



Student Handbook

Pattison High School
981 Nelson Street
Vancouver, BC V6Z 3B6 Canada
Phone: 604.608.8788
E-mail: info@pattisonhighschool.ca
www.pattisonhighschool.ca



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 International and Canadian 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

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
- 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.
- **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 and 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.

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 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, 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 students may not download music and/or, movies, 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.

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* 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 classroom 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.
4. Students are expected to arrive at all classes on time and be prepared to study. If a student is late for class, within 30 minutes, he/she will be marked as late. Late arrival beyond 30 minutes will be marked as 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 lunchroom 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. In Canada, people tend to be quiet and they 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.
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 Learning Resources Centre (LRC) are provided for the use of all students. Therefore, no student may impose a password or other means of interfering with the availability of a computer to another student. Also 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 in the LRC, the teacher may ask you to leave the room.
- Food and drink are not allowed in the computer room. This is to prevent damage to the computers.

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

We strongly encourage students to speak English at all times; the hallway and Student Lounge area, during recess and lunch time, are language friendly zones. During class time, English only will be strictly enforced at the teachers' discretion - unless another language is approved to assist other students to understand class work.



Use of Language

No matter in which language, explicit languages are strictly prohibited at school. This will be appropriately enforced as breach of the Code of Conduct at school. Consequences will follow.

ATTENDANCE POLICY

Attendance is critical to success. Absences and late arrivals will be recorded by class. There is a 'staged' attendance policy, with consequences at each stage.

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. Attendance warning system:

There is a three stage warning system for students with attendance issues:

- (i) The first stage takes place when the student has missed 4 classes in a course. The student will be required to sign an Attendance Contract. The parent and/or guardian and/or home-stay will be notified.
- (ii) The second stage takes place when the student has missed 8 classes in a course. The student will be required to meet with the Principal. The parent and/or guardian and/or home-stay will be notified. The student becomes at risk of suspension from the class.
- (iii) The third stage takes place when the student has missed 12 classes in a course. The student will be required to meet with the Principal and the parent and/or guardian and/or home-stay. The student may be suspended from the class and an Attendance Action Plan must be written by the student. The plan must be submitted to the Principal.

Suspension from a class can take place from the 12th absence onward.

5. 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 attendance policy agreement 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, 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 might want to have a second 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. On the left is the schedule for Monday, Tuesday, Thursday and Friday. On the right is the schedule for Wednesday.

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

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 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 Assessments

- As part of the updated graduation requirements, students in the B.C. Graduation Program will complete three provincial assessments. These assessments focus on the demonstration and application of **numeracy** and **literacy**.
 - **Grade 10 Numeracy Assessment**
 - **Grade 10 Literacy Assessment**
 - **Grade 12 Literacy Assessment**
- Students at Pattison High School are encouraged to take the provincial exam in the earliest session upon completing their course work. Check with the counselor to determine if you need to write.

Awards and Awards Day

- 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) 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

Every semester there is an Award’s Day. The categories are for Top Student, Most Diligent, Most Improved and Participation. Awards are given as certificates in each course.

Students who are recognized as being on the Principal’s List and Honour Roll, will have his/her name engraved on a plaque on display at school. Students will also receive certificates.

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 Vancouver International 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 are recommended to purchase a monthly **Compass Card**. This is a bus pass that enables you to use the transportation freely for the month after payment. Please go to compasscard.ca for information on how to register and receive your Compass Card.

Libraries

Pattison High School has a small collection of books, magazines and newspapers available for students to read, located on shelves in the Learning Resource Centre. 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 someone at school. Vancouver is a safe city, but nowhere is completely safe.



British Columbia's Medical Services Plan (MSP)

All students attending Pattison High School are required to have medical insurance either privately or through the British Columbia Medical Services Plan (BC MSP). MSP is BC's provincial health insurance plan. Anyone living in BC for six months or longer (including international students) is required by law to enrol in MSP and pay the premiums accordingly.

International students must apply for BC MSP as soon as they enter British Columbia, as applications take 90 days (3 months wait time) to process. During the 90 day wait period, the student **MUST HAVE** private medical insurance coverage or overseas travel insurance to provide them with adequate medical coverage. Students are required to provide proof of temporary medical insurance to Pattison High School. For students without temporary medical insurance, PHS may assist students to obtain a private medical insurance to cover their medical needs during the 90 day wait period. Please see Student Services at the front reception for assistance.

New Permanent Residents and students from other Canadian provinces also have a 90 day waiting period. For new permanent residents, it is the student's responsibility to obtain temporary private medical insurance to provide them with adequate medical coverage. If you are moving from another Canadian province to study in BC, ensure that you maintain your coverage with your former medical plan while waiting to be covered under BC MSP. Once MSP coverage commences, your previous medical coverage needs to be cancelled.

What does MSP cover?

MEDICAL SERVICES PLAN COVERS	MEDICAL SERVICES PLAN DOES NOT COVER
✓ Basic Medical care	X Dental Care
✓ Most doctor visits	X Prescription Drugs
✓ Most hospital visits	X Eye examination or Corrective lenses



Custodian and School Authorized Custodian Program

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