



PACIFIC CHRISTIAN ELEMENTARY SCHOOL
671 Agnes Street, Victoria, BC, V8Z 2E7

STUDENT HANDBOOK

and

DAILY REMINDER

2019 – 2020

Main Phone Line &
Student Absentee Line

250-479-4532 ext. 2

Online Absentee Form is available on the PCS Website or you can download the PCS App.

Website Form:

<http://pacificchristian.ca/student-absentee-forms/>

Or download app at:

<http://pacificchristian.ca/yourpcs-app-download-page/>

Fax:

250-479-3685

Email:

elementary@pacificchristian.ca

Website:

www.pacificchristian.ca

This Elementary Reminder belongs to:

Name _____

Address _____

City/Town _____

Postal Code _____ Telephone _____

Teacher _____ Grade _____

PACIFIC CHRISTIAN SCHOOL...nurtures students in Christ-like living, critical thinking and joyful service, to become faithful citizens in God's world.

Principal's Message



Dear students and parents,

Welcome to a new school year! It has been a wonderful summer for us, and my hope is that you have had time for some rest, some fun, and an opportunity to enjoy the outdoors. If you are new to our school, we are so glad to have you. My family and I have the privilege of joining the PCS community this year and although I have not been here long, I already know that this is an incredible school with a heart for Christ. I am looking forward to a great year; it will be a time for us to learn, play, and grow together.

Aside from me, you might notice some new faces this year and some change in assignments: Mrs. Laura Langley has been appointed as Vice-Principal, and Mrs. Heidi Young-Thompson will be spending some of her time at the Elementary campus as part of her role as Director of Learning. And we are a full school! Our enrolment this year is over 470 students in K-7, and over 45 in Pre-school.

Why are you receiving this handbook? We want to assist you in doing your best to achieve our school goals of "*Christ-like living, critical thinking, and joyful service*" to God and others.

It is intended to help maintain communication between your home and your teachers at school. We hope that is helpful in organizing your family schedule, planning for school events, and keeping track of your assignments. We expect that you will treat this handbook with care and respect so that you can use it well all year.

There are important sections on policies and procedures, which include dress code, student conduct, and expectations. Please ensure that you are familiar with these. As well, we included an outline of activities and the calendar for the 2019-2020 school year.

I wish you God's blessings on the coming year, and I look forward to meeting you!

Mr. Paul Turkin,
Elementary Principal

SCHOOL SCHEDULE

SCHOOL HOURS – K-7	
8:25	Warning Bell
(9:05 Wed)	*(except Wed see below)
8:30 – 8:45	Homeroom
10:05 – 10:30	Primary Snack & Recess
10:45 – 11:10	Intermediate Snack & Recess
11:50 – 12:45	Primary (K-3) Lunch time
12:30 – 1:15	Intermediate (4-7) Lunch time
2:45 – 2:55	Homeroom Time
2:55	End of school day
PRESCHOOL	
8:30 – 11:00	Monday -Friday (except Wed: 9:00 – 11:30)
JUNIOR KINDERGARTEN	
11:30 – 2:55	Mon- Tues– Thur – Fri.

*Please note the daily schedule for every Wednesday. This is a **“Late Start”** day, with students starting school at **9:10**. Staff members have an **“Early Start”** at 7:45.

Daily Arrival Information:

Please remain outside before school until the first warning bell rings at 8:25.

Students begin their day promptly at 8:30 am. It saves confusion and embarrassment if your child can be here by the first bell at **8:25 am**.

Students are expected to be on time for the start of class.



Once you are outside for recess or lunch, you stay there until the bell rings, unless you receive teacher permission to come in. A warning bell rings near the end of each recess.

After school, you should be on your way home immediately unless you are involved in a supervised activity. A supervisor is on duty from 2:55-3:20 p.m. The school grounds are **unsupervised** after 3:20 p.m. We recommend **His Kids** for families that need supervision beyond this time. Any remaining primary students will be brought to the office at 3:20 when the final bell rings.

School Cancellation: Cancellation of classes due to inclement weather or an emergency will be announced on our PCS website between 7:00 and 8:00 a.m.

2019-2020 CALENDAR	
September	3 School Begins
	5 Meet-Teacher Night
	12 Back to School BBQ
	24 School Photo Day
	26 PT Conferences (evening)
	27 PT Conf. (morning) - <i>No School</i>
	30 Orange Shirt Day
October	10 Pro-D – <i>No School</i>
	11 Pro-D – <i>No School</i>
	14 Thanksgiving Day – <i>No School</i>
	25 Local Pro-D Day – <i>No School</i>
	30 School Photo Retakes
November	11 Remembrance Day – <i>No School</i>
	19 STEAM/MAKER Night
	22 Clergy Day
December	6 First Term Report Cards
	17 Christmas Concert (K-6, Glad Tidings)
	20 Last Day before Christmas Break (noon dismissal)
January	6 School Resumes
	23 PT Conf. by request (evening)
	24 Local Pro-D Day – <i>No School</i>
	29 Spelling Bee
February	17 BC Family Day – <i>No School</i>
	18 VI Pro-D Day – <i>No School</i>
	20 Grade 5 Science Fair
March	13 Second Term Report Cards
	14-27 Spring Break – <i>No School</i>
March	30 School resumes
April	10 Good Friday – <i>No School</i>
	13 Easter Monday – <i>No School</i>
	24 Grandparents’ Day
	28 Junior Spring Concert (Gr. 3-5)
May	6-7 Grade 7 Spring Drama
	8 Local Pro-D – <i>No School</i>
	?12 PCS Track & Field Meet
	18 Victoria Day – <i>No School</i>
	21 Student-led Conferences
	?28 VISAA Track & Field Meet
June	4 Gr. 6-7 Fine Arts Evening
	12 Volunteer Appreciation Chapel
	19 Primary Sports Day (K-3)
	23 Grade 7 Recognition (VCRC)
	24 Last Day of School (noon dismissal) Final Term R-Cards

STUDENT INFORMATION & GUIDELINES

Elementary Office Information:

Our school secretary is Mrs. Deane who works Monday to Friday, 8:00 am to 4:00 p.m. Mrs. Adams is also here from Monday to Wednesday and occasionally covers the front office.

Communication: Most communication from the Principal, Administration, Office and Homeroom Teachers is done through email. We make every attempt to keep administrative email notices to a minimum. Most homeroom teachers send out regular emails and/or newsletters to keep parents up-to-date with activities and events happening in the classroom. Also, the **PCS Thumbnail** is a weekly email that is sent out to keep you up to date on the many activities happening for the whole school. Parents need to sign up to get this email sent to them regularly – see the link at the bottom of the main website page.

Information Changes: If your address, phone number or email changes during the year, please inform the school secretary as soon as possible. This is very important to ensure we can contact parents at all times.

Report Cards: Report Cards will be emailed to parents at the end of each term.

School Visitors: All visitors to the school are asked to enter the school by the front doors and stop at the office to sign in and pick up a visitor's badge. When you leave the school, please sign out and return the badge.

Telephone Use:

Students will only be permitted to use the school phone for serious matters (i.e. illness, forgotten lunch, etc.) They will not be permitted to use the phone to make play arrangement, etc. It is necessary that we keep our phone lines free for other important calls. Phone calls may be made from classroom phones only with permission from your teacher.

Attendance:

Regular attendance is mandatory for students. When students miss days for any reason, they lose out on valuable instructional time and school events. Barring illness, we urge you to plan for your child to attend school every day this year. Most lessons are not isolated events completed in a day. They may be part of a progression of skills in a subject area or integrated across several curriculum areas lasting several days. When a child misses lessons in a sequence, mastery of a skill is much more difficult. Key components of instruction include: brainstorming sessions, visits to the Library to collect text and electronic information for a research project, hands-on experience with materials, field trips, classroom discussions, collaborative work time. When a child is not present for instruction components, follow-up assignments are often difficult for them to complete. Some children feel uncomfortable when they return from their break: *"Everyone else knows how to do this! How will I ever get caught up?"*

If you are unable to be at school because of **illness**, please ensure your parents **call, email, or use the school attendance App** to notify the office before **9:00 a.m.**

If you **arrive late**, check with the secretary before going to class. She will give you a late slip. If you need to leave school during the day, you must check out at the office.

Before and After School Care - HIS KIDS

His Kids is a licensed, funding-assisted childcare centre, offering care before and after school. *His Kids* offers a safe, fun place for children to hang out! This program offers all sorts of activities such as crafts, games, sports, and other fabulous activities. *His Kids* is also open for all Pro-D days, Christmas, spring and summer breaks.

Hours:

Before School: 7:00 am-8:30 am After School: 3:00 pm-5:30 pm
Pro-D days & seasonal breaks: 7:00 am-5:30 pm

If you have any questions, call *His Kids* at 250-658-8689. Or check the website for full calendar info at www.hiskidschildcare.com.



Bicycles, Scooters, Skateboards, Roller Blades

To ensure safety for all, riding bikes, skateboards, scooters, or roller blades on the playground or in the parking lot is not permitted before, during or after school. If you ride a bike to school, park it in the racks. Roller blades & skateboards should be stored in lockers or your classroom. Skate shoes are not permitted at school. Please walk your bike on school grounds.



Birthday Parties

Some students celebrate their birthday by bringing treats for the whole class; others may choose to bring a donation for World Vision.

If you plan to have a party, either send your invitations through the mail or call your friends after school, unless you invite the whole class. Please do not hand out invitations at school. Students will feel left out – this is not a nice feeling.

Clothing - Dress and Grooming

The basic guideline for clothing at school and for school sponsored activities is that it be neat, clean, modest and appropriate. Ultimately, the staff has the right to decide whether or not your clothing is considered acceptable.

Gym clothes, hats and beachwear should not be worn in class. Slogans and graphics on shirts must be in good taste. Midriffs and shoulders must be appropriately covered with the three-finger rule guiding shoulder coverage. Intermediate students should have appropriate dress wear for school concerts and performances.

For safety reasons, long or dangling earrings must be removed for PE class or sports activities.

Non-marking runners can be worn for daily use and for gym class. Shoe laces should be tied, as loose laces pose a safety risk. Students are required to wear appropriate footwear at all times.

In our desire to minimize the sun's effects and potential skin damage, students are encouraged to use sunscreen or wear appropriate and suitable hats outdoors.

Clothing for P.E.

Students in Grade 4 and up, are expected to wear non-marking runners, navy blue or black shorts and a red PCS T-Shirt for gym class. Gym T-shirts and shorts are available for \$15.00 each and can be purchased from the office. **PLEASE LABEL ALL CLOTHING**

Conduct

Christ's words to us in Luke's gospel set the standard for all of us at Pacific Christian School: "Do to others as you would have them do to you." Let us all do our part as we strive to live out what "Christ-like living" means for us as we interact with one another here at our school.

Consideration, courtesy and respect must be shown to all staff, students and visitors to the school. Vandalism, use of profane language, fighting or rough and dangerous play will not be tolerated. Let's work together on language that is encouraging and building up of others.

Dangerous toys or anything resembling a weapon, collecting cards, and electronic games or toys are not permitted at school, or during school trips and functions.

iPods, iPads, tablets, and other electronic devices may only be used under supervision and with teacher permission. Otherwise, they should not be out during the school day. **Cell phones** are not to be used during recess, lunch or regular class time and **must be kept in classroom lockboxes**, unless under teacher permission/supervision in the classroom. **WiFi is only available for school-based technology**, not for students' personal network devices (PND's).

Consequences

Your classroom teacher will handle most issues. S/he might speak to you, move you to a designated spot in the classroom, give you a special assignment, or not allow you to participate in class activities. You will be sent to the office, if necessary. You must remain in the office area until the principal or vice principal has spoken with you. You will be expected to make up missed class time after school.

You must obey the classroom rules laid out by the teacher and students. The principal or vice principal will deal with each student who fails to comply with the classroom rules in consultation with his/her parents to administer appropriate consequences. The supervising teacher or administrators will deal with outdoor playground misdemeanors on an individual basis. Your parents will be contacted if your behaviour makes it necessary.

A teacher may ask you to stay after school. A 20-minute after-school detention may be given without prior notice. If the detention is longer, the teacher will give you one day's notice, so you can make the necessary arrangements. Remember that it is your choice to act in a manner that leads to a detention. Therefore, you must change your plans to spend the required time.

Food

Lunches and snacks should only be eaten while sitting down in your homeroom. Do not eat food in the hallways or outside at any time. Class picnics are an exception. Gum is not allowed at school, without special permission. We strongly encourage students and staff to have waste-free lunches. Please bring lunches in re-usable containers and lunch kits rather than plastic wrap. Bring your juice or milk in a thermos or other reusable container. No bottles, cans or pop please. Food should never be thrown away. If you can't finish it, please take it home. All disposable containers will be sent home.

Health and Safety

A VIHA Health Nurse comes to the school for vision and hearing screenings, and immunizations. Please notify the school office of any communicable disease, head lice or pink eye.

Homework

To be successful, you should work toward your full potential, do your best and keep up with in-class and homework assignments. Homework deadlines must be met for assignments to have any value for you. Homework that does not show your best effort must be redone. If there are unusual circumstances for homework not being completed, you must have a note of explanation from your parents. However, homework is your responsibility, not your parents! After any absence, it will be your responsibility to find out what you have missed and to catch up. Missed tests have to be written when you return to school. It is your responsibility to arrange a time for this.



You have this Student Reminder to help you organize your time for doing assignments. Ensure that you have recorded all your homework and other pertinent information at the end of each school day. Your parents are expected to sign your book each day after the completion of the assigned work. Your Reminder is to be returned to school daily, as it is an important communication tool for students, parents and teachers.

Illness and Injuries

If you become ill or get hurt at school, tell a teacher and then come and see the secretary at the office. If you are not well enough to remain in class, your parents will be contacted to come and pick you up.

Lockers

Students in the intermediate wing of the school will be assigned a locker. You are expected to keep it tidy. Only your coat, lunch and gym clothes should be kept there. Photos of friends or family members may be fastened inside your locker with magnets. Please do not use tape of any kind. Electronic devices should be kept in the classroom lockbox to be kept safe and secure during the school day.

Lost and Found

Valuable items found should be turned in to the office. Other items should be placed in the Lost and Found boxes. If you have lost something, check the boxes, but be sure to take only things that belong to you. The boxes are emptied as necessary, and the articles displayed in the hallway from time to time. All students are given an opportunity to reclaim their belongings. All unclaimed items will be donated to a worthy charity at Thanksgiving, Christmas, Spring Break, and the end of June.

Perfume Free School

PCS is trying to meet the needs of students and staff who have allergies, by asking parents and students to avoid the use of strong scented perfumes, after-shaves, and shampoos.

Play Areas

For your safety you are expected to remain on school grounds during the school day. Students should play only on the designated playground equipment, the back field and the paved basketball court.

The following areas are out of bounds:

- the church steps and area behind church
- the church lawn during recess and lunch
- the secondary school
- the parking lot



Recycling

As good stewards of all that God has given us, we try to reduce, reuse and recycle. Each room is equipped with blue boxes for paper recycling.

Supervision

To ensure the safety of all students, staff members and other adults will supervise the playground before & after school and at recess & lunch. You are expected to be respectful and obedient to supervisors. If you have a problem when you are outside, report concerns to the nearest adult on duty before entering the school. If a ball or Frisbee goes off school property or on the roof, tell the duty teacher. Do not go after it yourself.

After school, you should be on your way home immediately unless you are involved in a supervised activity. A supervisor is on duty from 2:55-3:20 p.m. The school grounds are **unsupervised** after 3:20 p.m. We recommend **His Kids** for families that need supervision beyond this time.

Vandalism

If you notice damage to any school equipment or property, report it immediately to a teacher. If you caused the damage, you are expected to pay for the repair.

Weather - Cold and Rainy

This is the west coast, so you should be prepared for the weather on cold or rainy days.

Please dress appropriately with a **raincoat and appropriate footwear** on rainy days and a warm jacket, and gloves or mitts on cold days.



Questions or Concerns

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

The biblical principles found in Matthew 18:15-17 are excellent guidelines. 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 problem persists, the administration can be notified, and both parties will meet with the principal or the vice principal in an effort to restore a healthy situation. From this point, concerns can be directed, in writing, to the Superintendent and then to the School Board, as necessary and appropriate. Ultimately, School Board decisions may be appealed through the defined Mediation and Arbitration process (available at the school office) as per school policies.

SCHOOL ACTIVITIES

Ambassadors

Ambassadors is a Middle School (Gr. 6-7) program that allows students to serve the school in a variety of activities. These include peer tutoring, playground games and instruction, as well as serving as lunch monitors, office helpers and special day helpers. In September, students will be given an opportunity to join this program.

Chapel

Chapel is held next door in the Victoria Christian Reformed Church, beginning at 8:45 a.m. every Friday morning. It is a time for students and teachers to gather together for worship. If you would like to participate in chapel, or know someone who would, please talk to an administrator. Parents and toddlers are always welcome to attend. There is a quiet room available at the back of the church, as needed, for young children.

Computers and ADST

ADST (Applied Design, Skills & Technology) and Robotics classes are held in the iLab (Imagination Lab) and the middle school technology elective courses. Chromebooks, Computers, Smart Boards, digital projectors, and document cameras are forms of technology available in the classrooms.



In Kindergarten to Grade 2, sets of iPads are available for classroom use. In Grades 3 – 7 we have classroom sets of Chrome books per grade level. This will facilitate student learning and begin their introduction to operating in the cloud-based environment of the **Google Suite** of apps. Students in Grades 3 – 7 will receive a school-based email account.

Field Trips

Some of our learning at PCS happens on school trips to many interesting locations. Your parents will be notified about the trip details. All school rules apply. Students are not permitted to purchase food or drinks on school trips or outings unless specifically granted permission by a teacher. Cell phones and iPods are not permitted on field trips unless specifically used for educational purposes.

Library

The library is an important part of our school. We want to encourage you to use it for your enjoyment and learning. Mr. Rathburn (teacher/librarian) or Mrs. Christensen (library assistant) will be in the library from 8:15 – 3:15 most days during the week. You may use the library at your scheduled class time or during the designated ‘open library’ times. Your teacher may also send you to the library to get books or work on research. Please remember when entering the library to be quiet and respectful of others who may be reading or working. Also, note that the library computers are not available before or after school without the librarian’s permission.

You and your family can access our online reference sources through the school website: www.pacificchristian.ca. Go to the Elementary library link and click on the “Resources” link.

For the World Book and CultureGrams sites: **user id: pcslibrary - password: bigchalk**

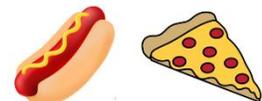
For Britannica School: **user id: pcslibrary2 - password: bigchalk**

Hot Lunch Days

Hot Dog Day happens every second Thursday throughout the school year.

The cost is **\$2.25** for one hot dog and **\$1.00** for a snack

Pizza Day is on the alternate Thursday. The cost is **\$2.25 per slice**.



Milk is available at lunchtime for \$1.25. A Milk Card is \$25.00 (for 20 milks).

All proceeds benefit the Grade 7 SALTS trip.

Munch Cards are available for you to purchase a full year or a half year’s supply of hot lunches and milk all at once. This method is strongly encouraged.

Outreach Opportunities

During the year we try to share with others the blessings we have received. Here are some of the ways that we reach out into the community:

The Mustard Seed – At Thanksgiving, we collect non-perishable items for the Mustard Seed Food Bank. Annually, we collect 1000-2000 pounds of food!

World Vision – We sponsor several needy children around the world. Donations can be added to your munch card order form or sent in each Thursday when you enjoy hot dog and pizza days. Many students bring additional donations from birthday money, etc. to support our World Vision Fund.

Zambia Christian Schools – In a variety of ways, we support our “sister school”, Siabalumbi Christian School in Zambia, to benefit children who have very little.

Class Service Projects – Each class will be given responsibility for a specific service project.

Other Projects – Every year we support numerous local causes as well as international benevolent organizations, and we fundraise for specific needs at PCS. These are all optional, but you and your family are encouraged to be generous in your support of all of these projects.

Pop Bottle Day

We collect returnable bottles, cans, and juice boxes which can be dropped off at the Primary doors. All proceeds go towards our Grade 7 SALTS sailing trips. We raised over \$1000 last year!

Primary Swimming

Primary students in Grades 1 to 3 will have swimming lessons once a week for six weeks (usually April to June).

Sports - Extra-Curricular

Through extra-curricular sports, you have an opportunity to develop many interests. Here is a list of activities we are offering this year:

Grades 3 – 7	Cross Country	Sept.-Oct.
	Swim Club	Nov.-Mar.
	Running Club	Nov.-June.
	Track and Field	April-May
Grades 4 – 5	Basketball/Soccer	Jamborees
Grades 6 – 7	Sailing Club	Apr.-June
Grades 6 – 7	Soccer	Sept.-Oct.
	Basketball	Oct.-Nov.
	Volleyball	Jan.-Feb.
	Badminton	April
	Softball (Gr. 7)	June



Girls games are usually Tuesdays after school and Boys games are usually Thursdays after school

In order to help the sports program run smoothly, you have some responsibilities:

1. Plan ahead. Know your schedule so that you will be at all events and practices and make phone calls to parents unnecessary.
2. Never leave money in change rooms or other unsupervised areas. Keep your money with you or give it to the teacher/coach in charge.
3. Remember that when you are participating with other schools as part of a PCS team, you represent the school. Behave in a manner that would show honour to God and our school.
4. When you participate in extracurricular sports, you are expected to wear your PCS gym clothes or an assigned school jersey or uniform.

Transportation

The school owns school buses and vans which are used for field trips and sporting events. The school has booster seats as required for trips.

Please note that the use of Hess Crescent on the south side of the school is discouraged. Parents, you should find our new parking lot system to be quite efficient, especially if you arrive on time for the morning drop-off (by 8:20) and afternoon pick-up (before 3:10).

Daily bus transportation is available to and from the Saanich Peninsula and the Westshore. Check the PCS website (Keyano Transportation Society) for more details.