parking lot is for University Hill Staff only and it is very busy before and after School. Therefore, we encourage students to walk, bike or take transit to school.

School Fees

Under the school fee legislation, there are two categories of allowable expenses- **Allowable Student Fees** and **Optional Fees**

Standard Fee Amounts

Students who are new to University Hill Secondary choose to pay the total of the allowable and optional fees. Returning students may not need to purchase an additional lock each year and their total amount due will be reduced by the amounts of the optional items not required.

***Supplemental Subject Fees**

Some courses may have supplemental fees for workbooks, enrichment activities or supplies. Information about these fees, if applicable, will be provided by those subject teachers and/or on the supplemental fees list on the school website and reflected on the student's School Cash Online profile <https://vsb.schoolcashionline.com> by the beginning of October.

Fee Waiver/ Financial Hardship Policy

The Board of Education Trustees is committed to ensuring that no school-age student will be denied an opportunity to participate in a course, class, or program because of an inability to pay fees. Parents and guardians unable to pay some or all school fees are invited to speak to their child's teacher, counsellor and/or the principal.

School fees should be paid using School Cash Online <https://vsb.schoolcashionline.com>

Note: Locks can be purchased by cash or cheque from the office.

Textbooks

Textbooks are provided free of charge, subject to their return in good condition. Students are charged the REPLACEMENT COST for lost or damaged textbooks. Yearbooks, reports, and registration documents may be withheld if there are outstanding charges.

Thefts

Students are reminded to lock their items in a locker. Please report your loss or theft at the office immediately. It is imperative that students do not bring valuables to school or share lockers. Parents/Guardians and students are reminded that neither the school nor the Vancouver School Board has insurance to cover the loss of or damage to a student's personal property.

Code of Conduct

(Reviewed 2024 June 01)

Statement of Purpose

University Hill Secondary is committed to uphold a safe, inclusive, equitable, welcoming, nurturing, and healthy school environment.

- Promote clear behavioural expectations of respectful and responsible citizenship that leads to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities
- The School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including on-line behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Conduct Expectations

• **Acceptable Conduct**

- Respecting self, others, and the school
- Contributing to a safe, caring, positive, inclusive, and peaceful environment
- Seeking to prevent violence and potentially violent situations, and demonstrating social responsibility by reporting such situations
- Engaging in purposeful learning activities

• **Unacceptable Conduct**

"Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds." **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of other, interfere with an orderly environment, or create an unsafe environment
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances
- Theft or damage to property

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

• **Rising Expectations**

Students are expected to learn and mature as they move through successive grades, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.

- **Retaliation Prevention**

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Consequences

- Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.
- Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.
- Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/challenge of an intellectual, physical, sensory, emotional, or behavioural nature.
- Responses to unacceptable conduct are consistent and fair.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

- **Notifications**

The principal or designate has a responsibility to inform other parties of serious breaches of the code of conduct. These parties include:

- Parent(s) of student offender(s) and parent(s) of student victim(s) – in every instance
- School district officials
- Police and/or other agencies, as required by law
- School community, when deemed necessary, to reassure members that school officials are taking appropriate action

- **Suspensions**

In accordance with the School Act, Sec. 85 (2) (ii) and (d), the Board authorizes the principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- a) because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board;
- b) because the behaviour of the student breaches the District Code of Conduct or other policy and/or has a harmful effect on others or the learning environment of the school;
- c) because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per [District Student Code of Conduct](#).

As per AP 350 7.7 an educational program must be provided.

School Motto

We are on a mission to inspire an ethical and caring community of evolving global citizens who live meaningfully, creatively, and mindfully.

2026 NOTICE OF LATE RETURN FORM – University Hill Secondary

This form is to be completed for any student expecting to return to school LATER THAN noon on **Friday, September 11, 2026**, but prior to **Tuesday, September 29, 2026**.

Please note: If the school cannot verify your child’s attendance at school by noon on Friday September 11, 2026 your child’s space will be given to another student on the school’s waitlist.

The School Phone is _____ The School Email is _____

Dear Principal:

My child(ren) will be attending _____ School for the 2026-2027 school year but **will NOT be in attendance in the school before noon on Friday, September 11, 2026. Please reserve a space in your school for my child(ren).**

_____, in Grade _____ (Sept. 2026)
Last Name First Name

_____, in Grade _____ (Sept. 2026)
Last Name First Name

_____, in Grade _____ (Sept. 2026)
Last Name First Name

The expected DATE OF RETURN for our child(ren) is _____

Reason for late return: _____

Please note: Space will not be held beyond September 29, 2026.

Parent’s Name or Legal Guardian’s Name: _____

Address: _____

Home Phone: _____ Day Phone (Guardian 1) _____

Day Phone (Guardian 2) _____

Date: _____ Parent Signature: _____

Alternate Contact/Phone Number or e-mail _____