



NCC MIDDLE SCHOOL 2020/21 STUDENT HANDBOOK

“In an international community of schools, to educate students with excellence in a family-like setting, equipping them to live the Christian lifestyle, and empowering them to make a difference in the world.”

Niagara Christian Collegiate, 2619 Niagara Parkway, Fort Erie, Ontario, L2A 5M4
email: ncc@niagaracc.com website: www.niagaracc.com phone: 905-871-6980 fax: 905-871-9260

**NCC SECONDARY SCHOOL
STUDENT HANDBOOK**

INDEX	PAGE
A. WELCOME	3
B. ACADEMIC LIFE	4
1. School Hours	4
2. Attendance	4
3. Preparation for Class	5
4. Illness	5
5. Leaving Campus During the School Day	5
6. Field Trips and Co-curricular activities	5
7. Emergency School Closing	6
C. ACADEMIC PROGRAM	6
1.) Reports	6
2.) Missed Assessments	7
3.) Academic Dishonesty	7
4.) Graduation	7
5.) Guidance Services	8
6.) Chapel	8
7.) Grievance Procedures	8
D. EXPECTATIONS OF STUDENTS	8
1. Code of Conduct & Discipline Guidelines	8
2. Discipline Guidelines	8
E. DRESS CODE	10
1. Goals	10
2. General	11
3. Girls' Uniform	11
4. Boys' Uniform	12
5. Casual Days or Spirit Days	12
6. Consequences of Out of Uniform	12
7. Non-School Dress Code Guidelines	12
F. STUDENT LIFE	13
1. Co-curricular Options	13
2. Co-curricular Participation Guidelines	14
3. General Campus Guidelines	15
4. Guidelines for the use of the NCC Gymnasium	15
5. OTHER SPECIFIC CAMPUS GUIDELINES	16

G. STUDENT SERVICES	17
1. School Supplies	17
2. Lockers	17
3. Lost and Found	17
4. Meals On Campus	18
5. School Bus	18
6. Health Care	18
ADDENDUMS:	19
I. Grievance Procedure	19
II. Bullying Prevention Policy	20
III. Suspension and Expulsion Policies	22
IV. Middle School Block 1 Schedule	24
V. Acceptable Use Of Technology Policy	26

A. WELCOME FROM THE NCC ADMINISTRATION TEAM

Niagara Christian Collegiate Middle School is an educational family that welcomes young people from around the world. For over 80 years, NCC has helped young people develop intellectually, spiritually, artistically, athletically, socially, and emotionally.

In the midst of this dynamic community, there pervades a strong sense of family. There is a closeness and connectedness at NCC which helps make it feel like a home away from home. Our hope is that NCC will be a place where you feel loved and accepted. This belief is reflected in our Mission Statement:

***“In an international community of schools,
to educate students with excellence in a family-like setting,
equipping them to live the Christian lifestyle,
and empowering them to make a difference in the world!”***

NCC has an excellent team of teachers, staff and administrators who will support you in your journey at NCC. Our job is to take this mission statement and apply it to your life.

In every functional family there are expectations and accountability. This Student Handbook will give you a detailed overview of what life at NCC is all about with respect to guidelines, schedules, and expectations. Please read through the Handbook and come to school prepared to follow it.

Our prayer is that this Handbook will assist you in having a great year and help you succeed in every aspect of life. God is doing great things in the NCC community and we are glad that you are a part of it!

Members of the NCC Administration Team

Mr. Scott Herron - President (stherron@niagaracc.com)

Mr. Chris Baird - Principal (cbaird@niagaracc.com)

Mrs. Lynn Schmidt - Chief Operations Officer (lynns@niagaracc.com)

Mrs. Meredyth Campbell - Vice Principal (mccampbell@niagaracc.com)

Ms. Rachel Peters - Student Services Director (rpeters@niagaracc.com)

Mr. Anthony Haughton- Middle School Program Director (ahaughton@niagaracc.com)

Mr. Timothy Durksen- Middle School Guidance and Chapel Director (tdurksen@niagaracc.com)

B. ACADEMIC LIFE

1. SCHOOL HOURS AND SCHOOL DAY BREAK DOWN

NCC's Middle School begins at 8:30 and ends at 2:30pm. Throughout the day students engage in 5 academic periods. Math , Language and P.B.L occur everyday, whereas French, Art, Music, CLC and P.E. are on a block rotation schedule.

Lunch is from 11:30pm -12:15pm daily.

Students are expected to move quickly from one class to the next. Students must be prepared with the items they need for their classes and are not to go to their lockers or dorm rooms between classes.

2. ATTENDANCE

Attendance of students in classes is an obvious prerequisite to the learning process. Students must attend classes every day, as well as all-school functions scheduled during the school day. The following are the only "excused" reasons for absences:

- class trips or school sponsored activities
- excused illness
- funerals
- educational appointments
- pre-scheduled family holidays
- medical appointments

All other absences are considered unexcused and may result in disciplinary action. In the case of unexcused absences, the following guidelines will be followed for work due that day or missed tests/quizzes:

- Work due that day will have late marks deducted as per the teacher's policy.
- At the teacher's discretion, tests/quizzes missed due to an unexcused absence will result in a grade of zero.

If the number of unexcused absences becomes excessive, the Vice Principal will then interview the student and/or contact parents. This may result in extra assigned work or withdrawal from the program.

Section 21 of the Education Act states: *"A child is excused from attendance at school only if the child is unable to attend school by reason of sickness or other unavoidable cause."*

NCC does not condone absences resulting from days arbitrarily declared "recreational" by students or parents. Students are expected to attend school on all designated instructional days.

Permission to miss classes for a personal reason (travel schedule, family expectations) is rare, and must be granted by the Principal. Classes involving tests or major assessments should not be missed for personal reasons.

Students who miss class for personal reasons must:

- Request permission from the Principal at least 24 hours before the day of the requested absence.
- Accompany the request with permission from the parent.
- Obtain assignments or arrange with the teacher to catch up on missed work.
- Not participate in scheduled co-curricular activities on the same day.

Students are expected to remain in school until students are dismissed for vacation and students are expected to return for the first day of school after the vacation. Absences for extra vacation days will be considered unexcused and students may receive zeros for tests or assignments missed. A properly scheduled family vacation may be treated as an excused absence if it is approved by the Principal at least five days in advance. The student is responsible for making arrangements with teachers for any tests or assignments missed.

3. PREPARATION FOR CLASS

Every student is expected to report for every class on time and be fully prepared to participate in the class. That means he/she must be in full uniform and bring completed homework, notebooks, pencils/pens, textbooks, supplies and equipment as required by the teacher. Preparedness for class also includes a readiness to participate in teaching and learning activities as directed by the teacher, to be alert and cooperative, and to respect the classroom community.

4.). ILLNESS

All absences from school must be reported to the office by 8:30 a.m. (or to the residence staff on duty by 8:00 a.m for residence students--refer to the Residence Handbook for specific morning procedures). The reason for this procedure is the student's welfare. If a call has not been received before classes begin, the school must determine the student's whereabouts and the reason for the absence.

Students who become ill while at school should:

- Report to the office. (Students should not call their parents directly.)
- Obtain permission from the Principal or the office staff to miss classes or leave campus. Office staff are responsible to contact parents or residence staff. If possible, arrangements will be made to have day students return home.

Students who miss classes due to illness will not be eligible to participate in co-curricular activities on that day.

6. LEAVING CAMPUS DURING THE SCHOOL DAY

Students may not leave campus during the school day (8:30 a.m. to 3:30 p.m.) except for the following:

Planned extra curricular events during the school day will be treated as regular school days. Students are required to get the proper permissions 1 day in advance at least if they are to be absent on the day of a planned event.

7. FIELD TRIPS AND CO-CURRICULAR ACTIVITIES

*Note: *All field trips and co- curricular activities are postponed until deemed safe by the Ministry of Education.*

These events are a privilege for the student. Arrangements must be made BEFORE the event in case of a conflict with a test in another class. The student is also responsible for all work missed.

A service fee may be charged for transportation provided by NCC, and day students should determine from the trip supervisor whether to bring lunch or money to buy necessary meals.

8. EMERGENCY SCHOOL CLOSING

If the school must close for a day due to inclement weather or other emergencies, information will be made available on the NCC school closing hotline (905-871-6980 and press 2 when prompted), Edsby, and Facebook by 7:15 a.m. of that day. Students should assume that classes will be held and busses will operate unless an announcement is made. Students are expected to check Edsby for any work that may be assigned during a school closure.

C. ACADEMIC PROGRAM

- 1.) REPORTS - Middle School Academic reports are made available to parents via Edsby according to the following schedule. Final reports are also mailed out :

Term 1 Reports Nov. 19, 2020

Term 2 Reports Mar. 10, 2021

Term 3 Reports June 22, 2021

- b. Edsby (www.niagaracc.edsby.com)

Edsby is an important online communication tool for both students and parents. Each parent and student will have an individualized account to log in to Edsby to view updated grade reports, upcoming events at NCC, assignments and tests for each class and other important announcements. NCC expects that each parent and student activate and use their Edsby account frequently. Activation codes are provided in September for new students and parents. Please note that upon registration, students will be required to sign an Acceptable Use of Technology Agreement before any passwords or login information can be distributed. (See Addendum VI for a copy of the agreement).

2. MISSED ASSESSMENTS

If a student misses a test, assignment, or presentation due to an excused absence, the teacher may offer the student an opportunity to complete the assessment upon the student's return to class or at a mutually-agreed upon time. The teacher may also provide an alternate assessment. Students are encouraged to proactively communicate excused absences in advance.

3. ACADEMIC DISHONESTY

General:

As a Christian school, acts of cheating and plagiarism are seen as contradictory to our mission and focus. These incidents are dealt with rapidly and taken seriously; however, the response to such incidents must include a consistent goal of restoration for the student(s) and teacher(s) involved. Our focus is for each student to develop self-identity and strength of character that includes a strong sense of honesty and integrity in all areas, including academia.

We also see these incidents, as well as late and incomplete work, as a poor representation of a student's ability to be successful and as such will strive to work with each one to promote an environment where these events become increasingly absent. We believe that this can be accomplished in each of our classrooms through clear and consistent communication about NCC's academic integrity policies and consequences, modelling of sound research and citation practices, and timely intervention, communication and documentation in response to acts of cheating or plagiarism.

Any attempt to cheat on a test, exam, or assignment (such as using non-prescribed materials or verbal communication) will result in a grade of zero for that test, exam, or assignment. At the discretion of a teacher, a zero may instead be given for a portion of the work or the student may be required to complete an alternative assessment to demonstrate curriculum expectations.

Plagiarism is defined as the appropriation or imitation of the language, ideas, thoughts or images of another author or creator and representing them as one's original work. This occurs, for example, when a student copies material directly or with minor changes from another source, including another student's work, without acknowledging the source. Classroom teachers work to communicate and maintain specific expectations for research and citation, and establish a culture that encourages original thinking and places value on both process and product. Due to the fact that plagiarized material does not represent the student's knowledge or skills, resubmission of the assignment may be required to ensure that curriculum expectations have been met and that the student understands the importance of academic integrity. The amount of deduction will vary depending on the grade level. Re-submission of work may be required. Students should confirm the policy with individual faculty. Missed and/or incomplete assignments will impact on the final grade in a course where curriculum expectations have not been assessed because of the incomplete work. Each individual situation will require different decisions and teachers' professional judgement. NCC's full cheating and plagiarism policy is available by request from teachers and administration.

4.) GRADUATION- The 2020-2021 Graduation is scheduled for June 18 , 2021.

To participate in graduation exercises the following conditions will apply:

- A student must have completed all middle school classes with a passing grade
- A student must be in good standing in terms of discipline and behaviour at the time of graduation.

5.) GUIDANCE AND STUDENT SERVICES

NCC is committed to providing ongoing academic, spiritual, and personal support to students in all grades. In our middle school if students require additional support the classroom teacher and student services team meet to discuss a plan to support the student. Parents are always brought into the conversation and considered a valuable partner in the learning process. Please stop by the Student Services office in the Administration building if you would like to make an appointment.

Personally and spiritually the Student Services personnel are available to speak to our students one-on-one or in small groups. We strive to provide a safe environment for students to open up; however, we reserve the right to share this information with parents or the NCC Health Centre if we determine that it is necessary for the student's safety or well being to do so. Parents are also encouraged to contact the office to arrange a conference if they are in any way concerned about their child.

6.). CHAPEL

All students participate actively in chapel services, and must arrive on time and in full uniform. Book bags are not permitted in the Chapel. Jackets and hats must be removed before entering the Chapel, and devices must be turned off and put away. Students are expected to be alert, attentive and respectful in their conduct during the Chapel time.

7.). GRIEVANCE PROCEDURES

Whenever people need to work together in close relationships, there are possibilities for misunderstandings among them. These misunderstandings generally arise out of a difference of perspective that makes it easy to look at a matter from one point of view but not from another. Therefore, a grievance procedure for students and parents has been determined and is included in Addendum II.

D. EXPECTATIONS OF STUDENTS

1. CODE OF CONDUCT

NCC is an exceptional community! One of the reasons that we have developed a reputation as a "big family" is because we place a high priority on respect. Everyone at NCC, whether teacher, administrator, student or staff needs to respect him/herself, others, and those in authority.

NCC's family-like community has also developed as a result of high expectations of everyone's behaviour. We are proud of our family here and insist that students act within the "rules of our family". We expect the best from each student.

2. DISCIPLINE GUIDELINES

The following Discipline Guidelines refer to on and off campus activities. When students are under the care of NCC, they will be held accountable according to the following guidelines. When not under the care of NCC, parents may be notified to determine appropriate consequences.

General:

- Consequences may be modified from these guidelines based on individual situations and patterns of behaviour.
- Suspensions may be served at home or in the office during the day. This decision is made at the discretion of Administration.
- Counselling or Health Centre appointments may be required as part of the consequence structure.
- Parental contact may be involved.
- Contracts or student development plans may be utilized.
- Campus restrictions may be involved.
- Residence students may have additional or altered consequences factored into the discipline.
- Consequences may be altered at the end of the school year.
- Authorities may be involved (e.g. Fire Prevention Office, Tobacco Control Officer, School Resource Officer. Investigations, fines, and charges may result.)
- Restitution, repair, or repayment where breaches of trust, theft, or vandalism have occurred.
- Patterns of significant behaviours that negatively affect the NCC community may result in expulsion.
- In all discipline situations, Administration will seek to use restorative practices.
- Discipline takes priority over co-curricular school functions. Obligations of the discipline structure must be met before a student may participate in co-curricular programs of any type. Concerned students may appeal to Administration during exceptional circumstances.
- In areas not covered by the following guidelines, it will be at the discretion of Administration to determine appropriate consequences.

The following behaviours and activities will result in immediate discipline and consequences:

- a. Possession, involvement in, distribution, and use of tobacco is prohibited on campus. This includes all smoking and vaping-related products and paraphernalia, including Hooka/Sheesha-related products. See Addendum I regarding specifics on smoking and vaping.
- b. Possession, involvement in, or distribution of illegal drugs and controlled substances (including marijuana and alcohol).
- c. Possession, use of/threat with weapons (including knives, any kind of gun, martial arts weapons, etc.)
- d. Acts of violence (including fights, threats, gang activities, etc.).
- e. Bullying (For incidents of bullying, please refer to Addendum III.)
- f. Inappropriate Student Relationships - Students must demonstrate respect for each other, and for those around them, in their physical contact. Physical contact can become an embarrassment to other students, teachers, staff, or visitors. Prolonged contact--including sitting on laps, lying beside each other, hugging and kissing--is considered inappropriate and against the expectations of NCC.
- g. Entering the residence room of a person of the opposite sex, or sharing of motel room or other accommodations regardless of intent (both parties will be disciplined similarly).

- h. Sexual activity in a residence room or elsewhere on or off campus.
- i. Sexual assault (including threats, physical, or verbal abuse, etc.)
- j. Possession, distribution, or use of sexual, racist, occult or vulgar materials (including magazines, books, videos, music, websites, etc.).
- k. Theft
- l. Destruction/Harming of private or school property (including lockers, washrooms, etc.)
- m. Tampering with or inappropriate use of safety equipment (including fire extinguishers, smoke detectors, fire alarms, security/alarm systems, locks, propping doors open, removal of window components, etc.)
- n. Chronic attendance infractions (including excessive patterns of lateness and/or unexcused absences).
- o. Disrespectful, racist, threatening, degrading, vulgar and/or sexually explicit language or behaviour.
- p. Academic dishonesty (see Section 6 for specifics on cheating and plagiarism).
- q. Direct defiance of or disrespect towards an NCC faculty or staff member.
- r. Inappropriate use of technology (see Addendum VI for the Appropriate Use of Technology guidelines).

E. DRESS CODE

All students at Niagara Christian Collegiate must wear school uniforms during the school day (8:30 a.m.-2:30 p.m.) and for any all-school or school-sponsored event, unless directed otherwise.

1. GOALS

Our uniform policy has the following goals:

- To teach students the role appearance and neatness play in developing a sense of pride in oneself and the school;
- To maintain a degree of formality and decorum appropriate to a serious academic environment;
- To allow some individuality and variety;
- To include clear guidelines that are enforced effectively;
- To allow parents to avoid spending excessively;
- To permit reasonable comfort.

2. GENERAL

- a. School uniforms are worn throughout the academic day including ASP, Advisory, Chapel and assemblies.
- b. No student will be excused for being out of uniform. This includes reasons such as inability to do laundry or visiting a friend the night prior.
- c. School uniforms are to be clean, in good repair, and neat in appearance. Clothes must be properly sized to fit. Oversized or “baggy” uniform pieces, excessively tapered or cropped pants are not permitted.
- d. Personal grooming and appearance are to be moderate. Makeup for girls is to maintain a natural look. Hair is to be clean, of natural colour, and well groomed. Some hairstyles may be considered inappropriate at the discretion of administration and students may be required to change their haircut.
- e. All students who take Physical Education classes are to wear the school P.E. uniform or dress as directed by their P.E. teacher.
- f. Hats, jackets, and non-uniform sweaters or jackets are not to be worn inside during the academic day, including during Chapel and assemblies.
- g. White button-down shirts must be tucked in by both male and female students.
- h. Plain, white short-sleeve T-shirts/undershirts may be worn underneath uniform tops. No coloured shirts underneath or shirts with logos that show through the uniform top.
- i. Shoes should be predominantly black in colour. An effort should be made to ensure that there are no noticeable stripes or company logos or multi-colours. Shoes should be in good condition. No heels over 5 centimetres. Winter boots are permitted during the winter (November 1- April 1) and an effort should be made to ensure they are dark in colour. Sandals, “flip-flops”, open toes or open heels are not permitted.
- j. No facial piercings allowed except for earrings.
- k. All uniform pieces (except for shoes) must be purchased through the school’s exclusive supplier (McCarthy’s in Hamilton or online). Information on the supplier is available at the front desk or www.niagaracc.com.
- l. Club or team participants are permitted to wear NCC-approved club or team hoodies or jackets (e.g. Arts Council, Music, Student Council) as part of the uniform. The expectation is that students are participants in the clubs or teams being represented. Grad hoodies may be worn by members of the graduating class only.

Any questions regarding dress code and appearance should be directed to the Vice Principal.

3. GIRLS’ UNIFORM

a. Plaid Kilt is to be worn just above the knee (5 cm maximum above the top of the knee, any alterations to kilts must be done through NCC approved alterations. See the front desk for an appointment).

b. Tops include $\frac{3}{4}$ sleeve white cotton blouse, short sleeve navy or white golf shirt, long sleeve navy golf shirt, long sleeve white button down dress shirt, navy full zip sweat top.

c. Grey flat front dress pants, plaid skort, or khaki walking shorts.

d. Kilts/Skorts/Shorts must be worn with dark colour (navy, grey, or black) tights or knee length socks.

4. BOYS' UNIFORM

a. Grey dress pants or Khaki walking shorts.

b. Tops include short sleeve navy or white golf shirt or navy Dri Fit golf shirt, long sleeve navy golf shirt, long sleeve white button down dress shirt, navy full zip sweat top.

c. Dark socks (navy or black) must be worn with both dress pants and walking shorts.

5. CASUAL OR SPIRIT DAYS

Occasionally, NCC allows students to wear casual clothes. Students are expected to dress neatly, modestly, and in good taste. Clothing or accessories with offensive slogans or images, strapless tops, tank tops, spaghetti strap tops, halter tops, "short shorts" or bare midriffs are not acceptable. Students may be asked to change if their outfit is deemed inappropriate by classroom teachers or administration.

6. CONSEQUENCES OF OUT OF UNIFORM

If a student is out of uniform, the following steps will be taken:

a. The student will be given an opportunity to correct the infraction by returning to residence or calling home.

b. If the uniform infraction cannot be corrected, the student will be asked to visit the main office for a uniform infraction slip. The student may also be fitted with items from our on campus used uniform store (at their own expense). If the student acquires 3 uniform infractions, the student may be asked to serve an in-school suspension and remain in the office for the remainder of the school day.

c. Parents will be contacted if a student is not cooperating with uniform expectations.

7. NON-SCHOOL DRESS CODE GUIDELINES

The Non-School Dress Code covers all students:

- On campus after the academic day
- On campus on weekends or holidays
- Who are in residence and leave campus during the week or weekend.

a. Casual wear including shorts, T-shirts, sweatshirts, etc. is acceptable.

- b. Shorts and tops must be modest. Shirts, tops or jackets with inappropriate pictures and slogans are unacceptable. Strapless or midriff-baring tops are not permitted.
- c. Shoes with cleats or skates are not to be worn in any building on campus.
- d. All residence students are to be dressed according to the dress code whenever they leave residence during the school day.
- e. Clothing is expected to be kept neat and clean.

F. STUDENT LIFE

1. CO-CURRICULAR OPTIONS

The Niagara Christian Collegiate Middle School participates in the Niagara East Christian Athletic Association. A wide variety of organized co-curricular activities are provided. These activities fall into main categories:

- a. Sports: competition in basketball, volleyball, cross-country, badminton, soccer, softball, tennis, and track and field. Intramural sports such as hockey, indoor soccer and frisbee golf are also offered as based on students interests.
- b. Music: concert choir, band, traveling music/ministry teams, musicals, worship team, instrumental music program and lessons.
- c. Drama productions
- d. Clubs on campus vary every year based on student and staff interest but have in the past included: Drawing club, lego Clud
- e. Student Leadership: Student Council and Middle School Yearbook Yep
- h. Field Trips: Curricular based educational field trips

2. CO-CURRICULAR PARTICIPATION GUIDELINES

- a. All students are encouraged to participate in a minimum of one co-curricular activity each year. Some students may also be counselled regarding over-involvement. A yearly schedule of activities will be provided in September for students to consider options.
- b. If classes are missed during the day, due to sickness or for unexcused reasons, a student may not participate in any scheduled co-curricular events that day.

c. Homework must be obtained and completed from classes which are missed due to team involvement. If assigned homework is not completed as required, a student will forfeit the right to leave with the team for the next scheduled event in which classes would be missed. The Athletics department will also ask athletes for higher levels of expectations in terms of academics if they are to participate in athletics.

d. When a team is scheduled to leave during a class period, a student on the team must go to that class, fully prepared for work. This means attending with all required texts, notebooks etc., as well as participation in the class. Failure to comply will forfeit the student's right to leave with the team.

e. A student who is scheduled to leave during a class period for a sports event must remind the teacher at the beginning of the period and ask for the assigned homework before leaving.

f. A student who is missing a class due to involvement in a game should check with the teacher earlier that day or on the previous day regarding homework or assignments. The student is responsible for checking Edsby for any specific instructions or resources regarding the missed lesson(s). When a test is scheduled, the student must arrange with the teacher an alternate time (at the teacher's convenience) to write the test. Assignments which are due during a missed class should be handed in before leaving. Unless otherwise arranged with the teacher, original due dates will apply.

The discipline and work involved in following these suggestions will gain students the respect of both faculty and fellow students. Discipline in academics will complement the training and discipline involved in students' co-curricular participation.

3. GENERAL CAMPUS GUIDELINES

a. Cellphones and Electronic Devices: Generally, cell phones are not to be used on campus during class times, assemblies or Chapel. During these times they are to be kept in school bags or lockers. Special permission may be given by individual faculty/staff for students to use cellphones or laptops for a specific time and for academic purposes. Students must respect their classroom teachers' policies for cell phone use in the classroom. If a student is using a device inappropriately, the supervising teacher or staff member will remind the student of the expectations for appropriate use; if the student does not honour these expectations, he or she will be asked to surrender the device to be kept in the office until the end of the school day. Continued offences will result in discipline through the Vice Principal's office.

b. Lunch: All day students are expected to eat their lunches in the dining room or outdoors (weather permitting). Lunches may NOT be eaten in the library, the gym, lounges, or classrooms without permission of a teacher.

c. Residence: Both residences are off limits to day students and homestay students at all times, unless special permission has been granted by the Residence Director(s) or Residence Assistant(s).

d. Damaged Property: Defacing or mutilating of property will be charged to the person responsible; if specific responsibility cannot be determined, the cost of repairs will be divided among all involved students. Accidental breakage should be reported to the office by the person responsible. Repair costs may be charged to this individual. If responsibility cannot be determined, the cost of repairs may be divided among all students involved.

e. Prohibited Items: The following items must not be brought on campus at any time: weapons of any kind; alcohol, vaping or tobacco products or paraphernalia; marijuana; illegal drugs; candles/incense; firecrackers; dangerous equipment or substances; Satanic or cultic symbols, clothing or equipment. Please note: All medications, including herbal or over-the-counter remedies, must be surrendered to dorm staff for safe-keeping and monitored dosages through the direction of the NCC Health Centre. Refer to the Residence Handbook for specific details and procedures.

f. Fire Evacuation: Fire escapes are to be used for emergencies only, and fire doors are not to be opened except for ventilation purposes when required. Tampering with fire alarms or extinguishers will result in severe disciplinary action. Financial damages and/or fines will be charged to the parties involved. Fire drills are held periodically. ALL students must leave the building and report to their assigned areas when the fire alarm bell rings. The signal is one long ring of the bell. Each person should familiarize him/herself with proper fire evacuation procedure and escape routes. Intentional disregard for fire drill procedures, (including not signing out before leaving campus or failure to evacuate during an alarm or drill) will be treated with the utmost seriousness. Procedures are posted in each building.

g. Lockers: NCC reserves the right to inspect student lockers, rooms or other campus facilities at any time without prior notification. Middle School Lockers are located in the middle school classrooms.

4. GUIDELINES FOR THE USE OF THE NCC GYMNASIUM

a. The gym may NOT be used at any time in which it is not under the supervision of an NCC Coach, Staff, or Faculty member and especially during,

- Mealtimes
- Between classes

b. No food or beverages, especially those from the cafeteria during lunches, are allowed in the gym, except for water and during a designated community/school event.

c. Snowballs, water balloons, etc. are not to be brought into or thrown anywhere near the gym.

d. Each individual must wear proper non-marking athletic footwear and athletics clothing when utilizing the gymnasium. Cleats and outside shoes are never permitted inside the gym.

e. Gym bags, knapsacks, jackets, keys and other personal items are not to be left on the stage or inside the gym at any time.

f. The inappropriate use of any gym equipment is never permitted and could lead to the banishment of a student from the gymnasium

g. The following activities are not permitted in the gym:

- The throwing of baseballs or the playing of baseball.
- The kicking of volleyballs, basketballs, or footballs. (Soccer is permitted only on a case by case basis and only at the permission of the supervising staff member.)
- Golfing or golf equipment.
- The use of skateboards, bikes, rollerblades or roller skates.

h. Gymnastics equipment such as the rings, balance beam, springboard, etc. is not to be used unless supervised by the Athletic Director.

i. Any activity that compromises the personal safety of others or oneself, such as wrestling or excessive horseplay, will not be permitted.

Modification of the above guidelines will be permitted only under the supervision of the Athletics & Physical Education Department, i.e.: Phys. Ed. Class.

5 OTHER SPECIFIC CAMPUS GUIDELINES

a. Campus Boundaries

During school hours or after dark, the campus is defined as the area to the west of the Niagara Parkway, north of College Road and east of the soccer field. It does not include the bridge, Millers Campground, Cairns Crescent or the Marina.

b. Day Students on Campus

Normally day students should plan to leave campus within 15 minutes of the dismissal bell unless involved in an after-school activity. Students remaining on campus for an evening function must attend that function. Day students who plan to remain on campus for study hall must seek permission from Administration and Residence Staff and be in study hall by 6:40 p.m. Students arriving after this time or without permission will be required to leave campus immediately. Day students wanting to use the gym in the evenings must receive permission from a Residence Staff member.

Students returning to campus during Study Hall from a co-curricular activity should follow these guidelines:

(i) Residence students should proceed immediately to their rooms for the purpose of study for the remaining study hall time.

(ii) Day students may go to their lockers for books and then leave campus if transportation is waiting or proceed to the study hall area to wait for transportation.

Students who are on campus for a scheduled evening activity should plan to leave campus within fifteen (15) minutes of the ending of any scheduled activity. Transportation should be planned for in advance.

c. Visitors to Campus

Students who wish to invite a guest to the campus must receive permission from the office at least one (1) day in advance of the visit. No visitor should be on campus after 7:15 p.m. except with prior permission of a Residence Director. During the academic day, all visitors to campus, including parents, must report to the office and wear the provided ID tag while on campus.

d. Recycling

Students are encouraged to recycle cans and bottles. Containers are placed on campus for this use.

e.) Inline Skates, Bicycles, and Skateboards

Skateboards, inline skates, and bicycles may not be used on the NCC Campus (including College Road) during the school day: 8:30 a.m.-3:30 p.m. Skateboards, inline skates, and bicycles are permitted both before and after the school day in most areas around campus except in the following:

- On College Road, other than traveling to and from the Parkway path
- On the Parkway Road
- On campus walking paths
- Around parked or moving vehicles
- Inside buildings, including entrance ways

Examples of appropriate areas for use:

- Riverside Parking lot (when not in use)
- Admin/Student Parking Lots
- Roadway between Girls and Boys Res.
- Parkway Path

Equipment is to be kept in lockers, dorm rooms, or locked at the bike rack behind the gymnasium during the school day. While using skateboards, inline skates, or bicycles riders must at all times wear an appropriate helmet. It is not permitted to build or use ramps or rails at any time.

Failure to follow these rules may result in the confiscation of equipment by staff or faculty and/or any of the following consequences at the discretion of the administration:

- Loss of privilege
- Detention
- Suspension

G. SERVICES FOR STUDENTS

1. SCHOOL SUPPLIES

Students will be required to provide their own supplies such as binders, paper, and pens, etc. Residence students will have a weekly opportunity to go to Walmart to purchase additional supplies.

2.) LOCKERS

Lockers will be assigned by the middle school homeroom teacher and are located in the middle school classrooms. Lockers are the property of NCC and are to be given appropriate care by those using them. They are not to be defaced, damaged, or decorated. Damage to lockers will be charged to the student to whom the locker has been assigned.

3. LOST AND FOUND

Items which are found around the campus are turned into the office. These items may be returned to the student if properly identified. Students will forfeit the right to retrieve an article if it is not claimed within a reasonable time.

4. MEALS IN THE DINING HALL

Day students wishing to eat in the dining hall may purchase their meals there. Prices are posted in the Dining Hall. Specific items may also be purchased. A microwave is available to heat personal items. Students are expected to tidy their area after dining by returning their dishes to the dishwashing area, properly disposing of any garbage or recyclables, and tucking in their chairs. Students should not leave backpacks or personal items unattended.

5. SCHOOL BUS

Students may only ride on their regularly scheduled busses. They will not be permitted to switch routes or invite friends to travel on their busses.

Busses arrive on campus by 8:15 a.m. each day and depart at 2:40 p.m. Only rarely will they depart later because of an approved school activity.

Students riding on any bus used by the school are expected to abide by the same behavioural standards that apply at the school. Specific regulations pertaining to behaviour and safety on the bus will be communicated to each bus student and their parents/guardian. The privilege of bus transportation will be withdrawn for serious or repeated violations of the bus regulations.

6 HEALTH CENTRE

Residence students may access the Health Centre for physical or mental health needs. All medications must be surrendered to dorm staff for safe storage and distribution under the supervision of the nurse. Students may request Health Centre appointments through the main office.

ADDENDUM I

GRIEVANCE PROCEDURE

A grievance is a complaint by a person suggesting that he/she has been treated unfairly according to the policies/procedures of the organization. The unfair treatment may be real or imagined, but it must be understood that it is real to the complainant. Whether real or not, it is important for good morale that the person know how to handle his/her grievance without fear of reprisal and without resorting to gossip and slanderous accusations. The following procedure is based on the principles set out by Jesus in Matthew 18.

Grievance Procedure for Students:

- ➡Academic and Classroom problems - speak to the teacher involved. This should normally happen by appointment and out of class time.
- ➡Other than academic and classroom problems - speak to the staff/faculty person involved.
- ➡If the issue is not resolved then write out the situation as you understand it: go to the teacher/staff member involved for their signature. They will sign their name indicating that they have been made aware of the situation. They may add any comments.
- ➡The student will then take this to the principal (for classroom/academic related problems) or the Director of Student Life (for non-academic concerns).
- ➡If the Principal or administration feels the situation warrants, they may arrange for a conference involving the teacher/staff member or may involve the parents.

Grievance Procedure for Parents:

- ➡Call the school office to request an appointment with the faculty/staff member involved.
- ➡If the discussion proves to be unsatisfactory, then the parent should ask for a conference with the faculty/staff member and the Principal (for classroom/academic related problems) or the Director of Student Life (for non-academic concerns).
- ➡If the situation remains unresolved the process would then involve the President. If a satisfactory conclusion can still not be determined then the Chair of the NCC Board of Directors would determine appropriate action.

ADDENDUM II

BULLYING PREVENTION POLICY

NCC, in partnership with parents and staff, is committed to providing a safe educational environment for all students. Bullying is something that many young people encounter in one form or another. All forms of bullying are abusive and all can be opportunities to teach children how to get along, how to be considerate of other people, and how to be part of a group.

Bullying is aggressive and typically repeated behaviour by a student where:

- a. the behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of:
 - causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation, or harm to the individual's property; or
 - creating a negative environment at a school for another individual; and
- b. the behaviour occurs in a context where there is a real or perceived power imbalance between the student and the individual based on a variety of factors, including and not limited to, size, strength, age, intelligence, peer group power, economic status, social status, and factors related to the *Human Rights Code*.

This behaviour includes the use of any physical, verbal, electronic, written, or other means. It includes cyberbullying, defined below.

Cyberbullying means bullying by electronic means, including:

- a. creating a web page or a blog in which the creator assumes the identity of another person;
- b. impersonating another person as the author of content or messages posted on the internet; and
- c. communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Bullying can take many forms: physical, emotional, verbal or a combination of these. There are three broad categories of bullying:

- **Direct Physical Bullying** - E.g. hitting, tripping, pushing or damaging property
- **Direct Verbal Bullying** - E.g. name calling, insults, racist remarks, or verbal abuse
- **Indirect Bullying** - This form of bullying is harder to recognise and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation and social acceptance, and cyber-bullying which involves the use of email, text messages or chat rooms to humiliate and distress.

NCC considers bullying of any form unacceptable, as it contravenes our ideals for community and family living. Incidents of bullying will be considered on an individual basis. Consequences may include parent conferences, detentions, suspensions, expulsion and/or police involvement. These consequences apply to bullying incidents occurring on or off the campus of NCC (including online activity).

NCC takes seriously all allegations of bullying behaviour and shall act in a timely, sensitive, and supportive manner when responding to students who disclose or report bullying incidents.

Bullying in any form will not be tolerated at NCC. Reports of circumstances or actions that represent bullying or may constitute bullying will be addressed in an age-appropriate manner in accordance with the circumstances of each individual case. All students are encouraged to report any incidents of bullying, physical aggression, intimidation or threats, or suspected incidents to a staff member immediately. The staff member will be responsible to ensure that the appropriate interventions are taken by contacting Administration.

The School will implement programs, intervention, and other supports for students who have been bullied, students who have witnessed incidents of bullying, and students who have engaged in bullying. Such programs can include counselling sessions with a designated staff member or contracted person.

The School recognizes the proactive value in ensuring there is timely adult supervision, a well understood code of conduct, appropriate devotions and planned values instruction, peer conflict tutoring, police officer presentations, an active co-curricular program, an active student council, and fulfilling service projects, etc., which all serve to direct the student away from disrespectful behaviour towards others.

ADDENDUM III

SUSPENSION AND EXPULSION POLICIES

Suspension Policy:

The School reserves the right to suspend a student from attendance at School where:

- the student's misbehaviour is of a most serious nature;
- intervention has not brought about resolution, reconciliation, and restoration;
- the student persists in their misbehaviour;
- the principal believes it is necessary; and
- the reasons correspond with the Ministry of Education Guidelines.

Suspensions, between 1 and 5 days, will be determined by the code of conduct or at the discretion of the Principal or Vice Principal. These suspensions will be served in the main office of the school under the supervision of the Vice Principal or, in certain circumstances, at home under parental supervision. The student will be provided with the academic work which is occurring in his or her scheduled classes and is expected to be completing academic work throughout the entire time duration of the suspension. Students who are serving suspensions are not eligible to participate in school sponsored co-curricular activities for the duration of the suspension even if these activities occur outside of the school day. There will be no permanent record of a student suspension; however, it will be carried with the student for the remainder of the current school year and potentially into the next school year if the incident occurs at the conclusion of the previous year.

Expulsion Policy:

NCC will, when required to protect our campus or the health and well being of our student and staff community, ask a student to leave the school. This will be recorded as an expulsion on the student's record with a note made as to the circumstances of the expulsion.

The School reserves the right to expel a student when:

- the continued attendance of the student would not be in the best interests of the student or the School;
- the student's behaviour is in breach of the code of conduct
- the behaviour seriously jeopardizes the School's ability to guarantee the dignity and safety of its students and/or interferes with learning;
- the behaviour involves conduct which is injurious to the School's moral tone or to the physical or mental well-being of others.
- the Principal recommends to the school President/CEO and/or Board that such action be taken; and
- the reasons correspond with the Ministry of Education Guidelines.

Expulsion decisions will be made based on the circumstances of the offence and may occur for a first offence if it is deemed a serious offence. Expulsion decisions are always made by the Principal in conjunction with the office of the President/CEO.

An investigation into the offence, if required, will be directed by the Principal in conjunction with any other required staff (i.e. residence staff, faculty, etc.). A formal component of this investigation is the consideration of mitigating circumstances, patterns of behaviour, and the impact on the future of the student and the school community.

Once a determination is made that a student is to be expelled, the family will be notified and provided with a minimum of 48 hours to make suitable travel and/or custodial arrangements. For minor students, under the age of 18, NCC will ensure that a student is transferred into a safe environment acting in loco parentis.

Expulsions are recorded in the student's permanent record and no refund will be offered by the school.

Ministry of Education guidelines and details concerning suspension and expulsion can be found at:
<http://www.edu.gov.on.ca/eng/safeschools/suspexp.html>

ADDENDUM IV

NCC Middle School WEEKLY SCHEDULE
NCC Middle School Block 1 Schedule (2020/2021)

Morning Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 8:30	Arrival	Arrival	Arrival	Arrival	Arrival
*Monday * 8:30am-8:35am	Home Room/ Devos	Home Room/ Devos	Home Room/ Devos	Home Room/ Devos	Home Room/ Devos
Tuesday-Friday 8:30am- 8:45am	Mr. Durksen Grade 6/7 Mr. Haughton Grade 8	Mr. Durksen Grade 6/7 Mr. Haughton Grade 8	Mr. Durksen Grade 6/7 Mr. Haughton Grade 8	Mr. Durksen Grade 6/7 Mr. Haughton Grade 8	Mr. Durksen Grade 6/7 Mr. Haughton Grade 8
8:35 - 9:00* Monday Only	Chapel				
8:45am -9:45am	Grade 8 Math Mrs. Bayne Grade 6/7 Language Mr. Durksen	Grade 8 Math Mrs. Bayne Grade 6/7 Language Mr. Durksen	Grade 8 Math Mrs. Bayne Grade 6/7 Language Mr. Durksen	Grade 8 Math Mrs. Bayne Grade 6/7 Language Mr. Durksen	Grade 8 Math Mrs. Bayne Grade 6/7 Language Mr. Durksen
9:45pm- 10:30pm <i>Sept - Nov 8</i> <i>CLC</i>	Grade 8 CLC Mr. Haughton Grade 6/7 CLC Mr. Durksen	Grade 6-8 P.E/Health Mr. Haughton	Grade 8 CLC Mr. Haughton Grade 6/7 CLC Mr. Durksen	Grade 6-8 P.E/ Health Mr. Haughton	Grade 8 CLC Mr. Haughton Grade 6/7 CLC Mr. Durksen
10:30am-11:30am	Grade 8 Language Mr. Haughton Grade 6/7 Math Mrs. Bayne	Grade 8 Language Mr. Haughton Grade 6/7 Math Mrs. Bayne	Grade 8 Language Mr. Haughton Grade 6/7 Math Mrs. Bayne	Mr. Haughton Grade 8 Language Grade 6/7 Math Mrs. Bayne	Mr. Haughton Grade 8 Language Grade 6/7 Math Mrs. Bayne
11:30am-12:15pm LUNCH *out of cafe by 12:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

Afternoon Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:15pm- 1:15pm Block #1 <i>Gr 8 Art M & W</i> <i>Gr 8 Music T & TH</i> <i>Gr 6/7 PBL</i> <i>(Sept- Oct 8)</i>	ART Grade 8 Mrs. Blue Grade 6/7 PBL Mr. Durksen / Mr. Haughton	MUSIC Gr 8 Mr. Meza Grade 6/7 PBL Mr. Durksen / Mr. Haughton	ART Grade 8 Mrs. Blue Grade 6/7 PBL Mr. Durksen / Mr. Haughton	MUSIC Gr 8 Mr. Meza Grade 6/7 PBL Mr. Durksen / Mr. Haughton	Gr 8 Enrichment/ Support Grade 6/7 PBL Mr. Durksen / Mr. Haughton
1:15pm-1:30pm Break / Transition Time	-----	-----	-----	-----	-----
1:30 -2:30 <i>Block 1</i> <i>Art M & W/</i> <i>Music T & Th</i>	ART Grade 6/7 Mrs. Blue Grade 8 PBL Mr. Durksen / Mr. Haughton	MUSIC Grade 6/7 Mr. Meza Grade 8 PBL Mr. Durksen / Mr. Haughton	ART Grade 6/7 Mrs. Blue Grade 8 PBL Mr. Durksen / Mr. Haughton	MUSIC Grade 6/7 Mrs. Meza Grade 8 PBL Mr. Durksen / Mr. Haughton	Grade 6/7 Enrichment/ Student Support Grade 8 PBL Mr. Durksen / Mr. Haughton
2:30***	School Day Ends	School Day Ends	School Day Ends	School Day Ends	School Day Ends

*** Student Departure, School Cleaning, Teacher Prep Time

ADDENDUM VII

ACCEPTABLE USE OF TECHNOLOGY POLICY

PREAMBLE

With information technology and all related technology expanding and advancing rapidly, it is becoming increasingly important to bear in mind that our created ability to develop and use tools and information must be managed responsibly and with God-honouring intentions. Christians have a duty to not only discern tensions that may exist when using technology, but to establish boundaries or limits.

The purpose of this policy, which applies to all students of the school, is to set out conditions and guidelines for the use of technology at Niagara Christian Collegiate (the “School”) including:

- (a) all School-owned or controlled (or used by the School under license for the School’s purpose and activities) database/records systems, networks, cabling, School-associated cloud services, School email, voicemail, fax transmissions, and the use of and access to the School intranet and internet (collectively called the “School Network”) and
- (b) all computers and mobile or portable devices, hardware, software using School technology or on School premises.

“School Technology” is any of the above which is owned or controlled by the School, or used by the School under licence, for the School’s purpose and activities. Together, the School Technology and School Network are referred to as the “School Network and Technology”

This policy has also been established to create responsible and productive boundaries with social media when representing or referring to the school. It sets out conditions for blogging and posting online content with respect to students of the School. This policy stands alongside other related policies, such as the Student Handbook and Code of Conduct, and will change from time to time, and the School will inform students of updates to the policy. Each student shall abide by the most-current version of the policy, and is expected to become familiar with the policy and to adhere to it at all times.

POLICY

All School Network and Technology belongs to the School and is owned by the School.

The School Network and Technology is available for instruction and research by students, teachers, and administrators. The use of these facilities is a privilege and must be in support of the educational objectives of the School.

The use of hardware, software and technology, such as workstations, peripherals, wireless networks, and web sites may be monitored and logged. This includes any data transmitted on the School Network, including hardware identification information, or data transmitted on personal devices owned by students using the School Network, or on School premises.

While the School endeavours to respect privacy, the School monitors access on a day-to-day basis and may review any data as needed for security, maintenance, or legal investigative purposes.

All students must respect and comply with all federal, provincial, and municipal laws, including the *Criminal Code* and *Copyright Act*, which includes respecting the rights of copyright owners, software manufacturers, and abiding by the terms of all licence agreements relating to the School Network and Technology. Failure to comply with the terms of licence agreements or engaging in other conduct that violates this policy may be subject to disciplinary action, up to and including expulsion from the School.

CODE OF CONDUCT

Each student has a responsibility to uphold the School's ethics and values and to use all technology, including the internet, in a responsible and productive manner. Students must use the School Network and Technology, even when using personal electronic devices, in a responsible manner consistent with the goals of the School. The School Code of Conduct applies to online behaviour just as much as it does to personal interactions. Unauthorized or irresponsible behaviour will result in the loss of School Network and Technology privileges and may include other sanctions, up to and including expulsion from the School.

All students must refrain from using profane, abusive or impolite language to communicate when accessing and using the School Network and Technology, or when using personal devices on School premises. As well, no materials should be accessed or distributed which are not in line with the rules of school behaviour and set out in the Code of Conduct.

Cyber-bullying violates the basic tenet that all students are entitled to feel comfortable and safe. Cyber-bullying is a criminal offence and will not be tolerated. This includes the use of email, text messages, instant messaging, social media posts, and/or defamatory content on websites to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others, or that has the reasonably foreseeable result of harming others.

In addition, students must not use either the School Network and Technology or their own personal electronic devices for:

- creating, processing, downloading, distributing, accessing or sharing illegal, offensive, pornographic and/or inappropriate materials;
- knowingly accessing sites containing sexually explicit, racist, homophobic, or other material that is discriminatory or inappropriate to a school environment;
- accessing, downloading, storing, or sharing media files, including music and video files or any other materials that are illegal, offensive, obscene, inappropriate or that are not intended for School purposes;
- sending or receiving defamatory, abusive, obscene, profane, sexually oriented, threatening, or racially offensive messages;
- knowingly creating, exchanging, transmitting and/or downloading of messages, content, or data that are offensive, harassing, obscene, libelous, abusive, discriminatory, threatening, or encourage violence;

- accessing any other person’s social media accounts, email, data, or personal information without express prior written permission from that person;
- impersonating any other person’s online profile or presence or misrepresenting themselves online;
- recording anyone else without their express prior permission, and/or sharing recordings through any means (social media applications, websites, etc.), including temporary recordings made and shared on mobile applications such as Snapchat;
- attempting to or actually violating or infringing any other person’s intellectual property and related rights (including copyright);
- uses that violate any federal or provincial laws, including the *Human Rights Code*, copyright, intellectual property or other laws, guidelines or agreements;
- conducting, advertising or soliciting business or commercial activities which are unrelated to School activities, including personal services or alcohol or drug (including cannabis) related products or services, unless prior written permission has been obtained from the applicable School authorities;
- computer-hacking and related activities, including installing or downloading software on the School Network and Technology without prior written permission from the applicable School authorities.
- intentionally installing or transmitting any kind of malicious software, which is a serious offense, both within the school and under Canadian law;
- creating, accessing or using malicious websites, chat rooms, “spam”, malicious messages to send to others;
- engaging in other wasteful or forbidden use of the School’s electronic resources;
- attempting to circumvent any form of security, be it to log into a wireless network, access a blocked website, or access any computer resources they are not permitted to use as well as attempting to disable or compromise the security of information contained on the School Network and Technology, and applicable external networks;
- uses that are malicious, unethical, or in violation of accepted community standards or School guidelines and policies, such as cheating or “leaking” School test materials or confidential information;
- attempting to interfere with or delete data or applications, unplug cables, or install any new software on School equipment;
- mistreating, abusing, vandalising or destroying School equipment, including hardware or software to which they are granted access.

PASSWORDS

Students shall access the School technology, network and IT facilities only with an authorized username and password as provided by the School. The use of passwords is intended to ensure that only authorized individuals have access to School Network and Technology, and the private and confidential information they contain or provide access to.

Students who are granted access to electronic accounts, usernames and passwords by the School are held responsible for all activity that takes place within their account, unless it can be otherwise proven in exceptional circumstances.

Each student must keep their School-related account passwords and access codes secret. Under no circumstances should students share their passwords for the School Network and Technology or for any School resource with anyone other than authorized school IT support staff or authorized School officials. This includes, but is not limited to, computer login information, email account passwords and login information, wireless access passwords, or login and access information to any websites, platforms, forums, networks, or database students sign up for as part of a School-related class, activity or purpose.

Passwords should not be posted where other people might see them. Every student must take reasonable precautions to protect the integrity of the School Network and Technology to prevent unauthorized access by others. For example, before leaving computers or mobile devices unattended, students must:

- (a) use a password protected screen to lock the device or technology being used;
- (b) lock the room the device or technology is present in;
- (c) not leave School Technology unsecured or unattended unless necessary; and
- (d) log out of their workstations and devices when finished with them.

PRIVACY

Each student must recognize that they have a limited expectation of privacy regarding access or use of the School Network and Technology, even when this access or use is restricted to School activities and the information is stored on School computers or devices.

The School has the right, but not the obligation, to inspect any computer or computer systems, and to monitor the use of any of the School Technology, including, without limitation, inspecting the contents of voicemail, social media, and email communications. Students will not necessarily be notified when such monitoring is to take place, or whether monitoring has occurred. In certain situations, the School may be compelled to access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose messages, files or documents stored on or sent over the School Network or using School Technology. These situations may include, but are not limited to the following:

- (a) in the course of regular maintenance of School Network and Technology;
- (b) in the event of a request for documents as part of litigation or similar proceedings; or
- (c) where the School has reason to believe that the School Network and Technology are being used in violation of this Policy.

Students should not intentionally view another user's documents, email, or other private materials without their consent. If another user fails to log off a public computer, the discoverer should immediately log out of the account if no documents are open. If there appears to be work that needs to be saved, ask the staff member responsible for that computer to take care of it.

Unauthorized access by any student of another individual's electronic information is a violation of the School policy. Access by a student of another individual's electronic information will only be permitted with written approval from the Principal.

Students must not disclose personal contact information about other students, staff members or members of the School community. Personal contact information includes physical or electronic addresses, social media account information, identities, links or "handles", pseudonyms, telephone numbers and other such personal information. Publication of pictures of individuals or a group requires the informed permission of all the individuals involved and, in the case of minors, of their parents or guardians.

Students must not publish photographs of students other than on the School websites, on School social media websites, pages or accounts, or in School publications even with express informed consent of all those involved, unless prior written consent and approval has been obtained from the relevant School authorities.

COPYRIGHT

Students are not permitted to illegally access, download, store, or share software, media, books or any other materials or copy, transfer, rename, add or to delete information or programs belonging to others, unless given the express written permission to do so by the owner.

Examples of copyright violations may include, but are not limited to, copying a picture, making illegal copies of software or music and/or reproducing part of a third-party text and claiming credit for authoring that work. Please read all applicable School policies carefully before proceeding.

Certain underlying resources which are used with the School Network and Technology and equipment may be subject to copyright, intellectual property laws and other laws—these may not be in the public domain or free for use. For instance, 3D printing files (in .STL or other formats) and other file formats (e.g., graphics, vectors, images, sound and video clips, including materials found on social media platforms such as YouTube, Snapchat, Reddit, etc.) created by others may be copyrighted and owned by someone else. Students may need to seek permission to use such files, even if they are using only a part of such files. Software and resources downloaded must only be used under the terms and conditions specified by the creator or owner of the resource. If students intend to use materials created by someone else in their own work, they must ensure to cite appropriately.

School Technology Rules and Procedures

Students must treat all School equipment with care and make all reasonable efforts to keep equipment in good condition. This means knowing and following computer and IT lab rules and procedures. Prior to having any media, including open source software, placed on the School Network, students shall obtain the prior approval of the Principal or designate and provide evidence of purchase of the software or evidence that the software is available legally and for free, a copy of the license terms, and a description of the School purposes for which the media or software will be used.

In exchange for being permitted to use and access the School's computer facilities and spaces, the following guidelines apply to students:

- Treat all School-owned property with care and respect. Do not deface, vandalise or destroy the School's equipment and resources.
- Inquire about reservation guidelines and requirements and comply with them. Respect everyone's time. Check with the School for any cancellation policies and penalties for tardiness.
- Food and drinks are not allowed in the School's computer and technology facilities.
- Students must read all safety guidelines and instructions when using School technology and equipment (e.g. 3D printers, virtual or augmented reality equipment) and wear appropriate safety gear and clothing (where required). The School shall not be responsible for injuries caused due to misuse or improper use of such equipment.

USE OF PERSONAL ELECTRONIC DEVICES

Teachers have sole discretion to allow or disallow classes or individual students to use laptop computers, mobile devices, or internet access at any given time during a class. Failing to comply with a teacher's decision may lead to the student's equipment being temporarily confiscated and/or having their wireless account and access to the School Network suspended. Use of personal laptops, mobile devices and tablets for purposes other than schoolwork should only be done in designated areas and in compliance with School policies.

Cameras and personal devices present a personal privacy issue for the School community. It is recognized that most personal devices include camera capabilities, and that cameras may be used for legitimate classroom purposes. Students who are using a camera in violation of applicable School rules will have their camera/device confiscated by school administration and/or be subject to appropriate disciplinary action. This includes all cameras which can be attached to clothes or accessories (such as GoPros), unmanned remote operated devices (including drones) and any wearable technology (including all attachable devices that can monitor, track or record).

The School shall not be responsible for the theft, loss or damage to any personal electronic devices brought to school by a student.

EMAIL AND SOCIAL MEDIA

Email is often used as a resource for both class; student activities and students are responsible for checking their email in a timely fashion when directed to do so by a teacher or other school staff.

Students may forward their school email to another account address but must take care to make sure any sent email includes their name if their email address doesn't clearly identify them. All students are responsible for personal equipment connected to the School Network, including if such equipment is connected off School premises (e.g., connecting to cloud-based servers).

Use of the School Network requires the acceptance of terms and conditions on the Network sign-in page. Students are expected to review the terms whenever updates or revisions to the terms are communicated by the School.

In addition to the above requirements, students should adhere to the following general guidelines for appropriate and safe online conduct:

- (a) Be aware of what is posted online. Social media venues are very public and what is posted leaves a digital footprint. Students should not post or repost anything that they would not want friends, parents, teachers or a future employer to see or that may reflect poorly on them, their friends, or the School.
- (b) Follow the School Code of Conduct when writing online. It is acceptable to disagree with someone else's opinion; however, it must be done in a respectful way. Make sure that criticism is constructive and not hurtful—what is inappropriate in the classroom is inappropriate online. Avoid impulsive, inappropriate or heated comments.
- (c) Be safe online. Never give out anyone's personal information, including but not limited to last names, telephone numbers, addresses, exact birthdates, credit card numbers, pictures, etc. Do not share passwords with anyone besides teachers and parents.
- (d) Do not post, publish or display any defamatory, abusive, obscene, threatening, intimidating, racially offensive, homophobic, sexist material.
- (e) Alert school staff if students are being threatened, intimidated or bullied online.
- (f) Be transparent and authentic.
- (g) Be cautious when interacting with others online. Students should not respond to any messages that make them feel uncomfortable, threatened, or intimidated. If an online interaction makes a student uncomfortable or is inappropriate, they should not hesitate to tell their teachers and parents/guardians immediately.
- (h) Set and maintain appropriate privacy settings by choosing settings that limit what others can do.
- (i) Monitor regularly all content posted on social media accounts and remove anything that is inappropriate.