



**Secondary School
Community
Guidebook
and
Code of Conduct**

2018 - 2019

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PACIFIC CHRISTIAN SCHOOL

WELCOME

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 "Educational excellence to the glory of God."

Whether you are new to the PCS community, or embarking on another year at Pacific Christian, we want to extend the school's warmest welcome to you. Our prayer for each school community member is that this year will be a time of growth in all areas of your life.

The purpose of this handbook is to provide a guide to what you can expect at Pacific Christian Secondary School. The handbook has two parts: the Code of Conduct outlines the behavioural standards expected of all community members (student, staff, parents). The second section, Studies at PCS, provides information related to the curricular and extra-curricular opportunities available through the school. 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.

COMMUNITY CODE OF CONDUCT: A Guide to Standards of Behaviour

A Safe & Caring School Community

Following Christ's example, our goal is to create a learning environment in which all students feel welcome and accepted. At PCS, we strive for a safe and caring school culture in which all students are free to engage in respectful conversation in pursuit of truth, as we seek to be formed and reformed by God's Word.

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

A good learning environment will be an atmosphere of mutual co-operation and respect between staff, students, and parents.

We acknowledge the diversity within our community and the uniqueness with which God has created each of us. We expect students, staff and parents to treat one another with respect and dignity.

Discrimination against others is contrary to the Biblical model and is also in violation of the BC Human Rights Code.



This **code of conduct** applies to all members of our school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property
- Travelling on a school bus
- Participating in extra-curricular activities
- Participating in off-site school sponsored activities
- Engaging in any activity that will have an impact on the school climate.

CONSEQUENCES & DISCIPLINE

Administration and staff will work towards a discipline system that is consistent, fair, educational, and restorative. Failure to adhere to the code of conduct will result in one or more of the following responses, as appropriate to the situation:

- Verbal reminders
- Natural consequences
- Re-teaching expected behaviours
- Confiscation of prohibited materials/items.
- Contact with home
- Counselling
- Parent/school conferences
- Loss of privileges and/or restricted access to facilities/activities
- Behavioural contracts
- Behavioural management plan
- Detention

Serious offences may result in the following responses:

- In-school and/or out-of-school suspension
- Restitution and/or restorative justice
- Police involvement
- Probation and/or expulsion

ACADEMIC HONESTY

Academic honesty means that you are expected to maintain integrity in your studies. For example, this means presenting *your own work* for assessment and not presenting the work of others as if it were your own. Normally, citations are used when referencing the work of others for projects or other assignments. Students should consult with teachers regarding appropriate referencing styles when completing research assignments. In general, it is important to be transparent and give credit when you are using other peoples' work.

Academic dishonesty also includes:

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

In the event of academic dishonesty, the following actions will be taken:

- Your parents will be contacted.
- You may be referred to the administration.
- The work or an equivalent assignment must be completed honestly within a timeframe determined by the teacher and administration.
- Other action will be taken as appropriate.

APPROPRIATE LANGUAGE

Language used by all members of the school community should be respectful and polite. Any communication that is disrespectful or demeaning to others, including lying, gossiping, or using inappropriate or profane language is unacceptable.

BULLYING & HARASSMENT

As a PCS student, parent, or staff member, you are expected to show respect towards others and refrain from harassing behaviours. Harassment can take many forms, and can range from mild to severe.

This behaviour 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.

Harassment includes:

- ◆ Physical, verbal or sexual abuse or aggression/ teasing
- ◆ Intentional social alienation of other students, e.g. shunning or marginalization
- ◆ Threats or intimidation
- ◆ Cyber bullying using phones, social media, memes, etc. (See the headings CELL PHONES and SOCIAL MEDIA, below.)
- ◆ Making sexual advances, whether in person or electronically
- ◆ Engaging in improper physical contact
- ◆ Making inappropriate comments
- ◆ Discrimination in any form
- ◆ Violence in any form

Bullying and harassment will not be tolerated at PCS. Our responses to violating this code of conduct are outlined under the heading CONSEQUENCES & DISCIPLINE (See above).

REPORTING BULLYING OR HARASSMENT

Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome, and is contrary to a healthy community. Reports can be made to teachers, counsellors or administration. Students are also encouraged to report instances of bullying or harassment that they witness. Reports will be treated confidentially, and will be handled with discretion. Every attempt will be made to protect reporting students from retaliation.

CELL PHONES & OTHER ELECTRONIC DEVICES

If students bring devices to school, the school cannot be responsible for damage, loss or theft. Exercise responsibility in looking after them and always keep your device in a safe place.

When you enter class or chapel, turn off your phone and put it away. At times when accessing your phone would be helpful for tasks you are working on in class, you *must* first receive permission from your teacher before making use of it.

Before You



THINK

T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?

If your device is used, it must *always* be done in a way that demonstrates care and consideration for others. If you wish to photograph or take an audio or video recording of a PCS student or staff member, you must FIRST receive the person's permission to do so. **Never take or share a photo or video of another person if s/he has not given you specific permission to do so.** This applies in ALL situations!

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.

Parents should not plan to contact students on personal devices during class time. Parents who need to contact their child during class time can do so through the office.

DISPUTE RESOLUTION

Our community is not free from sin and brokenness and there are times when problems may arise. All complaints or grievances should be dealt with in a Christ-like and loving manner.

The Biblical principles found in Matthew 18:15-17 and Ephesians 4:25 are excellent guidelines. Even when we disagree, the Bible directs us to encourage and love one another. Whenever you have concerns, we encourage you to openly and directly communicate with the appropriate parties. Concerns should be directed initially to the person directly involved in a manner of open dialogue, with the intention of resolving the problem. If the concern persists, the campus administration should be notified so that all parties can 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.

In using these steps, we will model integrity by avoiding gossip and slander, and by working together to build a strong Christian school community.

PROCEDURAL FAIRNESS

PCS has adopted guidelines to ensure that decisions that impact your legal rights will be made in accordance with the principles of procedural fairness. These principles include an unbiased tribunal, timely communication, opportunity to make representation, and the right to appeal. For more details about this process, please contact the PCS administration. On occasions where these guidelines fail to bring about a resolution, and mediation/arbitration is required, PCS is committed to a biblical resolve as provided through the services of the Society of Christian Schools of British Columbia (SCSBC).

PUBLIC DISPLAY OF AFFECTION

School should be seen like a work environment. Displays of affection that would be out-of-place in any other work environment are also out-of-place at school. Students and staff are expected to use discretion and be sensitive to the feelings of others.

RESPECT FOR PROPERTY

We value a clean and orderly learning environment. Please clean up after yourself and report any damage you notice or cause. Dispose of litter or other waste using the appropriate receptacles.

Respect the property of others. Stealing and vandalism will not be tolerated.

SAFETY AND HEALTH

Maintaining a safe and healthy community at school depends on all of us.

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). Possession of drugs or alcohol is also illegal. You must not possess, distribute or use drugs or alcohol at school, during the school day or on school activities.

Items that would disrupt the school environment or would appear to pose a threat to the safety of others are prohibited. These include: knives, guns or other weapons (imitation or real), lighters/matches, laser pointers, water pistols, firecrackers or other explosives, stink-bombs, tasers, pepper spray, etc.

All visitors are required to sign in at the office. Students or staff who would like to arrange for someone to visit the school should consult the information under the heading "VISITORS" in the *Studies at PCS* section of this guidebook.

STANDARDS FOR SCHOOL DRESS

The standards for school dress apply to staff and students and have two main purposes:

- 1) They are intended to ensure that clothing is appropriate for the full-range of activities and locations that staff and students may experience throughout the school day.
- 2) They are intended to support a learning environment that is welcoming, comfortable, and non-intimidating for all school community members.

Please select clothing that serves the above purposes. Since community members may have different ideas about what accomplishes these purposes, here are some guidelines

- Shoes must be worn on school property.
- Staff and students must not wear clothing with words or graphics that objectify others, use profane or foul language, or promote discrimination, violence, crime, sexual acts, or alcohol/drugs.
- Skirts should be mid-thigh or longer in order to be appropriate for the full-range of school activities.
- Clothing should cover the bottom, and the chest and midriff, from the front, back, and sides. Clothing should not be see-through.
- Tight muscle shirts and tube tops should not be worn as outer garments.

If a staff member or student is wearing something that causes you to feel uncomfortable, please engage the person in a respectful conversation or ask a counsellor or administrator for help with the situation.

STUDIES AT PCS

ATTENDANCE

ABSENCE

Regular attendance is an important ingredient for successful school life. You are expected to attend school except when sick or, occasionally, absent 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 classes you will not participate in any extra-curricular activities.

LATE TO SCHOOL/LATE TO CLASS

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.

LEAVING SCHOOL 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.

OFF-CAMPUS PRIVILEGES

Grade 10, 11, and 12 students who demonstrate responsibility in attending classes and chapel may sign out and leave school grounds at lunch or during spare blocks. Please be sure to arrive back to school in time for your classes and to sign back in. Students in grades 8 and 9 need parental permission to leave the school grounds, and must also sign out/in at the office. Parental permission must be communicated by the parent directly to the office staff.

ASSESSMENT

PCS is committed to assessment practices that fall within the policies and guidelines of the BC Ministry of Education. Departments 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

EXPECTATIONS FOR WRITING EXAMS

Students should arrive at school 30 minutes prior to your exam time to sign in and return textbooks. Do not bring cell phones, translators, smart-watches, or other electronic devices into the exam room. Backpacks, purses and jackets must not be accessed during exams.

REQUEST FOR AN ALTERNATE EXAM WRITING TIME

Requests for alternative assessment times should be made in writing to your teacher at least two weeks in advance of the scheduled exam day.

REPORT CARDS

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

- November* - end of Term 1, halfway through Semester 1.
- February* - after final exams, end of Term 2, Semester 1.
- April* - end of Term 1, halfway through Semester 2.
- June* - after final exams, end of Term 2, Semester 2.

Mid-term conferences are held mid-way through the first term of each semester (typically October and March).

GRADE REVIEW POLICY

At PCS, we value open and transparent communication between students, parents/guardians and the school staff. 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.

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.

CHAPEL

Chapel time, for all staff and students, is set aside weekly on Wednesday mornings right after first period. This is an important time of gathering as a school community, and all staff and students are expected to attend. Please do not bring backpacks to chapel; leave them in your classroom or locker. Your phone must be turned off and not accessed during chapel, and headphones and hats should be removed.

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. WiFi is not available for student devices during the school day, but is open outside of office hours. If you require device access for an educational pursuit, you may see the Principal to discuss an access contract. If you use school technology inappropriately, disciplinary measures will be taken. This may include loss of access. (See Code of Conduct)

CONCESSION & FOOD SERVICES

PCS offers a limited volunteer-run concession for students. The concession is open during lunch time most days. Pre-paid cards are available from the office for convenience. 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 in your first-period class.

COUNSELLING (SEE STUDENT SERVICES)

COURSE ADVICE & COURSE CHANGES

Students are encouraged to make an appointment with course advisors (see Student Services) for advice regarding course selection, graduation requirements, and related questions.

Students are expected to carry a full load of courses. In grades 8-10, unsupervised study blocks are not permitted. In grades 11 and 12, one or two unsupervised study blocks may be permitted over the year. Changes to your class schedule may be possible through the counsellors or through the main office during the first two weeks of semester one and the first week of semester two.

Students who wish to change courses beyond this timeframe should meet with a counsellor to discuss the change and obtain the course change form. Parents, teachers and counsellors all must agree to the course change, and the form must be submitted to the office for processing. Students must continue to attend the class until this process has been completed.

EMERGENCY PREPAREDNESS - FIRE/EARTHQUAKE/INTRUDER

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.

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.

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.

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.

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 close and lock your locker when you are away from it.
- While we advise you not to bring valuables to school, if you must, keep them locked in your locker.

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

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.

PRINTING & PHOTOCOPYING

Print shop services are not generally available for students; however, a photocopier is available in the library for your use. Students should use discretion when using school printers with the goal of conserving paper.

SCHOLARSHIPS, BURSARIES AND AWARDS

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 institutions 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.

Honour Roll and High Honour Roll

Honour Roll status is awarded to you when you have achieved a better than 'B' average (i.e. higher than 3.0 GPA) over the school year; High Honour Roll recognizes a GPA over 3.5. Students are awarded certificates for these achievements. 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.

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.

Valedictorian – Grade 12 students are invited to nominate candidates 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.

A student voting process is used to select the valedictorian from the nominated candidates.

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.

SCHOOL PHONE

The office phone is available, with permission, for your use.

SKATEBOARDS

Since we don’t have an appropriately safe place for skateboarding on this site, skateboarding is not permitted on school property (or on the adjacent church property).

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.

STUDY BLOCKS/SPARES

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.

TIMETABLE & BELL SCHEDULE

(See images at the end of this section)

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

PCS operates on a semester system for grade 10-12, and a combination linear/semester system for Grade 8 and 9. 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. A timetable is provided on the last page of this booklet.

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.

TRAVEL TO SCHOOL

If walking to school, use the sidewalk and crosswalks and follow the directions of any crossing guards. Always look for traffic in both directions.

Driving a vehicle to 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 on school days from 8:00 – 5:00.
- Lock all vehicles and bikes.
- While some parking stalls are marked “STAFF,” this is only because congestion in the parking lot can make it difficult to exit these stalls at the end of the school day. Students are permitted to park in any stall unless it is marked as reserved for pre-school pick-up or for people with mobility challenges. *Always operate your vehicle with extreme caution in the parking lot.*

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.

VISITORS

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. Students from other schools are welcome to visit 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. Visitors are expected to abide by the School Code of Conduct.

2018/2019 TIMETABLE

TIME	MON	TUE	WED	THU	FRI	TIME
Welcome Bell 8:25			9:05			Welcome Bell 8:25
8:30 PER 1 9:45	A	A	A 9:10-10:15	A	A	8:30 PER 1 9:45
BREAK						BREAK
10:00 PER 2 11:10	B	B	Chapel 10:20-11:00	B	B	10:00 PER 2 11:10
			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

