



Parent Handbook

**Calvary Christian High School
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Calvary Christian High School

"like a tree planted by streams of water..." Ps. 1:3

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Our School

Mission Statement

Our mission is to provide a quality academic program based on Christian beliefs and values, using God and His Word as the center for academic instruction. This would offer an opportunity for Christian parents to educate their children in a way which is consistent with the purpose of the Christian home and Bible believing church.

Vision of CCHS

The spiritual vision of CCHS is based on Psalm 1. This passage of Scripture speaks about the blessed person. The first verse highlights some things the blessed person does not do. This is fitting as we are making every intention to create a positive and edifying learning environment that honours God's distinguishment between right and wrong. In addition, the Psalm declares that the blessed person is one who delights and meditates in the law of the Lord. Our students will have rich learning opportunities to get to know their heavenly Father in more intimate ways. These opportunities will allow our students to be "like a tree firmly planted by streams of water, which yields its fruit in season and whose leaf does not wither; and in whatever they do, they prosper." Ps. 1: 3

Our academic vision is to create an innovative, multi-faceted, dynamic and technology rich learning environment that will provide every student with the opportunity for success, self-discovery and leadership in Christ. Each year we are looking for students and families to join with us as we see God work in the lives of our students, families and community.

Philosophy of Education

It is our goal to contribute towards the development of responsible young adults of integrity, who have been challenged to be leaders and inspired to reach their God given potential.

CCHS is a non-traditional high school that will look different from other high schools around. We desire our students to be disciples of Jesus Christ and to pursue excellence in an environment that looks to nurture their faith and build each other up. We desire our students to be individual thinkers and learners that can draw on each other for learning. Students at CCHS need to display a desire to follow Jesus, work independently and collaboratively and have a drive to pursue academic excellence. It is our desire to continue to help our students plant their spiritual roots deeper and deeper by streams of living water in communion with God, delighting in the law of the Lord, "Be like a tree firmly planted by streams of water, which yields its fruit in season and its leaf does not wither; and in whatever they do, they prosper." Psalm 1:3



Calvary Christian High School

"like a tree planted by streams of water..." Ps. 1:3

CCHS looks to empower and encourage students as they lean into God's calling on their lives. Through morning devotions, extra-curriculars, and academic pursuits we look to honour our God given gifts and passions as we serve others in a unique and profound way. Students from grades 9-12 come together every day with a time of prayer and devotion. With the support of local pastors in the study of God's word, students grow in their spiritual walk throughout their four years at CCHS. We know that the seeds planted here will grow on as the students move into the next season of their lives.

At CCHS we value the impact teachers and volunteers have on our children. We recognize the importance of role models in children's lives. Staff members and volunteers at our Academy are expected to express a sincere commitment to Jesus Christ. They must be in good standing and regularly attend a Bible-believing church. We view their personal character, qualities, gifts and abilities as a silent teaching witness to our students.

Who We Are

Calvary Christian High School is a non-inspected Private High School that offers an Ontario Secondary School Certificate (OSSD) through its partnership with the Virtual Learning Centre (VLC), Trillium Lakelands District School Board. VLC is a publicly funded institution that offers a variety of courses that follow Ontario curriculum standards. The academy is a multi-denominational school and is not affiliated with any particular church. We are a "not for profit" corporation and a registered charitable organization. The academy is governed by a board of directors, elected by the parents from the members of the Calvary Christian Academy. The academy has a constitution and by-laws.

History

Calvary Christian Academy first opened its doors in September 1997 to six Kindergarten students. Since then we have grown steadily, adding at least one grade per year. Calvary Christian High School began in 2015 with our first grade 9 class. We now offer a preschool program, an elementary program (JK - grade 8), and a high school program (grade 9 - 12). For the first three years the school was located in the basement of Calvary Pentecostal Church in Carleton Place. In October 2000 the school had outgrown the facilities and moved to the former J.L. Couroux School building on Bruce Street in Carleton Place. A year later we were pleased to move into our own permanent home, a 10,000 square foot school with a gymnasium located on a 50-acre property in Franktown. In January 2014, our Early Childhood Education wing was completed, adding another 2600 square feet to our building. In November 2018, CCA completed another building addition, adding 3 classrooms and two bathrooms to the primary end of the school, completing our lower school wing. In 2015 CCA expanded to include a highschool, Calvary Christian High School.



Our Statement of Faith

Our statement of faith is part of the constitution of the academy. We believe that children are best served by Calvary Christian High School if there is a consistency between what is taught at home, in church and at school. Each parent or guardian enrolling a child in the school is asked to sign that they support the statement of faith. If one or both parents are not willing to sign the statement of faith, they will be asked to support the teachings of the school and that their children take part in all faith based aspects of the school. Only in exceptional or compassionate circumstances are children enrolled if both parents cannot support the statement of faith.

We believe in and teach:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on behalf of all: to life or damnation; basis of grace alone, and the resurrection.
5. The Christian life is one of repentance from sin, and devotion to obey all that God commands. This included an ordering of all aspects of life; families that reflect the Biblical view of marriage, children that honour their parents, parents and guardians instructing the Christian faith to their children. The right posture towards others: to the unbelieving world, patience and Gospel proclamation; to fellow Christians, community and love for one another.

It is our desire at CCA to direct our students and families to a personal relationship with our Heavenly Father and Jesus Christ. By attending CCHS you are agreeing to be open to the intent and direction of CCHS.

School Identity: Operational Procedures

Coordinates

Legal Name of School: Calvary Christian High School

Location of Instruction: 9749 Hwy 15, R.R. # 6

Smiths Falls, ON K7A 4S7

Telephone: (613) 283-5089

Facsimile: (613) 283-6949

Website: www.calvarychs.ca

E-mail: info@calvaryca.com



Board of Directors

The board is the legally recognized body elected by the members to oversee and govern the school. The board shall concern itself primarily with broad questions of policy rather than with administrative details. The board has delegated authority to the Principal and provides freedom to work within the policy guidelines. The Board of Directors are committed to communicate with parents, members and the public by listening to concerns and reporting academy business. Input is encouraged and can be directed to board@calvaryca.com.

Communication

It is the practice of Calvary Christian High School to keep parents/guardians informed, by word of mouth, in writing and electronically. Communication with each other is essential for good learning.

a) Newsletter: Every month we post a newsletter highlighting past and upcoming events in the school. All newsletters can be found at www.calvarychs.ca/newsletter

b) Telephone: (613) 283-5089

c) E-Mail: Calvary Christian High School staff can be contacted by email using the format first letter of first name followed by lastname@calvaryca.com. For example, to contact Mrs. Chapman use kchapman@calvaryca.com

d) Guidance Counsellor: Contact cchsguidance@calvaryca.com to receive further information regarding student academic progress and further information

f) Virtual Learning Center: Calvary Christian High School offers academic courses through its partnership with VLC. VLC staff can be contacted by email using the format first letter of first name, lastname@virtuallearning.ca. For a full list of contacts visit virtuallearning.ca

- **Telephone:** 705-328-2925
- **Facsimile:** 705-878-8891

g) Parent/Teacher Interviews: These parent/teacher conferences are scheduled twice throughout the year. Once in the fall and once in the spring. However, teachers and parents/guardians may request a meeting with each other at any time.

h) Learning Reports: CCHS sends out intermittent progress reports throughout the school year as well as two midterm reports and two final reports. See the dates on the School Calendar.

Accreditation

Calvary Christian High School is not accredited with the Ontario Ministry of Education but rather partners with the Virtual Learning Centre from the Trillium Lakelands District School Board to offer students a Ministry of Education approved Ontario Secondary School Diploma (OSSD).



Daily Schedule

Morning Devotions, O'Canada, Bible Class*	8:45 a.m. - 9:10 a.m.
Period 1	9:15 a.m. – 10:30 a.m.
Period 2	10:40 a.m. – 11:55 a.m.
Lunch	11:55 a.m. – 12:40 p.m.
Period 3	12: 40 p.m. – 1:50 p.m.
Period 4: <i>Physical Education / Open Study</i>	2:05 p.m. – 3:10 p.m.
<i>Dismissal: 3:30</i>	

* Bible class occurs daily and is **fundamental to our identity as a Christian school**. As such, it is mandatory for all students to attend. Failure to do so will result in loss of school privileges including participation in extracurriculars/school events. As this class is paramount to our identity, disregard for it will necessitate a meeting with the student and family to discuss the student's future at CCHS.

Safety Procedure

Student safety is of the utmost importance at CCHS. CCHS staff will address all incidents using their professional discretion. Following an event families will be notified by phone and a report sent home with the student.

Food

Nut Free Facility

Please be reminded not to send in any foods that may contain even a trace of nuts, or foods manufactured in such a facility. Parents are required to read all labels. Our teachers are encouraged to remove any foods that are suspicious. On this note, please remember to wash off any peanut butter residue from hands or faces before coming to school. "Life Threatening Allergies" policy is in the CCA Policy and Procedures manual.

Gum

It is very difficult to remove gum from under desks and from carpets. Please dispose of your gum in the garbage containers.



Student Volunteer Hours (60 hours)

Servant leadership plays a large role within the daily teachings at CCHS. We strive to encourage our students to adopt a heart for service as they spread light throughout their community. CCHS students are required to complete 60 hours of volunteer hours to receive their CCHS Diploma. See Appendix G.

Student Application Process

Preamble: The purpose of the admissions procedure is to facilitate the admission to the Calvary Christian High School learning community of those students who would most benefit from Calvary's program and who most closely fit the spiritual profile of Calvary's learning culture.

Process: Students who wish to apply for admission may do so by filling in the appropriate application forms (available from the school office or from the school website). The support documents required to complete the process are indicated on the application form.

Upon receipt of the application forms and supporting documents, the administrative assistant will contact the applicant to arrange a visit between the Principal, the applicant and his/her parents/guardians. The purpose of the meeting is for the applicant and the Principal to become acquainted and to assess the appropriateness of the application. The principal will arrange consultations with the Guidance Counsellor/Resource Teacher if required. The Principal will make a decision on the basis of the documentation and the visit. The Administrative Assistant will contact the applicant with the results of the process.

Inclement Weather Policy

Similar to CCA's inclement weather policy, as our staff and students commute to school and with their safety in mind, we would rather err on the side of caution and close the school when driving and weather conditions are poor. When the Upper Canada District School Board cancels local bus services, CCHS will be closed. CCHS students are instructed to continue with their regular school day schedule in the safety of their home. If they have questions or issues that need to be addressed by a CCHS teacher, they are encouraged to email that teacher. In order to find out if buses have been cancelled parents can: check the Student Transportation of Eastern Ontario website (steo.ca) or Facebook page, listen to CHRI (generally broadcast by 7:15), or call the school as there will be a recorded message.

Tuition Policy

See Appendix C



Calvary Christian High School

CCHS Staff

Code of Conduct

The staff code of conduct is based on the Christian values and principles upon which Calvary Christian High School is founded. We believe that the Bible is the authoritative Word of God as confessed in the creeds of the Protestant Churches and therefore provides the standards for all human behaviour.

Teachers are expected to model Christian values and standards in their conduct at all times, including those times when they are not specifically on duty at school.

- Tom Bourne, Principal
- Kathryn Chapman, Teacher/Academic Advisor
- Chad Monaghan, Teaching Assistant

Support Staff

- Daniel Schilke, Bible



Calvary Christian High School

Student Life

Student Code of Conduct

(adapted from the Ontario Alliance of Christian Schools)

Our Relationship With God

- We will speak of God in respectful ways.
- We will encourage a close relationship with God in others, as well as ourselves through Bible reading, prayer, sharing, etc.

Our Relationship With Those In Authority

- We will be respectful in our speech and conduct.
- We will be obedient to those in authority over us.
- We will not condone the disrespect displayed by others to those in authority.

Our Relationship To Others

- We will be respectful of others.
- We will address each other properly, not resort to name calling, swearing or dirty language towards each other.
- We will respect each other's property and encourage everyone to feel included.
- We will respect each other's person and remember "no touching except for helping."
- We will learn to apologize when we fail and seek God's strength to continue trying to live in fellowship.

Our Relationship To School Property

- We will respect school property. This includes furniture, books, equipment and building and personal electronic devices.
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.



Attendance

Regular Attendance

Students are expected to be at school by 8:40 a.m. and to remain at school until the end of the regular school day. Should a student be required to miss a day or part of the day, the parent/guardian should notify the school ahead of time or by 9:15 am that morning.

Absences

An unexcused absence from school shall have, as a minimum, the following results:

- A meeting with the classroom teacher and his/her permission to return to the class.
- Parents informed of the unexcused absence.
- Irregular absences will result with a meeting with the Principal to discuss future involvement in the academy.

Student Absences and Student Punctuality

Students are expected to be in class when the bell rings and must submit to further specific expectations of the classroom teacher. Students who arrive to class late because of appointments or reasons for which parents have contacted the office will need to sign in at the office and get a late slip before admission to class.

Illness and Emergencies

In the case that a student becomes ill during the school day, he/she should report to a teacher and/or administrator. The student's home will be contacted, as well as a doctor, if deemed necessary. The same procedure will be followed in the case of a personal emergency.

Calvary Christian High School Dress Code

Your beauty should not come from outward adornment... Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit... 1 Peter (3:3- 4 1)

The dress code has been constructed in order to help the school meet its mission. Student dress can at times cause a distraction to the learning and interaction that happens at the school. Having a student dress code which includes school uniforms positively impacts learning. It gives the student an immediate sense of belonging in the student body, it enhances the image of the school in the community, and it does away with many discipline situations that relate to student dress. Uniforms are to be purchased from our school provider (Lands' End) and worn as purchased with the exception of hemming of pants to a suitable length. Shorts/skirts are not to be shortened or rolled up. As of September 2018, students may wear CCHS Spirit wear on Fridays. Teachers may advise students of special occasions or unique opportunities when uniforms are not required. However, at all times, students are to dress modestly, respecting themselves and their peers. When students are taking part in Physical Education class or a CCHS sporting practice or event, they are expected to wear CCHS gym attire.

See appendix E for further information



Extra-curriculars

Athletics: CCHS offers both a competitive and recreational athletics program at junior, senior and varsity levels specializing in: volleyball, 3on3 basketball, track and field, and badminton. We also offer a variety of intramural sports to encourage healthy lifestyles, develop interests and skills in a fun environment, and offer socialization opportunities. When students choose to take part in the competitive athletic program, they are making a commitment. Student athletes are expected to attend practices and tournaments. If there is a situation where an obligation prohibits this, the STUDENT is expected to inform the coach as soon as possible. Students wanting to participate in athletics need to be in good academic standing; poor school attendance, academic or behaviour issues will result in a meeting with the coach with the potential loss of playing time or in extreme cases, removal from the team. Taking part in athletics, as in any extracurricular, gives students the opportunity to manage and organize their schedules to meet their responsibilities and obligations. Students participating in competitive sports will be required to pay a fee to help offset the cost of transportation and tournaments. Additional costs (hotel, meals while at tournaments) are also the athlete's responsibility. A deposit will be required for jerseys to ensure the jersey is returned in good condition.

Music: Instrumental music class is offered weekly for interested students who are willing to commit to attending class and practicing their instruments. CCHS also offers students the opportunity to participate on a school music team. Students practice weekly and have the opportunity to lead chapel at CCA and perform during community and school events throughout the year. This is a great opportunity for intermediate (assessed by instructor) musicians to develop their skills and serve in a unique way.

Drama: In upcoming years, as numbers and interest increases, CCHS plans to implement a Drama Team and perform theatrical productions. CCHS does a theatrical performance every Christmas and plans to do a yearly performance in the future.

Leadership: It is our desire at CCHS to raise strong servant leaders. The Student Leadership Team is an opportunity for students to develop their leadership skills by organizing and carrying out school-wide activities including social events, community projects, and helping raise funds for these activities. In addition to planning events that contribute to school spirit and community welfare, the student Leadership Team is the voice of the student body. The Team will work closely with the Parent Council. The Council is a dedicated group of CCHS parents who promote CCHS student unity through social events.

Yearbook: Each year CCHS creates a yearbook to commemorate the events of the year. This is a unique opportunity for our students to explore graphic design, photography, and photo editing. Two to four students from grades 9 - 12 meet together each week to discuss and design the CCHS Yearbook.



Bridge Team: The purpose of this group is to ease the transition for grade 8 students coming into the school next year. Students from grades 9-12 provide support through presentations, the planning of events, and mentorship.

Ski Club: Every February students have the opportunity to travel to Mount Pakenham for night skiing. All students from grades 9-12 are welcome to participate regardless of skill level and equipment. This is a great opportunity for the students to get together after school hours and improve their skiing/snowboarding while building friendships amongst their peers.

Personal Electronic Devices

Personal Computer

The virtual learning experience requires that all students own and operate a personal computer throughout the academic schedule. Each personal computer is the sole responsibility of the student and must be cared for throughout the course of the year. Calvary Christian High School is not responsible for any damages to the computer unless an event occurs during scheduled class time.

- All use of student account/access must be in support of education and research and consistent with the educational objectives of CCHS and the VLC.
- The computers shall not be used to access chat rooms or social networking sites on the internet that exist outside of the VLC platform.
- The computers shall not be used to play games during scheduled class hours.
- The network shall not be used for illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- Users shall not interfere with the proper operation of CCHS' networks or the VLC Canvas platform, as well as systems and networks accessible through the Internet.
- Users shall not download any files or programs during school hours without permission from a CCHS teacher or administration.
- Borrowing, lending or otherwise sharing computer accounts and passwords is prohibited.
- No user shall vandalize another's computer. Vandalism is defined as any malicious attempt to harm or destroy a computer and its parts or the data of another user, the Internet, or any listed agency, or other network that is connected to the Internet backbone. This includes, but is not limited to, pulling plugs from computers, swinging a mouse by the cable, powering off someone else's computer, closing another's screen, uploading or creating computer viruses.

Personal Phone or Tablet

Personal phones and/or tablets are to be used with discretion inside the school building of Calvary Christian High School (not permitted inside of Calvary Christian Academy). Such devices will not be allowed in classes or other focused learning situations unless the teacher gives clear and specific approval for educational reasons. They may never be used in chapels or exams. Calculators or



translators used for tests or exams must not have wireless access. Inappropriate use of personal electronic devices may result in confiscation of these devices.

Physical Demonstration of Affection

At CCHS we encourage all students to form healthy relationships with each other as they mature spiritually, academically, and emotionally. It is a family's responsibility to establish rules on dating with their children. While CCHS does not encourage these relationships, we acknowledge that they may happen. These can sometimes be a distraction to the individuals and their peers. Students are encouraged to refrain from public displays of affection. Out of respect for their peers and environment, students are expected to restrict their public displays of affection while at school to hand holding or a brief hug, or preferably not at all.

Use of Tobacco, Vapes, Alcoholic Beverages or Illegal Drugs

Calvary Christian High School is a smoke-free environment. Students are prohibited from smoking or vaping on or within sight of the school grounds. Students violating this policy will be dealt with by the school Principal in accordance to the Student Chart of Consequences.

Weapons and Violence

Calvary Christian High School strives to provide a safe environment for its students. As such, students must not have any weapons (including pocket knives) in their possession while at school or attending any school event. Furthermore, any object used to threaten another will be considered a weapon. Violation of this policy will result in suspension or possible expulsion.

Harassment and Bullying

As per the CCHS Student Code of Conduct, all members of the school community must treat one another with respect and dignity. As such, students are strictly forbidden from participating in any humiliating game, prank, stunt, practical jokes or other activity that intimidates or threatens another person; subjects another person to stress, embarrassment, or shame; adversely affects the mental health or dignity of a person; discourages that person from remaining at CCHS; physically harasses a person. In the event that a student feels he/she is being harassed or bullied, he/she is encouraged to report it to administration or teacher as soon as possible.

Use of Inappropriate Language

Students are expected to speak in a manner suitable to Christians in an educational environment. Ephesians 4:29 says, "Do not let any unwholesome talk come out of your mouths, but only that which is helpful for building others up according to their needs, that it may benefit those who listen." Crude, demeaning, or blasphemous language is not acceptable in any of our classrooms, athletic fields, learning environments or school.



Colognes and Perfumes

Due to health concerns arising from exposure to scented products, spraying, pouring or dumping products such as cologne, perfume, or air freshener, within the school is prohibited.

Outside Behaviour:

CCHS has a good relationship with our neighbours and we want this to continue. Students should remember that the reputation of our school is affected by your behaviour in public.

- No littering on or around the school
- No loitering around our neighbours' property.
- When students play outside (throwing balls, playing soccer, etc.) do so in the field behind the school.
- No touching unless to help. This includes contact sports.

Leaving School Property

Grade 9 - 12 students have the privilege of leaving school property during lunch hours, provided that all other attendance requirements are met and students have a signed permission form (*see appendix*).

Students must sign out before leaving school property. No loitering will be permitted on streets or sidewalks near the school.

Students are free to visit the following:

- the local convenience store in Franktown
- Local trails

Students are **NOT** permitted to visit the following:

- a student's home
*unless given specific permission from guardians
- Any body of water unless given permission from the teacher
- Walking through resident's yards

Student Vehicle Use

The school has responsibility for the supervision of students throughout the school day, including during non-class times and off school property. Students can sign out. It is therefore within the authority of the school to ensure that students use vehicles in a safe and respectful manner during the school day.

- Students will be expected to drive safely and slowly when entering, exiting or on the school property.
- Students will be expected to park within the lines and only in the designated areas.
- Students may not use their vehicles between periods 1 and 2 or between periods 3 and 4.
- Students will be expected to drive safely when driving off school property during lunch break and study periods.



- Students may only travel with a student driver if given written consent from guardians during non-school hours or lunch hours after signing out (***see appendix***).
- Students may not drive themselves to off-property school events in which they are participating unless permission is granted by both a parent and the teacher supervisor.

Special School Days

On occasion, regular CCHS classes may be suspended while the school provides special learning opportunities for its students. On these special school days, students are expected to be in attendance and follow the CCHS student Code of Conduct.

Parent Council

CCHS has been blessed over the years to have a wonderful Parent Council. Their primary function has been to organize social events for students and service opportunities within the community. This committee works in conjunction with and under the direction of a CCHS staff liaison to round out the student's high school experience. The CCHS staff member will act as Chair of this committee, unless otherwise delegated by that staff member. A secretary will be appointed to keep minutes of each meeting, to be made available if necessary.

Bus Behaviour

While riding on the school bus, all students are under the authority of Calvary Christian High School, which may include the bus driver and school administration. CCHS students are expected to represent their school well and adhere to the Code of Conduct while travelling on the school bus. High school students are expected to act as leaders and peacemakers with the elementary students at the Academy, including during bus transportation. Students violating this policy will face school discipline in accordance to the Student Chart of Consequences and possible suspension or expulsion from the bus.

Graduation

CCHS holds its Graduation at the end of the school year. The entire CCHS community and extended community is invited to attend this event celebrating the graduate's hard work. CCHS does not hold a prom/formal for its students.



Calvary Christian High School

"like a tree planted by streams of water..." Ps. 1:3



Calvary Christian High School CCHS Leadership Team



CCHS Student Leadership Team

Calvary Christian High School Students;

It is our desire at CCHS to raise strong servant leaders. The Student Leadership Team, under the guidance of Mrs. Chapman, is an opportunity for students to develop their leadership skills by organizing and carrying out school-wide activities including social events, community projects, and helping raise funds for these activities. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

The Team will work closely with the Parent Council. The Council is a dedicated group of CCHS parents who promote CCHS student unity through social events.

The CCHS Student Leadership Team will include up to two students from each of grades 9, 10, 11 and 12.

LEADERSHIP TEAM REQUIREMENTS:

Members of the CCHS Leadership Team will meet 12:00-12:30pm once per week. Additional meetings will be held during school hours whenever possible.

One full-day leadership retreat may be scheduled for members of the Student Leadership Team.

Members of the CCHS Leadership Team will represent CCHS at different events. This may include welcoming guests to the classroom, conducting assemblies, communicating with leaders while planning social events and community projects.

The CCHS Student Leadership Team will be divided into the following sub teams depending on each student's strengths. These teams may change, or be added to, depending on the needs of the Leadership Team.

Chair - preside over, set agenda and conduct regularly scheduled meetings, and any additional meetings that may be required by the student leadership; keep accurate records of school business in each meeting; keep and distribute meeting minutes; keep other members accountable

Communications - share student accomplishments and upcoming activities through email, morning class announcements, newsletter, Facebook, and other available CCHS social media; represent students at community project events and social activities

Social Events - student representative on Parent Council organizing regular social events; organizing and carrying out social events

Service Projects - organizing regular volunteer opportunities in the community for students' participation; organize and carry out fundraising as needed.



Appendix A



Calvary Christian High School

Ontario Secondary School Diploma



Diploma and Program Requirements

Calvary Christian High School Diploma

In order for a student to receive the Calvary Christian High School diploma, he/she must complete all Ministry requirements for a total of 30 credits and courses. When a student has met the requirements for the OSSD, the principal of this high school may grant the diploma. VLC caps students at 34 credits.

Diploma Requirements

The course requirements for earning a diploma in Ontario have been spelled out in various Ministry of Education documents. Calvary Christian High School has the expressed desire to continue to offer the Ontario Secondary School Diploma (OSSD), and will thus abide by the stipulations in these documents. Besides meeting the needs of our Christian community, the courses offered by this school have been developed according to the requirements of the Ministry.

Students must earn the following compulsory credits to obtain an Ontario Secondary School Diploma:

- 4 credits in English (1 credit per grade)*
- 3 credits in mathematics (1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics

Plus one credit from each of the following groups:

- **Group 1** additional credit: English, or French as a second language,** or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education***
- **Group 2** additional credit: health and physical education, or the arts, or business studies, or French as a second language,** or cooperative education***
- **Group 3** additional credit: science (Grade 11 or 12), or technological education, or French as a second language,** or computer studies, or cooperative education***

In addition to the compulsory credits, students must complete:

- 12 optional credits†
 - 40 hours of community involvement activities
 - the provincial literacy requirement
-



*A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

In Groups 1, 2, and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from Group 1 and one from either Group 2 or Group 3. *A maximum of 2 credits in cooperative education can count as compulsory credits. †The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

Credits

A "credit" is earned by the completion of 110 hours of classroom instruction, with a final mark of 50% or greater. A half credit is defined as 55 hours. Compulsory Credits There are 18 secondary school credits, prescribed by the Ministry and Calvary Christian High School, that a student must earn in order to satisfy the requirements for an OSSD diploma. There are 20 secondary school credits, prescribed by Calvary Christian High School policy, that a student must earn in order to satisfy the requirements for a Calvary Christian High School diploma. Course outlines are available in the school office, should you wish to examine them.

Elective Optional Credits

Elective courses are a list of courses from which 12 must be chosen to fulfill the remainder of the diploma requirement of 30 credits.

The Certificate of Accomplishment

Students who leave school before fulfilling the requirements of the OSSD, or the Ontario Secondary School Certificate (see below) may be granted a Certificate of Accomplishment. This certificate will be accompanied by the student's Ontario Student Transcript (OST). This certificate may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of further training or who plan to find employment after leaving school.

The Ontario Secondary School Certificate

The Ontario Secondary School Certificate (OSSC) is granted on request to students who leave school before earning enough credits to comply with the Ontario Secondary School Diploma but who have accumulated at least the following credits.

Compulsory credits: (total of 7)

2 credits in English

1 credit in Canadian geography or Canadian history

1 credit in mathematics

1 credit in science

1 credit in health and physical education

1 credit in the arts or technological education

Elective Optional credits (total of 7)

7 credits selected by the student from the available courses.



Substitution for a compulsory credit

The principal may replace up to three compulsory courses (or the equivalent in half courses) with courses from the remainder of those that meet the compulsory credit requirements. Substitutions are made to promote and enhance student learning, or to meet special needs and interests. Each substitution will be noted on the student's Ontario Student Record (OSR).

The Intermediate Program (grades 9 and 10)

The grade 9 and 10 courses recognize that students enter high school with different gifts, abilities and goals. Students can take courses that are suited to their needs and will gradually help them work towards their goals through an increasingly specialized four year program. In grades 9 and 10, courses can be taken at the Applied, Academic, or Open levels. In disciplines such as the arts, health and physical education and business studies, all students will take the same type of courses, (called "open courses"). In the core subjects however, students will be able to choose between two different types of courses - applied and academic. Students can transfer freely between these two types in grades 9 and 10.

Applied courses focus on practical applications and concrete examples. They cover the essential concepts of a subject. Knowledge and skills will be developed through both theory and practical applications, but the focus will be on practical applications. In applied courses, familiar, real-life situations will be used to illustrate ideas, and students will be given more opportunities to experience hands-on applications of the concepts studied. These courses are designated with a "P" in the course code.

Academic courses draw more heavily on theory and abstract examples and problems. In an academic course, students will learn the essential concepts of a subject and explore related material as well. Although their knowledge and skills in the subject will be developed through both theory and practical applications, the emphasis will be on theory and abstract thinking as a basis for future learning and problem solving. These courses are designated with a "D" in the course codes.

Open courses are designed to give students additional preparation for grades 11 and 12, and to enrich their education generally. These courses are designated with an "O" in the course codes.

Transfer courses are offered to students who wish to move to another type of course in grade 11 from a grade 10 type in the same subject. The transfer course consists of those learning expectations that were not included in the completed course but that are 7 considered essential for success in the course to be taken. Partial credits are granted for successful completion of a transfer course.

The Senior Program (Grades 11 and 12)

Grade 10 academic and applied courses will prepare students for grade 11 courses in accordance with prerequisites in each grade 11 course. Courses in grades 11 and 12 may have specific prerequisites, which are noted with the course descriptions. Students in grades 11 and 12 will choose courses from the five types listed below:

University preparation courses will provide students with the knowledge and skills needed in order to meet the requirements for entrance into university programs. These courses are designated with a "U" in the course code.



University/college preparation courses will provide students with the knowledge and skills needed to meet the requirements for entrance into university and/or college programs. These courses are designated with a "M" in the course codes. "M" level courses can be used for college or university but some universities restrict the number of "M" levels to two.

College preparation courses will provide students with the knowledge and skills needed to meet the requirements for entrance into college programs. These courses are designated with a "C" in the course codes.

Workplace preparation courses will provide students with the knowledge and skills needed to meet employers' expectations with regard to preparation for direct entry into the workplace. These courses are designated with an "E" in the course codes.

Open courses are not developed to meet the specific requirements of universities, colleges or the workplace, but are intended to enrich students' lives and to prepare them for active and rewarding participation in society. These courses are designated with an "O" in the course codes.

Community Service

In order to receive an OSSD in Ontario, and in order to help develop a serving heart, students must perform a minimum of 40 hours of voluntary community activity (in addition to 30 credits), completed over 4 years. The purpose of such involvement is to foster a life of gratitude, to encourage civic responsibility and to promote community awareness. Such involvement also supports students' career explorations and recognizes the volunteer service that many students are already giving in churches and community. This requirement may not be fulfilled through activities that are counted towards a credit, through paid work or by assuming duties normally performed by a paid employee. The requirement is to be completed outside the student's normal instructional hours. It is the responsibility of each student and his/her parent(s)/guardian(s) to ensure that this requirement is met. The guidance counselor(s) will regularly present the information to students, keep students aware of potential opportunities and maintain a record of each student's involvement based on completed forms submitted by the students. The Virtual Learning Center has a specific form it uses which is available through its website.

The Provincial Secondary School Literacy Test

The high school literacy test will be administered to each student before the end of grade 10, likely in the autumn of that academic year. It will act as both a diagnostic and an accreditation tool. Reporting of the results of this test will be done on an individual and school basis, and for Ontario's public secondary schools, on a provincial basis. The results will also be noted on the student's Ontario Student Transcript. If a student is unable to meet the standards of the test in the first attempt, that student must retake the test until the standard is met or successfully complete the Ontario Secondary School Literacy Course (OSSLC).

Ontario Student Record (OSR)

The Ontario Student Record is the official record for a student. Every Ontario school keeps an OSR for each student. The OSR contains achievement results, credits earned and diploma requirements



completed, and other information important to the education of the student. Information from the OSR may be used to assist in the preparation of a report for an application for further education or employment, if a written request for such a report is made by a student, a former student or the parent(s) of a student who is not an adult student. Students and their parents (if the student is not an adult) may examine the contents of the OSR. These records are protected by the Education Act and Freedom of information legislation.

Ontario Student Transcript (OST)

The Ontario Student Transcript (OST) provides a comprehensive record of a student's overall achievement in high school. The credits that a secondary school student has earned towards fulfillment of the requirements for the graduation diploma will be recorded on the OST. This record will include all the credits gained by the student using any of the means described in Alternative Ways of Earning Credits Towards the Ontario Secondary School Diploma. The transcript, which is part of the Ontario Student Record (OSR), will include the following information:

- the student's achievement in Grades 9 and 10, with percentage grades earned and credits earned for successfully completed credit courses
- a list of all Grade 11 and 12 courses taken or attempted by the student, with the percentage grades earned and the credits gained (students repeating a course for which they have already earned a credit will earn only one credit for the completion of that course). Withdrawal after a specified time from any Grade 11 or 12 course will be recorded on the OST.
- identification of any course that has been substituted for one that is a diploma requirement
- confirmation that the student has completed the community involvement requirement
- the student's final result on the provincial secondary school literacy test

Program Selection

It is the responsibility of each student to ensure that he/she is earning credits that will satisfy the demands of his/her post-secondary school plans. The Guidance Department is available to help in this process. Students and parents should consider the following when choosing courses:

- Consider diploma requirements according to credit value, area of study, and for grades 11, 12, the type of course.
- Remember that many subjects build on a foundation of knowledge (Math, English, French).
- Consider the interests, aptitudes and abilities the student has displayed in the past in certain subjects.
- Consider the admission requirements of post-secondary educational institutions.
- Consider covering a wide range of courses to provide the student with versatility for further study

CCHS has purchased the program myBlueprint to assist students in keeping track of their courses and what is required for the programs they wish to pursue after high school. An account is available to all CCHS students.



Alternative Methods of Achieving Credits at Calvary Christian High School

Music Certificates Accepted for Credits towards the OSSD

1. A maximum of one Grade 11 university/college preparation music credit may be awarded towards the OSSD for the successful completion of one of the following:

- Grade VII Practical and Intermediate Rudiments (formerly Grade 1 Rudiments) of the Royal Conservatory of Music, Toronto
- Grade VII Practical and Grade III Theory of Conservatory Canada, London
- Collegial I Practical and Collegial I Theory of any conservatory of music in the province of Quebec
- Grade V Practical and Grade III Theory of Trinity College London, England
- 10 Grade VII Practical and Grade VI Theory of the Royal Schools of Music, London, England

2. A maximum of one Grade 12 university/college preparation music credit may be awarded towards the OSSD for the successful completion of one of the following:

- Grade VIII Practical and Advanced Rudiments (formerly Grade II Rudiments) of the Royal Conservatory of Music, Toronto Grade VIII Practical and Grade IV Theory of Conservatory Canada, London
- Collegial II Practical and Collegial II Theory of any conservatory of music in the province of Quebec
- Grade VI Practical and Grade IV Theory of Trinity College London, England
- Grade VIII Practical and Grade VIII Theory of the Royal Schools of Music, London, England

Notes: The term *practical* refers to any musical instrument on which performance is examined. It includes voice (ie. singing), but not speech arts. The mark credited to the student is calculated by averaging the marks that the student has earned in the practical component and in rudiments or theory, as the case may be. The course titles and course codes for the credits granted under sections 1 and 2 above are as follows: Section 1: Music - External (Conservatory), AMX3M Section 2: Music - External (Conservatory), AMX4M

Correspondence and Online Courses

Students at Calvary Christian High School may earn credits outside of the regular classroom with permission of the day school. These courses help expand the course offerings when there are conflicts in the timetable and when a student is seeking a course that may not be offered at our school. Parents and students are reminded that this format for earning a credit requires self discipline and self motivation to successfully complete the credit. Assessment and evaluations are done by qualified teachers outside of our school and when the credit is completed the course and mark will be recorded on the student's transcript. Students may apply to take correspondence and online courses through the Guidance Office and must pay the costs for the course and any course material.



Calvary Christian High School Guidance Department

The overall purpose of the guidance program at Calvary Christian High School is to ensure that no student "slips through the cracks" and that all students are intentionally supported in these areas:

- Educational Planning & Course Selection
- Post-secondary and Career Planning
- Personal and Relational Counseling
- Transitional Support
- Interest Testing and Literacy
- Test Administration and preparation
- Monitoring and Processing Volunteer Hours
- Study Skills and Literacy Test Preparation

Course Selection at Calvary Christian High School

- Course selection occurs in the beginning of semester 2 for current Calvary Christian High School students.
- Students participate in a guidance-run presentation on course selection each year. Individual appointments are also available, but must be initiated by the student.
- Students are reminded that their focus for course selection should be compulsory courses, required courses for work, college or university, and courses that provide a well rounded education.
- Course selection forms can be found on the school website www.calvarychs.ca

Course Codes

The course code (CC) consists of 5 code characters and a course title.

The first three characters represent the discipline, the subject and the course (see below).

The fourth character refers to the grade of the course:

1 = grade 9, 2 = grade 10, 3 = grade 11, 4 = grade 12

The fifth character refers to the course type, by letter (as in Mathematics MFM1P):

Grades 9 & 10

D: academic

P: applied

O: open

Grades 11 & 12

U: university preparation

M: university/college preparation

C: college preparation

E: workplace preparation

O: open courses



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For example: the first character in the CC is any one of these letters:

- A:** The Arts
- B:** Business Studies
- C:** Canadian and World Studies
- E:** English
- F:** French
- G:** Guidance
- H:** Social Sciences and Bible
- M:** Mathematics
- P:** Health and Physical Education
- S:** Science
- T:** Technological Education

Thus, the grade 9 academic geography course is coded: **CGC1D** and the grade 11 university preparation English is coded: **ENG3U**.



CCHS - STUDENT VOLUNTEER HOURS FORM

(Note VLC has its own form see Appendix G)

Student name: _____ Student signature: _____

Parent name: _____ Parent signature: _____

Date: _____

High school students are required by the Ontario Ministry of Education to complete 40 volunteer hours to receive their Ontario Secondary School Diploma. CCHS requires an additional 20 hours in order to receive a Certificate of Graduation. It is suggested that students receive approval prior to beginning the activity.

Activity	Number of hours	Completion Date DD/MM/YY	Location	Phone Number	Supervisor's signature



Assessment and Evaluation

This policy has as its goal to improve student learning. The two pillars that support this foundation are expectations and accountability. Calvary Christian High School seeks to work in collaboration with the efforts of the Virtual Learning Centre (VLC) of Lakelands District School Board. Calvary Christian High School teachers will come alongside each student as they compliment the instruction of the VLC instructor. It is our desire to enhance the online learning experience by providing experiential learning opportunities for our students (e.g. Scientific experiments, small group instruction, field trips, etc.). Teachers also serve as a mentor for productivity and accountability regarding regular classwork, assignment deadlines and test preparation. Students are also given the opportunity to receive further 1:1 support during fifth period "Open Study."

Academics:

- CCHS educators will evaluate students daily on their overall work ethic and organization.
- Students will be asked to submit personal reflections throughout the year
- VLC teachers will be in contact with students and parents regarding class attendance, grades, and behaviour during class chat.

Level	Achievement
Exceeding Expectations	80% or higher
Meeting Expectations	70% or higher
Approaching Expectations	60% or higher
Not Meeting Expectations	59% or lower

* A score of 80% or higher: 2 names will be entered in a draw for the end of the month prize
* A score of 70% or higher: 1 name will be entered in a draw for the end of the month prize
* A score of 59% or lower: student will receive a detention and a notification will be sent home to guardian/parent(s).

Examination Procedures

Examinations are a culmination of a semester's work, therefore they must be written on the date noted unless the student is ill, or arrangements have been made with administration at least two weeks prior to the date of the examination.

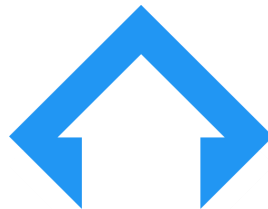
- If a student is ill for an examination, the parent(s) must inform the administration immediately on the morning of the exam day.
- The regular school dress code policy remains in effect during the exam week.



- Students may not enter the examination room before permission has been granted by supervising teachers. Students must enter the room quietly and orderly.
- Absolutely no talking will be tolerated in the exam room. Students who talk may lose their right to the examination.
- Any form of cheating will forfeit credit for the examination.
- Students may not leave the examination room without the express permission of a supervising teacher. Teachers will answer questions for clarification only.
- Exam question sheets must be turned in with all the answer sheets.



Appendix B



Virtual Learning Center **Policy and Procedure**



Student Code of Conduct

All members of the school community must:

- Demonstrate honesty and integrity
- Respect the differences in people, their ideas and opinions
- Treat one another with respect and dignity especially when there is disagreement
- Respect and treat others fairly
- Respect the rights of others
- Demonstrate respect for others especially those in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching in an online setting
- Be courteous and polite at all times especially in electronic mail exchanges

In addition all students must:

- Respect the integrity of all online systems and networks
- Respect all copyright laws
- Respect the personal information and privacy of others
- Be active and engaged participants in the learning program
- Be accountable for off-school internet services which may have a negative impact on the school program, teachers or students
- Obey directions from teaching and administrative staff
- Complete all assignments and work in a timely and thorough manner

Unacceptable behaviour

All members of the school community must not:

- Engage in bullying or aggressive behaviour
- Threaten or intimidate others
- Engage in behaviours motivated by hate or bias
- Commit any act of vandalism that causes damage to school property or servers
- Create a disturbance with interrupts or disquiets the proceedings of the school, a class, or any learning environment
- Engage in any behaviour that would be considered as conduct injurious to the moral tone of the school or injurious to the physical or mental well being of others
- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members

In addition, all students must not:

- Share login credentials with anyone else
- Knowingly upload any file or program that contains a virus, malware or other malicious code
- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion and to any other server without explicit written permission from the school principal or designate
- Use anyone else's login account



- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums and chat threads are open to all school members and not appropriate mediums for private correspondence.
- Engage in any of the following acts of academic misconduct: Cheating: The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others. Plagiarism: Representing the words, data or ideas of another as one's own in any academic exercise. Collusion: Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

Students can expect that:

- Appropriate and progressive discipline will result when school rules and routines are violated
- While parental input is welcomed and considered, it is the responsibility of the school staff and administration to make decisions about discipline
- Login privileges will be revoked at the discretion of the school Principal for acts deemed injurious to the moral tone of the school, injurious to the physical or mental well-being of any other member of the school community, or contrary to the Board or School Code of Conduct.
- Suspension pending expulsion must be considered by the Principal for any act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical well-being of others or for any conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other school community members despite having been given reasonable opportunity to do so.

Online Communication Policy

Each student is unique. In order for students and teachers to work together successfully given our individual differences, we must practice common courtesy and display good manners in all our interactions. This is even more important in an online learning environment where tone of voice and facial expressions are not used to affect subtle differences in meaning.

- You are expected to be courteous and considerate in your dealings with others
- You are not permitted to verbally harass other, nor are you allowed to use profane or improper language during live sessions, email or any other personal or electronic communication.
- While conventional email communication often involves short forms, creative spelling and slang, you are reminded that the VLC is a school. Any and all communication with your teachers, the principal, the office, and the tech. Staff must be in full sentences, and include appropriate grammar, punctuation and correct spelling.
- You are not to give any personal information to your classmates. As within any online environment, you should never give out your address, telephone number(s), personal email address(es) or disclose descriptive personal information. In short, if you post personal information online that is accessible to the public you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of



your passwords and/or any account information. Please be careful and responsible whenever you are online

- You are required to communicate with your teacher with the same degree of respect that is required in a traditional school setting. If you are disrespectful in an email, live meeting, telephone conversation or discussion area, you will be warned about acceptable behaviour. If the behaviour persists, you may be removed from the course.

The Virtual Learning Centre believes in and fully supports an individual's right to privacy on the Internet. We have created this privacy statement in order to demonstrate our firm commitment to your privacy. The following discloses our information gathering and dissemination practices.

"Personal Information" includes your name, email address, mailing address and other information that identifies you personally.

The Virtual Learning Centre (VLC) collects personally identifiable information from you during the registration process. The VLC may also collect personal information when you register for or use any Service, report a problem or submit a question about our Service or respond to a survey or other request for information. The VLC uses personal information only for its own internal purposes, such as to deliver services to you and others; administer our web site and hosted intranet sites, provide technical support, or to contact or send information to you or other members of your group.

We will not sell, rent or release personal information to any person except with your permission. We may use demographic or usage data that is aggregated from personal information you provide or we collect. Such data will be compiled in a way that protects individual personal information. By registering for and using the Service, you agree to abide by this Privacy Policy. You also agree to the collection, storage and use of personal information about you, in accordance with this policy

Academic Dishonesty

Academic dishonesty includes practices such as plagiarism, cheating on tests, examinations and assignments.

Students need to be aware that any form of academic dishonesty is not acceptable and may result in a suspension of privileges and / or loss of credit. Examples of academic dishonesty include:

- cheating, using unauthorized notes or copying others answers on tests / exams,
- inappropriately using internet / web site materials
- substituting for another student in any aspect of the online program
- paying or asking someone else to write an essay and submitting it as your own work
- obtaining information in whole / part of an unauthorized test or exam beforehand
- giving test / exam answers to other current and potential students,
- padding bibliography references
- exaggerating or fabricating data in reports etc.
- using another's work, words or ideas without giving proper credit



Plagiarism Policy

Plagiarism is a serious academic offense. As such, many schools, including the VLC, purchase online services that identify plagiarism in student work. Students should be aware that post secondary institutions frequently remove students from courses or entire programs for plagiarism and other forms of academic dishonesty.

Where a student has been found to have plagiarized material – whether a single sentence, a paragraph or an entire assignment, the following will apply:

First Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You will lose marks and you may receive a zero on the entire assignment. (This may mean a zero for the assignment portion for that particular module)

Second Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You will receive a zero on the entire assignment. (This may mean a zero for the assignment portion for that particular module).

Third Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You will be removed from the course without credit. The case will be brought to the attention of the principal. Where a student has shown a pattern of plagiarism despite warnings, the consequence may be a loss of this credit for this student. You should always assume that your teacher requires material to be written in your own words. In courses where there is a textbook, it may not be required to reference those assignments drawn from the text. However, you should always write your answer in your own words not as they appear in the text

Plagiarism

Working in an online environment presents students and educators with many challenges. Among those challenges for educators is creating a positive working relationship with students when the educator may never actually have face to face meetings with the student. Consequently, relationships between student and teacher are dependent upon the written word. The teacher must feel confident that the written words of a student are his or her own. Without that confidence a teacher cannot objectively evaluate a student's performance. For this reason, the Virtual Learning Centre has a strict plagiarism policy that recognizes that the relationship between student and teacher online is very different from one established in a "real" classroom.

Please carefully read over this policy before you submit assignments in any VLC courses. It would be a good idea to print the policy procedure and keep it handy before you submit any assignments in your courses.

What is Plagiarism?

Plagiarism can be defined as: using someone else's words, ideas or thoughts as if they were your own. Plagiarised material may be an entire paper, a paragraph or even a single sentence. Without exception, your teachers want you to submit your assignments in your own words, and to give credit to sources that you have used for information, data, graphics and ideas. Where you have used ideas or information from another source, you should name the source of that information in a bibliography. The format of your bibliography will be prescribed by your teacher. Paraphrasing is the technique that authors use



when they would like to borrow information from sources without plagiarizing. Paraphrased information uses your own words to express the ideas of another author. To paraphrase without plagiarizing, it is a good idea to read the author's information once or twice and then put the original information aside while you rewrite it in your own words. For some examples of paraphrased material and an exercise on paraphrasing, link to the

Purdue University Online Writing Lab (OWL) at:

http://owl.english.purdue.edu/handouts/research/r_paraphr.html

Please note that paraphrased material must still cite the information source.

Sometimes students will submit entire paragraphs in quotation marks and cite the source of information in a bibliography. You should always use your own words or ideas for the bulk of your work. Quotes should be used sparingly in your assignments. They should be used only where the author's words have special meaning. An example of this might be "Personally I'm always ready to learn, although I do not always like being taught." (Sir Winston Churchill) Clearly, paraphrasing this sentence would result in the loss of its impact. In science and geography courses there are very few occasions when you will need to use quotes.

To find more information on what plagiarism is (including examples) and how to paraphrase, visit these websites:

Georgetown University: <http://www.georgetown.edu/honor/plagiarism.html>

Purdue University Online Writing Lab (OWL):

http://owl.english.purdue.edu/handouts/research/r_paraphr.html

Students should know that their assignments will be scrutinized by state of the art software which determines how much of an assignment has been plagiarized and its point source. The software also maintains an anonymous database of previously submitted assignments and will compare your work to that of other students. You should always assume that your teacher requires material to be written in your own words. In courses where there is a textbook, it may not be required to reference those assignments drawn from the text. However, you should always write your answer in your own words – not the text's

Mid-terms

Some courses will have a scheduled Midterm exam. Not all courses will have midterms and those that do, do not require students to arrange for proctors. Students are expected to be prepared for mid-term exams and to follow all instructions provided by their course teacher in terms of how to complete the exam. Unless otherwise specified, tests and exams are "closed book", meaning access to external resources is not usually permitted. A missed midterm exam, unlike a final exam, will not automatically forfeit the course credit but may have a significant impact on a student's standing in a course.

Examination Procedure

- Dismissal procedures for each exam will be explained at the beginning of the examination time.
- All exams, like tests, MUST be written at CCHS



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"like a tree planted by streams of water..." Ps. 1:3

- Final exams must be written in all courses (except grade 9 courses) by all students. This culminating activity must be completed for a credit to be granted.
- Final exams must be supervised by an acceptable proctor. Please read the proctor form below for a list of acceptable proctors.
- Final exams make up 30% of the total course mark.
- Proctors must be identified by students before the exam to their teachers and are not to be relatives or living in the same residence as students taking the exam.
- Proctors must sign the proctor form attesting to the fact that they supervised the exam and that exam conditions were met. Without this proctor form, no final marks will be released to students and no credit will be granted.
- The form is to be submitted to our office after the exam is written. Fax - (705) 878-8891 or scan and emailed to the vlcadmin@virtuallearning.ca

Cheating on Tests or Quizzes

It is expected that students will conduct themselves with honesty and integrity when writing tests, quizzes and exams. Students found cheating will receive a mark of 'zero' and may face further school discipline. Students will be reminded often that they need to guard their work and their reputation by the way they conduct themselves during tests.

Late Assignments

Assignments are due on specific dates as determined by your teacher. Final submission dates are these dates with no extensions unless you have made prior arrangements with your teacher. *Returning students should note that we no longer allow a final submission date beyond the posted due date.*

Students who frequently request extensions will be counselled by their teacher and/or the Principal.

Students who do not negotiate an extension in advance of the due date will be counselled by their teacher, the Principal and may be removed from their course of study. Late work may not be accepted or it may be subject to a mark penalty. Each case is reviewed in a meeting with the Principal and course Teacher and may include the student and his/her parent or guardian.

Assignments need to be original work completed by the student. Any work that is copied from another source will receive a mark of zero and habitual plagiarism may result in a student being removed from their course of study. Please see the student handbook for more on academic dishonesty.

School Reports

Report cards are issued twice each semester. In addition, an at risk report is generated within 6 weeks of entry into a course and provided to let students who are not succeeding know of this and seek remediation.

Adopted from the Virtual Learning Centre of Trillium Lakelands District School Board:

<https://virtuallearning.ca/student-services/code-of-conduct/>



Appendix C



Calvary Christian High School

2020 – 2021 Standard Tuition Rates and Fees



Calvary Christian High School

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2020 – 2021 Standard Tuition Rates and Fees for CCA and CCHS Students

Standard Tuition Rates

Junior/Senior Kindergarten (Monday, Wednesday and Friday)	\$4,100
Extended Kindergarten (Monday - Friday)	\$6400
Grades 1 – 12	\$6400
Family Rate	\$12,180

Additional Fees

- \$290 per student to cover the cost of field trips and school materials is applicable in addition to the standard tuition rates.

Ambassador Program: As an incentive, we have created an ambassador program. To help encourage “word of mouth” promotion, families that are directly involved in recruiting a new family to CCA will receive a \$500 discount on their tuition. If multiple families are instrumental in recruiting a family, the \$500 will be divided among those families.

Music Lessons

In addition to beginning to learn music in grade 1 and instrumental music beginning in grade 5, students have an opportunity to receive one-on-one lessons. Private lessons are offered in piano. 36 lessons are being offered over the year at a total cost of \$750. Piano lessons are given by Bethany Cousins.

Resource Support

It is our desire to see every child succeed here at CCA. We recognize that children learn differently and at different rates. Having caring staff that are professionally qualified to differentiate their instruction in a small classroom environment helps us ensure our students succeed. However, there may be students in our school that require further resource instruction.

CCA offers a Resource department for families who are interested in their child receiving small group focused tutoring (remedial or enrichment) to complement their learning. The Resource teacher will work closely with the student and family, tracking progress and offering support either in the classroom or in the resource room. Support can occur in the classroom during lessons, tests and/or assignments. Resource support will be offered by the resource teacher or an assigned Educational Assistant at a cost of \$750 per academic year per each block of resource required. Some students may require more than one resource block.

Special Tuition Discounts

The following special tuition discounts are available to some CCA families based on their individual family situations. Eligible families may make use of no more than one of the special tuition discounts. These discounts are



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only applicable to the standard tuition rates and are not applicable to the field trip and materials fees or any other extra fees.

Staff Discount

- 50% tuition discount is available to any full-time staff member of the school

Pastoral Discount

- It is our strong desire to serve our families in ministry. We will make every attempt to work with pastoral families to offer them a discount that works with their annual salary.

Bursary Program

- tuition assistance is available to eligible families and is allocated according to need and availability
- applications are available by contacting the school office (office@calvaryca.com) and are due by April 30th
- priority will be given to families in full time Ministry
- CCA must be notified of any financial status changes within the school year (i.e. new job, increased pay, tax refund, inheritance, etc.)

Tuition Payments

- tuition can be paid in equal payments over 12 months, from July to June
- post-dated tuition cheques (the 1st or 15th of each month) or pre-authorized debit agreement are due by May 15th. Pre-authorized debit is withdrawn on the 15th of the month and we encourage families to use this method if possible.
- After May 15th families are still welcome to enrol in the upcoming academic year providing there is space in the class. An additional late enrolment fee of \$100 will be charged to cover administration.

NSF Fees

- a \$10 fee will be charged for the first NSF; subsequent NSF's will result in a \$25 fee

Refunds and Early Withdrawal

When we accept your child to CCA, we commit all resources and salaries for the entire year to ensure our students get an excellent education. We expect that all parents enrolling a child in the school will seriously consider the financial commitment they are making.

When a family voluntarily withdraws their children from the school before or during the course of the school year for any reason, the Principal and the CCA Board of Directors must be given 90 days notice in writing of intention to withdraw. Once a family has registered, they are obligated to provide a minimum of 90 days notice of intention to withdraw from the school. In lieu of such notice, payment of the registration fees and a tuition amount equal to the 90 day notice period will be required.



Volunteerism

There is a significant financial gap between the tuition revenue and operating expenses. In an attempt to keep tuition affordable (one of the core values of CCA), the school relies on parent volunteerism. In addition to the financial benefit, volunteerism helps parents be involved in life at CCA.

It is expected that each family will contribute their gifts, experience and time through the different volunteering opportunities for the duration of the year.

General Volunteerism

- Each family must contribute a total of 25 hours of volunteerism throughout the year. Families will track their volunteering using CCA's Volunteer Hours of Service Form available on our website.
- Families may "opt out" of this obligation with a payment of \$500, or \$20/hour.

Christmas Auction

- Families are required to make a donation of item(s) to sell at the auction valued at \$100, as well as provide solicited business donation(s) of a \$100 value. Families can choose to make a total donation of \$200 cash instead.
- Families are provided with 6 tickets valued at \$20 each paid with tuition. Families can sell the tickets or give to family or friends.

Second Hand Store

- Families are required to volunteer one day per academic year at our second hand store. A schedule will be created and distributed at the start of the academic year.
- Families that are unable to fulfill this obligation may "opt-out" by making a financial payment of \$100.

Cleaning

- In an attempt to share the workload of maintaining our school facilities without incurring significant expense, CCA families are expected to assist with cleaning duties 6 times per year. They also have the option to "opt out" of this obligation with a one-time payment of \$180

Admission Procedure – New Families

- complete and submit an application form
- submit Pastor's letter of reference and sign our statement of faith
- submit the most recent report card for each student to be considered for admission
- attend an interview with members of the Admissions Committee
- Child(ren) may be asked to meet with the teacher(s) for academic assessment



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Calvary Christian High School – Pre-Authorized Debit (PAD) Agreement

Date: _____

I want to pay my CCHS tuition fees and/or bus fees through monthly PAD payments.

CCA Tuition: Please debit my bank account \$ _____ monthly.

Bus (Sept – June): Please debit my bank account \$ _____ monthly.

Other special instructions:

I have supplied a void cheque for my bank information. _____

OR (check one)

Use the bank account information provided for last year. _____

I understand that the debit will be processed to my account on the 15th day of each month or the next business day and that I will *not* be notified each month.

Signature: _____

Name: _____

Address: _____

Phone: _____

Email: _____



Appendix D



Calvary Christian High School **Extra-Curriculars**



Extra-Curricular Blanket Permission Form 2020/2021

Throughout the course of the academic year students at CCHS will have numerous opportunities to participate in various extracurriculars and field trips. It is our desire to schedule events that will help amplify learning, character, and relationships throughout a students time at CCHS. This form is intended to provide permission for your child(ren) to participate in all extra-curricular opportunities throughout the year.

I give my child(ren) _____ permission to attend all CCHS events throughout the year. I understand that they may be driven by a CCHS staff member of a parent volunteer. I also understand that they will be under the direct supervision of at least one CCHS staff member during each event.

[Guardian Name]

[Signature]

[Date]



**Previous year. Will be updated when the event is planned.*

Ski Night Permission Form 2019/2020

Students will have the opportunity to participate in ski/snowboard nights at Mount Pakenham. Students will travel to the ski hill following school hours for a night of skiing/snowboarding. CCHS staff will be supervising this event from 4pm-8pm each night. If a student would like to stay longer (Mount Pakenham closes at 10pm) then please indicate below. Families are responsible for organizing rides to and from this event.

Bus transportation will NOT be provided for this trip

I give my child(ren) _____ permission to attend this event. I understand that they will be supervised by a CCHS staff member from 4pm-8pm.

Please check one of the following options

- ☐ My child has my permission to ski from 8-10pm without CCHS staff supervision
- ☐ My child does not have my permission to ski from 8-10pm without CCHS staff supervision

[Guardian Name]

[Signature]

[Date]



CCHS Athletics 2020/2021

We are excited to continue building a strong athletic program at CCHS. We are committed to focusing on two varsity sports; volleyball and basketball. This will allow us to develop and compete at a high level as the students progress from junior to senior athletics.

Throughout the year we will be travelling to various weekend and weekday tournaments (full schedule to come). All transportation will be provided by one coach and one parent volunteer. This form is intended to give permission for all athletic events for the 2020/2021 season.

I give my child _____ permission to attend all extracurricular athletic events for the 2019/2020 season. I understand that they will travel with and be supervised by a CCHS coach and a volunteer parent during each event.

[name]

[date]



CCHS ATHLETIC PARTICIPATION FORM

This form is to be completed and submitted to the coach **prior** to participating in any team activity. An annual medical examination is suggested.

Please circle the applicable activity: Girls' Volleyball, Boys' Volleyball, Co-Ed Volleyball, Track and Field, Badminton, Other (specify) _____

Student Personal Information

Full name: _____

Date of birth (month, date, year): _____ / _____ / _____

Home address: _____

Parent/Guardian name and phone number: _____

Parent/Guardian name and phone number: _____

Student Medical Information

Health Card # _____ Doctor _____

Date of last complete medical exam: (m/d/y): _____ / _____ / _____

Any drug, food, medication allergies? Yes _____ No _____

If yes, please specify: _____

Is the student taking any prescription drugs? Yes _____ No _____

If yes, please specify: _____

Indicate if the student is subject to any of the following and provide pertinent details:

• Epilepsy, diabetes, orthopedic problems, deaf/hard of hearing, asthma, allergies;

• Head or back conditions or injuries; (in the last two years)

• Arthritis or rheumatism, chronic nosebleeds; dizziness; fainting; headaches;

• Hernia; swollen, hypermobile or painful joints; trick or lock knee;

• Any other medical information that will limit participation?

What medication should the student have on hand during a sport activity?

Who can administer this medication? _____



Athletic Participation Form Continued

MEDICAL SERVICES AUTHORIZATION

In the event of emergency medical or hospital services being required and the coach/school is unable to reach the parent, the parent authorizes the coach to make decisions and medical personnel to administer medical and/or surgical services including anesthesia and drugs. Any cost involved is the parent's responsibility.

ACKNOWLEDGMENT OF RISKS

Any activity involves a certain element of risk - from the activity itself or the transportation to and from the event. I/We hereby acknowledge and accept the risk inherent in participating in this activity and assume responsibility for my son/daughter for personal health, medical, dental and accident insurance coverages.

Parent name (printed) _____

Parent signature _____

Date _____



Leaving School Premise 2020/2021

As our students are getting older we want to afford them new responsibilities and privileges. They both go hand in hand. This permission form is intended for students who wish to leave the premise of CCA/CCHS during lunch hour. This may include a walk to the Franktown store, or the Lilac trail. Students are to sign-out before leaving and travel with at least one other peer. Students must be aware of time constraints and not be late.

Student Code of Conduct

CCHS has a good relationship with our neighbours and we want this to continue. Students should remember that the reputation of our school is affected by your behaviour in public.

- No littering on or around the school
- No loitering around our neighbours' property.
- When students play outside (throwing balls, playing soccer, etc.) do so in the field behind the school.
- Smoking is not permitted on school property, during school activities or especially on our neighbour's property

Students are free to visit the following:

- the local convenience store in Franktown
- Local trails

Students are **NOT** permitted to visit the following:

- a student's home
*unless given specific permission from guardians
- In any body of water unless given permission from the teacher
- Walking through resident yards

(refer to our policy and procedures guide for further information regarding student code of conduct)

Vehicle Use

The school has responsibility for the supervision of students throughout the school day, even during non-class times and off school property. It is therefore within the authority of the school to ensure that students use vehicles in a safe and respectful manner during the school day *(refer to our policy and procedures guide for further information)*.

- Students acquiring a license will be given the opportunity to travel off of school property during lunch hours. With the permission of a parent students may travel with a student driver during lunch breaks



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- Student drivers will not have permission to drive themselves or others during class field trips and sporting events that occur during school hours.
- Students may also not drive to and from CCA for class (e.g. physical education class)

Late Procedure

If a student arrives late for class without permission, then there will be a progression of interventions to change this behavior. The late policy at Calvary Christian High School is as follows:

Number of Lates	Consequences
1 - 3	Reminded of the importance for being on time
4 - 6	30 minute detention during lunch break and note to parents
7 - 9	Meeting with Principal
10 +	Office consequences which may include: In-School suspension, Formal Suspension or Restorative Conference

I give my child(ren) _____ permission to leave CCHS property during lunch hour (11:30pm-12:15pm). I understand that my child(ren) will have the privilege of leaving school premises under the condition that they will sign-out at CCHS, travel with at least one other peer, and return back to CCHS for 12:15pm.

Check the following

- ☐ Leave school premise
- ☐ Travel with another student driver

List student drivers that your child will be traveling with:

[Guardian Name]

[Signature]

[Date]



Bridge Team Commitment Information



This is further information for those interested in taking part in the Bridge Team at CCHS. The purpose of this group is to ease the transition for grade 8 students coming into the school next year. In taking this on, you are accepting a certain level of responsibility. The following attributes are required for Bridge leaders:

Organized -> you will miss classes so will have to create a schedule to make up your work (not a lot, an afternoon here or there but enough that you will have to be in good academic standing if you wish to pursue this; at least a 70% average)

Outgoing/interpersonal skills -> you will be working directly with grade 9 students to encourage and advise

Motivated -> we will have numerous meetings to plan out our visit to CCA (where you will do a presentation), coordinate further activities and plan our follow up with the new crop.

Reliable -> in expressing your interest in this, you are stating that Mrs. Chapman can rely on you to be present at meetings and fully committed to our activities.

We will begin meeting at the beginning of May with the goal of going to CCA mid-May.

As a show of your commitment in this, you are required to do the following: get your parent(s) to sign the bottom portion of this page and complete the attached sheet.



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(Please tear off and hand in.)

For parents -

I have read the above page and feel that my child (name) _____ is a good candidate for this program.

Parent signature

Date signed

What qualities and attributes make you a good Bridge Team leader?

When we do a presentation at CCA, what role will you take? Please circle

Presenter

Tech person

Hype Squad

Crowd control

What are some activities you think would be fun/beneficial to have the grade 8's do when they come to visit CCHS?

What is your favourite colour? _____

T-shirt size (adult sizes) _____



Appendix E

Student Dress Code

CCHS uniform is to be worn only (except on rare occasions, when necessary) – Therefore, all sweaters worn for extra warmth should be CCHS, all pants CCHS uniform pants (not look-a-likes, unless absolutely necessary for sizing reasons). Students must be in compliance with the dress code policy during regular school hours, including lunch and spares. While we put some considerations in place, we realize that it is not possible to address all potential concerns. Note therefore that non-school outerwear or ways of wearing the school wardrobe that are not in keeping with the spirit of the dress code policy will not be acceptable.

The Dress Uniform consists of either a white, or navy collared shirt for both boys and girls. The girls also wear a khaki skort or khaki pants, while boys wear cotton pants in black or khaki. Students also have alternative options to wear their CCHS cardigan sweater and long/short sleeve Oxford shirt.

Everyday Uniforms may consist of a combination of our pants, chino shorts, skorts, long or short-sleeved polo shirts or hoodies. Everyday shirts are navy, white, and cobalt. Pants and shorts are either black or khaki.

The Phys Ed Uniform is sports shorts and collarless t-shirts. Phys Ed clothes are required for all students at CCHS.

- All school clothing must be worn as designed.
- Clothing must be clean, non-transparent, size-appropriate, and in good repair.
- Bottoms must be neatly hemmed. Undergarments must not be visible.
- Ladies' skorts and skirts must be standard length, fit properly, and may not be rolled up.
- Cardigan sweaters must be worn with an additional uniform selection underneath.
- Hoodies must be worn with the hood resting on the shoulders.
- Button down shirts and blouses must be appropriately buttoned for modesty.
- Specific course-related clothing (i.e. physical education, etc.) must be worn only during those courses.
- Hats, bandanas, head coverings, sunglasses and gloves may not be worn in the school building.
- Belts, when worn, must be solid black or brown and must be threaded through the belt loops and buckled.
- Style of shoes are optional so long as it is suitable foot attire for the classroom or gym. Indoor and outdoor shoes required. Covered toes recommended. Boots not permitted in class.



School Outings

We recognize that all school activities, including school outings are part of our students' learning. As such, uniforms are required at school, as well as on outings. There are, however, some outings that don't require a CCHS uniform. On these outings, students will be expected to dress in accordance with the spirit of the uniform and fitting for a Christian teenager representing CCHS. As well, students leaving the school building during the school day are asked to stay in uniform.

Non-Uniform Days

Special non-uniform days may require that the CCHS uniform, in whole or part, be suspended at the discretion of the administration and with their pre-approval. On these occasions, students are required to conform to the following Calvary Christian High School policy:

- Students must dress in a manner that is fitting for a Christian teenager in an academic setting with neat and clean clothing in good repair;
- Students must demonstrate respect for one's body with clothing that is neither excessively tight, revealing, low, nor high. Tops must cover the student's shoulders and have sleeves; must fall below and overlap the waistband, and shorts or skirts must extend beyond the bottom of a student's extended fingertips.
- Students are not permitted to wear clothing bearing suggestive or offensive material;

CCHS uses Lands End as our uniform supplier. You can search CCA and select the appropriate grade to see our uniforms. See below for a full list of uniforms

- CCHS Boys Uniforms Short Sleeve Interlock Polo (Classic Navy, Cobalt, White)
- Long Sleeve Interlock Polo (Classic Navy, Cobalt, White)
- Short Sleeve Textured Active Polo (Classic Navy, White)
- Short Sleeve Tee (Classic Navy, Cobalt, White)
- School Uniform Pant (Khaki, Black)
- Gym School Uniform Mesh Pants (Black)
- School Uniform Shorts (Khaki)
- School Uniform Cargo Shorts (Khaki)
- Boys Zip-front Sweater (Classic Navy, Cobalt)
- Pullover Sweatshirt (Cobalt, Classic Navy)
- Water Resistant Sweatshirt Jacket (Classic Navy)
- Drifter V-Neck Vest (Classic Navy), Drifter V-Neck Polo (Classic Navy)
- Performance Zip Front (Classic Navy)
- Fine Gauge V-Neck Pullover (Classic Navy)
- Short Sleeve Oxford Shirt (Blue), Long Sleeve Oxford Shirt (Blue)
- CCHS Girls Uniforms Same as Boys plus (feminine fit options)
- Chino Skort (Khaki), Plaid A-line Skirt
- Button Front Cardigan (Classic Navy)
- Performance Button Front (Classic Navy)



Appendix F

Concussion Protocol

Concussion Definition:

"A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs" (OPHEA Sept 2016).

Context: CCHS staff and coaches are aware of the dangers of concussions and will take precautionary measures to avoid situations where concussions might occur, including the physical environment, the rules/regulations, and the proper education of students.

Diagnosis: "A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner" (OPHEA 2014).

Two steps in returning to activity:

1. Return to **Learn** (RTL) – Please refer to the "Return to Learn Protocol" from the Wernham West Centre for Learning. Return to learn must be complete before return to play is begun.
2. Return to **Play** (RTP) – Please refer to the "Graduated Return to Play protocol for athletes with concussions" from the Fowler Kennedy Sports Medicine Clinic.

Staff/coaching:

- *Unconscious casualty* – immediately call 911; initiate emergency action plan; stay with the student until medical help arrives; do not move the student or remove equipment unless it impairs breathing; ask administration to contact the parent/guardian; document the incident on an accident report form.
- *Conscious casualty* – stop the activity; initiate emergency action plan as necessary; move the student to safety if possible; conduct an initial assessment; contact the school and/or the students' parent/guardian.



If a concussion is suspected, the parents/guardians:

1. will be informed of the incident,
2. will be asked to pick up the student,
3. will be asked to have the student examined by a medical doctor or nurse practitioner that day
4. will be given the appropriate documents (both for information and for documentation);
5. will receive a copy of the accident report form when it is complete.

If a concussion is suspected, the teacher/coach will:

1. complete an initial assessment,
2. communicate all necessary information to the school administration,
3. complete the accident report form (and monitor any changes while the athlete is in his/her care),
4. follow-up with the parent/guardian as appropriate.

NOTE WELL: even if a concussion is not suspected, a head injury must be documented in an accident report form and communicated to the parent/guardian. Parents may still receive concussion documents so they can monitor the situation at home.

Documentation of the accident report form, a medical examination, and medical clearance should be kept in the students' OSR.

Collaborative approach for Return to Learn: The student, parent/guardian, staff, and other necessary individuals (i.e. learning assistance coordinator, guidance counsellor, principal) will work together to ensure the student has a successful return to school.

Resources:

Fowler Kennedy Sports Medicine Clinic (November 2015). "Return to Learn." Fowler Kennedy Sports Medicine Clinic, London ON.

Fowler Kennedy Sports Medicine Clinic (March 2014). "Table 4: Graduated Return to Play protocol for athletes with concussions."

<http://www.cps.ca/en/documents/position/sport-related-concussion-evaluation-management>

Ontario Physical and Health Education Association: OPHEA (September 2014). *Ontario Physical Education Safety Guidelines – Concussion Package: Secondary – Curricular*.

Ontario Physical and Health Education Association: OPHEA (September 2016). *Appendix C1 – Concussion Protocol: Prevention, Identification and Management Procedures*.

http://safety.ophea.net/sites/safety.ophea.net/files/safety-pdf/en/sq_appendixc1_16.pdf

Wernham West Centre for Learning (2014). *Return to Learn*. Upper Canada College (UCC): Toronto, ON.

<http://safety.ophea.net/node/46>



Concussion Form

Concussion symptoms may be seen in any of the following four ways.

Physical Symptoms	Emotional Symptoms	Cognitive Symptoms	Maintenance Symptoms
<ul style="list-style-type: none">• Balance problems• Blurry vision• Disorientation• Dizziness• Headaches• Nausea• Pressure in head• Ringing in ears• Sees stars/flashes• Sensitivity to light• Sensitivity to noise• Unequal pupils• Vomiting	<ul style="list-style-type: none">• Anxiety• Depression• Excess laughing and/or crying• Irritability• Lack of motivation• Moodiness• Nervousness• Personality change	<ul style="list-style-type: none">• Difficulty concentrating• Difficulty remembering• Comprehension challenges• Easily confused• Slowed speech	<ul style="list-style-type: none">• Drowsiness• Excess sleep• Fatigue• Trouble falling and/or staying asleep

*Chart adapted from Wernham West Centre for Learning (2014). *Return to Learn*. Upper Canada College (UCC): Toronto, ON.

When there is a suspected concussion, a student must be seen by a medical doctor or nurse practitioner and the following steps must be followed. Please see the **accident report form** for more details on the accident.

STEP ONE: Medical Examination

_____ (student name) was examined for a suspected concussion.

Please check one:

- ☐ The student was examined and **no concussion** was diagnosed.
- ☐ The student was examined and a **concussion has been diagnosed**. The student will begin a supervised return to learn/return to activity plan.

Medical Doctor/Nurse Practitioner Signature: _____ Date: _____

Comments: _____



STEP TWO: Return to Learn

Students must progress through each level of the chart below. If at any time the symptoms return, please return to the previous level of healing.

LEVEL	LOCATION	DESCRIPTION
1.Total rest	home	Complete rest; no school work, screens, or physical activity.
2.Light mental activity	home	Gradually reintroduce cognitive tasks (i.e. light reading) in 15-20 minute intervals. No prolonged concentration. Progress to the next level when able to sustain 30 minute work intervals without symptoms becoming worse.
3.Re-introduce schoolwork	home	Complete school work at home, limiting screen use as much as possible.
<p>The student has completed levels 1-3 of the "return to learn" policy and his/her symptoms have shown improvement. He/she is ready to return to modified school attendance (see below).</p> <p>Parent/guardian signature: _____ Date: _____</p> <p>Comments: _____</p>		
4.Modified school attendance	school	Return to school, preferably part days to begin. Avoid certain activities (Phys Ed, loud noises, movies, computers, etc). Observe in class when unable to participate. Receive notes from a classmate. Rest in a quiet space when necessary. Limited homework; no tests. Extra time provided for assignments.
5.Reintegration	School	Gradually increase to full days and full participation. Slowly reintroduce screens, class activities, and homework. Accommodations and breaks provided until they are no longer necessary. If symptoms worsen, reduce load and expectations until can progress without symptoms worsening.
6.Full-time academics	school	Attend all classes and complete academic work. No accommodations or limits on screens. <i>Return to light, individual aerobic activity (i.e. walking or biking).</i>
<p>The student has completed levels 3-6 of the "return to learn" policy and is attending school free of symptoms.</p> <p>Parent/guardian signature: _____ Date: _____</p> <p>Comments: _____</p>		



STEP THREE: Return to Play

LEVEL	DESCRIPTION
1.No activity (home)	Home rest; no participation in activity until symptom-free for several days.
2.Light activity	Individual aerobic activity (i.e. walking, cycling, swimming).
3.Sport-specific activity	No body contact; light resistance; non-contact sport-specific drills (i.e. dribbling a soccer ball or basketball without an opponent).
<p>_____ (student name) was examined and continues to be symptom-free. He/she is able to return to regular Physical Education classes, intramural activities, and interschool activities.</p> <p>Medical Doctor/Nurse Practitioner Signature: _____ Date: _____</p> <p>Comments: _____</p> <p>_____</p>	
4. Return to Physical Activity	Resume regular activities; participate in normal training activities.
5.Return to play	Normal practices and game play.

Resources:

Fowler Kennedy Sports Medicine Clinic (November 2015). "Return to Learn." Fowler Kennedy Sports Medicine Clinic, London ON.

Ontario Physical and Health Education Association: OPHEA (September 2016). *Appendix C1 – Concussion Protocol: Prevention, Identification and Management Procedures.*

http://safety.ophea.net/sites/safety.ophea.net/files/safety-pdf/en/sq_appendixc1_16.pdf

Wernham West Centre for Learning (2014). *Return to Learn.* Upper Canada College (UCC): Toronto, ON.

<http://safety.ophea.net/node/46>



Appendix G - VLC Student Volunteer Hours Form

Completion of Community Involvement Activities

Student	Student Number	Principal
School	Telephone	

Please submit this form to the school when you have completed 40 hours of community involvement activities or when the principal requests it.

Activity	Number of Hours	Date of Completion	Location and Telephone Number	Supervisor's Name	Supervisor's signature
Total		<div>For office use only:</div> <div><input type="checkbox"/> Completion of hours noted on student's OST</div> <div>_____ Signature of school official</div> <div>_____ Date</div>			

Student's signature

Date

Parent's/Guardian's signature

Date

This information is collected under the authority of the Education Act and the Ontario Student Records Guideline (1989).



Appendix H - CCHS Student Volunteer Hours Form

CCHS - STUDENT VOLUNTEER HOURS FORM

(Note VLC has its own form see Appendix G)

Student name: _____ Student signature: _____

Parent name: _____ Parent signature: _____

Date: _____

High school students are required by the Ontario Ministry of Education to complete 40 volunteer hours to receive their Ontario Secondary School Diploma. CCHS requires an additional 20 hours in order to receive a Certificate of Graduation. It is suggested that students receive approval prior to beginning the activity.

Activity	Number of hours	Completion Date DD/MM/YY	Location	Phone Number	Supervisor's signature



Appendix I

Family Volunteer Hours of Service Form

Purpose

The primary purpose of the *Hours of Service* program is to encourage family participation in all school activities, reduce operational costs through volunteer involvement and to ensure that Academy's committee mandates are met. It will also serve to more equally disperse the effort required to operate the school while promoting a greater sense of community through the increased social interaction of our families.

Rationale

Family involvement and volunteerism is critical to the health of our school. Specifically, the revenue generated from tuition represents just over 60% of our operating expenses. However, volunteerism not only allows us to keep our operating costs down, it also enables you to take an active role in the spiritual, educational, relational, emotional and physical development of your children.

Details

The *Hours of Service* program requires that each family contribute 25 hours of volunteer time in each school year. For families who cannot meet this requirement, in whole or in part, we are offering an opt-out provision at the rate of \$20 per hour of service.

- Families who do not expect to participate in the program are asked to make the opt-out equivalent for the entire school year of \$500 per family (\$20 per hour for 25 hours) at the start of the school year.
- Families who expect to contribute some, but not all, of their expectation will be responsible for the amount owing at the end of the school year.
- New families who enroll partway through the school year will have a prorated expectation that will be based on a reduction of 1 hour per week.

Eligible Work

Hours of Service may be earned throughout the school year primarily through your direct participation in a committee. However, there are also various fundraisers (school auction, Where's Franktown, etc.), internal activities (librarian, organization, special assistance for students, etc.) and other ways that you can contribute. We would encourage you to use your specific talents and gifts to serve the school. If you are unsure whether a specific task qualifies as eligible volunteer work, please contact the Board. Work that does not qualify includes both the (6 time) interior cleaning obligation and the one day each family is required to help with our second hand store. As CCHS attends many events but does not use busing, driving students to extracurriculars in another way for parents to get their hours.



Volunteer Hours of Service

Family Name:	Date:
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Date	Committee	Details	Time (hrs)

Notes:

- If you are unsure whether a task qualifies as eligible volunteer work, please contact the Board.
- Where possible, please identify the name of the committee the work is associated with.
- Please enter time in hours, rounded to nearest quarter-hour increment (e.g. 0.25 hrs, 0.5 hrs, 0.75 hrs).
- Please submit this form to the school office by June 8, 2019.