



As part of the process for getting started at South Hill Education Centre, students are required to take several important steps. Please read these instructions carefully and leave yourself plenty of time to plan and complete each step.

Students are reminded that South Hill is an adult education environment where mature and responsible behaviour are expected at all times.

**BRING THIS ENTIRE PACKAGE and REQUIRED ID TO YOUR
INTAKE MEETING AT SOUTH HILL EDUCATION CENTRE**

Student Name: _____ Trade/Program: _____

Are you starting your program with training or apprenticeship? _____

Step 1 – Graduation & Course Planning

What course(s) will you take at South Hill Education Centre and why? Is the course required for graduation or is it a pre-requisite for a Career Programs-funded training program?

Course Name: _____ ☐ Grad Requirement
☐ Program Requirement

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Course Name: _____ ☐ Grad Requirement
☐ Program Requirement

Do you intend to graduate from your home school or from South Hill? _____

Step 2 – Scheduling of Self-paced Learning

The Self-paced Learning Centre is available Monday-Saturday (see South Hill website for hours) throughout the regular school year. It is typically closed on statutory holidays and school breaks. You will need to identify which day(s) you plan to attend the Learning Centre. Students are expected to attend at least once a week, but are welcome to exceed the expectation.

Which day will you go to South Hill each week? _____

Have you confirmed this plan with your Career Programs teacher and/or your employer?

☐ Yes ☐ No

Step 3 – Prepare Your Paperwork

Complete the following pages of this document. Be sure to read them carefully and only complete the sections that apply to you.

Intake Form

- most students working through Career Programs will complete the **'Not Graduated'** box
- fill everything in from the top to the Student Signature – South Hill staff will complete the bottom box of information during your Intake Meeting

Day School Authorization Form

- most students will complete Section B which allows you to stay connected to your home school for graduation purposes
- make sure you get your School Principal to sign this section
- if you are leaving your home school completely, complete Section C

Step 4 – Make an Appointment

Call the office at South Hill Education Centre (604-713-5770) and use this information below to explain why you are calling. It is important that you specifically provide these details so they can help you. Your Career Programs teacher is either Mark Reid or Allison Newton.

"Hello, my name is _____. I am a VSB Career Programs student. My Career Programs teacher is _____. I am calling to book an appointment with Sylvia Blessin."

Step 5 – Go to your Appointment!

You will find Sylvia in the Advising Office in the basement.

When you go to the appointment, you will need to bring the following documents:

- This **entire package** with all pages complete (cover page, Intake Form, Code of Conduct, and Day School Authorization)
- Government-issued photo ID (passport, BC ID, drivers license)
- Proof of PR/Citizenship status in Canada (passport, birth certificate, PR card, etc.)

Note: photo ID and proof of PR/citizenship documents must not be expired.

Step 6 – Start your first course!

We are happy you've found your pathway to graduation and a start on your career. Make sure you write down the hours of the Self-paced Learning Centre and consider adding your scheduled time to the calendar on your mobile device.

If you need help, the people at South Hill are happy to assist with course-related questions. Any questions about your post-secondary training and/or apprenticeship should go to Mark Reid or the team at Career Programs.

Letter of Permission

Day School Secondary Students

Student last name: _____ Student first name: _____

PEN: _____ DOB (M/D/Y): _____

Students must be at least 16 years of age on July 1 of the current school year to attend VSB Adult Education.

Students attending a non-VSB Secondary School will not normally be eligible to register with VSB Adult Education until the following school year.

Please fill in either **Section A** or **Section B**

Section A:

Day School Secondary Student REMAINING CROSS-ENROLLED with their current VSB Secondary school

Recommended Courses for Adult Education: _____

Reasons for recommendation (check all that apply):

- ☐ Support student graduation plan/educational goals
- ☐ Fits student's current/projected timetable/schedule
- ☐ Other: _____

Principal or Designate Name: _____

Principal or Designate Signature: _____ Date: _____

Section B:

Day School Secondary Student WITHDRAWING from their current VSB Secondary school.

I give permission for this student to withdraw from _____ Secondary School
as of _____ (M/D/Y) and recommend VSB Adult Education if accepted there.

Principal or designate name: _____ Signature: _____ Date: _____

Parent/guardian signature: _____ Signature: _____ Date: _____

Student signature: _____ Signature: _____ Date: _____



Adult Education Intake Form

Name: _____
Legal Last Name (Family Name) Legal First Name Middle Name All Other Names

Address: _____
Number & Street City Postal Code

Phone Number : _____ Email: _____

Date of Birth: _____ Gender: Female ☐ Male ☐ Other ☐
Day Month Year

I declare that I live in (am ordinarily a resident of) BC, (or if under 19, my parent/ guardian is ordinarily a resident of BC _____ (initial)

Please check one: *must meet requirements described in our [Student Eligibility Document](#)

Canadian Citizen ☐ Perm. Resident ☐ Convention Refugee ☐ Refugee ☐ Status Card ☐ *Work Permit ☐ Other (Specify) _____
International Student ☐ Claimant

Before coming to VSB Adult Education, what was the last BC high school you attended? (if applicable)

Name of School Location Last Grade Year Personal Education Number

Before coming to VSB Adult Ed, what was the last Public or Private school including, high school or post-secondary you attended?

Name of School Location Last Grade Completed Last Year Attended

***Please initial
one box only**

Underage Graduate:
I was under 19 years old on July 1st of
this school year, and
I have graduated from high school (in
BC or any other place e.g. another
province, state, country).

_____ (initial)

Graduated Adult:
I was 19 years old, or older, on July 1st of
this school year, and
I have graduated from high school (in BC or
any other place e.g. another province, state,
country).

_____ (initial)

Future Graduate:
I have not graduated in BC or in any other
place.
I wish to complete my BC High School
diploma and I agree to follow my graduation
plan.

_____ (initial)

Optional: Do you have Indigenous ancestry? Yes ☐ No ☐ **Optional:** First Language _____

Optional: Do you have any life-threatening health conditions you would like us to be aware of? _____

Emergency Contact _____
Legal Last Name Legal First Name Phone Relationship to you

I certify that all information I gave is true and accurate to the best of my knowledge and allow the VSB to contact me as necessary.

Student Signature: _____ **Date:** _____
Day Month Year

OFFICE USE ONLY:

Checked by: _____
FTE Yes _____ No _____
GA _____ AD _____ 80 _____
Underage Yes _____ No _____

New students Only:

EN / MA Assessment Score RL _____ ML _____
Intake level:
English Foundations 1/2 _____ 3/4 _____ 5/6/7 _____
Academic English EN 10 _____ EN 11 _____ EN 12 _____

PEN: _____
Proof of status: Yes _____ No _____
Status verified on _____ **by** _____
Document Type: _____
Code of conduct signed: Yes _____ No _____
Day School Letter of Permission / WD Yes _____ No _____
School Records Attached Yes _____ No _____
Intake Centre: SH _____ GP _____



VSB Adult Education School

Code of Conduct

(Date Reviewed July 3, 2024)

Statement of Purpose

VSB Adult Education 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
- 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 and supporting a safe, caring, inclusive, and peaceful environment
 - Engaging in purposeful learning activities
 - Following expectations of Academic Honesty and Integrity
- **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
 - Violations of Academic Honesty and Integrity, including the unauthorised use of AI

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 grow older and as such, 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.
- It is also recognized that in many instances a restorative response may have greater impact on improving behaviour, increase a person's empathy, help to rebuild community and a sense of safety.
- Repetitive or severe unacceptable behaviour may result in increased severity of disciplinary action.
- 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.

- **Notifications**

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

- Where appropriate, parents and guardians
- 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.

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 and this includes unauthorized access and use of AI programs.

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.

Withdrawal from program; causes for

In consultation with our Director of Instruction and, in accordance with School Act, Sec. 85 (3) the following will apply:

- (3) Despite any other provision of this Act, a board may refuse to offer an educational program to a student 16 years of age or older if that student
 - (a) has refused to comply with the code of conduct, other rules and policies referred to in section 6, or
 - (b) has failed to apply himself or herself to his or her studies.

[School Act \(gov.bc.ca\)](http://gov.bc.ca)

I agree to follow the Code of Conduct at each VSB Adult Education Centre I attend:

Student Signature _____ **Date** _____