



Calvin Christian School
Collegiate Campus

Student Handbook

2026-27

Mrs. S. Smtih
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

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

- Chapel days and early dismissal days may vary.
- Doors officially open at 7:50 a.m. and are locked at 4:00 p.m.

Communication

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

- the student (Google classroom)
- PowerSchool (calvin.powerschool.com)
- online calendars (calvinchristian.mb.ca)

- The Circular Blog
(thecircular.calvinchristian.mb.ca)

Telephone & Email

General information can be accessed through the telephone number and email address listed above.

collegiate@calvinchristian.mb.ca. Teacher email addresses are available through students or on PowerSchool.

PowerSchool

A website where parents/guardians and students can view attendance records, student progress, report cards, schedules, due dates for assignments and major assessments.

The 'Circular' Blog

Important information and updates can be accessed weekly on our blog. is

Adverse Weather Conditions and Bussing

In the event of severe weather conditions which result in the school or events being impacted, an automated message via SMS will be sent to parents.

Bus Cancellations - EZ Transit will communicate with families if the buses are not running, weather permitted, school may be open.

Parents of students using the shuttle in the morning must wait with their elementary children until the bus arrives. Elementary shuttle bus students waiting for a ride at the Collegiate must be picked up at 3:30 pm.

Personal Device & Technology Use Policy

Digital technology has a place in Calvin Christian School's mission to create safe and nurturing spaces where we can all learn and grow in ways that help the Kingdom of God flourish. Research increasingly shows

that extended personal use of digital tech not only distracts people, but also drives many negative outcomes such as anxiety, depression, self-harm, and cyberbullying (bullying using devices). The following expectations are guided by this research and aim to support the entire school community.

Personal and Educational Device Boundaries

Creating clear boundaries between personal and educational devices is part of establishing a secure and effective learning environment. To support these boundaries we ask that:

- personal devices (including cell phones, smartwatches and earbuds) must be turned off and stored in lockers (at the student's own risk and responsibility) during class time, break time, lunch time, spares, chapel, and all other school functions.
- educational devices (Chromebooks, tablets, laptops, wired headphones) are used to support learning in school and remain free from personal uses and notifications that may distract from learning activities.
- as a community, we expect that all use of technology during the school day will align with the Computer, Tablet, and Internet Acceptable Use Covenant as outlined in the Student Handbook.

Vision and Benefits

While phone-free spaces help us avoid some of the negatives of digital life, Calvin Christian also envisions some opportunities that could come from a break from our devices. We hope to create some head-space and heart-space for deeper conversations and connections, spaces where we push past the awkward

seven-minute silence into stronger community. With a little distance from our phones, we seek to reflect on the role that algorithms play in our intellectual, emotional, and spiritual lives. Without the lure of easy, readily available entertainment, we wish to explore what it means to love our God with all of our heart, soul, mind, and strength.

Misuse and Consequences

Along with a lofty vision of the potential benefits, we also recognize the possibility of disagreement and misuse. Broader guidelines for the use of technology are outlined in the *Computer, Tablet, and Internet Acceptable Use Covenant* in the Student Handbook, but for the use of personal devices on campus (cellphones) the consequences are as follows:

- 1st Offense: The student will surrender the device to the classroom teacher, who will bring it to the office. Administration will return the device to the student at the end of the day after reviewing the expectations.
- 2nd Offense: The student will surrender the device to the classroom teacher, who will bring it to the office. Administration will contact the parents and return the device at the end of the day. Disciplinary action may follow.
- 3rd Offense: The student will surrender the device as before, and Administration will determine disciplinary action due to the repeated violation of the policy.

Students who refuse to surrender their electronic devices to a Calvin Christian staff member upon request will face additional disciplinary action.

Attendance

In accordance with provincial requirements and the Public School Act, be reminded that punctual and regular attendance for students up to age 18 is required. Students should only be absent due to unforeseen or unavoidable circumstances such as illness, emergency, and so on. In case of an unplanned absence, parent/guardian should notify the office first thing in the morning by email or phone and **give the reason** for the absence.

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 9:30 a.m. PowerSchool sends a variety of messages (text, voice and email) to parent/guardian to inform them of absenteeism. At 4:00 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 attendance details.

Absences

Under the Provincial School Act, CCS is required to record a student's absence whether it be for illness, travel, or other. Regular attendance is defined as missing five days or less for the entire school year. Students who miss 10 percent or more of the school year (about 15 days in total) including excused and unexcused absences are considered chronically absent. 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. The teacher and academic advisor will connect with the students and 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 parent/guardian. 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).

Dealing with School Problems

Occasionally school conflicts arise related to evaluation, disciplinary action, school

policy/procedures, interpersonal tension, etc. In the spirit of Matthew 18:15-16, parent/guardian and students ought to take the following steps:

1. Discuss the matter with the teacher before much time passes and before discussing it with anyone else.
2. If the problem is not resolved, contact the principal or assistant principal so they can facilitate a satisfactory resolution to the problem.

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.

Clothing & Appropriate Presentation

Because we are engaged in preparing students for Christian citizenship and preparing them for the workplace, we require modest and appropriate dress. Certain lab and art activities, field trips and dramatic presentations may require clothing suitable for the occasion. For a normal school day, be aware that clothing that

- Exposing the midriff, buttocks, breasts or any part thereof is not permitted.
- Beach wear 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 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 immediately or will be sent home.

Valuables

Valuables/money should not be left in school. The school is not responsible for lost (stolen) items if left in change rooms, the gym, desk or lockers. Students should be in the habit of locking their lockers.

Snowball Throwing

Throwing of snowballs is not permitted on the school grounds or on the way from or to the school buses.

Chewing Gum and Sunflower Seeds

Chewing of gum is strongly discouraged in or around the school. Sunflower seeds present sanitary and cleaning issues and are also highly discouraged in the building.

Weapons

A weapon is any object intended to instill fear or cause harm to another student.

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. 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/guardian and only with teacher permission.

Students are subject to suspension or expulsion for violating these rules.

Academic & Spiritual Guidance

Students are encouraged to visit with the Academic Guidance Counsellor, Mrs. Jeninga, for information on course selection and career preparation. Ms. Hamm, Director of Student Faith & Life is also available for spiritual concerns.

School Counsellor

Dr. Keijzer is our on-staff counsellor available to support students. Students can access counselling directly; parents can reach out on behalf of their student; and teachers can make recommendations to students, parents/guardians, or the counsellor.

Collegiate Library

It is our deep hope that our community of students will discover something new about God's world and about themselves as they read, work and study in the library's common learning space. We hope to create an environment where students will explore different genres of literature, topics, ideas and concepts as they dive deeper in their areas of study. We encourage students as they learn how to discern information as they grow in their understanding of God's calling in their lives.

Library Policy

At the Collegiate Campus, we are called to prepare students for mature servant leadership through exploring, experiencing and evaluating all of life. CCC's library is a common learning space where students will be supported and encouraged as they grow in their educational responsibilities. Research and reading guides students at every level, teaching discernment and their

understanding of the fallen world around them.

- Most library materials may be borrowed for a two-week period. Textbooks will be loaned out for the year or semester the class is being offered. It is the student's responsibility to ensure that all library materials are returned promptly.
- Library materials may be renewed provided that there are no prior reserves (holds) on that item. The item should be brought in by the borrower, and then will be renewed.
- Notices will be emailed weekly to students (and families of students in grades 7 & 8) who have outstanding materials. Students should report all incidents of lost or misplaced books immediately for the database to be updated and so efforts can be made to find the book.
- When library materials have not been returned for an entire school year, a letter will be sent home stating that the material is assumed lost. This letter will include the replacement cost (current retail price) for the library material.
- All replacement costs must be paid before the final report card is handed out.

Consequences

Consequences of various types are assigned when a student fails to carry out their responsibilities. Through a restorative justice approach we strive to deliver natural consequences and repair the situation. At the teacher's discretion for reasons such as incomplete school work, 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/detention to complete missed school work and/or reflect on poor choices. 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.

Academics & Extracurricular Activities

Because we strive for excellence in all areas, we require the following:

- Students must be in good attendance and meet outcomes in each subject at school in order to participate in a school-related extracurricular activity.
- Teachers will notify the student when progress and/or attendance is poor or slipping.
- 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 Assessments

Students must complete their assessment or 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.

Course Failure & Summer School Policy

If a Grade 7 & 8 student fails two or more core subjects (mathematics, language arts, science, social studies) it may be recommended that the student 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 Informnet/summer school or by correspondence with the course expenses to be paid by the student/parent/guardian.

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

Students are assigned a locker for a \$10.00 locker fee required to rent the locker space for one year and cover the cost of locks that regularly require replacement. The responsibility for items of personal property lies with the individual student. 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 Clothing 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 Collegiate Student Covenant & Parental Permission

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 covenant with us. A signed

copy will be handed in to the office at the beginning of each school year

Student Covenant of Rights & Responsibilities

- 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.
- I have a right to hear and to be heard.
It is my responsibility not to talk or interfere when others are speaking.
- 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.
- 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.
- 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.
- It is my right to have choices. It is my responsibility to accept the consequences of choice.
- 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.
- I have a right to develop my creative abilities. I have a responsibility to use my God given creative talents.
- 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 attend daily Student Life Group and all chapels presented by the school during the school day.
- 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, service learning 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 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, cannabis, or possessing/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. The Student can expect to be dealt with in a caring manner that has forgiveness and education as its focus.

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.

- 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.
- 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 counselor. 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.
- 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.

- 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).

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.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.

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, counselor, and/or principal).
 - Paying for excessive printing.
 - Paying for damage to computer equipment or other digital tools.

Photos & 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.

A student's photo or schoolwork may be shared or posted in the following ways:

- 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.*

Open Campus Permission

CCS Collegiate campus is an 'Open Campus' school. All Grade 7-12 students are free to leave the school property during the school day when not in a scheduled class, such as during the lunch break or on a spare to pick up a lunch option or snack at a local restaurant or convenience store. For example, some of our students will eat lunch or play in Kern Park or at the Billy McCann community park across the street from the school. 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.

Open campus also means 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.