



KITSILANO SECONDARY SCHOOL

2706 Trafalgar Street
Vancouver, B.C. V6K 2J6

Telephone: 604 713-8961 • Fax: 604 713-8960
<https://www.vsb.bc.ca/schools/kitsilano>

April 17, 2020

Dear Kitsilano Families,

We are pleased that our continuity of learning plan is well underway. The focus of week 3 was to establish the new norms and routines for remote learning in all course. This will continue to be the focus in the coming weeks.

We hope you and your families are safe and healthy. Please know that we are here to help in any way that we can. Please review the information below pertaining to the continuity of learning and assessment. If after reviewing this information, you have specific questions, please contact the appropriate staff member(s) as outlined on the last few pages.

Continuity of Learning

Expectations of Student Behaviour

- A reminder that all students are expected to conduct themselves appropriately on-line as per the [VSB District Code of Conduct](#), the [Kitsilano School Code of Conduct](#) and the [VSB Acceptable Use Policy](#) (signed by all students in September 2019).

Expectations of Student Engagement with Learning

- Students are reminded that school is in session and all classes have begun remote learning.
- Students are expected to be accessing each of their classes through Microsoft Teams as per their teacher's instructions.
- Teachers will continue to provide instruction as a "week at a glance" rather than a daily schedule.
- To the best of their ability, student participation, engagement, and completion of assigned work is expected. As with in-class instruction, failure to complete assigned work will be reflected in term and final grades on report cards.
- Teachers will be monitoring student engagement and will be reaching out to students who are not participating in remote learning opportunities.

Assessment of Learning

- Though the delivery of instruction has changed, the assessment of learning and requirements of teachers to communicate student learning have not changed. This means that work assigned during Trimester 3 (March 9 to June 19) will count towards the Trimester 3 grade.
- Final Grades assigned in June are determined based on work completed throughout the school year.
- If applicable, teachers will communicate changes to classroom grading and assessment policies.
- Students are expected to engage in their classes and complete all assigned work. A lack of engagement and failure to submit work will be reflected in the grades assigned.



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Access to Learning Materials

Using Teams Classrooms

- Please see additional document attached to this email for instructions on accessing Teams Classrooms.
- To ensure safety and maintain privacy for everyone, the VSB recently disabled the Chat function for students. This means that students can no longer initiate private chats with other students or their teachers. Students can still email their teachers for questions and support as needed.

Obtaining Learning Materials from the School

- We are currently working under District direction and abiding by the Provincial Health Order and therefore, cannot allow students access to the school at this time. We will communicate when students are able to access the school to obtain materials.
- In the interim, teachers are aware that students may not have all learning materials and have planned lessons accordingly.
- If students have left essential supplies such as medications at the school, please contact the appropriate Grade Administrator to allow access

Status of Summer School

- Currently, it is too early to know the status of Summer School courses.

Who do I contact with questions/concerns about....?

...content, progress, learning in a course	Classroom Teachers
...registration for next year's courses	Grade Counsellor
...graduation requirements	Grade Counsellor
...support for my child with learning needs	Program Case Manager/School Based Resource Teacher (SBRT)
...support for my child with social emotional needs	Grade Counsellor
...support for Indigenous learners	Indigenous Engagement & Enhancement Worker (IEEW)
...support for substance use/misuse	Supporting and Connecting Youth (SACY) Engagement & Prevention Worker
...support for language interpretation	Grade Counsellor
...support for English Language Learners (ELL)	Classroom Teacher or ELL Department Head
...support for International Program students	International Student Advisor
...student transcripts	Student Records Clerk
...student password assistance	Teacher Librarians
...general inquiries about school procedures	Administrative Assistant



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Contact Information

Role	Name	E-mail
Grade Counsellors		
Grade 8: Last name A to Dt	Ms. Barb Mingo	bmingo@vsb.bc.ca
Grade 8: Last name Du to J	Ms. Cari McDonald	cmcdonald@vsb.bc.ca
Grade 8: Last name K to Rt	Ms. Carrie Pitman	cpitman@vsb.bc.ca
Grade 8: Last name Ru to Z	Mr. Chris Tse	ctse@vsb.bc.ca
Grade 9	Mr. Chris Tse	ctse@vsb.bc.ca
Grade 10	Ms. Carrie Pitman	cpitman@vsb.bc.ca
Grade 11	Ms. Cari McDonald	cmcdonald@vsb.bc.ca
Grade 12	Ms. Barb Mingo	bmingo@vsb.bc.ca
Program Case Managers/Resource Teacher		
School Based Resource Teacher	Ms. Christie Breakingbury	cbreakingbury@vsb.bc.ca
PrEP Grade 12 Case Manager	Ms. Maggie Knight	mknight@vsb.bc.ca
PrEP Grade 11 Case Manager	Ms. Melissa Killion	mkillion@vsb.bc.ca
PrEP Grade 10 Case Manager	Mr. Glen Marshall	gmarshall@vsb.bc.ca
Vinery Program Case Manager	Mr. Cameron McCabe	jmccabe@vsb.bc.ca
ELL Department Head & International Student Advisor	Ms. Zoe Higgs	zhiggs@vsb.bc.ca
Support Workers		
Indigenous Engagement & Enhancement Worker	Mr. Trent Gauthier	tgauthier@vsb.bc.ca
Supporting and Connecting Youth Engagement & Prevention Worker	Ms. Jaclyn Chang	jaclyn.chang@vch.ca
Teacher Librarians		
Student Password Assistance	Ms. Sarah Paulsen Ms. Anna McCrae	spaulsen@vsb.bc.ca amcrae@vsb.bc.ca
Administration		
Administrative Assistant	Ms. Francia Devilla	dgoock@vsb.bc.ca
Student Records Clerk	Ms. Susan Nakashima	snakashima@vsb.bc.ca
Vice-Principal (Grade 8, 10, & International)	Ms Jill Sehmbi	jsehmbi@vsb.bc.ca
Vice-Principal (Grade 9,11, & International)	Mr. Darren Gock	dgoock@vsb.bc.ca
Principal (Grade 12)	Ms. Ranjit Bains	rbains@vsb.bc.ca



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Resources, Links, and Information

[Ministry of Education](#): Continuity of Learning

[VSB Website](#)

[Vancouver School Board](#): Continuity of Learning

[Kitsilano Website](#)

[VSB Acceptable Use of Technology Policy](#)

[Adobe CC](#): Adobe access for all VSB Staff and Students

[SACY](#): Supporting and Connecting Youth