



West Coast Christian School

High School Handbook
2015-2016

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About Us

Welcome to a new year at West Coast Christian School. We are excited that you will be part of our High School this year. There are many changes, including some new teachers, courses, students and classrooms. As teachers we look forward to getting to know you, and seeing how you will grow in knowledge, abilities and character this year. As you know, West Coast is unique in many ways, all of which make it a great place to learn!

- We are a Christian school, committed to learning about God, and to living according to God's word, the Bible. You don't have to be a committed Christian to attend West Coast, but you have to be interested in thinking about spiritual things, asking questions, and paying attention in discussions about the Bible. You also need to show respect to others in their expression of their faith. We believe that God created every one of us to know Him and to discover his purpose for our life.
- We are a community. We believe that students learn best in a place where we care about each other, support each other and contribute our own gifts and service. Every one of your teachers is interested in you as a person and in how you are doing. We expect each of you to get involved in helping other students, by including peers and by encouraging younger students.
- We want to help you develop as whole person, by working hard and experiencing a wide variety of subjects, including academics, arts, sports, practical skills and service. You'll be expected to participate in almost everything while you are here – sports, art, drama, music, camping, leading activities, community service, cooking – to name just a few. We hope you discover the talents and gifts that you have, and that you can be involved in things you love doing!
- We're a small school. Some students might worry that they'll miss out on opportunities in a small school, but look at it this way. In a school of 2000, how many students get to play on teams, perform in a concerts, or plan and lead activities? Only a very small percentage of the whole school. In our school, every student can do those things, in fact, every student is needed to do those things! When you graduate from West Coast, you will have a great collection of experiences and memories that will help you in your future.

Student Relationships

Good relationships are extremely important. We believe God has called us to be a community that accepts and cares for one another. Each of us is responsible to be welcoming and friendly to classmates and visitors. There are some things that you as high school students should be watchful of in order to guard a friendly atmosphere in our school.

- **Bullying** – Bullying may be physical or emotional, but is always a “deliberate, hostile activity, intended to harm.” Bullying will be dealt with very seriously in our school, with suspensions, parent meetings, loss of privileges, and possibly expulsion. If you see bullying going on, you should make it clear that you are not going to join in. Sometimes you should confront the bully and tell them that their behaviour is wrong, and other times you should report to your teacher or principal. Remember that we can all take responsibility to make our school a safe place for everyone.
- **Inclusive vs. Exclusive Behaviour** – Most students are not bullies, but it is easy to find some friends that we are comfortable with and then to ignore everyone else. Sometimes we don’t take time to look for the people who are lonely or left out on the sidelines. We can all make it our prayer that God would help us to see who is lonely, and to include them in the group.
- **Racial/Ethnic Discrimination** – God has blessed us with a great variety of races and nationalities in our school. This is an incredible opportunity for you to learn about other cultures, and about getting along with people different from yourself. Racial or ethnic jokes and insults will not be tolerated at school.
- **Dating** – If you are interested in dating another student in our school, you should start by praying and seeking your parents’ advice. While at school and school-related activities, you should relate to your peers as a group without pairing up or forming exclusive relationships. All of us can work together in maintaining a healthy and inclusive atmosphere at school, by using discretion in the area of dating and relationships. School atmosphere can be damaged not only by exclusive relationships, but also by gossip, teasing, assumptions, and generally making this a common topic of conversation. Often, comments on social media can also be harmful. We urge all of our students to pursue healthy, inclusive, group relationships while at school, and in their interactions outside of school and through social media.

School Code of Conduct

Our desire is to be a community that honours God in our attitudes, character, and interactions. We desire our lives together to reflect the character of our God, who is “gracious and compassionate, slow to anger and abounding in loving kindness,” who is just and who shows no favoritism. The following are guidelines for acceptable conduct, which will aid us in establishing a safe, orderly and caring environment in our school.

Acceptable Conduct Guidelines

As members of the WCCS community, we will:

- respect others and treat them how we would like to be treated
- co-operate with teachers’ and parents’ authority.
- Show responsible behavior in learning and school activities. This includes
 - Attending classes regularly and punctually
 - Arriving at class prepared, with materials ready and homework completed
 - Taking care of equipment and materials
 - Using electronic devices responsibly, so as not to distract from or harm the learning environment
- Show care in the school for others’ comfort, convenience and safety.
- Speak in ways that build people up, avoiding profanity, threats, mocking or hurtful words.
- Speak and act truthfully

We will keep our school free from:

- Bullying, cyberbullying, harassment and marginalization
- Threats and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form
- Retribution against a person who has reported incidents

We will not tolerate the presence of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons, replica weapons or explosives
- Intruders or trespassers All visitors to the school must first report to the office

Notification

The school administration will notify parties concerned following an incident.

- Parents / guardians of the offender
- Parents / guardians of victims
- Police or other agencies as required by law
- School staff and school community as deemed appropriate by the school administration

School Code of Conduct continued . . .

Consequences and Discipline

Consequences will be applied to unacceptable conduct. These may include detentions or temporary loss of privileges for minor infractions, and will move to progressive discipline for more serious or frequent behaviours. Consequences will focus on being restorative rather than punitive in nature.

We will use the following sequence of discipline for more serious behaviors. In some cases, the principal may proceed directly to expulsion if the behavior is sufficiently serious.

- Teachers and principal meet with the student to formulate a plan to change the unacceptable behaviour.
- Teachers and principal meet with parents to find ways to work together in correcting inappropriate or unsafe behavior
- Student is suspended from school
- Student may be expelled from school

Detentions

Responsibility and respect are shown in small and large ways. Detentions will be given for smaller behaviours which demonstrate a lack of responsibility or respect.

These include:

- Swearing or mocking language
- Lateness to school or class
- Uniform infractions
- Disrespect to property
- Gum chewing in school building
- Electronics used in an unauthorized way. The basic guideline is: You may use an electronic device for a valid educational function, with a teacher's permission, or outside during breaks.

Detentions given for the above will usually be served at noon hours or at the discretion of the supervising teacher. The student must show up promptly for the detention, and will serve until dismissed by the supervising teacher.

Bullying Prevention Policy

Bullying may be defined as a “deliberate, hostile activity, intended to harm, and usually involving an imbalance of power.” Staff, parents, and students at WCCS are committed to building a safe, bully-free environment in the school. In order to do this, efforts must be made on many fronts, as outlined below:

1. Code of Conduct

Students and parents are made aware of the school’s code of conduct at the beginning of each year. Consequences for going against the code of conduct are clearly outlined in the school’s discipline policy.

2. Pro-Active Measures

Bullying is minimized in a caring, connected school environment. This is intentionally cultivated at WCCS in several ways:

- a. Multi-age House activities
- b. Student retreats
- c. Strong teacher or principal presence in hallways and during unstructured times such as breaks and lunch hour.
- d. Parents encouraged to spend time volunteering in the school.
- e. Teaching in Bible and HACE classes on Christian community and relationships
- f. Staff and student training on identifying, and dealing with bullying.

3. Reporting

Students and parents are strongly encouraged to report incidents of bullying to a parent, teacher or other trusted adult. Parents in turn are strongly encouraged to report these incidents to school authorities. Developing a school ethos of empathy for one another and concern for vulnerable students, will help students see the importance of proper reporting. In order to facilitate this, teachers work to develop open trusting relationships with students. Students are also given an avenue to report anonymously if necessary.

4. Follow-up

Reports of bullying incidents will be followed up in the following ways:

- a. School staff ensure that the reported victim is supported and protected. This may include providing a safe place, notifying parents, counselling or other means.
- b. A log will be kept of reports.
- c. Teachers will be alerted to observe social situations more closely.
- d. Principal and/or teachers and parents will meet with perpetrators to counsel, and to bring about restoration or discipline, following the steps outlined in the school’s discipline policy.

Plagiarism Policy

Plagiarism has become a very common problem in schools and universities because of the availability of information and the ease of copying. Many students, even unintentionally, will copy and paste work from the internet, without acknowledging the source. This can bring serious consequences, especially in university studies, even automatic failure of a course. In addition, students who copy and paste material are harming their own learning, as they do not properly process and internalize the material they read. It is important that as a school, we train our students in good research techniques, and in ways to avoid plagiarism.

Teaching Component

Throughout the High school, the MLA system of citing works will be used from Grade 8 to 12. At the beginning of each year, in English class, students will be taught skills necessary for avoiding plagiarism, including:

- Note taking
- Paraphrasing
- Using multiple sources
- Finding reliable sources
- Using citations

Consequences for Plagiarism

The following consequences will be used for cases of plagiarism from Grade 8 to 12. Instances of plagiarism will be accumulated over the five years of high school; a new school year does not give the student a clean slate.

First offense

- Student will rewrite the assignment at school, under teacher supervision, with limited or no use of computer. The assignment must be handwritten within set time limits, outside of regular class time. The student may receive full marks for the assignment.
- The case of plagiarism will be communicated to parents and other teachers.

Second offense

- As above with a mark limit of 50%

Third Offense

- Zero on the assignment
- Communicated with parents, teachers, and placed on the student's permanent record.

Building Care

We are blessed to have beautiful school buildings that belong to us. Our buildings represent the hard work and giving of many people over the years, and we want to care for it and show it respect. Every student and teacher can help keep our buildings in good condition for many years to come by following a few important guidelines:

- **Clean up after yourself** – don't leave your belongings or waste paper lying around in hallways or classrooms.
- **Treat furniture and equipment with care** – don't roughhouse inside the building.
- **No sports equipment of any kind in the MPR**, except for a teacher-organized PE activity.
- **Ask permission before using music or electronic equipment.**
- **The MPR kitchen** – is available for High School student use. Students are free to use microwaves and kettles, but should not use fridges, stoves, cooking utensils or dishes. Any food found in kitchens is usually there for a school class or event, and should not be taken. Microwaves and personal dishes should be cleaned up after use. Remember that kitchens will be reserved for special use on Fridays, so come prepared with food that doesn't have to be cooked!

Lockers

Each student is assigned a locker for use during the year with the following guidelines:

- Every student is encouraged to use a lock. Locks must be combination locks and must be registered at the school office.
- Lockers are the school's property and must be kept in excellent condition. Do not decorate your locker with stickers that will be hard to remove, or with pen or felt markings.
- Keep your locker clean – do not let food spoil in your locker.
- Lockers may be inspected at any time by teachers, for neatness or to look for lost items.
- You should plan for all your belongings to fit in your locker. Make sure your school bag or back pack is small enough to fit, and organize your books in an easily accessible way.
- Back packs and other belongings may not be stored on top of lockers or left in classrooms or hallways.
- We cannot guarantee that your valuables are safe at school. Items like cell phones, money or jewelry should be kept on your person or locked in your locker.

Uniform / Dress Code

PE Uniform – items followed by an asterisk* must be purchased at Cambridge & Co.

- Blue T-shirt with school logo*
- Black shorts*
- Black zip hoodie with school logo*
- Black sweat pants*
- White athletic socks
- Athletic shoes

Boys Uniform – items followed by an asterisk* must be purchased at Cambridge & Co.

- Plain grey dress pants*
- White golf shirt with school logo*
- Black v-neck pullover sweater with school logo*
- Gray or black socks
- Black shoes with no white or colours.
- No jewelry
- Hair must be worn off the face and in natural colours, and in styles which are not extreme or designed to attract attention. The principal has the discretion to direct a student to have their hair cut.
- Jackets and hats are not to be worn in class

Girls Uniform – items followed by an asterisk* must be purchased at Cambridge & Co.

- Tartan box-pleat skirt*
- White short-sleeve out-blouse*
- Black v-neck pullover sweater with school logo*
- Black knee socks or black tights*
- Black shoes with no white or colours. Maximum 2 inch heel when measured from the outside.
- Jewelry - Earrings: small, plain rings or studs only, maximum two per ear. No other piercings.
- One smooth ring, one simple necklace, no other jewelry.
- Hair must be off the face and worn in natural colours
- Make-up and nail polish must be light, unobtrusive and natural colours
- Hair ties and barrettes must be plain colours and match the uniform.
- Jackets and hats are not to be worn in class

During non-uniform events, students are expected to dress according to the stated expectations of the teacher in charge. In all cases, we ask that clothing be modest and free from negative designs, slogans and logos.

Daily School Routines

1. Timetable

- You should arrive at school **before** 8:30 am, and be in your first class, ready to start by 8:30 am attendance.
- The school day goes until 2:50 p.m.
- Morning classes are 1 hour long, with a five minute break between each class.
- There are also breaks from 10:35 to 10:50 and from 11:50 to 12:30.
- Afternoon classes are either 45 minutes, or 1 ½ hours long.
- On Friday, the timetable changes, with shorter breaks and an earlier dismissal. Take careful notice of the different times on Fridays

2. Classroom Locations

Most classes will be at our Oxford campus this year. When going to class in the Oxford Campus, please remember the following:

- Always enter by the Renfrew Street door.
- The entrance and staircase are **absolute quiet zones**. Even a normal conversation is distracting to our neighbors on the ground floor, so make sure that you save your conversation for the rooms upstairs.
- Do not use the walk ways around the building.

3. Think Ahead

- It may be inconvenient to go to your locker between classes.
- Students will not normally be permitted to go to lockers during class time.
- Being unprepared, and needing to go to a locker may result in the student being marked late for that class.

4. School Chapels

Chapel is held every Friday morning from 10:15 to 11:10. During assemblies we spend time in worship, and hearing a speaker share with us out of God's word. There is opportunity for students to help on the worship team. Your Bible teacher may ask you to take notes on the Chapel speaker as a part of your Bible mark.

5. Lunch breaks

- High School lunch break is from 11:50 a.m. - 12:30 p.m.
- High School students eat lunch in the Multi-purpose room.
- Once a week at lunch break you will have a duty. It may be supervising a younger class, helping in the office, or tidying the lunch room.

6. Signing out

If you have a parent permission letter on file at the office, you may sign out at lunch to go the park, to buy lunch etc. Make sure you are back in plenty of time to be ready for class. Sign outs will begin the third week of classes. Lateness or uniform infractions will result in loss of sign out privileges.

7. On PE Days

Students should change into PE uniforms at lunch, or during their break before PE.

Acceptable Use Policy for the Internet and Computer Network

West Coast Christian School WCCS provides a network of computers with access to the Internet to support educational purposes. For students today, Internet services and technologies offer valuable sources of information and important tools of communication. At the same time, there are potential hazards. Students may receive offensive messages or may access inappropriate material. As with other ways of communication, computer networks might be used to create and distribute inappropriate information or to conduct oneself in unacceptable ways.

Therefore we want to inform parents and students of potential risks and benefits, and enforce some rules on how students should behave according to Canadian laws and according to the Christian ethical standards of our school while using the Internet and the WCCS computer network.

Guidelines of Appropriate Use

- Student access to the WCCS computer network and internet is for educational purposes. Using the WCCS network or internet for illegal, obscene, or harassing purposes is prohibited. Students should not use the school's computer network for accessing social networking sites or their private email, for chatting and for blogging unless necessary for educational purposes.
- When communicating over the internet, students should express themselves in a responsible, moderate and polite manner.
- Students should not reveal any information about their personal identity on the internet.
- Each student will receive a password-protected account and will be responsible for all activities within their account. Student accounts may be monitored if misuse is suspected.
- In the case of opening an inappropriate website accidentally, students should close it immediately and to report the incident to their teacher.

Inappropriate Use

1. Students may not use the WCCS computer network to:
 - Access, create, copy, store, or transmit any materials in violation of Canadian Laws.
 - Access, create, copy, store, or transmit pornographic or violent materials.
 - Copy, store, or transmit any copyright-protected materials.
 - Participate in chain mails.
2. Students may not violate or attempt to violate the security of the computer network system or equipment and its data.
 - Any attempt of unauthorized access to data outside of the personal account is strictly prohibited.
 - Any malicious attempt to harm or destroy data of another user or of the network system is strictly prohibited.

Acceptable Use Policy for the Internet and Computer Network continued . . .

3. Students may not use Internet services to:

- Reveal any correct or incorrect personal information of another person.
- Transmit or post any threatening, abusive, obscene or harassing material.
- Bully another person.

4. Students may not use abusive, vulgar, profane, obscene, harassing or other inappropriate language on the internet.

5. Students may not:

- Share their passwords.
- Use another student's password-protected account or e-mail address.

Consequences

Any misuse of the WCCS computer network or the Internet may result in loss of user privileges, detention, suspension or other consequences as deemed appropriate by the governing authorities.

- The parents will be informed.
- In case of illegal activities WCCS will hand the case over to law enforcement agencies.
- The student and their parents are responsible for any financial loss resulting from the misuse of the computers or the computer network.

Athletics and Extra-Curricular Activities

Throughout the year, there are many opportunities to get involved in sport teams and other extra-curricular activities. Mr. Graves can give you more information about each sport as it comes into season. Here are a few of the opportunities that will arise:

Fall: Soccer, Cross Country

Winter: Volleyball

Spring: Ultimate Frisbee, Track and Field

There are may be other sports to get involved in depending on scheduling and student interest.

Sign-Out Permission for Lunch Breaks

Once the year is under way, students may sign out during certain lunch breaks to buy their lunch or go to the park. The following rules apply:

- Students may not sign out during the morning break.
- Students must have a watch, and must return in time for afternoon classes
- Students must go in groups of two or more when signing out.
- Students will not be able to sign out if they have assigned duties, detentions, or scheduled school activities.
- Students are expected to represent our school positively in the neighborhood, showing courtesy to neighbors and business owners.
- Students should use common sense in deciding how far away to go, and in determining how much time their activities may take.

When students sign out, they are unsupervised. Therefore the school requires written parental permission. Students who return late or act irresponsibly, may lose this privilege.

Field Trips Waiver

Many field trips will be taken during the school year, which will enhance the school's program. Most trips are close by, involving only a short travel distance from the school. Field trips are a part of the curriculum, and therefore attendance is mandatory. Rather than send home forms and require permission slips for every field trip, we would like parents to sign a general waiver, allowing us to easily take students on various trips. For longer trips, or for trips that may have some danger involved, we will always seek separate permission from parents.

September Camp 2015

Our High School September Camp is a great beginning to the year. It gives students and teachers a chance to mix together and get to know one another in fun, comfortable surroundings. We'll spend time cooking and eating together, playing crazy games, enjoying God's beautiful creation, learning and talking about goals for the year, and just hanging out.

This year's camp is at Camp Whonnock, about 1 ½ hours from school. The camp is situated in Maple Ridge, in a beautiful wooded area with close access to lakes for water activities. We will work in teams to prepare our own meals. Each day's activities will be announced closer to the time of the camp. Camp costs are covered by our Field Trip budget, so there is no charge, but we would like every family to donate some baking, like muffins, cookies etc. for us to share for snacks.

Things to bring - required:

- Sleeping bag, pillow and mattress
- Wash items and towel
- Flashlight
- Pen, notebook, Bible
- Sturdy shoes for hiking
- Water bottle
- Small backpack
- Clothes for warm, cold, or wet weather – be prepared for rain just in case!
- 2 pairs of outdoor shoes, in case one gets wet.
- Indoor shoes or slippers
- Swim suit and towel
- Sun screen

Things to bring – optional:

- Bug spray
- Camera
- Board games
- Hat
- Musical instrument

Camp guidelines:

We are renting the camp and must take care of the property and buildings while we are there.

- Do not damage the natural surroundings in any way. This includes underbrush and foliage.
- Everyone should participate in all activities, unless they are physically unable due to sickness or injury.
- Be prompt for meeting, activity and chore times.
- Respect quiet and lights out times.
- Do not leave the group area without permission from a leader.
- No boys in girls' cabins rooms or vice versa.
- No personal electronics in group areas or during group activities. This includes riding on the bus, and all daytime activities. Personal electronics will be confiscated until the end of camp if used at inappropriate times.



**High School Electives
2015/2016**

Student's full name: _____
please print

Please mark your first and second choice for each block. Grade 11 & 12 students (only) may take up to 3 hours in study blocks per week. When an elective is repeated, such as Yearbook or Digital media, a student may take only one of the blocks. The exception to this is Art 11 & 12 which may be taken on Wednesday and Friday.

Tuesday 2:05 – 2:50 and Thursday 12:30 – 1:15

- _____ ChoirMr. Ferguson
- _____ YearbookMrs. Koch
- _____ Digital MediaMrs. Kim

Thursday 1:20 – 2:50

- _____ Drama.....Mr. Bamberry
- _____ YearbookMrs. Koch
- _____ Applied skillsMr. L Ferguson

Friday 8:30 – 10:00, *Grade 8 to 10 only*

- _____ Guitar / PercussionMr. L Ferguson
- _____ OrchestraMr. Ferguson
- _____ Digital MediaMrs. Kim

Friday 12:45 – 2:15

- _____ ArtMrs. Johns
- _____ Community Outreach.....Mrs. Koch, Mr. Ferguson
- _____ Outdoor Skills.....Mr. McCallum

Wednesday 12:30 – 2:00, *Grade 11 and 12 only*

- _____ Art 11 & 12Mrs. Johns
- _____ Support Block 11 & 12

I am aware of the electives chosen by my son or daughter and I support these choices.

Parent's name: _____ Date: _____
please print

Parent's signature: _____



West Coast Christian School

Sign-Out Permission for Lunch Breaks 2015-2016

Student's full name: _____
please print

_____ I give permission for my son/daughter to leave the school during lunch breaks. I understand that my son/daughter will not be supervised during these times, and I will not hold the school liable for any injury to my child while off the school grounds.

_____ I do not give permission for my son or daughter to leave the school unsupervised during lunch hours.

Parent's name: _____ Date: _____
please print

Parent's signature: _____



Field Trips Waiver 2015-2016

Student's full name: _____
please print

For the 2015-2016 school year, I give permission for my son/daughter to participate in activities sponsored by West Coast Christian School including:

- Travel by public transit throughout greater Vancouver when accompanied by an adult chaperone.
- Travel by car, van, or school bus when a school designated driver, holding a valid license is driving.
- Travel by foot in groups of two or more students with at least one student Grade 10 or older present, within areas not included in the downtown eastside. May include City Parks, Stanley Park Seawall, but not the area between Nanaimo St and Abbot St. and between the Port of Vancouver and Broadway
- Travel by bicycle on designated bike paths or side roads not busy streets like Hastings
- P.E. activities off the school premises, including gyms, sports fields, and moderate day hikes, when accompanied by adult chaperones.

I understand that the following activities will require an additional waiver for each event:

- Overnight activities
- Difficult or strenuous hiking
- Water sports
- Unaccompanied community service

Parent's name: _____ Date: _____
please print

Parent's signature: _____



West Coast Christian School

Camp Permission Form 2015-2016

Student's full name: _____
please print

I give permission for my son/daughter to attend the West Coast Christian School High School Camp on September 16-18, 2015. I have read the Camp guidelines in the 2015-2016 High School Handbook with my son/daughter, and I am in support of them.

Parent's name: _____ Date: _____
please print

Parent's signature: _____

I have read, the Camp guidelines and I understand and agree to abide by the safety and behavioral standards for camp as stated in the 2015-2016 High School Handbook.

Student's signature: _____



**Acceptable Internet and Network Use Agreement
2015-2016**

Student's full name: _____
please print

Student

I have read the Acceptable Use Policy for the Internet and Computer Network in the 2015-2016 High School Handbook.

I agree to follow the guidelines for computer network and internet use in the classroom. I understand that any violation of the Acceptable Use Policy may result in loss of computer privileges and other consequences if necessary.

Student's signature: _____ Date: _____

Parent or Guardian

I have read and I do hereby agree with the Acceptable Use Policy for the Internet and Computer Network in the 2015-2016 High School Handbook.

I understand that the computer network and the access to the internet provided are designed for educational purposes.

I recognize that it is impossible for WCCS and its teachers to restrict access to all controversial materials and will not hold the school responsible for my child's activities on the Internet.

Parent's name: _____ Date: _____
please print

Parent's signature: _____