



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 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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 Program Requirement

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 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 Mark Reid 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.

“Hello, my name is _____ I am a VSB Career Programs student. My Career Programs teacher is Mark Reid. 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.

CODE OF CONDUCT

PURPOSE

We believe that all members of our school deserve to be treated with dignity and respect and that diversity among our students and staff should be welcomed and valued.

Adult Education Centres promote the values expressed in the **B.C. Human Rights Code** respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity or expression, sex or sexual orientation. Racism will not be tolerated at our school.

All students are expected to help maintain a courteous, positive and supportive learning environment. Students are also expected to respect the health and safety of others and to avoid conduct that interferes with other students' ability to learn.

These expectations apply to behaviour at school, during school organized or sponsored activities, and to behaviour beyond these times – including online activities --that negatively affects learning or the safe, caring and orderly environment of the school.

EXAMPLES OF UNACCEPTABLE GENERAL BEHAVIOR:

- any form of discrimination as prohibited in the B.C. Human Rights Code
- damaging or stealing property of the school/building or of other students
- possessing, using, or selling alcohol or illegal drugs or being in an intoxicated state
- possessing or using a weapon or replica weapon
- discriminating against, intimidating, harassing or threatening any member of the school community
- verbally, physically or sexually assaulting another person
- using offensive language or gestures or behaving in an inappropriate or offensive manner
- smoking or using vapour products anywhere on school property
- ignoring parking lot rules
- failing to correctly identify oneself to staff

EXAMPLES OF UNACCEPTABLE ACADEMIC BEHAVIOR:

- cheating, plagiarizing or copying an assignment, quiz, test
- giving false information, or withholding information to obtain a school document or get admission to a course at the Centre
- behaving in a way that interferes with student learning, including inappropriate cell phone use
- using the school's computers to conduct any illegal or inappropriate activity

CONSEQUENCES OF BEHAVIOR THAT VIOLATES THE CODE OF CONDUCT:

Our goal is to create and maintain a safe and welcoming school community. Consequences will be designed, where possible and appropriate, to educate and to restore a positive learning environment for everyone. The school will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of our code of conduct. Violations of the Code of Conduct may result in:

- appropriate warnings
- referrals to appropriate outside counseling
- suspension from the Education Centre for an appropriate time period
- suspension from all VBE Adult Learning Centres for an appropriate time period
- expulsion from the Education Centre
- expulsion from all VBE Adult Learning Centres
- criminal charges

If you have questions or concerns, please arrange a meeting with the Principal, Vice Principal, Academic Advisor or Outreach Worker. Please note that anonymous complaints cannot be acted upon.

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

Student Signature _____ Date _____



Adult Education

DAY SCHOOL STUDENT AUTHORIZATION FORM

Please complete this form and email it to your VSB Adult Education Advisor.

SECTION A. – Must be completed for all students.

Secondary School _____ Date: _____

Name of Student _____

PEN _____ Date of Birth (Day/Month/Year) _____

Students must be at least 16 years old on July 1, of the current school year to join 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 complete either Section B or Section C below:

SECTION B - DAY SCHOOL STUDENTS REMAINING WITH THEIR CURRENT VSB SECONDARY SCHOOL.
Please indicate the recommended course(s) for this student to take with Adult Education

Recommended Course(s): _____

Reason(s) for recommendation – (please check all that apply):

- supports student’s graduation plan/education goals
- fits student’s current/projected timetable/schedule

Principal or designate signature

Principal or designate name

SECTION C- FOR DAY SCHOOL STUDENTS WITHDRAWING FROM THEIR CURRENT SCHOOL.

This student will **not** be returning to _____ Secondary.

I give permission for this student to withdraw from _____ Secondary as of
(Day/Month/Year) _____ and recommend registration with VSB **Adult Education.**

Principal or designate signature

Principal or designate printed name

Parent/ guardian signature

Parent/ guardian printed name

Student signature

Student printed name