



Handbook

2011-2012

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A Message from the Vice-Principal

Welcome to another year at HDCH. This is going to be a great year for you and I hope that you are ready to learn, to grow and to give.

Our theme this school year is *Life is Learning*. At HDCH we believe that these two, life and learning, are inseparable. Learning is life-long and it relates to all of life. What we learn here shapes our lives both now and in our futures. More than that, at HDCH we believe that Christ is Lord of all of life, so everything we learn must be centred in Him.

I hope that each one of us individually and the communities of which we are part will learn and grow this year, and that we will be people who give and serve, who bring glory to God in all we do and all we are. Life is learning. Life is an adventure. Life is tough. Life is fun. And Jesus came to give us life in all its fullness!

This handbook is designed to provide you with the information you need as a member of this community. It has useful details, such as office hours and transportation reps, and guiding principles, policies and practices to describe who we are, what we believe and how we live at HDCH.

As always, questions and comments are welcome.

Have a great year!

Duncan Todd
Vice-Principal
August 2011

School Hours

Office

8:30 a.m. – 3:45 p.m. (Classrooms open at 8:45 a.m.)

Student Services

8:30 a.m. - 3:45 p.m. (Monday – Thursday)

8:30 a.m. - 3:30 p.m. (Friday)

Library

8:15 a.m. - 3:45 p.m. (Monday – Thursday)

8:15 a.m. - 3:15 p.m. (Friday)

Cafeteria

11:42 a.m. - 12:25 p.m.

Period Schedule

Periods 1 & 2	9:00 – 10:20
Periods 3 & 4	10:26 – 11:41
Lunch	11:41 – 12:19
Period 5	12:24 – 1:39
Period 6	1:45 – 3:00

Contacts

Board of Directors

Carla Alblas

Jane Boesveld

Subhas Ganguli

Ed Hensen

Rob Vanderkruk

Colleen Bierling

Chris French

Lynn Groen

Gary Soeting

Sandra Veer

Transportation Representatives

Each chapter is responsible for transporting students to our high school:

Brantford	Michelle Kerssies	mmkerssies@hotmail.com	905 648 9756
Burlington	Cathy Hansen	bcbstdispatch@cogeco.net	905-638-0092
(Burlington Christian Bus Services)			
Dundas	Anita Voortman	voortman@skylinc.net	905-628-8582
Hamilton	Klaas Hoekstra	khoekstra@ccshamilton.ca	905 388 2645 ext. 227
(Calvin Christian School, Hamilton)			
Jarvis/Simcoe	Sonya Lenos	sonray.lenos@gmail.com	519 428 3668
(HDCH Transportation)			

School Calendar 2011-2012

August	25	Registration 3-8pm	
	30	Registration 9am-2pm	
September	6	First Day of School (Opening Assembly 9am)	
	9	Grade 9 Retreat & Family BBQ (no school for grades 10-12)	
	13	School Picture Day	
	14	New Parent Info Morning	
	14-16	Grade 12 Trip	
	17	Annual Golf Tournament	
	30	Christian University Advantage Tour	
	October	10	Thanksgiving Day
		13	Early Progress Report Follow-up Letters
		26	Picture Retakes
26-28		French Trip	
27-28		PD Days – Teachers' Convention	
28		Assignment Assistance	
31		Mark Closure Date	
November		7	Fall Membership Meeting/The Voice
	10	Elementary Volleyball Tournament	
	11	Remembrance Day	
	14	Mid-term Reports distributed	
	22 & 24	Parent-Teacher Interviews	
	25	PD Day	
December	1	Grade 8 Day & Parent Info Night	
	15	Christmas Concert	
	23	Last day of classes (full day)	
	24-Jan 8	Christmas Break	
January	9	Classes resume	
	14	Assignment Assistance	
	16	Mark Closure Date	
	19	Last Day of Classes - Semester 1	
	20	Student Council Ski Trip	
	23-27	Exams	
	30	PD Day	
February	31	First Day of Classes for Semester 2	
	14	First Semester Reports distributed	
	20	Family Day	

March	1	Elementary Basketball Tournament
	3	Spring Fundraiser
	8	Early Progress Report Follow-up Letters
	9-16	March Break
	29	Ontario Literacy Test
	30	PD Day
	31	Assignment Assistance
April	2	Mark Closure Date
	6	Good Friday
	9	Easter Monday
	12	Mid-term Reports Distributed
	17 & 19	Parent-Teacher Interviews
	20	PD Day
May	3	Seniors' Day
	7	Spring Membership Meeting/The Voice
	9	Spring Play Matinee
	10-12	Spring Play Performances
	17	Late Progress Report Follow-up Letters
	21	Victoria Day
June	25	Spring Banquet
	7	Spring Arts Evening
	9	Assignment Assistance
	11	Mark Closure Date
	12	Last Day of Classes
	13	Canada's Wonderland
	14	Study Day
	15, 18-21	Exams
	25	Graduation
26	Exam Review Hour (9-10am)	

Please note that dates are subject to change.

Check our website (www.hdch.org) for the latest calendar of events.

Our HDCH Mission

The mission of HDCH is to shape hearts and inspire vision. Called to excellence, HDCH is a community of learners exploring God's great world in the light of Jesus Christ. Knowing that God's Word permeates all things, we celebrate the image of God in one another and seek the grace of the Holy Spirit in our interactions.

Foundational Statement

The by-laws of Hamilton District Christian High School form the constitutional and organizational basis for our school. Article 2 of these bylaws states the theological basis for our organization. One phrase in this article, "as interpreted by the reformed creeds," can be understood in several different ways. The purpose of this document is to explain how HDCH interprets this phrase. This explanation also provides the *raison d'être* for the Christ-centred, Biblically-rooted educational program for the students of HDCH.

The basis of Hamilton District Christian High School is the triune God as revealed in the Bible. This infallible Word of God is interpreted from a reformed biblical foundation where Jesus Christ is central to the Biblical story. In professing a Christ-centred foundation to education, HDCH asserts that the Triune God is the creator, redeemer, and sustainer of each student, staff member, parent/guardian, and the school community. In fact all of life, including academics, is subject to His authority and is in need of His transformational love. For in Him, by Him and through Him are all things (Colossian 1; 15-20). All of creation shouts of the magnificence of Jesus Christ. This is the core of the reformed biblical foundation of HDCH.

Specifically, we affirm that every square inch of our Christian learning community is rooted in Scripture alone, trusting in Christ alone, built through God's grace alone, enacted by faith alone, and all for the Glory of God alone. To that end, HDCH believes:

- That the Bible is the only true source of written divine revelation which alone teaches all that is necessary for our salvation from sin and is the standard by which all Christian behavior must be measured. (2 Tim 3:16, Deut. 12:32, Belgic Confession Article 7)
- That God also reveals Himself to us by the wonders of His created universe. (Romans 1:20, John 1:1-3, Belgic Confession Article 2)

- That our salvation is accomplished by work of the historical Christ alone. His perfect life, death on the cross and glorious resurrection alone are sufficient for our salvation and restoration to God, the Father-Creator. (John 3:16, Romans 4:25, Heidelberg Catechism Q & A 45)
- His redeeming work is also for all salvation and transformation of all creation. Our world belongs to God and Christ alone has saved it by His death and resurrection. (Deut. 10:14, Romans 8:18-25, Our World Belongs to God #7 &19)
- That in this salvation we are rescued from God's wrath by His grace alone. It is the supernatural work of the Holy Spirit that brings us to Christ raising us from spiritual death to spiritual life. (Romans 3:20-23, Heidelberg Catechism Q & A 62 and 63)
- That our being made right and complete is by grace alone through faith alone because of Christ alone. There is nothing we can do in ourselves to obtain this release from sin. (1 John 5: 10-12, Ephesians 2: 8-9, Heidelberg Catechism Q&A 60 and 61,)
- That our salvation is for God's glory alone and that in thankfulness we joyfully live for His glory alone. (Ephesians 1: 11-12, 1 Chronicles 16:8-36, Westminster Shorter Confession Q & A 1)

Further, the HDCH Christian learning community believes that it exists as part of God's ongoing story where God alone is sovereign and King. This true historic story started with God's perfect creation. The story continues with the fall from perfection because of our disobedience to the Creator King. The bad news is that this disobedience affected all of creation with death and decay. This story then moves on to the good news as God provides the way out of death with new life found only in Jesus Christ. HDCH continues to live in and proclaim God's story as we wait for Jesus Christ to return. Therefore, when we study in academics, express and create in the arts, play and participate in athletics, learn and work in the trades, or experience and enjoy the variety and complexity of people relationships, we do it not only in the context of today's culture, but more importantly in the context of God's biblical story. We must take every thought captive and make it obedient to Jesus Christ. (2 Corinthians 10:5)

By affirming this truth we also acknowledge, that in and of ourselves we are not capable of redemption (Heidelberg Catechism Q & A 8). We need the total help of God in our lives. This divine intervention comes to us unconditionally. It is a free gift from God. (Ephesians 1:3-6) This is a mystery that is beyond our limited, finite understanding of the Creator of this universe. We do know that Jesus loves the world He created and came to save all who believe and call on His name (John 3:16-17). While we realize that not all people will receive or

want to accept this gift from God, we are commissioned by God and empowered by His Spirit to bring His story to those who have not yet heard. (Acts 1:8) At HDCH we do this both by our words and our actions. We do so only in the power of God – confident that once God decides to enact His good news of salvation, no individual will have the power to resist. (Act 13:48) Finally, at HDCH we take joy in the fact that once a person has received this gift of new life from God, it will never be taken away. God is faithful and true and will not go back on His word (Matt 24:24, John 6:39, Rom. 8:30). It is then God's preserving gift that challenges us at HDCH to persevere in God's story, living out Jesus love to His fallen but redeemed creation (Matthew 28:18-20; Our World Belongs to God #32). Since He is faithful, it is incumbent on us to persist until He returns.

This founding vision of the reformed biblical story remains HDCH's vision today. *We believe that the Lord God, by graciously giving us the scriptures, has revealed to His people ordering principles intensely relevant to education, and demands that the whole Word of God empower an education, in which we profess that:*

LIFE – Human life in its entirety is religious, since God created men and women to serve Him everywhere. This requires us to educate our children for His Service.

BIBLE – The Bible as the written Word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world, and that the Bible is the infallible authority by which He directs and governs all our activities, including the education of our children.

CREATION – We can understand the world rightly only in its relation to God, because the world, in its origin, gracious preservation and ultimate restoration is the work of the Triune God, and the glorification of His name is the purpose of the Creation.

HUMANITY – We were created in the image of God to enjoy covenant fellowship with our Creator and to reflect the excellencies of our Maker, and we were instructed to exercise dominion over the world in loving obedience to God and to interpret all reality in accordance with His design and law.

SIN – Sin is disobedience to God's law through which each person became estranged from God and neighbour and brought God's curse upon the creation. As a result, we have become corrupt in heart, blind to the true meaning of life, and repress the knowledge of God, which confronts us in creation and in Scripture.

JESUS CHRIST – Through our Saviour, Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer, the Light, and the Way

for human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

THE KINGDOM OF GOD – The Kingdom of God is God's righteous and universal reign through Jesus Christ, whose grace and power make education possible and meaningful. In obedience to Christ we submit in every area of life to His commandment to love the Lord with all our heart and mind.

PURPOSE OF EDUCATION – The purpose of Christian education is to direct and guide students to commit their heart to Christ who is the Truth, to attain to understanding, to gain wisdom, to practice righteousness, and to perform responsible service to the Lord in church, state and society.

PARENTS – God has given parents the responsibility to nurture and educate their children. Therefore, Christian parents should establish and maintain Christian schools.

THE STUDENT – The student as child, entrusted by God to parents, needs ordering, correction, and instruction. Children of the Christian home share in the promises and demands of the Gospel. Hence they ought to receive Christian education.

THE TEACHER – Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in the school.

THE CHRISTIAN SCHOOL – The Christian school, established and controlled by a society of Christian believers in accordance with legitimate standards and provisions, possesses the freedom to function in education in total and voluntary submission to Christ the King.

In addition to the creeds noted in the above document, thoughts and ideas have come from four other sources:

The Cross and Our Calling – Redeemer University College, 2003

Calvinism in the Las Vegas Airport by Richard Mouw; Zondervan; Grand Rapids, Michigan; 2004

The Cambridge Declaration – The Alliance of Confessing Evangelicals Young, Restless, and Reformed by Colin Hansen in Christianity Today, September 2006

HDCH Curricular Canon

Developing a Christian mind which integrates Faith and Knowledge

At every grade level, students at Hamilton District Christian High School shall be given the opportunity to develop a Christian mind which integrates faith and knowledge. The curriculum will equip students for a lifetime of service by enabling them to do the following:

Acquire Vision

- To develop a sense of hope in God and awe of His greatness
- To understand God's active role in the development of the created earth, its systems and laws, and to understand how people respond
- To understand the presence of God in the development of communities, nations, and cultures
- To recognize oneself as an image bearer of God and learn that meaning and purpose of life is based on a living relationship with the Lord

Develop Discernment

- To acquire a knowledge of Scripture and to understand that Scripture is normative for living
- To identify and discern truth and to separate truth from non-Christian mindsets
- To interpret, contextualize, and respond to various media, technologies and modes of communication
- To interpret, contextualize, and respond to events as they occur around the world

Build Community

- To develop empathy, identify injustice, and become empowered to act accordingly
- To understand the working of the public spheres of politics, marketplace, and economy
- To contribute to the development of, and service toward, community
- To develop responsibility towards self, family and friends

Explore and apply gifts

- To develop an awareness of abilities, gifts, and talents
- To develop a sense of calling and an obedient attitude toward work and vocation
- To foster an ethical approach to workplace, business, resources and professional relationships

Acquire and develop skills

- To develop physical skills , healthy models for living, and the wise use of leisure time
- To learn to think independently and critically and to develop strong research and problem-solving skills
- To understand logic, order, and numeracy
- To understand how to communicate clearly and creatively
- To develop an appreciation of craft and creativity, a sense of delight in the works of the hand and mind

Living in Community @ HDCH

Section A: HDCH a School Community

HDCH is a school where students, staff, and parents covenant together in faith, establishing an educational community that seeks to learn and work together. This community relies on all partners taking an active role in the journey of education. The HDCH community seeks to reflect a culture of grace. This school culture is marked by honouring differences, seeking honesty and celebrating beauty, so that all members may know that their presence has meaning and purpose. Because all partners have value, all communication and actions regarding the community seeks to find the truth in love. HDCH seeks to understand how the Bible speaks into this context, discovering how we are called to serve the Lord.

In this covenantal community, all behaviours that are counter to these descriptions are to be considered harmful to the community. When issues arise that is harmful and has a negative impact personally or communally, they will be addressed in a restorative manner at HDCH. These issues will be appropriately addressed by all of the relevant parties at HDCH; the parents, the staff, the administration and the students. The list of negative behaviours is long, and this policy will not attempt to capture all of them; however, community structures, community pursuits, and community well-being will be upheld and promoted at HDCH.

This policy outlines our hope for living together in community at HDCH. This policy contains five sections: Section A: HDCH a School Community; Section B: Restorative Justice; Section C: The Restorative Process for Resolving Conflicts; Section D: Process for Resolving Matters Outside of the Restorative Framework; and Section E: Summary.

Section B: Restorative Justice

Restorative Justice is a philosophical approach to living in community that emphasizes justice as restoration when relationships are broken. Its focus is on affirming, building and restoring relationships at the school. With hope and optimism HDCH engages in a process that seeks out restoration in the journey of discipleship. This process of restoration is consistent and effective in helping those harmed and those causing harm to find a community of grace. This philosophy is successful when there are high expectations and high levels of support for students, staff, and parents within the community. The restorative justice process is a shift from traditional punitive responses to brokenness and harm. This philosophical shift for discipline at HDCH is recommended for every situation. The process will be recognizable by a series of prescribed questions that everyone affected is invited to answer. The questions are geared towards expressing what happened, sharing the thoughts and feelings of those involved, and developing an action plan for making things right. The action plan outcome of a restorative justice circle will be considered proper discipleship for the matter at hand. (A circle refers to the gathering of stake holders in the specific circumstance. Those in attendance will be determined by the circle facilitator. In most cases the facilitator will be certified and trained.)

Section C: The Restorative Process for resolving conflicts

Every situation will be handled with the hope of restoration; therefore, the following restorative justice questions will be used frequently when students hurt others or themselves:

- What happened?
- What were you thinking about at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What needs to be done to make things right?

The answers to these questions will provide the foundation for teachers, students, parents, and administration to build relationships that will hold each other accountable while seeking out community. Restorative justice works on a continuum that can move from an informal discussion on one end to a formal circle at the other. Not every situation will be brought to a circle*; rather most situations will be resolved before the situation gets to a circle*. Often before a situation gets to a full circle* it will be imperative for the individual/s directly involved to be removed from community. This removal will be for the benefit of the community at HDCH and the individual/s involved.

Fig. 1.1 – Continuum of Restorative Justice (Ted Watchel, IIRP)



The relationship between students and teachers is one that recognizes social structures and the complexities of relationships. By the nature of the position it is appropriate for a teacher to establish a high standard for behaviour for their students in the classroom, in the halls, and during all school activities. In some situations, the teacher may choose to refer the issues to the Vice-Principal. Recognizing that everyone at HDCH is in need of grace, those involved in a breaking of community should have the chance to seek the truth and receive grace. Students who continually violate the structures and frameworks of the HDCH community will move across the restorative justice continuum (see fig 1.1) with the end result being a formal circle. The outcomes of the informal and formal conferences will be seen as a building block of discipleship. This building block will be acted upon by those involved in the circle.

Those who choose not to be a part of the restorative process will be subjected to a punitive approach that operates outside of a restorative framework.

Section D: Process for resolving matters outside of the Restorative Framework

There may be times when our students choose not to acknowledge responsibility for their actions. For situations like these, it is important to have a process in place to repair the harm done to the community. The process gives the authority to the administration to make decisions without the input of those involved in the situation. The intent will again be to search for ways to repair harm, but the course of action is determined by an authority at HDCH, following these guidelines: (The following list should be considered a guideline and will be available for guidance.) The course of action may or may not include temporary removal from the community. There may even be a recommendation for permanent removal from the community.

Guidelines

1. The vice principal will discuss the matter with the student. In some situations the vice principal will deem it appropriate to directly involve the principal.
2. The course of action will be determined by administration, after it is clear that responsibility will not be taken for the brokenness.

3. A phone call or letter detailing the circumstances and consequences will connect the parents to the situation and the course of action, which may include being removed from community for a period of time (determined by administration with consultation of the board in some circumstances).
4. Repeated offences will result in progressive disciplinary measures.

Section E: Summary

Through Scripture and the presence of the Holy Spirit, the Lord reveals to us how to live in love with each other. In all situations, community participants are encouraged to restore broken situations and relationships. Restoring the sense of trust in the community is an important component that needs to be addressed in each situation. Ultimately, HDCH hopes that who God is and how He calls us to obedience may be discovered as we seek shalom in our living and working together as an educational community.

Academic Policies

1. Evaluation Procedures – All students will receive a Course Overview outlining course content, objectives and methods of evaluation for each course at the beginning of each semester including specific final evaluation guidelines. Grades are based on any combination of quizzes, tests, exams, essays, projects, notebooks, and daily assignments. The term is weighted at 70% and the final evaluation is weighted at 30%. Marks are expressed in percentages.

It is the students' responsibility to complete all assignments and submit work on time. Students are reminded that assignments not handed in by the Mid-Term Deadline or the Final Term Mark Deadline will receive a zero. Individual teacher assignments will be subject to the established Mark Closure Date.

2. Homework – Homework is a basic requirement for all high school students. Year I and II students should expect one and a half hours of daily homework (5 days per week), while students enrolled in year III and IV courses should expect a minimum of two hours.

3. Final Evaluation Assignments – Only final evaluation assignments can be due during the final two weeks of a semester. Students will be given adequate class time to complete the tasks and to review for exams where applicable. Final evaluation assignments will be due no later than the last classroom day of the semester. Teachers will contact home if a final evaluation assignment is not handed in. All students are required to complete these assignments.

4. Missed Course Work – In the case of absence from class due to a scheduled school activity or for personal reasons, it remains the responsibility of the student

to complete the course assignments. Tests that were written while the student was away for legitimate one or two-day absences will be written upon the return to school. The teacher will arrange a make-up test in the case of an extended illness. Tests or quizzes missed during an unexcused absence may not be written.

5. Independent Learning Program – The Independent Learning Program is an alternative to the traditional classroom. It provides individualized programming in order to help students succeed in their overall goals for high school and beyond. Referral to the program will be made through Student Services.

6. Assignment Assistance Program – Students are expected to complete their tasks as requested for each course. It is normal to submit the assignment on or before the due date. The quality of the product should be consistent with the student's abilities. An excellent product must be the goal at all times.

Students who have major assignments overdue will have the opportunity to attend Assignment Assistance Day (AAD). These special days, usually on Saturdays or PD days, will occur twice a semester right before the Mark Closure Date. A qualified supply teacher will supervise them.

7. Examinations – The following guidelines will be enforced.

- All students must write the examination for all courses that have an exam.
- Students who arrive late for any exam session must report to the office.
- The amount of time allowed to writing an exam will be strictly enforced.
- In case of an absence, the student must provide a school official with a signed doctor's note explaining that attendance was impossible. Prior notification where possible is necessary.
- Each student shall remain in the session for at least one hour. Specific exams may require a longer minimum time.

8. Calculators- Students may use scientific calculators. Programmable calculators that include learn, execute, and run modes are not allowed during tests and examinations.

9. Translators – All ESL (English as a second language) students may use translators for their regular class work. Students enrolled in ESLAO, BO or CO are permitted to use translators in testing situations however students enrolled in ESLDO or ESLEO will not be allowed to use translators for quizzes, tests or exams. International students who have graduated from or who are not currently enrolled in ESL courses may use electronic translators for their regular class work at the discretion of their teacher.

10. Plagiarism – Plagiarism is using others' ideas and words and images without clearly acknowledging the original source. Plagiarism is trying to claim credit for something that is not your own work; it is unethical and dishonest.

To avoid plagiarism, credit must be given whenever the following material is used:

- Quotations or paraphrases or another person's spoken or written words
- Any pieces of information that are not common knowledge (facts, statistics, etc.)
- Another person's work (idea, interpretation, approach, opinion, theory, homework, etc.)
- Any visual representation of information (graphs, drawings/diagrams, photos, images) borrowed from other sources.

Students are encouraged to use the OACS handbook *Write in Style* for proper procedures on documenting sources.

Consequences Plagiarism, in which the student copies directly without acknowledging the source, will result in a mark of zero. In such cases the teacher must have reasonable evidence of plagiarism. In the junior grades, students will be given an opportunity to resubmit the assignment for evaluation. Senior students will not be given an opportunity to resubmit the work. It is strongly suggested that parents be notified of plagiarism.

11. Christian Service Hours – In preparation for a life of service, and in order to complete the requirements for the Ontario Secondary School and HDCH diplomas, students are expected to develop and apply their gifts in the completion of forty hours of voluntary service. Students should consider the following as they plan their community involvement.

- The service must be people focused and should include a sharing of time, talents, and gifts
- Community involvement activities may take place in a variety of settings including businesses, not for profit organizations, public sector institutions and informal settings. Settings may include church ministries, mission/service opportunities, or youth group service events.
- Students may not fulfill the requirements through activities that are counted toward credit (coop. or class hours), through paid work, or by assuming duties normally performed by a paid employee
- The requirement is to be completed outside students' normal instructional hours
- Students will maintain and provide a record of their community involvement activities. Completion of the required hours must be confirmed by the supervisors or their delegates.
- Completed forms are kept in the OSR folder

For additional criteria, please see the Student Services page of our website.

12. Graduation – Students who have completed all the credits and requirements for the Ontario Secondary School Diploma or HDCH diploma are eligible to participate in the ceremony. In unique circumstances, a student completing the requirements for a Certificate of Education may be eligible to participate in the ceremony as determined by the administration. All recipients of HDCH scholarships will be recognized at each graduation. For details, see the Course Calendar.

13. Literary Policy – All course texts taught in our school must follow the guidelines found in our policy document, which is available through the school office.

14. Multimedia Policy – HDCH believes that film and video can be used wisely to accomplish the school's goals. This policy is also available through the school office.

Attendance Procedures

Regular and punctual attendance is a requirement for all classes and all official school functions. Staff may initiate contact with parents at any time regarding any absence from school.

- 1. Communication from Home**—When a student will be absent from school, we request that parents/guardians call the school office (905.648.6655), email dpot@hdch.org, or send a note to school to let us know.
- 2. Absence Due to Illness**—Parents and guardians are encouraged to keep their children home when their child has one or more of the following symptoms: fever, strong coughing, sore throat, sore muscles, joint pain, weakness, fatigue, headaches, diarrhea and vomiting.
If students become ill during the day and are unable to attend classes, they must contact the office. The office staff will make arrangements for students to go home or to spend time in the sick room.
- 3. Lates** - Students are expected to move to their classes with the warning bell and to be in their seats when classes begin.
Students arriving at school after 9:00 a.m. must report to the office to sign in. The classroom teacher will deal with all other lates. A note from parents is required if students know in advance that they will be late.
- 4. Leaving During The Day** – Students who leave school property must sign out at the office. Students with appointments during the school day are required to present a signed and dated note, indicating the reason for leaving, to the school office before 9:00 A.M. They will then be issued an

office slip. In order to leave a class early for that appointment, students must present the office slip to the subject teacher.

5. **Off-Property-** Students who are in their first or second year of high school are to remain on campus from the time of arrival until the time of dismissal, unless they have prior parental or staff consent to leave during that school day. Students in their third and fourth year of academics may leave the campus throughout the school day when time permits.
6. **School Activity Absence** – From time to time there will be instances in which students will need to be excused from regular class instruction due to responsibilities associated with a sponsored school activity. Students who find themselves in this situation are required to complete the appropriate form at least 24 hours in advance of the scheduled absence. Forms are available at the school office.
7. **Planned Period of Absence** – Students who will be away for an extended period (3 days or more) of time need to pick up a Leave of Absence form from the office. The form is to be signed by parents and all teachers in order to communicate the student's responsibility during the period of absence. The form is due in the office no later than three school days prior to leaving.

General Guidelines & Information

1. **Smoke-Free Environment** – HDCH, including its facilities and its property, is a smoke-free environment.
2. **Visitors** – We welcome visitors to our school. If students wish to bring a friend to school, please request permission from the office and classroom teachers in advance of the visit. All persons not officially connected with the school must report to the school office upon arrival. Generally, persons without business to conduct in the school will not be permitted to stay.
3. **Guests Attending Student Council Events** – Student Council sponsored events are designed to build community among the students and staff of HDCH. The Student Council endeavours to plan activities which interest the students, provide a welcoming atmosphere, and build school spirit in a loving Christian environment. Students may invite one guest to social events. At least one week prior to the event, the guest must receive written permission from a Student Council advisor to attend the activity. The guest will be informed of the code of behaviour that is expected and will pay the unsubsidized cost of the event.

4. **Music** – Hamilton District Christian High School recognizes that some pieces of music are objectionable and therefore unsuitable for presentation or performance at HDCH. Grounds on which music would be deemed objectionable include: blasphemous, obscene, or sexually suggestive lyrics.
5. **Text Books** – Textbooks are distributed at the beginning of each semester and are to be returned during exams. Students will be charged for missing, late, or damaged texts.
6. **Lockers** – Each student will be assigned a locker for personal use. Students may decorate the inside with discretion, consistent with our goals for Christian expression. Students are responsible for locking their lockers. Any personal effects or debris left in lockers at the end of the year, as well as any damage to lockers, will result in a charge. Students who lose their lock must pay a \$6 fee for a new lock.
7. **Counselling Services** – A certified counsellor is available at our school. Appointments can be made through the principal. Please realize that according to the law of Ontario, every person who performs professional or official duties with respect to a child and who has reasonable grounds to suspect physical, sexual, or emotional child abuse is required to report all necessary information related to their suspicions as quickly as possible to the Family and Children Service Agencies.
8. **Library** – The library is a quiet place where students may complete their homework, do research, or study for tests and exams. Please respect book due dates so that other students will be avoided unnecessary frustration.
9. **Gymnasium** – Only school sports equipment may be used in the gym. All students must wear gym shoes when playing on the courts. Food and drinks are not permitted in the gymnasium. Students must remain off the playing area when not involved in a sporting activity.
10. **Food & Drink** – Most food and drinks should be consumed in the cafeteria. Snack and lunch items are available for purchase daily.
11. **Buses And Cars** – Buses and cars are for transportation only. Cars are to be parked in the designated area of the parking lot. All those who use the lot are asked to respect spaces provided for handicapped persons and for visitors. Please be aware that bylaw officers have ticketed vehicles stopped in the fire lane in front of the school. Drivers are responsible for their vehicles at all times; irresponsible driving will result in discipline procedures.
12. **Recycle Program** – We are all encouraged to use the labeled recycle containers in order to minimize waste.

- 13. Computer Use Policy** – At HDCH, we believe that computer technology, as part of God’s created world, is to be used with discretion and respect. Our Computer Use Policy is given to all students at the beginning of the school year and outlines our expectations.
- 14. Electronic Communication Devices Policy** – HDCH affirms that electronic communication, like all communication, is a gift from God and needs to be used to further His Kingdom. While appreciating the usefulness of these devices, our community also recognizes that they can become a distraction. Therefore use of these devices will not be permitted when they are not required for student learning, including but not limited to classrooms and assemblies. Prior approval from the teacher is a must for any electronic device to be used in class. Teachers have the discretion to confiscate devices that are distractions to learning.
Recording of individuals without their knowledge is illegal; the use of digital recording devices or camers in washrooms or changerooms is strictly prohibited. The use of any device in such a way will result in the immediate confiscation of the device. The use of devices for cheating, plagiarism, intimidation and other inappropriate behaviour is not allowed and appropriate rules and consequences apply.
- 15. HDCH Student Wardrobe Dress Code** – HDCH has a standard school wardrobe in order to promote a sense of school identity and community, foster an atmosphere of learning and a more inclusive environment, and most importantly, to encourage modest clothing that reflects a Christian lifestyle.
Students are expected to observe all aspects of the following dress code for all school days and school-related activities, unless alternate standards have been approved by administration. The dress code policy is in effect from 9:00 am – 3:00 pm, including lunch and spares. For details, go to the “HDCH Wardrobe” link on our website.
During dress-down days, students are to dress in a neat and clean fashion and in a style that is fitting for a Christian teenager in an academic environment and is consistent with the student wardrobe policy.

Awards and Scholarships

Graduate Awards

For the graduate awards selection process, please see the Student Services page of our website.

- 1. Cecil Kuurstra Scholarship** This scholarship is awarded to a current graduate who will attend a Christian College. The student intends to study an academic discipline that focuses on meeting the needs of people with a view to working in some form of Christian service. The recipient will have shown evidence of willingness for service and, furthermore, has good potential to achieve this goal. The current value is \$500.
- 2. Wiebe vanDijk Scholarship** This scholarship is awarded on an annual basis to a graduate of Hamilton District Christian High School who has demonstrated exceptional Christian leadership, maturity, and vision during his/her stay at HDCH and who will continue his/her education at Redeemer University College. The current value is \$500.
- 3. John Verduyn Memorial Scholarship** This scholarship is awarded on an annual basis to a graduate of Hamilton District Christian High School who has shown exceptional effort in achieving academic success. The successful candidate will have accepted an offer of enrollment in a College of Applied Arts and Technology or a Bible college. The current value is \$1000.
- 4. Sarah Han Memorial Scholarship** This award, offered in memory of HDCH graduate Sarah Han (2003), is presented to a student who exemplifies Christian leadership through curricular and extra-curricular involvement while demonstrating perseverance and determination in the pursuit of academic excellence.
- 5. HDCH Academic Plaque** The student has completed all requirements for the HDCH diploma and has earned at least 100 academic points based on the best thirty credits. This achievement reflects outstanding academic performance at each grade level. The point system is as follows: 4 points (90-100%), 3 points (80-89%), 2 points (70-79%), 1 point (60-69%), 0 points (0-59%).
- 6. Governor General's Award** This award is presented to the student in the graduating class who has the highest average mark in all Grade 11 and 12 courses. The Governor General of Canada authorizes our school to present this award.

7. **Lieutenant Governor's Community Volunteer Award** This award is presented to a graduating student for exemplary community contribution or outstanding achievement through volunteer activity.
8. **Ontario Scholar Award** This award is presented to students who earn an 80% average in at least six Grade 12 courses.

Student Awards

1. **The John Buesink Memorial Bursary** – The bursary is awarded annually to a grade 11 student who is honest, trustworthy, and loving towards people in need and has demonstrated giftedness in the business program and has a clear understanding of Christian principles in relation to ethical business practices. The bursary consists of a \$750 credit applied to the tuition of the recipient and a \$250 cash award. For details on the selection process, see the Student Services page of our website.
2. **Hannah Jun Memorial Scholarship** This scholarship is given in memory of HDCH student Hannah Jun and awarded annually to a grade 11 HDCH student who best exemplifies Hannah's commitment to health, fitness, and well being and her determination to overcome hardship. In addition, the applicant must demonstrate by words and deeds a sincere commitment to serve God in all things.
3. **The Liz Williams-Bottinga Memorial Scholarships** – These scholarships, awarded each September, recognize excellence and improvement in academics. Academic Excellence Scholarships are awarded to the students with the highest level of achievement in grade 10 and in grade 11, respectively. The Improvement Scholarships are awarded to the students with the greatest improvement in academic performance from grade 9 to 10 and 10 to 11, respectively. The value of these awards will be applied toward the student's tuition at HDCH. A student may be awarded a Bottinga Scholarship only once.

Celebrating Contributions to HDCH Life

These five awards celebrate the unique ways that individuals have contributed to and enhanced our school community through extra-curricular activities. Any student who is nominated by his or her peers or teachers and who meets the criteria will receive an award.

1. **Involvement** – For students who are involved with dedication.

2. Excellence – For students who have excelled in their areas of involvement.
3. Leadership – For students who lead their peers with encouragement, action, determination, and vision.
4. Community Spirit – For students who serve their peers by building community, and who contribute to school life with enthusiasm, determination, and creativity.
5. Distinction – For students who meet the criteria of all the above awards, who participate in several activities with leadership and teamwork, and who exhibit the fruits of the spirit in how they work.

Student Services

The Student Services Department at HDCH is dedicated to helping students discover their God-given gifts, and to develop these gifts in the advancement of God's kingdom. Our goal is to help students achieve personal goals in education and work and to contribute to their communities as obedient servants of Christ. To help meet these objectives, the Student Services Department offers the following:

- Academic counseling – course selection, timetable revisions, and academic program
- Academic support – study skills, program modification, and resource support
- Post-secondary planning – exploration of post secondary options and application processes
- Personal assistance – counseling, conflict resolution, and outside referrals. A certified counselor from Salem Christian Counseling Clinic is regularly available by appointment
- Leadership and Peer Support – leadership training, tutoring and peer mentoring
- Resource Centre – electronic and print library of current referrals
- Independent Learning Program – credit and non-credit academic support.

Summer School

Some students attend summer school in order to raise their standing or to make up a credit which they failed in the school year. Summer courses are not offered here; arrangements to attend summer school can be made in June through the Guidance Department.

Extra-Curricular Activities

It is the aim of our Christian school in co-operation with parents and church to provide each student with excellent Christian education. To achieve this goal each student must grow academically, spiritually, physically and socially. We encourage students to participate as fully as you can in a variety of school activities. Activities offered during the school year include:

Art Club	Assembly Committee	Athletic Council
Badminton	Basketball Jr Ladies	Basketball Sr Ladies
Basketball Midget Men	Basketball Jr Men	Basketball Sr Men
Camera Club	Chamber Ensemble	Concert Band
Cross-Country	Drama Club	Drama Production
EcoServe Club	Golf Club	Hockey
Improv Club	International Club	Intramural Sports
Lacrosse Ladies	Lacrosse Men	Math Contest
Mission trips	Slo-pitch Softball	Soccer Midget
Ladies Soccer Ladies	Soccer Midget Men	Soccer Men
Sound & Light	Student Council	Touch Football
Track & Field	Volleyball Midget Ladies	Volleyball Jr Ladies
Volleyball Sr Ladies	Volleyball Jr Men	Volleyball Sr Men
Yearbook		