

**CHATHAM CHRISTIAN HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK**

**2009 - 2010**



***MISSION STATEMENT: To provide Christ - centred  
learning in all areas of school for Christ - like  
service in all areas of life.***

# GRADUATE PROFILE

students who graduate from Chatham Christian High School:

**1. Should be equipped with a quality education which provides them with the tools necessary to function effectively in society.**

- should possess excellent numeracy, literacy and communication skills
- be equipped with a well-rounded education
- prepared for workplace, college or university destinations

**2. Should demonstrate a Christian Mind.**

- thinks Christianly about issues we face in society
- shows respect for God and creation
- critically analyzes social and cultural norms and values
- develops good questions
- is able to interpret various forms of media and communication.
- demonstrates wisdom and discernment when faced with the many ideas and values that our society promotes

**3. Should demonstrate a desire to promote justice in all areas of life.**

- have compassion for oppressed and disadvantaged
- show respect for other people and cultures
- possess a willingness to serve others
- have an awareness of societal structures that hinder justice
- have an awareness of current global issues
- demonstrate stewardship, such as a respect for creation and the resources we have been given

**4. Should have an appreciation for personal gifts and talents and a developing sense of how God is calling them to use their gifts.**

- able to discern God's will for their lives
- committed to discerning and developing their gifts
- committed to serving others with their gifts
- recognize that their personal value comes from being an image-bearer of God
- have a knowledge of their place in spiritual warfare

**5. Should demonstrate growth in Christian maturity.**

- pursue an active relationship with God
- demonstrate awe and wonder for God and his creation
- are both passionate and bold in expressing their faith
- make decisions that are consistent with their confession

**6. Should demonstrate Christian character in everything that they do by demonstrating:**

- honesty
- kindness and compassion
- contentment
- joy
- confidence
- leadership
- healthy lifestyle
- desire for life-long learning

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## CHATHAM CHRISTIAN HIGH SCHOOL CALENDAR 2009 - 2010

School year begins.....	September 8
Welcome BBQ. ....	September 15
Red Feather. ....	September 18 & 19
Class Trip Grades 9 & 10.....	September 24 & 25
Christian College Fair.....	September 25
OCSSAA Cross Country.....	October 6
Community College Information Day - St. Clair College.....	October
THANKSGIVING. ....	October 12
ACT Tests.....	October 24
O.C.S.T.A Convention - P.D. Days.....	October 29 & 30
OCSSAA - Volleyball & Basketball Tournament.....	November 6 & 7
Mid Terms Reports.....	November 18
Parent/Teachers Interviews.....	November 24 & 25
Fall Society Membership Meeting.....	November
School Bazaar. ....	November 27
P.D. Day.....	November 30
CHRISTMAS HOLIDAYS (inclusive). ....	December 21 to January 1
Exams.....	January 27 - February 2
Ski Trip.....	February 3
Report Cards. ....	February 10
Christian Schools - Volleyball & Basketball Tournament.....	February 5 & 6
FAMILY DAY. ....	February 15
Musical Production.....	March 4, 5, 6
SPRING BREAK/PARI TRIP (inclusive).....	March 15 - 19
First Day Back. ....	March 22
GOOD FRIDAY.....	April 2
EASTER MONDAY.....	April 5
Grade 10 Literacy Tests.....	April 8
Handel's Messiah.....	April 11
P.D. Day.....	April 12
Mid Term Reports.....	April 21
Christian Schools Badminton.....	April 23 & 24
Parent/Teacher Interviews.....	April 28
Choral Festival.....	April 30
Christian Schools Track & Field.....	May 7
OCSSAA - Boys & Girls Soccer.....	May 7 & 8
Grandparents Day.....	May 10
VICTORIA DAY.....	May 24
Quebec Trip.....	May 31 - June 4
Class Trip Grade 11.....	June 3 & 4
Awards Assembly.....	June 18
Exams.....	June 21 - 25
Graduation.....	June 29

## CODE OF CONDUCT

The school's code of conduct is the basis of the good discipline and effective discipline policy at Chatham Christian Schools. It is written to fulfill the commands "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, Love your neighbor as yourself." Students are expected to:

### Honor God in Everything You Do

- You serve God through your school work, social relationships, athletics and activities

### Learn All You Can

- Pay attention in class
- Try to develop your skills with the help of your teachers
- Complete all your homework by the due date

### Support The School Community

- Communicate your ideas to the Student Representative Council
- Participate in school activities

### Respect Your Fellow Students

- Be courteous and considerate of your fellow students
- Avoid anything that might cause injury or embarrassment
- Understand that bullying and harassment will not be tolerated

### Respect All Staff Members

- Follow your teacher's instructions
- Speak to your teachers, school support staff and any other staff politely and with respect

### Respect The Property Of Others

- Leave other people's property alone
- Return what you borrow

### Look After The School

- Take care of buildings, furniture, grounds and all our property
- Help keep everything clean and tidy

### Earn Our School A Good Name

- Behave well when traveling to and from school and on excursions
- Show respect to visitors
- Play sport fairly
- Remember that your behaviour outside the school contributes to Chatham Christian High School's reputation in the community

### Bring The Correct Equipment To School

- Make sure you have everything you need for each lesson every day

### Be At The Right Place At The Right Time

- Never miss school or any lesson without proper permission
- Be on time to class and all other school activities
- Always stay inside the school grounds and be where you are supposed to be.

### Act Responsibly

- Always be honest and truthful
- Hand in all lost property
- Be aware that illegal drugs, alcohol, tobacco and weapons of any kind are strictly prohibited

## SCHOOL LIFE

In the school, as in any other community, teachers and students bear the responsibility of living together in a Christian manner. To work out this responsibility in an orderly and meaningful way, definite guidelines or rules are necessary. In general, rules are needed:

1. To do the school's task efficiently.
2. To protect the rights of others.
3. To provide a pleasant and safe school environment.
4. To share time, space and resources.
5. To let all concerned know their privileges and responsibilities.

The school policy described here is not intended as a rigid set of rules, but as guidelines. The two great commandments are to love God above all, and to love our neighbours as ourselves. Our policy has to help us keep those two commandments in doing our task of teaching and learning. Therefore this policy is a starting point and open to change. As you grow in carrying out your responsibilities, the need for several rules will diminish. If you have questions about part of the policy, please talk to the principal or a teacher.

### **TEACHER - STUDENT RELATIONSHIP**

The relationship between teachers and students must reflect the Biblical command of mutual respect. Each must respect the other in keeping with the unique task of each.

The teachers are responsible to teach and to treat each student with respect for his or her individuality, for each person is made in God's image. To carry out their responsibility, the teachers must exercise authority in the school.

You as the student are called to learn as well as you can under the guidance of the teachers, and to help others learn as well. You can fulfil this responsibility by respecting the teachers, by co-operating with them, and by sharing your knowledge with other students in appropriate ways.

## GENERAL INFORMATION

### **DAILY ANNOUNCEMENTS**

Daily announcements inform you of the day's happenings at the school. If you are gone when it is read, you can find a copy posted in the student lounge. It will be kept in the office before school. You must ask permission from the secretary or a teacher to include any announcement.

### **LUNCH**

Students in Grade 9 and 10 will meet in their homerooms for the first 10 minutes. Grade 11 and 12 will eat in the student lounge or outside the school. Due to peanut allergies we are a peanut free high school. Students and staff must not bring to school or consume at school any food containing peanut products. If you have questions about a certain product you should simply look at the list of ingredients to see if it is safe. Grade 9 and 10 are restricted to school property during lunch. Grade 11 and 12 students may leave the property at lunch.

**NO FOOD OR DRINK AT ANY TIME IS ALLOWED IN THE GYM, LIBRARY OR COMPUTER ROOM.**

### **BUSINESS WITH STAFF**

Teachers are available before school, after school and at noon hour, usually either in their rooms or in the staff room.

### **EMERGENCY SCHOOL CLOSING**

On occasion, the busses will be cancelled or school will be cancelled because of severe weather conditions. This will be announced over CFCO radio dial 630, by 7:30 AM. Generally, any field trips or sporting events will automatically be cancelled or postponed as well. If school is not cancelled students should make a reasonable effort to attend classes. Teachers will continue with regular class activities unless school is cancelled.

In cases where students are to be sent home early because of severe weather conditions **the school** will first notify all parents. Students do not need to call parents and parents do not need to call the school as this will tie up the phone lines.

### **GUESTS OF STUDENTS**

Any person who is a visitor must sign in and state their reason for the visit at the office. We prefer not to have social visitors during the school day. If you do wish to bring a guest to school, ask the principal at least one day before. If the classroom teachers have no objections, permission will be granted. When you bring your guest to school, introduce him or her to the principal or vice principal, and to the teacher whose class he or she visits.

### **TELEPHONE**

You may receive only emergency calls during class time, so please don't ask any one to call you at school. A pay phone is available near the office for student use.

### **FIRE DRILLS**

In a fire, panic -- "losing your head" -- is responsible for more than half the deaths. That's why fire drills, though at the time they may seem silly to many high-school students and even adults, are important. They develop a routine so we get used to thinking about the right things to do if we get caught in a building fire.

When the alarm sounds, follow these simple rules:

1. stand up, leave everything, and walk to the door
2. do not talk; listen or look for your teachers instructions
3. check the FIRE ALARM poster near the door for the EXIT or alternate EXIT
4. walk in an orderly fashion to the EXIT
5. DO NOT go anywhere else (e.g. to your locker)
6. one person should stay with any one who may need help (e.g. is on crutches)
7. one person should hold the exit door open.
8. line up, by class, in alphabetical order for attendance
9. students on spare report to high school VP

## ATTENDANCE

### LATENESS

If you are less than ten minutes late for your class, please go straight to your classroom. Enter the class without disturbing the teacher or the students. Your teacher will record your late on the daily attendance sheet. If you have an acceptable reason for being late, please speak to your teacher after class. There will be no discussions about being late during class time. If you are later than ten minutes, please go directly to the office for a late slip. Bring this late slip to class and give it to the teacher.

We suggest that you carry all the books you need for classes between breaks since you have only two minutes to get from one class to the next. If you do go to your lockers during breaks, you risk being late.

1. Each student is permitted up to three free late slips per semester.
2. The fourth, fifth, sixth, and seventh time a person is late per semester will result in a 25 minute office detention.
3. After the fifth late, a letter will be sent home to parents.
3. On the eighth late, you will be suspended for one day and a conference will be held with the student, student's parents and the administration to discuss the problem and what could be done to resolve the situation.

### ABSENCES

\* Absences may be planned or unplanned, but in either case, there may be **three types of absences:**

- (1) Unacceptable (a "skip") - This occurs when you miss a class or study without permission of your parents or the school.
- (2) Acceptable - This occurs when you are gone with parental permission for a reason that is acceptable to the school, i.e. medical, illness, bereavement, or dental/doctor appointment.
- (3) Inexcusable - This occurs when you have parental permission for a reason that is unacceptable to the school and to the Ministry of Education, e.g. working at your job, hairdresser appointment, finishing a project, studying for a test, driver education sessions, vacations. Academic consequences may follow, such as loss of marks for attendance, assignments, or tests missed.

If you are in doubt about whether an absence is acceptable or not, contact the principal at least a full day beforehand.

- \* If you are absent for part or all of the day due to an unplanned reason, have your parent(s) contact the school via telephone on the day of the absence to tell the school you will be gone or the next day bring a note with:
  - (i) the dates of the absence
  - (ii) the reason for the absence
  - (iii) the parent/guardian's signature
- \* Getting Sick at School: If you need to leave class, ask your teacher's permission. If you need to leave the school to go home, you **MUST** sign out at the office and get permission from the principal or the vice-principal.
- \* Planned Leave From School: If you plan to be absent from school for one or more days, your parent/guardian **MUST** contact the principal beforehand and you **MUST** contact the teacher, when possible several days before leaving.
- \* Examination: If you become sick during examination week, your parent/guardian **MUST** contact the school **before** the exam is written and make an arrangement as to when you will write that exam.

### MISSED WORK AND TESTS

#### Excused Absences or Lates

If you are absent or late for acceptable reasons, without you or your parents knowing beforehand that you would be gone, then you must contact your teacher(s) when you return and find out:

Missed work and assignments: Get them done!

Missed tests or quizzes: AS SOON AS YOU COME BACK, arrange a date to make them up. If you fail to do this, your mark may become a zero. Missed tests will normally be made up outside of class time.

If you or your parents know beforehand that you will be gone, and you have a test or a class presentation, you must contact your teacher(s) one day beforehand and make arrangements with them. If you fail to do this, your mark on the test or presentation may receive a zero.

### **INEXCUSABLE ABSENCES OR LATES**

You are responsible for any work you miss. If you miss tests or assignments for reasons that are inexcusable you will receive a zero.

### **UNACCEPTABLE ABSENCES (i.e. "SKIPPING" CLASSES)**

Attending classes is your privilege, and your responsibility. You may never miss a class without permission. If you "skip" a class (i.e. you miss it without having permission), you will normally receive a detention for double the time missed. On any assignments or tests that you missed by "skipping" and while suspended, you will receive a zero.

### **ATTENDANCE REQUIREMENTS FOR CREDIT ACHIEVEMENT**

Regular attendance at classes is a vital part of the learning process. Both the student and the class suffers when attendance is irregular. It is impossible for a student to fully regain what has been missed due to absence. In recognition of the aforesaid, the following policy is in place:

**10 ABSENCES** - When you have been absent from a course for 10 classes, a letter will be sent home indicating your attendance for all of your subjects. This letter cautions both students and parents that the credit may be lost for any course if you are absent for 15 or more times in that particular course.

**15 ABSENCES** - A letter will be sent home that indicates a student may be at risk of losing a credit in one or more courses because of his/her absences. The student may also not be allowed to participate in extra-curricular activities and trips.

\* Excused absences will not be counted towards this total.

### **SUSPENSIONS**

Students who have received a suspension for behaviour reasons may not be welcome on any overnight trips.

### **GRADE 11 AND 12 STUDENTS**

\* Students who have studies during the day are asked to work quietly in the library or lounge. You have the option of leaving school property during study period. Please, keep in mind that teaching is still going on. **Whenever you leave the school you must sign out and sign in when you return at the office.**

\* Students who have studies at the beginning of the day are asked to sign in at the office so that attendance may be monitored. If students fail to sign in, we will assume they are absent.

\* All students are required to attend assemblies. This includes those who have a spare immediately before or after assembly.

## **ACADEMIC AFFAIRS**

### **CHOOSING COURSES**

You will normally choose your courses -- options and levels -- in the spring of the previous year with the advice of your parent(s) and guidance counsellor. Sometimes, however, after school starts you may wish to make changes. All changes require you to fill out an appropriate form. Changes become effective once all the required signatures have been obtained.

Students in grade 9 and 10 must take 8 courses per year unless there are exceptional circumstances. Grade 11's must take 8 courses per year and grade 12's must take 7 courses per year. Students returning for a fifth year will consult with the guidance counselor.

### **SWITCHING COURSES**

You may switch courses, if class size allows, only up to 10 school days of each semester after consultation first with the guidance counsellor and then with teachers, and parent(s). You will be expected to catch up on all assignments and worked missed for the new course.

### **LEVEL CHANGES**

You may change a level in any semestered course up to two weeks after the time of the Interim Report Card. In a full year course, you may change levels up to the time of the second semester Interim Report Card.

### **DROPPING A COURSE**

Full year courses may be dropped up to the end of the first semester. Students in grades 11 and 12 have five instructional days after the mid-term report to withdraw from a course; after that, the grade must be recorded on the official transcript. This is called "Full Disclosure" by the Ministry of Education. Students in grades 9 and 10 are not affected by this. Choir is a full year course.

### **TRANSCRIPTS**

Requests for transcripts must be submitted to the office at least two working days before they are required. There is no charge for this. After a student graduates there is an administrative fee charged.

### **COMPLETING COURSE WORK/LATE ASSIGNMENTS**

For all assignments, you may lose 20% per day. After 5 days you may receive a zero. Some major assignments must be done in order to get credit. ALL assignments must be submitted by the last day of regular classes.

### **CLASS PRESENTATIONS**

You may lose up to 50% of the value of an oral presentation if you are not prepared as scheduled. You will be re-assigned on another day and will receive zero on the class presentation if you still are not prepared on the next assigned day.

### **TEXTBOOKS**

You will be assigned textbooks from the school at the beginning of each year or semester for 15% of their new value. Each book has been stamped to provide a place for your name: Please write your name in the book so that you and others can identify it; if it gets lost, it can be returned to you. Please DO NOT write or underline in the textbooks.

At the end of the year or semester, you will return your books to the school. If upon inspection they show no signs of abuse and are in relatively good condition with respect to their age no further fees will be levied. Abused texts will result in you being charged up to the replacement cost for a new text which will also be the case for books not returned.

All books must be returned before exams are written. All book fees must be paid before report cards are issued.

### **LIBRARY**

Please co-operate to make the library a helpful study centre for all students and teachers. Library rules are:

**Behaviour**

- Keep quiet.
- No food or drink at any time.
- Don't sit on tables or window ledges.

#### **Borrowing**

\* Ask a librarian to simply check out books. **ONLY BOOKS THAT ARE CORRECTLY CHECKED OUT MAY BE TAKEN OUT OF THE LIBRARY.**

\* Maximum time is one month. Return it earlier if you can.

#### **No Borrowing**

\* **YOU MAY NOT TAKE ENCYCLOPAEDIAS, REFERENCE BOOKS, OR MAGAZINES AT ANY TIME, NOT EVEN FOR PHOTOCOPYING.**

A coin operated copier is available for student use.

#### **Returns**

\* Place all returned materials on the library cart or give them to the librarian if she/he is there. DO NOT put the book back on the shelf.

#### **Overdue Materials**

\* If materials are more than two weeks overdue, you will be assigned a detention.

\* If materials are more than a month overdue, you may be charged for the replacement cost of the materials. We each depend on one another to be responsible with these books.

#### **Fines**

\* Overdue fines - 10 cents per day per book.

\* There are strong fines and/or penalties for taking out or having any material that is not allowed out or correctly checked out. FINE: \$ 5.00

### **PART TIME WORK**

The staff at CCHS recognizes that a part time job can be a very good experience, and may be necessary for some. However, we recommend that you limit your involvement with part time work since too heavy a commitment to part time work will interfere with your school work. Your role as a student is far more important than your role as an employee. Missing school due to work is considered an unacceptable absence unless permission has been obtained from the principal beforehand.

## **REPORT CARDS**

Report cards will be issued four times a year. There is a mid-semester and end-of-semester report card for each semester. The final grade for the full year course will be determined by averaging the two semester grades. Parent-Teacher interviews are held shortly after report cards are taken home.

## **FIELD TRIPS & SCHOOL ACTIVITIES**

Field trips are designed to be primarily an educational experience to complement classroom studies. Since they are a part of the course, you are expected to go along. If you are unable to attend, please notify your teacher well in advance of the date of the trip. Those students unable to attend the field trip will be assigned a project or report by the respective teacher. Since field trips are a school activity, school rules apply here too, your conduct is to portray a meaningful attempt to live Christianly.

Students who have received a suspension for behaviour reasons may not be welcome on any overnight trips.

## **STUDENT DRIVING POLICY**

The availability of students driving personal vehicles assists the school in carrying out field trips and sports activities. In trying to ensure maximum safety while using student driver vehicles the following conditions must be enforced:

- a. Students drivers must have school and parental permission.
- b. Student passengers with student drivers must have parental permission.
- c. Student driven vehicles must stay in caravan with the adult driven vehicle(s).
- d. Students who have a 'G - two' rating on their license are eligible to drive for student related functions both in town and out of town.

## **ACADEMIC DISHONESTY**

Academic dishonesty may involve looking at another person's test paper or borrowing and/or copying assignments. Electronic communication has increased the amount of academic dishonesty opportunities. Using electronic translation engines, cutting and pasting from websites, sharing passwords and assignments can also be considered academic dishonesty. Any form of accepting credit for something not your own is academic dishonesty.

Plagiarism is the presentation of someone else's work or ideas as if they are your own. It happens when you copy parts of a source word for word, or when you paraphrase or restate ideas from someone else, or when you use a keyword or phrase from someone else without identifying your source. Plagiarism has become a bigger problem with the introduction of the internet and the consequences for this are significant. For any academic dishonesty under normal circumstances, the following disciplinary action will be taken:

1st offence - the student will receive a "0" for that assignment and a discipline form will be filled out.

2nd offence - if a student plagiarises a second time during an academic year he/she will receive a failing grade in whatever course that takes place in.

## **AWARDS**

During your years here at CCHS we wish to encourage you to become involved in one or more extra curricular activities so you can contribute with your talents in making our school an enjoyable and meaningful place to be. Students may apply for awards or scholarships only once, either in his/her fourth or fifth year. As a way of saying thank-you and recognizing the outstanding contributions students make to our school, the following awards are given:

1. **ACADEMIC AWARDS:**  
**Criteria:** This award is given for significant academic accomplishment. A student who maintains an 80% average will receive the academic award.  
**Selection and Presentation:** Staff  
**Award:** Individual Certificate (Grades 9 - 12)  
Individual Plaque for Grade 12 students who received the certificate in grades 11 and 12.  
**Presentation:** Academic Awards (9 - 11) - assembly in September  
Senior Academic Award - graduation dinner
2. **OUTSTANDING ACADEMIC EFFORT AWARD:**  
**Criteria:** This award is given to students who have demonstrated excellent work habits and consistent effort but have not achieved the requirements of the Academic Award.

**Selection and Presentation: Staff**

**Award:** Individual Certificate (Grades 9 - 12)

Individual Plaque for Grade 12 students who received the certificate in grades 11 and 12.

**Presentation:**

Academic Effort Awards (9 - 12) - assembly in September

Senior Academic Effort Award - graduation dinner

3. **ATHLETIC AWARD:**

**Criteria:** This award is given for significant contribution to athletics at CCHS. It includes membership on at least two school teams each year. In addition to participation on 2 teams, recipients must also have exemplified skill, sportsmanship, and dedication at both practices and games.

**Selection:** staff

**Award & Presentation:** same as above

4. **EXTRA-CURRICULAR AWARD:**

**Criteria:** These awards are given for significant involvement in a least two major activities and/or a combination of one major and several less time-consuming activities in each grade. Major activities include on-going ones with significant out-of-class time commitment, such as Students' Council, Yearbook, Athletics Council, Praise Team and Drama. Minor activities include those which cover a shorter time span or require less time commitment, such as special events committees, praise team, or chamber choir. Along with involvement, recipients must have shown responsibility, positive attitude, leadership, and hard work.

**Selection:** Staff.

**Award & Presentation:** same as above

5. **SPIRIT AWARD**

**Criteria:** This award is given each year to any student in grades 9 - 12 who best contributes to the school spirit that year. The recipient will have shown enthusiasm, excellent involvement in Students' Council-sponsored activities, and a positive attitude. This award may only be received once in a school career.

**Selection:** Students' Council

**Award:** Plaque on school wall, individual certificate

**Presentation:** By Students' Council president at the awards assembly in June.

6. **FLAME AWARD**

**Criteria:** This award goes to the graduating student who has exemplified Christ-like character, has been engaged in meaningful service in this school as well as the community or church, and has provided leadership in encouraging spiritual growth at the school. The recipient of this award will have contributed meaningful service to the school and student body during their 4 years of high school to help make CCHS the kind of Christian school it should be.

**Selection:** Staff.

**Award:** Plaque on school wall, individual certificate

**Presentation:** Staff at graduation ceremonies.

7. **ONTARIO SCHOLAR AWARD**

**Criteria:** The award is given by the Ministry of Education to the student who receives an 80% average in at least 6 grade 12 courses (U, M, C, O).

**Selection:** Guidance counsellor, Principal

**Award:** Individual certificate from Ministry of Education of Ontario

**Presentation:** Staff at graduation ceremonies.

8. **GOVERNOR GENERAL'S AWARD**

**Criteria:** The award is given by the Office of the Governor General of Canada to recognize outstanding academic work over the final two years of high school. The recipient of each qualifying high school will have the highest combined average of grades 11 & 12 course marks. The average must be calculated after all the marks are finalized (cannot be estimated).

**Selection:** Guidance counsellor, Principal

**Award:** Plaque on school wall, bronze medallion and certificate from the Governor General of Canada.

**Presentation:** Staff at graduation ceremonies.

9. **DR. JACK PARRY AWARD/LEADERSHIP IN SPORTS**

**Criteria:** This award is presented annually to the outstanding graduating Kent County student who combines athletic and academic achievement. Each local school nominates one male and one female to represent its school. Each nominee receives an engraved personal picture.

**Selection:** CCHS's nominees by principal, staff, & relevant coaches.

**Award:** winning nominees - \$1000 scholarship and trophy.

**Presentation:** Public General Hospital's Sports Dinner in May

10. **CHATHAM COMMUNITY SCHOLARSHIP AWARD**

**Criteria:** This award will be presented to one or more of the graduating students on the basis of academic record and insight, career aspirations and financial need - applicants proposing to attend a Christian College will be preferred, but overall career plans will also be considered. Students wishing to be considered should submit a letter to the Principal by June 1st. Contact the Guidance counsellor for details of what to include in the application letter.

**Selection:** Grade 12 home room teacher, board member and principal.

**Award:** Varying monetary award based on contributions from the community that year. Plaque on school wall & individual certificate.

**Presentation:** By staff at the graduation ceremony.

11. **GRIN FAMILY SCHOLARSHIP**

**Criteria:** This award will be presented to one or more of the full time graduating students on the basis of better-than-average academic record, mature Christian insight, leadership and leadership potential. Financial need may be a criteria. Those planning to attend a Christian College are preferred. Students wishing to be considered should submit an application to the Principal by June 1st. Contact the Guidance Counselor for more information of what to include in the application letter.

**Selection:** Grade 12 home room teacher, board member, principal

**Award:** \$1000 scholarship, plaque on school wall, individual certificate.

**Presentation:** By a member of the Grin family or principal at graduation ceremonies.

12. **LIEUTENANT-GOVERNOR'S COMMUNITY VOLUNTEER AWARD**

**Criteria:** This award will be given to a graduating student recognizing exemplary involvement in the community. Minimum of 40 hours and may be completed over 4 years of secondary school.

**Selection:** Staff

**Award:** Medallion and certificate.

**Presentation:** By staff at the graduation ceremony.

13. **BRUINSMA BUSINESS SCHOLARSHIP**

**Criteria:** Will be given to a graduating student who plans to attend a post-secondary institution and whose career aspirations involve some area of business. Preference may be given to students planning to attend a university or college for a business degree but the award is also available to those whose career goals involve any aspect of business. Candidates will be chosen on the basis of: solid academic record, financial need, Christian character, career goals. Students wishing to be considered for this award should submit a letter to the Principal by June 1<sup>st</sup>. The letter should include reasons that you should be considered for this award.

**Selection:** One representative of the staff, principal, guidance counsellor, board member.

**Award:** \$1000 scholarship, individual certificate

**Presentation:** By staff at graduation ceremony

14. **BRUINSMA TRADES & TECHNOLOGY SCHOLARSHIP**

**Criteria:** Will be given to a graduating student who plans to attend a post-secondary institution or participate in an apprenticeship program and whose career aspirations involve a trade or technology. Preference may be given to those who are interested in pursuing a career in any of the trades or technology. Candidates will be selected on the basis of: solid academic record, financial need, Christian character, career goals. Students wishing to be considered for this award should submit a letter to the Principal by June 1<sup>st</sup>. The letter should include reasons that you should be considered for this award.

**Selection:** One representative of the staff, principal, guidance counsellor, board member.

**Award:** \$1000 scholarship, individual certificate

**Presentation:** By staff at graduation ceremony

15. **THE JEREMY VANDERENDE MEMORIAL AWARD**

This award is an annual award to be presented to one student in the school in memory of Jeremy VanderEnde, who was called home to be with his Lord, the year after he graduated from Chatham Christian High School.

**Criteria:** The award will be presented to the student who best exemplifies the following characteristics of a good friend: honesty, integrity, cheerfulness, encouragement, patience, ability to listen, and is quick to offer help and support.

**Selection:** In May students will be asked to provide nominations from the student body for the award through morning announcements and the "Flame". The staff will then select one of the names from the nomination list to be the recipient of the award. Students are eligible to receive the award only once in their four years at high school.

**Award:** Individual engrave plaque & plaque on the school wall.

**Presentation:** By staff at the annual awards ceremony.

16. **MRS. SNEEP MEMORIAL AWARD**

This award is an annual award to be presented to a student at Chatham Christian High School in memory of the humble service and love to God expressed in the life of Mrs. Sneep, who served God in the library and prayed for our students for over 20 years. The award will recognize a student/s who has been accepted for a church or school sanctioned, short-term missions program to be carried out within the 12 months immediately following the granting of the award.

**Criteria:** The award will be presented to a person who has expressed; a real desire to serve God through a mission or serve project, a consistent Christian lifestyle, and demonstrated financial need. Students may apply for this award by submitting a letter to the Principal by May 15th that contains the following: a personal expression of faith, indication of why they desire to go on the trip, details of the proposed mission trip, detailed cost projections, and an outline of monetary support from church and family.

**Selection:** Staff will review the letters of application and select one candidate(or more).

**Award:** Varying monetary award based on interest earned from donated capital.

**Presentation:** By family member or staff member at the annual awards ceremony.

17. **SUBJECT AREA AWARDS:**

These awards have been implemented to acknowledge individual students' gifts in distinctive academic areas. We hope that recognizing students' strengths publically will increase their confidence, benefit them in future aspirations, and assist them in directing their service to God.

**Criteria:** the recipient must

1. Be a graduating student
2. Show enthusiasm for the subject area
3. Demonstrate good perspective and insight
4. Have attained a solid academic record
5. Have taken at least three (3) of the relevant courses to ensure a broad foundation
6. A student may receive only one subject award

### Subject Areas Considered

Subject Area	Relevant Courses	Bible
Core Perspectives	9 Bible, 10 Con Ed, 11 Society, 11 Media, 12 Bible	Daniel
Business and Technology	10 Computer, 10/11 Communications Technology, 11 Accounting, 11 Marketing, Senior Computer, 11 Integrated Technologies, 11/12 Technological Design	Joseph
Fine Arts	9 - 12 Vocal Music, 9 Art, 11 Drama, 11/12 Art	David
English	9 - 12 English	John
Social Sciences	9 Civics, 9 Geography, 10 Careers, 10 History, 11 History, 11 Geography, 12 History, 12 Law, 12 World Issues	Moses
Sciences	9 Science, 10 Science, 11/12 Biology, 11/12 Chemistry, 11/12 Physics	Job
Math	9 - 11 Math, 12 Functions and Calculus, Geometry and Discreet Math, Data Management	Matthew
French	9 - 12 French	Peter
Co-operative Education	NGC40	Lydia

### **STUDENT RECORDS**

As required, the school maintains a file of relevant school information for each student (O.S.R). This information is confidential and is not released without your permission or that of your parents or those cases by law under which we must allow access to your file. You and your parents have a right to know what is in your file.

The ministry of Education also maintains a data bank of information for each student in the province. It contains biographical and academic information. Under laws relating to freedom of information and privacy, this information remains confidential and may not be released without proper consent.

### **STUDENT RESPONSIBILITIES & BEHAVIOUR**

It is our calling to conduct ourselves, in thought, word and deed, in such a way that our behaviour shows that we are trying to live Christianly, in a way that is appropriate to our age. All of us represent both Christ our Lord and Saviour, and this school of which we are a part of. The following rules spell out what we expect of our students.

### **DRESS AND APPEARANCE**

We must all, teachers and students, reflect a Christian lifestyle in dress and appearance. Our dress and appearance ought to be in good taste, suitable for the activities, modest, and not offensive to the school community.

To avoid conflicts and arguments about what is and is not suitable, we have adopted the following code for school wear and this policy will be enforced by designated staff members:

- \* You must wear shoes in school.
- \* Students may wear shorts or skirts, shirts, tops, that are modest and appropriate. eg. No cleavage, shorts that are mid-thigh
- \* undergarments should not be visible and midriff must be covered
- \* No bicycle shorts, muscle shirts, spaghetti straps, in class or assemblies.
- \* hats are not to be worn during school hours 8:45 - 3:30.
- \* For P.E. classes, wear designated school P.E. attire.
- \* No T-shirts advertising secular bands, offensive language or alcohol. A secular band is any group that does not present the gospel of Jesus Christ intentionally and purposefully.

- \* No holes in jeans.
- \* Dress code for exams are the same.

## RESPECT FOR PROPERTY

Please treat your own property with care and respect the property of others. Use or handle it only with permission, and then with even greater care than you give your own. Do your part to keep the school neat and clean. Any act of vandalism to school property will involve replacing or repairing the property vandalised at the students expense, as well as disciplinary action. Writing or marking furniture or lockers is considered an act of vandalism.

**Equipment & Supplies** from the supply room, office, teacher's desks, etc. are not yours, and you may not take them. Some supplies such as bristol board, you may buy; ask at office for prices. Please ask permission before you use any school equipment such as the tape deck and report any damages at once.

**Out-of-Bounds:** You need permission to be in such areas as furnace rooms, janitors room, kitchen, supply room, art room, science room, worship centre, and sports equipment room. Only students who have a teacher's permission are allowed in the computer room. Students must be supervised by a staff member in the gym, the worship centre, and the computer lab.

**Lockers:** Do not tamper with a locker--or its lock or contents-- that has not been assigned to you. "Borrowing" an item from another student's locker without permission is theft.

## SMOKING

Modern science has made it abundantly clear that smoking is an unhealthy habit and we as a school discourage our students from smoking anytime. Students are never allowed to smoke at school. If a student is seen smoking on school property, or anywhere that is visible from school property, they have violated school policy and local laws. This same rule applies to all school activities and field trips. A first offence will result in a detention and a \$10.00 fine; a second offence is an after school detention, a \$25.00 fine and parental notification; a third offence may result in a suspension.

In case of an overnight activity, parents may request special exemption for their child from this rule. The principal will only grant permission in exceptional cases where specific guidelines are agreed to.

## ALCOHOL AND DRUGS

The possession and/or consumption of alcohol at school or at school functions is prohibited and will result in a mandatory suspension of three to five days.

The possession and/or consumption of illegal drugs at school or at school functions is prohibited and will result in a mandatory suspension of five to ten days. The police may be involved.

Trafficking in alcohol or illegal drugs at school or at school functions will result in a mandatory suspension of fifteen days. The police will be called and the administration will recommend the expulsion of the student(s) involved to the Board of Directors.

## RESPECT FOR OTHERS

We expect you will treat others and their property with the same respect, kindness and compassion you expect for yourself. Punching, pushing, or any such behaviours, whether playful or aggressive are not acceptable. No student, teacher or any other person be harassed, humiliated or degraded in any way be it through words, gestures or actions. Although tempting, snowball throwing will not be allowed.

## LANGUAGE

Students are expected to demonstrate care and respect in the way they address and/or make reference to others. Any expression of disrespect to another student or a staff member by way of spoken words, print media or electronic media will not be tolerated. Racial or ethnic slurs or any other expression of disrespect against an identifiable group will not be tolerated. The use of vulgar language and curses in the classrooms, hallways or outside during any school function is unacceptable. Students who use language that is inappropriate disrespectful and/or injurious to another person will serve detentions or may be subject to a suspension.

## BULLYING POLICY

One of the crucial educational cornerstones in any setting, public or Christian, is **respect**. It is foundational that persons in schools treat each other humanely and with dignity. As Christian educators, we also recognize that we are created in God's image, his "workmanship" according to Psalm 139, and his hands and feet to meet the needs of others. Each person is unique, beloved of God, and gifted with special talents. As reflectors of the Divine, we are called to love one another as Christ has loved us and to serve, not cripple each other. It is incumbent that persons made in God's image build up other persons made in God's image to enable everyone to be what God has intended.

When bullying occurs, a breakdown results in human relationships and in God's good purposes for the world. Typically, personal and social results are long term, impacting the bullied and the bully as well as the larger community in destructive ways for many years. Victims of bullying often continue to suffer from anxiety, low self-esteem, insecurity, poor academic results, psychological problems, and suicide.

The subsequent policy on bullying in the school setting is an attempt to clarify the problem and present healthy ways of responding when it occurs; in addition, the policy hopes to provide preventative measures ensuring that bullying behaviour is recognized for what it is and does not become acceptable at Chatham Christian Schools.

**Definition** - Bullying occurs when persons repeatedly and on purpose hurt other persons with words or actions. The harassment can take verbal, physical, sexual, or emotional forms and often involves someone wielding power. Girls typically bully in different ways than boys.

A list of examples of bullying behaviour includes the following:

- name-calling, swearing
- hitting, attacking
- pushing, pulling body parts or hair
- obstructing pathways
- teasing, making fun, pointing, laughing
- gossiping, whispering
- manipulating friendships
- spreading rumours
- social exclusion, forming cliques
- using email or internet to say mean things publically e.g. posting embarrassing photos and videos to the web
- making threats, scaring
- stealing or destroying belongings
- forcing group rituals or hazing
- negative gender, age, academic ability, appearance, religious, or sexual comments

#### **Disciplinary Measures -**

1<sup>st</sup> offense - will result in disciplinary action up to and/or including a suspension. Will be based on the nature and severity of the incident and the administration's assessment of the likelihood of repeated offences.

Minimum - meeting with the administration to discuss the issue, a discipline report filed, and a detention. Parents are notified.

Maximum - suspension

2<sup>nd</sup> offence - will result in a one-to-five-day suspension.

3<sup>rd</sup> offence - will result in a recommendation to expel the student.

#### **SEXUAL HARASSMENT GUIDELINE - STUDENTS**

Sexual harassment of students by other students (or by employees) of CCHS is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable, safe learning and working environment. School authorities shall not tolerate any sexual harassment of or by students. It is the policy of this school that all contact between students, teachers, and other adult employees shall be in keeping with respect for the individual students, shall not make a student feel uncomfortable, and shall be conducive to creating a stable environment.

Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity and self of others.

If a student has concerns about any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student shall immediately report this concern to an administrator or counsellor, as well as the student's parent or guardian.

Students are encouraged to report any conduct or physical contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports shall be investigated immediately by school authorities. Criminal charges will be handled by appropriate law enforcement authorities. If a student is found to have violated this policy, he/she shall be subject to disciplinary action, up to and including expulsion from school. If an employee is found to have violated this policy it shall result in the termination of employment and possible criminal charges.

All such reports shall be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.

#### **SUSPENSIONS AND EXPULSIONS**

Suspensions: The principal has the right to suspend a student for a number of days. If you are suspended, during the period of suspension, you are cut off from all privileges of being a student here.

Thus you may not be on school property, you may not take part in any school activity, and you may not write any tests, or quizzes. If you miss any test or quiz during the period of suspension, your mark on those may be zero, subject to the following limitations:

- (a) A missed test due to a suspension may not be the sole cause of loss of credit (i.e. if you would have earned the credit if you had not been suspended, you will be given the credit).
- (b) A single suspension may drop your final course mark by 5 %.

When there is repeated problems with a student and a suspension has been served, expulsion procedures may be initiated. Parents will be informed of this in writing in such a case. Any student involved in a criminal activity may be expelled by the school.

Expulsion: Attending this school is a privilege. The Board may deny that privilege to you if your conduct does not conform to acceptable Christian standards.

## **TECHNOLOGICAL DEVICES**

Technological devices (ipods, MP3's, discman, radios, cell phones etc.) may not be used in the school building or in areas where you may disturb others, unless they are being used for a specific class related activity that a staff member has approved. Technological devices may be taken on school outings ONLY with the permission of the teacher in charge. Teachers may confiscate the item and return it after a few days.

## **COUPLES**

So that you do not offend or embarrass your fellow students, we expect that couples, whether students or visitors, will not engage in any public display of affection.

## **DETENTION ROOM**

We hope detentions will be rare, but if you receive one, here is the procedure to follow:

If you receive a detention, your teacher is expected to tell you. Detentions will be listed with the daily announcements as a courtesy to remind you: however, if it does not appear, or if you were absent when the bulletin was read, you are still expected to serve it as given by your teacher. If you feel that you need to be excused from a detention, arrange that before the detention is to be served. If you "skip" a detention, you will receive an additional detention.

Because a detention is punishment, your restrictions are as follows:

- \* Be in the detention room at 11:35 AM
- \* You may be called on by any teacher to do a certain task e.g. clean-up
- \* No food, talking or sleeping. Use this time constructively for homework and assignments.

The number of detentions you receive is monitored by the office. Your fourth and fifth detentions during a semester will result in one hour detentions before or after school. After the 5th detention the student's parent will be informed. Should the problem continue the student may be suspended. A conference will be requested with parent, principal, student and teacher involved to discuss options and explore ways to solve the problem. Any texts or assignments missed could result in a zero.

## **SPARE**

Students who are on spare are encouraged to use this time to complete their school work. You may use the library, student lounge, learning resource room and guidance office for this purpose. Students who are causing disruptions may be placed in a study hall.

# **STUDENT AFFAIRS**

## **STUDENT COUNCIL**

At the beginning of the school year, each student registered at CCHS is required to pay a student activity fee. This money is allotted to the Student Council which is responsible to spend it wisely. This money becomes a large part of Student Council's operating budget. The money is collected in this way because it is simple and because Student Council needs some working capital.

All of these funds are intended for activities and projects involving students. These could include sports and recreational activities, student workshops, the Yearbook, student socials, charitable donations, and the subsidy of student clubs. All of the above benefit or involve you directly or indirectly. These activities often involve the entire student body but sometimes special events by smaller groups receive support.

Student Council meetings will be held when the Staff advisor can attend. Senior members of Student Council will be invited to attend the first part of some regularly held staff meetings. Staff meetings will be structured so that topics of discussion and decision making are appropriate for student involvement. We trust that this will foster open communication and enhance the community experience of our school.

## **STUDENT ACTIVITIES AND SPORTS**

Chatham Christian High School's mission is to provide Christ-centre learning in all areas of schooling for

Christ-like service in all areas of life. The athletic program at CCHS is an extension of this mission statement. The athletic program seeks to foster Christian commitment as evident in the following attributes:

1. Joy in Sport
2. Self-control
3. Honesty
4. Perseverance
5. Concentration
6. Intelligence
7. Skillfulness
8. Sense of community

In their desire to glorify God in sport, Christian athletes must be keenly aware of their own call to play competitively, but also to respect their opponents as fellow image bears.

An athletic program must educate for responsible action. Just as a coach can create an expectation of good motor performance, a coach can also reinforce positive behaviour patterns.

Athletics should discover creative and joyful living through sport. They should gain insight into the talents the Lord gave them and how to use these talents to glorify Him. They will experience the thrill of performing well under pressure, creativity in the game situation, contributing to a team effort and the enjoyment of extending personal limits to see what the mind and body can do.

Christian athletes have choices of personal conduct. Athletes are expected to demonstrate commitment, respect for coaches, opponents, teammates, and officials, and use appropriate language and actions. Athletes should demonstrate a desire to be responsible for their own fitness and honour God through the care of their own bodies. Joy-filled Christian athletics happen when Christian athletes have made positive choices in the areas of perseverance and intensity of effort, self-knowledge, self-control under stress, integrity and self-respect.

Participation in interscholastic activities is a privilege. All students registered at CCHS are permitted to try-out for a sports team. Team members are then selected to form a team that will seek excellence at a personal and team level. If an athlete is looking for a low commitment, fun, relaxed game, our intramural program would be an excellent option. If an athlete is looking to push themselves to a higher physical, mental, and spiritual level where hard work, focus, sacrifice, and responsible action are taught then interscholastic sports are the place to be.

An interscholastic sports program provides an opportunity to be salt and light. We are witnessing while we play and may be the only "Bible" that others read. The quality/direction of this witness is an essential element of our participation.

Activities and events are school-sponsored only if they take place under the approval and supervision of the teaching staff. All our extra-curricular activities must be in harmony with the Scriptural basis for the school.

The staff has the authority to limit your participation in student activities and events. For example, if the staff feels that your academic performance may be hindered, you may not be allowed to take part in certain events or activities.

In order to be considered a member of a team students must commit to attending at least 85% of practices and games.

Students must be able to maintain a healthy balance in their lives while they are at school. Athletics is one part of their school life but not the most important. Academics take a priority at Chatham Christian, and therefore athletes must be able to meet some minimum requirements in order to participate on a team.

These requirements are as follows:

- a. Students must maintain a 60% average each semester. If their average falls below 60%, the student cannot practice or play a game until it is 60% or above.
- b. If students are failing a course, they cannot practice or play a game until they have a passing grade.
- c. If students have late or missing assignments, they cannot practice or play until the assignment is handed in and they have receive approval from the teacher.

If students fail to meet any ONE of the requirements, they will ordinarily be removed from the team until the requirement has been met. If they miss tryouts because of one of these requirements, the coach will view them as not available for that team.

## **LOCKERS**

You are responsible for keeping your locker neat and tidy and locked at all times. Do not put gum or stickers on your locker whether on the outside or in, and **do not write on them**. You may put up schedules, pictures, etc. inside your lockers with masking tape only. All pictures and signs must be in good taste and in harmony with the beliefs and goals of the school. Your locker must be cleaned out - and washed if necessary - at the end of your use of it.

You must keep your lockers locked at ALL times. Unfortunately, in the past, money or other items have been stolen or "borrowed". Do not lead your neighbour into temptation. If valuables are stolen from unlocked lockers, the staff can do very little to help you. You may only use combination locks, and the combination must be registered at the office. The school has such locks available for you to buy.

Lockers are the property of the school and will be inspected by staff bi-annually, and may be searched at the principal's or vice-principal's discretion.

## **GYM USE**

We really appreciate our attractive and useful gym; let's all do our part to keep it clean. Please do not misuse the gym, the equipment or the shower-change rooms or you may lose the privilege of using them.

Students are not allowed in the gym without supervision.

Clean running shoes are the only footwear allowed for activities in the gym. **NO FOOD OR DRINKS** are allowed in the gym at anytime.

You may use school sports equipment only with permission. Students are never allowed in the equipment room without the express permission and supervision of a teacher or coach.

### **BLEACHERS**

The bleachers are not to be sat on unless they are pulled out to the proper position.

### **LOST AND FOUND**

You may retrieve items lost from the lost and found during lunch. Items left in change rooms or on benches will be put in lost and found. If items are not claimed they will be donated to a charity. The lost and found will be cleaned out at the midterm and final day of classes each semester. Notice will be given through an announcement on the blurb.

### **STUDENT VEHICLES**

Drive all vehicles carefully - speed limit 10 kmph. If you drive carelessly or speed, you will pay a fine. Repeat offenders may lose the privilege to park on school property. Please demonstrate consideration for the residents that live on Bristol Avenue by driving slowly and carefully.

#### **Fines**

\$10.00 for:

- 1) parking in an unauthorized area
- 2) spinning wheels
- 3) Driving too fast

#### **Parking**

There are designated spots for students on the north side of the parking lot. Students may not park in the area designated for staff and visitors.

### **BIKING AND SKATEBOARDING**

Bikes and skateboards are excellent forms of transportation for getting back and forth to school. They are not to be used as recreation during the school day. Please keep all bicycles well away from doors into the school.

### **STUDENT LOUNGE**

The student lounge is provided as a comfortable place for students to spend time during their lunch, breaks and study periods. Please use with respect and care. Students are responsible for ensuring that the lounge is always clean and tidy.

A lot of money has been invested in buying proper furniture for the lounge. Please use the furniture with respect and care. Please keep your feet off the furniture at all times and do not sit on the tables.

### **COMPUTER USE POLICY**

Computers are available in the career resource room and the library for student use but students must abide by the following guidelines:

- login in when you use a computer and always log off when you leave. Turn off the computer if you will be the last person using the computer.
- do not share your pass words with other students
- do not login on another students' network space
- email is allowed only for school purposes
- no game playing
- use of the computers for school purposes is always the priority over personal use. Prioritized use of computers is as follows - research for school projects; post secondary options research; career research, including making of cover letters and resumes; interest inventories
- do not change any configuration settings at any time.

Consequences for breaking any of these rules could result in you losing computer privileges for three weeks.

Each semester you will be limited to using a certain amount of paper. If you need more you can purchase more at the office. We expect students to demonstrate stewardship in their use of paper.

### **PERSONAL PRIVACY POLICY**

#### **Policy Statement**

Chatham Christian Schools respects the right to privacy and is committed to upholding the confidentiality

and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

Chatham Christian Schools collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honoring the following principles:

**1. Accountability**

At Chatham Christian Schools the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet in the principal's office or will be protected by a password on office computers. With respect to parents and society members, this responsibility has been given to the board executive or designate. This information will also be locked in a secure place and password protected if in electronic format.

**2. Identifying purposes**

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

**3. Consent**

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

**4. Limiting collection**

Personal information collected will be limited to that which is necessary for the purposes identified.

**5. Limiting use, disclosure and retention**

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

**6. Accuracy**

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

**7. Safeguards**

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

**8. Open policy**

Chatham Christian Schools will readily make available its policies and practices regarding the protection of personal information.

**9. Individual access**

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

**10. Questions and concerns**

Please contact the principal or the board chair if you wish to discuss our policy and procedures relating to the protection of personal information.

**Definition:**

"personal information" is defined very broadly in the *PIPEDA* as, "any information about an identifiable individual except the name, title, business address and business phone number of an employee."

"Personal information" therefore, includes an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

**T.R.I.P. (Tuition Reduction Incentive Program)**

T.R.I.P. is an exciting opportunity to raise significant funds for the school. It is a gift card fundraising program that works while you shop. It harnesses the buying power of the school supporters to raise funds effortlessly. Everyday purchases can generate earnings for the school simply by using gift cards purchased from the school for payment of your purchases instead of credit card, debit card or cash.

The main purpose of T.R.I.P. is to raise the necessary revenue for the annual needs of the **Computer Operating Fund** at Chatham Christian Schools. This fund supports, maintains and updates the computer hardware and software in the classrooms, computer labs and office. It pays for everyday things like ink cartridges, licences, maintenance, internet connectivity and a host of other things.

***How the Program Works:***

Bulk quantities of gift certificates & gift cards are purchased at a discount. The certificates & cards are then sold to participating families at face value, with 60% of the discount passed on to the Computer Operating Fund and 40% towards a family in the form of a tuition credit or other chosen school fund.

The tuition credit offered is an incentive to participate. If the incentive is not required, the earnings can be kept 100% in Chatham Christian Schools by designating the same 40% to any of the following funds:

- Computer Operating Fund
- T.A.F. (Tuition Assistance Fund)
- C.D.C.E.F. (Chatham District Christian Education Foundation)
- Library Fund
- Transportation/Bus Fund
- Mortgage Reduction
- Special Education Fund
- General Wish List Fund
- High school student Account

### **Who Can Participate?**

Participation in T.R.I.P. is open to parents, grandparents, friends, school society members and anyone in the community who wishes to participate. All participants have the option to choose any family as the recipient of the tuition credits or designate all the earnings to Chatham Christian Schools.

### **What are the incentives for using gift cards from Chatham Christian School?**

- Fund the technology needs of the school
- Earn tuition credits or donate tuition credits to another family
- Earn Grade 12 Quebec trip credits
- Provide funds to reduce mortgage
- Provide funds for TAF
- Provide funds for CDCEF
- Provide funds for the Library, Transportation or Special Education
- Earn back the annual Computer Fund Levy of \$300.00 by participating at a minimum weekly average of \$50.00 (See #14 for more information)
- TRIP will contribute excess \$\$\$ towards the annual school budget to help reduce tuition.

### **When & Where to Purchase Gift Certificates & Gift Cards:**

- **Instant T.R.I.P.:** Open at the school on Thursdays 3:00 – 4:30 p.m. Come in, purchase and receive the gift certificates and gift cards immediately. It will be announced when Instant T.R.I.P. is open additional hours. (i.e Christmas holidays, Membership meetings, etc.)
- **Preorders:** Drop off your order with payment, in the school office by Wednesday a.m. Order will be sent home with student on Thursday or held in the office for pickup depending on how your account is setup. Your order will be ready for pickup anytime after Thursday noon. Pick up your order *any day* during school hours or at Instant T.R.I.P.
- **Weekly Standing Order:** Drop off your Weekly Standing Order with post dated cheques for number of chosen weeks, in the school office by Wednesday a.m. With the Weekly Standing Order, you can submit once a form and weekly receive your order rather than completing a form every week. Items will be sent home with student on Thursday or held in the office for pickup depending on how your account is setup.
- **Email:** order to [trip@chathamchristian.ca](mailto:trip@chathamchristian.ca) by Wednesday 9:00 a.m. Your order will be ready for pickup anytime after Thursday noon. Pick up your order any day during school hours. It does not have to be Thursday. Payment is required when picking up the order.
- **Fax:** your order to 352-4980 "Attention T.R.I.P." by Wednesday 9:00 a.m. Your order will be ready for pickup anytime after Thursday noon. Pick up your order any day during school hours. It does not have to be Thursday. Payment is required when picking up the order.

## **POLICIES**

1. **Tax Receipts:**  
You receive dollar for dollar value when purchasing from T.R.I.P. Therefore tax receipts are not applicable. The actual donation is being made by the store.
2. **Account Number:**  
Each participating family will be assigned an account number which consists of the last four digits of your phone number. High School students are the last 2 digits of the year they graduate + the last four digits of your phone number. This account will be used for your name, address, purchases and percentages earned for tuition credits or your choice fund. Account information will be sent to you annually in May or June. If there is any discrepancy in the account information received, it must be brought to the attention of the T.R.I.P. Coordinator within 30 days of the information date.
3. **T.R.I.P. Fiscal Year:**

The T.R.I.P. fiscal year will be from May 1 to April 30. Any tuition credits earned in your account in this fiscal year will be applied to the following school year. (The September following April 30) Notice of the amount of your tuition credit will be included with your tuition registration forms in May. Future Family Accounts see # 4.

4. **Future Family:**

Families planning for the future education of their children at Chatham Christian Schools can also earn tuition credits. Chatham Christian Schools will hold the amount of tuition credits earned until enrollment in the school. *Tuition Credits in T.R.I.P. does not guarantee placement of the child when it is time for enrollment. Normal admissions procedures and policies will still be followed.*

Future families who do not participate in T.R.I.P. for two years will be considered inactive and contacted as to their intentions. If no written reply is received within 60 days of contact, their earnings will be transferred to the Computer Operating Fund.

5. **T.R.I.P. Credits Have No Cash Value.**

- a) At no time will any cash be paid out. Refunds and/or gift certificates will not be issued for unused tuition credits.
  - i) If a family does not have a student returning the following school, any tuition credits in the account will remain with Chatham Christian Schools.
  - ii) If a child(ren) leaves Chatham Christian Schools for any reason, any tuition credits in the account will remain with Chatham Christian Schools.
- b) If the T.R.I.P. Coordinator receives written notice by April 1 in the current school year for reasons only as stated under 5.a) above, the tuition credits held in the affected account can be:
  - i) Credited to the family's outstanding tuition balance
  - ii) Transferred to another family's tuition
  - iii) Transferred to T.A.F.Otherwise the tuition credit held in the affected account will be transferred to the Computer Operating Fund.

6. **Lost Certificates/Gift Cards:**

Gift certificate/cards are just like cash. Chatham Christian Schools is not responsible for gift certificates/cards that are lost, stolen or misplaced once in your possession. This includes when the student or other designated person has possession.

ALL gift certificate/cards preorders require a signature upon receipt whether picked up or via student. ALL gift certificates/card orders processed at an Instant T.R.I.P. will be counted back and handed directly to the customer.

Note: Registration forms must be completed with a signed disclaimer before T.R.I.P. orders can be sent home with a student or other designated person. The T.R.I.P. Coordinator keeps registration forms on file.

7. **Expired Certificates & Gift Cards:**

Gift certificates/cards may have an expiry date on them. The expiry date is often 12 months. Chatham Christian Schools is not responsible for expired gift certificates/cards not used before the expiry date.

8. **School Closures & Absent Students:**

- If the school is closed on Thursday due to weather, the T.R.I.P. preorders will be postponed until the next day.
- If the busses are not running on Thursday due to weather but the school is still open, T.R.I.P. preorders will go home as usual with the designated students present. Remaining preorders will go home with students present on Friday.
- If the designated student is absent due to sickness, the preorder will be held in the office for pickup or until further instructions have been received from the parent.

9. **N.S.F.**

There will be a \$20.00 fee for checks returned for insufficient funds. No new orders will be processed on this family account until the account is current. *After two N.S.F. cheques have been tendered to your T.R.I.P. account, only cash, money orders or certified cheques will be accepted on your account. No further personal cheques will be accepted on your account for the purchase of gift certificates.*

10. **Accuracy:**

- If the cheque received is not cashable due to an incorrect date/year or cheque figures out of balance you will be notified and asked for a replacement cheque.
- If your cheque is short from the total on your order form, you will be notified and asked for an additional cheque for the difference.

- Please make sure your order form adds up correctly and your cheque is correct.
11. **Substitutions:**
- Sometimes the denomination ordered will be substituted for a different denomination of the same store due to a shortage of the denomination requested. If this is a problem, you may exchange it the following week.
  - T.R.I.P. will NEVER substitute your request with another store unless they have contacted you and been instructed to do so.
12. **Sold Outs and Backorders:**  
Although T.R.I.P. does its best to supply all order requests, occasionally there are sold outs. In this case you will be given notice with the shortage placed on backorder for delivery the following week.
13. **Quebec Trip Reduction Incentive:**  
Policies as listed above in 1-12 also apply to high school students fundraising with T.R.I.P. for their Quebec trip except for # 5.
- a) **Account Number:** Each high school student will be assigned an account number using the last 2 digits of the year you graduate from grade 12 and the last 4 digits of your phone number. i.e. graduating in 2015 and your phone number is 354-4675 = Account # 154675. This account will be used for your name, address, purchases and percentages earned towards your grade 12 Quebec Trip. Account information will be sent to your periodically. If there is any discrepancy in the account information received, it must be brought to the attention of the T.R.I.P. Coordinator with 30 days of the information date.
  - b) **T.R.I.P. Credit Payout:**
    - i. Any Quebec Trip credits earned in your account will be held until payment is due for your Quebec trip in grade 12
    - ii. If a student earns credits in excess of the amount due for the Quebec Trip, a payout will be made split 50/50 between the student and the CCHS Student Activity Fund or the excess funds may be transferred to another account at the instruction of the student/family.
    - iii. If a student no longer attends Chatham Christian High School for any reason, a payout will be made split 50/50 between the student and the CCHS Student Activity Fund or the funds may be transferred to another account at the instruction of the student/family.
14. **Computer Fund Levy:**  
A \$300.00 computer fund levy is added to everyone's tuition to help fund the computer technology costs of the school. Families who regularly participate in the T.R.I.P. program (a minimum average of \$50.00 per week) will be refunded for the full \$300.00. This refund is **in addition to** the tuition credits earned on T.R.I.P. purchases in your account.