



STUDENT HANDBOOK

2015 - 2016

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WELCOME TO PATTISON HIGH SCHOOL

- **Take advantage of all the opportunities available**
Opportunities at Pattison start in the classroom and extend well beyond. Our staff and teachers are dedicated to encouraging, helping and advising students.

- **Learn to take care of yourself and make wise decisions**
Pattison expects students to respect themselves and others, and to make good choices. We want you to develop the confidence and strength to analyze your opportunities and to choose what is best.

- **Discover talents and passions you do not know you have**
Exploring talents and finding passion is part of the road to self-discovery that a Pattison education offers.

- **Work hard to achieve your personal best**
Explore your abilities to the fullest.

- **Work closely with your teachers and gain the most you can from their knowledge**
Pattison teachers are here to help you find excitement and relevance in learning.

- **Find happiness and many successes throughout the year**
Our hope is that you will experience the pride and accomplishment of graduating from Pattison. It is a wonderful journey, full of: magic, adventure, challenge, risk, growth, hard work and fun.

Pattison High School is a fine learning community and we are all indebted to those who have worked so hard to make the school another home for students. A good school does not exist by chance. People work hard to create it.

MISSION STATEMENT

Pattison High School aims to inspire Canadian and international students to grow, learn, and reach their personal goals. The school also strives to empower students with life-enriching experiences by delivering a quality secondary education that prepares them to achieve success and satisfaction in their lives.



PATTISON HIGH SCHOOL SCHOOL CALENDAR 2015 - 2016

Fall Semester September – December 2015

September 2015

07	Labour Day, no classes
08	Orientation for all students, first day of classes 7:30am teachers' meeting
09	Faculty Meeting #1
16	Last day of add/drop classes
30	Faculty Meeting #2

October 2015

02	Bi-weekly Report #1
12	Thanksgiving Day, no classes
16	Bi-weekly Report #2
21	Faculty Meeting #3
23	Professional Development Day, no classes
26 – 28	Midterm exams

November 2015

02 – 03	Provincial Exams
03	Midterm marks due
05	Midterm report card due Parent / Teacher night
06	School Activity Day
10	Faculty Meeting #4
11	Remembrance Day, no classes
20	Bi-weekly Report #3

December 2015

02	Faculty Meeting #5
04	Bi-weekly report #4
11	Awards & Graduation Day
14 – 16	Final Exams
18	Last day of classes
19 – Jan 03	Winter Break, no classes



Winter Semester January – April 2016

January 2016

01	New Year's Day, no classes
04	Orientation for all students & first day of classes 07:30 teachers' meeting
06	Faculty Meeting #1
12	Last day to add/drop classes
22	Bi-weekly report #1
25 – 29	Provincial Exams
27	Faculty Meeting #2

February 2016

05	Bi-weekly report #2
08	BC Family Day
08	Chinese & Korean & Vietnamese New Year
09	Professional Development Day, no classes
12	Valentine's celebration
17	Faculty Meeting #3
22 – 24	Midterm exams
29	Midterm marks due

March 2016

02	Midterm report card due
02	Faculty Meeting #3
03	Parent / Teacher night
04	School Activity Day
09	Faculty Meeting #4
11	Bi-weekly report #3
19	Persian New Year
25	Good Friday, no classes
28	Easter Monday, no classes
30	Faculty Meeting #5
31	Bi-weekly report #4

April 2016

06	Awards & Graduation Day
07 – 08	Provincial Exams
11 – 13	Final exams
14	Final marks due
15	Last day of classes
16 – May 01	Spring Break, no classes



Summer Semester May – August 2016

May 2016

02	Orientation for all students & first day of classes 07:30 teachers' meeting
04	Faculty Meeting #1
10	Last day to add/drop classes
12 – 13	Provincial Exams
23	Victoria Day, no classes
25	Faculty Meeting #2
27	Bi-weekly report #1

June 2016

07	Ramadan begins
10	Bi-weekly report #2
15	Faculty Meeting #3
15 – 17	Midterm exams
21	Midterm marks due
22 – 29	Provincial exams
23	Midterm report card due
23	Parent / Teacher night
24	School Activity Day

July 2016

01	Canada Day, no classes
04	Summer School classes begin
06	Faculty Meeting #4
08	Bi-weekly report #3
11	Professional Development Day, no classes
22	Bi-weekly report #4
27	Faculty Meeting #4
29	Awards & Graduation Day

August 2016

01	BC Day, no classes
03 – 05	Final exams
08 – 12	Provincial exams
11	Final marks due
12	Last day of classes Last day of summer school classes
13 – Sept 05	Summer Break, no classes



ORIENTATION

Orientation

Orientation takes place on the first day of the semester; classes begin following the assembly. This is an opportunity to meet all staff and faculty at the school, as well as other Pattison students. The presentation includes:

- Explanation of the programs at Pattison High School
- Discussion of the key points addressed in the Handbook
- Student Council
- Locker
- Gocard
- Student ID Card
- Activity Day
- Provincial Exams
- Post-secondary day

It is important that you let the school know where you are living and how you can be contacted at all times. If you move, you must inform the School immediately.

Extracurricular Activity & Student Council

The classroom is an environment where learning takes place. For students to have the opportunities to grow cognitively, socially, and academically, they need to be exposed to a variety of experiences – in order to enjoy a well-rounded educational program. There is no limit to the opportunities that students can enjoy including those outside the traditional classroom setting. It is expected that students at Pattison will be actively engaged in a variety of planned extracurricular activities.

Help and Advice

The faculty and staff at Pattison are dedicated to making sure that each student has a positive and rewarding experience while studying in Vancouver. The following assistance is available:

- **Medical insurance:** the BC Government Medical Services Plan [MSP] form is available at the reception desk.
- **Three month, private medical insurance** can also be arranged through the School.
- **Banking** information and a student package is available at the front desk.
- **Custodianship:** Pattison High School Authorized Custodian service is offered.
- **Home-stay family:** the Student Services Coordinator can help you with your home-stay placement.

Please ask your advisors for assistance at any time.



ACADEMIC HONESTY & STUDENT CONDUCT

Academic Honesty

Academic honesty is required in all educational institutions. Academic dishonesty will not be tolerated at Pattison High School. Activities considered dishonest are the following:

- **Plagiarism** – the presenting of work or the writings of another person as your own
- Submitting the same work more than once without prior approval
- **Cheating** in any examination, quiz or test situation
- Impersonating, or pretending to be someone else
- Submitting false records or information
- Stealing or destroying the work of another student
- Removing, mutilating, misplacing or destroying books belonging to the school or other students

Students found guilty of academic dishonesty will face consequences for the behaviour. The result may be: a reassessment of work, a requirement that an examination to be rewritten, or failure of the course in which the dishonesty took place. Flagrant, persistent or repeated incidences of cheating or plagiarism can result in, suspension, expulsion from the school, or denial of readmission. Such cases will be reviewed by the Principal, and/or the Assistant Principal.

Student Misconduct

Students are responsible for their conduct within the school community. The following are examples of behavior which constitute misconduct:

- Disruptive behavior during class time and on the school grounds
- Persistent use of a language other than English while in the school
- Any behavior, which results in the damage, destruction or theft of property or equipment belonging to Pattison High School
- The alteration or forgery of any school documents or records
- The misuse of school resources, including the computers, the library, the AV equipment, the lunch room furniture and microwaves, or the classroom furniture
- Unauthorized or inappropriate use of computers, including:
 - deleting programs from the hard drive of a School computer;
 - imposing a personal password system on any School computer;
 - imposing a personal choice of screen saver on School computer;
 - changing icons or other forms of basic information to languages other than English; and
 - leaving computers on, especially left linked to the Internet.

Students may not download music, movies or other graphic files as they use up too much of the hard drive.

Penalties for any breaches of student conduct will result in one of the following: a verbal or written reprimand, a period of suspension, restitution for costs incurred, or expulsion from the School. All decisions with regard to dismissal from the School will be subject to a review by the Principal and/or the Assistant Principal.



Examinations

Students are expected to take both the mid-semester and final exams. Every student is expected to participate in work assigned during the semester: in class, as homework, quizzes and presentations. Marks earned from work done during the semester may be used in determining a final grade for a course. A passing grade in the final examinations does not ensure a passing grade for the course.

Students who miss examinations because of illness are required to supply a doctor's certificate. For compassionate reasons, students are asked to obtain supporting documents in order to be excused. These documents must be filed with the instructor or the Principal within 24 hours upon return to school.

Students are reminded that mid-term and final examinations are scheduled well in advance, so that they can avoid making travel plans that conflict with examination dates. Missed exams will result in an incomplete [letter grade I] or a fail [letter grade F] on the report card. A course outcome graded as incomplete may need to be repeated – depending upon the number and type of prescribed learning outcomes not met. A course outcome graded as a fail must be repeated.

An exam must be written on the date that it is scheduled. It is not an acceptable excuse to say that an airline ticket has been booked on or before the exam date.

The accumulated results of mid-term and final examinations, in-class quizzes, and presentations are the basis for decisions with regard to grade point average, and promotion among the levels of English proficiency in the Academic Readiness program. Marks and grades are kept as an academic record - which is supplied to *Immigration Canada/Canada Border Services Agency* or other schools, universities, and colleges upon request.

Dismissal Policy

All students are expected to behave in a mature manner, and to conform to the Expectations for Student Conduct outlined on page 10 of the Pattison High School Student Handbook, as well as the information and guidance given on pages 11, 12 and 13.

Any student who commits a breach of the Expectations for Student Conduct – or of the guidance given on pages 11, 12 and 13 - will be given a warning. A second breach will result in further consequences. Persistently inappropriate behavior will result in a possible dismissal. The dismissal process will be prefaced by a review of the individual student's situation by the Principal and/or the Assistant Principal.



EXPECTATIONS FOR STUDENT CONDUCT

Students at Pattison High School are expected to behave in a mature manner, to respect faculty, staff, and fellow students, and to treat the facilities and public areas with care. The following is a list of expectations for all students:

All instruction at the School is carried out in English, so English must be used in the School at all times.

1. Each Academic Readiness and high school course has been developed to help students to improve English language skills. In order to benefit and to succeed, it is important that students:
 - pay close attention in every class;
 - attend and participate in all class activities;
 - do all homework assignments on time; and
 - bring materials to class such as
 - an English-to-English dictionary,
 - a binder in which to keep notes and papers, and
 - paper, pens, and pencils.
2. Students should attend each class and notify the teacher if and when they have to be absent, giving a reason for the absence. It is expected that personal business is done outside of class time. If you are sick, call or email your advisor - or leave a message for your teacher.
3. Students must turn off their cell phones during classes. Teachers may require cellphones to be placed in a receptacle for the duration of the class.
4. Students are expected to arrive at all classes on time and be prepared to study. If a student is late, the teacher may or may not admit the student to the class. Students are responsible to know the expectations of their teachers.
5. Respect for those who work and study at Pattison High School includes respecting the needs of others for a quiet, clean, tidy space in which to work. It is important to keep the classrooms, bathrooms, and student lounge area clean and tidy.

Be careful to keep conversations in the student lounge, the lobby, the hallway and in classrooms quiet enough so that they do not disturb other students or classes.
6. Canadians tend to be quiet people who expect public places to be clean and tidy. It is important to behave in a quiet and appropriate way when walking through the hallways or even standing outside the building. You may not smoke anywhere in the building or on the school property. There are many signs posted that prohibit smoking on the school grounds and on the Electra property. Fines are in effect.
7. Pattison High School has published a six page Code of conduct that is available throughout the school and by request from reception, the Counsellor's office, and the Principal's office.



Student Facilities

Lunchroom

The Student Lunchroom is an area where students can gather to talk, have a break, and have lunch. Snacks and drink vending machines are located here. Please note the following:

- The refrigerator and microwave ovens in the student kitchen are for the use of all students. Please keep them clean. Make sure that you do not put metal in the microwaves, or program them to run for too long or at an excessively high level. Clean the microwave if your food spills. Throw out old food.
- As a courtesy to fellow students, clean up after yourself. Put away containers. Do not leave cans or bottles of drinks on the counters, table tops, chairs, or the floor.
- Please act with environmental awareness at all times, and recycle as much as you can; this includes bottles, cans, paper and cardboard.
- Respect our janitorial service provider by keeping rooms as tidy as possible.

Learning Resources Centre

- Computers in the school are provided for the use of all students. Therefore, no student may impose a password or other means of interference with the availability of a computer to another student. Do not download material from unknown sources (as these might contain viruses), large graphic files, screensavers, movies, or music.
- If you speak, read, write, or listen to a language other than English on a school computer, the teacher may ask you to leave the room.
- Food and drink are not allowed in the vicinity of a school computer. This is to prevent damage to the keyboard.

Classrooms

- No food or drink other than water is allowed in the classrooms.
- In the case of a spilled drink, the cost of cleaning will be paid by the student who spills the drink.

Student Washroom

- Keep the washroom tidy.
- Do not waste toilet paper or paper towels.
- Wipe the sink counter after you wash your hands.

English Only Policy

The English language only policy requires that all staff and students speak English inside the school, including the lobby area and the front desk. This policy exists because:

1. Speaking a language in the presence of people who don't speak that language is disrespectful because it excludes them. Speaking English is a mark of courtesy to those around us, students and staff alike. In addition, students show respect to their teachers by speaking English.
2. You have come to Pattison High School in order to improve your English. This can only be done if you try to speak English at all times. Your teachers will insist you speak English to them in order to help you develop your English skills and to teach you better.
3. You are now living in Canada, where one of its two official languages is English.



Students are expected to speak English only inside school premises. Outside the school is a language free zone.

ATTENDANCE POLICY

Attendance is critical to success. Absences and late arrivals will be recorded by class.

1. Regular and full-session attendance is a requirement for all students at the school.

Attendance is recorded every day and for every class. The record is updated every day.

2. On time arrival to class is an expectation every day.

On time arrival demonstrates respect for oneself as a serious student, respect for the teacher, respect for classmates, and respect for the lesson that is planned.

Late arrival to class disrupts the teacher, other students, and the class that is in session. Therefore, a teacher may choose to delay, or not allow, the student's entry into the classroom.

3. Absenteeism due to illness can be excused, only if it is accompanied by a valid doctor's note or a letter from your parent, guardian, or home-stay. Nonetheless, the absence stays on the record for purposes such as the report card.

4. Student history of attendance

For students who return to the school for consecutive semesters, your attendance history in previous semesters carries forward with you.

For those students who have previously experienced difficulty with attendance and on-time arrival to class at Pattison High School, you may find that your maximum number of permitted absences is eight. The attendance policy provides for possible suspension from a class following the 8th absence.

Your goal is zero absences and zero late arrivals. Many students accomplish this goal.



Recycling

Pattison High School encourages the recycling of glass, metal, paper and cardboard.

Smoking

There is no smoking anywhere on the premises, including the Electra Building grounds. Fines are in effect.

Dispute Resolution and Appeals

The school publishes an Appeals Policy which addresses the processes of procedural fairness. A copy will be provided upon request.

Uniform Policy

Pattison High School has a uniform policy that promotes building the school community. Students are required to wear the school uniform as they walk through the front door – and throughout the day. Students who are not dressed appropriately may be sent home in order to change into the proper clothing.

Similar to other clothes that you wear for other occasions, you might want to have a second set – in the event that an item of clothing is being cleaned or repaired. Hats are not part of the school uniform.

Schedule of Classes

All classes in the high school program are held each day, five days a week. On the left is the schedule for Monday, Tuesday, Thursday and Friday. On the right is the schedule for Wednesday.

Period 1	08:45am to 10:15am	Period 1	08:45am to 10:00am
Period 2	10:25am to 11:55am	Period 2	10:10am to 11:25am
Lunch	11:55am to 12:35pm	Lunch	11:25am to 12:05pm
Period 3	12:35pm to 2:05pm	Period 3	12:05pm to 1:20pm
Period 4	2:15pm to 3:45pm	Period 4	1:30pm to 2:45pm

Equivalency and other options for earning credits

Students wanting to inquire about the Challenge process, or other options for earning credits in the BC high school program, must make an appointment to meet with the school counselor.

Students wanting to inquire about a re-write must speak to the teacher of the course.

Provincial Exams

- All students who will be writing exams must attend a series of tutorial sessions. The sessions make use of full length, mock provincial exams in which the student encounters a realistic simulation of provincial exams - in preparation for the Provincial Exam.
- Students at Pattison High School are encouraged to take the provincial exam in the earliest session upon completing their course work.
- The availability of seats in the exam room is given preferentially to PHS students.



Awards

- a) The 4-point scale is used: A = 4.0; B = 3.0; C+ = 2.5; C = 2.0; C- = 1.0
- b) Students who qualify for the “A” and “B” honor roll will have their marks published
- c) In all grades, only final letter grades are used
- d) 4.0 G.P.A. students will be recognized on a plaque kept in the trophy case

Top Student Award

In each grade, the top student receives a special award. This student has his/her name engraved on a permanent trophy displayed in the school. As well, the student receives a smaller “keeper” medal in recognition of his/her accomplishment. In cases where students are tied for top student, the award is shared and each receives a keeper medal.

Academic Performance

All students who attend Pattison High School are expected to perform to the best of their abilities, and to achieve the highest levels of success possible. All students in all courses are graded according to the following scale:

Performance Chart

<i>Grade</i>	<i>Percent</i>	<i>Definition</i>
A	86-100	excellent performance
B	73-85	very good performance
C+	67-72	good performance
C	60-66	satisfactory performance
C-	50-59	minimally acceptable performance
Performance		
F	0-49	course failure
I	N/A	mid-term incomplete work
W	N/A	withdrawal from a course
TS	N/A	transfer standing

General Information

Transportation

Pattison High School is located in the downtown area of Vancouver, in the Electra building on the corner of Burrard and Nelson Streets. The School is on the ground floor of 981 Nelson Street. The Expo skytrain line travels from downtown to Burnaby and Metrotown, New Westminster, and Surrey. The Canada skytrain line travels south from downtown to Richmond and the airport. Buses to all areas of Vancouver can be caught on Burrard Street or Granville Street. To reach the North Shore, the Seabus is nine blocks away, at the north end of Granville Street.

Frequent high school users of the public transportation system can get a go card to purchase student monthly bus passes at a discount rate, where you can purchase the bus pass in local shopping malls, at pharmacies and chain major grocery stores. The Lower Mainland is divided into zones. Ask your homestay parents which zone you will need.



Libraries

Pattison High School has a small collection of books, magazines and newspapers available for students to read, located on shelves in the Student Lounge. However, students can join or use the facilities of two libraries within walking distance of Pattison High School:

- **The Vancouver Public Library, Central Branch** is located between Georgia and Robson Street, two blocks from Granville Street on Hamilton Street. You can sit and read magazines, newspapers or books here, but to borrow materials you need to join the library. Take your passport with your visa and an envelope that has been sent through the mail to you at your Vancouver address. (You can send it to yourself if you need to). If you only have a visa for 6 months or less, public library membership will cost you \$20.00 and you will be limited to borrowing only 4 items at a time – and these cannot include ESL cassette tapes. If your visa is for longer than six months, membership is free. It takes only minutes to join the library if you have all the right information.
- **The Library at the Downtown Campus of Simon Fraser University** is located in the SFU building on Hastings Street, between Seymour and Richards Streets. To become a member of this library will cost you \$50 a year.

Homestay

Staying with a Canadian family can be a most interesting and rewarding experience. Host families not only make a point of talking to their homestay students in English, but also help them to learn about Canadian culture and life in Vancouver. They are a good source of information for events and activities, directions and transportation.

However, there are a few things you should bear in mind when you are staying in someone's private home. In some ways, you are their guest – in other ways, you are their tenant because you pay them rent. As a tenant, you are responsible for keeping your room clean and tidy, and for doing your laundry. As a guest, you should always let your host family know where you are and when you plan to be in, particularly if they expect you to join them for meals. Don't stay overnight with friends without letting your host family know or they will worry about you needlessly. Do help them prepare food, do the dishes, clean up the living room, or anything else that will make your stay more pleasant for both your host family and yourself.

Many Canadians come from other countries too, and so they often cook food that will be unusual to you. Try it, and let them know – politely – if you have problems eating it. Some students are not used to drinking cow's milk, for example, and it gives them a stomachache. It is all right to tell host families what foods disagree with you, and which ones you like. Offer to cook a special meal for them one evening and let them enjoy food from your country.

If you are not happy with your homestay arrangements, you should discuss your problems first with the host family. A misunderstanding is often easily sorted out with a little tactful conversation. If that doesn't work, call the homestay coordinator, and perhaps she can sort things out – or find you a more suitable homestay. Remember that in Canada all tenants are expected to give one month's notice. This applies to homestay accommodation, too.

Take advantage of the opportunity to experience living in Vancouver, practicing English and participating in the culture of Canada - stay with a homestay host family.

Pattison High School has a Homestay program to assist you in making a Homestay family arrangement.



Safety in Vancouver

Vancouver is a safer city than most, but there are some obvious ways to avoid trouble.

1. Don't carry your passport with you all the time. It would be much safer left at your homestay.
2. Don't carry a lot of money or show publicly that you have large amounts of cash or credit cards. You will attract the attention of pickpockets or thieves.
3. Don't accept a ride from a stranger you have just met somewhere. Always travel on public transit or with friends or with your homestay family. It is also safer to travel in a group.
4. Stay close to busy areas of town, and away from the poorer areas, like Main and Hastings. If you are near open shops and at sports events or the theatre, the crowd can help you to be safe, but watch out for those clever pickpockets.
5. At night walk on well-lit streets that are still busy with traffic. Avoid walking on dark quiet streets, even if it is a shorter route to where you are going.
6. Make sure you carry your purse or wallet and electronic devices close to your body, and not in your back pocket or in a backpack-style bag where it can be taken without your noticing it.
7. If someone does try to rob you, let them take your purse or wallet. **Don't fight them** or you might get hurt. Then, call the police. **Use the 911 emergency number.**
8. If you leave something on public transit by mistake, call the Lost and Found department. Often people notice you left something behind and give it to the driver.

Note: You should let someone know where you are at all times – your homestay family, friends, or the School. Vancouver is a safe city, but nowhere is completely safe.

Custodian and School Authorized Custodian Program/Policy

OVERVIEW

At Pattison High School, any registered student under the age of 19 is required to have a Canadian custodian by Canadian law. An authorized custodian for Pattison High School will provide the supervision and care that a parent would provide to the students. Being a custodian can be a most interesting and rewarding experience for a Canadian family.

An authorized custodian for Pattison High School students is expected to meet the qualification criteria, to assume the responsibility, and to comply with the relevant school policy.

QUALIFICATIONS

- Be patient, caring and love children and youth
- Canadian permanent resident or Canadian citizen
- Over 25 years old
- Flexible schedule to assume the custodian responsibilities
- Canadian Criminal Record Check
- To provide a notarized copy of the standard 'Custodianship Declaration' form
- 90% of residence time in Canada



RESPONSIBILITIES

- On-going communication with homestay family
- Bi-weekly visit to the student homestay family
- To assure the homestay family assume their duties
- On-going communication with school regarding student supervision and care
- Monitoring student bi-weekly reports
- Attendance at school meetings regarding student performance (absence, travel, field trip, academic issues, personal issues, and etc.)
- Attendance at PHS parent-teacher meetings/events
- On-going communication with parents
- To assure the student’s Medical insurance coverage and premium payment up to date
- To assure the student’s Study Permit and Canadian Visa up to date

Fee

A Custodianship Declaration fee and monthly custodianship fee applies and is to be paid every 6 months upon arrival in Canada.

STRATEGIES FOR LEARNING ENGLISH

1. **Speak and read English** every chance you get.
2. Don’t be embarrassed about making mistakes. Learning from your mistakes is the best way to learn.
3. **Don’t be afraid to ask questions** – especially if you don’t understand something. Teachers in Canada like to be asked questions because it helps them to teach you what you need to know.
4. **Buy and use an English-to-English Dictionary.** A large selection is available at the Chapters Bookstore located on Robson and Howe, and all shopping malls. Choose a dictionary that has explanations you can understand.
5. **Live in a homestay with a family that can speak to you in English** every day. This constant practice of the language is one of the most effective ways to learn the language. Your homestay family can introduce you to other English speakers, to the Canadian way of life, and to events and activities on weekends that will make your stay in Vancouver more interesting. (Be sure to keep your room clean and tidy, and to offer to help with chores around the home.)
6. **Meet people who speak English to you** through your homestay family, sports, clubs and other activities that interest you.

ACKNOWLEDGEMENT

Your name and signature below confirm your receipt of this Handbook, and your agreement to follow its requirements.

name _____ date _____

signature _____