



PACIFIC CHRISTIAN SCHOOL

**Secondary School**

**Student Handbook**

**2011- 2012**

## STUDENTS & PARENTS

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 8's on completing Elementary School and best wishes to each of you as you set out on your Secondary School education.

Our prayer is that you will grow to be a Christian in both words and actions (James 1:22). We hope you will grow this year in your love for Jesus, your knowledge of His Word and world, and in your commitment to serve Him. If you submit yourself to God's Word He will bless your efforts and you will gain both knowledge and wisdom as written in Proverbs 22.

The purpose of this handbook is to explain school policies to you and your child. In this revised handbook you will find much that you need to know about Pacific Christian. You will find information about activities, opportunities and guidelines you will need to abide by. The idea is not to burden you with a cumbersome set of rules, but rather present you with basic guidelines so that you may be properly informed and so that our school will operate smoothly. All of this information has a purpose - to help your child have a happy and successful year, and to help them grow in Christian education.

### ***P.C.S. Mission Statement***

*Pacific Christian School...nurtures students in Christ-like living, critical thinking and joyful service to become effective members of the Christian community in God's world.*

### ***P.C.S. Vision Statement***

*Our vision is at PCS is to offer a "Best in class Christian education experience that equips spiritually responsive students who positively impact the world."*

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At PCS we believe that every right you have carries with it a corresponding responsibility. You cannot expect to receive without also giving.

## **STUDENT BODY RIGHTS, RULES AND RESPONSIBILITIES**

### **I 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 my 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.*

*Attend in 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, I 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 my own property and avoid taking things which are not mine.*

*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 to and receptive of the thoughts and teachings of this school.*

# STUDENT GUIDELINES

## A. CONDUCT POLICY

As a community of Christians who have joined together to educate children in the ways of the Lord, PCS supports its parents in expecting students to lead Christ-honouring lives not only at school, but outside of school hours, as well. As Christians, our public conduct should be consistent with our basic philosophy of life - to love God above all and to love our neighbour as ourselves (Mark 12:30-31). That love should be reflected in all our actions, as well as our attitudes, towards each other.

It is recognized that not every student has made a personal commitment to Jesus as Saviour and Lord. Nevertheless, all students are expected to:

### 1. Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community.

**Possession and/or use of drugs or alcohol** is not permitted at or away from school. Confirmed possession/use will lead to a two-week suspension. Consequences may be more severe for those involved in selling and distribution. Where determined, drug awareness counselling or program participation may be required before readmission. The possession/use of drugs and alcohol in any of the following circumstances represents a contravention of this guideline:

- ◆ On the way to, at, or away from school
- ◆ On any school trip or school sponsored function

Subsequent infractions may result in expulsion.

### 2. Obey Jesus' commandment to his disciples to love one another.

God created us all. We are, therefore, precious and valuable in His sight. He expects us to show respect for all people regardless of race or gender.

**Bullying behaviour and sexual harassment** can range from mild to severe and is usually about power, control and domination for the purpose of hurting others. While we don't always like each other all the time, we have the biblical responsibility to love each other. Consequently, any attempt to berate, mock, aggravate or otherwise harass others verbally, physically or sexually, will be viewed as a very serious offence, with severe consequences ranging from detentions to possible suspensions/expulsions. Additionally, the school may contact and involve police if the matter is deemed serious.

*Bullying includes:*

- ◆ physical and verbal aggression/teasing
- ◆ intentional social alienation of other students, eg, shunning
- ◆ intimidation and/or cyber bullying using phones, computers, texting, etc.

*Harassment includes:*

- ◆ making sexual advances
- ◆ engaging in improper physical contact
- ◆ making inappropriate sexual comments

Procedure for dealing with bullying/harassment

Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome, and is contrary to a stable environment. (All reports are handled in confidence and eventually end up with the counsellors/administrators.)

- a. Witness or victim may verbally report to either:
  - ♦ teachers
  - ♦ counsellors
  - ♦ administrators
- b. Witness or victim may report in writing to counsellors or administrators. If the situation is deemed to be serious, an investigation, led by administration, will commence immediately.
- c. Where the situation is deemed to be less serious, a counsellor will meet with the victim and together decide on options:
  - ♦ peer mediation, including accountability, with the consent of parties involved (accountability through weekly checks up to one month)
  - ♦ counsellor meets with victim (accountability through weekly checks will occur up to one month)
- d. In case of first breach in contract, the following will occur:
  - ♦ Aggressors will meet with Administration, Counsellors or both. Actions may include verbal agreements, written contracts, parental involvement or other requirement as deemed appropriate by Administration.
- e. In the event of a second breach in contract and/or a third offence, parents will be contacted and the aggressor automatically faces a file review.

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

### 3. Refrain from the following practices.

#### a. **Cheating and/or plagiarism**

Cheating/plagiarism is contrary to the behaviour expected of PCS students. It is viewed as a serious matter and every attempt to prevent it will be taken. Once cheating/plagiarism has been established, the following steps will be followed:

- ♦ A value of 0 will be assigned to the student's work.
- ♦ A record of cheating will be made in the student's Discipline File.
- ♦ The teacher will contact the student's parents.

#### b. **Stealing**

Since stealing is viewed as a serious matter, every attempt will be made to prevent it. All students are cautioned to ensure their belongings are properly secured while at school. Valuables should be kept at home or locked in your locker.

Violation of this guideline may result in the following:

- ♦ An appropriate detention or suspension may be given.
- ♦ The student's parents will be contacted.
- ♦ Restitution for the stolen article will be made.
- ♦ Police may be contacted depending on the nature and severity of the offence.

#### c. **Swearing**

Swearing and the use of profane or vulgar language are inappropriate for PCS students and may result in detentions or suspensions.

#### d. **Vandalism**

Damage that results from careless or deliberate actions violates the biblical directive of mutual respect. Damage done to personal, public or school property will result in consequences similar to those listed above for stealing.

### 4. Utilize careful judgement in the exercise of personal freedom.

- a. **Attendance** - Students are expected to use time responsibly to pursue learning via regular attendance at classes and chapel services. (See Attendance Policy on page 9)
- b. **Smoking** - The CRD Clean Air by-law prohibits smoking in all public premises and educational institutions

including schoolyards. In accordance with Bill 10—The Tobacco Control Act, students must not smoke or be in possession of cigarettes on the way to, at, or on the way home from school, or on any school sponsored functions. Those found to be doing so will be suspended for three days.

- c. Student Dress - students should dress appropriately with an emphasis on modesty. (See dress code below)
- d. Living Arrangements - Students must maintain appropriate behaviour in personal relationships. All students must live with their parents or with a Christian family, i.e., co-ed living arrangements are not suitable for PCS students.

This Conduct Policy is not intended to be a legalistic definition of right and wrong. It does not propose to set up the school as a ‘**policing**’ agency. Rather, its purpose is to help students and to allow them to be unhindered in their pursuit of knowledge, personal growth and spiritual maturity.

Parents of students new to PCS and parents of students entering grade 8 will be asked to sign a letter indicating they have read and are aware of these policies and return it to the school secretary to be filed in the student’s file.

## **B. OTHER BEHAVIOUR GUIDELINES**

### **Display of Affection**

Excessive public display of affection is out of place at school because it is unnecessary and is often offensive to other students and staff. Discretion, as well as sensitivity to others, is the order the day when it comes to expressing fondness between students. Students engaged in an excessive display of this behaviour will be warned. Continued displays will result in a phone call home and suspension.

### **Dress and Appearance**

Personal clothing is a matter of individual taste; however, how students dress can reveal much about their attitude toward life and their respect for themselves, their peers and for God. Students should dress appropriately for school with an emphasis on neatness, cleanliness and modesty. That means dress that is above the level of recreation and beachwear but is, at the same time, comfortable.

*Inappropriate clothing includes, but is not limited to:*

- clothing that advertises anything contrary to a Christian lifestyle
- skirts/dresses/shorts that are too short (should be mid-thigh)
- spaghetti strap tops, off the shoulder garments
- torn clothing
- tight clothing
- sleepwear
- bare midriffs, and bare feet
- anything that is deemed inappropriate by a teacher

In general:

- When it comes to dress, remember the 4 B’s: no back, bust, belly or bum should be showing.
- Underwear is just that—the stuff you wear under your clothing.

Regulations/safety requirements regarding dress and hairstyles in the shop, Home Economics lab, and science labs must be followed to ensure safety.

**Do NOT bring/use the following at School:**

- Anything that may pose or appear to pose a threat or risk to the safety and wellbeing of students or staff
- Water pistols
- Lighters

- Firecrackers and fireworks
- Laser pointers
- Knives or guns

**Cell phones and texting devices may be brought to school but must not be used in classes unless authorized by the teacher.**

## C. ATTENDANCE-LATE POLICY

### Attendance

Regular attendance is an important ingredient for successful performance in school achievement. Students are expected to attend school regularly except when sick or, occasionally, due to unavoidable causes. Poor attendance also creates extra work for students and teachers. As well, Ministry of Education grants to the school are based on attendance. These grants may be affected if students miss school for work or for vacation.



*Please observe the following:*

- Absences for part or all of a day must be excused by a parent-signed note or a phone call to the school before 9:00 a.m.
- Students who are absent for various periods of time are responsible for work missed.
- Students who are absent for one day only and miss a scheduled test or assignment will be expected to write the missed test or hand in the assignment the day they return.
- For more prolonged absences, work must be made up within a time frame negotiated with the teacher.
- Students who are sick or absent without excuse may not participate in any extra-curricular activities that day or evening.

### Noon Hour Checkout

Students in grades 8-10 are not permitted to leave the school grounds during the morning break, noon hour or during spares. However, students who bring notes from their parents allowing them to leave the grounds may do so on the date indicated. In recognition of their senior status, Grade 11 and 12 students may leave the school grounds during lunch. The school reserves the right to suspend this privilege if classroom attendance is affected. Please note that the Townhouse complex adjacent to the school is private property and students should not be entering the property at any time.

### Early Dismissal

Students leaving during school hours must sign out at the school office call, which authorizes their departure. As a courtesy, students leaving teachers of the classes they will miss. *NOTE:* Students, who leave early appointment, athletic event, etc., are responsible for work missed. without signing out will be considered absent without excuse.



with a note or a phone early should notify the for a medical/dental Students who leave

### Late

Being on time is an important life skill and one that is learned both at home and at school. Arriving late is a disruption to office staff, teachers and their classes and can be a reflection of poor organization and initiative.

- Students who arrive late must sign in at the office and pick up a late slip and proceed immediately to their class.
- Students who arrive late without a note will have an unexcused late recorded by the office.
- Lates between classes will be recorded and dealt with by the classroom teachers.
- Excessive lates will be dealt with by administration.

### After School Departure Time

Students are asked to leave the school building as soon after school as possible. There are some exceptions.

- Students remaining after school for club or sports activities are asked to be considerate of janitorial staff.
- After school, the library will remain open as posted.
- Students wishing access to classrooms after school for the purpose of doing homework must make arrangements with the appropriate teacher.

## D. DISCIPLINE PROCEDURE

If students are considerate, courteous, and diligent, a good learning environment will result. 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 students and is firm, yet fair. Most discipline issues are handled by the classroom teacher by means of verbal correction, isolation, chores and/or loss of privileges within the classroom.

*Ordinarily, discipline will progress through the following steps:*

1. **Teacher/Student Conferences** are arranged if the situation warrants it.
2. **Removal from Class:** Students may be sent to the office in the event of repeated offences or a flagrant breach of a teacher's authority. Students must remain in the office until spoken to by the teacher involved, an administrator, or both.
3. **Parent/Teacher Conferences** are arranged when a student's classroom performance declines or when a student's behaviour warrants it.
4. **Detentions: (in-school and after-school)**
  - Detentions may be given to students by teachers or administration for skips, being late or failure to complete school work.
  - Students may be detained for up to one hour after school for missed assignments and/or inappropriate behaviour that steps 1 and 2 (above) have not corrected.

**In-School Suspension:** Occasionally, students are disciplined through their isolation from regular class and noon hour activities. During this time, teachers will provide work for the student and he/she is responsible to keep up with class assignments.

**Suspension:** This most severe step is necessary when other discipline measures have been unsuccessful and/or when a very serious infraction has taken place. Students on suspension are denied the privilege of participating in school sponsored activities during the time of the suspension. Offences of the PCS Conduct Policy (pages 5-8) are cases to be considered for suspension.

5. **Expulsion:** This final step is taken in consultation with the Board and could be for the following periods of time:
  - the remainder of the semester
  - the remainder of the school year
  - permanent

Expulsion is not taken lightly, but is necessary for offences that normal discipline procedures have been unable to deal with or when the infraction/behaviour is deemed severe enough by administration.

In conclusion, students in a Christian School have a responsibility to behave christianly. Talking the talk means walking the walk. When we succeed, we glorify our Maker. When we fail, we submit ourselves to correction and depend on His grace.

### Procedural Fairness

PCS has adopted the following guidelines to legal rights of an individual will be made in fairness' and 'natural justice'. These principles



ensure that decisions made which impact the accordance with the principles of 'procedural encompass the following elements:

1) UNBIASED TRIBUNAL: the decision-maker and open-minded,

should act in a manner that is unbiased, fair

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 SCSBC.

## **E. 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 students or parents have questions, concerns, or complaints we encourage them to openly communicate with the appropriate parties. All concerns must be directed initially to the teacher or parent 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, an individual feels that his/her concern has not been addressed, the concern should be directed in writing to the 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.

## GENERAL INFORMATION

### AUTOMOBILES/MOTORCYCLES AND BICYCLES

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

- Student vehicles must be registered with the office. Failure to do so could result in the vehicle being towed at the owner's expense. (Keep your vehicle registration up to date.)
- Do not park against any yellow or red curb by the Secondary seating area.
- Drive slowly in the parking lot and on Agnes Street. **The speed limit on Agnes Street from Glanford to the school is 30km/h.**
- Lock all vehicles (bikes especially!)
- Do not loiter in your vehicle at any time during the school day.
- 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.



### AWARDS

Students are given awards, not just for God-given abilities, but for how they manage those abilities. A final awards assembly will be held at the end of each year where individual students may be recognized.

#### A. Academic Awards

##### *Honour Roll*

This status is awarded to students who have achieved a better than 'B' average (i.e. higher than 3.0 GPA) on their semester report cards. Those who achieve Honour Roll standing on their year-end cumulative report (all grades from both semesters), 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*

Certain students, by virtue of their God-given academic ability, do outstanding work in the area of scholastics. These students, by attaining a GPA of 3.5 or higher on their year-end cumulative report, will be recognized as having been promoted to the next grade level with High Honours.

Both the Honour and High Honour Roll certificates will be included in the students' report card envelope at the end of June.

##### *Academic Award for Excellence*

The Governor General's Bronze Medallion is awarded to the top academic Grade 12 student.

##### *Award of Merit for Effort*

A plaque is awarded to a male and female student in each grade who is perceived by staff to have worked the most industriously and made the most of his/her God-given abilities during the course of the year.

##### *Passport to Education*

The Passport to Education Program recognizes and rewards student achievement in Grades 10 to 12 in a broad range of academic and non-academic areas according to guidelines set out by the Ministry of Education. The intent of the program is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport awards are used to further students' post-secondary education and job training. Students may earn \$250.00 in each of grades 10 and 11 and \$500.00 in grade 12 for a total of \$1000.00.

Students will be given an opportunity to complete a form in June that will allow them to inform the awards committee about their community and school involvement.

## **B. Athletic Awards**

**Best All Around Athlete Awards:** Gold, Silver and Bronze medals will be given to the top midlevel, 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.

**Principal's Award:** This award will be given annually to a team/group that best represents the spirit of PCS. Note that the award is not primarily a sports award and may be won by any team representing PCS.

## **C. Grad Awards**

The awards presented at Graduation reflect what PCS values and encourages. They recognize students for their contribution throughout their secondary school years. Students are recognized not just for their God-given abilities, but for what they do with those abilities.

**Individual Subject Awards:** (Given at the awards assembly during the last day of classes) 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.
- Must have better than a 3.5 GPA for their grade 12 year.

**Citizenship Award:** An award, which recognizes a courteous, responsible student who has demonstrated an awareness of needs in the school and community.

**Friendship Award:** presented to a student who consistently demonstrates the principle of putting others before themselves.

**Service Award:** given to the student who goes out of his/her way to provide service for classmates and the school.

**School Spirit Award:** given to the student who actively promotes a positive attitude towards PCS and participates in and supports school activities.

**Spiritual Leadership Award:** presented to a student who has evidenced a high degree of spirituality and willingness to stand up for his/her faith.

**Governor General's Bronze Medallion:** awarded to the student who achieves the highest overall average. The average includes all grade 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.

**Outstanding Student(s) Award:** given to a student who demonstrates a genuine love for the Lord and has a

positive attitude. This student will have exceptional grades and be a willing and enthusiastic participant in extra-curricular activities. In short, this student will embody all the qualities that PCS holds in high regard.

## **D. Bursaries and Scholarships**

Grade 12 students who can maintain a 90% average may be candidates for a \$1,000.00 or \$2,000.00 provincial scholarship. In addition, the school operates a general bursary fund that grants bursaries to students continuing in post-secondary education. The Student Services office has further information about scholarships available from colleges and universities.

## **CHAPELS**

Time for chapel is set aside weekly, usually before lunch on Wednesday, for staff and students to worship together. Attendance is taken at the church before the start of chapel. Students may miss two chapels per semester for study reasons.

## **CHRISTIAN STUDIES AND BIBLICAL PERSPECTIVES**

Like chapel, BP courses (grades 8, 9) and CS modules (grades 10, 11, 12) are considered a significant part of each student's education at PCS. Since the courses tend to have a variety of assignments that focus on class participation, personal reflection, and Biblical studies, it is expected that students would normally excel in the course. See the course calendar for BP and CS descriptions.

## **COMPUTER POLICY**

The purpose of Pacific Christian School providing access to electronic information resources is to facilitate communication in support of research and education. Access is a privilege not a right. Access entails responsibility.

Users of school-provided technology are not permitted to:

- ◆ Attempt to gain access to unauthorized files
- ◆ Tamper with installed software and files
- ◆ Tamper with or abuse hardware
- ◆ Install, remove, or exchange any hardware or software component
- ◆ Install, copy, or knowingly infect a computer system with a virus program
- ◆ Install, copy, or knowingly infect a computer system with a program designed to violate network security and/or integrity
- ◆ Delete, rename, move, copy, or change any file or its properties, other than her/his own personal files
- ◆ Access another individual's materials, information, or files
- ◆ Violate copyright laws or otherwise use the intellectual property of another individual or organization without permission
- ◆ Employ the network for commercial purposes/private advertising
- ◆ Use another's password or change passwords
- ◆ Access, upload, download, or distribute inappropriate material
- ◆ Transmit inappropriate or threatening language
- ◆ Violate any local, provincial or federal statute
- ◆ Vandalize, damage, or disable the property of another individual or organization
- ◆ Use the computer for the purpose of cyber bullying

If a student disregards these rules, appropriate loss of privileges and/or disciplinary measures will be taken.

## **CONCESSION / EATING AT SCHOOL**

PCS provides vending machines and a concession for student convenience. However, the machines and the concession are only accessible to students at break, noon hour and after school. Please use the many recycling stations located throughout the halls. Food may NOT be taken into the library, the computer labs, the gym, the shop, or science labs.

## **COURSE LOAD**

Course load expectations for students in grades 11 and 12 are as follows:

Students in grade 11 are expected to take and complete a minimum of 30 credits in their grade 11 year while grade 12 students are expected to complete a minimum of 26 credits.

## **COURSE CHANGE—Drop or Add Policy**

Student timetables are created based upon their course selections. Course changes may be possible through Mrs. Herzog due to timetable conflicts and student/course suitability during the first two weeks of semester one and the first week of semester two.

After that, students wishing to make changes to their schedules must meet with a Counselor to review the student's Credit Summary Sheet and pick up a Course Change form. The student must obtain signatures from their parents and teachers. Once this has been completed, the student must submit the form to Mrs. Herzog for processing.

## **DAILY ANNOUNCEMENTS**

Each morning a daily bulletin is printed and circulated to all period 2 classrooms. If you wish an announcement printed on this bulletin complete a form available from the office and hand it in before 8:15 a.m. Reminders of notices about meetings will not normally be read over the P.A. Final announcements are read at the end of the day prior to dismissal.

## **FIELD / CLASS TRIPS**

During the course of a student's school year, field and class trips with significant educational and recreational value will be organized. Assignments may be required upon the conclusion of the majority of field trips. Work missed because of the trip is the responsibility of the student. Student behaviour must meet PCS standards at all times, even on overnight trips.

## **FIRE / EARTHQUAKE / INTRUDER DRILLS**

The safety of all members of Pacific Christian Secondary has the highest priority. 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. No one should ever assume that it is either a drill or a false alarm. Lives may be at stake.

## **FORMAL EXAMS**



Formal examinations are carried out in most subjects in grades 8-12 at the end of each semester in January and June. Grade 10, 11 & 12 students write the appropriate provincial exams. Mandatory provincial exams include: English 10, Mathematics 10 and Science 10, Social Studies 11 and English 12. Final exam results will be released only when all exams have been completed.

## **GRAD COMMITTEE**

All grade 12 students are members of the grad committee and participate in a number of social events. The grad executive, in cooperation with teacher sponsors and the grad parent advisory committee, coordinates activities such as the Christmas Banquet and fundraising for the grad trip.

## **GRADUATION REQUIREMENTS**

In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood) students must earn a minimum of 80 credits to graduate. Please see the Course Calendar booklet prepared by the Student Services Department. The Student Services department will prepare graduation credit summary sheets for students and parents to review.

## **HOMEROOM**

Students may occasionally meet in homeroom classes for selected administrative tasks. This will normally take place during period 1—A block.

## **HOMEWORK**

At PCS, we recognize that families are looking for a healthy balance between homework, leisure time and family time. At its best, homework in reasonable amounts can support and enhance learning, provide feedback to teachers about learning and allow students to practice their skills and deepen their understanding of subject matter.

PCS is committed to assigning reasonable amounts of homework, differentiating homework for individual needs as required, being sensitive about the limitations of the home environment and providing in-school help for students in the form of Study Hall and Math Help. If the amount of time spent on homework becomes a problem, students and/or parents should discuss the matter with the teacher(s) involved or a school counselor.

## **LIBRARY**

The library is an important part of the school, and the library staff is entitled to all the courtesy and respect that a teacher would receive. In order that all who use the library as a study hall may receive maximum benefit, students are asked:

- ◆ To respect the quiet of the library.
- ◆ To sign out all materials except those marked 'reference'.
- ◆ To return materials on time. Report cards will not be issued to those with lost or overdue books until payment is made.
- ◆ To treat library resources with care-i.e. leave pictures in magazines, etc.
- ◆ To refrain from eating/drinking in the library.
- ◆ To obey the requests of the library staff.
- ◆ Students on study/spares will have to relocate to a classroom when classes come to the library for research.

## **LOCKERS / LOCKS**

Students are assigned lockers by administration. Students are responsible for keeping the insides and outsides of their lockers clean. Lockers will be inspected periodically for cleanliness. Students who damage lockers will be charged for the repairs. Students are required to use school issued locks and to keep their lockers locked at all times. They are cautioned not to leave money or valuables in their lockers

PE Lockers are available to students during PE class. Unfortunately, there are not enough PE lockers for every student taking PE. Students may lock those lockers but need to remove their lock and belongings at the end of each PE period. PCS Team members may make use of a locker, without removing the lock, during their team's season. These locks need to be removed and lockers cleaned out at the end of their season.

## **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.

## **MATH HELP**

Math help is offered during lunch time. The actual days will be posted at the beginning of the school year. Students needing assistance or looking for a place to work quietly should make use of this time. A staff member who is available to assist the students supervises the class.

## **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

## **POSTERS AND NOTICES**

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

## PROMOTION

Promotion to the next subject level is based on successful completion of the preceding level. Students who fail a subject 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

Students must complete a failed course before they can be placed in the next higher course. Failure of a significant number of courses may mean repeating the grade or withdrawing from the school.

## PROVINCIAL EXAM POLICY

**Students are required to write provincial exams in English 10, Mathematics 10, Science 10, Social Studies 11 and English 12. All other provincial exams are optional; however, students should consult university/college requirements when making decisions regarding provincial exams. Provincial exams are 2 hours in length, but an extra 60 minutes is permitted for all students in accordance with provincial policy.**

### *Policies & Expectations for Students Writing Exams*

1. Arrive at school 30 minutes prior to your exam time. Return texts to your teacher. The exam room is a quiet zone. No talking once you enter the gym!
2. Do not bring any of 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 in exchange for a claim ticket.)
  - Study papers or prompts
  - Beverages (except for juice or water in a sealed container)
  - Food
  - Backpacks & Purses
3. If you are writing an exam that requires a calculator, be sure to bring the appropriate type. Double check that the exam in front of you is for the right course AND the right teacher!
4. 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. Leave quietly so that you don't disturb those who are still writing.
5. Students writing e-exams are reminded that the computer lab is an exam room and expectations are the same as in the gym.

### **SCHOOL-BASED EXAMS--ALTERNATE EXAM WRITING TIME**

At Pacific Christian School, students write final exams at the end of semester 1 (January) and semester 2 (June). In recent years, more and more students are requesting to write school-based exams (as opposed to Provincial exams) at times that are alternative to the published schedule. Although the school wishes to be flexible to students, there is always a concern for the integrity of an exam when one or more students write it before or after the rest of the class. The following process will be followed in the event that a student wishes to write one or more school-based exams at an alternate time.

1. A letter, signed by the parent/guardian, outlining the reason for the request must be received by the school administration AT LEAST two weeks prior to the date of the exam.
2. The administration, in conjunction with the subject teacher, will make a decision to allow or not allow the alternate writing time.
3. The student and the parents/guardians will be informed of the decision and will need to make arrangements with the subject teacher.

4. Once the arrangement is made, the student must inform the office of the new writing time.

The following do not constitute valid reasons...

- Holidays that could reasonably be scheduled after completion of the exam(s).
- Youth camps or retreats
- Work training

## **PUBLIC HEALTH NURSE**

A local public health nurse is assigned to the school. Students who wish to see the nurse should contact the school secretary for a health referral form so an appointment can be arranged.

## **REPORT CARDS**

Report cards describing your effort and achievement are issued 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 a course grade and percent, other indicators are used to evaluate student effort. It is important that students know how well they are doing in their classroom work. Evaluation of student work is based on daily classroom and homework assignments, participation in discussions, projects tests and exams. Students are encouraged to discuss their progress with their teacher. The effort put into work is recorded by the following symbols.

G – good S - satisfactory U – unsatisfactory

## **SCHOOL OFFICE / TELEPHONE/COPIER**

Office staff is entitled to all of the courtesy and consideration of a regular staff member. A counter phone is available for student use. **This phone may only be used at break, lunch and after school** unless permission is given by office staff. A pay phone is located between the front doors of the school. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. A photocopier is available in the library for student use.

## **SCHOOL TRANSPORTATION**

PCS is utilizing the services of Keyano Transportation to provide service to students from the Western Communities area. All students are expected to adhere to the rules of safety and behaviour while riding the bus. Failure to do so will result in immediate removal from the bus. Upon review, further action may be taken by the Transportation Committee.

## **STUDENT SERVICES**

A diverse set of services is available to PCS students.

***Personal Counselling*** - you may consult a counsellor, any administrator or homeroom teacher if you wish advice in regard to your studies, or indeed, in regard to any personal problems you may have.

***Course/Academic Planning*** – Each spring Student Services puts out a PCS Course Calendar that contains the necessary information to help students select courses for the next school year. The Administration is responsible for programming students. The course calendar is also available on the school website at [www.pacificchristian.ca](http://www.pacificchristian.ca)

***Career/College/University Counselling*** - the Student Services office has much information on different college and career programs, financial assistance, etc.

## **STUDY / SPARE PERIODS**

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. Students who disturb classes by their presence in hallways may lose their study/spare privilege.

### **TEXTBOOKS**

The school will provide textbooks for most of your classes. Students must remember that they are responsible for all textbooks issued to them. All books are numbered and teachers will keep a careful check on books issued and their condition. Write your name in all books you receive. Students will be charged for lost or damaged books.

### **VALUABLES**

We encourage students to keep valuables locked in their lockers, thereby minimizing the temptation of theft. Do not take large sums of money to school and do not leave money or valuables in the PE change rooms. If possible we will help to recover missing things but the school cannot assume responsibility.

### **VISITORS**

Students from other schools are welcome to visit classes, but only after authorization has been received from the office. Authorization needs to be obtained 24 hours in advance. All visitors are required to wear their ID tag while at PCS. The ID tag must be turned in when the visitor leaves. The student sponsoring the visit must also clear the visit with all the teachers involved. If someone visits you at noon hour, that person must sign in at the office.

### **WEAPONS**

A weapon is anything that is used or designed to hurt someone, intimidate them or to put fear in them. Weapons (even in the form of toys) of any kind are prohibited on school premises or at any school event. Students, who are found with knives, guns, or other dangerous objects, including cap and imitation guns, will be subject to severe disciplinary action.

### **YEARLY TIMETABLE**

PCS operates on a semester system. Students will take 4½ courses each semester. There will be four 70 minute periods and one 45 minute period each day (L Block) from Monday to Thursday. As Friday is an early dismissal day we will run 65 minute blocks. The L Block course will meet in the 45-minute period except for Wednesdays when chapel is scheduled. You will find course descriptions available in the Course Calendar and on our website.

**2011/2012 TIMETABLE**

TIME	MON	TUE	WED	THU	FRI	TIME
8:25	WARNING BELL					8:25
8:30 PER 1 9:48	A	A	A	A	A	8:30 PER 1 9:43
9:52 PER 2 11:02	B	B	B	B	B	9:47 PER 2 10:52
11:02 11:12	MORNING BREAK					10:52 11:02
11:16 PER 3 12:01	L <sup>1</sup>	L <sup>2</sup>	Chapel	L <sup>1</sup>	L <sup>2</sup>	11:06 PER 3 11:51
12:01 12:42	LUNCH HOUR					11:51 12:32
12:46 PER 4 1:56	C	C	C	C	C	12:36 PER 4 1:41
2:00 PER 5 3:10	D	D	D	D	D	1:45 PER 5 2:50