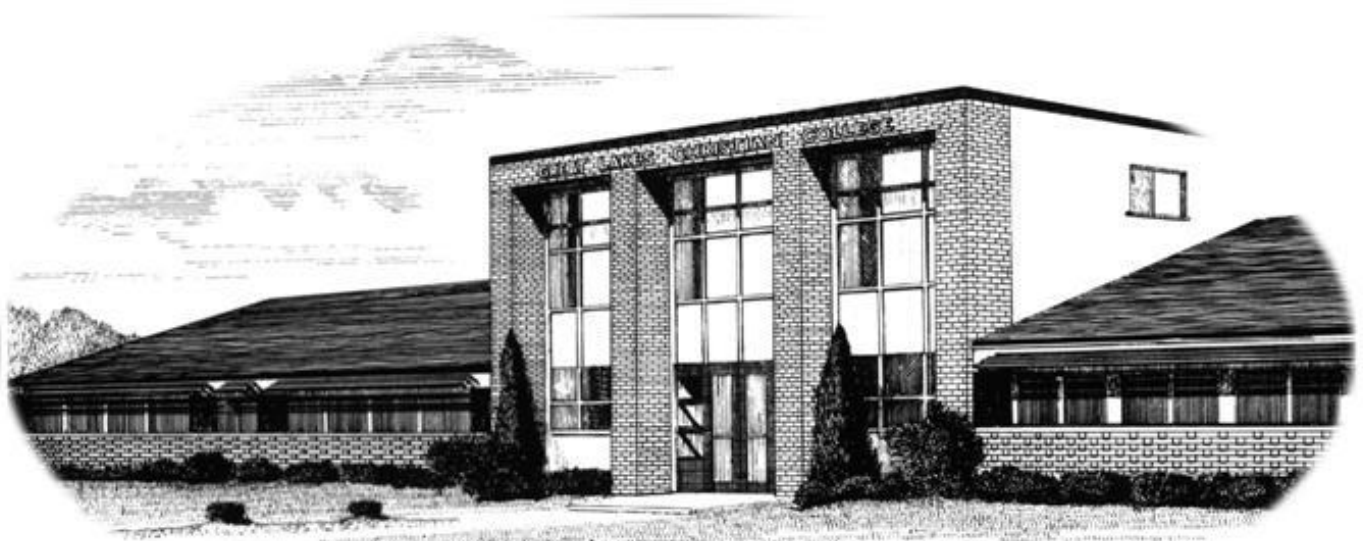




PARENT/STUDENT INFORMATION HANDBOOK 2022-2023



2022-23 SCRIPTURE THEME

"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world." John 16:33

4875 King Street | P: 905-563-5374
Beamsville, Ontario | F: 905-563-0818
LOR 1B6 Canada | study@glchs.on.ca

www.glchs.on.ca

TABLE OF CONTENTS

Spiritual Perspective & Teaching Philosophy	4
Student Activities	5
Academic Program	6
Academic Expectations	18
Academic Procedures	20
School Environment	27

SPIRITUAL PERSPECTIVE & TEACHING PHILOSOPHY

Students at Great Lakes Christian High School are provided with opportunities for spiritual, social and academic growth in an environment in which they can grow into their full potential in Jesus Christ. At Great Lakes we strive for excellence in academic class work, extracurricular activities, quality relationships and moral behaviour, which is reflective of the character of Jesus Christ.

Goals

The following goals provide direction for our High School Program:

1. To provide for the personal spiritual growth of each student into the "Abundant Life" centered in Jesus Christ.
2. To provide a High School education of high calibre which will prepare students to pursue qualitative educational, career, and life goals.
3. To also provide a Bible and Christian service program which will offer opportunities for spiritual growth and Christian ministry.

Philosophy

Great Lakes Christian High School **centers its educational program in the person and principles of Jesus Christ**. Each subject is studied from a Christian perspective. School regulations seek to reflect the character of Christ. Staff members serve out of a personal faith commitment to Jesus as Christ. Great Lakes was established and is supported by families of churches of Christ to give young people the benefit of education in an environment which respects the Lordship of Jesus Christ and the authority of the Bible.

Students are encouraged to:

1. Respect the purposes for which Great Lakes exists.
2. Respect the spiritual faith and conviction of fellow students.
3. Approach faith differences in a manner which seeks to understand and be obedient to the Word of God as revealed in Jesus Christ.

Spiritual Program

Each student is expected to personally encounter the person of Jesus Christ and to live out the truth of the Gospel as it is discovered in relationship to Jesus Christ. Consequently, we maintain the following policies:

1. **Re-admission to Great Lakes Christian High School requires acceptable effort in Bible classes during the previous year.**
2. Receiving the "Great Lakes Christian High School Diploma" requires a passing grade in the content of Bible classes for the year in which the diploma is awarded. This will be the average of the Bible classes taken in the graduating year.

All students at Great Lakes Christian High School enrol in **Bible Classes** each semester. Students will be challenged to consider Jesus Christ as the Son of God. At each grade level students will study some aspect of the life and person of Jesus Christ through textual (i.e. the Gospels) or topical studies.

Students will also study a portion of both the Old & New Testaments each year. Practical studies in Christian Evidences, Ethical Living, Developing a Devotional Life will also be offered. **Chapel** activities include a period of worship, encouragement, and reflection on our relationship to God through Jesus Christ. It is expected that staff and students will positively participate in both chapel and in life application activities arising from the formal chapel service.

STUDENT ACTIVITIES

1 Student Government

The purpose of the Student Council is "to encourage and uphold Christian ideals, to provide representative government for the student body, and to promote co-operation between students and staff".

The Student Council is comprised of a President, Vice President of Communications, Vice President of Finance, Vice President of Dorms (one per dorm), Vice President of Spiritual Life, Vice President of Athletics, and VP of School Culture voted on in May. Candidates for the Executive positions must have a 70% average and be in grades 10, 11 or 12 for the year in which they serve. A candidate for an Executive Office must have displayed the qualities of good citizenship and display a positive Christian character.

The Executive for the following year must be nominated by the first Friday in May (on a form to be signed by six or more students) and an election held prior to the third Friday in May. Voting is by secret ballot by all High School students.

Class representatives are chosen (and additional members may be appointed) at the beginning of the new school year prior to the end of the third week of the First Semester.

2 Student Organizations

Several activities have a permanent place in the traditions of Great Lakes, including the chorus and HEMSO (yearbook). Clubs and spiritual/service organizations also meet. Additional organizations may be formed according to the following criteria:

- a. a sufficient number of interested students
- b. a staff member willing to serve as a sponsor
- c. approval by the Principal

Students are encouraged to participate in co-curricular activities, yet not become overly involved.

3 Student Organization Funds

All funds received by Student Organizations are to be deposited with the Business Office. An accounting procedure approved by the Business Office will be required of the club. The Business Office, by way of a purchase order number or a cash authorization, must authorize all purchases on behalf of a club in advance. The school is not obligated to pay for any spending not specifically authorized by a purchase order. Club sponsors are to have ALL fundraising activities approved by the Principal.

Student Council Funds - Student Council receives funding through fund raising projects that it initiates. Student Council is the only student organization to keep its funds in a separate bank account. Members of the Student Council determine how the funds are to be spent, with approval and supervision of the Student Council Sponsor.

4 Special Activities/Events

Social events scheduled throughout the year by the Student Council may include the following activities: beginning and end of year all-school picnics, a Fall activity, Winter and Spring Banquets, Winter Carnival, Valentine's Party and talent nights. Specific approval for special club activities or class parties is to be requested from the Principal at least one week prior to the planned activity.

5 Communication Procedures

The free exchange of information and ideas is essential to the success and well being of the High School. The following communication channels are available to all students:

- a. The Student Council is charged with promoting school spirit and student welfare. Students having suggestions for improvement, requests for change or identifying areas of concern should present these to their class or dormitory representatives or the Student Council Executive.
- b. The VP of Dorm will meet as needed to assess the quality of student life. Suggestions may be directed to the Residential Head/ Vice Principal or the Student Council.
- c. Teachers, Residential Supervisors, the Principal, the CAO and other members of the school's administration also invite students to communicate suggestions to them.
- d. The Board of Directors. However, prior notice should be communicated to the Principal and the CAO.

The Academic Program at Great Lakes Christian High School is an Ontario Ministry of Education "Privately Inspected Program." The Ontario Secondary Schools Diploma and the Great Lakes Christian High School Diploma are offered.

THE ACADEMIC PROGRAM

1. Ontario Secondary School Diploma Requirements

In order to receive an Ontario Secondary School Diploma, students must successfully complete specific compulsory credits as well as a number of elective credits.

Students must plan their program to include the appropriate compulsory and elective courses and any prerequisite courses that may be required.

Students must successfully complete 30 secondary school credits in order to earn an Ontario Secondary School Diploma. Eighteen of the 30 credits are compulsory. Twelve are elective.

Students are required to remain in secondary school until the student has reached the age of eighteen or obtained an Ontario Secondary School Diploma (OSSD).

Secondary School Credits

A credit is granted in recognition of successful completion (that is, completion with a percentage mark of 50% or higher) of a course that has been scheduled for a minimum of 110 hours. Credits are granted by the principal on behalf of the Ontario Ministry of Education. A half credit is granted for each 55-hour part of 110-hour Ministry-developed course. Half-credit courses must comply with requirements outlined in the Ministry curriculum documents.

At this point in time, Great Lakes Christian High School has elected to exempt all Great Lakes students from the graduation requirement of two (2) online learning credits as we believe that this requirement strongly conflicts with both the religious and educational mission of the school. This exemption will be included in the Ontario Student Record of each student at our school. Students are welcome to take online courses in consultation with the Guidance Counsellor if they wish. On the student transcript it will be recorded, "Online Graduation Requirement- N/A"

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

Ontario Secondary Schools Diploma Requirements	
18 compulsory credits	Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:
4	credits in English (1 credit per grade)*

3	credits in Mathematics (1 credit in Grade 11 or 12)
2	credits in Science
1	credit in Canadian History
1	credit in Canadian Geography
1	credit in the Arts
1	credit in Health and Physical Education
1	credit in French as a Second Language
0.5	credit in Career Studies
0.5	credit in Civics
	Plus one credit from each of the following groups:
Group 1	* additional credit in English, or French as a Second Language,**or a Native Language, or a Classical or an International Language, or Social Sciences and the Humanities, or Canada and World Studies, or Guidance and Career Education, or Cooperative Education.***
Group 2	additional credit in Health and Physical Education, or the Arts, or Business Studies, or French as a Second Language,** Cooperative Education***
Group 3	additional credit in Science (Grade 11 or 12), or Technological Education, or French as a Second Language, ** or Computer Studies, or Cooperative Education***
	In addition to the compulsory credits, students must complete:
12	Optional Credits†
40	hours of Community Involvement activities
	The Provincial Literacy Requirement
<p>* A maximum of 3 credits in English as a Second Language (ESL) or English Literacy Development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.</p> <p>** In groups 1, 2 and 3 a maximum of 2 credits in French as a Second Language can count as compulsory credits, one from group 1 and one from <i>either</i> group 2 or 3.</p> <p>***A maximum of 2 credits in cooperative education can count as compulsory credits.</p> <p>† The 12 optional credits may include up to 4 credits earned through approved dual credit courses</p>	

Substitution of Compulsory Credits

The decision to substitute one course for another for a student should be made if the student's educational interests are best served by such a substitution. Substitutions are made to meet individual Student's needs. Substitutions should be made to promote and enhance student learning or to respond to special needs and interests.

Up to three (3) compulsory credit courses may be replaced with courses from the remainder of those that meet the compulsory credit requirements. A request for substitution must have parental permission for students under 18 years of age and permission from the Principal.

Optional Credits (total of 12)

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students may earn these credits by successfully completing courses selected from the courses listed as available in the Student Course Calendar.

The Provincial Secondary School Literacy Requirement

All students must successfully complete the Provincial Secondary School Literacy Test or the Ontario Secondary School Literacy Course in order to earn a Secondary School Diploma. Students will normally take the Literacy Test when they are in Grade 10. The test will be based on the Ontario curriculum expectations for language and communication – particularly reading and writing – up to and including Grade 9.

Accommodations

Students who have been identified as requiring accommodations within the regular classroom, might request or be recommended for an accommodation with respect to factors such as time allotted, place of writing, the need for a scribe or a prompter.

Deferrals

Students who are still enrolled in English as a Second Language Courses and have not yet demonstrated the Level of English proficiency to successfully complete the test will be granted a deferral.

Exemptions

Students who are not working towards the completion of the Ontario Secondary School Diploma may be exempt from this requirement.

The Ontario Secondary School Literacy Course

The Ontario Secondary School Literacy Course is available to students in the Province who meet the following conditions:

- the student must have written the Ontario Secondary School Literacy Test once and failed it;
- the student must be in Grade 11 or 12;
- the parent(s)/guardian(s) or adult student must have provided written agreement;
- the Principal recommends that a student enrol in the Ontario Secondary School Literacy Course prior to taking the test the second time and deems such to be in the best educational interest of the student.
- Principals may allow a student to enrol in the OSSLC prior to the student having a second opportunity to take the test.
- Mature students may enrol in a Literacy course without having taken the Ontario Secondary School Literacy Test. A "Mature Student" is 18 years old prior to December 31 of the school year registered in an Ontario School and who was not enrolled in an Ontario School in the previous year (10 month period).

English and Literacy Support

All Teachers in all Courses of Study are Teachers of English and teach English across the Curriculum providing Literacy Support.

Specific Tutorials are provided to all Students, at all Grade Levels, who are preparing for the Ontario Literacy Requirement.

All Students who need English support are provided with additional time and remedial opportunities.

COMMUNITY INVOLVEMENT ACTIVITIES

As stated in **Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements**, every student must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary Schools Diploma. The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities. Students may start accumulating Community Involvement hours in the summer before they enter Grade 9. These activities may be completed at any time during their years in the Secondary School Program. The requirement is to be completed outside student's normal instructional hours.

Students, in collaboration with their Parents and Principal will decide how they will complete the Community Involvement requirement. They may use an Annual Education Plan to identify possible activities they might undertake. All activities must be pre-approved by the Principal.

Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals), and informal settings. It should be noted that students will not be paid for performing any community involvement activity.

Procedures for Students

Students may complete the 40 hours of community involvement activities at any time during their secondary school program. Students under the age of eighteen years will plan and select their community involvement activities in consultation with their parents.

Before beginning community involvement activity, students are encouraged to submit a "Notification of community involvement activities" form. The sponsor of the activity – that is, the person or organization that provides the community involvement activity – will complete the appropriate sections of the form to verify that the activity has been completed and will sign the form. The form must also be signed by one of the student's parents if the student is under eighteen years of age. The student must submit the form to the Principal.

Notification of Planned Community Involvement Activities

Student

Principal

Kerri Kennedy

School

GREAT LAKES CHRISTIAN HIGH SCHOOL

Telephone

(905) 563-5374

Please provide the information requested below about the community involvement activities in which you plan to participate.

Activity	Estimated number of hours	Estimated date of completion	Location and telephone number	Supervisor's name	Principal's signature

Is each activity on school's list of approved activities? ☐ Yes ☐ No

If you checked "No", you must obtain written approval from the principal (the principal's signature above) before starting the activity.

Student's signature

Date

Parent's or Guardian's Signature

Date

Completion of Planned Community Involvement Activities

Student

Principal

Kerri Kennedy

School

GREAT LAKES CHRISTIAN HIGH SCHOOL

Telephone

(905) 563-5374

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

Activity	Number of hours	Date of Completion	Location and telephone number	Supervisor's name and signature
Total				

Student's signature

Date

Parent's or Guardian's Signature

Date

For office use only

☐ Completion has been noted on the student's OST

Ineligible Activities

The Ontario Ministry of Education has developed a list of activities that may not be chosen as community involvement activities. These are referred to as ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities;
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).

Eligible Activities

The following is a suggested list of eligible activities:

- a nursery or pre-school
- teaching in a Sunday or Vacation Bible School
- service at a senior's centre (i.e. Albright Centre, assisting residents)
- serving with community or school service groups
- clocks/stats, coaching at athletic events
- Fundraising – i.e. Heart & Stroke/Cancer Society etc.
- adopt a road (i.e. environmental service)
- service at soup kitchen/food bank/Community Care drive
- volunteer at hospitals
- child care as a service to a family (not own family)
- conduct intramural events
- youth rally service committees (conducting of actual events)
- peer tutoring

Additional activities must have specific approval of the Principal.

The Ontario Secondary School Certificate and The Certificate of Accomplishment

Great Lakes Christian High School does not offer the Ontario Secondary School Certificate or the Certificate of Accomplishment which may be granted to students who leave school prior to earning the Ontario Secondary School Diploma.

The Organization of Courses in Grades 9 and 10

As of September 2022, students in Grade 9 will no longer be streamed in: Science, Geography, English, and French. Math was already de-streamed in September 2021. Grade 9 students will also be able to take Open Courses.

There are 4 types of courses available to students in Grade 10. Please note that the Ministry of Education has indicated there may be a changes released for Grade 10 Math for the 2022-2023 school year.

- a. **Academic Courses** - students will learn the essential concepts of a subject and explore related material as well. Although knowledge and skills in the subject will be developed through both theory and practical applications, the emphasis will be on theory and abstract thinking as a basis for future learning and problem solving.
- b. **Applied Courses** - cover the essential concepts of a subject. Knowledge and skills will be developed through both theory and practical applications, but the focus will be on practical applications. In applied courses, familiar, real-life situations will be used to illustrate ideas, and students will be given additional opportunities to experience hands-on applications of the concepts studied.
- c. **Open Courses** - include curriculum expectations suitable for all students and are designed to provide students with a broad educational base that will prepare them for their studies in the senior grades and for productive participation in society.

The Organization of Courses in Grades 11 and 12

There are 4 types of courses available to students in Grades 11 and 12.

- a. **University Preparation Courses** - students will be equipped with the knowledge and skills necessary for entrance into university and related careers. Emphasis is placed on the development of independent research and learning skills.
- b. **University/College Preparation Courses** - students will be equipped with the knowledge and skills necessary for entrance into specific university and college programs. Emphasis is placed on the development of independent research and learning skills.
- c. **College Preparation Courses** - students will be equipped with the knowledge and skills necessary for entrance into college programs. Emphasis is placed on the development of critical thinking and problem-solving skills.
- d. **Open Courses** - students will be prepared for further study in specific subjects as their general knowledge, skills and educational experience is enriched.

Guidance

The Guidance Program will include the following:

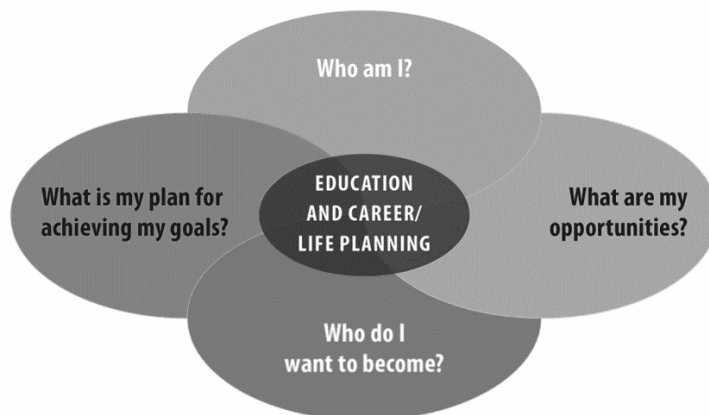
- a. The delivery of the compulsory Career Studies (GLC20) course in Grade 10.
- b. An Annual Education Plan which will be reviewed and updated by students, parents and the Guidance Counsellor.
- c. Student Course selection and Academic Programs are approved by Parent and/or Guardians with consultation with the Guidance Counsellor. Course changes or Course Types must also have Parent and/or Guardian approval.
- d. Post-secondary counselling and application support will be provided by the Guidance Counsellor throughout the grade 12 year.

Course, Career, and Life Planning (Individual Pathways Plans – IPPs)

Creating Pathways to Success is the policy and program document for the Education and Career/Life Planning Program for Ontario Schools released in 2013. You can view this document at www.edu.gov.on.ca/eng/document/policy/cps/CreatingPathwaysSuccess.pdf

The vision of *Creating Pathways for Success* is to have all students leave secondary school with a clear plan for their initial postsecondary destination, whether in apprenticeship training, college, community living, university, or the workplace, and with confidence in their ability to implement, and revise or adapt, their plan throughout their lives as they and the world around them change. This vision sees students as the architects of their own lives.

Each student at GLCHS will either create or build upon their existing Individual Pathways Plan (IPP). This plan encourages students to explore four inquiry questions:



At GLCHS all students will continuously learn about themselves and their opportunities. Some of this learning will occur in the classroom, but many learning experiences will also occur at home or in the community. To help students reflect on their unique and individual learning students can collect evidence through a cloud-based program called *myBlueprint*.

All students at GLCHS have a *myBlueprint* account. *myBlueprint* is an online program/portal that allows students to plan and select high school courses, explore occupations and postsecondary options, and record important information and reflections related to their career and education planning.

In the fall of each school year our Guidance Counselor speaks to each homeroom class regarding the completion of the IPP. Each presentation is slightly different. In Grade 10 and 11 we emphasize planning for a post-secondary pathway. We ask students to explore potential programs using *myBlueprint* along with other online resources such as *Electronic Info* and *Ontario Colleges, Apprenticesearch*, etc. Our Grade 12 class receives more information regarding College and University applications, timelines, and processes.

In the winter we visit each homeroom again for course selections. We discuss with the Grade 12 students their post-secondary destination and discuss alternate options (returning for a fifth year, completing alternative training, financial aid, etc.).

In the spring, all Grade 9-11 students have a one-on-one discussion with the Guidance Counsellor. At this time we review the IPP and course selections for the following year. Grade 12 students are invited to make appointments to discuss post-secondary destinations if required.

At any time, parents and students are encouraged to contact the Guidance Counsellor if they would like to consult in person about course, career, and/or life planning.

All Students Successful

At GLCHS we believe that the best preparation for success in the workplace and as a conscientious citizen is by completing a robust and qualitative secondary school education. To this end, we are committed to reach every student and help him or her achieve a successful outcome from their secondary school experience. Our students are afforded the opportunity to reach their full potential and given the tools, strategies, and plans to complete their secondary school education successfully. We provide courses of varying levels, experiential learning opportunities, and multiple co-curricular activities that seek to grow students academically, emotionally, spiritually, and physically.

Intervention Strategies and Resources

Sometimes, students require strategies, support, and/or accommodations to reach their potential. The key to successful student support is the early identification of student needs, particularly if he or she is struggling to meet the expectations of a course. Student needs may be identified prior to enrolment (parental, professional, or educational identification) or shortly after enrolment (the first three weeks of all GLCHS courses are designed to assess prior learning and preparedness for success). Any concerns identified by a parent, guardian, or teacher, should be presented as early as possible to the Academic Support Committee (Guidance Counselor, Principal, Vice-Principal, and Learning Resource Teacher). All formalized plans are completed within 30 days of the start of school.

Once referred, the Guidance Counselor, Principal, and/or Learning Resource Teacher, in consultation with the parents/guardians and student, will determine level of support that may be necessary for student success. This determination may include reviewing previous educational documentation, applicable prior academic/behavioural/medical recommendations, and/or appropriate testing.

If *strategies for learning* are needed:

- Offer advice and support that can be applied in the classroom and at home.
- Provide the appropriate resources that are available (monitoring, tutoring, dedicated learning space and/or time, etc.)

If non-exceptional *accommodations only* are needed:

- Develop an Individualized Education Plan (IEP)
- The IEP is a collaborative document including input from parents/guardians, the student, the student's teachers, the Academic Support Committee, and any former evaluations/assessments.
- Using the IEP, determine a plan of action to assist the teacher and student that clearly identifies student strengths, areas of growth, and both educational and environmental accommodations)
- Establish and maintain a biannual IEP review process with teachers, student, and parents/guardians.
- The IEP box on the report card will not be selected for these students because they are not formally identified and only require accommodations versus modifications.

English Language Learners (ELLs)

In order to be admitted to GLCHS, students must demonstrate a basic ability to speak, read, and write in English. We use an oral interview and the combination of two tests to determine if students meet the minimum English requirement for admission: *The Test of English as a Foreign Language Junior* (TOEFL Jr.) and the *Common Admission Test 4* (CAT4, from the Canadian Test Centre).

For students who demonstrate that their English proficiency requires more development, GLCHS provides ESL courses, designated according to levels of proficiency in English and literacy development. ESL courses are open (meaning students can continue to all post-secondary pathways). Students may substitute up to three ESL for compulsory English credit requirements for their diploma. Additional ESL/ELD credits may be counted as optional credits for their diploma. To encourage consistent development in English language proficiency while respecting the needs of some ELL learners, accommodations, as needed, will be made in classes.

In all courses except French, English is the primary language of instruction. Therefore, the following strategies and accommodations are used, as needed, to assist students whose first language is not English:

- using a variety of instructional strategies (e.g., extensive use of visual cues, graphic organizers, scaffolding; previewing of textbooks, pre-teaching of key vocabulary; peer tutoring; strategic use of students' first languages)
- use of a variety of learning resources (e.g., visual material, simplified text, bilingual dictionaries, and materials that reflect cultural diversity);
- use of assessment accommodations (e.g., granting of extra time; use of oral interviews, demonstrations or visual representations, or tasks requiring completion of graphic organizers, etc.)

B. Student Records

1 Ontario Student Transcript (OST)

The Ontario Student Transcript is a standard form used by all Ontario secondary schools. It provides a summary of a student's successfully completed courses and the final marks.

The Ontario Student Transcript will include disclosure for all Grade 11, 12/OAC courses taken or attempted and credits earned as of September 1999.

The course mark at the time of withdrawal from a course of study will be recorded on the transcript if a course is dropped after mid-term (i.e. after 5 instructional days following the Mid-term reporting period and/ or Report Card). The initial copy of the Transcript is provided free to all graduates. Additional copies can be obtained at a cost.

A copy of the Ontario Student Transcript is filed in each Student's Ontario Student Record and is available on request from the Academic Office.

2 Ontario Student Record (OSR)

The OSR is the ongoing, confidential record of a student's educational progress through schools in Ontario. The collection of this information is authorized by the Education Act. The information in an OSR is available to Supervisory Officers, the Principal and Teachers of the school only for the purpose of improving the instruction of the student. All students and the parents or guardians of students under 18 years of age have the right to examine the OSR and to receive a copy of its contents, if they so desire.

3 Prior Learning Assessment and Recognition

In exceptional cases, Great Lakes Christian High School offers a "Prior Learning Assessment and Recognition Program" wherein a student might enter into a "challenge process" and be granted credits based upon formal testing and completion of assignments with respect to a course developed from "Provincial Curriculum Policy" documents.

Great Lakes Christian High School does grant "equivalency credits" based upon the assessment of a student's record (report cards, transcript) from a non-inspected private school in Ontario or from schools outside the Province of Ontario.

STUDENT EVALUATIONS

Procedure for Waiving Prerequisite Courses

A parent or student (18 years of age or older) may request that a prerequisite for a specific course be waived. Any decision to waive a prerequisite course of study will be based upon the following criteria:

- a) The completion of a formal application.
- b) Consultation with the Principal.

- c) Consultation with the Guidance Counsellor and/or the appropriate Faculty member who will deliver the course requested.
- d) A demonstration by the student that they have sufficient background to attempt the course in question.
- e) Any student added to a course, without first completing the necessary prerequisite, will do so on a probationary basis for the initial 3 weeks of the semester. A re-evaluation of the student's progress will be requested to ensure that the student is able to successfully complete the course.

Access to Course Outlines and Ontario Ministry of Education Documents

Parents or students who would like to review Ontario Ministry of Education Curriculum Policy Documents or Course Curriculum Outlines with respect to course content, expectations, resources, teaching strategies, assessment procedures, might make inquiry of the Principal or the Academic Office or consult the Ministry website at www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html for Policy Documents

Independent Learning Centre/On-Line Courses of Study

Students wishing to purchase and make application for, a Correspondence Course from the Independent Learning Centre or from a specific District School Board, or Private Institution, should request such at the Academic Office or from the Guidance Counsellor or Principal.

Documentation as to a Student's enrollment, progress and Interim and Final Evaluation/Report Card results for Correspondence and On-Line Courses, are maintained in the Student OSR and recorded on the Student's Transcript as per the Transcript Policy and Procedures.

Student progress in Correspondence and On-Line Courses is monitored by the Guidance Counsellor and Principal.

ACADEMIC EXPECTATIONS

1 Diplomas

Students at Great Lakes Christian High School are expected to earn both the Ontario Secondary School Diploma (OSSD) and the **Great Lakes Christian High School Diploma** which is offered to students who successfully complete additional courses in Bible beyond the OSSD.

As a "Privately Inspected School," the Ontario Ministry of Education authorizes the Principal, on an annual basis, the right to grant the Ontario Secondary School Diploma.

2 Academic expectations

The Secondary School Program at Great Lakes Christian High School conforms to the curriculum guidelines, course expectations and educational procedures mandated by the Ontario Ministry of Education for "Privately Inspected Schools." The expectations contained in each specific Provincial Discipline Guideline is the basis for students earning individual course credits. The purpose of the Academic Program at Great Lakes Christian High School is to prepare students for post-secondary education at a University or College Level and to prepare students for a meaningful life of Christian service in their local community.

It is expected that all Students will remain in Secondary School until the age of 18 or until they have earned the Ontario Secondary School Diploma. (Bill 52 "The Educational Amendment School Leaving to Age 18")

It is also expected that all Students will attempt to meet or exceed the Provincial Standard in all Courses of Study.

3 Admissions Policy Re: Full /Part–Time Students

- a) Students in Grades 9-11 must be fully enrolled in a minimum of three academic courses in which they display the following:

- effort
- aptitude
- evidence of achievement
- realism that a credit is achievable

If a Grade 9-11 student drops to one class they cease to be a student at Great Lakes Christian High School. An exception might be entertained in the event of significant or exceptional need. These will be evaluated on a case by case basis.

- b) A Grade 12 student, in their graduation year, may have more than one spare with permission from both the Parent and the Principal, providing such does not jeopardize a student's graduation requirements and is deemed academically constructive by the Principal.

4 Academic Evaluations

The school year is divided into two semesters with a full report of standings issued for each. Interim reports are issued in the middle of each semester and final reports are issued at the end of each semester. Report Cards are provided for Students living in Residence and for all Parents and authorized Guardians.

A final grade is recorded for every course, and a credit is granted and recorded for every course in which the student's grade is 50% or higher. The final grade for each course in Grades 9-12 will be determined as follows:

- Seventy per cent of the grade is based on evaluations conducted throughout the course. This portion of the grade reflects the student's most consistent level of achievement throughout the course with special consideration given to more recent evidence of achievement.
- Thirty per cent of the grade is based on a final grade is based on an evaluation administered at or toward the end of a course in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered at or towards the end of the course.

Evidence for student achievement for evaluation is collected over time from three different sources – observations, conversations, and student products.

5 Learning Skills/Work Habits

For grade 1 – 12 to the extent possible, the evaluation of Learning Skills and Work Habits apart from any that may be included as part of a curriculum expectation, in any subject or course, are not considered in the determination of a student's grades.

The Report Card provides a record of the Learning Skills and Work Habits demonstrated by Students in the following categories:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

The Learning Skills and Work Habits in all subject areas are assessed as

E – Excellent

G – Good

S – Satisfactory

N – Needs Improvement

To the extent possible, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation in any subject or course, are not considered in the determination of a student's grades.

In all courses, students are provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations, across all four categories of knowledge and skills.

Standardized Evaluations of student achievement are conducted on an annual basis in the following areas:

- The Provincial Secondary School Literacy Test for all Grade 10 students as a graduation requirement.
- A Secondary Level English Proficiency Test (SLEP) is required of all International students/ or the students write a recent copy of an OSSLT test.
- Canadian Academic Testing (CAT) for all Grades 9 - 10 Mathematics and English students and for selected transfer students at the senior level. *may be conducted.
- National and International standardized testing by universities of senior students in Mathematics, Science and selected other disciplines.
- Ontario Ministry of Education Testing as testing instruments become available.

6 Community Resources

Students are encouraged to utilize and become involved in Community Activities and Resources. Students utilize the local Library, Arena; participate in local clubs, Teams and Organizations as both members and volunteers. Service ranges from Day Care, Elementary Schools, Churches, Camps, Senior Citizens Centres, Food Banks, Inner City building projects and Street Benevolence. Monies are raised for Local, National and Global Charities. Children are supported and Global Relief is provided via organizations such as World Vision and students may travel to and volunteer service in developing nations.

Students participate in Community Service Days/Activities, Public Presentations and Choral Activities. The Motto to "Seek, Serve and Become" provides perspective and opportunity to offer both the School's facilities and personal service as instruments for the Community good. (Also see Community Service Activities p.9)

ACADEMIC PROCEDURES

1 Attendance

A good attendance record will enhance academic performance. Day students who are absent for personal illness or compassionate reasons will be excused when a message is communicated from parents/guardians (students 18 and over may legally write their own notes). Absences for day students should be communicated to the Academic Office by 8:00 am on the day of the absence in question. Absences for reasons such as "vacation" time or suspension will receive no special consideration.

Frequent absenteeism will necessitate conferences with both students and parents in an attempt to improve one's academic performance. **If 12 absences** are attained in any given one semester course, the **feasibility of attaining credit will be verified** based upon the following criteria:

1. The Student in question has created an Action Plan with the Principal to ensure that class time lost is made up and is approaching the 110 hours of in-class-time that is required for a credit.
2. Incomplete assignments/class tasks are completed and submitted.
3. All Course Expectations have been achieved.

Parents will be informed of any such situations.

An inordinate number of absences will result in **suspension from any school activity** which would require that one be absent from classes.

Students with first period spare are to report to the Academic Office each morning and sign in.

Academic Classes are conducted from 7:55 a.m. to 3:10 p.m. on Monday through Friday on formal Class Days.

2 Lates

Students who are late are to report to the Academic Office and proceed to class. The Academic Office will register the late through Edsby and include explanations. All students who are repeatedly late are to report to Detention when they are called over the announcements or through a post on Edsby to serve an Academic Extension and to work out an Action Plan to rectify their lateness. The classroom Teacher will admit a student to class when and if it is appropriate based upon a break in classroom instruction.

Repeated lates for a specific class will result in conferences with:

- a) the student and the Teacher
 - b) the student and the Principal
 - c) the student and the Parents/Guardians
- prior to a **suspension or withdrawal from a class**.

3 Course Changes

New courses or course types may be selected prior to the 3rd week of each semester. Courses dropped after the 9th week of the semester will have the course drop and the result earned recorded on their Ontario Student Transcript for Grade 11-12 courses. All academic course changes will require the completion of a "Request for Course Change" form and permission from both the Principal and Parents/Guardians. Students will continue to attend a class until formal permission to change a course or course type is approved by the Principal.

4 Late or Incomplete Assignment Policy

It is expected that all Students will complete and submit all formal assigned tasks and thus have multiple opportunities to demonstrate evidence of learning and achieve Course Expectations. Students who fail to complete assigned tasks in a timely fashion will be provided with additional time, encouragement and opportunity to complete previously assigned or an Alternate Assignment to demonstrate evidence of learning. Our policy and procedures are designed to motivate and facilitate completion of work and demonstration of learning and, where possible, allow for additional or alternative opportunities to do so.

Hence, the following guidelines:

- a) It is expected that **all assignments** will be **completed on time**.
- b) Students are **responsible** for providing **evidence** of achievement with respect to the Overall

Expectations in each Course of Study, within each Unit and within the timeframe specified by the Subject Teacher.

- c) Teachers will inform Students and collaborate with each other (via an All-School Major Assignment/Test Calendar) with respect to the due dates for Major Assignments, Summative Evaluation Projects, and Unit Tests.
- d) **Conferences** will be conducted with the Principal, Student and Parents when a Student fails to demonstrate progress in completing overall course expectations with respect to assignments.
- e) Students who **fail** to make satisfactory **progress** in completing assignments will be removed from Extra-Curricular Activities, provided with extensions and academic support until their effort and progress meets expectations.
- f) A Student who is **absent** for an extended period of time may be provided with alternative assignments or testing.
- g) A Student who **requests** in advance, with a valid reason, an extension in order to fully complete an assignment, will not forfeit any grade credit if the Subject Teacher authorizes a new due date.
- h) A Student who knowingly **fails to submit** assignments, and thus gains a time advantage compared to the class expectation, may suffer a **late penalty** to be determined by the Subject Teacher.
- i) Any mark deduction on an individual assignment will not **misrepresent** the student's overall achievement in the Course of Study.

5 Plagiarism

Students guilty of flagrant plagiarism on individual assignments, papers/projects or cheating on tests/exams will be reported to the Principal, may withdraw themselves from a course of study (suspension), will receive a grade of zero on the item in question, may lose credit in a course of study and/or be expelled from school.

A system of honour and personal integrity is the basis for Christian education at Great Lakes and for a Christian presence in the wider world.

6 Academic Probation

Students whose class work shows a marked or sudden decline, or who fail to make application of learning opportunities generally will be provided with remedial assistance, placed on Academic Report with the Learning Resource Teacher and the Principal, provided with additional structured learning time and personal encouragement prior to being placed on Academic Probation.

7 Extra-Curricular Activity Participation

Students who are failing a course(s) of study or who are not performing at a satisfactory academic level will be removed from all extra-curricular activities for a set period of time and provided with appropriate counsel and additional academic support in an effort to improve their performance. Those who respond positively to assistance will be reinstated in extra-curricular activity.

Students who are absent from school (for reasons other than school-related activities or appointments) are ineligible to participate in any extra-curricular activity that day. For example, if a student was home sick for the day, they would not be permitted to do afterschool activities that day. Likewise, if a student was home sick for half a day the student would not be permitted to attend afterschool activities. Some exceptions may apply, but would need specific Principal or Vice Principal approval. Students who are sick

in the morning are not permitted to come to school in the afternoon. Some exceptions may be appropriate and should be determined by the Principal.

8 Independent Learning Time

Students having a "free" period may utilize learning spaces around the school for quiet study and research. Students who are having specific academic problems will be assigned to an independent study area (Learning Resource Room) with supervision. Students who desire to work together or engage in "low key" visits during independent learning time may utilize the cafeteria or an open classroom.

9 Evening Study Hall

Teacher support will be available a 1-2 times per semester, per course and will occur close to the due date of a major assignment or test. The teacher will host study hall from 7-8 at home through their computer through Teams or other meeting app. At no time will there be just a teacher and one student online.

10 Day Students

Day students are expected to leave campus for home by 4:00 p.m. unless they are participants in a school activity or have permission from a Residential Supervisor or the Principal to remain on campus. If on campus for an evening activity, day students should leave campus by 9:45 p.m. and must receive permission from the dorm supervisors or supervising staff member to be on campus.

12 Computer Acceptable Use Policy

By clicking OK before logging into a Great Lakes Christian High School computer, you are agreeing to the terms and conditions for the use of any GLCHS computer.

No one shall knowingly infect a GLCHS computer. This includes continued use of a USB device that has been found to contain a threat by the antivirus program. Students are responsible for cleaning their own devices once the GLCHS antivirus program has detected a threat. The antivirus program notifies the user when it has detected a threat. Students are then responsible to not re-infect their own devices and use them with a GLCHS computer.

Students are prohibited from installing software on a GLCHS computer.

Username and passwords shall not be shared with other individuals. It is recommended that computer users select a complex password that cannot be easily duplicated by observation or guessed.

If a password has been shared, both students will be removed from the internet for 24 hours for the first offense. A second offense will be 48 hours and a third offense will be 1 week.

Access to use of the Internet is at your own risk. Students should be careful when accessing sites which require personal information.

All students and parents will sign an Acceptable Use Policy before a student is issued a laptop.

The laptop is the property of the school. In the event that a student is not using their laptop properly for school related activities, in consultation with the parents and IT the decision may be made to: put a tracking device on the laptop, require the laptop to be turned in at different times of the day including end of day, and/or change the laptop to a laptop that has very limited capabilities for gaming and/or other applications.

Computer use is a valuable and necessary component of a GLCHS' student's work. Varying work responsibilities results in access to different levels of information sources and school infrastructure. Access and authorization to information and equipment carry a responsibility for their appropriate use.

The use of Great Lakes Christian High School computer equipment is intended to be used for educational and professional development activities. As a result, a teacher may choose to not have students use their laptops for student work and instead ask students to use traditional paper and pen activities depending on the subject and the assignment.

The use of the network must be consistent with the educational and spiritual objectives of the school. This technology usage agreement is used along with our current GLCHS Handbook for students.

Expectations of students include, but are not limited to, the following:

1. Use of GLCHS computer equipment and access to the network is granted to the undersigned only. The undersigned should never allow another person to use his or her individual user name or password to gain access to the school's network or other school resources. The undersigned should never allow another person to make purchases with bank information that is not their own. GLCHS is not in any way responsible to recover these types of lost funds.
2. GLCHS computer equipment is for institutional purposes only. Such uses include, but are not limited to coursework, research, and personal correspondence. GLCHS computer equipment is not be used by anyone other than the assigned user.
3. Software should be used only in accordance with its license agreement. The undersigned agrees to abide by the licensing agreements between GLCHS and its vendors. Students must not install software of any kind without permission and supervision.
4. The undersigned will not damage or destroy computer equipment, software or systems. Any damage to computer equipment should be reported to the Principal. A valid credit card imprint will be given for up to \$1,000 for laptop/textbook/dorm room/fob etc. damage. Parents will be given 7 days notice before any charges are made.
5. Employees/ students are expected to use email, Teams, Edsby and social media with good judgment and be aware that email messages are not confidential and privacy cannot be guaranteed.

The undersigned is prohibited to:

- a. Sending, responding or forwarding electronic/digital (includes social media) communication that contains defamatory, offensive, obscene or racial remarks.
- b. Sending, responding or forwarding electronic/digital (includes social media) communication intended to harass or intimidate another person.
- c. Sending unsolicited email messages or chain mail.
- d. Forging or attempting to forge email messages, or attempt to disguise your identity when sending, responding or forwarding electronic/digital (includes social media) communication.
- e. Visit potentially dangerous websites that compromise the safety or integrity of GLCHS computers or network.
- f. Using credit cards, debit cards, gift cards to purchase online or in person items if he/she does not own the card. GLCHS will not follow up on purchases made when a card has been willingly loaned or given out.
- g. Use of credit cards, debit cards, gift cards that do not belong to the student constitutes theft and will be dealt with accordingly.

6. GLCHS is not responsible for personal files stored on school computers. The undersigned is responsible for saving his/her personal files onto his/her own storage media (USB, Cloud, external hard drive).

7. Electronic communication Privacy Act Notice: GLCHS makes no guarantee of confidentiality or privacy of any information transmitted through or stored upon its computing devices or information system. In addition, GLCHS may periodically monitor any transmission over its computing, communication, or information system for maintenance, service quality assurance and or any purpose permitted by the school's privacy policy.

8. School computers are permitted to go home with students over school breaks (Christmas, March Break, Long Weekends). However, only North American students are permitted to take the computer home over the Summer Break. North American students must return with the computer the week before school begins to the IT department for updates for the new school year.

9. All computers being used by graduating or non-returning students must be returned after their last exam. Parents are responsible to pay for the unreturned device.

10) Any device must be returned within 7 days of a formal (written/digital) request.

11) Any damage (not covered by our current computer warranty) or loss of school equipment due to negligence is the responsibility of the user.

I have read and understand the expectations and restrictions contained in this document. I understand that failure to comply with this agreement may result in loss of access or services and/ or disciplinary action.

Student Name

Student Signature Date

Name of Device

Parent Name / Parent Signature / Date

Policy References:

Edison community College Employee Computer use agreement www.edisonhelpdell.edisonohio.edu/studenthelpdesk/pdf/EmployeeLAN.pdf
MCA School District Computer use agreement www.mca.k12.pa.us/technology/MCA_Technology/Welcome_files/computer_use_employees.pdf
Limestone District School Board Computer use agreement www.limestone.on.ca/board/documents/procedures/Form-145-A.pdf

Computer misuse

Unauthorized computers and computer systems access or use are prohibited by statutes under Criminal Code of Canada. Provisions allow for interception of private communications relating to the misuse of computers or data by GLCHS for the protection of GLCHS computer networks and the data they contain.

Canadian Copyright Law is governed by the Copyright Act (Copyright Modernization Act, Bill C-11), which protects original literary, artistic, musical and dramatic works. A *partial* list of works which are entitled to copyright protection in Canada includes: books, newspapers, dictionaries, manuals, catalogues, magazines, pamphlets, computer software, paintings, drawings, design trademarks, sculptures,

architectural works, engravings, dramatic works, photographs, films, videos, scripts, maps, lyrics and musical works.¹

Student On-line Acceptable Use Policy

Students at Great Lakes may establish their own web-based email account (e.g. - Hotmail). This e-mail account may only be accessed during non-class times unless specific permission is given by a Teacher. As with any on-line privilege, students are to refrain from:

- Sending offensive messages to others (either at the school or outside the school). Sharing messages/ pictures/ videos with others that would intimidate, hurt or embarrass a student or staff member.
- Publishing anyone's real name, address or phone number (except your own)
- Sending or viewing any materials (videos, games) that would violate the Great Lakes Christian High School Parent /Student Information Handbook or Christian principles.

Other Considerations: Students may use the network and/or laptop for playing appropriate games or accessing social networking sites only during the Non-Academic times (not during Academic Class Periods). Students who continually access games or online discussion groups (including off-task Edsby or Teams messages), will have their online use monitored. This will be done to help the student realize time being spent on non-school related items and to help them make positive changes. Further steps might include moving the student to only pen and paper options.

13 Physical Education Classes/Events

Students should obtain an athletic equipment bag for carrying Physical Education clothing and equipment. Personal items should not be left in the dressing rooms at the end of a class or an athletic event. Dressing rooms are not normally locked during Physical Education periods and athletic events. Valuables should be locked in a locker during these scheduled activities.

14 Leaving Campus During the School Day

Only day students who have specific parental permission to go home for lunch (i.e. standing permission by means of a note or phone call to the Principal) will be permitted to leave campus for lunch **after checking with the Principal (or Vice Principal) or the Academic Office and signing out** at the Academic Office. Any additional permission must be approved by the Principal. Day students are encouraged to bring their lunch and eat in the Cafeteria.

THE SCHOOL ENVIRONMENT

1 Lockers and Hallways

Lockers are provided for student use. Each student will purchase and register their own combination lock during registration. Lockers will be left "locked" when unattended. Any change of lockers must have prior permission from the Academic Office. The exteriors of lockers are to be clear of print and pictures. Materials affixed to the interior of lockers should reflect Christian values. Books are to be stored in lockers. Hockey equipment may be stored on the lower level of Ellis Hall during the school day. Hockey equipment must not block any fire exit pathways.

NOTE: Personal possessions are not to be left on the floor or benches on the upper level of Ellis Hall. If not carried in the possession of a student, they are to be locked in the assigned locker.

¹ Copyright Law in Canada by Philip B. Kerr - <http://users.trytel.com/~pbkerr/copyright.html>

Students who desire to go to their lockers while classes are in session must first seek teacher permission. Halls must be quiet and free of traffic enabling academic classes to function without interruption. Students are to wait until their teacher dismisses them from class, prior to accessing the classroom hallways of Ellis Hall. Backpacks are not permitted in class and need to remain in a student's locker.

2 Electronics

Electronic Devices*

1. Cell phones/ electronic devices beyond the school laptop are **not** permitted in the classroom space. Some exceptions may be made by the teacher that is related to a specific academic purpose and are not found on the school laptop. The teacher will inform the Principal of this exception for a specific time period. Repeat offences may lead to the parent coming to the school to pick up the device and/or the student not being permitted to bring the cell phone to school for any reason. Suspension may occur in significant repeat situations.
2. Ear buds and headphones are only permitted in the classroom space for students with a specific IEP. Covert use of ear buds or headphones will be taken and given to the Principal. The Principal will keep the ear buds/ headphones, and cell phones until the following morning before school. Repeat offences may lead to the student not being permitted to bring the listening device to school.
3. No cell phones/ smart watches are permitted in an exam/ test situation. Students who leave the classroom/ exam room during a test/exam and access their phone/device will receive a zero on the test/exam.
4. Students are welcome to use their devices during a spare, during lunch or after school. During this time, students are encouraged to keep one ear that is device free to hear announcements and to be part of the Great Lakes community.
5. A student if permitted to check their phone at their locker between classes. No earbuds, headphones, or cell phones are to be used while moving between classes.
6. No devices are allowed to be used in the washrooms or change-rooms at any time.

*"Electronic Devices" include but are not limited to cell phones, smartphones, listening devices, tablets, computers, and cameras. Smart watches are permitted if they are only used as a way to tell time.

3 Dining Hall/Ellis Hall

Day students may purchase meal tickets at the Business Office or bring their own lunch and eat in the cafeteria. Food and drink is to be consumed in the cafeteria.

The classrooms, and hallways of Ellis Hall are to be respected as a food/drink-free environment. Special meetings involving lunch in the classroom must have the prior authorization of the Principal. An exception to this is sealable, reusable water bottles. When leaving the cafeteria, please be sure that all food has been consumed or put in lockers.

The Learning Resource Room may be a place where a student or small number of students go to eat lunch. This is at the Learning Resource Teacher's discretion.

4 Self Discipline

It is expected that the students of Great Lakes Christian High School will conform to the standards of the

school community and accept responsibility for their own behaviour.

- a) Relationships – All students are encouraged to honour each other and their Creator in all of their relationships. Intermediate students (grades 9-10) are especially encouraged to establish a variety of positive relationships with their peers. Students should not become "exclusively focused" on a particular person too early in their "dating" experience. Affection may be genuine, sacred and reflective of God's love for us. However, students in a high school setting are expected to develop a sense of discernment and mutual respect by not placing each other on display by engaging in public demonstrations of affection. As a school community we demonstrate the Biblical theme of "being an example" to others by not placing ourselves in compromising positions (i.e. reclining on the grounds, being draped over each other) and by exhibiting conduct that is above criticism.

- b) When Sent to the Principal's or Academic Office

Respect and courtesy is the expected norm in all interpersonal interactions at Great Lakes. Students, who are sent to the Principal's or Academic Office as the result of a behavioural issue, will not attend the class (es) in question until their reinstatement is verified by the Principal. As we practice reconciliation and forgiveness, a conversation between the student and teacher is expected and a new way forward should be clear.

- c) Community Standards

Students who break the Community Standards of Canada or the Province of Ontario as contained in the "Criminal Code" automatically withdraw themselves from Great Lakes Christian High School.

Withdrawal from school may result from the following:

1. Unlawful use of fire alarms and fire extinguishers;
2. Possession of firearms, weapons or illegal knives;
3. Forced or unauthorized entry to lockers, mailboxes, rooms, buildings;
4. Being in possession of stolen property or unauthorized keys;
5. Possession, use or distribution of alcohol, illegal drugs, vape/vape products, marijuana;
6. Possession or use of cigarettes/tobacco: (Ontario law makes it illegal for anyone under the age of 19 to even purchase tobacco products.)
7. Verbal or physical harassment, bullying, and assault of students or staff.
8. Sexual misconduct including harassment, pornography, assault or immorality in any form.

Note: Harassment and bullying are behaviours by one person towards another which are insulting, intimidating, humiliating, malicious, degrading or offensive. This may be physical, verbal, emotional or sexual and the victim may feel discomfort, embarrassment, or fear of their safety.

It is expected that all students of Great Lakes Christian High School will adhere to the following behaviours:

1. Be truthful when called to account for their actions or when seeking permissions.
2. Comply with requests made by any staff member when staff are upholding school expectations.
3. Exhibit respect toward all persons and in all relationships.
4. Be respectful of the personal property of others, including school property.
5. Use the most appropriate, positive, affirming language (including body language) and refrain from the use of profanity, euphemisms or slang in all school interactions.
6. Practice the "Golden Rule," "So in everything, do to others what you would have them do to you..." (Matthew 7:12), by being considerate of others and by being guided by the clear moral teachings of

the New Testament in all school social interactions.

Students who are antagonistic to the basic Christian principles for which Great Lakes Christian High School exists and choose not to conform to the fundamental standards of the community, withdraw themselves from Great Lakes.

6 APPEARANCE/DRESS CODE

General Principles

It is expected that the **appearance and dress** of the students of Great Lakes Christian High School will be **neat, clean, modest** and appropriate to the situation, and will reflect a positive Christian lifestyle, both on and off campus.

The appearance and dress of Great Lakes' students seeks to reflect, as of first importance, Christian principles. Dress and appearance will reflect what is deemed to be **appropriate** within an "independent school" setting and on occasion a "church" environment.

The following specific guidelines will assist in clarifying what is deemed to be appropriate with respect to appearance and dress while students are on Campus or participating in off Campus school activities:

- a) **Hairstyles** - Hairstyles are to exhibit moderation, i.e. should not cover the face. Students who elect to dye or bleach their hair should exhibit moderation and modesty. Students who have questions should talk with the Principal.
- b) **Jewelry** - Males may wear a single, modest ear stud. Earrings or nose jewellery should be worn in moderation and not tend toward the extreme. All jewelry should be removed during Physical Education and athletic activity for reasons of personal safety.
- c) **Hats** - Hats are to be removed when entering the school and left in the locker.
- d) **The Formal School Day (7:30 a.m. – 4:00 p.m.)**

During the school day, students are expected to wear the approved **school uniform** available from the school uniform provider. Students are expected to be in **full uniform in when they arrive on campus** for the school day. [Students are expected to purchase uniform pieces from the school's uniform company.](#) Any exceptions need to be approved by the Principal. The components of the uniform are listed below as follows:

1. Uniform navy blue or tan pants.
2. White or navy blue polo shirt with a GL logo. The polo styles need not be tucked in **as long as** their length does **not** drop below the buttocks. Any shirt that is short enough to reveal the midriff, underwear, or back when sitting, standing, or bending over is not permitted.
3. A kilt is an option for females, to be worn with solid, **dark colour tights** or **dark colour** nylons that come to the ankle. Summer and winter weight tights are available from supplier, or may be purchased elsewhere. Beige pantyhose or skin coloured tights are not permitted. Socks are permitted over tights. Ripped tights must be replaced.
4. A navy walking short (7" inseam) may be purchased for wear in fall and spring (need not be purchased from supplier).
5. Females may elect to wear capri pants purchased from our supplier.
6. Navy blue or grey sweaters with the GL logo may be worn. Some second hand sweaters remain that are burgundy or green. These are permitted as long as they are in good repair.
7. Students may have the option of adding a tie or, for females, a scarf as a small fashion accessory. Students may also wear a jacket or sweater purchased from our supplier.
8. Shoes (footwear that have **straps fully around the foot**) are to be worn with the uniform and have a non-marking sole. No slides or flip flops permitted.

9. **Graduating students** may elect to purchase a graduation hoodie in the Fall. Grads only are permitted to wear these hoodies or other GL hoodies any day of the week.

Every Friday all students are permitted to wear their GL hoodie and their usual uniform bottoms.

When selecting and wearing your uniform:

- **Skirts** or kilts are to be no shorter than 3" above **the knee in length**. At no additional cost, the supplier will custom make a skirt/kilt to ensure proper fit. Skirts and kilts may not be rolled at the waist. Students who are wearing a kilt that is too short will need to only wear pants. Two lengths of kilt are available. Ensure the proper length is chosen.
- When wearing a uniform **sweater**, a **uniform shirt is to be worn underneath and tucked in**. A white tee-shirt may be worn under the school hoodie.
- Walking shorts may be worn during the regular school day in the fall **until Remembrance Day** and in the spring **after Easter Break**.
- Students are reminded that the uniform is to be clean, neat (ideally ironed) in good shape, and that holes and tears are repaired or the item is not worn. Hems are to be have finished edges. Stained and/or discoloured items will not be worn. No ripped tights.

e) **Gym Class Apparel/Athletics**

- a plain white or blue t-shirt (small or no lettering/symbols)
- blue or black gym shorts (minimum of 5 inch in-seam and loose fitting – not overly tight). Sports leggings may be permitted if the t-shirt covers the bottom.
- non-marking athletic shoes.

At the conclusion of a Period 4 Physical Education class, students enrolled in the course may maintain their P.E. uniform if they are going directly to an athletic activity, a student work program job, going directly home or to their residence. Students who otherwise choose to remain in Ellis Hall should be in the school uniform.

f) **Uniform Exceptions**

- There is an authorized "dress different" activity (such as during a "Spirit Week," for example) that may be school-wide or granted on a limited basis (privilege is gained/granted by engagement in a certain accomplishment or activity). Students who choose not to conform to the dress differently will lose that privilege for the semester.
- The GL hooded sweatshirt is part of the school uniform on **Fridays only**. If a student **receives permission from the Principal** to wear the GL hooded sweatshirt in addition to a uniform sweater and polo shirt to chapel in the gym on a cold day, it is permitted. The student needs to understand that this permission does not extend to the classroom or hallways. Other sweatshirts are not permitted at any time in chapel or elsewhere in the school.
- When a staff member addresses a student with regard to uniform and/or dress code infractions, the situation will be posted on the Student's Panorama. A student is expected to comply immediately when corrected regarding their uniform or dress code infraction.

g) **After the Regular School Day and for Informal Wear**

1. Shorts (with a 5" inseam), T-shirts, athletic sweatshirt, leggings and track pants may be worn.
2. Females, when wearing skirts or dresses, are to wear skirts or dresses that come at least within 3" of the knee in length.

3. Clothing should exclude form fitting materials such as stretch fabrics and not be overly tight. Leggings can be worn as long as the shirt/sweater/dress fully covers to their bottom and is modest.
4. Garments (i.e. shirt, blouse) should be long enough to be tucked in and high enough at the neck to cover cleavage.
5. Shirts, blouses and T-shirts should cover the shoulder.
6. Tank tops may be worn if the straps are at least 1" wide.

h) Dress for Formal Occasions

It is expected that all students who are present on campus will actively participate in End of Semester/Year "Formal Events" and will dress up in a manner which is both compatible with Christian principles and appropriate to our school environment as stated herein:

BANQUETS- FORMAL STUDENT EVENTS

Male students are to wear:

- an ironed dress shirt or sweater and dress/uniform pants; ties and/or jackets are optional.
- pants that fit and are cut high enough so that underwear is not exposed. Jeans are not allowed.
- shirts that are tucked in unless part of a cultural outfit.

Female students are to wear:

- pant suits, dresses or blouses that are not lower than the regular bra line in the back and leave no part of the breast, cleavage, or midriff exposed, whether standing, sitting or bending over.
- bras that are not visible through the dress/shirt or have exposed straps.
- skirts and dresses that come to no higher than 3" above the knee in length (wearing a longer sheer skirt with a shorter than 3" skirt above the knee underneath is not permissible).
- skirts with slits that come no higher than the 3" above the knee.
- dresses, pants, or shirts that are not form-fitting, that do not reveal or highlight underwear or lack of underwear, and are not skin tight to the chest, legs and/or buttocks, or that do not reveal underwear or portions of the buttocks whether standing or sitting down.

COMMENCEMENT- FORMAL COMMUNITY EVENTS

Male students are to wear:

- Same expectation for Banquet- Formal School Events.

Female students are to wear:

- Same expectation for Banquet- Formal School Events with the following exception:
- Dresses chosen for banquet which are strapless or have spaghetti straps can be worn if the student is wearing a light sweater, jacket, or shawl.

Female students should remember that Commencement takes place outdoors, usually in full sunshine. Special care should be taken that proper undergarments are worn because clothing can become see-through in this environment.

7 General Policies

- a) Students are asked to report any damage to personal or school property to the Principal.

- b) The kitchen, maintenance centre and Staff Mail Room may be entered by specified student workers only when performing their assigned task and when they are specifically invited to do so by Staff Supervisors.
- c) Male and Female students may enter the Residential Dorm rooms of the opposite gender only during an announced "Open House" or when invited to do so for a specific purpose by the Residential Supervisor.
- d) The Common Room and Kitchen located in Perry Hall are open to males only during specifically designated hours.
- e) Day students may visit in the Residential Dormitories only with specific permission from the respective Dorm Supervisor.
- f) The athletic fields and tennis courts are for student use during daylight hours.
- g) The gym and stage area may be utilized by students only when a Supervisor gives permission and is present.
- h) The area north of the athletic field and the wooded areas which surround the campus (on the east and west sides) may be utilized only with specific permission or as part of a supervised activity.
- i) The Alumni Student Center may be utilized by students when a supervisor is present. Hours of operation will be announced.
- j) The phone in the Academic Office is available only for the reception of essential incoming calls.
- k) Guests to campus must register with the Academic Office. Students who desire to bring a guest on campus to attend classes or a school event should make prior arrangements with the Principal.

8 Vehicles

Permission to have a car on campus or to drive to and from school is granted to students who make application, register their vehicles at the Academic Office and who agree to the following conditions:

- a) Vehicles must be properly licensed and insured according to Ontario laws.
- b) Students are to use their vehicles solely as a means of transportation to and from school. Any additional use must be approved by the Principal.

Cars are to be driven in a controlled and courteous manner observing the campus speed limit of 15 km/hr. Students must check with the Principal first if driving another student to ensure parent permissions are being followed.

9 Inclement Weather

When the District School Board of Niagara (DSBN) cancels buses but schools remain open, GLCHS will remain open. However, should off campus staff, faculty, and parents/guardians of students feel they cannot safely reach the school, please do not come **but do contact the Academic Office** to indicate you will not be coming.

When the DSBN closes schools, GLCHS will not run its regular academic program. A relaxed, non-academic program will be available to residential students when the academic program is not offered due to inclement weather.