



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 23, 2020

Dear Kitsilano Families,

We hope everyone has established new routines and rhythms which enable maintaining a balance between taking care of yourselves and engaging in learning to the best of your ability. 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 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. Please see additional document attached to this email for instructions on accessing Teams Classrooms and assistance with student passwords.
- 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. Teachers will be monitoring student engagement and will be reaching out to students who are not participating in remote learning opportunities to see if they need help or support.
- Students and families who require additional support with accessing learning, resources, or further supports are asked to connect with the appropriate Classroom Teacher, Grade Counsellor, or Grade Administrator.

Assessment of Learning

- Moving forward, Classroom Teachers will communicate changes to classroom grading and assessment policies. 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. To the best of their ability, students are expected to engage in their classes and complete all assigned work.
- Final Grades will be assigned in June based on an assessment of student learning prior to Spring Break (I.e. Trimesters 1 & 2) and evidence of learning during the remote learning period (I.e. Trimester 3). Students who were passing a course as reported on the Trimester 2 Report Card will pass the course in June. Students who were not passing will receive an "In Progress" Interim Report from the teacher outlining an action plan to achieve success. Families are asked to review such reports and contact the Classroom Teacher should you have any questions or concerns.



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Obtaining Materials from the School

- We are pleased to inform you that students will be able to access their materials from the school beginning next week. Please watch for more detailed information early next week.

Information for Grade 12 Students

Post-Secondary Institution Selections

Deadline May 1st, 2020: Please remember to login to the Student Transcript Service (STS) to select up to 25 Post-Secondary Institution (PSI) selections for transcript delivery at no charge. STS can be accessed at www.studenttranscripts.gov.bc.ca/. From there students can register for a Basic BCeID required to use the Student Transcripts Service. Watch [Help Videos](#) on using the Student Transcripts Service.

Reminders: Students can obtain school transcripts through the Student Records Clerk in the Administration Office at school. There is \$10 fee for official transcripts.

Official Ministry transcripts are also available through the Ministry of Education Student Transcripts Service (STS) is for current and former students to:

- View or order your grade 10 to 12 course [transcript](#)
- Send your high school transcript to post-secondary institutions
- Send your high school transcript to a third-party (e.g. Post-Secondary Institutions, employers)
- Order your [graduation certificate](#)
- View your [provincially awarded scholarships](#)
- View your provincial graduation assessment and exam results

Scholarship Information

Deadline May 11th, 2020: Please note the new deadline and process for submitting scholarship applications is as follows:

- Please continue to use the forms on the [Kitsilano school website](#).
- All application packages to be emailed to our Administrative Assistant, Ms. Francia Devilla (fdevilla@vsb.bc.ca) by 3 pm on Monday, May 11th.
- Students do not need to include School Transcripts; we will add them to your application package upon receipt of your package.
- For reference letters, the same 2 reference letters may be used for both the Internal School Scholarships and the District Scholarships.



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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	fdevilla@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	dgock@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