



Calvin Christian School
Collegiate Campus

Student Handbook

2021-22

Mrs. S. Smith
Principal

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Mission Statement

Calvin Christian School serves Christian families by providing a secure learning environment in which God's children can explore, experience and evaluate all of life under the lordship of Christ.

Principal's Message

Welcome to Calvin Christian School – Collegiate campus! I'm pleased to present this handbook to you and trust that it will be a useful and much-used tool for your academic success.

Our teachers and administrators have developed this handbook to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

Mrs. S. Smith

General School Information

Daily Schedule for the Collegiate campus

First Bell	8:49
Devotions.....	8:51
Block 1.....	9:06
Break	10:11
Block 2.....	10:21
Block 3.....	11:28
Lunch.....	12:33
Block 4.....	1:18
Block 5.....	2:25
Dismissal	3:30

There is some variation in the schedule on chapel days and early dismissal days.

It should be noted that the school doors are not officially open until 7:50 a.m.

Communication

The importance of contact between home and school requires clear channels of communication. The primary channels of communication are:

- the student
- PowerSchool (calvin.powerschool.com)
- online calendars (calvinchristian.mb.ca) and
- the Circular Blog (thecircular.calvinchristian.mb.ca)

Using these channels helps ensure consistency of information, minimizes unnecessary repetition, and saves time. Should you have any difficulty accessing PowerSchool, the school calendars, or the blog, please contact the school office.

Telephone & Email

The school telephone number is 204.222.7910 and the general email address is ccc@calvinchristian.mb.ca. Should you find it necessary to call one of the teachers, please refrain from calling during class time. Please see the schedule for appropriate times to call before or after school and during breaks. When you call, please identify yourself. Teacher

email addresses are available on PowerSchool. Please limit your messages to essential communication and remember to say in email messages only what you are prepared to say face-to-face.

PowerSchool

Our Collegiate campus provides its students and their parents with access to a website where they can view student grades, report cards, schedules, homework assignments and announcements. Students and parents/guardians are responsible for regular use of this powerful communication tool to improve performance and to stay informed. PowerSchool is the primary way the school shares student effort and progress with families. (calvin.powerschool.com)

The 'Circular' Blog

Our blog is another social media tool used to inform students and parents of important information covering all aspects of school life. Parents can receive a blog update through their personal email address. Please contact the office if you need assistance with our blog sign-up.

Student Use of Cell Phones and Electronic Communication Devices

CCS Collegiate campus recognizes that the use of smartphones, and other electronic communication devices is continuing to grow and expand. We recognize the value of such electronic communication devices to students, families and schools.

It is the intent of this policy to manage the use of these electronic communication devices in the school to prevent interference with teaching and learning opportunities. This policy applies to the school day, including school-sponsored events, extracurricular activities, and field trips.

Electronic communication devices may be used in the classroom **with the permission of the teacher/school** for the purposes of calendaring, calculating, note taking, research, or other activities as directed by the teacher/school.

Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. All devices must be turned off during Chapel and school programs.

The use of electronic communication devices to invade personal privacy or contribute to behaviour that is injurious to another will be addressed through the school's Code of Conduct. Under no circumstances are cell phones, or any device with a camera, to be taken, and used, in change rooms or washrooms. Students who use an electronic communication device to send or receive personal messages, data or information that would contribute to or constitute cheating, and/or bullying, will be subject to consequences as determined by the school.

School officials, including classroom teachers, may confiscate electronic communications devices from students if they are used for unauthorized purposes or at unauthorized times. Repeated unauthorized use may lead to further action as determined by the school.

Calvin Christian School will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication bill associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.

Other Electronic Devices

iPods or other audio and video players including portable game consoles are not permitted in the classroom except when used with the prior permission of the teacher/school for the purposes of calendaring, calculating, note taking, research, or other activities as directed by the teacher/school. The use of audio and video players is permitted in the hallways and common areas at breaks. If these devices have communication capability their use is also governed by the rules on Electronic Communication Devices. Students are cautioned against playing these devices too loudly for the sake of their own hearing health and to avoid disturbing others in quiet spaces.

Attendance

In accordance with Provincial requirements, students and parents are reminded that punctual and regular attendance is required. Students should only be absent due to unforeseen or unavoidable circumstances such as illness, emergency, and so on. Our community would hold that the ideal goal of every lesson and interaction inside the halls and classrooms is to meet our vision and mission statements. For this reason we take attendance very seriously, as an absence or late report does not only hamper the individual's learning, but also affects the greater community. Students are expected to attend classes and to be fully contributing members of the class, not only to receive information for themselves. In case of an unplanned absence, the parents should notify Mrs. Klatt, our administrative assistant, first thing in the morning and **give the reason** for the absence. You may call 204.222.7910 or send an email message to ccc@calvinchristian.mb.ca. At that time parents should also request homework, if they want it sent home. Please also indicate with whom it should be sent.

Students are expected to be in the building by the first bell, 8:49 a.m., and are expected to be in class 2 minutes later. At 9:15 a.m. PowerSchool sends a variety of messages (text, voice and email) to parents to inform them of absenteeism. To avoid receiving unnecessary messages, please be sure to contact the office if you know your child will be absent. At 3:45 p.m. another message will be sent indicating whether any classes, morning or afternoon, have been missed during the day. You can check PowerSchool for details about absenteeism. It should be noted that the Public School Act, to which independent schools are also subject, establishes the requirement for full attendance up to the age of 18.

Excused and Unexcused Absences, and Lates/Tardiness

The school, at the discretion of the administration, determines whether an absence is excused or unexcused. For example, a parent reporting a sick child will result in an excused absence (A-i) being recorded since illness is considered a legitimate absence under the Provincial School Act. A completely unexplained absence will result in an unexcused absence (A) being recorded. A parent reporting that a child is away on a fishing trip will result in an unexcused absence (A). **Please note that if a parent communicates that a student will be absent but does not provide a reason, that student will be marked A.** Take note that a student's absence is not an excuse for being unprepared for class. Regardless of the reason for missing class, it is still the student's responsibility to get assignments in on time.

We realize that there may be exceptions, such as a prolonged illness. However, if an assignment was due on the day the student was absent he/she will be expected to hand it in when he/she returns to school. Similarly, if a test was scheduled during the student's excused absence, arrangements must be made with the teacher, on the day the student returns, to set a date for the test.

Lates/Tardiness

All Collegiate campus students who arrive late must report to the school office, pick up a late slip and present it to the teacher. Chronic tardiness is disruptive to classes, interferes with teaching and learning, and is often seen as disrespectful.

Attendance and Loss of Credit

We have set the benchmark for loss of credit at 5 unexcused absences, 10* excused absences and/or 10 lates per class. When sickness or family emergency is involved, we have to make judgements about absenteeism on a case-by-case basis. When we start getting close to the aforementioned benchmarks, we have the information we need to draw our concerns to the attention of the student and the parents. Teachers are required by law to keep track of attendance on a class-by-class basis. If the absenteeism of a particular student threatens his or her progress or the progress of classmates, the administration can move toward withdrawing the student in question from the course. After the aforementioned benchmarks are met and with consultation with the administration, students will be put "on notice" and parents will be informed. No other warnings will be issued. Unexcused absences after the first notice can result in a lost credit, at the discretion of the principal. Attendance appears on report cards and are tracked so that we can monitor attendance issues.

Voluntary Absence from School

Extended absence from school (a mid-winter or spring vacation, for example) is viewed as detrimental to student achievement and is discouraged. Teachers are not required to prepare work in advance. Work, however, must be made up. The responsibility for the decision to take a student out of school and the resulting consequences must rest with the parents. The student will be given one week to complete all missed work, tests, and assignments upon return to school. The responsibility to make up missed work rests with the student. Missed assignments, tests and quizzes not made up will result in loss of assessment opportunities for that reporting period. [Naturally, some things can't be made up. Voluntary absences have consequences.] In order for extended absences to be excused, a permission form for the trip must be filled out by the student and parent **two weeks** prior to the absences. The trip then goes through an approval process with teachers and administration. Reasons for a trip to not be approved could be prior attendance, behavior issues, and so on.

Dealing with School Problems

Students or parents and teachers occasionally find themselves in a conflict situation. Sometimes problems relate to evaluation, disciplinary action, school policy or interpersonal tension. When such circumstances arise, parents and students ought to take the following steps, in the spirit of Matthew 18:15,16:

1. Discuss the matter with the teacher before much time passes and before discussing it with anyone else. Often a frank discussion will clear up misunderstandings and lead to a solution.
2. If the problem is not resolved, contact the principal or assistant-principal so they can facilitate a satisfactory resolution to the problem.

Let's start with the assumption that all parties are innocent of deliberate wrongdoing and that there must be some misunderstanding or miscommunication that has given rise to the difficulty. Confidential matters should be discussed in the privacy of the classroom or office without children being present. The board and principal are not obliged to consider concerns and/or complaints about teachers unless they have first been discussed with the teacher concerned. Let's work together to ensure all our actions are guided by Biblical principles.

Public Display of Romantic Affection (PDRA)

Students' display of affection for each other will be limited to holding hands. Students should refrain from kisses, passionate hugs and similar behaviour. "Making out" at school is inappropriate. Students should exercise self-discipline and respect that others are uncomfortable with overt displays of affection.

Adverse Weather Conditions

In the event that weather conditions in the winter are such that classes may have to be cancelled, tune in to radio station CJOB - 680 or CBC - 990 on the AM dial for information and announcements. In the event that buses are not running, the school will be open and parents are encouraged to bring their children to school - weather permitting. Only if and when the weather conditions are such that the River East Transcona School Division schools are closed will Calvin Christian also close its doors for the day. Our 'Country Run' buses do not run if the Sunrise School Division (east of Winnipeg) buses are not running. Shuttle service between our Elementary and Collegiate Campus will not run when RETSD buses are not running.

Clothing, etc.

God has created each of us uniquely special and distinct. The way we dress is an expression of that - who we are. At school, it is our desire to prepare students for Christian citizenship and the workplace. Modest and appropriate dress for Calvin's educational environment is required.

Styles of dress become unacceptable when they go to extremes that threaten propriety. What would be practical to wear for a typical school day where activities range from sitting in groups on the floor, climbing stairs, and carrying backpacks, etc.? Low riding pants, high heels, short skirts and overly casually garments such as pajama pants are not allowed.

Leggings or tights should be worn with a longer top/baggy sweatshirt, or under a skirt. Clothing that exposes the midriff, buttocks, breasts or any part thereof is not permitted. Beach type clothing, such as halter tops, tube tops and muscle shirts, is not suitable classroom apparel nor is it suitable for working out at school in gym class or in the fitness room. Shirts for boys and girls must have sleeves; that is, the shoulder must be covered. T-shirts with questionable slogans are not permitted. Skirts and shorts should be mid-thigh to knee length. Hats and toques may be worn as long as it is worn in a respectful manner and does not become a distraction. Hats with questionable logos are not permitted. Wearing bandanas, clothing or colours, in a manner that can be construed with the association of a gang, or gang activity, is not permitted.

We ask parents to partner with us and understand that at times students may be asked to change their clothing if the administration has determined the clothing choice is unacceptable dress for school. Students wearing inappropriate clothing will be asked to change their clothing immediately or will be sent home.

Valuables

Do not to leave money or valuables in school. The school is not responsible for lost (stolen) items such as watches, money and other personal items if left in change rooms, the gym, desk or lockers. Students should be in the habit of locking their lockers.

Skateboarding on School Property

Students should wear helmets and the use of other protective equipment is encouraged when skateboarding on school property. Skateboarding on private property near the school is prohibited.

Snowball Throwing

Throwing of snowballs is not permitted on the school grounds or on the way from or to the school buses. This regulation is preventative in nature since we do not want any of our students injured by a hard-packed snowball.

Chewing Gum and Sunflower Seeds

Chewing of gum is strongly discourage in or around the school. Gum brought to school will be confiscated. This regulation exists for two obvious reasons:

1. Chewing gum usually finds a “final resting place” under a desk or table, which is highly unsanitary.
2. Some students will dispose of it on the floor - whether it is carpeted or tiled - and it is very difficult to remove from flooring and footwear when someone inadvertently steps on it.

Similarly, sunflower seeds present sanitary and cleaning issues and are also not allowed in the building.

Weapons

Weapons, instruments that could be used as weapons, and items that look like weapons may not be brought to school or be on the school grounds or buses. A weapon is any object intended to instil fear or cause harm to another student. Look-alike weapons are treated with the same seriousness as a real weapon and are not to be brought to school or to a school activity. Having knowledge of a weapon at school and not reporting this information to school staff member is also a serious matter and subject to disciplinary consequences. Exceptions may be made for toy weapons for drama classes and productions, however, the toys must be transported to and from school by a parent and only after teacher permission is secured.

In light of the terrible school tragedies that have happened in recent years, we must have a very low tolerance for the possession of weapons or items that look like weapons. Students are subject to suspension or expulsion for violating these rules.

Guidance

Students are encouraged to visit with the counsellors for personal guidance and for information on course selection and career preparation. Dr. Keijzer is available to discuss any home, school, or social concerns. Mrs. Jeninga is our academic and career counsellor. Mr. Enns is also available for spiritual concerns.

Collegiate Library

Mrs. Doornbos, library technician, and Mrs. Hazeu, library clerk, staff the CCS Collegiate Campus library.

Library Policy For Collegiate Campus Students

1. Library materials may be borrowed for a two-week period. It is the student's responsibility to ensure that library materials are returned promptly. There is a charge of 10¢ per school day per library item. The fine may be waived depending on the circumstances.
2. All library materials may be renewed provided that there are no prior reserves on that item. The item must first be returned in person by the borrower, and then renewed.
3. An overdue notice is emailed to the student's school email. It is the student's responsibility to check their school email for overdue notices regularly.
4. Notices will be emailed to students who have outstanding fines. Fines for overdue materials must be paid within two weeks of the fine notice being issued. Students should report all incidences of lost or misplaced books immediately so that fines don't accumulate.
5. When library materials have not been returned for an entire school term, or if a fine is outstanding for an entire term, a letter will be sent home, stating that the material is assumed lost. This letter will include the replacement cost for the library material.
6. Maximum fine amount for library materials is \$5.00 per item.
7. All library debts, fines and replacement costs must be paid before the final report card is handed out.

Please remember the value of books, the importance of returning them promptly and keeping them in good condition for other users.

Replacement Costs

If, at the end of the school year, any library materials are lost or damaged , the following replacement costs apply:

Hardcover books	\$25.00
Paperbacks	\$12.00
Paperbound books	\$15.00
Damaged Book	Price will be determined once assessed.

Consequences

Consequence of various types are assigned when a student fails to carry out his/her responsibilities. We strive to deliver natural consequences and repair the situation. At the teacher's discretion for reasons such as incomplete homework, being unprepared for class repeatedly and for inappropriate behaviour that is not improving, the student may be required to serve a lunch break study hall to complete homework. A study hall form would need to be signed by the parent, as well as the study hall supervisor, and returned to the teacher the following day.

Consequence Forms are given for infractions such as the following:

1. Incomplete homework
2. Unprepared for class
3. Inappropriate behaviour

Suspensions

We strive to use restorative discipline practices at the collegiate. We address the issue/behaviour and determine a way to fix what was wronged to renew the community and return the student back into their classroom also renewed and strengthened. At times, this requires a round table discussion with students and at times with parents present. As a last resort, the administration may determine that unacceptable behaviour warrants a suspension. Suspensions may be in-school or at-home depending on the circumstances and severity of the infractions.

Balance Between Academics and Extracurricular Activities

We are seeing a pattern developing where some students feel they are exempt from certain academic expectations (i.e. daily homework, catching up on work missed) when the student is absent from class due to extra-curricular involvement. Since we strive for excellence in all areas, we require the following:

1. Students must achieve a minimum grade requirement of 60% in each subject at school in order to participate in a school-related extra-curricular activity.
2. When the grade drops to 65% or below the teacher will notify the student, parent and administration as a warning.
3. If the grade in any subject drops below 60% the student will be considered “academically injured” and will be removed from the extra-curricular activity until their grade improves.

Organization and Homework

Students are expected to keep their notebooks and binders clean and well organized. Each middle school student is given a *School Agenda* in which they should record daily assignments. This Agenda should be kept up-to-date; it is the property of the school.

Final Exams

Students must write the exam on the designated date and during the designated time periods. Any exceptions will have to have prior approval. Such requests will have to be received in the first week of January, after the Christmas Break, for the first semester courses, and in the first week of June, for second semester courses. A \$75.00 fee per exam will be charged to compensate the teachers for the preparation, marking and inconvenience.

Subject Failure and Summer School Policy

If a Grade 7 & 8 student fails two or more core subjects (mathematics, language arts, science, social studies) the student shall repeat the grade unless special recommendation for placement in the next grade is made by the teaching staff.

If a Grade 9-12 student fails one core subject (mathematics, language arts, science, social studies) the student will be given placement in the next grade after successful completion of the course in an approved summer school or by correspondence with the course expenses to be paid by the students and/or the parents.”

Textbooks

Students are responsible for the textbooks issued to them during the school year. If a student loses or abuses a textbook, it will be his/her responsibility to pay for a new one. The condition of textbooks will be recorded and the student will be responsible for a cost factor if the book is not returned in reasonably good condition.

Lockers

CCS Collegiate students are assigned a locker. A \$10.00 locker fee is assessed to cover the cost of locks that require regular replacement and to rent the locker space for one year. The responsibility for items of personal property lies with the individual students. The school assumes no responsibility for loss or damage. Students must keep their belongings locked up **at all times** and must not reveal their lock combination to any other students. The CCCS administration has the legal right to enter a student's locker should a search be deemed necessary.

Physical Education Dress Requirements

When participating in physical education activities, students must wear appropriate gym attire such as sneakers, t-shirts with sleeves, loose fitting shorts mid-thigh length or longer or loose fitting sweat/track pants. Sport appropriate black shorts are the responsibility of each athlete (no jean shorts, beach shorts or Spanx shorts). Please ensure that there are no buttons, zippers or pockets. Spanx shorts are no longer deemed acceptable as an appropriate short for either Physical Education classes or as part of a uniform for our interscholastic sports program. Athletes are asked to comply by wearing an appropriate black sport short. Spanx shorts may be worn underneath this short.

Student Safety – Asthma Inhalers and Epi-Pens

It should be noted and recognized that Calvin Christian School Collegiate campus cannot guarantee an allergen-free or risk-free environment. Students with asthma should be able to self-monitor and administer their own reliever medication in case of asthma symptoms. In regards to life threatening allergies, it is recommended that students have their adrenaline auto-injector with them at all times. The school staff members have been trained in the administration of an epi-pen should an anaphylactic emergency arise.

Course Change/Course Withdrawal Dates

Students and parents are reminded that we make plans, hire staff, purchase equipment, and acquire texts and other resources based upon registration information. Many of those decisions cannot be reversed, so course changes after the initial registration period are strongly discouraged. Please take the registration process seriously. The wise use of your tuition dollars depends upon it.

When a course change is necessary it must be done within the first 6-day school cycle of the semester since entering another course after that point is not practical. Complete withdrawal from a course is also discouraged and accumulation of student credits must be kept in mind. A voluntary withdrawal date is set for high school courses in each semester. Students who withdraw after that date will receive a failing grade in the course and that will appear on the transcript. The first semester voluntary withdrawal date is one week after quarter 1 report cards are issued and the date for the second semester is one week after the quarter 3 report cards are issued. All course changes must be processed through the office on a Course Change Request Form and must have a parental signature. Requests for course changes or withdrawals are subject to approval by the administration or academic advisor.

Calvin Christian School, Collegiate Campus Student Covenant and Parental Permission Section

A Covenant is a Biblical version of an agreement or a contract. When you attend Calvin Christian School we promise to do certain things for you and we ask you to promise to do certain things for us. We ask that you and your parent(s) or guardian(s) enter into this agreement with us. A signed copy will be handed in to the office at the beginning of each school year

1. Students' Rights and Responsibilities Covenant

a. I have a **right** to learn in this school.

It is my **responsibility** to listen to instructions, work diligently and to follow the classroom guidelines set by my teachers.

b. I have a right to hear and to be heard.

It is my responsibility not to talk or interfere when others are speaking.

c. I have a right to privacy and to my own personal space.

It is my responsibility to accept others' rights to privacy and to respect the school's property, my own property, and the personal property of others.

d. I have a right to receive graded tests, projects, etc. back within a reasonable time.

It is my responsibility to complete assignments and submit requested work projects, essays, etc. on the due dates given.

e. I have a right to be loved and accepted as a unique individual.

It is my responsibility to love and accept others, just as I want to be loved and accepted.

f. It is my right to have choices.

It is my responsibility to accept consequences of choice.

g. I have a right to be respected in this school.

I have a responsibility to not intimidate my fellow students and to treat others with dignity and respect.

h. I have a right to develop my creative abilities.

I have a responsibility to use my God given creative talents.

i. I have a right to a safe school building and school grounds.

I have a responsibility to obey all rules of safety set out by the school.

- The Student agrees to attend classes faithfully except in case of illness or medical appointments.
- The Student agrees to complete homework as assigned unless alternate arrangements are made with the teacher.
- The Student agrees to participate in organized activities such as field trips, mission trips, school concerts, community service activities, and any activities deemed by the principal to be part of the overall educational program of the school.
- The student agrees to attend all chapels presented by the school during the school day.
- The Student agrees to abide by the school's behavioural expectations, including but not limited to those set out below. The Student will abstain from:

- substance abuse: Using, e cigarettes and possessing or being under the influence of tobacco, cannabis, alcohol or illicit drugs at school is unacceptable and subject to disciplinary action
- sexual activity of a promiscuous, pre-marital nature
- the use of profane, abusive and blasphemous language
- theft, fraud, or any other criminal activity
- racial, religious or ethnic prejudice
- gang activity of any sort, including the wearing of gang colours
- violent or abusive behaviour or sexual and gender harassment
- damaging or defacing the property and equipment of Calvin Christian School

The Principal makes the final decision regarding what is deemed to be inappropriate behaviour. The Student understands that while the School recognizes that all Christians have failings, it rightly calls the Student to live up to the expectations outlined above. The Student understands that failure to do so constitutes grounds for expulsion from the School. However, the Student can expect to be dealt with in a caring manner that has forgiveness and education as its focus.

2. Calvin Christian School Human Dignity Covenant

Calvin Christian School intends to provide its staff members, students and guests with a safe Spirit-filled environment, one that is free from offensive kinds of behaviour. Conduct - whether intentional or unintentional - that subjects another person to unwanted attention, comments, or actions is not permitted. Discriminatory behaviour because of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

- a. We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school and at school events.
- b. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counsellor. Teachers should report an offence to their administrator, or if it is the administrator he or she is reporting, to the Head of School. Each report will be given serious consideration and investigated appropriately.
- c. Reports of abuse or harassment and subsequent investigations will be handled with discretion to avoid embarrassment of the person making the report or a person who may be unjustly accused. Incidents of abuse will be reported as required by law.
- d. Any person who is determined to have violated this policy will be subject to disciplinary action, including the possibility of employment termination (for staff members) or expulsion (for students).
- e. Sexual harassment includes:
 - Making unwelcome sexual advances,
 - Engaging in improper physical contact,
 - Making improper sexual comments,
 - Writing a note to someone else, either electronically or by hand, with content that is sexually inappropriate,

- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
 - Any other form of ridicule of others based on race, physical characteristics, sexual orientation, ability, family background, or similar feature is harassment. Persons engaging in this misbehaviour will be disciplined.
- f. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

3. Calvin Christian School, Collegiate Campus Computer, Tablet & Internet

Acceptable Use Covenant

Our world belongs to God, and includes all aspects of the technological world that we live in. As responsible caretakers of all that God has entrusted to us, we present this Acceptable Use Covenant for your consideration and agreement. Users of these technologies will be expected to apply Calvin Christian Collegiate's Technology Acceptable Use Covenant to all technology-related activities, including the use of computers, tablets, personal smart phones and network, while on and off-campus. As we guide young people to serve both God and neighbour in all aspects of life, our hope is that technology will be one tool that will be used to proclaim that Jesus Christ is Lord of all.

This Acceptable Use Covenant lays the foundation for the positive, honourable, and responsible use of technology. Examples of the types of technology-related activities that affirm our Acceptable Use Covenant are listed below. Any questions about the application of the Acceptable Use Covenant to technology should be directed to the Principal or the school technology staff.

Using technology honourably and responsibly includes:

- Using tablets, smart phones, computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technology and its applications.
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate credit for any materials gathered using information technology, and using all resources according to Federal copyright laws.
- Using technology to collaborate with students and faculty for academic and extracurricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honouring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes when confronted about technology misuse.
- Respecting the privacy of other computer, or personal social media accounts.

- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, Instagram, Snapchat, Twitter, etc.).
- Speaking with an adult you trust if you receive a message that is inappropriate or makes you feel uncomfortable.
- Using the school's file servers to store school-related and limited personal files.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's computer security systems
- Violations of the above standards may result in the following consequences depending upon the severity of the violation:
 - Discussion about the incident with student(s) involved.
 - Being required to leave your device at school or at home for a period of time (ex: weekends, overnight).
 - Meeting with tech staff (might involve parent, counsellor, and/or principal).
 - Paying for excessive printing.
 - Paying for damage to computer equipment or other digital tools.

4. Photo – Media Permission

To help educate, communicate, promote and celebrate with our Calvin community, your son or daughter's photo and/or schoolwork may be displayed in a number of places within the school or in a variety of school approved social media sources.

Some of the possible places you may find your child's photo or schoolwork might be:

- at educational displays for school events
- at school in-service sessions
- at school events or activities
- on the CCS website
- in our social media sources such as the Circular Blog, The Communicator, Instagram, or our Facebook page
- at school related or community events
- in various community newspapers
- on filmed programs authorized by the school

*If you, as a parent, have a concern in regards to our photo-media permission agreement due to privacy or safety reasons, please contact the school so we are aware of the concern.

5. Open Campus Permission

CCS Collegiate campus is an 'Open Campus' school. This means all grade 7 to 12 students are free to leave the school property during the school day when not in a scheduled class. Typically, some students leave the school premises during the lunch break or for our high school students, some leave when they have a spare. For example, some of our students will eat lunch or play in Kern

Park or at the Billy McCann community park, which is across the street from the school. Some students will quickly pick up a lunch option or snack at a local restaurant or convenience store. Open campus also means our high school students who have driven to school may leave the school premises in their vehicles. Students are expected to behave in a respectable manner and abide by all traffic/pedestrian laws when off school property. Students cannot 'hangout' on private property in the neighborhood. As a reminder to our parents, our grade 7 and 8 students do not have spares during the school day. Our grade 9's have one spare in the six-day school cycle semester system.

Student and Parent/Guardian Agreement

Our signatures below verify that we have read the pages of the Student Handbook and agree to abide by the rules and regulations therein. In particular we agree to abide by these sections:

1. Students' Rights and Responsibilities Covenant
2. Human Dignity Covenant
3. Computer and Internet Acceptable Use Covenant
4. Photo – Media Permission
5. Open Campus Permission

As a student, I understand and agree to the provisions and conditions of the aforementioned covenants.

Student's Full Name – please print

Student's Signature

As a parent, I understand and agree to the provisions and conditions of the Covenants. I also grant permission for my son or daughter to use technology services offered at Calvin, in a manner presented in the acceptable use covenant.

Parent/Guardian Full Name – please print

Parent/Guardian Signature

I further give permission for the school to use my son/daughter(s') photo image and/or schoolwork to educate, communicate, promote and celebrate Calvin Christian School.

Yes No

I am aware that my son/daughter can leave the school grounds during lunch break or student spares.

Parent/Guardian Signature

Date