



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

# STUDENT & PARENT HANDBOOK

Main Phone Line &  
Student Absentee Line

250-479-4532 ext. 2

Online Absentee Form is  
available at [www.myPCS.ca](http://www.myPCS.ca)

Website Form:  
[Student Absentee Form](#)

Fax:

250-479-3685

Email:

[elementary@pacificchristian.ca](mailto:elementary@pacificchristian.ca)

Website:

[www.pacificchristian.ca](http://www.pacificchristian.ca)



AND LET US RUN WITH PERSEVERANCE  
THE RACE MARKED OUT FOR US,  
FIXING OUR EYES ON JESUS...  
Hebrews 12:1-2

Pacific Christian Elementary School

**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



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Dear students and families,

On behalf of the entire elementary staff, welcome to Pacific Christian School for another year of incredible learning opportunities. I'd like to extend a special and warm welcome to all our new students and families. At PCS, we believe that students are drawn into the learning process when they are known and loved within a school community. Our prayer is that each of your children will know and feel that they belong here.

This handbook will assist you in partnering with us to achieve our school mission of "*Christ-like living, critical thinking, and joyful service*" to God and others. Please take the time to read through the handbook so that you are familiar with the expectations we have of PCS students. As well, we included an outline of activities and the calendar for the 2022-2023 school year.

Our school theme this year is from 2 John 1:6: "And this is love: that we walk in obedience to his commands. As you have heard from the beginning, his command is that you walk in love." Our deep hope is that we learn to walk in love as a community by following the ways of Jesus.

We appreciate your prayerful support as we work together to foster the educational, social, and spiritual growth of the student body.

Mrs. Heidi Young-Thompson  
Elementary Principal

<b>SCHOOL HOURS – K-7</b>	
8:25 - 8:30	Student Arrival - <i>except Wed 9:00 – 9:05 a.m.*</i>
9:55 - 10:35	Snack & Recess (K-5)
11:15 - 11:55	Middle School (6-7) Lunch & Recess
11:55 - 12:35	Intermediate (3-5) Lunch & Recess
12:35 - 1:15	Primary (K-2) Lunch & Recess
1:15 - 1:30	Middle School (6-7) Recess
2:50 - 2:55	Homeroom Time
2:55	Dismissal
<b>PRESCHOOL</b>	
8:30 - 11:00	Monday –Friday ( <i>except Wed: 9:00 – 11:30</i> )
<b>JUNIOR KINDERGARTEN</b>	
11:45 - 3:00	Mon- Tues– Thur – Fri. (no class on Wed)

*\*Please note the daily schedule for every Wednesday. This is a “Late Start” day, with students starting school at **9:00**. Staff members have an “Early Start” at 7:45.*

**Supervision Information:**

Before school supervision begins at 8:15 a.m. After school, you should be on your way home immediately unless you are involved in a supervised activity. A supervisor is on duty from 2:55-3:05 p.m. The school grounds are **unsupervised** after 3:05 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 3:05 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.

# **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. Jordan is also here from Monday to Friday 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 [mypcs.ca](http://mypcs.ca) 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 sent home at the end of each term.

## **School Visitors:**

All visitors (including parents) are required to report to the office and sign in during, and outside of, school hours. If you would like to meet with staff, please make an appointment directly with the staff member for an after-school meeting. We are happy to help you with anything you may need at the front office during the school day.

## **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 arrangements, 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 and Illness:**

When students miss days for any reason, they lose out on valuable learning 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?"*

Any student presenting symptoms of **illness** such as fever, cough, sore throat, congestion, runny nose etc., please use the **Student Absentee Form** or **call or email the office** to notify the office before **9:00 a.m.**

If you **arrive late** (after 8:30 / 9:10 on Wednesdays), check with the office before going to class. Mrs. Deane will give you a welcome slip. If you need to leave school during the day, your parent must sign you 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](http://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. Wheelie 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.

## **Standards for School Dress**

PCS is a community in which many people, aged 3 to 65+, come together to learn. As we gather, we ask all community members to dress in a way that is appropriate to a diverse learning environment. Regardless of age or gender, members of the PCS community are asked to:

- Please dress in a way that promotes your dignity and the dignity of others. Please avoid clothing or jewelry that objectifies others, has foul language, or promotes discrimination, violence, crime, sexual acts, or alcohol/drugs.
- Choose clothing that covers the chest, midriff, and bottom from the front, back and sides.
- Wear shoes or other appropriate footwear in all common spaces (gym, halls, classrooms).
- Choose clothing that allows you to participate comfortably in all activities throughout the day; this may include working at a sitting or standing desk, working on the floor, and working in specialized spaces, such as labs, shop, and kitchen. Be sure to follow specific dress requirements for safe work in specialized spaces.

Questions or concerns about these guidelines should be addressed to the administration.

## **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. Please have your child submit payment to their classroom teacher or at the office. The classroom teacher or athletics director will assist students with sizing. **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, 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).

## **Responding to Behaviour**

At PCS we will continue to utilize the PBIS system (Positive Behaviour Interventions and Support). The premise of the program is to create a safe, effective and positive learning environment for every child by explicitly teaching behavioural expectations. Unfortunately, there will be times some students misbehave. Most behavioural issues are handled by the classroom teacher or the attending staff member. In some instances, a student will be sent to the office, if necessary.

The principal or vice principal will work with each student who struggles to comply with the classroom rules in consultation with his/her parents. The supervising teacher or administrators will deal with outdoor playground misdemeanors on an individual basis. At PCS, we focus on a Restorative Justice approach when dealing with concerns as they arise.

## **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.

## **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.

## Scent-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



## Parent Portal

Our PCS Parent Portal is available at [mypcs.ca](http://mypcs.ca). This is where you will find password protected school information such as the Family Directory and your own family information that you can edit/update. Once our Business office has entered the email address you provided with your application forms, you can set your own password to access the site.

## 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.

## SOFund

**PCS Student Opportunity Fund** – a program designed to help you raise funds in support of various student opportunities. As you purchase a variety of cash cards from the school for specific businesses, you earn a % to support your child's school activities. Eligible activities include the SALTS trip, sports teams, ski trip, gym strip, Grad activities and more.

The following local business are participating:

Thrifty Foods: 7%, Save-On-Foods: 7%, Fairway Market: 7%, Country Grocer: 7%  
Quality Foods: 5%, Red Barn Market: 9%, Christian Book and Music: 9%

## 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 2:55-3:10 p.m. The school grounds are **unsupervised** after 3:10 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.

## Volunteers

Volunteers are welcome! Anyone with reasonable access to our students in the school/classroom or at off-site student events is required to have a completed/current criminal record check on file. Additional documents are required for volunteer drivers. Please check with the office for further details.

## **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 exploratory 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](http://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 - Munch-a Lunch**

**Online food orders** are available through the Munch-a-lunch link on the mypcs website.



**Hot Dog Day** happens every second Thursday throughout the school year. The cost is **\$2.50** for one hot dog and **\$1.00** for a yogurt tube.

**Pizza Day** is on the alternate Thursday. The cost is **\$2.50 per slice**.

**Milk** is available at lunchtime for **\$1.75**. All proceeds benefit the Grade 7 end of year activity.

## 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.

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

Pop bottle can be dropped off at the Glanford location of the Bottle Depot. Please tell an employee that the bottles are for Pacific Christian School and all proceeds will go to the school.

## 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 (facility dependent)	Nov.-Mar.
	Running Club	Nov.-June.
	Track and Field	April-May
Grades 4 – 5	Basketball/Soccer Jamborees	Oct.-Nov.
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, to others, and to 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.

Please note that parking on Hess Crescent on the south side of the school is prohibited. Please arrive on time for the morning drop-off (by 8:30) 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 for more details.