



Killarney Secondary School Secondary School 2024 – 2025

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) & səlilwətaʔ (Tsleil-Waututh Nation).

6454 Killarney Street
Vancouver, British Columbia
V5S 2X7

Telephone: (604) 713-8950
<https://www.vsb.bc.ca/schools/killarney>

District Director of Instruction – Ms. Bains
rbains@vsb.bc.ca

ADMINISTRATORS

PRINCIPAL: MR. C. PARKER (cparker@vsb.bc.ca)

VICE PRINCIPALS:

MR. M. NAKADA (mnakada@vsb.bc.ca)

MR. B. SOONG (bsuong@vsb.bc.ca)

MS. S. UNDERWOOD (sunderwood@vsb.bc.ca).

COUNSELLORS

Grade 8	TBD
Grade 9	Mr. L. Nerling lnerling@vsb.bc.ca
Grade 10	Ms. T. Romano tromano@vsb.bc.ca
Grade 11	Ms. S. Glynianyi sglynianyi@vsb.bc.ca
Grade 12 (Monday)	Mr. Ferguson rferguson@vsb.bc.ca
Grade 12 (Tues-Fri)	Ms. Sum asum@vsb.bc.ca

OFFICE STAFF

Administrative Assistant.....	Kendra Coulter kcoulter@vsb.bc.ca
Accountant	Sandy Cho sccho@vsb.bc.ca
Receptionist/First Aid Attendant 1.....	Jennifer Kim jjkim@vsb.bc.ca
Student Records.....	Jyoti Prasad jsprasad@vsb.bc.ca

MULTICULTURAL LIAISON WORKERS

The Multicultural Liaison Workers are the home language based cultural bridge of the Vancouver School board, knowledgeable and active members of their ethnic communities. Services and support are available in the following languages: Chinese (Cantonese and Mandarin), Filipino, Khmer, Korean, Spanish, South Asian (Hindi and Punjabi) and Vietnamese.

Multicultural Liaison Workers based at Killarney are:

Sharmain Kim-Oh - Korean	604-713-6000	voicemail box 2407
TBD – Filipino	TBD	
Claudia Sandoval – Spanish	604-713-6000	cell: 778-772-2542
Vicky Ma – Chinese	604-379-3765	

Please contact the District Reception Placement Centre (DRPC) for further languages – 604-713-5999.

PARENT ADVISORY COUNCIL

The Killarney Parent Advisory Council (KPAC) consists of a group of parents and guardians who act in an advisory capacity to the principal. Meetings are held on the 4th Wednesday of every month at 7:00 pm. They are designed to promote an exchange of ideas among administration, staff, students, and parents and guardians relating to school programs and policies. The council executive is elected each year and any parent or guardian of a student enrolled at Killarney is eligible for election. All parents and guardians are welcome at the PAC meetings. KPAC email: killarneypac@gmail.com

SACY

The School Aged Children and Youth Initiative SACY are a harm reduction and prevention of substance use program that provides support for youth, families and school. A Parent Engagement Worker is available for parents for one on one support, workshops and other resources. Sandie Rai, Killarney Youth Engagement Worker, can be contacted through email at skrai@vsb.bc.ca.

Please visit our [website](#) for a complete list of our staff.

Semester 1: Sept. 3, 2024 – Jan. 24, 2025**Semester 2: Jan. 29, 2025 – June 26, 2025**

Sept. 3 to Nov. 8: Period 1, 2, 3, 4

Jan. 29 to Apr. 16: Period 1, 2, 3, 4

Nov. 12 to Jan. 24: Period 2, 1, 4, 3

Apr. 17 to June 26: Period 2, 1, 4, 3

Semester Turnaround Days: January 27 & 28, 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
FIT	8:40-9:20	n/a	n/a	n/a	8:40-9:20
Period 1	9:20-10:20	8:40-10:00	8:40-10:00	8:40-10:00	9:20-10:20
Break	10:20-10:30	10:00-10:10	10:00-10:10	10:00-10:10	10:20-10:30
Period 2	10:30-11:30	10:10-11:30	10:10-11:30	10:10-11:30	10:30-11:30
Lunch	11:30-12:15	11:30-12:15	11:30-12:15	11:30-12:15	11:30-12:15
Period 3	12:15-1:35	12:15-1:15	12:15-1:35	12:15-1:15	12:15-1:35
Break	1:35-1:45	1:15-1:20	1:35-1:45	1:15-1:20	1:35-1:45
FIT	n/a	1:20-2:00	n/a	1:20-2:00	n/a
Break	n/a	2:00-2:05	n/a	2:00-2:05	n/a
Period 4	1:45-3:05	2:05-3:05	1:45-3:05	2:05-3:05	1:45-3:05

COLLABORATIVE DAY BELL SCHEDULE

**AM COLLAB
(Late Start)
Oct 18, Jan 17,
Apr 4, June 13**

**PM COLLAB
(Early Dismissal)
Sept 12, Nov 19,
Feb 11, May 13**

	Mon/Fri	Tues/Thurs
Collab. Time	8:40 to 10:00	n/a
Block 1	10:05 to 10:45	8:40 to 10:00
Break	10:45 to 10:50	10:00 to 10:10
Block 2	10:50 to 11:30	10:10 to 11:30
Lunch	11:30 to 12:15	11:30 to 12:15
Block 3	12:15 to 1:35	12:15 to 12:55
Break	1:35 to 1:45	12:55 to 1:05
Block 4	1:45 to 3:05	1:05 to 1:45
Collab. Time	n/a	1:45 to 3:05

FLEXIBLE INSTRUCTIONAL TIME

Flexible Instructional Time (F.I.T.) The purpose of the FIT block is to provide students with time and flexibility to address the Career Education competencies and content; meet with teachers for support, guidance or inspiration regarding specific curriculum, or other passions and interests; collaborate with students, teachers, or community members; and explore, work on, or complete assignments and projects.

- FIT time is a period of Instructional Time built into the daily schedule that allows students to exercise self-regulation in the choice and control over their own learning.
- During FIT, students are expected to be in a classroom or learning space, completing schoolwork, either individually or in groups, meeting with teachers for support on classwork, working on projects under teacher supervision or getting caught up on missed work.

Student Expectations for FIT:

- Learning focused
- Be in a learning space
- Have a plan for the time
- Have all materials required
- Remain in the learning space you selected

EARLY DISMISSAL BELL SCHEDULE October 17, 2024 and April 3, 2025	
Block 1	8:40 to 10:00
Break	10:00 to 10:10
Block 2	10:10 to 11:30
Lunch	11:30 to 12:15
Block 3	12:15 to 1:05
Break	1:05 to 1:15
Block 4	1:15 to 2:05

IMPORTANT DATES TO REMEMBER FOR 2024-2025

Sept	3	School Opening Day, Semester 1 begins (Block 1, 2, 3, 4)
	11	Photo Day
	12	PM Collaborative Day, early dismissal for students
	20	Pro-D Day – Classes are not in session
	30	National Truth & Reconciliation Day – Classes not in session
Oct	14	Thanksgiving Day – no school
	15	Photo Retakes Day (am)
	17	Shakeout BC Earthquake Drill
	17	Parent-Teacher Conferences (early dismissal)
	18	AM Collaborative Day, late start for students
	25	Pro-D Day – Classes are not in session
Nov	11	Remembrance Day – no school
	12	Block Rotation (Block 2, 1, 4, 3)
	13-18	Grad Photo Sessions by appointment (at Artona)
	19	PM Collaborative Day, early dismissal for students
	22	Pro-D Day – Classes are not in session
Dec	20	Last Day of classes before Winter Break
	23	Winter Break begins
Jan	6	First Day of school after Winter Break
	17	AM Collaborative Day, late start for students
	24	End of Semester 1
	27 & 28	Turnaround Day
	29	First Day of Semester 2 (Block 1, 2, 3, 4)
Feb	11	PM Collaborative Day, early dismissal for students
	14	Pro-D Day – Classes are not in session
	17	BC Family Day – no school
	26	Pink Shirt Day
Mar	14	Last day of school before Spring Break
	17-28	Spring Break
	31	First day of school after Spring Break
Apr	1	Easter Monday – no school
	3	Parent-Teacher Conferences (early dismissal)
	4	AM Collaborative Day, late start for students
	17	Block Rotation (Block 2, 1, 4, 3)
	18	Good Friday – No School
	21	Easter Monday - No School
28	Pro-D Day – Classes are not in session	
May	13	PM Collaborative Day, early dismissal for students
	16	Pro-D Day – Classes are not in session
	19	Victoria Day – no school
Jun	13	AM Collaborative Day, late start for students
	27	Admin Day – no school for students

School Motto:
School Colours:
School Emblem:
Team Name:

“Semper Fidelis” (Always Faithful)
Green and Grey
The Shamrock
Cougars



SCHOOL LEARNING PLAN

As a school community, we are working on the following:

- Continue to work collaboratively to implement cognitive and social-emotional strategies that will support an improvement in student achievement, physical well-being, and belonging. We plan to focus on ELL learners and neurodivergent learners; success will be demonstrated with improved course completion rates for these demographics.
- Increase the participation and representation of equity-seeking groups in the school
- Increase knowledge, awareness, appreciation of, and respect for Indigenous histories, traditions, cultures and contributions among all learners

ASSESSMENT AND EVALUATION

Assessment and evaluation are integral to the instructional process and are used to provide feedback on student learning. The K-12 Reporting Policy was implemented in 2023 and is centered on its rationale:

Descriptive Feedback, along with the Provincial Proficiency Scale in grades K-9 and letter grades and percentages in grades 10-12, provides students and parents/guardians with a clear understanding of both what students can already do and areas for future growth. Self-reflection is an important part of learning and developing. Student Self-reflection of Core Competencies and student goal setting engages students in the assessment process while encouraging personal responsibility for learning. The graduation status update in Grades 10-12 ensures parents/guardians, and students have the information they need to ensure graduation requirements are being met.

The District uses the four-point standard proficiency scale:

Emerging > Developing > Proficient > Extending

These indicators will be assigned to grade 8 and 9 students instead of percentages and letter grades. Letter grades and percentages will continue to be used for reporting achievement for all Grade 10-12 courses.

In alignment with the District Communicating Student Learning planning, Student achievement reporting for all students grades 8-12 will be based on Cumulative Grading Practices.

Letter Grades and Percentages: Grades 10 through 12

A	Excellent	86%-100%
B	Very Good	73%-85%
C+	Good	67%-72%
C	Satisfactory	60%-66%
C-	Minimally Meeting Expectations	50%-59%
IE	Insufficient Evidence	
F	Has Not Met Expected Learning Outcomes	

Reporting Periods

During the school year, parents/guardians will receive the following formal reports based on a District reporting window:

- Two interim reports (one in November and one in May)
- Two formal reports (at the end of January and end of June)

Student learning will also be communicated through a minimum of two additional informal reports. These may include, but are not limited to, interim progress reports, conferences, meetings, portfolios, etc.

KILLARNEY SECONDARY SCHOOL CODE OF CONDUCT

STATEMENT OF PURPOSE

Killarney 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
- Our 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.

VANCOUVER BOARD OF EDUCATION POLICIES

ALCOHOL AND ILLEGAL DRUGS

Students using, under the influence of, or possessing illegal or non-prescribed drugs or alcohol in the school, on the school grounds, or at any school sponsored function are in violation of Vancouver Board of Education policy. Such students may be transferred to another Vancouver secondary school.

HARASSMENT

The Vancouver Board of Education recognizes that every individual should be treated with respect and dignity and therefore has the right to be free from harassment in our schools and workplaces. A positive and welcoming work and learning environment protects and promotes the self-esteem, worth, and human rights of every person and supports mutual respect and cooperation among individuals. Any student involved in racial, ethno-cultural, religious, or sexual harassment in any form will be disciplined.

VANDALISM

Vandalism will be dealt with severely. The School Act states: "If property of a School Board is destroyed, damaged, lost or converted by the intentional or negligent act of a student, the student and the student's parents are jointly and severally liable to the School Board in respect of the act of the student.

VIOLENCE AND WEAPONS

The Vancouver Board of Education works hard to ensure that schools are safe places for students. Board policy states that violence of any kind will not be tolerated. Any form of violence or intimidation that threatens the health, safety and welfare of students is not acceptable. Violence includes verbal, written, or physical threats, bullying, fighting and physical, emotional, or sexual abuse.

Weapons are defined as anything that is used with the intent to hurt or frighten someone. Students are not permitted to have weapons. Any students found with a weapon, involved in a violent act or soliciting others to commit an act of violence will be disciplined.

INTRUDERS

The Vancouver Board of Education policy allows for VBE personnel, VBE elected officials, and VBE students from other schools participating in sanctioned events to be at Killarney. All other persons who are visiting the school must report to the office. Anyone found on the premises who does not have an acceptable reason as listed above is liable to be charged with trespassing under Section 177 of the School Act.

VAPING

No person may smoke in the school buildings, on the school grounds, or at any school sponsored function. This includes the use of vaporizers.

ATTENDANCE and PUNCTUALITY

We expect students to attend class on-time, every day. Attendance is taken by teachers for every class – this includes lates.

Absent

If your child is going to be absent, **email the school at klnabsences@vsb.bc.ca** to let us know. You will receive an *absence notification* from us via email for every absence from the school. If the absence is excused by you or the school it will be noted on their record.

Extended absence – 1 week or more.

If your child is going to be absent for one week or more please notify the teachers and grade counselor in advance. It may be possible for arrangements for work to be done via Microsoft Teams or other means.

If a student becomes ill while at school, or has an appointment during school time, it is the student's responsibility to sign out at the office. Parents will be contacted to confirm permission to leave school and all sign outs will be recorded by office personnel.

Students on **partial Killarney timetables** are expected to be either in the library, cafeteria or at home when not in a classroom.

Students are expected to arrive to their classes with all necessary materials by the time the class bell rings for every class. Teachers will report all tardiness and absences.

Lates

For their own learning, students are expected to be in class at the bell to begin the class. Crucial bridges to past and future learning are made in the first 5 minutes of a class.

It is disruptive to the learning of others for a student to enter the classroom late.

It is understood that circumstances may occasionally be late, but regularly late students need to adjust their habits!

Administration and teacher will issue consequences with an aim to habit readjustment as they deem appropriate.

ACCIDENTS / INJURIES while at school

All accidents / injuries must be reported immediately to the main office so that proper medical attention can be administered, and accident forms completed. Accidents that happen during class must be reported to the teacher immediately.

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.

Personal digital devices must be turned off or placed on silent mode before entering the classroom and be stored in the student's backpack or pocket 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.

Killarney's GREEN principles for student behaviour in classrooms, halls/cafeteria, assemblies and off campus include:

Goals:	We do our best to succeed and achieve our goals.
Respect:	We respect and care for each other, our school, our community, and ourselves.
Equity:	We will create an equitable learning environment where every child can experience a deep sense of belonging and is free to pursue pathways of learning in ways that are authentic to themselves.
Environment:	We are accountable for our actions and take pride in creating a positive environment.
Nurturing:	We ensure the well-being and safety of the Killarney Community.

KILLARNEY RULES

20/20 RULE

No student may exit the classroom in or during the **first** 20 minutes or the **last** 20 minutes.



HALL PASSES

If a student must exit during the allowed time (ie: middle 35 minutes of their class, they must display the one uniform hall pass provided for your classroom)

TECHNOLOGY USE & POLICY

Students who wish to have access to technology resources in the school must complete with their parent/guardian the **District Technology Access and Use Agreement** form. Technology is expected to be used responsibly and ethically.

ACADEMIC HONESTY

Policy

Killarney Secondary School is committed to excellence in learning which meets the highest standards of personal, ethical, and moral conduct. Any of the following actions would result in a breach of this standard.

- Submitting another person's work in part or in whole as their own
- Failure to properly cite an outside source.
- Submitting the same assignment more than once
- Cheating on tests, exams, quizzes, or any other form of evaluation
- Consciously assisting another student to attain marks fraudulently.
- Improper use of technology such as using cell phones, PDA's, cameras, internet, headphones, electronic translators, etc. when not authorized.

ACADEMIC DISHONESTY POLICY

Currently under revision.

EMERGENCY PROCEDURES

FIRE – At the sound of the alarm:

A) WHEN CLASSES ARE IN SESSION, STUDENTS:

1. Follow the instructions of the teacher.
2. Leave the building in an orderly and quiet fashion so that instructions can be heard.
3. Remain in class groups with their teachers.
4. Move well away from the buildings.
5. Are not to re-enter the building until they hear the all clear signal.

B) WHEN CLASSES ARE NOT IN SESSION (ie: Noon-hour, between periods, before and after school, STUDENTS:

1. Leave the building in an orderly fashion through the nearest exit.
2. Move away from the exits and off the driveway so as not to impede the fire trucks and other emergency vehicles.

*During drills, non-ambulatory students wait with a designated adult in the closest area of refuge.

EARTHQUAKE

A) WHEN CLASSES ARE IN SESSION, STUDENTS:

1. Immediately DROP AND TAKE COVER under desks or tables.
2. TURN AWAY FROM WINDOWS
3. ASSUME CRASH POSITION (on knees, head down, eyes closed tightly, clasped hands on back of neck or head covered with book or jacket)
4. Stay under cover until the shaking stops then COUNT ALOUD to 60 and remain in sheltered position.
5. BE SILENT AND LISTEN FOR EVACUATION INSTRUCTIONS.

B) WHEN CLASSES ARE NOT IN SESSION, (ie: Noon-hour, between periods, before and after school, STUDENTS must:

1. Immediately DROP AND TAKE COVER under desks or tables.
2. Move to an interior wall and TURN AWAY FROM WINDOWS, shelving, or heavy objects such as lockers that may fall.
3. ASSUME CRASH POSITION (on knees, head down, eyes closed tightly, clasped hands on back of neck or head covered with book or jacket)
4. Stay under cover until the shaking stops then COUNT ALOUD to 60.
5. BE SILENT AND LISTEN FOR INSTRUCTIONS.

LOCK DOWN

Lockdowns will be used when there is strong evidence of a dangerous situation and when it is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered. Staff and students will be instructed to gather into nearby classrooms away from windows and doors, while remaining calm and quiet and awaiting instructions. There will be a minimum of two lock down drills a year (Please see EMERGENCY PROCEDURES Section for further information)

SHELTER IN PLACE

Environmental or weather hazard OUTDOORS is impacting the school.

HOLD & SECURE

When a threat is outside of the school, all outside school doors are locked disallowing any entry into the school.

FEES & EXPENSES

Description	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Student Fee:	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
<i>includes: intramurals, clubs, student welcome events, social responsibility activities, student council</i>					
Grade 8 only (2 locks)	\$38.00				
Yearbook- Early Bird Price (optional)	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Yearbook- Regular price after October 31st (optional)	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
LOCK (if needed)		\$19.00	\$19.00	\$19.00	\$19.00
PE Strip (optional)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Grad Fee: <i>incl. facility rental, awards/ trophy engraving, 2 tickets, gown rental & cleaning, hat/tassel, misc. ceremony costs, photographer & ceremony photo.</i>					\$100.00
Dinner / Dance (Grade 12) – meal, security, entertainment – prices vary					TBA

Payment Options

Cheques

Please make cheques payable to **Killarney Secondary School** and record the student's name and student number on the back of the cheque. If you have more than one student attending Killarney Secondary, please make out a separate cheque for each student.

Online

Please register at <https://vsb.schoolcashionline.com> to access the online payment system. For additional support please call 1-866-961-1803.

COURSE FEES

Under the *School Act*, the Board may charge fees for goods and services:

- For the purchase or rental of tools, equipment, and materials necessary for a student's participation in a trades program for the purchase or rental of a musical instrument for the student's personal use
- For paper, writing tools, exercise books, and other school supplies and equipment intended for students' personal use.
- For materials and equipment beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board.
- For expenses such as transportation, accommodation, meals, entrance fees and equipment rentals for optional trips or special events; and
- For a specialty academy (ie: Killarney Mini School)

FIELD TRIPS

A portion of the transportation costs may have to be paid by students. No student will be denied the opportunity to participate in a required field trip because of cost. Students wishing to attend field trips must get consent forms signed by parents and subject teachers.

HARDSHIP POLICY

The Vancouver Board of Education will not deny a child access to a course required for his or her educational program because of financial hardship. Parents and Guardians who would like to request to postpone payment of school fees or require course fees to be waived for the current school year, should contact their school Administrator directly at the school or by written letter. A subsidy form may be required for this purpose.

YEARBOOK

Each year the school publishes a Yearbook composed and edited by students. The purchase of the Yearbook is optional and may be ordered with registration in September. Yearbooks will be distributed in June to all students who have paid for a yearbook and **if all outstanding debts have been cleared.**

GENERAL INFORMATION

CHANGE OF ADDRESS

Parents / guardians must notify the Registrar in the Records Office, in the main office, IMMEDIATELY of any change of guardian, address, email address or telephone numbers, including cell numbers, work and home telephone numbers.

PARENT RESPONSIBILITY:

It is imperative that this information be up to date for the emergency notification system to function properly.

FIELD TRIPS

Field trips are an integral component of the educational environment at Killarney. Students will be asked to participate in them throughout the school year. It is important that students know:

- Appropriate behaviour is expected while on a field trip. **All school rules apply** and students who do not follow the rules will receive consequences as they would for misbehaviour within school.
- The responsibility is on the student to find out what work was missed while on the field trip, regardless of its length. Any assignments/tests missed are expected to be made up unless a different arrangement has been made with the subject teacher(s).
- It is a required courtesy for any field trip to inform other teacher(s) before the field trip date and to have the field trip form signed at least one (1) week prior to the field trip date. Students who do not meet this requirement may be denied the right to attend.

SCHOOL ISSUED TEXTBOOKS

All textbooks required for regular courses are supplied without a rental fee. Students are required to:

- Write their names on the book label inside the cover.
- Take good care of all books issued.
- Refrain from marking or defacing books in any manner.

- Pay for a lost book as soon as the loss is discovered and then a replacement book will be issued.
- Return all books at the end of the school year or when withdrawing from the school and pay any assessment required due to damage to texts.

LOCKERS - CONDITIONS OF USE

Lockers are property of Killarney School and are assigned by homeroom to students for use during the school year on the following conditions:

1. **DO NOT SHARE LOCKERS.**
2. **ALWAYS LOCK YOUR VALUABLES.**
3. **DO NOT BRING CELL PHONES TO PE CLASS.**
4. Heavy duty locks can be purchased from the office for \$19.00
5. Students are responsible for the locker that is assigned to them.
6. Students **MUST NOT** use lockers not assigned to them.
7. The locker is to be kept clean and food removed on a regular basis.
8. Students are responsible for cleaning and removing all material from their locker at the end of the year.
9. Students are reminded to use a lock for their belongings during their PE class. However, students may not leave a lock on the locker beyond the PE class. It is advisable not to bring valuables to PE and students are encouraged to use a heavy-duty school lock. Do not bring your cell phone!

Neither the school nor the Vancouver Board of Education has insurance to cover the loss by theft or damage of personal property of students or teachers. Although supervision by staff and the cooperation of students decreases the possibility of theft, students are advised to leave valuables at home and to ensure that personal property left in the school is covered by their own insurance.

LOST AND FOUND

All Lost and Found items, excluding small items such as watches and jewelry, delivered to the office will be kept just outside the office. Students should check the table outside the office on their own to find their belongings. Students are reminded not to keep valuables in their lockers and sharing combinations and lockers are not encouraged. They do so at their own risk. Please report your loss or theft to the office immediately. Fill out the Lost/Stolen Item form in the office. Filling in this form does not guarantee anything. We will keep it on file in case the item(s) you lost are either returned or found and given to the office.

LUNCH PROGRAM

This is a **MONTHLY pay-as-you-go service** available at the school through the Vancouver Board of Education. The cost varies from year to year. International Students may choose to apply for the lunch program and pay in full every month. They do not, however, qualify for subsidy on the lunch program.

An application must be initially filled out and approved. If applying for subsidy or income assistance, an **APPLICATION FOR SUBSIDY FORM** must also be filled out and approved by the Principal. At the end of each month, the student must pick up their monthly lunch envelope and the parent must pay the agreed sum every month in order to ensure that their child gets lunch.

provided. Payment must be received the first week of every month.

STUDENT PARKING

Students are NOT permitted to park in the staff parking lot inside the gate. Students are expected to drive in a careful, considerate manner in and around the school grounds

STUDENT PHOTOS and STUDENT I.D. CARD

All students are required to have their photo taken in mid-September or during retakes in mid-October to obtain their student ID card and ensure their photo is included in the yearbook. The student ID card is included in the school fee and generally arrives two weeks later. Photo packages can be ordered at the time the photo is taken. Replacement student identification cards can be purchased from the school. See the accountant to place your order. You must have a photo ID to enter school functions.

TRANSLINK – Translink offers discounted transit fares to high school students across Metro Vancouver. Each year, over 120,000 secondary students are eligible to use concession fare products on Translink's network, so long as they are travelling with valid student identification as proof of eligibility.

Acceptable ID will include:

- A valid school ID card issued by any secondary school which displays the student's photograph, name, school and validation by a school official; or
- A picture ID issued by any national, provincial or state government agency showing age or date of birth.

If you have questions, please contact info@travelsmart.ca.

KILLARNEY FIRST AID

First Aid Attendants: Ms. J. Kim (1st-Primary) & Ms. J. Prasad (2nd-Secondary)

School Nurse: Ms. A. Kassam (Email: asifa.kassam@vch.ca)



COMMUNITY RESOURCES FOR STUDENTS & FAMILIES

ALCOHOL & DRUGS

24-hour Info & Referral 604-660-9382
BC Smoker's Helpline 1-877-455-2233
Detox Services 1-866-658-1221
South Addictions 604-301-3860

EATING DISORDERS

BC Children's Hospital
(Kelty Mental Health Resource Centre) –
keltyeatingdisorders.ca 604-875-2084
Healthy Attitudes Program 604-321-6151

EMOTIONAL & MENTAL HEALTH

Battered Women's Support 604-687-1867
Family Services (Counselling) 604-731-4951
BC Children's Hospital
(Kelty Mental Health Resource Centre) –
keltymentalhealth.ca) 604-875-2084
Mental Health Emergency 604-874-7307
Ministry of Children & Families 604-660-5437
Rape Crisis Centre (24 hrs) 604-255-6344
Suicide Hotline 1-800-784-2433
General Distress Line (24 hrs) 604-872-3311

HEALTH

24- Hour BC Nurse Line 811
Kids Help Phone 1-800-668-6868
Police/Fire/Ambulance 911
Poison Control Centre 604-682-5050
Vancouver After Hours 604-660-4927
South Community Health Office 604-321-6151

HOSPITALS

BC Children's Hospital 604-875-2345
BC Women's Hospital 604-875-2424
Burnaby General Hospital 604-434-4211
St. Paul's Hospital 604-682-2344
Mt. St. Joseph's Hospital 604-874-1141
Vancouver General Hospital 604-875-4111

POLICE & LEGAL SERVICES

Crime Stoppers 604-669-TIPS
Youth Against Violence 1-800-680-4264
VPD Victim Services 604-717-2737

Legal Services Society 604-601-6000

MEDICAL SERVICES

Bridge Clinic 604-709-6540
(for new immigrants & refugees)
Reach Clinic Multicultural Family Centre
1145 Commercial Drive 604-254-1354
UBC Dental School 604-822-2112
(reduced fees for dental work)
Travel Clinic 604-736-9244
(travel medicine, advice, vaccinations)

SAFE HOUSES

Mark's Place (Safe House) 604-261-7827
Waldon Street Safe House 604-877-1234
Aboriginal Safe House 604-254-5147
Covenant House Shelter 604-685-7474
Translink 604-953-3333

SEXUALITY INFO, TESTING, SUPPORT

AIDS / STD Clinic 604-660-6161
AIDS Vancouver 604-893-2201
AIDS Youth Co. 604-688-1441
VISAD (Vancouver Incest /
Sexual Abuse Centre) 604-874-2938
Sex Sense Line 604-731-7803
Sexual Assault 604-875-2881

YOUTH CLINICS

Broadway Youth Centre 604-709-5720
2455 Fraser Street
East Van Youth Clinic 604-675-3986
1669 East Broadway (at Commercial)
Knight Street Youth Clinic 604-301-2227
6405 Knight Street

Youth Worker at your Community Centre

Champlain Community Centre 604-718-6566
Killarney Community Centre 604-718-8212
South Van Neighbourhood House 604-324-6212
Trout Lake Community Centre 604-257-6955

IMMUNIZATION RECORDS

If you are looking for a copy of their records:
call South Health Unit 604-321-6151

KILLARNEY LIBRARY / LEARNING COMMONS

"A Vibrant Place of Learning"

HOURS: 8:20 am to 4:30 pm

(Hours may vary)

Killarney Library welcomes you! It is a large space where students can read, study, and collaborate with peers. We have a huge selection of the latest YA fiction, with a focus on reflecting our diverse population. Killarney's popular non-fiction collection is one of the best in the district. You can access our online catalogue at library.vsb.bc.ca, select "Killarney Secondary School," then log in using your student number & password.

FAQ

- How do I find books? You can type in a title, author, or subject into our online catalogue. Or you can ask a teacher-librarian.
- How do I renew a book? You can renew your books online by logging onto our catalogue and clicking on "My Account," then clicking on the items you want to renew. If a book is overdue, you need to come in person for the renewal.
- Can I print in the library? Yes! There is a copier in the study carrel room. Each student has his or her own Papercut account (you are given \$3.00 at the start of the school year). Later in the year, you can refill your account with a paid voucher. You can print in color – after school. Please bring your document on a USB (\$1.00 per page).
- Can I eat in the library? No! Please do not bring food or drinks into our library. There are books, carpet, and computers everywhere.

For helpful research and study tools, go to our library's site:

Killarney Library Learning Commons
(killarneylibrary.weebly.com).

VANCOUVER SCHOOL BOARD CITATION GUIDELINES

The Vancouver School District uses the **MLA Handbook** (Ninth Edition) as our primary source for evaluating sources of information, avoiding plagiarism, and formatting assignments. The 9th edition (2021) gives extensive explanations of in-text citations, using inclusive language, and creating a Works Cited page. You can find a copy of this text at **808.02 MLA**.

Preparing a Works Cited list:

Begin on a separate sheet of paper (letter size), placed at the end of your project. From our school's website, click on **Office 365**. You log in using your student number @learn.vsb.bc.ca. Your password is the same as when logging into a computer at school. This gives you access to Outlook, Teams,

Word, Excel, and PowerPoint. Also, our district's central server, **One Drive**. Use Microsoft Word and save to One Drive.

For a Works Cited, avoid using online word processors like Google Drive or Google Docs. They do not have the finer capabilities of Word when it comes to spacing and formatting a page.

Use 12-point font. Margins are 1-inch (left, right, top, and bottom). This is the default. Use an easily readable typeface (like Times New Roman).

Double space all entries. Each citation uses hanging indentation (first line is flush with the left margin, subsequent lines are indented one tab).

Under Paragraph on the tool bar, select "Remove Space After Paragraph." This keeps double spacing uniform.

List each citation in alphabetical order. Do not number the entries.

Titles follow the rules for capitalization, using upper and lower case letters. Never use all capitals. Never: KILLARNEY SECONDARY SCHOOL. Should be: Killarney Secondary School. Prepositions and articles are not capitalized within a title: *The Meaning of the Words in Shakespeare*.

Here are some common citations:

BOOKS (Usually four parts: author, title, publisher, and copyright/date)

King, Thomas. *Green Grass, Running Water*. HarperPerennial Canada, 1993.
(one author)

PERIODICALS (Magazines, Journals, Newspapers)

Kinew, Wab. "The Residential School Apology." *The Walrus*, Oct. 2013.
p. 50.

Carrigg, David. "Parental Consent Not Required for Youth Seeking
COVID Shots." *The Vancouver Sun*, 21 May 2021. p. A+.

WORK IN AN ANTHOLOGY (Poem, Short Story, Essay, etc.)

Hughes, Langston. "I Dream a World." *The Oxford Anthology of African-
American Poetry*, edited by Arnold Rampersad. Oxford UP, 2006. p. 355.

PAINTING (viewed in a book)

Colville, Alex. *Infantry, Near Njmegen, Holland*. 1946, Canadian War
Museum. *Colville*, edited by Andrew Hunter, Goose Lane Editions, 2014,
p. 68.

DATABASES (from V.S.B. catalogue)

Friscolati, Michael. "The Other Runaways." *Maclean's*, vol. 129, no. 43, 31 Oct. 2016, p. 20. *Gale In Context: Canada*, link.gale.com/apps/doc/A468049395/CIC?u=bookmark-CIC&xid=ef08952d.

Accessed 2 June 2021.

Author, title of article, magazine, issue (include volume, number, date, and page – if possible), Name of database, URL, and access date if content might be altered. You can usually omit <http://> or <https://>.

VSB Databases provide reliable and vetted sources of information. This is preferable to simply google-searching and vetting sources yourself. Another advantage to databases is that they provide an MLA citation at the bottom of each article!

YOUTUBE

"COVID-19 Restrictions Start Easing Across Canada." *YouTube*, uploaded by CBC News: *The National*, 30 May 2021, youtube.com/watch?v=Sep-gzsakgU. Accessed 2 June 2021.

Title of YouTube video, Name of streaming site, who uploaded it, date of upload, URL, and access date.

ONLINE ENCYCLOPEDIA ENTRY

Chan, Arlene. "Chinese Immigration Act." *The Canadian Encyclopedia*, 7 Mar. 2017, thecanadianencyclopedia.ca/en/article/chinese-immigration-act. Accessed 7 June 2021.

Author, title of article, website/online encyclopedia, posting date, URL, and date accessed if you are concerned that the article may be modified in the near future.

Margins are 1" for top, bottom, left, and right.

Center the title, one inch from the top (12-point)

Insert Header with surname & page number

Works Cited

Wong 6

- Arcand, Eugene. "Ottawa's Historical Recognition of Residential Schools Is Just the Start." *Globe & Mail*, 5 Sept. 2020, p. O11. *Gale In Context: Canada*, link.gale.com/apps/doc/A634864455/CIC?u=39ki&sid=bookmark-CIC&xid=23f588d6. Accessed 8 June 2021.
- Boteju, Tanya. *Kings, Queens, and In-Betweens*. Simon Pulse, 2019.
- Friscolati, Michael. "The Other Runaways." *Maclean's*, vol. 129, no. 43, 31 Oct. 2016, p. 20. *Gale In Context: Canada*, link.gale.com/apps/doc/A468049395/CIC?u=bookmark-CIC&xid=ef08952d. Accessed 2 June 2021.
- Henry, Natasha L. "Racial Segregation of Black People in Canada." *The Canadian Encyclopedia*, 27 May 2019, www.thecanadianencyclopedia.ca/en/article/racial-segregation-of-black-people-in-canada. Accessed 8 June 2021.
- Hughes, Langston. "I Dream a World." *The Oxford Anthology of African-American Poetry*, edited by Arnold Rampersad. Oxford UP, 2006. p. 355.
- National Academy of Sciences and the Royal Society. *Climate Change: Evidence and Causes: Update 2020*. National Academies Press, 2020, https://doi.org/10.17226/25733. PDF download.

Database Article

Book (Novel)

Magazine Article from Database.

Online Encyclopedia

Poem from Anthology.

Hanging Indentation.

Organization is the author.