



PARENT & GUARDIAN HANDBOOK

2020 to 2021

Pattison High School
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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 your student(s).
- **Taking care of oneself and making wise decisions**
All members of the Pattison community expect students to respect themselves and others, and to make good choices. We want students to develop the confidence and strength to look at their opportunities closely and to choose what is best.
- **Help the student to discover talents that are in the beginning stages**
Exploring talents and finding passion is part of the student's road to self-discovery that a Pattison education offers.
- **Support the ethic of hard work so that the student achieves a personal best**
Explore your student's abilities to the fullest.
- **Communicate with the teachers and gain from their understanding**
Pattison teachers are here to help your student 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 your student's graduation 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.

As a parent or a guardian, you are vitally important to your student's school success, and we look forward to talking with you on Parent / Teacher night. These special evenings are noted on the Academic Calendar found on the following pages.

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 ACADEMIC CALENDAR

Winter 2019 – Spring 2020

Fall Semester September – December 2019

September 2019

02	Labour Day, no classes
03	Orientation for all students, first day of classes, school starts Tuesday 7:30am Faculty Meeting #1 Counselling office reviews/approves course additions only
06	last day of course add/drop for returning students
10	last day of course add/drop for new students
11	Faculty Meeting #2
25	Faculty Meeting #3
26	Interim Report #1

October 2019

04	Student Activity Day [date subject to change]
14	Thanksgiving Day, no classes
16	Faculty Meeting #4
17 – 22	midterm exams
23	midterm marks due
24	midterm report card due Parent / Teacher night
25	Professional Development Day [School District 39], no classes

November 2019

04 – 08 & 12	Literacy Assessment [LTE] 10 & Numeracy Assessment [NME]
06	English 12 provincial exam [electronic only] (for students who Completed English 12 before September 01 2019)
06	Faculty Meeting #5
07	Communications 12 provincial exam [electronic only] (for students who completed Communications 12 before September 01 2019)
11	Remembrance Day, no classes
19	Interim Report #2
27	Faculty Meeting #6

December 2019

06	Awards Day
9 – 11	final exams
12	final marks due
13	final report
13	last day of classes; school is in session until Friday December 13
16 – Jan 05	semester break, no classes



Winter Semester January – April 2020

January 2020

- 01 **New Year's Day, semester break continues**
- 06 **Orientation for all students & first day of classes**
7:30am Faculty Meeting #1
Counselling office reviews/approves course additions only
- 08 last day of course add/drop for returning students
- 10 last day of course add/drop for both returning and new students.
- 15 Faculty Meeting #2
- 20 – 24 Literacy Assessment 10 & Numeracy Assessment 10
- 22 English 12 provincial exam [electronic only] (for students who completed English 12 before September 01 2019)
- 23 Communications 12 provincial exam [electronic only] (for Students who completed Communications 12 before September 01 2019)
- 25 Chinese & Korean & Vietnamese New Year
- 28 Interim Progress Report #1
- 29 Faculty Meeting #3

February 2020

- 07 Professional Development
- 12 Faculty meeting #4
- 14 Valentine's celebration
- 14-19 Midterm exams
- 17 **BC Family Day**
- 24 Midterm report
- 27 Faculty Meeting #5
- 27 Parent / Teacher night
- 28 School Activity Day

March 2020

- 06 Faculty Meeting #6
- 23 Interim Progress Report #2
- 25 Faculty Meeting #7

April 2020

- 07 Awards Day
- 10 **Easter Good Friday, no classes**
- 13 **Easter Monday, no classes**
- 14 – 20 Literacy Assessment 10 & Numeracy Assessment 10
- 08 – 15 final exams
- 16 final marks due
- 17 final report
- 17 **last day of classes; school is in session until Friday April 17**
- 20 – May 01 **semester break, no classes**



Spring Semester May – August 2020

May 2020

- 04 Orientation for all students & first day of classes; school starts Monday
7:30am Faculty Meeting #1
Counselling office reviews/approves course additions only
- 06 last day of course add/drop for returning students
- 08 last day of course add/drop for new students
- 13 Faculty Meeting #2
- 18 Victoria Day, no classes
- 20 Faculty Meeting #3
- 27 Interim Progress Report #1

June 2020

- 10 Faculty Meeting #4
- 22 English 12 provincial exam [electronic only] (for students who Completed English 12 before September 01 2019)
- 23 Communications 12 provincial exam [electronic only] (for Students who completed Communications 12 before September 01 2019)
- 22 – 25 midterm exams
- 29 midterm marks due
- 30 midterm report card due

July 2020

- 01 Canada Day, no classes
- 02 Summer School classes begin
- 02 Faculty Meeting #5
- 02 Parent Teacher Night
- 03 Student Activity Day
- 12 Professional Development Day, no classes
- 24 Faculty Meeting #6
- 24 Interim Progress Report #2
- 31 Awards & Graduation Day

August 2020

- 03 BC Day, no classes
- 05 – 10 final exams
- 12 final marks due
- 13 final report
- 14 Last day of classes; school is in session until Friday August 14
Last day of summer school classes; school is in session until Friday August 14
- 17 – Sept 07 semester break, no classes



Fall Semester September – December 2020

September 2020		
	07	Labour Day, no classes
Tuesday	08	Orientation for all students, first day of classes, school starts
		8:00am Faculty Meeting #1
		Counselling office reviews/approves course additions only
	11	last day of course add/drop for returning students
	14	last day of course add/drop for new students
	16	Faculty Meeting #2
	30	Faculty Meeting #3
October 2020		
	02	Interim Report #1
	05	Student Activity Day [date subject to change]
	12	Thanksgiving Day, no classes
	14	Faculty Meeting #4
	21 – 26	midterm exams
	28	midterm marks due
	29	Midterm Report Card
		Parent / Teacher night
	25	Professional Development Day [School District 39], no classes [date subject to change]
November 2020		
[NME] 10	02 – 06	Literacy Assessment [LTE] 10 & 12; Numeracy Assessment
	04	Faculty Meeting #5
	11	Remembrance Day, no classes
	26	Interim Report #2
	26	Faculty Meeting #6
December 2020		
	11	Awards Day
	14 – 16	final exams
	17	final marks due
	18	Final Report Card
	18	last day of classes; school is in session until Friday December 18
	19 – Jan 04	semester break, no classes



Winter Semester January – April 2021

January 2021	
01	New Year's Day, semester break continues
04	Orientation for all students & first day of classes 7:30am Faculty Meeting #1 Counselling office reviews/approves course additions only
08	last day of course add/drop for returning students
12	last day of course add/drop for both returning and new students.
13	Faculty Meeting #2
25-29	Literacy Assessment 10 and 12 & Numeracy Assessment 10
28	Interim Progress Report #1
28	Faculty Meeting #3
February 2021	
07	Professional Development, no classes [date subject to change]
10	Faculty meeting #4
14	Valentine's celebration
15	BC Family Day
16 – 18	mid term exams
23	mid term report
24	Faculty Meeting #5
25	Parent / Teacher night
26	School Activity Day [date subject to change]
March 2021	
03	Faculty Meeting #6
19	Interim Progress Report #2
24	Faculty Meeting #7
April 2021	
02	Easter Good Friday, no classes
05	Easter Monday, no classes
14	Awards Day
12 – 16	Literacy Assessment 10 and 12 & Numeracy Assessment 10
12 – 14	final exams
15	final marks due
16	final report
16	last day of classes; school is in session until Friday April 16
17 – May 03	semester break, no classes



Spring Semester May – August 2021

May 2021	
03	Orientation for all students & first day of classes; school starts Monday 7:30am Faculty Meeting #1 Counselling office reviews/approves course additions only
07	last day of course add/drop for returning students
11	last day of course add/drop for new students
12	Faculty Meeting #2
17	Victoria Day, no classes
19	Faculty Meeting #3
27	Interim Progress Report #1
June 2021	
09	Faculty Meeting #4
22 & 23	Literacy Assessment 12
15 - 18	midterm exams
21	midterm marks due
22	midterm report card due
24	Parent Teacher Night
July 2021	
01	Canada Day, no classes
02	Summer School classes begin
07	Faculty Meeting #5
08	Student Activity Day [date subject to change]
12	Professional Development Day, no classes [date subject to change]
15	Interim Progress Report #2
21	Faculty Meeting #6
August 2021	
02	BC Day, no classes
05 – 10	final exams
06	Awards and Graduation Day
11	final marks due
12	final report
13	last day of classes; school is in session until Friday August 13 last day of summer school classes; school is in session until Friday August 13
16 – Sept 05	semester break, no classes



ORIENTATION

Orientation

Orientation takes place on the first day of the semester; classes begin following the assembly. This is an opportunity for students 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 Student Handbook
- Student Council
- lockers
- transportation
- the Student ID Card
- Activity Day
- Provincial exams and assessments
- Post-secondary day

It is important that you keep the school informed of any changes to where your student is living and how the student can be contacted at all times. If the student moves, you – as the parent or guardian - 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 parents and the guardian to arrange home-stay placement for your student.

Please ask your student's Advisors for assistance at any time.



ACADEMIC HONESTY & STUDENT CONDUCT

Academic Honesty

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

- **Plagiarism** – the presenting of work or the writings of another person as one's 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 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 re-admission. 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 property
- Persistent use of a language other than English while in the school or at school sponsored functions
- 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 audio-visual 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 a 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. If there are reasons for an absence that call for compassionate circumstances, 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 on the mid-term report card] or a fail [letter grade F on the final 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.



Student Facilities

Lunchroom

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

- The refrigerators 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.

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. The reasons for the policy are:

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 only English 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” Honour Roll will have their marks published
- c) At all grades levels, only final letter grades are used
- d) 4.0 G.P.A. students will be recognized on a plaque in the lobby

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	incomplete	mid-term incomplete work
W	not applicable	withdrawal from a course
TS	recognition of external credit	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 line skytrain travels from downtown to Burnaby and Metrotown, New Westminister, and Surrey. The Canada line skytrain travels south from downtown to Richmond and the airport. Buses to all areas of Vancouver can be found on Burrard Street or Granville Street. To reach the North Shore, the Seabus is nine blocks away, at the north end of Granville Street.

High school users of the public transportation system use the student identification card to have access to the transportation.



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. Membership at this library costs \$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 to ask for assistance to 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. Live with a 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 legally required to have a Canadian custodian. 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

- patience, care and a love of children and youth
- Canadian permanent resident or Canadian citizen
- 25 years old or older
- a flexible schedule to assume the custodian responsibilities
- a clear Canadian Criminal Record Check
- a notarized copy of the standard 'Custodianship Declaration' form
- 90% residency time in Canada



RESPONSIBILITIES

- on-going communication with the homestay family(ies)
- bi-weekly visits to the student homestay family
- assurance that the homestay family is performing their duties
- on-going communication with the 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, etc.)
- attendance at PHS parent-teacher meetings/events
- on-going communication with parents
- assurance that the student’s medical insurance coverage and premium and payments are up to date
- assurance that the student’s Study Permit and Canadian Visa are current

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 Granville at Broadway, and at all shopping malls. Choose a dictionary that has explanations that 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 _____