



KITSILANO SECONDARY SCHOOL

NEWSLETTER

We are KITS

Principal:	Ms. B. Kwon	Address:	2706 Trafalgar Street, Vancouver, BC, Canada V6K 2J6
Vice Principals:	Mr. P. Godfrey & Mr. G. Kanavos	Phone:	604.713.8961 Fax: 604.713.8960
PAC Chairperson:	TBA	Email:	kitsswitchboard@vsb.bc.ca
Director of Instruction:	Mr. R. Lopez	Website:	http://kitsilano.vsb.bc.ca
Trustee Liaison:	Ms. V. Jung	X:	@KitsilanoSS

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 2023-24 school year. I hope you have 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 enhance 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 of 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. Godfrey, Mr. Kanavos, 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 5.

Ms. B. Kwon

First Day – Tuesday, September 5

On September 5, 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 6 - 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 2. HOMEROOM LISTS WILL ALSO BE POSTED OUTSIDE THE FRONT ENTRANCE AND IN THE ATRIUM.

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OVERVIEW OF 2023-24 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/Th	T/F	W
Period 1	8:40 - 10:00	8:40 - 9:40	8:40 - 10:00
Break	10:00 - 10:10	9:40 - 9:45	10:00 - 10:10
FIT		9:45 - 10:25	
Break		10:25 - 10:30	
Period 2	10:10 - 11:30	10:30 - 11:30	10:10 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:20	12:20 - 1:40	12:20 - 1:40
Break	1:20 - 1:25	1:40 - 1:50	1:40 - 1:50
FIT	1:25- 2:05		
Break	2:05 - 2:10		
Period 4	2:10 - 3:10	1:50 - 3:10	1:50 - 3:10

	Collab. AM	Collab. PM
Collab. Time	8:40 - 10:00	
Break	10:00 - 10:05	
Period 1	10:05 - 10:45	8:40 - 10:00
Break	10:45 - 10:50	10:00 - 10:10
Period 2	10:50 - 11:30	10:10 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:40	12:20 - 1:00
Break	1:40 - 1:50	1:00 - 1:05
Period 4	1:50 - 3:10	1:05 - 1:45
Break		1:45 - 1:50
Collab. Time		1:50 - 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 40 minutes long and takes place every Monday and Thursday in the afternoon, and every Tuesday and Friday in the morning. 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 27 (AM)
- October 25 (PM)
- November 22 (AM)
- January 31 (PM)
- February 28 (AM)
- March 13 (PM)
- April 24 (AM)
- May 22 (PM)



LATE STUDENT RETURN TO SCHOOL

Please notify the school office immediately if your child will not be returning to Kitsilano Secondary School in 2023–24. Also, if your child is returning to school after September 5, 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 8.

GRADE 8 ORIENTATION & PARENT WELCOME

The transition to high school can be both exciting and 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 5, 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. Please bring your own mug.

FIRST WEEK AT A GLANCE

T. September 5	School Opening Day Students will only attend for part of the day.
W. September 6	First full day of school Classes start at 8:40 AM and end at 3:10 PM.
Th. September 7	Classes start at 8:40 AM and end at 3:10 PM.
F. September 8	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

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

- *Emergency Student(s) Reunification Authorization* form
Forms will be handed out in homeroom class. Complete, sign and return the form to homeroom class by September 8.
- Log on to <https://myforms.vsb.bc.ca/> to provide consent electronically for the forms below:
 - VSB Internal Use Media Consent
 - External Use Media Consent
 - CASL - Canadian Anti-Spam Legislation
 - Student AUP - Acceptable Use Policy
 - Adobe CC Consent (if applicable)
- *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/kitsilano/page/2648/fees>.

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 5. Schedules will be available to view on [MyEducation BC](#) starting on September 2. 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.

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.

Priority will be to reconcile incomplete schedules first followed by course change requests. Please note and follow the process below for making a change to your schedule. Students are to follow their current schedule until a schedule change has been made by their counsellor.

Incomplete Schedules

- An incomplete schedule means you are missing a course(s) and do not have course(s) scheduled in all eight blocks.
- During the first week, September 6-8, students are to go to the Counselling Centre during the block that they are missing a course. Students missing a course(s) in semester 2 can go during one of their morning blocks.

Course Change Requests

- To request a course change in your schedule, complete a *Course Change Request Form*. Forms will be available outside the Counselling Centre starting **Wednesday, September 6**. Do not email your counsellor. Counsellors will only be making schedule changes from the *Course Change Request Form* they receive.
- Bring your completed and signed *Course Change Request Form* with you to the Counselling Centre. Gr. 11 & 12 students will be seen on Monday, September 11, 3:15-6:00 PM. Gr. 9 & 10 students will be seen on Tuesday, September 12, 3:15-6:00 PM.

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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 – D	Ms. C. Pitman
Grade 10 & Grade 8 Surnames L – Ri	Ms. S. Leslie
Grade 11 & Grade 8 Surnames E – K	Ms. J. McLean
Grade 12 & Grade 8 Surnames Ro – Z	Ms. M. DeYoung

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 8.** Student photos are used for the Yearbook and a Student ID Card.

Photo Re-takes will take place on **Friday, 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 12-18** 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 X (@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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We are KITS: Kind • Inclusive • Thoughtful • Successful

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

- Promote clear behavioural expectations of respectful and responsible citizenship that lead to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities.
- Promote a positive learning environment of commitment, initiative, effort and encouragement that leads to life-long learning and achievement.
- 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.

KITS CODE OF CONDUCT**Kind**

We are considerate to ourselves, each other, and the community.

We are:

- Helpful
- Respectful in physical and online spaces
- Empathetic

**Inclusive**

We share experiences and spaces with all.

- Accepting of diverse backgrounds and abilities
- Creating a safe and welcoming environment
- Contributing positively to our school community

**Thoughtful**

We take ownership and responsibility for our words, actions, and decisions.

- Taking initiative
- Mindful of the impact of our actions
- Honest

**Successful**

We set goals and strive for excellence.

- Responsible for our learning
- Resilient
- Embracing a growth mindset

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
- Abiding by our school code: KITS (Kind, Inclusive, Thoughtful, Successful)

• 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
- Possession and/or use of weapons or objects that may be construed as weapons

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.

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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 2023

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

Dear Parents,

We have another exciting year ahead of us. We know that the more interest a parent takes in their kid's life and education, the more successful the student's school experience. PAC will be supporting teachers for the benefit of our children, as generously as we can. We are asking parents to contribute \$50 per child through SchoolCash Online in anticipation of the annual financial requests from teachers to support delivering clubs, activities, and enhancements for learning. If affordable for your family, please consider donating more 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.

Click on the link to [SchoolCash Online](#) to "Fund Destination: S-Kitsilano PAC". You will receive a tax receipt immediately when you make a donation.

To learn more about parent-organized activities, we invite you to visit the Kits PAC website at: kitsilanopac.ca and sign up for the PAC Newsletter at: <http://kitsilanopac.ca/subscribe-to-pac-eneews/> and follow us on Instagram @kits_secondary_pac.

If you are interested in volunteering for PAC on the executive or for special events, 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 26, 7-9 PM. 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,

Philip Coldrey
Vice-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: ▼

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.

[Back](#)

[Add To Cart](#)

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:

John Smith
vancouver school board

Print Receipt

Sincere thanks again for your support!

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