

MASTER'S COLLEGE

**PARENT/STUDENT
HANDBOOK
2018-2019**

Principal: Mrs. Susan McAllister

Vice-Principal: Mr. Brian 't Hart

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Welcome to the 2018-2019 School Year!

Thank you for choosing Master's College for the education of your child. Our College Division has approximately 260 students and is served by twenty faculty staff members, along with several support staff. We are privileged to share our campus with our Academy (K-6), which has approximately 430 students. Our school is accountable to Palliser Regional Schools and Alberta Education, as well as to the Master's Society.

Master's began in 1997 (K-8) with our first graduation in 2002. The majority (over 90%) of our Grade 12 graduates go on to university and various post-secondary institutions.

Our school is well recognized in the city of Calgary for its educational model. The Fraser Institute has recognized us for "Improvement in Academics - High School" for excellence in learning both in 2008 and 2009!

Our C.E.O. and founder, Tom Rudmik, has a strong vision and heart for the school and is active in our school life.

VISION: to produce Profound Learning

MISSION: to develop Master Learners

REASON FOR BEING: to develop a breakthrough model for learning and share it with the world

SIGNATURE: innovation and creativity

By joining Master's, you will have a unique experience...

- a) thinking independently, breaking out of the traditional box to seek original solutions to complex problems;
- b) integrating Christian values and beliefs into daily life;
- c) acquiring technology integration skills through our one-to-one computing program;
- d) developing personal character qualities - such as integrity, courage, and vision - which enable students to relate well to others, live a serving life, and positively influence their world;
- e) multiple extra-curricular opportunities;
- f) a school culture that has a 'family feel' with staff who care for adolescents and seek for opportunities to speak positively into their lives.

We encourage you to be involved in the educational journey of your child and we hope to see you at school events. Our model of ownership is supported by the online reporting system and can be used as a conversation starter to help you stay involved in what your child is learning.

The following pages contain information that will help to guide our journey together this year. We encourage you to embrace our school values as we work and communicate as partners and colleagues to make this school year successful.

Susan McAllister

College Principal (Grade 7-12)

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Brian 't Hart

College Vice-Principal (Grade 7-12)

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A-B

Academic and Career Counsellor

Mrs. Charlene Foster, the Career and Academic Counsellor from Palliser Regional Schools, visits our school on a weekly basis. You may contact her at charlene.foster@pallisersd.ab.ca to ask questions or book an appointment.

Aerosol/Fragrance Guidelines

Some individuals have allergies to high levels of fragrance and aerosol smells. Our school community is asked to respect this, and administer their fragrance/aerosol at home before they come to school or in the locker rooms and washroom areas. They are not to be administered in the hallways.

Allergies and Asthma

If your child has serious or life-threatening allergies or asthma, please ensure that their Medical Information form is current and that their medications are available both on and off campus. Contact the College Office for more information.

Announcements

Announcements will be made in the College wing two to three minutes prior to lunch and the end of the day as needed.

Assignments

Students will be given their respective subject expectations as it relates to handing in assignments. Students may need to print their assignments at home or submit them electronically. All assignments are to be completed, as each assignment represents a crucial aspect of the learning process and prepares students for quizzes and tests. Assignments will not be given out on the last day prior to any of the school breaks that are due the first day after the break. All assignments will be marked and returned to students in a reasonable time frame. Assignments are to be handed in on-time. Re-works are sometimes available upon permission from the teacher.

Athletics

"Master's Eagles" is the name of our athletic teams. There are opportunities to try out for many teams such as: Golf, Volleyball, Basketball, Badminton, Floor Hockey, Soccer, Track & Field, European Handball, etc. Our teams are competitive while emphasizing sportsmanship. Contact Mr. Bev Ness (bev.ness@masters.ab.ca) or Mrs. Kelly Ann Meeuwisse (kellyann.meeuwisse@masters.ab.ca) for further details.

Attendance

Schools are required by Alberta Learning to maintain accurate records of student attendance and late arrivals. We are aware that students may be absent from school for a variety of reasons, however school attendance is a key factor in student learning. According to the School Act, 2007, Section 12, students can be excused from school for the following reasons:

- The student is unable to attend by reason of sickness/medical appointments;
- The day is recognized as a religious holiday by the religious denomination to which the student belongs.

Any other absence will be designated as non-excused in the student record with Alberta Learning.

Excessive absences are addressed in the School Act as follows: "A student shall conduct himself or herself so as to reasonably comply with the following code of conduct: attend school regularly and punctually." If, at the discretion of the principal, the absences are deemed to be negatively impacting a student's learning, attempts will be made to enforce school attendance. If after the school's attempts to enforce school attendance under the provisions of the School Act has not been effective, the matter may be referred to the Attendance Board. An Attendance Officer may investigate and attempt to enforce school attendance as per the School Act.

At Master's College, we know the importance of student attendance and as a general rule do not support students being absent from class due to family holidays. When a student has been absent in excess of 10 school days for unexcused absences, a letter will be sent home requesting compliance with the School Act as stated above. Should this attempt not result in more regular attendance, a meeting with the principal will be held and a plan put in place to ensure compliance with Section 12 of the Alberta School Act.

Late arrivals are a serious detriment to each child's and each classroom's success. When a child is late, it prevents him/her from the benefit of the most important part of a class when the day's work is outlined. Late arrivals can also be a serious distraction for the teacher and students who are punctual, because it distracts from the progress of the class. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 to 10 minutes is equally detrimental. This is typically the parents' responsibility by setting the example for punctuality. It is a most valuable life skill. Any late other than medical/dental appointments will be designated as an unexcused late.

Teachers take attendance for each class. For the safety of our students, we ask that you inform the school if your child will be absent or late. Please call our absent/late line: 403-242-7034; press "2" to report an absence or late. If a student is not in class and parents have not informed the school by calling the absent/late line, an email will be sent home. Emails are sent home at approximately 4:00pm daily. The office may call home if there is a concern regarding a student absence. In addition, students are expected to sign in and out at the office if coming to school late or leaving early.

Please make all necessary arrangements to arrive at school on time. If Jr. High students are late after lunch (due to being off campus), they will lose a week of of campus privileges at lunchtime, and they will need to eat their lunches in designated areas during this time.

Bell Times

The morning bell rings at 8:10 am, Monday - Friday, with **classes beginning at 8:15 am**. Lunch is from 11:21am-12:01pm Monday - Thursday. Dismissal at the end of the day is 3:15pm Monday - Thursday and 12:24pm on Early Dismissal Fridays.

C

Cafeteria

The cafeteria is open from 8:00-8:15am, during lunch, and from 3:15-3:30pm. Students may only purchase items during these hours. Students can eat in the cafeteria or outside, but not in the hallways, gymnasium, or classrooms.

Food and drink may not be taken into any of the classrooms/study halls at any time unless authorized by the classroom teacher/staff member. All students are expected to assist with keeping the eating areas clean.

Students have the opportunity to purchase food at the cafeteria. Pre-paid cafeteria "cards" are available for purchase through the Parent Portal under "Online Payment". Amounts can also be paid by cheque (made out to Master's Academy & College). Please note: the Cafeteria will not extend credit for accounts with a zero balance.

Calendars

Keep up-to-date on school activities, holidays, PD days, etc. Yearly and monthly calendars can be found on the website. You can also subscribe to the calendar by following the instructions found on the Calendar page of the Master's website.

Campus Security

For the safety of our students, we request that all parents, guardians, and visitors check in at the office upon arrival. When visiting classrooms and student areas, visitors must wear official identification issued by the office, unless accompanied by a school official. Non-Master's students cannot visit any classes without permission from either the Principal or Vice-Principal.

If you see an unidentified stranger in the building, please take the initiative to re-direct and escort them to the office. A security system is also in place that automatically locks and unlocks the exterior doors at certain times during the school day.

Grades 7-12 students are to enter and exit the building using the south doors only. If the main College entrance doors are locked during the day and you need to enter, simply press the buzzer and smile at the camera - the office will unlock the door for you.

When College students leave campus during school hours they must sign out at the office. For medical/dental reasons, an authorized note or email notification must be presented to the office by the parent or guardian as authorization to leave. Students who return during school hours must sign in at the office upon their return.

Carpool

You can help with the congestion in the parking lot by making arrangements to carpool with others from your neighbourhood. Information can be found on our website in the 'Parent Directory'.

Cell Phones

The school wants class time to be spent on educational purposes and not on electronic communication (i.e. texting, phoning) that is non-educational in nature. Therefore, as a general school culture, personal electronic communication is not permitted during class time and devices are not to be used or visible. However, we understand that there are positive uses of technology for learning purposes and exceptions for educational use will be granted by the teacher. Therefore, as a general school procedure, cell phones for Grades 7-12 are not to be taken out or used in class, unless with teacher permission. Parents are

asked to respect this culture and make arrangements to contact their child outside of class time. In emergencies, the parent may contact the College office and a message will be given to the student.

Chapels and Assemblies

Student attendance at assemblies and chapels is an expectation. Chapels are organized in the different divisions. A chapel at Master's is an assembly with a Christ-centred focus. It gives opportunity for a group gathering and a chance to share biblical values and principles. We try to incorporate our worship to God as well as learning principles of Christianity. Bible-based education values and practices are integrated into our daily routines.

All families within our school, regardless of their own spiritual beliefs or religion, are aware that they have enrolled their child into a Christian school. All students and parents are to show respect and acceptance for any time of biblical integration activities or assignments in classrooms, assemblies, field trips, and camps.

Clubs and Extracurricular Activities

Students have the opportunity to take part in many student-run activities that make our school's climate and culture so unique. These clubs and activities would agree with the mission and vision of the school. Opportunities vary each year and include, but are not limited to: yearbook, drama club, music ensembles, grad committee (Gr. 12's), student council, dance committee, debate, leadership development, missions, chess, robotics, athletics, etc. For a club to be approved, a proposal is submitted to school administration that includes the following:

- * how it aligns with our mission and vision and Christian integration
- * a staff member who sponsors the club and who would ensure proper supervision
- * a budget
- * meeting frequency and times

Collaboration Studio

Master's has built a unique Collaboration Studio designed with powerful collaborative processes, which will enable students to become world changers. Master's is able to give students the skills necessary to cope with the ever-changing demands of the 21st century.

The studio is used with special permission for K-12 classes, staff R&D sessions, and parent meetings. It is a multi-purpose space designed for collaborative learning. There are hundreds of excellent books and numerous genres with more topics available than in the typical high school library. We invite students to take the initiative to devote some personal time in the space for an enriched learning experience. Mrs. Cindy Backstrom manages the Collaboration Studio. In years past, we have invited students to assist in the maintenance of the space - see Mrs. Backstrom for more details.

No consumption of food or drink is allowed in this space unless authorized by the Principal or designate.

Communication

- Parents will receive a weekly email on Fridays with upcoming events (called "Next Week @ Master's College", formerly "Weekly Events").
- There will no longer be monthly newsletters. Instead, there is a living "Newsfeed" on the website where detailed information on events will be posted.
- Grade/division Google Calendars will still be used.
- The cafeteria menu, teacher/staff contact information, school calendars, common forms (i.e. Driver's Authorization form), course descriptions, etc. can be found on our website.
- You can follow us on Facebook and Instagram too! @MastersCalgary
- Also, please check the Parent Portal in "Master's Notes" for communication. Teachers will also send emails to keep parents informed about school activities. Please feel free to contact your child's teachers if you have questions or need clarification about upcoming events.

- Some information, such as permission forms for off-campus activities, will be sent home electronically and a signed response is to be returned to the office with the student.
- If you have a specific concern or subject that you would like to address, please set up a meeting with the teacher through email or phone message. Teachers will respond to messages as quickly as possible. When setting up a meeting, please give a brief outline of the topic(s) to be addressed so that the teacher can prepare relevant information in advance.

Counsellor

We are blessed to have a Family School Liaison Counsellor, Mrs. Leslie Tochor, available to our students and their families for personal/non-academic needs. If you would like to speak with her, please complete a referral form which can be found on the 'Resources/Forms' page of our online newsletter/blog, or contact the College office.

D-E

Department: Learning Attire, Conversation and Behaviour

Master's is a professional working and learning atmosphere. The uniqueness of students, which we celebrate, can be evident in their manner of dress. The quality of individual can also be evident in the language they choose to speak and the manner in which they choose to treat others. Our focus is on learning, and at times the distractions of offensive language or suggestive clothing or hurtful behaviour can be a distraction from learning. Students and staff who are neatly dressed and who use positive and respectful language as they converse with one another help to create a positive learning culture at school that is enjoyable for everyone to be in each day. At Master's, we ask that students dress and behave and speak at a level that is above that of normative youth culture. Before they come to school, we ask for them to make a decision to dress and act and speak and carry themselves in a manner that will promote and encourage a positive school culture that honours all individuals. We also ask that students make clothing choices that will allow them to fully participate in their days' learning, which may include a full range of movement, and an ability to sit comfortably on the floor as well as in chairs.

Generally speaking, dressing respectfully and professionally for participating in our learning environment means choosing:

- Respectful and/or positive logos or slogans that are not offensive or discriminatory
- To wear hats and hoods outdoors only
- Shorts or skirts that are mid-thigh or longer
- Clothes that cover and conceal both your undergarments and your torso (ie. extend beyond the waist of your pants/skirt)

If a staff member deems that a student is not dressed in appropriate learning attire, the student will be expected to change into appropriate clothing.

Discipline Policy

Master's would like to have a supportive culture that extends grace and correction for inappropriate actions. There is an attempt to operate in relationship with the home and the student. The heart behind the Discipline Policy is to help the child make corrections so that they can reach their full potential as a young person. Every attempt will be made to work with the child and family so that they can function well within the school and classroom environment. Having said that, repeated behavioural incidents would warrant some intervention by the school and the home.

Should a **FIRST** behaviour incident occur, the teacher would speak privately to the student on a one-to-one basis to bring clarity to the expectations. The teacher will then document the incident.

Should a **SECOND repeated** behaviour incident occur, the teacher will again speak to the student privately. The teacher will then contact the parent/guardian to inform them and ask for help in the matter. The teacher will then document the incident and the call.

Upon a **THIRD repeated** behaviour incident, the teacher will call a meeting with the parent. The Vice-Principal will attend this meeting if deemed necessary. The meeting will be documented, and the information forwarded to the Principal. A written document (an "Action Plan") will be created to indicate specific behavioural expectations. All parties involved (student and teacher) will sign and date this agreement, acknowledging the specific behavioural changes required. Copies of this agreement will be distributed to the student, parent, the Vice-Principal, and the original copy will be kept by the issuing teacher.

If similar behavioural incidents persist, the student and family will be required to meet with the Principal for further conversation. Each situation will be considered individually in determining the most

appropriate course of action to be used. Discussion may involve whether or not the student remains enrolled at the school.

Drama Productions

Master's hopes to have a Drama production each year. -The production is open to all College students and auditions will be held. Practices and rehearsals are outside of class times. Students do not need to be in the drama class in order to be in the production.

Drivers

Volunteer drivers are often required, especially for athletic events. In order to be a volunteer driver, you must complete a Volunteer Driver Authorization form (yearly), carry \$2 million liability insurance, complete a Volunteer Confidentiality form, a Driver's Abstract, and a Police Information Check. All of these forms can be obtained at the College Office.

Electronic Devices

The school wants class time to be spent on educational purposes and not on electronic communication (i.e. texting, phoning) that is non-educational in nature. Therefore, as a general school culture, personal electronic communication is not permitted during class time and devices are not to be used or visible. However, we understand that there are positive uses of technology for learning purposes and exceptions for educational use will be granted by the teacher. This is also related to guidelines within the Freedom of Information and Protection of Privacy Act of Alberta (F.O.I.P.P.). Students are to respect the technology belonging to others and are not to touch/take/use without permission.

Email

Teachers can be contacted through email: teacher's first name [dot] last [name@masters.ab.ca](mailto:teacher@masters.ab.ca). A complete list of staff email addresses is located on our website. You may also contact the College office.

E.A.P. - Emergency Action Plan

Master's Academy & College has implemented a plan for providing assistance to injured/ill students both on and off-campus in the event of an emergency. In-service training is given to teachers and staff regarding serious or life-threatening allergies and asthma; including the use of injectors (Epipens or Twinject) and inhalers.

Emergency Exits

There are six scheduled emergency exit drills during the school year and two scheduled lockdown drills. Teachers will prepare students regarding expectations related to different types of emergencies – both inside and outside of the school.

F-G

Facility Responsibility and Respect

It is an expectation that students keep their classrooms and hallways and specialty rooms clean and in order. The carpets and floors are all cleaned and should be maintained by all stakeholders. It is possible to keep our building looking sharp and our custodians spend numerous hours daily ensuring that we have a clean learning environment – we want to respect their efforts. It is expected that our custodial staff is to be respected in words and in action.

If a spill occurs, students need to take care of it as soon as possible. Our custodians are willing to assist. If at any time your money/item is stuck in a vending machine, DO NOT tamper with the unit (kick or shake it). Report the matter to the College Office to receive a refund – thank you.

Fighting/Bullying

Any type of fighting and/or bullying does not reflect our school values.

Physical fights or acts of aggression on school property or during off-campus school activities will result in immediate disciplinary action. The Administration will decide on the severity of the consequence based on the nature of the infraction.

Cyber-bullying on Facebook, Twitter, and other electronic platforms have become open territory where “electronic” footprints are left and can be traced. Cyber-bullying affects school culture and learning and will be seriously addressed with the possibility of police involvement.

Global Impact Program

Master’s has sent over 40 teams around the globe over the past 16 years. There are many types of overseas projects in which to be involved. Some programs are open to Grade 9 students but it remains primarily a Grade 10-12 program. Please see Susan McAllister if you are interested in this program (susan.mcallister@masters.ab.ca).

Graduate Profile

Master’s graduates will be able to pursue their personal vision without limitation by:

- Activating their imagination,
- Releasing creativity to innovate and to invent,
- Being willing to take risks, becoming leaders and history-makers,
- Having a spirit of exploration,
- Walking in the realm of unlimited possibilities with visionary thinking and having faith in God that nothing is impossible.

Gym

College students are expected to change into proper gym attire for gym class. New students are provided with a Master’s t-shirt. For students needing to have their t-shirts replaced or resized, the cost is \$20.00. Students are required to provide their own athletic shorts (dark blue or black). Physical Education classes are mandatory for Grades 7-10.

For liability purposes, students are not allowed to be in the gym unsupervised. Food is never to be consumed in the gym unless authorized by school administration.

H-L

Hand Washing

Hand sanitizing stations are located in classrooms, bathrooms, and high traffic areas throughout the school.

Leadership Program ('You Prep')

Master's has developed a unique program designed to meet our students' needs as they prepare to meet the skill sets for the 21st century. Grades 7-9 has an 'Imaginal Design' Program and Grades 10-12 has an 'Imaginal Leadership' Program called You Prep. Each program has a specific emphasis that will help students be ready to contribute to the future. There will also be special classes, seminars, assemblies, and chapels presented to students throughout the year.

Illegal Substances

Students are to abstain from all forms of alcohol, smoking, vaping and illegal drugs during the school day. Under no circumstances will alcoholic beverages or illegal drugs be permitted in or on school property, including on all types of field trips, camps, grad, school dances, missions, and any other school-related activities. Possession of cigarettes, alcohol, or weapons (real or fake) of any kind is also prohibited. Immediate suspension may follow. Possession of illegal substances and weapons is a criminal offence, and the police will be notified immediately.

Injury/Illness

Injury prevention is a priority. However, if an injury/illness occurs while at school, whenever possible, teachers/staff with first aid training will evaluate the nature and extent of the injury/illness. If the injury/illness is serious or life threatening, 911 will be called, followed by a parent or an emergency contact. If the injury/illness is not serious, but the student cannot return to class or participate in the learning environment, a call will be made to a parent or an emergency contact with a request to pick the student up. If the injury/illness is minor, the student will be given "basic" first aid and will return to class. No call will be made to a parent or an emergency contact. Assistance by teachers/staff is limited to what is possible in a school setting and to what can be done by persons untrained in medical procedures. There is no "sick room" for Junior and Senior High students.

Learning Commons

These are Junior and Senior High areas that are specially designed for large or small group learning activities.

Lockers

Lockers are the property of the school and should be free from any items that contradict or violate our value system. Do not leave any valuables in the change rooms; they should be kept locked in your locker. Students should keep their lockers locked. Locks are provided at the beginning of each school year. Combinations should be kept confidential. Lost or damaged locks will be subject to a \$5 replacement charge.

Lost and Found

Please mark all students' personal belongings and check the lost and found weekly to reclaim what has been lost. There are always many items left at school daily and storage becomes a problem. We send items to charity on a regular basis in order to cut down on the storage problem.

M-P

Messages

If it is necessary to get a message to your child during school hours, please call the office at least 30 minutes prior to the dismissal bell. Calls made to the classroom during school hours go directly to voicemail and the teacher may or may not check for messages until the end of the day. Please keep in mind that there is no guarantee that your child will hear the announcement or come to the office to receive the message. If you need to text or speak to your child on their cell phone, please do so outside of class time (lunch is from 11:21-12:01) - students have been instructed to not access their cell phone for personal communication during class time.

Online Reporting

Each student and family is able to view student assignments and grades online and in real-time. Students must take ownership by checking often on their academic progress. Contact individual teachers with any questions or concerns.

Palliser Regional School Division (www.pallisersd.ab.ca)

Master's joined the Palliser Regional School Division in the fall of 2008. Alberta Education refers to us as an "alternative" program within the Public School Division. We are able to maintain our Christian distinctive and learning model, continue building our vision, and reduce our program fees.

Parking

Drivers must observe the speed limit and students are expected to park in the student-designated parking areas. All student drivers require parking permits that can be obtained at the College Office. No student parking is permitted in the parent and staff parking lot. There are 20 student parking permits at the Military Museum. Please respect this privilege given to Master's by the Museum. Cars must be removed by 6:00 p.m. each evening. Contact the College Office for information regarding parking permits.

Parent Council

Our Parent Council meets three times a year and the dates are announced in advanced through newsletters and Weekly Events. All parents are welcome to attend. Parents on the leadership team can be contacted through the College Office.

Peanut & Nut Guidelines

Master's strives to create a peanut and nut "safe" environment. In order to reduce the risk of accidental exposure, we will not use and/or sell peanuts, nuts, or products that clearly state peanuts or nuts in the ingredients. We have respectfully asked for cooperation from our parent and student community to not send peanuts, nuts, or products that clearly state peanuts or nuts in the ingredients to school or to off-campus activities.

Phone Usage

Students may use the College Office phone for calling home if deemed necessary by the receptionist.

Plagiarism and Dishonesty

Plagiarism is defined as "copying someone else's work and presenting it as your own" and is considered a serious offence. It is also copying directly from the Internet. It is a choice/behaviour that needs to be corrected, and is not acceptable. The teacher will discuss the incident with the student and parents and

an alternative assignment may be given. If you knowingly give your assignment to another student and he or she hands in that assignment (identical or similar) then the same consequence will apply. Copying on a test or an assignment is considered to be dishonest and “cheating”.

If your choice is evident of a pattern of repeated plagiarism, serious action will be taken in consultation with the School Administration.

Public Display of Affection

During school hours, students are encouraged to nurture friendships with a wide range of their peers. Students are not to public display of romantic affection while on school property or at any off-campus activities sponsored by the school.

R-T

Report Cards

Real-time reporting is available online in the "Parent Portal". Details on accessing can be found in the 'Navigating the Parent Portal' document on the 'Resources/Forms' page of the website.

Respect & Culture

An integral part of our school life is our belief in the sovereign Word of God. We have an open door policy in that any student can be eligible to attend Master's. However, our goal is to see each student develop a dynamic, personal relationship with God through Jesus Christ. Students are expected to behave in ways that exemplify biblical Christian values. The truths and facts about the Christian faith will be presented and students will be encouraged to make their own decision based on what they have heard. Although no compulsory Bible classes are taught at the College level, teachers intentionally integrate biblical principles into all subject areas.

Our school culture asks for respect for God, His Word, self, others, property, and authority. Any overt behaviour that would demonstrate a lack of respect, i.e. cruel teasing, swearing, bullying, discourtesy, using the Lord's name in vain, vulgarity, stealing, etc., will be dealt with such that the well-being and security of the school culture is maintained. This applies to all stakeholders within our school community.

Our staff is asked to respect parents and students and to show that respect in the way that they interact and communicate with them. We expect that our parents also interact and communicate with our staff with respect, especially when an issue arises that needs to be discussed. The staff is not expected to continue a dialogue with a parent or student if they are being verbally abused. The discussion can continue at a later date with administration present.

Safety

Your child's safety is a priority. We continue to provide a safe and caring school environment which includes: Emergency Action Plan, Peanut & Nut Guidelines, Influenza Guidelines, in-service training, First Aid and CPR training, Emergency Exits, Lockdown Procedures, Security System, Video Surveillance, and visitor/trade/volunteer identification badges, and locked doors during class hours.

School Jurisdiction

Students are subject to the principles and guidelines of the school at these times:

- During school days and while attending school activities;
- While being transported on school buses to and from school or other school-sponsored activities;
- While attending school-sponsored activities, including but not limited to, field trips, athletic functions, and other activities where appropriate school personnel have jurisdiction over students.
- Online activity of any kind at any time.

Skateboarding & In-Line Skating

For safety reasons, no use of skateboards, longboards, snowboards, scooters, roller skates, or bikes is allowed on school premises. This includes the driveway loop/roundabout area leading to the parking lot. Please remind your children to respect the homes and private property in the area so that we are considered "good neighbours".

Student Lounge

A Student Lounge/Locker area for Grades 11 and 12 is for relaxation and quiet conversation. This is not for boisterous activity. Furniture and environment is to be respected.

Technology

We encourage all parents to purchase a protective case for your child's laptop for day use, as well as laptop insurance. Students need to develop an effective time-management system for tracking their assignment due dates, etc. Please use the Entourage/Outlook /Google calendar to help track due dates. Course Information will be available online via the Parent Community so that students and parents can check regularly what the course updates/expectations/due dates are. Any student who displays inappropriate games, sites, images, videos, or willfully damages or alters computer hardware or technology is in contravention of our guidelines. Students are not to touch other students' technology. Students must not give others their passwords, as each student is accountable for their own laptop. During class time, students need to close all other programs on their desktop that are not related to the classroom lesson/topic at hand. Master's has a school web filter, but if students come across material that is offensive, they are to report it immediately to their classroom teacher and/or the I.T. department.

Tutorials

Extra help is available to students. Teachers are willing to meet at lunchtime or after school. Arrangements can be made by students with individual teachers. Grade 10-12 students also have in-school tutorial embedded into their weekly personal schedules and the students can decide which course they would like additional help in. Tutorial periods can also be used to extend learning, review learning, or complete learning.

U-Z

Visitors

Master's College has a safe and caring environment. The doors of the school are locked while school is in session. All visitors are to report to the office when entering the school to obtain a visitor's badge.

Website

Please take time to check our website (www.masters.ab.ca) and online newsletter/blog on a regular basis. Information on navigating the website can be obtained on the Resources/Forms page of the online newsletter/blog (<http://masterscollegenewsletter.wordpress.com>).

Weekly Events

Lorem Ipsum

Yearbooks

Every year we make available a beautiful keepsake yearbook for our students and the cost is included in Society Fees.