

Calgary Christian School Parent/Student Handbook



Secondary Campus *(Grades 7 – 12)*

**UNDER
REVIEW**

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CALGARY SOCIETY FOR CHRISTIAN EDUCATION

Welcome

As parents, we choose Christian Education at Calgary Christian School for our children because we believe that the school should contribute to their spiritual education and growth; because the biblical charge to raise our children to know God includes choosing a school that will work with us to achieve that goal; because CCS teaches from a worldview that clearly demonstrates Christ's claim over all aspects of our lives; because we understand that the choices and sacrifices we make have an eternal impact.

We deeply value the engagement of our families, and are most successful in fulfilling our Vision and Mission when everyone is active and involved. The Christian faith has a relationship at its heart – between the fallen human and our Creator and Redeemer. At Calgary Christian School, we desire a true relationship between our families and our school – one of honesty, respect, and responsibility.

We welcome you to Calgary Christian School with open hearts and open minds. Thank you for entrusting your children to our care, and thank you for partnering with us to create and refine these relationships. It is our desire that the time spent here will be fruitful and enriching as we work together in encouraging our students to be God's children making the world a better place.

Mission Statement

Calgary Christian School is a community, called and dedicated to integrate faith and learning, reaching for excellence in equipping responsive citizens of God's Kingdom through a Christ-centered educational environment.

Vision

God's Children Making the World a Better Place

Vision Statement

We believe that God is the Lord of all creation. As a community of Christians, together with the support of the home and encouragement of the church, we are dedicated to educating, from a biblical perspective the children God has entrusted to us.

Within a Christian environment, the school seeks to shape its curriculum and methodology using Christian principles.

Children are unique image bearers of Christ. Therefore, we are committed to developing the gifts of each student. We wish to nurture all children so that they may be led to discover, celebrate and proclaim, both individually and communally, the restorative power of God's work in all areas of life.

We strive to provide knowledge, insight and skills to equip children for a life of faithful and joyous service to God and neighbor.

Society Membership

At least one parent in each family is to hold a membership while their children attend Calgary Christian School (Kindergarten – Grade 12). Memberships are non-transferable and renewed annually. The Society also includes Supporting Members (grandparents, alumni parents, preschool parents) and an Advocates Circle.

Educational Basis and Creed

The purpose of education at the school is:

- to attain understanding, wisdom, and righteousness and so instill in the child an awareness of God's presence in their life;
- to provide the child with skills and understanding of themselves, their relationship to God, to others, and to the world around them, and to so faithfully serve the Lord in all areas;
- to provide learning experiences suitable to the needs and abilities of each child;
- to achieve excellence in all endeavors, in accordance with the talents God has provided each child.

This document is available in its entirety on the website.

Five Pillars of Excellence

The goal of Calgary Christian School's educational program is to motivate each student as they work towards achieving excellence in all they do. At Calgary Christian School 'excellence' means striving for one's own best and fulfilling the potential that God has given each child. It is about challenging preconceived notions of what we are good at and daring to try what might frighten us. It is about developing our gifts and using them to impact the world.

Excellence in education is about developing the whole child – intellectually, emotionally, physically, socially, and artistically. These five elements of excellence are central to the Calgary Christian School's Educational Program, but the cornerstone for each of these areas in the school is the school's spiritual foundation.

This document is available in its entirety on the website.

Society Meetings

Society business meetings are held in the fall and spring of each school year. All Society members are expected and strongly encouraged to attend. These meetings are an important source of information and the forum for decision making for parents and supporting members. The fall meeting typically includes information on the previous year's budget, as well as plans for the current year. The spring meeting includes approval of the budget for the next school year and the election of new Board members. Meeting agendas are mailed to Society members prior to these meetings.

Bussing

A fee-based school bus service for students in Grades K – 12 is provided by a contracted school bus company. Bus routes are designed in July and families are notified of and details of their route in August.

Parent Directory

A directory listing contact information for school families and staff is distributed in October; each family receives one copy of the directory. Businesses that support CCS are invited to advertise in the directory and school families are encouraged to support these companies.

School Newsletter

The School Newsletter serves as the primary means of communication between the home and the school. Newsletters are posted on the website the last Friday of each month and "delivered" through email.

Parents Who Pray

Parents Who Pray is a volunteer group that meets each week throughout the school year to pray for the students and staff at Calgary Christian School. Meeting days and times are noted on the website. New participants are welcome anytime. Information on how to forward prayer requests is available on the website.

Blessings and Burdens

Blessings and Burdens is a special ministry that comes alongside families within our school community who are grieving a loss, dealing with illness, or enduring other challenging circumstances. This group also celebrates with those families who have welcomed a new baby or who have attained a major achievement. Through gifts of time, food, and other necessities our school community is supported and blessed by each other. Requests for support and celebration can be made by emailing (in confidence) [blessings@calgarychristianschool.com](mailto: blessings@calgarychristianschool.com).

Volunteering and Fundraising

Volunteer opportunities and fundraising event information will be emailed to Society members, posted on the website, advertised in the Bridges Newsletter, as well as classroom newsletters.

- Society fundraising activities are coordinated through the Community Relations Office and may include financial donation drives as well as special fundraising events throughout the year.

- Volunteering builds community: each family is asked to complete a Volunteer Opportunities Form indicating their interests and availability, and to contribute volunteer service to the school each year.
- Families with students involved in extra- or co-curricular activities are the first to be asked to f

Christian Credit Union Youth Banking Program

To encourage money management skills and stewardship, Calgary Christian School has partnered with Christian Credit Union to offer student bank accounts. Once an account has been opened, deposits will be accepted on designated days throughout the school year. Complete information is available on the website, under the “Support CCS” link.



CALGARY CHRISTIAN SCHOOL – GENERAL INFORMATION



Teaching Staff

Calgary Christian School teachers hold Alberta Education certification and are professional, knowledgeable, faith filled, Christian educators. Teachers structure learning environments that challenge students to achieve excellence, encourage creative and critical thinking, and teach a worldview that is founded on the Bible. Teachers are purposeful about discussion of Christian principles and develop teaching styles and methods that match the learning styles and abilities of their students.

School Council

Alberta Education defines the School Council as a collective association of parents, teachers, Principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A School Council is a means to facilitate cooperation among all the concerned participants in the local school. School Council meeting dates and meeting minutes are available on the school website at www.calgarychristianschool.com

Differentiated Instruction

Through an inclusive school environment, all students are appreciated for their unique gifts and are encouraged to participate and contribute to the school community. A wide range of instructional strategies and modifications are used to provide students with tools to succeed in the classroom. Calgary Christian School draws upon school staff and other professionals to ensure that, to the best of their ability, the needs of the students are being met.

School Boundaries

Elementary and middle school students are required to stay on campus for both recess and lunch. Lunches are eaten in classrooms and supervised by teachers. High school students have off-campus privileges during lunch.

Dress Code

Students are encouraged to use good taste and judgment in their mode of dress and grooming. Standards of dress present our person to the community.

The following are more specific guidelines:

- T-shirts exhibiting inappropriate slogans or designs are prohibited.
- Tops must cover the entire stomach and cleavage.
- Tank tops and muscle shirts are not permitted.
- Skirts and shorts must cover more leg to the knees than not.
- No undergarments should be visible.
- Non-marking shoes are to be worn inside the building.
- Hats may not be worn in the elementary school. Hats are permitted in the secondary classes at the teacher's discretion.

Students who are in violation of the Dress Code will be asked to change their clothes, cover the clothes, or turn offending clothes inside out. In some cases, secondary students will be sent home to change if the issue cannot be resolved by any of these solutions.

Student Owned Devices

Palliser Regional Schools believe that technology can be a powerful tool to enhance learning, enabling students to access, work with, and communicate knowledge and information. While there are potential issues associated with the use of technology, we believe that the benefits far outweigh these issues. We try to take every measure possible to ensure the safe and appropriate use of technology and the Internet by providing a safe and secure wireless network for all users. To complement this, all students, staff, and parents must adhere to established standards of acceptable use when using the school's technology or access to the Internet.

A "Student Owned Device User Agreement", available at the school office, must be completed in order for students to be allowed to bring their own devices to school and have access to the school's wireless network.

Behavior Expectations

- By following the standards outlined in the Partnership Agreement, a behaviour contract that is included in the enrolment process, students are expected to be courteous, considerate, and respectful in their interactions with teachers, school staff, volunteers, and other students.
- Students are expected to be responsible in their use of school resources, equipment, and property; to respect their own belongings; and to respect the belongings of others.
- Students are accountable to all teachers, school staff, volunteers, and each other while on school premises, on buses, and on all school related activities.
- Calgary Christian School is a "contact-free" school: this means hitting, kicking, shoving, hugging, kissing, and the like are not permitted. Foul language will not be tolerated.
- When corrective action becomes necessary, the school strives to use discipline that is restorative. Teachers will encourage positive behaviour and hold students accountable for negative behaviour.

- The school and home will work together in situations where major disciplinary action is required. The Superintendent of Palliser Regional Schools is the final authority on all major disciplinary action, including expulsions.

Inclement Weather

Closure of Calgary Christian School due to weather will be at the discretion of the Superintendent of Palliser Regional Schools District, with input from the Principal. If closure is necessary, local radio stations will be notified to broadcast this information. The school website and facebook will also be updated.

Buses may be cancelled during extreme weather and unsafe road conditions. When Calgary radio stations report temperatures below -30°C at 6:00am, buses will be cancelled for both the morning and afternoon routes. If cancelling bus routes becomes necessary due to inclement weather, information will be posted on the CCS website and each family on the route will receive a phone call.

When temperature including wind chill is -20C or colder, elementary students will be given the choice to remain indoors during their recesses. When it is raining steadily, students will remain indoors.

Family School Liaison Program

The Family School Liaison Program offers one-on-one counseling with students, provides support to families dealing with challenging circumstances, assists teachers in meeting student's needs, and liaises with social workers, pediatricians, and other community agencies. A request for counseling can be initiated by students, parents, or teachers. Students under the age of 16 must have written consent from a parent to receive counseling.

Accident Insurance

The Board of Trustees of Palliser Regional Schools has invested in IAP Student Accident Insurance. This provides insurance coverage for all students from the time they leave their residence to travel to school to the time they arrive at their residence (or their first destination) after school. This coverage also applies during approved and supervised school trips/activities.

The coverage is provided by Palliser at no cost to students. The enhanced coverage includes up to a maximum of \$1,000 for ground ambulance service and paramedical coverage (chiropractic, osteopath, physiotherapy and registered massage therapy).

Students with Allergies/Medical Conditions

School personnel may not administer medication to students. Parents may request that school staff administer medication to their students by completing a "Request for School Assistance to Administer Medication" form. If a student suffers from a life-threatening allergy or condition, parents should submit a "Medical Alert Form". These forms are available at the school office.

Nut-Aware Policy

Calgary Christian School strives to be a nut-free environment. Lunches, snacks, treats, or food gifts should not contain nuts.



Community Health Nurse

Nasreen Sunderani is the Calgary Health Region Community Health Nurse for Calgary Christian School. Nasreen coordinates the student vaccination schedules, relays information to the school regarding communicable diseases, and keeps in touch with the school regarding general public health concerns. She can be contacted at the Shaganappi Community Health Centre (403) 944-7351.

Volunteers and Visitors

Volunteers and visitors must sign in at the school office and pick up a volunteer/visitor tag. All volunteers at Calgary Christian School are required to have current "Criminal Record Check" each year. Details on this process can be found on our website on the Parent Page. Letters to apply for a police check can be obtained from info@calgarychristianschool.com or by visiting the ES Office or the Business Office at the Secondary Campus.

Chapels and Assemblies

All students at Calgary Christian School attend and participate in devotions, chapels and assemblies on a regular basis. Chapel dates can be found in the newsletters and on the website. Parents and guests are always welcome at chapels and assemblies.

Fire Drills – Evacuation Procedures

In the event of an emergency evacuation, students and teachers should use the nearest and most direct exit route from their location. Routes are posted by each classroom exit. If the most direct path is blocked, the next nearest and direct path should be chosen.

Upon exiting, people should proceed to muster points as directed, and assemble in their class so that the teacher can ensure all students are accounted for. Nobody should re-enter the building until the all-clear is sounded by the Principal.

Lockdown Procedures

In the Palliser Regional Schools Crisis Response Manual, a critical incident is defined as a traumatic incident outside the realm of normal human experience that is markedly distressing. It impacts individuals, as well as the educational process itself, because the people in that system experience confusion and disorganization. Should a critical incident occur, the school will ensure a safe and caring school environment by focusing on the key areas of prevention and early intervention.

The school administrator or Calgary Police Service may initiate a lockdown. A lockdown means that students remain in their classrooms or other designated safe areas with precautions taken to minimize their visibility. School and classroom doors remain locked for the duration of the lockdown. Police will advise the school when the lockdown status can be lifted.

Should the police advise, a School Alert Status may be implemented rather than a Lockdown. School Alert Status would retain a locked school and classrooms but the minimal visibility restriction

would be lifted. Students could remain in their desks and could be escorted from their classrooms to use washroom facilities.

- If a lockdown situation arises at our school during classes, an announcement will be made over the PA system.
- Students that are not in class should proceed immediately to the nearest lockable room.
- During the lockdown, students are to keep away from doors or windows and remain silent.
- Once an area or room has been secured no one is to be let in or out until directed to do so from the school office.
- Authorities will announce when it is safe to come out of lockdown.
- Once the all-clear announcement is made, subsequent directions will be provided.

To ensure the ongoing security of students, Calgary Christian School operates an alarm and security system at both campuses that includes cameras, locked doors, and passkey technology.

Parking

Calgary Christian School is committed to being an “Idle-Free” zone – please turn off your vehicle when dropping off or picking up students at the school.

- Secondary Campus
 - Students and parents may use the east side of the parking lot. The west side of the parking lot is reserved for staff parking.
 - When dropping off or picking up students by car, please be patient and follow the traffic directions of staff during these busy times. Remember to pull forward as much as possible towards the gym entrance.



CALGARY CHRISTIAN SCHOOL

Middle School

Grades 7 – 9

School Contacts

Lloyd Boody	Principal
Dayle Vienneau	Vice Principal, Grades 7 – 9
Cindy LeCocq	Learning Support Services
Mark Jonker	Athletic Director, Grades 7 – 9
Tamara Menzies	Family School Liaison Counselor
Elsa Bergen	Administrative Assistant
Colleen Southgate	Administrative Assistant

Progress Reports, Report Cards, and Parent Teacher Conferences

In order to inform Grade 7 – 9 students and their parents/guardians more frequently about the student's academic progress, teachers email a Progress Report on the last day of the month. This Progress Report will show formative and summative assessment that the teacher has completed for the student and the student's current overall mark in the class.

Middle School students receive a Report Card at the end of each Term.

Three Parent-Teacher Conferences times have been designated on the school calendar. While parents are encouraged to use the conference times that have been established they may contact their child's teachers any time when there are questions or concerns.

Absences and Lates

Success in school is directly related to satisfactory attendance. Parents should promptly inform the school of the reasons for their child's absence (there is an Attendance link on the front page of the website). Students should determine what work was missed during the absence and complete the missed assignments within the time determined by the teacher. Students who are away from class on school-sanctioned activities are not considered absent.

It is the student's responsibility to be in the classroom when the starting class bell sounds. Students who arrive late to class disrupt the learning that is to occur in the classroom.

Discipline Policy

The teachers and administration of Calgary Christian School want to see students meet and eventually exceed their academic, spiritual and social potential. We believe that a major part of this process is learning to complete their school work to the best of their ability and handing it in on or before the deadline set. We also firmly believe that students need to be in the classroom working with peers in order for optimal learning to take place. Therefore, when students do not hand in work or when students choose to skip classes, especially during important tests or assignments, corrective and restorative consequences are necessary. As a result the following consequences will apply from Grades 7 – 9:

- If assigned work is not handed in when a due date is set, the student will be sent to lunch hour study session until that assignment is done. At CCHS, we strongly believe in using our assessment as a tool for student learning. Student learning is not demonstrated when assignments are not handed in and therefore, we will require students to stay in study session until that work is completed to the best of the student's ability. Students are required to show up when they are assigned a detention. Failure to do so will result in a consultation with administration and parents and repeated offenses could result in an in school suspension.
- If students skip classes and/or chapel/peer advisory, they will be required to make amends with the teacher(s) and will serve a detention under that teacher's supervision. Students will not be readmitted to the classroom until arrangements are made with the teacher and/or administration.
- Students who skip tests will be given one chance in that day's lunch time study session to write their test. We will do our best to prepare students to write their test and will send out reminders to students and parents in a timely fashion to ensure they are more aware of tests on the horizon. Failure to write the test in the time provided will result in much more significant consequences.
- If students choose not to hand in assigned work or to skip classes and tests, they will be suspended from any/all extra-curricular activities effective immediately. If students wish to participate in sports, drama, music, trips, etc., they must first demonstrate that they are reliable and focused students.

Peer Advisory Groups

Middle School Peer Advisory groups are cross-graded, gender-based small groups that meet approximately twice each month. Peer Advisory activities foster community-building and spiritual growth within the school, build rapport amongst students and staff, and teach leadership skills.

PE Gym Strip

Middle School students are required to wear the Calgary Christian School gym strip. A gym strip is supplied to all Grade 7 students and new-to-the-school students. Additional T-shirts and shorts may be purchased from the PE teachers.

Cell Phone Policy

Students are not permitted to use cell phones in the classroom unless specifically directed by their teacher. Students who violate this rule may have their cell phones confiscated by the teacher, who will turn the cell phone over to the school administration. The cell phone may be retrieved at the end of the school day by the student's parent(s).

Hot Lunches

High school student groups wishing to raise funds for extra-curricular activities, work the daily “Snack Shack” during the lunch hour. The “Snack Shack” hot lunch program is a service coordinated by the Society, and provided Monday-Friday to students by a private business. It is recommended that hot lunches be preordered in advance on-line; there will only be a limited number of “extra” lunches available for purchase each day.

Science Fair

All Grade 7 & 8 students take part in the annual Science Fair at Calgary Christian School. Students present their investigations and research to demonstrate their developing knowledge of scientific principles and methods. Winners of the Science Fair go on to participate in the Calgary Youth Science Fair.

“Culture Shapers”

What gifts have blessed Canada? How have artists, scientists, actors, writers, athletes, politicians, entrepreneurs, and others used their gifts to shape and influence our culture? “Culture Shapers” is a Grade 9 integrated research project that invites students to explore Canadians who have shaped our culture.

Grade 9 Year-End Activities

Circle Square Ranch Out-Trip

- One of the final events for the Grade 9 class is the three-day out-trip to Circle Square. The Ranch is located in Stettler, Alberta and offers a variety of outdoor activities.

Grade 9 Celebration

- This formal celebration at the end of June acknowledges the end of Middle School for the Grade 9 class. The celebration evening is planned by a teacher/parent/student committee.

Grade 9 Provincial Achievement Tests

Students in Grade 9 are required to write Provincial Achievement Tests in Mathematics, Science, Language Arts, and Social Studies.

Student Recognition

An awards ceremony in June recognizes outstanding students in a number of ways:

- **Academic Award** – presented to students with averages of 80% or higher with no mark below 75% in Math, Science, Social Studies, Language Arts, Bible, PE and French.
- **Female and Male Athletes of the Year** – presented to the male and female student in Grades 7-9 involved in school teams and intramurals, who demonstrate Christian character and leadership, good sportsmanship, athletic ability, and contribution to team effort.
- **Fine Arts Award** – presented to students who best demonstrate participation, ability, and leadership in music, drama, and fine arts.
- **Citizenship Award** – presented to students who embody Christian ideals in their behaviour and activities during the school year. Christian ideals are demonstrated by the student's unselfish contribution to school life, classes, and service to others. It is seen in a Christian attitude exemplified through general helpfulness, cheerfulness, respect of peers and staff, appreciative manner, humility and a welcoming nature.
- **Service Award** – presented to students who contribute freely and unselfishly to out-of-class activities such as student's council and class committees.
- **Wendy Both Award** – awarded to a student who demonstrates Christian service and kindness through a positive attitude, consistent effort and continued self-advocacy.
- **Dr. Eva Nosal Bursary** – a \$1,000 tuition bursary awarded to a Grade 9 student who: has attended Calgary Christian School for a minimum of 3 years, has registered for Grade 10 at Calgary Christian School, exhibits a Christian lifestyle, and displays dedication to school studies. Preference is given to families who demonstrate financial need.
- **Virtue Award** – presented to the student who best displays the fruit of the Spirit as described in Galatians 5:22&23. Christian love, care, and friendship in relationships and activities that contribute positively to the school and its ministry in God's Kingdom. This award is sponsored by the Palliser ATA (\$200).



School Contacts

Llyod Boody	Principal
Jadan Barthel	Vice Principal
Cindy LeCocq	Learning Support Services
Kevin Francisco	Athletic Director, Grades 10 – 12
Charlene Foster	Academic & Career Counselor
Tamara Menzies	Family School Liaison Counselor
Elsa Bergen	Administrative Assistant
Colleen Southgate	Administrative Assistant

Absences and Lates

Student success in school is directly related to attendance. If students need to be away, parents should promptly inform the school of the reasons for their child’s absence. Students should determine what work was missed during the absence and complete the missed assignments within the time determined by the teacher. Students who are away from class on school-sanctioned activities are not considered absent.

It is the student’s responsibility to be in the classroom when the starting class bell sounds. Students who arrive late to class disrupt the learning that occurs in the classroom.

Discipline Policy

Discipline Policy

The teachers and administration of Calgary Christian School want to see students meet and eventually exceed their academic, spiritual and social potential. We believe that a major part of this process is learning to complete their school work to the best of their ability and handing it in on or before the deadline set. We also firmly believe that students need to be in the classroom working with peers in order for optimal learning to take place. Therefore, when students do not hand in work or when students choose to skip classes, especially during important tests or assignments, corrective and restorative consequences are necessary. As a result the following consequences will apply from Grades 10 – 12:

- If students are struggling to keep up with assigned work or cannot meet deadlines set in the classroom, the student will be sent to lunch hour study session to be given extra time / help until the assignment is completed. At CCHS, we strongly believe in using our assessment as a tool for student learning. Student learning is not demonstrated when assignments are not handed in and therefore, we will require students to stay in study session until that work is completed to the best of the student’s ability. Students are required to show up when they are assigned a detention. Failure to do so will result in a consultation with administration and parents and repeated offenses could result in an in school suspension.
- If students skip classes and/or chapel/peer advisory, they will be required to meet with administration to discuss consequences. Students will not be readmitted to the classroom until arrangements are made with administration.

- Students are expected to write tests on the day it is scheduled. Teachers will send out reminders to students and parents in a timely fashion to ensure they are made aware of upcoming tests. Students are encouraged to communicate with their teachers when difficulties arise. Students who choose not to communicate these reasons may be subject to forfeiture of the right to take the test.
- If students choose not to hand in assigned work or to skip classes and tests, they will be suspended from any/all extra-curricular activities effective immediately. If students wish to participate in sports, drama, music, trips, etc., they must first demonstrate that they are reliable and focused students.

Spares

Students who do not have a scheduled class may work quietly in the IRC (Information Resource Center) or the Commons. Hallways should be kept clear when classes are in session. Students must sign out at the front office if they leave the building during their spares.

Students Who Drive

Students, who have their parent's permission to drive to school, are only allowed to drive themselves. Students are NOT allowed to drive each other during spares, at lunch, or any other school sanctioned event.

Progress Reports, Report Cards, and Parent Teacher Conferences

In order to inform Grade 10 – 12 students and their parents/guardians more frequently about the student's academic progress, teachers email a Progress Report on the last day of the month. This Progress Report may show formative and summative assessment that the teacher has completed for the student and the student's current overall mark in the class.

High School students receive a final Report Card at the end of each Semester.

A Parent-Teacher Conference date has been designated in each semester. While parents are encouraged to use the conference times that have been established, they may contact their child's teachers any time when there are questions or concerns. Parents are encouraged to utilize email as a way of contacting teachers. Teacher email addresses may be found on the website.

Peer Advisory Groups

As part of our ongoing commitment to continue to improve our programs at Calgary Christian School, the Peer Advisory program is being re-developed for next year. Details to follow.

Plagiarism Policy

Being an academic institution we must use integrity and honesty in all of the work done for classes. This includes, but is not limited to, properly sourcing work, not copying from other students, not using another's work as your own, and continual personal integrity when writing exams. Plagiarism is essentially a violation of trust and is therefore considered dishonest. It is often punishable with expulsion in post secondary institutions and can place a "black mark" on your permanent academic

record. The following is a list of guidelines that students must use when producing work for their teachers:

- You may not claim the work of someone else as your own. A deliberate act would be placing your name on someone else's work (copying). ANY work that is not your own (including another student's) with your name on it is considered plagiarism. This includes "cutting and pasting" from the internet into a word document.
- You may not use someone else's ideas as your own. You must properly cite sources from which facts, ideas, analysis, etc. are taken. Any idea, in whole or in part, that is not your own should be cited in your work. If you are unclear how to properly cite an idea, ask your teacher for clarification. Papers and projects are designed to encourage you to come up with your own original ideas based on the facts you have assessed. Therefore, regurgitating another person's argument is not acceptable.

Consequences for Plagiarism

Students who are known to have plagiarized other's work as their own will receive the following punishment:

First Offence – The student will receive a one day in-school suspension and receive a zero on the assignment. The assignment must be re-written before the student is allowed back in classes.

Second Offence – The student will be suspended for 3 days and receive a zero on the assignment. The assignment must be re-written before the student is allowed back in classes or the student will be sent home until it is completed. Parents will be notified and may be called in for a meeting.

Third Offence – The student will be suspended for 5 days and placed on a covenant. The assignment must be re-written before the student comes back to school or the student will be sent home until it is completed.

Fourth Offence – The student will be expelled from Calgary Christian High School at the discretion of the Superintendent of the Palliser Regional School District, with a note on their permanent academic record.

Student Conduct

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- be diligent in pursuing their studies;
- attend school regularly and punctually;
- cooperate with everyone authorized by the school to provide education programs and other services;
- comply with the rules of the school;
- account to their teachers for their conduct;
- respect the right of others.

The school will provide a safe and caring environment that fosters and maintains respectful and responsible behavior.

All school staff has the right and responsibility to monitor student behavior and to take actions to regulate inappropriate conduct.

Cell Phone Policy

Students are not permitted to use cell phones in the classroom unless specifically directed by their teacher. Students who violate this rule may have their cell phones confiscated by the teacher, who will turn the cell phone over to the school administration. Students can then retrieve their cell phone at the end of the school day.

Tobacco Policy

In promoting healthy active living, students are strongly urged to refrain from smoking. The Government of Alberta Prevention of Youth Tobacco Use Act prohibits the possession or use of tobacco by anyone under the age of 18 years old. The school buildings, school grounds, and surrounding property are tobacco free environments for all staff and students. Students are not permitted to use tobacco products, be in the possession of tobacco products, or associate with others using tobacco in these areas. Students who are on off-campus excursions are likewise not permitted to use tobacco products, be in the possession of tobacco products, or associate with people who are using tobacco.

“Snack Shack” Hot Lunches

High school student groups wishing to raise funds for extra-curricular activities work the daily “Snack Shack” during the lunch hour. The “Snack Shack” hot lunch program is a service coordinated by the Society, and provided Monday-Friday to students by a private business. It is recommended that hot lunches be preordered in advance on-line as there will only be a limited number of “extra” lunches available for purchase each day

Grade 12 Senior Project

The Senior Project is intended to be an expression of a student’s Christian education by celebrating individual giftedness while providing a service to a specific community. Students have all been given gifts by God and these gifts are intended to bless others. The Senior Project is designed to challenge and stretch students as they purposely work to understand and express their faith within the activities of everyday life. The finished projects will be presented and displayed at the Fine Arts Evening at the end of May.

The Grade 12 Senior Project is a graduation requirement and students will not be allowed to cross the stage at Graduation or enter the banquet with the class if they do not complete their Senior Project.

Obtaining Credit for Private Music Study

Students can claim up to 15 credits in the music area towards their High School Diploma. Credit can be recommended on the basis of official transcripts as issued by Conservatory Canada or the Royal Conservatory of Music. Students are to have passed both specific practical and theory components for particular course levels. Music credit questions should be directed to the Principal or Vice Principal.

Career Counselor

A Career Counselor is available one day/week to provide counseling in course selection and post-secondary options. Students are invited to make use of this service by scheduling an appointment on the sign-up sheet at the back of the IRC. Although the school can provide information and recommendations regarding a student's current status and options, ensuring that graduation requirements are met is the responsibility of students and parents.

Grade 12 Graduation

The school, together with a student Grad Committee, organizes a Graduation Ceremony to recognize the achievements of the students in the graduating class. Complete graduation information is detailed in the Graduation Handbook issued to Grade 12's in mid-October. The Graduation Handbook is also posted on the website.

Student Recognition

An awards ceremony in June recognizes students in a number of ways. All awards, with the exception of the Congeniality Award, will be determined by the high school staff. The Congeniality Award will have the additional input of the students.

- **Service Award** – presented to secondary students who contribute freely and unselfishly to out-of-class activities such as yearbook, student's council, class committees.
- **Citizenship Award** – presented to students who embody Christian ideals in their behaviour and activities during the school year. Christian ideals are demonstrated by the student's unselfish contribution to school life, classes, and service to others. It is seen in a Christian attitude exemplified through general helpfulness, cheerfulness, respect of peers and staff, appreciative manner, humility and a welcoming nature.
- **Male and Female Athlete of the Year** – presented to a male and female student in Grades 10-12 involved in school teams and intramurals, who demonstrate Christian character and leadership, good sportsmanship, athletic ability, and contribution to team effort.
- **Congeniality Award** – presented to a student who, with their friendly optimistic personality, offers a sparkling and positive Christian influence to fellow students, and is a friend to many different people.
- **Diligence Award** – presented to a student who demonstrates determination in achieving academic and social growth.
- **Valedictorian** – presented to a Grade 12 student with the highest academic standing who exemplifies Christian perspective, service to the student community, social graces, and has good public speaking skills.
- **Principal's Leadership Awards** – given to students who are leaders in creating a positive school climate/community. These students lead change and lay the groundwork for change in the future.
- **Sr. Project Award** – The Senior Project Award is given to a Grade 12 student who has produced a senior project that has gone above and beyond expectations. The recipient of this award has shown evidence of deep and mature Christian perspective and personal growth. The beneficiary

of this award has grown personally through evidence of thought, challenge, and creativity in their project (\$200).

- **Van Brumellen Bursary Award** – presented to a student demonstrating Christian leadership, maturity and dedication during their years at CCS, and who plans to enroll in a Christian college. Criteria for selection include educational and career goals, academic achievements, and extracurricular activities in High School and in the Community (\$500).
- **Patricia B. Olivier Memorial Award** – presented to a Grade 12 student who is enrolling in a Christian college and intends to major in Education. The recipient will be chosen through a 500-800 word essay and/or an interview with administration on “Christian Education” (\$500).
- **Catherine Weening Memorial Scholarship** – presented to a Grade 12 student who is pursuing post-secondary education and exemplifies Christian character, diligence in academics, and active participation in the Fine Arts and/or Athletics programs within the Calgary Christian School community (\$500 towards post-secondary tuition).
- **Alex Schaap Memorial Scholarship** – presented by ASCEND Charity to a Grade 12 student for post-secondary training in the field of technology. The recipient will be a self-confessed gadget junkie; an exceptionally creative and resourceful person who thinks ‘out of the box’ and demonstrates an enthusiasm for learning (\$1,000).
- **Virtue Award** – This award is presented to a student who exemplifies the fruit of the spirit as set out in Galatians 5:22&23. This student exudes love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. They promote fairness and maintain a selfless attitude in their dealings with staff and students alike. This award is sponsored by the Palliser ATA (\$300).
- **Marit McKenzie Memorial Fine Arts Scholarship** – Marit McKenzie was a student at CCS from grades 1-12 and was a creative and original thinker, who loved life and had a passion for fine arts. In her grade 12 year she was the recipient of the Virtue Award which is given to the student who best promotes fairness, goodness and selflessness in their daily interactions with others. The purpose of this scholarship is to provide both assistance and motivation to those who wish to pursue their post-secondary education in the Fine Arts (\$1,000).
- **Student of God's Kingdom** – presented to a student who exemplifies the giving and caring nature of God's children. This award is open to all students from Grade 7-12 and will be based on a combination of participation in school activities, attitude in and out of school, extraordinary accomplishments with the talents that God has given them, mission and service work, and a genuine love for God. Nominations may be made by school staff and fellow students (\$250).

Alberta High School Diploma Requirements

The Province of Alberta records the courses that students complete, determines the student's eligibility for the Alberta High School Diploma and awards this certification directly to students.

To attain an Alberta High School Diploma, a student must:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses:
 - ✓ English 30-1 or English 30-2
 - ✓ Social Studies 30-1 or Social Studies 30-2
 - ✓ Mathematics 20-1, Mathematics 20-2, or Mathematics 24
 - ✓ Biology 20 or Chemistry 20 or Physics 20 or Science 20 or Science 24
 - ✓ Physical Education 10 (3 credits)
 - ✓ Career and Life Management 20 (3 credits)
- Earn a minimum of 10 credits, in any combination, from:
 - ✓ Career and Technology Studies (CTS)
 - ✓ Fine Arts
 - ✓ Second Languages
 - ✓ Physical Education 20 and/or 30
- Earn a minimum of 20 credits in 30-Level courses or 3000 Level CTS courses

Note: The following must be successfully completed to participate in the CCS Graduation Ceremony:

- ✓ Religious Ethics 20
- ✓ World Religions 30 or Religious Meanings 20
- ✓ Grade 12 Senior Project.