



# Community Newsletter

Phone: 604-713-8258 Website: [uhill-sec.vsb.bc.ca](http://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), Sḵwxwú7mesh Úxwumixw (Squamish Nation) & səlilwataʔ (Tsleil-Waututh Nation).*

## Principal's Message

Dear Students and Families,

Welcome back to our returning students and a warm welcome to all students and families new to our University Hill Secondary community. We hope you had a fabulous summer, and we look forward to connecting with you next week.

We would also like to extend a warm welcome to the following new staff to our school:

- Ruby Cone, Education Assistant
- Eunjung Lee, Education Assistant
- Frances Raab, Strategies Learning Support Program and School-Based Resource Teacher

In addition, we congratulate three of our staff members who are taking on additional roles within our school:

- Adrienne MacPhee, English Language Learning (ELL) Teacher and ELL Coordinator
- Jane Situ, Learning Strategies (Skills) Teacher and School-Based Resource Teacher
- Susan Hornby, Counsellor and Student Services Department Head

In this newsletter, you will find important information for the beginning of our school year, including the schedule for the first week, MyEdBC and Microsoft Office 365 (Teams) accounts, communicating student learning, school office reminders, daily and weekly schedules, Flexible Instructional Time (FIT), personal digital devices, news from our Counselling Department, news from our Parent Advisory Council, important dates and events, as well as school procedures and code of conduct. For those new to our school, you may also find it helpful to watch [this virtual tour](#) of our school. We are grateful to our engineering, custodial, office, counselling and student services teams who have done a wonderful job getting our school ready for opening day.

Thank you for taking a moment to review our mission statement on page 3 with its emphasis on community, mindfulness and care. We are looking forward to connecting with you in the coming days and weeks as we work together to support all our students in their learning.

With Appreciation,

Michelle Wood  
Principal

### Administrative Team:

Michelle Wood, Principal  
David Bach, Vice Principal  
Lois Chan-Pedley, School Trustee  
Rick Lopez, Director of Instruction

### Office Staff:

Holly Low, Accountant  
Tina Matsalla, Office Admin Assistant  
Mandana Shojaat, Receptionist & First Aid Attendant  
Charlene Wang, Student Records

## Schedule for the First Week of September 2024

### Tuesday, September 3 – School Opening Day

9:15 am	Grade 8 Welcome Assembly (in the Gym) – For Students Only
10:00 am	Homeroom Class - Grade 8 – 12
12:30 pm	Homeroom Class - Whitecaps FC Students (HRs: WC1 & WC2)

### Wednesday, September 4

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 5 – No FIT (Flexible Instructional Time)

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 6 - No Homeroom 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

### Friday, September 6 is also photo day!

Photos will be taken in the LLC (Lower Leaning Commons) by grade and in alphabetical order. Please note that all students are required to have their photo taken on September 6 to obtain a School ID Card.

Click to view: [Sept 6 and 25 Photo Day Schedules](#)

### 2024 – 2025 Photo Sessions:

**Photo Day:** September 06, 2024 (in LLC at University Hill)

**Retake Day:** September 25, 2024 (In LLC at University Hill)

**Grad Sessions:** February 02, 2025 to February 06, 2025 at our main studio located at 353 West 7th Avenue, Vancouver

**Group Session Dates:** September 20, 2024 to March 23, 2025 at our main studio located at 353 West 7th Avenue, Vancouver

## 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 critical that all students access their first semester schedule in the MYED account portal prior to attending their classes on Wednesday, September 4. [MyEducationBC](#) Accounts will be available after September 1, 2024. [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 September 1<sup>st</sup> 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, you use the "*I forgot my password*" function. You will be prompted to reset your password

**For new students** to U-Hill, your first password is **Dist\$2025** (case sensitive). Once you have entered MYED for the first time, follow the prompts to create a new password.

- Website to login: [MyEducationBC](#)
- Instructions for set up of account: [MyEd BC Student Family Portal](#)
- Link to our [2024 - 2025 Technology Guide](#) if you require assistance

### 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 on **September 3, 2024**. Returning students will be prompted to change their password and all passwords can be reset at [VSB Student Account Password Reset](#)

## Communicating Student Learning

The purpose of assessment is to move learning forward in an equitable and inclusive way. It helps us answer the following questions:

- Where am I now?
- Where am I going?
- How do I get there?

Quality assessment is ongoing and responsive. It informs the instruction cycle and provides teachers with evidence to plan. It helps families understand and support their children’s learning. Most importantly, it provides student with meaningful feedback to guide their learning and help them reflect on their growth.

At the beginning of each course, student receive a course outline from each teacher highlighting learning objectives in the form of big ideas, curricular competencies, and content topics. Since learning is an ongoing process, assessment and evaluation is cumulative, with emphasis on supporting students to achieve proficiency.

All Grade 8 and 9 courses use the following proficiency scale to report achievement:

The Provincial Proficiency Scale	EMERGING	DEVELOPING	PROFICIENT	EXTENDING
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

While Grade 10-12 courses may also use the proficiency scale to assess and communicate learning, letter grades and percentages will be used to report achievement. All courses will also provide descriptive comments on progress of learning.

### Letter Grades and Definitions for Grades 10 to 12

- |  |                                 |
|--|---------------------------------|
| <b>A</b> Excellent..... (86% - 100%)   | <b>IE</b> Insufficient Evidence |
| <b>B</b> Very Good..... (73% - 85%)    | <b>F</b> Failing                |
| <b>C+</b> Good..... (67% - 72%)        | <b>W</b> Withdrawn from Course  |
| <b>C</b> Satisfactory..... (60% - 66%) |                                 |
| <b>C-</b> Pass..... (50% - 59%)        |                                 |

### Learning Updates

- Teachers will issue an Informal Learning Update and a Writing Learning Update once each semester as well as a Summary of Learning at the end of each Semester. Each reporting period is an opportunity to celebrate learning and offer feedback for future learning. These reports will be available from the [MyEducationBC](#) Account

[MyEducationBC](#) Family Portal. In addition to written reports, communication about student progress takes place by telephone and parent teacher interviews. Parents/Guardians are encouraged to contact individual subject Teachers or Counsellors for information on student progress.

### Reporting Timeline

#### Semester 1

- Informal Learning Update published **October 10, 2024**
- Written Learning Update published **November 21, 2024**
- Summary of Learning published **January 30, 2025**

#### Semester 2

- Informal Learning Update published **March 13, 2025**
- Written Learning Update published **April 25, 2025**
- Summary of Learning published **June 26, 2025**

#### Full Year Courses

- Informal Learning Update published **November 21, 2024**
- Written Learning Updates published **January 30 & April 25, 2025**
- Summary of Learning published **June 26, 2025**

#### Parent Teacher Conferences

There will be two Parent Teacher Conference Evenings one for each Semester. Both will be from 4:00 – 6:30 pm and they have been scheduled on **Thursday, December 5, 2024** (for Semester 1) and **Wednesday, May 7, 2025** (for Semester 2).

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## School Office Reminders

#### Medical Alerts

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

#### Notice of Late Return for September 2024:

Please complete the [Notice of Late Return Form](#) for September 2024 if your student is expecting to return to school LATER THAN noon on Friday, September 6, 2024, but prior to September 30, 2024. Please note: If the school cannot verify your child's attendance at school by noon on Friday, September 6, 2024, 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:** Grade 8 and all new students will be receiving these forms in their Homeroom class on Tuesday, September 3. Parents/Guardian should complete the Reunification Form and review sign the verification sheet and students should return both forms to their Homeroom teacher by Thursday, September 5. It is important that the correct contact information (phone, email, address, emergency contact) and health information are on file with the school.

- Note: Returning Students will be receiving their MyEd Student Verification Sheet and Reunification Emergency Form by Mid-September (during their periods 1 or 2 class).

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## Update from the Cafeteria

Please be advised that the school cafeteria will not be open September 3-6 and will reopen on Monday, September 9, 2024.

## 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/>

Deadline to make course change requests to your 2024 – 2025 timetable is September 13, 2024

Any requests for changes to your timetable including dropping a course AFTER the **September 13<sup>th</sup>** deadline will NOT be considered unless there are exceptional, extenuating, and unforeseen circumstances that have arisen. A low grade will not be considered as an acceptable reason. These special requests will require application to and approval from the grade administrator.

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 students and parents both.
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.

**2024-2025 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 2024-2025 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/>

<b>Emily Chen</b>	Grades 8 – 12, Last name A – Ki & Strategies	Email: ehchen@vsb.bc.ca
<b>Susan Hornby</b>	Grades 8 – 12, Last name Kj – T	Email: shornby@vsb.bc.ca
<b>Elizabeth Watanabe</b>	Grades 8 – 12, Last name U – Z & Whitecaps FC	Email: ewatanabe@vsb.bc.ca

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

## 2024– 2025 Schedules

### Weekly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>FIT</b> 8:40 – 9:20	Period 1 8:40 – 10:00	Period 1 8:40 – 10:00	Period 1 8:40 – 10:00	<b>FIT</b> 8:40 – 9:20
Period 1 9:20 – 10:20	Period 2 10:05 – 11:25	Period 2 10:05 – 11:25	Period 2 10:05 – 11:25	Period 1 9:20 – 10:20
Period 2 10:25 – 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
Period 4 1:45 – 3:05	<b>FIT</b> 1:25 – 2:05	Period 4 1:45 – 3:05	<b>FIT</b> 1:25 – 2:05	Period 4 1:45 – 3:05
	Period 4 2:05 – 3:05		Period 4 2:05 – 3:05	

### Collaborative Planning Schedule

AM	PM
Monday, September 16 Friday, December 06 Friday, February 21 Thursday, May 08	Tuesday, October 15 Thursday, January 16 Thursday, April 10 Tuesday, June 10
(Dept)	(Admin)
<b>CPT</b> 8:40 – 10:00	Period 1 8:40 – 10:00
Period 1 10:00 – 10:40	Period 2 10:05 – 11:25
Period 2 10:45 – 11:25	
Lunch 11:25 – 12:20	
Period 3 12:20 – 1:40	Period 3 12:20 – 1:00
Period 4 1:45 – 3:05	Period 4 1:05 – 1:45
	<b>CPT</b> 1:45 – 3:05

### Early Dismissal Schedule

For Thursday, December 5, 2024 & Wednesday, May 7, 2025 (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 student 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):
<ul style="list-style-type: none"> <li>• Meeting with teachers for support in subject learning or completing assignments.</li> <li>• Attending tutorial sessions</li> <li>• Connecting with counsellors</li> <li>• Collaborating with other students</li> <li>• Individual time for wellness, mindfulness, reflection, and learning</li> <li>• Career Life Connections 12 and Capstone</li> <li>• Enrichment passion projects</li> <li>• Grade-wide assemblies</li> <li>• Core competency reflection and goal setting</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms (30 max.)</li> <li>• Gym (as per PHE Department schedule)</li> <li>• Common areas by classrooms (Pods A-F)</li> <li>• Upper Learning Commons (ULC/Library)</li> <li>• Lower Learning Commons (LLC)</li> <li>• Cafeteria (for Grade 11s and 12s only)</li> </ul>

### 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 afterschool: marshal with the teacher from your previous Period after evacuation.*



## Athletics

Here is a reminder of the sports in each season for the 2024 – 2025 school year:

**Fall Sports:** Cross Country, Rugby, Soccer (boys), Volleyball (boys' and girls' grade 10-12) and Aquatics

**Winter Sports:** Basketball (boys and girls) and Table Tennis

**Spring Sports:** Badminton, Golf, Rugby, Soccer (girls), Tennis, Track & Field, Ultimate, Volleyball (grade 8/9 boys)

GO HAWKS GO Jeff Hodgson, Athletic Director

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## Parent Advisory Council (PAC)

Parents can find information about the University Hill Secondary PAC at the [UHILL PAC Website](#)

PAC Meetings for the 2024 – 2025 school year will be on the following Wednesdays at 7:30 pm:

- September 25, 2024
  - October 16, 2024
  - November 20, 2024
  - January 15, 2025
  - February 12, 2025
  - April 16, 2025
  - May 14, 2025
  - June 18, 2025
-

## Calendar Dates to Note for 2024 – 2025

### September 2024

- 4 First Day of Classes
- 6 Photo Day - 8:30 am – 3:00 pm
- 9 Grade Assemblies Periods 2, 3 & 4
- 13 Last day for course changes
- 16 CPT Day – Classes begin at 10:00 am
- 25 Photo Retake Day – 12:30 – 3:00 pm
- 25 PAC Meeting
- 27 Non-Instructional Day (School Based)
- 30 STAT–National Day of Truth & Reconciliation

### October 2024

- 10 S1 Informal Learning Update Published
- 14 STAT-Thanksgiving Day
- 15 CPT – Classes end at 1:45 pm
- 16 PAC Meeting
- 25 Non-Instructional Day (Province Wide)
- 29 & 30 Grade 12 Literacy Assessments

### November 2024

- 6 Take our Kids to Work Day-for Gr. 9’s
- 8 Remembrance Day Assemblies-Periods 1,2&3
- 11 STAT – Remembrance Day
- 12 Immunization Day #1-for Gr. 9’s – full day
- 20 PAC Meeting
- 21 S1 Written Learning Update & FY Informal Learning Update Published
- 22 Non-Instructional Day (District Wide)

### December 2024

- 5 Parent/Teacher Conferences 4:00 – 6:30 pm
- 5 (Early Dismissal at 2:05 pm
- 6 CPT – Classes begin at 10:00 am
- 20 Grade Assemblies Periods 1, 2 & 3
- 23 to Jan 3 Winter Break

### January 2025

- 1 to 3 Winter Break Continues
- 6 School Reopens after Winter Break
- 14 & 15 Grade 10 Numeracy Assessments
- 15 PAC Meeting
- 16 CPT – Classes end at 1:45 pm
- 24 Last Day of Semester 1
- 27 & 28 Semester Turnaround Days
- 29 First Day of Semester 2

- 30 S1 Summary of Learning & FY Written Learning Update Published

### February 2025

- 3 Grade Assemblies Periods 1, 2 & 3
- 3 to 6 Grad Photo Sessions at Artona Studios
- 12 PAC Meeting
- 14 Non-Instructional Day (District Wide)
- 17 STAT-Family Day
- 21 CPT – Classes start at 10:00 am

### March 2025

- 13 S2 Informal Learning Update published
- 14 Last Day before Spring Break
- 17 to 28 Spring Break
- 31 School Reopens after Spring Break

### April 2025

- 8 & 9 Gr. 10 Literacy Assessments
- 10 CPT – Classes end at 1:45 pm
- 16 PAC Meeting
- 18 STAT–Good Friday
- 21 STAT–Easter Monday
- 25 S2 & FY Written Learning Update Published
- 28 Non-Instructional Day (District Wide)

### May 2025

- 7 Parent/Teacher Conferences 4:00 – 6:30 pm
- 7 Early Dismissal at 2:05 pm
- 8 CPT – Classes begin at 10:00 am
- 14 PAC Meeting
- 16 Non-Instructional Day (School Based)
- 19 STAT-Victoria Day
- 28 Immunization Day #2 9:00 am – 12:00 pm

### June 2025

- 4 Graduation Ceremony at Chan Centre
- 10 CPT – Classes end at 1:45 pm
- 11 Grad Assessments – Make Up Session
- 18 PAC Meeting
- 24 Grade Assemblies Periods 2, 3 & 4
- 24 Last Day of Classes
- 25 IE Day
- 26 IE Day
- 26 S2 & FY Summary of Learning published

## 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 [MyEducationBC](#) (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](mailto: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.

### 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.

## **Personal Digital Device Usage**

To foster a safe and focused learning environment for students, the use of personal digital devices, that distract from learning, such as cell phones, tablets and electronic devices, are restricted during school hours and on school property. Educators and school staff will continue to model digital citizenship in the classroom and avoid the use of personal digital devices for non-instructional purposes.

Personal digital devices must be turned off or placed on silent mode before entering the classroom and remain silent during instructional time. Personal digital devices are not permitted for use during class/instructional time unless an educator has given permission.

The use of personal devices is permitted under the following circumstances:

- For educational purposes, as directed by the educator in the classroom.
- For health and medical purposes as outlined in an Individual Education Plan or Student Safety Plan.
- To support special or diverse educational needs, such as assistive technology related to Individual Education Plans or Student Support Plans.

The expectation is that students will follow the personal digital device policy and school guidelines.

The Vancouver School Board is not responsible for the loss, damage, or disappearance of personal digital devices that students decide to bring to school.

*A regular review of the school's Code of Conduct guidelines for personal digital devices are essential to ensure their effectiveness and relevance in addressing current issues and meeting the evolving needs of students, teachers, and parents. Adjustments to the Code of Conduct may be necessary to ensure that school guidelines remain relevant and effective in promoting a conducive learning environment. Changes may be prompted by emerging incidents that highlight the need for enhanced measures to protect student well-being and privacy.*

## **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 course see the current course planning booklet on the school website (Click Course Planning under the Guidance and Support Tab)

## **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.

## **Illness & Accidents**

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.

## **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.

## **Locks and Lockers**

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.

## **Lost & Found**

Please check the Lost and Found section on the All-Students Teams Channel for a lost item. Found items will be posted for one month and if not claimed they will be donated. If you find an item, please bring it to the office as soon as possible.

## **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.

## **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**

<b>Allowable Student Fees</b>		<b>Grades 8 - 11</b>	<b>Grade 12</b>
Student Fee	Includes: Agenda, Student ID Card & School Activities	<b>\$30</b>	<b>\$30</b>
Graduation Ceremony	Includes: gown package, two tickets, facility rental, awards, decorations, photographer and presentation photo(s).	---	<b>\$100</b>
Graduation Dinner/Dance	Includes: buffet dinner, DJ, photobooth and facility rental		<b>\$150</b>
<b>Total</b>		<b>\$30</b>	<b>\$280</b>

**Optional Fees**

Yearbook		<b>\$55</b>
Locks	Heavy Duty Combo Lock – new	<b>\$16</b>
	Heavy Duty Combo Lock – used	<b>\$5</b>

\* Some courses may have Supplemental Subject Fees

**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.*

**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.

**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, AP 350](#).

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.*