



**Secondary School
Student Guidebook
2016- 2017**

STUDENTS

Whether you are just beginning your studies at PCS for the first time or beginning another year at Pacific Christian, we want to extend the school's warmest welcome to you. Congratulations to our new Grade 8s on completing elementary school and best wishes to each of you as you continue your journey through middle and secondary school education.

The purpose of this handbook is to provide a guide of what you can expect as a student at Pacific Christian Secondary School. It will serve as an important resource for you and may provide answers to many of your questions. If you do not find what you are looking for, or if you have questions about the content of the handbook, please speak with any staff member.

Our prayer for all of our students is that this year will be a time of growth in all areas of your life. The PCS community will strive to support you on your journey.



PACIFIC
CHRISTIAN
SCHOOL

Mission Statement

Pacific Christian School nurtures students in Christ-like living, critical thinking and joyful service to be faithful citizens in God's world.

Vision Statement

Our vision is to offer "Educational excellence to the glory of God."

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At PCS, we believe that every right you have carries with it a corresponding responsibility.

STUDENT BODY RIGHTS, RULES AND RESPONSIBILITIES

You have a right to:

Be respected as a worthwhile individual with personal opinions.

Live and study in an atmosphere of mutual respect and courtesy.

Be safe and secure from threatening or abusive behaviour on the part of others.

Be secure in feeling that your personal possessions will be free from willful damage or theft.

Utilize materials, equipment, and school supplies in a responsible manner.

Live and learn in an environment free from litter.

Be part of an environment that is free from acts of vandalism.

Learn in an orderly environment free from unnecessary disruptions.

Be nurtured in Christ-like living, critical thinking and joyful service.

Therefore, you have a responsibility to:

Respect the rights of others and their opinions.

Avoid participation in activities which create negative disturbances; treat others in a friendly, considerate manner.

Avoid endangering others through fighting, throwing objects, exhibiting belligerent behaviour or harassment.

Properly secure your property and avoid taking things which are not yours.

Recognize that willful damage constitutes an unreasonable infringement upon the rights of others.

Properly place all litter in the appropriate receptacles.

Ensure that acts of vandalism are reported to administration.

Come to class on time, prepared with all the appropriate learning tools and a positive attitude toward the day's activities.

Be open and receptive to the thoughts and teachings of this school.

GUIDELINES FOR STUDENTS

Within an atmosphere of love and belonging, PCS, as a Christian community of learners, encourages all students to understand and live out relationships, informed by God's word, to His honour and glory.

We acknowledge the diversity within our community and the uniqueness with which God has created each of us.

In love and obedience, we embrace the breadth of being the 'new creation in Christ', and this is reflected in how we treat each other.

We promote and encourage attitudes and behaviours that reflect the PCS mission statement.

We welcome students as Christ welcomes a child, and strive to create an environment in which all students feel safe to engage in respectful conversation in pursuit of truth as we seek to be formed and reformed by God's Word.

A Day in the Life of PCS

Dress Code

For much of your life you will be required to dress appropriately for your place of work. This is true for school as well. Although we understand that clothing choices are a way in which many of us express our tastes, attitudes and individuality, it is important to respect those around us and keep the objective of education in front of us. Not all casual clothing is suitable for school; therefore these guidelines will help you determine what is appropriate to wear on school days.

- Shirts should extend at least to the waistline (no exposed midriffs). Avoid open-backed shirts, low-cut shirts, shirts with spaghetti straps, see-through sheer tops and muscle shirts with gaping arm openings.
- Shirts with objectionable content (words, images, slogans, sexual innuendo) must not be worn.
- Short shorts and spandex shorts are not suitable for a school environment.
- Skirts should be mid-thigh or longer--select clothing for school that allows you to appropriately participate in the full range of learning activities throughout the day.
- Leggings should be paired with a long top.

We hope that this helps you as you select school clothing. Keep it casual, comfortable, and suitable to a working/learning environment.

Students who choose to dress inappropriately will be asked to change into appropriate clothing. If necessary, parents will be called to bring in something more appropriate or the student may be sent home.

Getting Here

Driving a vehicle to and parking at school is a privilege, not a right. Please observe the following safety guidelines.

- Obey all posted signs and parking indicators.
- The speed limit on Agnes Street from Glanford to the school is 30km/h. If walking, use the sidewalk and follow the instructions of our school crossing guards.
- Lock all vehicles and bikes.

Failure to use your vehicle in a responsible way will result in losing the privilege of parking on school property. The school will not be responsible for damage or theft.

Start Time/Timetable

Classes start each day at 8:30 with 8:25 warning bell. The exception is Wednesday when classes start at 9:10 to accommodate staff professional development.

PCS operates on a semester system. There are 5 blocks per day. Blocks A, B, C and D are approximately 70 minutes in length while block 'L' is 45 minutes in length. Two blank timetables are provided for you to fill in your Semester 1 and 2 schedules.

Chapel time, for all staff and students, is set aside weekly on Wednesdays during the 'Chapel' block.

2016/2017 TIMETABLE
Semester 1

TIME	MON	TUE	WED	THU	FRI	TIME
8:25			9:05			8:25
8:30 PER 1 9:45	A	A	A 9:10-10:15	A	A	8:30 PER 1 9:45
9:50 PER 2 11:00	B	B	Chapel 10:20-11:00	B	B	9:50 PER 2 11:00
BREAK			BREAK			BREAK
11:15 PER 3 12:00	L ¹	L ²	B 11:15-12:15	L ¹	L ²	11:15 PER 3 12:00
LUNCH 12:00- 12:40			LUNCH 12:15-1:00			LUNCH 12:00- 12:40
12:45 PER 4 1:55	C	C	C 1:05-2:05	C	C	12:45 PER 4 1:55
2:00 PER 5 3:10	D	D	D 2:10-3:10	D	D	2:00 PER 5 3:10

2016/2017 TIMETABLE
Semester 2

TIME	MON	TUE	WED	THU	FRI	TIME
8:25			9:05			8:25
8:30 PER 1 9:45	A	A	A 9:10-10:15	A	A	8:30 PER 1 9:45
9:50 PER 2 11:00	B	B	Chapel 10:20-11:00	B	B	9:50 PER 2 11:00
BREAK			BREAK			BREAK
11:15 PER 3 12:00	L ¹	L ²	B 11:15-12:15	L ¹	L ²	11:15 PER 3 12:00
LUNCH 12:00- 12:40			LUNCH 12:15-1:00			LUNCH 12:00- 12:40
12:45 PER 4 1:55	C	C	C 1:05-2:05	C	C	12:45 PER 4 1:55
2:00 PER 5 3:10	D	D	D 2:10-3:10	D	D	2:00 PER 5 3:10

Running a little late?

Being on time is an important life skill; however, we recognize that there will be times when you are late. If you arrive late, report to the main office to sign in and pick up an admission slip for class.

Have to leave early?

If you leave during school hours you must sign out at the school office. Early departure should be supported by a note or phone call from a parent or guardian. It is in your best interest to contact the teachers of the classes you will miss and confirm details of any assignments missed.

Not coming at all?

Regular attendance is an important ingredient for successful school life. You are expected to attend school except when sick or, occasionally, due to unavoidable causes. If you can't make it to school, please observe the following:

- Your parent or guardian should contact the school before 9:00 AM.
- As soon as reasonable, speak to your teachers about missed work.
- Ordinarily, if you are absent from school you will not participate in any extra-curricular activities.

Signing In/Out

Grade 11 and 12 students may leave the school grounds during lunch or spare periods. We do ask that you sign out and back in and take the responsibility to arrive back to school in time for your classes. Students in grades 8-10 need parental permission to leave the school grounds during lunch.

Breaks in your day?

PCS offers a limited concession each day for students. The concession is open during lunch time. Pre-paid cards are available from the office. You should not eat your lunch in the following areas: the library, computer labs, the gymnasium and the shop area. Pizza is sold every Thursday. You may pre-order pizza during your 'A' block.

Study Blocks/Spare

Students who demonstrate a need for support in grades 8-10 may be given a supervised study period. Students in grades 11-12 are eligible for unsupervised study/spare periods. If you are on a spare, be mindful that classes are in session and refrain from activities that may disturb the learning environment.

STUDIES AT PCS

Textbooks

The school will provide textbooks for most of your classes. Write your name on the inside cover of the textbook. You are responsible for all textbooks issued to you. You are expected to return books in a similar condition to which you received them. You will be charged for lost or damaged books.

Computer Access

The purpose of Pacific Christian School providing access to electronic information resources is to facilitate communication in support of research and education. It is expected that you will use computers appropriately. You will be issued an account and password which you should keep confidential. Accounts are monitored periodically.

If you use school technology inappropriately, loss of privileges or disciplinary measures will be taken. Free WiFi is available throughout most of the school. The password is available from the office.

Library

The library houses extensive resources in fiction and non-fiction materials. Through educational agreements, the library also provides access to searchable data bases to support student research. You can access the school library through the PCS website. If you misplace or damage books you will be expected to cover the cost of replacement or repair.

Course Change Procedure

Your timetable was created based upon your course selections. Course changes may be possible through the Assistant Principals during the first two weeks of semester one and the first week of semester two. After that, if you wish to make changes to your schedule you must meet with a Counsellor to review your Credit Summary Sheet and pick up a Course Change form. Please note, you must obtain signatures from your parents and teachers. Once this has been completed, you must submit the form to the office for processing.

Homework

At PCS, we recognize that families are looking for a healthy balance between homework, leisure time and family time. Homework in reasonable amounts allows you to practice your skills and deepen your understanding of subject matter and can provide feedback to teachers about learning.

PCS is committed to differentiating homework for individual needs as required, being sensitive about the limitations of the home environment and providing in-school help for you in the form of Study Centre and Math Help at lunch. If the amount of time spent on homework seems excessive, you should discuss the matter with the teacher(s) involved or a school counsellor.

Academic Honesty

Academic honesty means that you are expected to maintain integrity in your studies. This means presenting your own work for assessment with appropriate citations when referencing the work of others.

Academic dishonesty includes:

- Copying another student's work;
- Bringing unauthorized material into the testing environment;
- Copying and pasting from web sources;
- All other forms of plagiarism which is presenting any other's work as your own.

You should consult with your teachers regarding appropriate referencing when completing research assignments. In the event of academic dishonesty the following actions will be taken:

- The work or an equivalent assignment must be completed honestly within a timeframe determined by the teacher and administration;
- You will be referred to the administration for discipline and your parents will be contacted.

Assessment

PCS is committed to assessment practices that fall within the policies and guidelines of the BC Ministry of Education. Departments, therefore, will regularly evaluate and adapt their assessment practices to ensure that they continue to reflect these policies and guidelines.

Course outlines will clearly state the assessment policies for a course. This information will be distributed to you and will be made available to parents upon request.

Marking Scale

The Provincial Marking Scale is followed at PCS. The marking scale is as follows:

A	86 - 100%	excellent achievement
B	73 - 85%	very good achievement

C+	67 - 72%	good achievement
C	60 - 66%	satisfactory achievement
C-	50 - 59%	pass
F	0 - 49%	fail

Grade Review Policy

At PCS, we value open and transparent communication between students, parents/guardians and the school staff. We strive to communicate clearly with you and your parents/guardians about your progress, and make every effort to do so in ways that reflect our desire to nurture you in Christ-like living, critical thinking and joyful service. We recognize that at times we may disagree about some aspect of your assessment and also recognize the importance of providing a mechanism by which you, with the support of your parents/guardians, may request a review of a mark or grade that you do not understand or agree with. The grade review policy is available from administration.

School-based Exams---Secondary Assessment Week

School-based examinations are carried out in most subjects in grades 10-12 at the end of each semester in January and June.

Expectations for Writing Exams

1. Arrive at school 30 minutes prior to your exam time. Bring your textbooks with you.
2. Do not bring the following to the exam room:
 - Cell phones or other communication/ entertainment devices/ translators
(If any such devices are brought in, they must be turned off and given to the invigilators who will hold them until the exam is completed.)
 - Beverages (except for juice or water in a sealed container)
 - Backpacks/Purses/Jackets (leave at the back of the room)
3. Exams are generally 2 hours in length. You are expected to stay for the first 60 minutes. After that, students who are finished are dismissed every 15 minutes.

Request for an Alternate Writing Time

At Pacific Christian School, students write final exams at the end of semester 1 and semester 2.

If you are requesting to write a school-based exam at a time other than posted on the exam schedule you should:

1. Talk to your teacher at least 2 weeks prior to the day of the exam. The teacher may reschedule the exam or direct you to present your request to administration.
2. If directed to administration, a letter signed by your parent/guardian, outlining the reason for the request, should be received by the school administration two weeks prior to the date of the exam.
3. The administration will make a decision to allow or not allow the alternate writing time.
4. You, the teacher, and your parents/guardians will be informed of the decision by administration.

Report Cards

Report cards are issued to you four times during the course of the year as follows;

<i>November</i>	- end of Term 1, halfway through Semester 1.
<i>February</i>	- after final exams, end of Term 2, Semester 1.
<i>April</i>	- end of Term 1, halfway through Semester 2.
<i>June</i>	- after final exams, end of Term 2, Semester 2.

In addition to your course grade and percent, other indicators are used to evaluate your effort. Evaluation of your work is based on daily classroom and homework assignments, participation in discussions, projects, tests and exams. You are encouraged to discuss your progress with your teacher at any time.

Mid-term conferences are held mid-way through term 1 and term 3.

Passing a Course

Advancement to the next subject level is based on successful completion of the preceding level. If you should happen to fail a subject you are expected to remove the failure by:

- ♦ completing an extra project or additional work (where deemed appropriate by the teacher)
- ♦ completing course requirements
- ♦ repeating the course

You must complete a failed course before you can be placed in the next higher course.

Graduation Requirements

In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood), you must earn a minimum of 80 credits. The school counsellors will prepare graduation credit summary sheets for you. Make sure you contact a school counsellor about this.

Honour Roll

This status is awarded to you when you have achieved a better than 'B' average (i.e. higher than 3.0 GPA) on your semester report cards. If you achieve Honour Roll standing on your year-end cumulative report (all grades from both semesters), you will be awarded an Honour Roll certificate. Grade Point Average (GPA) is calculated using the BC Ministry of Education scale: A = 4, B = 3, C+ = 2.5, C = 2, C- = 1, F = 0.

High Honour Roll

If you attain a GPA of 3.5 or higher on your year-end cumulative report, you will receive a High Honour Roll certificate. Both the Honour and High Honour Roll certificates will be included in your report card envelope at the end of June.

AWARDS

The awards listed below may be given at the discretion of the secondary administration and staff. As appropriate, other awards may be given.

All Around Athlete Awards - Gold, Silver and Bronze medals will be given to the top midget, junior and senior boy and girl athletes who have been judged to be the best all-around athletes in terms of ability, attitude, sportsmanship, leadership and participation.

Athletic Director's Award - This award is given annually to the student who has been most instrumental, through his/her service, in the operation of the athletic program.

Board of Directors' Award - This plaque will be awarded annually to the student athlete who best combines athletic ability and academics.

Individual Subject Awards - Subject awards may be given to Grade 12 students who have distinguished themselves by outstanding achievement, attitude and enthusiasm. These awards are not necessarily given annually.

Valedictorian - Students and staff vote from a slate of candidates drawn from students who fit the following criteria:

- Must be a good representative of the graduating class demonstrating spiritual, personal and academic leadership abilities.
- Must have been at PCS since at least Grade 11.

Governor General's Bronze Medallion - This award is given to the student who achieves the highest overall average. The average includes all grades 11 and 12 courses as listed on the student's transcript issued by the Ministry of Education. There is no differentiation between academic and vocational types of courses.

Bursaries and Scholarships - PCS offers graduating students and recent graduates a variety of scholarships tailored to a variety of post-secondary plans. Check out the scholarship applications on the PCS website. In addition, there are many outside organizations and educational institutional that make scholarships and bursaries available. You should begin your search early and familiarize yourself with application requirements. Feel free to visit one of the counsellors if you have any questions.

RELATIONSHIPS AT PCS

One of the great things about being part of a school community is the opportunity to form relationships with peers and staff. Living in community means considering the needs and feelings of those around you.

Relationships with Staff Members

A good learning environment will exist best in an atmosphere of mutual co-operation and respect between staff and students. Staff will work towards a discipline system that is consistent, shows love and concern for you and is firm, yet fair.

Relationships with Other Students

Discretion, as well as sensitivity to others, is the order the day when it comes to expressing fondness between students. Excessive public displays of affection are out of place at school.

As a PCS student, you are expected to show respect towards others and refrain from harassing behaviours. Harassment can range from mild to severe and is usually about power, control and

domination. While we don't always like each other, we have a responsibility to treat each other with courtesy and respect. Consequently, any attempt to berate, mock, aggravate or otherwise harass others verbally, physically or sexually, is a very serious offence, with consequences ranging from detentions to possible suspensions/expulsions. Additionally, the school may contact and involve police as necessary.

Harassment includes:

- ◆ physical and verbal aggression/teasing
- ◆ intentional social alienation of other students, eg, shunning
- ◆ intimidation
- ◆ cyber bullying using phones, social media, texting, etc.
- ◆ making sexual advances
- ◆ engaging in improper physical contact
- ◆ making inappropriate comments

Procedure for dealing with harassment

You are encouraged to report any conduct that makes you feel uncomfortable, is bothersome, and is contrary to a healthy community. All reports are handled with discretion in consultation with those involved.

- a. Harassment may be reported verbally or in writing to:
 - ◆ teachers
 - ◆ counsellors
 - ◆ administrators
- b. Your report will be investigated by the administration and counsellors. A course of action will be determined by those involved. Ideally, the situation will be mediated by counsellors or administration. If mediation is not successful, further disciplinary measures may be taken ranging from detention to suspension or expulsion.

It is our goal to create and nurture a safe environment at PCS. We expect students and staff to treat one another with respect and dignity.

KEEPING PCS A SAFE PLACE

Maintaining a safe and healthy community at school depends on you. Your words and actions can have a positive or negative impact on those around you. To keep things positive, please...

- use appropriate language – avoid swearing and gossip
- respect the property of others – avoid stealing or vandalism
- respect school property – clean up after yourself and report any damage you notice or cause
- remember that the CRD Clean Air by-law prohibits smoking on school grounds; in addition, PCS expects students to refrain from smoking during the school day and on school activities (smoking includes: tobacco, vaping systems and 'e'-cigarettes or electronic nicotine delivery systems)
- leave any items which would disrupt the school environment or would appear to pose a threat to the safety of others at home, including: knives, guns (imitation or real), laser pointers, water pistols, firecrackers, tazers, pepper spray, etc.
- remember that the possession of drugs or alcohol is illegal. You must not possess, distribute or use drugs or alcohol at school, during the school day or on school activities.

In the event that you choose words or activities which are detrimental to yourself or the school environment, the following will occur:

- parents may be contacted and a conference arranged
- inappropriate items may be confiscated
- a detention, in-school or out-of-school suspension may be issued
- you may be placed on probation
- in certain circumstances, expulsion may be recommended to the Board

PROCEDURAL FAIRNESS

PCS has adopted the following guidelines to ensure that decisions made which impact your legal rights as an individual will be made in accordance with the principles of 'procedural fairness' and 'natural justice'. These principles encompass the following elements:

- 1) **UNBIASED TRIBUNAL:** the decision-maker should act in a manner that is unbiased, fair and open-minded,
- 2) **NOTICE:** if a decision-maker is intending to consider a matter that may affect a person's rights, the affected person should be informed of the matter;
- 3) **OPPORTUNITY TO MAKE REPRESENTATION:** the person should be given a reasonable opportunity to make oral or written submissions to the decision-maker on the matter being considered and be given an opportunity to respond to all information submitted which might influence a decision, prior to the decision being made;
- 4) **INFORMED OF THE DECISION:** the person should be apprised, in a timely manner, of the decision made and the basis for the decision.
- 5) **RIGHT TO APPEAL:** the person should be apprised of the right to appeal and the process for carrying out such an appeal.

PCS recognizes that there may be occasions where the above guidelines fail to bring about a resolution. In the event that a resolution cannot be reached and mediation/arbitration is required, PCS and the Board are committed to a biblical resolve as provided through the services of SCSCB.

Dispute Resolution Process

There are times when problems may arise within our school community. Our community is not free from sin and as such, all complaints or grievances should be dealt with in a Christ-like and loving manner.

The Biblical principles found in Matthew 18:15-17 are excellent guidelines. In Ephesians 4:25 the Bible directs us to have the courage to speak the truth to one another in love. The Bible also directs us to encourage one another. Whenever you have questions, concerns, or complaints we encourage you to openly communicate with the appropriate parties. All concerns must be directed initially to the teacher involved in a manner of open dialogue with the intention of resolving the problem.

If the concern persists, the principal should be notified and both parties meet with the principal/mediator/counsellor in an effort to restore a healthy situation. If, even after administrative involvement, you feel that your concern has not been addressed, the concern should be directed in writing to the Superintendent Team, Education Committee or PCS Board, as necessary.

In using these steps, we will model integrity for our children by avoiding gossip and slander, and by working together to build a strong Christian school community. Please openly share your questions and concerns with staff/administration so that we can communally reach this goal.

OTHER THINGS YOU SHOULD KNOW

Lost and Found

It is recommended that you identify all books and articles of clothing with your name. Textbooks turned in to the office will be forwarded to the subject teacher. Unclaimed articles of clothing will be donated periodically to a charity.

Posters and Notices

All posters and notices must be approved by the administration before being placed on bulletin boards or walls.

School Phone and Copier Use

The office phone is available, with permission, for your use. A photocopier is available in the library for your use.

Student Services

In Student Services we recognize that each of us needs some help and support at various times. This is true whether we are adults or teenagers, teachers or students, staff or parents. Keeping this in mind, our goal in the PCS Student Services department is to offer a variety of resources and supports to all the students and families at PCS. This may be through course planning, post-secondary school planning, career exploration, learning assistance, special education and counselling. Contact information for Student Services staff is available on the school website.

Lockers/Locks

If you want to use a locker, one will be assigned to you for the year. You are responsible for keeping the inside and outside of your assigned locker clean and for promptly reporting any damage to the office. You are reminded of the following:

- Don't share your lock combination.
- Always lock your locker when you are away from it.
- While we advise you not to bring valuables to school, if you must bring valuables to school, keep them locked in your locker.

You are expected to leave your locker clean and empty at the end of the school year.

PE Lockers are available to you during PE class. Instruction for further use will be given by your PE teacher.

Visitors

A student from other schools is welcome to visit at PCS, but only after authorization has been received. Authorization needs to be obtained 24 hours in advance from all your teachers and from the administration. All visitors are required to sign in at the office and wear an ID tag while at PCS. The ID tag must be turned in when the visitor leaves.

Fire/Earthquake/Intruder Drills

From time to time fire/earthquake/intruder drills will be held to assist staff and students to become more familiar with emergency procedures. Each drill must be taken seriously and procedures must be followed explicitly. You should never assume that it is either a drill or a false alarm.

Cell Phone/Electronic Device Use

Many students choose to bring cell phones or other electronic devices to school. If you bring a device to school you must exercise responsibility in looking after them; the school cannot be responsible for loss or theft, so always keep your device in a safe place.

Classroom use

When you enter class, turn off your phone and put it away. There may be times when accessing your phone will be helpful for the tasks you are working on in class. At such times, be sure to receive permission from your teacher before making use of your phone for class work.

Chapel

Your phone must be turned off and not accessed during chapel.

General use

Use your device in a way that is considerate of others. If someone is speaking with you, set your device aside and give the person your full attention. When using your phone to communicate through voice, text or images, do so in ways that respect the dignity of all. If you wish to photograph or take an audio or video recording of a PCS student or staff member, you must receive the person's permission to do so first. Never share a photo or video of another person if s/he has not given you permission to do so.

