



STUDENT HANDBOOK

2024 - 2025

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MISSION STATEMENT

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

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.

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.

Orientation

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

- Welcome Message
- School Team Introduction
- School Policies
- Class schedule

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 help 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 homestay 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 include the following:

- **Plagiarism** – the presenting of work or the writings of another 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 or damaging 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 re-admission. Such cases will be reviewed by the Principal, and/or the Assistant Principal.

Examinations

Students are expected to attend all course exams or other assessments as intended. 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 examinations are scheduled well in advance, so that they can avoid making travel plans that conflict with assessment dates. Missed exams will result in an Insufficient Evidence (letter grade IE) or a fail (letter grade F) on the report card. A course outcome graded as IE may need to be repeated – depending upon the number and type of prescribed learning outcomes not met or else F will be awarded. 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 course assessments, examinations, in-class quizzes, and other assignments are the basis for decisions with regard to grade 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* or other schools, universities, and colleges upon request.

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:

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:
 - Attend each class, on time
 - speak English
 - attend and participate in all class activities
 - do all homework assignments on time
 - bring materials to class such as
 - an English-to-English dictionary □ a binder in which to keep notes and papers □ paper, pens, and pencils.
 - a personal laptop, fully charged
 - other materials as directed by the teacher



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 have an excused absence, have your parents or custodian call or email your advisor or the **office@pattisonhighschool.ca**
3. Students must place phones in lockers before entering the classroom. Students must have a laptop or tablet to use if technology is required in the classroom. Students can use their phone at lunch time but it should be placed in the locker before entering the classroom for afternoon classes. If students are found bringing phones into the classroom they will be required to turn their phone into the Principal and they will not be permitted to use it at lunch time. This expectation also applies for Smart watches.
4. Students are expected to arrive at all classes on time and be prepared to study. Late arrival beyond 30 minutes will be marked as an absence.
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 respectful and appropriate way in public or even standing outside the building. Always try to be aware of your surroundings and your impact on others.
7. Students must place phones in lockers before entering the classroom. Students must have a laptop or tablet to use if technology is required in the classroom. Students can use their phone at lunch time but it should be placed in the locker before entering the classroom for afternoon classes. If students are found bringing phones into the classroom they will be required to turn their phone into the Principal and they will not be permitted to use it at lunch time. This expectation also applies for Smart watches.
8. Please refer also to the Student Code of Conduct and Discipline Protocols, which can be found on the PHS website under About > School Policies

Student Misconduct

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



- Disruptive or defiant behavior during class time and/or on the school grounds, including failure to respect and/or follow directions of staff or faculty
- Persistent use of a language other than English during class time
- 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, books, 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;
 - changing icons or other forms of basic information to languages other than English;
 - using the school internet for any inappropriate, illegal, or unkind purposes on social media or otherwise

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. Please also see the **Student Code of Conduct and Discipline Protocols**, which can be found on the PHS website under About > School Policies

Dismissal Policy

All students are expected to behave in a mature manner, and to conform to the expectations for academic honesty and student conduct outlined in this Student Handbook, as well as those described in the **Student Code of Conduct and Discipline Protocols**, which can be found on the PHS website under About > School Policies

Any student who commits a breach of these expectations will be subject to disciplinary actions as outlined in the Student Code of Conduct and Discipline Protocols. 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.

STUDENT FACILITIES

Lunchroom

The Student Lunchroom is an area where students can gather to talk, have a break, and have lunch. 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. Wash and put away containers. Do not leave cans, bottles or cups 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.

Recycling

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

Student Self-Study Room

- The student self-study room is available for students to work quietly when they have a free period or otherwise.
- Keep this room clean, tidy, and accessible to others to use.

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

There is an English language only policy which requires that all staff and students speak English inside the school. This policy exists because:

1. An outcome of attending Pattison High School is the improvement of English language proficiency. This is only effective 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.

2. 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. This also allows teachers to monitor the content of conversations to better provide help and guidance.
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

1. Attendance is critical to success. 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. An unexcused absence may result in loss of marks due to missed assignments or assessments.
2. 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.
3. 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.
4. There is a progressive system for addressing student attendance and tardiness.
 - (i) When a student is absent, an email will be sent to the parents/custodians as a warning and a request for an emailed excuse.
 - (ii) When the student has missed 4 classes in a course they will be required to sign a Performance Agreement. The parent/custodian and home-stay will be notified.
 - (iii) When the student has missed 8 classes in a course, they will be required to meet with the Principal along with the parent/custodian. The student will be required to attend 2 days of in-school suspension from the class and to make up missed work. An Attendance Action Plan must be written by the student and submitted to the principal outlining steps that will be taken to resolve the issue.
 - (iv) When the student has missed 12 classes in a course they will be withdrawn from the course and required to attend the student self-study room during that class.
5. Students are expected to be in school during class time. Students with permission to leave at lunch or during study blocks must sign out and back in at the reception desk.
6. Attendance history in previous semesters is carried forward. 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 attendance policy agreement provides for possible withdrawal from a class following the 8th absence.
7. After every 3rd late arrival students will be required to serve a late detention on Mondays. **Your goal is zero absences and zero late arrivals. Many students accomplish this goal.**



Smoking, e-substances, vapor products

There is no smoking anywhere on the premises. The premises includes the Electra Building grounds. Included in the prohibition is electronic/e-cigarette use and the use of vapor products. Provincial regulations set a six-metre zone around all doorways, air intakes and open windows in which no one can use tobacco or vapor products.

Dispute Resolution and Appeals

The school publishes an Appeals Policy which addresses the processes of procedural fairness.

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 need to have more than one set in the event that an item of clothing is being cleaned or repaired.

Schedule of Classes

All classes in the high school program are held each day, five days a week. Wednesday, classes are shortened and school is dismissed one hour early to allow for meeting with teachers.

Monday, Tuesday, Thursday, Friday

Period 1 8:45am to 10:15am
Period 2 10:25am to 11:55am
Lunch 11:55am to 12:35pm
Period 3 12:35pm to 2:05pm
Period 4 2:15pm to 3:45pm

Wednesday

Period 1 8:45am to 10:00am
Period 2 10:10am to 11:25am
Lunch 11:25am to 12:05pm
Period 3 12:05pm to 1:20pm
Period 4 1:30pm to 2:45pm

Equivalency and other options for earning credits

Students may gain credits for courses taken outside of BC, or for related experience. Students wanting to inquire about this process, or other options for earning credits in the BC high school program, must make an appointment to meet with the school counselor.



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. Students with C-, F or IE on progress reports will be subject to academic review and may be required complete a Performance Agreement.

<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
F	0-49	course failure
IE	N/A	mid-term incomplete work
W	N/A	withdrawal from a course

Awards

Academic awards will be given each trimester based on marks in 3 or more courses.

- a) Students with an average grade 90% or more will be on the Principal's list
- b) Students with an average grade of 80% - 90% will be on the Honor Roll.
- c) Students with exemplary attendance will be recognized as such.
- d) Teachers will give out class awards for top student and most diligent student.

Provincial Assessments

As part of the graduation requirements, students in the B.C. Graduation Program will complete three provincial assessments. These assessments focus on the demonstration and application of **numeracy** (Gr 10) and **literacy** (Gr 10 & 12).

The provincial assessments typically are offered in November, January, April and June. Students at Pattison High School are encouraged to take each assessment in the earliest session upon completing their course work. Check with the counsellor to determine if you need to write an assessment. Students who need to write an assessment in order graduate in that trimester will be automatically registered. Other students may sign up to write as desired.

All students who will be writing assessments will be expected to attend a tutorial session and write sample assessments in preparation for these assessments.



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 between downtown and Burnaby/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.

Student users of the public transportation system can use their student cards in as student ID to receive concession rates. A monthly transit pass (Compass Card) can be purchased.

Strategies for Improving English Language Proficiency

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 simple 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.
6. **Meet people who speak English to you** through your homestay family, sports, clubs and other activities that interest you.



Libraries

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.

Safety in Vancouver

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

1. **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.
2. Don't carry your passport with you all the time. It would be much safer left at your homestay.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.**
9. If you leave something on public transit by mistake, fill out the lost property form at <https://www.translink.ca/about-us/customer-service/lost-and-found>. Often people notice you left something behind and give it to the driver.

Homestay

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

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.

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
- To assure the homestay family assume their duties
- On-going communication with school regarding student supervision and care
- Monitoring student academic reports and/or attendance and/or behaviour notices



- 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
- 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

Fees

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