



NCC SECONDARY SCHOOL

2022/2023 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.”

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**NCC SECONDARY SCHOOL
STUDENT HANDBOOK**

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A. WELCOME FROM THE NCC ADMINISTRATION TEAM

Niagara Christian Collegiate 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 (mcampbell@niagaracc.com)

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

B. ACADEMIC LIFE

1. SECONDARY SCHOOL HOURS AND BELL TIMES

The school day begins at 8:30am and ends at 2:30pm. Students will take 8 academic courses over the course of the school year (September through June). The school year is broken down into 4 quadmesters and each student will take 2 academic courses per quadmester. Students are assigned one of two lunch periods and will participate in weekly Chapel, Advisory and Student Life (Clubs) activities.

See Addendum V for the Secondary School Weekly Schedule.*

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
- driver's test
- 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:

- At the teacher's discretion, tests/quizzes missed due to an unexcused absence will result in a grade of zero.

If a student misses more than 15% of a course, administration may review the student's attendance record and circumstances. This review may result in extra assigned work, withdrawal from the course, or loss of the credit, at the discretion of administration.

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. LATENESS

Students are expected to make every effort to be on time for each academic activity of the day.

- Students late for any class or all-school activity period (including Chapel and assemblies), regardless of the reason for being late, should proceed directly to the office without stopping at the classroom first. The office staff will give a late slip to the student which should then be submitted to the classroom or supervisory teacher.
- Unexcused lateness for a class will be recorded in the office and excessive lates will result in discipline.
- For a morning late to be excused, the office must receive communication from a parent or dorm staff.

5. 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, Health Centre, 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:

- Grade 12 students may leave campus during the school day by signing out and in at the office (and in the residence for any residence student). *Classes, Advisory, Chapel, Clubs and any scheduled assemblies must not be missed.* This privilege in general or individually may be removed as a result of abuse.
 - Planned 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

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 a 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.

9. STUDENT DRIVERS

Any students who will be driving to school must obtain parental permission and must agree to the terms on the Student Vehicle Registration form available at the main office. Student drivers are not permitted to transport other students in their vehicles (other than for carpooling to and from school).

C. ACADEMIC PROGRAM

1. COURSES AND DIPLOMA REQUIREMENTS

Full details on the requirements for the Ontario Secondary School Diploma (OSSD) are available at the office or on Edsby in the NCC Secondary School Course Calendar.

2. CHANGING COURSES

A student may add a course to his/her schedule within five (5) school days of the start of the semester. A student may drop a course within five (5) school days of the start of a semester or within one (1) full week following receipt of a mid-semester academic report. A student may request special permission from the

Principal to withdraw from a course at other points of the school year if there are “exceptional reasons”. The Principal will consider the reasons, review current marks and make a final decision.

Note: If the course is dropped within 5 days preceding a mid-semester report, the course will remain on the mid-semester report. However, the course will not be included on the student’s transcript. If the course is dropped after 5 days following a mid-semester report, the course and current mark will be included on the student’s transcript. Dropping a course outside of the first 5 days of the semester will require completion of a form from the office. This will require signed permission of the parent (or email), teacher and the Principal. A student must continue to attend class until the form has been completed, signed, and returned to the office.

3. TRANSCRIPTS

An Ontario Student Transcript (O.S.T.) is provided for each student studying in Grade 9-12. Once a student has successfully completed a Gr. 9 or 10 course (mark of 50% or higher) it will be recorded on the transcript along with the final mark. All Gr. 11-12 courses taken will be noted on the transcript including the final mark. If a Gr. 11-12 course is dropped within one (1) week of a mid-semester report, it will not be included on the transcript. The record of successful completion of the required 40 hours of Community Service and the Literacy Requirement (OSSLT or equivalent course) is also included on the transcript.

4. REPORTS CARDS

a. Schedule

Academic reports are made available to parents via Edsby. A mid-point progress grade will be posted halfway through each quadmester and report cards will be issued at the end of each quadmester.

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).

5. 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.

If the student’s absence is unexcused, the teacher may assign a grade of zero. The student may still be required to complete the assessment to demonstrate curriculum expectations.

If an absence from an exam is absolutely necessary, the student must contact the Principal in advance, otherwise, he/she will receive a mark of zero. For illness, a medical certificate may be required. The Principal will determine whether the student will write the exam at another time or whether the final course grade will be determined from term work only.

6. 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. Any incidents of academic dishonesty will be recorded on the Academic Dishonesty Tracking Sheet which is reviewed regularly by teachers and administration. Patterns of academic dishonesty will result in an interview with administration, parental involvement, and academic penalties.

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 own 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. Because 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 the 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.

7. GRADUATION

To participate in graduation exercises the following conditions will apply:

- A student must have completed 30 credits as of the date of graduation.
- A student must have completed 40 hours of Community Service and successfully met the Literacy Requirement
- A student must be in good standing in terms of discipline and behaviour at the time of graduation.

8. DAY STUDY PERIODS (Spares)

All students with a spare academic period must consult with the Vice Principal at the beginning of the semester to determine an appropriate location to work during their spares. Grade 12 students may work independently. Students who are not using their spare periods appropriately or effectively may be required, at the Vice Principal's discretion, to work in a supervised space. Students with a Period 1 or Period 5 spare who live off campus must sign in or out at the main office. Chapel, Advisory, assemblies and other all-school activities are mandatory.

9. ACADEMIC REVIEW PROCESS

A student may be placed in Academic Review if they are found to be struggling in one or more classes. The decision to place a student under review is made by Student Services based on several factors including grades, academic history, attitude, effort, and extracurricular involvement. Generally the guidelines will be as follows:

<u>New to NCC (including all Grade 9):</u>	<u>Returning to NCC:</u>
Overall average is below 65%	Overall average is below 60%
OR	OR
Failing one or more classes	Failing one or more classes

The benefits of Academic Review for a student may include increased individualized attention, additional time with tutors or our Resource teachers, as well as efforts to minimize distractions in the student's life. The goal is to work with students to allow them to be successful in their academic careers at NCC and beyond.

The review process will be ongoing throughout the school year with key points being:

Semester 1: early October & late November
Semester 2: early March & late April

Please see your teacher, Student Services, or the Principal for additional policy details.

10. PASS/FAIL POLICY

Currently within the Ontario educational system, students at the secondary level work on an individual course or credit basis. To pass an individual course and receive a credit, students must demonstrate the overall expectations for a course as outlined in the Ontario Ministry of Education curriculum documents, and a result of at least 50% must be achieved.

11. GUIDANCE AND STUDENT SERVICES

NCC is committed to providing ongoing academic, spiritual, and personal support to students in all grades. Academically, the focus in each grade is different, shifting from study and learning skills in grades 9 and 10 to university, college, or workplace planning and transitions in grades 11 and 12. Each of these stages is carefully monitored and assisted by our Student Services department. Through the use of vocational testing, visiting University and College representatives, the NCC Advisory program, and access to promotional materials, we ensure that students are aware of all the opportunities and requirements for seeking post-secondary education. 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.

12. 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.

13. 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 above 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 Physical Displays - 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, and prolonged 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 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 during spares, Advisory, Chapel, Clubs, 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 haircuts.
- 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 Advisory, Chapel, Clubs and assemblies.
- g. White dress 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 suppliers or the NCC used uniform store. Information on the suppliers 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' ACADEMIC DAY UNIFORM ITEMS

The following uniform pieces are available for girls.

Tops

White cotton blouse
White cotton dress shirt
Navy or white golf shirt
Navy long-sleeve shirt
Navy full-zip jacket
Navy hoodie
Navy v-neck sweater

Bottoms

Grey flat-front dress pants
Plaid kilt or skort
Khaki walking shorts

- a. The traditional plaid kilt is to be worn just above the knee. The plaid skort is shorter than the traditional kilt and thus must not be modified or altered in any way (e.g. the shorts lining may not be removed). Kilts and skorts must be worn with navy, grey or black tights or knee socks.
- b. Shorts and dress pants must be worn with navy, grey or black socks.
- b. Uniform shirts must be worn under hoodies, v-neck sweaters, and full-zip jackets.
- c. White cotton dress shirts must be tucked in.

4. BOYS' ACADEMIC DAY UNIFORM ITEMS

The following uniform pieces are available for boys:

Tops

White cotton dress shirt
Navy or white golf shirt
Navy long-sleeve shirt
Navy full-zip jacket
Navy hoodie
Navy v-neck sweater

Bottoms

Grey dress pants
Khaki walking shorts

- a. Shorts and dress pants must be worn with navy, grey or black socks.
- b. Uniform shirts must be worn under hoodies, v-neck sweaters, and full-zip jackets.
- c. White cotton dress shirts must be tucked in.

5. CASUAL AND 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 or cropped tops, "short shorts" or bare midriffs are not acceptable. Undergarments must not be visible. 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. Undergarments must not be visible.
- c. Shoes with cleats or skates are not to be worn in any building on campus.
- d. All dorm 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 campus offers excellent opportunities for both organized and leisure activities. Located along the beautiful Niagara River, it provides an attractive setting for walks, hikes and bicycle riding.

A wide variety of organized co-curricular activities are provided. These activities fall into main categories:

- a. Sports: inter-school competition (OFSAA & OCSSAA), in basketball, ultimate frisbee, volleyball, cross-country, badminton, golf, swimming, soccer, softball, tennis, and track and field. Intramural sports such as hockey, indoor soccer and frisbee golf may also be offered.

- b. Music: concert choir, band, 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.
- e. Student Leadership: Student Council, Prom Committee, Yearbook Committee, Dorm Leaders, Arts Council and Athletic Council
- f. Mission Teams: local and international service opportunities over Christmas and March Breaks
- g. School Publications: Yearbook, Residence newsletter
- h. Trips: Canoeing, camping, skiing, and various educational and service trips each year

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 may 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 and check Edsby for assignment and homework requirements.
- 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. Cell phones and Electronic Devices: Generally, cell phones are not to be used on campus during class times, assemblies or Chapel except with faculty/staff permission and instructional 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 hall or outdoors (weather permitting). Lunch may NOT be eaten in the computer lab, gym, dorm lounges, or classrooms without permission of a teacher.

c. Dorm: Dorms are off limits to day 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 be familiar with proper fire evacuation procedures and escape routes. Intentional disregard for alarms (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.

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,

- Evening study hall
- 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. Students should not leave valuables in their gym bags and should not leave personal items unattended. The gym stage is not to be treated as a storage area.

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. (Indoor 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. GUIDELINES FOR CAMPUS USE BY GR. 12 STUDENTS

a. Grade 12 students on spare should not be in any area of campus where their presence will disrupt scheduled class. Students on spare should use the dining hall, Student Services room, or visible outdoor areas. Dorm students may stay in their rooms during their spares.

b. If the gym is not in use for a class it may be used according to the "Guidelines for Use of NCC Gymnasium".

c. Students under Academic Review will be required to spend their spare period(s) under supervision.

d. Students are encouraged to use spares for the completion of school work. Students who are unable to use their spare periods appropriately will be referred to the Vice Principal where arrangements will be made for a supervised study space.

6. 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 dorm staff. Students arriving on campus without permission will be required to leave campus immediately. Day students wanting to use the gym in the evenings must receive permission from a dorm staff member.

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

- (i) Dorm students should proceed immediately to their rooms or to study hall if time is remaining.
- (ii) Day students may go to their lockers if necessary and then leave campus within 15 minutes. 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 visitors are permitted in the dorms without 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. Vehicles on Campus

All students who plan to use personal or family vehicles on campus must register them with the office. As well, no students are permitted to drive with another student in a vehicle unless the necessary forms have been filled out and received by the office for both the driver and the passenger. Students should pick up a Vehicle Registration Form and complete it before bringing the vehicle to campus. Forms for passengers are also available by request in the office.

It is NCC's policy to provide bus transportation for school functions off campus. Only in unusual circumstances will a student be allowed to drive other students and then only with permission of an administrator as well as permission from parents.

e. Recycling

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

f. 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.

G. SERVICES FOR STUDENTS

1. SCHOOL SUPPLIES

Students will be required to provide their own supplies such as binders, paper, and pens, etc. Dorm students will have a weekly shopping trip to purchase necessary supplies.

2. TEXTBOOKS

All textbooks must be purchased by the student. New and used copies of texts may be purchased via the Canadian School Book Exchange with payment via credit card (full details are available through the main office and at www.niagaracc.com). Students may also purchase used texts from another student.

3. STUDENT BANK

The security of all valuables is the responsibility of the student, and the school is not liable for any damage or loss. We strongly recommend that students keep all valuables, including cash, secure while on campus. A student bank for the convenience of dorm students is operated in the main office. Hours are the same as the office hours. Students are encouraged to open an account on campus rather than keeping money in their lockers or dorm rooms. Cheques may be cashed. The minimum withdrawal is \$5.00. Trips off campus to local bank branches are arranged by dorm staff only. Students may also use a debit or credit card or e-transfer at the office to pay for school-related items.

4. LOCKERS

Lockers will be assigned by the office for day students. 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. Combination locks are provided and should be used at all times. There is no charge for the lock unless it has been removed from the locker at the end of the year. A student wishing to substitute his own lock on his assigned locker must return the lock on the locker and supply the office with the serial number and combination of the substitute lock.

5. LOST AND FOUND

Items which are found around the campus are turned into the main office or placed in the lost and found bins in the changerooms.

6. 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 eating 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 in the dining hall at any time.

7. 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. Students are asked to communicate with their driver if they will not be riding the bus to or from school on any given day or for an extended period of time.

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 be on time for pick up and departure and 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.

8. STUDENT WREC ROOM AND CAFE

The Wrec Room will be open for student use at various times during the week, after school and on weekends (schedules will be posted). This centre provides: wireless Internet access, gaming systems, video projection unit, pool table, table tennis, foosball, air hockey, as well as couches and study areas.

During many evenings and weekends the Wrec Centre Cafe will also be open and students are welcome to purchase snacks and drinks.

9. 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 Edsby.

ADDENDUM I

SMOKING and VAPING

The Smoke Free Ontario Act states that:

- Smoking or vaping in school, and on school property is strictly prohibited
- Selling or supplying tobacco or vaping products to anyone under the age of 19 is strictly prohibited

If either of these expectations is disregarded, the consequences given at the discretion of administration, may include:

1. Immediate suspension or expulsion
2. Incident reported to the Tobacco Control Officer and fines and charges may result.
3. \$500.00 fine levied by Niagara Christian Collegiate (in addition to any fines the Tobacco Control Officer may institute).

NCC strongly discourages students from smoking or vaping at any time, whether on campus or off, because it is harmful to health and a poor use of resources. We do understand that smoking and vaping are difficult habits to break. We encourage students who are having a difficult time with smoking or vaping to discuss their options with Student Services, Residence Staff, the Health Centre, or an administrator.

Smoking and vaping contravene NCC's guidelines for community and family living. Students choosing to smoke or vape will be counselled that disregard for the guidelines will result in suspension, fines, and possible further consequences.

Cigarettes, lighters, matches, or vaping products and paraphernalia must not be brought to school. If seen, they will be confiscated and appropriate consequences will result.

ADDENDUM II

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 III

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 IV

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 V

NCC SECONDARY SCHOOL WEEKLY SCHEDULE 2022/23

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 11:00	Course A*	Course B	Course A**	Course B	Course A
11:00 - 11:40	Lunch 1 or Course A Cont.	Lunch 1 or Course B Cont.	Lunch 1 or Course A Cont.	Lunch 1 or Course B Cont.	Lunch 1 or Course A Cont.
11:40 - 12:20	Lunch 2 or Course A Cont.	Lunch 2 or Course B Cont.	Lunch 2 or Course A Cont.	Lunch 2 or Course B Cont.	Lunch 2 or Course A Cont.
12:25 - 2:30	Course B	Course A	Course B	Course A	Course B***

*Chapel from 8:45-9:20

**Advisory (40 minutes)

***Clubs or Student Life Programming (40 minutes)

Explanatory Notes:

1. Students select courses from 8 possible course slots in a year, and will take 2 courses (Course A and B) at a time in 4 quads over the duration of a year.
 - a. Quad 1: Sept 6 - Nov 10
 - b. Quad 2: Nov 14 - Jan 26
 - c. Quad 3: Jan 31 - Apr 13
 - d. Quad 4: Apr 17 - June 15

2. Students will be assigned either Lunch 1 or Lunch 2 each day.

ADDENDUM VI

ACCEPTABLE USE OF TECHNOLOGY POLICY FOR STUDENTS

INTRODUCTION

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, boundaries, and limits.

The NCC network and related technology is owned by the School. Use of the NCC network and related technology is a privilege that comes with responsibilities.

While NCC endeavours to respect privacy, the online activity may be monitored as needed for security, maintenance, or legal investigative purposes.

CODE OF CONDUCT

Students must use the NCC network and related technology, even when using personal electronic devices, in a responsible manner consistent with the NCC Code of Conduct. Unauthorized or irresponsible behaviour will result in the loss of network privileges and may include other disciplinary actions.

Cyber-bullying is a criminal offence and will not be tolerated. This includes the use of email, text messages, instant messaging, social media posts, images, photos, and/or defamatory content on websites that is intended to harm others.

Students are held responsible for all activity that takes place within their account, unless it can be otherwise proven in exceptional circumstances. In addition, students must not use either the School Network and Technology or their own personal electronic devices for:

- creating, accessing, storing or distributing illegal, pornographic or discriminatory material
- accessing any other person's social media accounts, email, data, or personal information
- impersonating any other person's online profile or presence or misrepresenting themselves online
- recording anyone else without their express prior permission
- computer-hacking and related activities, including installing or downloading software on the NCC network without permission from school authorities
- attempting to circumvent any form of security
- mistreating, abusing, vandalising or destroying school equipment

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.
- 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.

USE OF PERSONAL ELECTRONIC DEVICES

- Teachers have discretion to allow or disallow classes or individual students to use laptop computers, cameras, 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 NCC network suspended.

- NCC is not responsible for the theft, loss or damage to any personal electronic devices brought to school by a student.

GUIDELINES FOR ONLINE SAFETY

- Be aware of what is posted online. Do not post or repost anything that you would not want your friends, parents, teachers or a future employer to see or that may reflect poorly on you, your friends, or your school community.
- Make sure comments and posts are constructive and not hurtful. Avoid impulsive, inappropriate or heated comments.
- Protect your personal information. Keep passwords private. Do not distribute anyone else's personal information.
- Alert school staff if you experience or witness threatening behaviour online.
- Use school-approved platforms (Edsby) for academic communication with your teachers.