



Calvin Christian School
Collegiate Campus

Student Handbook

2024-25

Mrs. S. Smith
Principal

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Assistant 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 and agenda to you and trust that it will be a useful and much-used tool for your academic success. Grade 7 & 8 students are required to bring their agenda to all classes and take it home each day.

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

First Bell	8:49
SLG	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. Students waiting for rides after school after 4:00 p.m. should wait by the gym. The school will be locked at that time.

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 progress, report cards, schedules, due dates for assignments and major assessments. Students and parents/guardians are responsible for regular use of this powerful communication tool to improve performance and to stay informed. (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 Personal Electronic Communication Devices including

smartphones and smartwatches

CCS Collegiate campus recognizes that the use of smartphones and other electronic communication devices such as smart watches is common practice for parents and their student for communication purposes, the overall acceptance and use in today's society to be connected to an online community along with a multitude of other applications. However, these personal devices can cause distraction at the wrong time of the day, in particular during scheduled class time. In order to address concerns expressed and observed by teachers, parents, students, and with the backing of numerous scientific studies regarding adolescence and mental well being, the following consistent guidelines have been established.

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. All devices must be turned off during Chapel and community shared school programming. 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 personal 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. Please be aware that our students do not require a personal electronic communication device such as a phone or smartwatch, but will be using a school

approved device when in scheduled classes.

Grade 7 & 8 student classes

Chromebook and computer (lab and library) use will be teacher initiated based upon the learning activity that the class is involved with. In order to reduce distractions, students must place any personal electronic device in their locked lockers. If students are required to use a personal device in class they will be informed by the teacher with proper notice (example for translation, health or taking photos for classwork).

Grade 9 to 12 student classes

Tech use in the class will be teacher initiated, based upon the learning activity that the class is involved with. Presently we require our grade 9 to 12 students to have a tablet or laptop computer in order to be utilized for Google Classroom, collaborative projects, calendaring, picture and video recording purposes and research. Screen size and applications interface presented on tablets is more conducive to our school work environment and compared to smartphones and their applicable interface. Since all students are required to have a tablet or laptop computer, personal smartphones and watches are not needed during scheduled class time. Social network notifications should be turned off on school use tablets/laptops. Students are asked to turn off/silence their phones. The phone should not be visible while in the classroom. In other words, students should place phones in their backpacks/purse or have them in their locked lockers.

We are aware that parents and students will send messages to each other during the school day. Often these messages are about lunch concerns, forgotten school supplies or transportation arrangements. Students are encouraged to check messages if they must during the morning break, lunch time

or at the end of the day. If there is an emergency message that your child requires immediately, please contact the office and the student will be informed as soon as possible.

School officials, including classroom teachers, may confiscate electronic communications devices from students if they are used for unauthorized purposes or at unauthorized times. This may be for the duration of the class period, or in the event of a repeated offense, for the entire day. Repeated unauthorized use may lead to further action as determined by the school including being held in the office for the parent to retrieve and/or asked to leave the device at home during the school day.

Calvin Christian School will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any personal 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

Audio and video players including portable game consoles are not permitted in the classroom. 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. Headphones/earbuds are also not permitted during scheduled class times unless directed otherwise by the teacher at appropriate times in the classroom for example during listening exercises or independent work times.

Attendance

In accordance with provincial requirements and the Public School Act, 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 by phone and **give the reason** for the absence. You may call 204-222-7910 or send an email message to ccc@calvinchristian.mb.ca.

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. PowerSchool can be checked 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.

Absences

Under the Provincial School Act, CCS is required to record a student's absence whether it be for illness, travel, or other. When a student becomes chronically absent, the teacher and academic advisor will contact home and the administrative team will be notified. 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 completed and handed 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 the student will be expected to hand it in when they return to school. Similarly, if an assessment was scheduled during the student's absence, arrangements must be made with the teacher, on the day the student returns, to set a date for the assessment. Note that missed assessment opportunities for that reporting period may often result in missed opportunities to meet outcomes.

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. The teacher and academic advisor will contact the parent/guardian when tardiness becomes chronic.

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. Teachers post materials, etc. in Google Classroom where students can access and complete current work. The responsibility to make up missed work rests with the student and should be arranged with the teacher(s). Missed assessment opportunities for that reporting period may often result in missed opportunities to meet outcomes.

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 canceled, check information and announcements through interschool

communication such as the website, the link and the circular. 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.

Because we are engaged in preparing students for Christian citizenship and preparing them for the workplace, we require modest and appropriate dress for the educational environment that honors the relationships between the people in whom we are working in community with.

Students are encouraged to use good taste in their mode of dress. Styles of dress become unacceptable when they go to extremes that threaten propriety. It is important for students to be dressed in a manner that enables them to learn comfortably and still reflect that we are portraying the body of Christ. Certain lab and art activities, field trips and dramatic presentations may require clothing suitable for the occasion. Be aware that clothing that exposes the midriff, buttocks, breasts or any part thereof is not permitted. Beach type clothing is not suitable classroom apparel. Tank tops are acceptable with thicker straps. T-shirts with questionable slogans are not permitted. Hats & 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 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 discouraged in or around the school. 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 and disrespectful to our custodial staff.
2. Some students will dispose of chewing gum 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 highly discouraged 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 instill 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 members 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. Mrs. Hamm is also available for spiritual concerns.

Collegiate Library

Mrs. Hazeu, Library Clerk, 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.
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 list is posted on the student bulletin board and the library window. It is the student's responsibility to check the posted overdue list regularly.
4. Students should report all incidences of lost or misplaced books immediately.
5. When library materials have not been returned 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. All 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.

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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	\$8.00
Paperbound books	\$12.00
Magazines	\$2.00
Damaged Book	\$3.00

All library material replacement costs must be paid before the final report card is handed out.

A processing fee will be applied to any materials paid for and subsequently found. The student will be reimbursed the amount paid minus a \$3.00 processing fee.

Consequences

Consequences of various types are assigned when a student fails to carry out their 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. For more severe behaviour issues and/or repeated offenses, the office administrators may become involved.

Suspensions

The administration may determine that unacceptable behaviour warrants a suspension. Suspensions may be in-school or at-home and may range in the number of days the student must serve 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 be in good attendance and meet outcomes in each subject at school in order to participate in a school-related extracurricular activity.
2. Teachers will notify the student when progress and/or attendance is poor or slipping.
3. Students may be removed from extracurricular activities until sufficient progress and achievement is made.

Organization and Homework

Students are expected to keep their notebooks and binders clean and well organized. Each Gr. 7 & 8 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. Grade 9 to 12 students are encouraged to use their school device for calendaring and organizational purposes.

Final Assessment/Exams

Students must complete their assessment/exams 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 school 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, 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 bike 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. Volleyball shorts should have an inseam of 3" or longer.

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.

**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 classwork 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, vapes 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 suspension and in some cases 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 offense 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 School Collegiate campus' Technology Acceptable Use Covenant to all technology-related

activities, including the use of computers, tablets, computer peripherals 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 social 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 or our Facebook and Instagram pages
- 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, and grade 9 students have limited spares.