A picture containing lamp

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**TUPPER SECONDARY** **– Weekly Staff Bulletin**

**April 22 – April 26, 2024 (Semester 2)**

**Staff Supervision Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APRIL** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **22** | **23** | **24** | **25** | **26** |
| CAF/2nd Floor | CLASSES NOT IN SESSION | Rogers | Hoang | Rentz | McLean |
| 3rd & 4th Floors | Ulman | Cavaletto | Cavaletto | Cavaletto |
| B-Wing/1st Floor | Hamilton | Hultquist | Hultquist | Hultquist |
| Gym | Hoang | Irvine | Hoang | Hoang |
| Gym Balcony | Beaton | Beaton | Beaton | Hendren |

**Weekly Cafeteria Lunch Menu:**

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**ROARS - R**espect **O**wnership **A**ttitude **R**esponsibility **S**afety

**NEW ITEMS:**

**High School Camp:** Mark your calendars - April 30 is the next Camp High School Planning meeting. 3:10 PM, in **room 203**

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**DIVERSITY AND INCLUSION CALENDAR OF EVENTS**

**April Events:**

April Sikh Heritage Month/ Genocide Remembrance, Condemnation & Prevention Month

April 22-30 Pesach (Passover)

April 23-24 Hanuman Jayanti

This information is accessible to all staff in our District [**Equity and Anti-Oppression**](https://vsbworld.sharepoint.com/sites/equity-anti-oppression?xsdata=MDV8MDJ8fGIzYTZhMGJmMzU5NDQ2ZDYwYjUwMDhkYzM0MzhjNjFhfDBiOGEyZTU4N2IzMDRhMDhiYWI3ZDc1NTU5ZTBlM2E1fDB8MHw2Mzg0NDI2NjU2MjYxNzYzMzZ8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPbUl5TkRBMVpqZzFZMkZtWkRRd01tTTRaV1ZqTVRsaFl6ZG1OV1l5TVdOalFIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOekE0TmpZNU56STFNVGs1fDY4ZmZhNDZjNjMxYjQwZmIwYjUwMDhkYzM0MzhjNjFhfDRkMDA0MGMxZTUyYTQyOGU4ZjQyN2E2NmM0NjlkNTgx&sdata=MGZ2UDI5b3BGRmUxcVB2NjVzRTM3UjVoWk1GZGhRcldHa3BodlFVRkFGVT0%3D&ovuser=0b8a2e58-7b30-4a08-bab7-d75559e0e3a5%2Cdhahn%40vsb.bc.ca)sharepoint website.

**OLD ITEMS:**

**Spring Dance:** **Wednesday, April 24th**

The Spring Dance is happening on Wednesday, April 24th from 5:00-6:30PM in the Cafeteria! Tickets will be sold at lunch in the foyer for $2. Come for some free food, a special DJ appearance, and a chance to win an Earnest Ice Cream gift card! Check our Instagram [@tuppercouncil](https://www.instagram.com/tuppercouncil/) for more info!



**SUPERVISION:** As per the reminder in the February Staff Meeting, it is expected that teachers complete their active supervision responsibilities in accordance with the schedule posted on TEAMS. If a teacher is away, they must notify the TOC of their supervision duties. Supervision shifts are 35 minutes long - from 11:35 - 12:10. Please note that engaging students and keeping our community safe is an important part of our ROARS culture. In addition, supervision is a contractual obligation, so teachers who do not attend their scheduled time may be rescheduled for an alternative time. Thank you.

**LATE CALL INS (ABSENCES):** Please be reminded to notify the office if you are calling in an absence after 7:30am. You can either teams Debbie or an administrator. Alternatively, you can always email us at [tupper@vsb.bc.ca](mailto:tupper@vsb.bc.ca) Thank you for your cooperation.

**HELPFUL RESOURCES:**

**VSB Administrative Procedures Manual:**

***QUESTION:***

VSB Administrative Procedures? What are they and where can I find them?

***ANSWER:***

URL: <https://www.vsb.bc.ca/page/4850/administrative-procedures-manual>

The**VSB Administrative Procedures Manual (APM)**provides guidance and direction to staff and the community regarding District operations. The Administrative Procedures Manual reflects the direction of the District as established in [The Board Policy Handbook](https://www.vsb.bc.ca/page/4788/policy-handbook).

There are five categories in which administrative procedures are placed in the *Administrative Procedures Manual*(Search for specific AP [here](https://www.vsb.bc.ca/page/4850/administrative-procedures-manual#searchap)).  The categories are:

[100      General Administration](https://www.vsb.bc.ca/page/4852/100-general-administration)

[200      Instructional Programs and Materials](https://www.vsb.bc.ca/page/4853/200-instructional-programs-and-materials)

[300      Students](https://www.vsb.bc.ca/page/4854/300-students)

[400      Personnel and Employee Relations](https://www.vsb.bc.ca/page/4851/400-personnel-and-employee-relations)

[500      Business Administration](https://www.vsb.bc.ca/page/4855/500-business-administration)

The above are direct links to the VSB Administrative Procedures. Each week, we will highlight 1-2 APs to help familiarize yourself with the direction of our District. If you have any questions, please feel free to connect with any of the admins. Thank you!

Administrative Procedures Manual

[Administrative Procedures Manual (vsb.bc.ca)](https://www.vsb.bc.ca/page/4850/administrative-procedures-manual)

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**School Fees:**

School fees can be paid online by visiting [https://vsb.schoolcashonline.com/](http://track.spe.schoolmessenger.com/f/a/Wv-qFv3HZvhNFYKdYFtQQw~~/AAAAAQA~/RgRjE5_sP0QhaHR0cHM6Ly92c2Iuc2Nob29sY2FzaG9ubGluZS5jb20vVwdzY2hvb2xtQgphMGxsMmHp1qjtUhNzdGV3c2FyYWhAZ21haWwuY29tWAQAAAAC)  If this is your first time using our online fee payment system, please register using your student’s name.  You can pay for school fees, course fees and workbook fees!  Should you have any questions, please email [tupper@vsb.bc.ca](mailto:tupper@vsb.bc.ca) .

**General Inquiries:**

Please take a moment to visit and familiarize yourself with our school website, [tupper.vsb.bc.ca](http://tupper.vsb.bc.ca/) as we update our website daily. Staff contact information is also available on Tupper school website.

Should you have any general inquiries, please feel free to email us at [tupper@vsb.bc.ca](mailto:tupper@vsb.bc.ca) and we will respond to your email as soon as possible.

**Having Problems with MyEd Family Portal:**

Please note that access to the MyEd Family Portal is shared with the student and parents/guardians. If you have forgotten the password, you can reset your password through the below password recovery link.<https://www.vsb.bc.ca/Student_Support/General_Resources/MyEdBCStudentFamilyPortal/Pages/Account-Management.aspx>

***How to access your child’s report card on the MyEducation Family Portal:***

* 1. Go to the MyEd Family Portal Website
  2. Type in the student number as the login ID
  3. The password is the one that you and your child have already been using
  4. You will find the MOST UPDATE report card under “Published Reports” on the right-hand side
  5. Please note report cards are deleted when new reports are generated. You may wish to save a copy for your records.

***What if I forgot my MyEd password?***

You can reset your password through the below password recovery link.<https://www.vsb.bc.ca/Student_Support/General_Resources/MyEdBCStudentFamilyPortal/Pages/Account-Management.aspx>

* 1. Click on the “I forgot my password” link
  2. A response should come to the email that is associated with the account
  3. If you do not recall the email associated with the account, please send an email [tupper@vsb.bc.ca](mailto:tupper@vsb.bc.ca) to request assistance

***What if my MyEducation account is disabled?***

Please send an email to [tupper@vsb.bc.ca](mailto:tupper@vsb.bc.ca) if your MyEd account is disable.

**Having Problems with Office 365:**

Students are able to reset their own Office 365 passwords by clicking [here](http://track.spe.schoolmessenger.com/f/a/5bJRw2t8UHGRmxFnzD05dA~~/AAAAAQA~/RgRjE5_sP0QdaHR0cDovL3N0dWRlbnRwYXNzLnZzYi5iYy5jYS9XB3NjaG9vbG1CCmEwbGwyYenWqO1SE3N0ZXdzYXJhaEBnbWFpbC5jb21YBAAAAAI~). Please note that you will require your birthday as well as your Personal Education Number (PEN) which you can obtain from your MyEd account or you can find it on a past report card. Should you require assistance logging into your Office365 account after resetting your password, [please click here for a step-by-step guide](http://track.spe.schoolmessenger.com/f/a/ZS-sskWSKYv_JSTxpjRt2A~~/AAAAAQA~/RgRjE5_sP0REaHR0cHM6Ly9vZmZpY2UzNjUudnNiLmJjLmNhL1BhZ2VzL0xvZ2dpbmctaW50by1PZmZpY2UtMzY1LShWU0IpLmFzcHhXB3NjaG9vbG1CCmEwbGwyYenWqO1SE3N0ZXdzYXJhaEBnbWFpbC5jb21YBAAAAAI~).

**Do Not Know Your PEN # (Personal Education Number):**

You can request your PEN number through this link <https://kchoice.vsb.bc.ca/penrequest.aspx>