



52362 Range Rd 231
Sherwood Park, AB T8B 0A3

Phone: 780.449.2787
Fax: 780.449.3548
Website: scaelementary.ca

Elementary School

SCA FAMILY HANDBOOK

Revised January 2015

A Ministry of Sherwood Park Alliance Church
An Alternative Program of Elk Island Public Schools



Table of Contents

Christian Alternative Program

<i>Mission Statement</i>	...5
<i>Introduction</i>	...6
Message from the Staff	
A Brief History	
SCA Society	
School Council	
Parents in Partnership	
<i>Christian Philosophy of Education</i>	...9
<i>Christian Distinctives</i>	...11

School Program

<i>Early Childhood Services (ECS) / Kindergarten</i>	...14
<i>Elementary</i>	...15
Academic Progress	
Educational Program	
Awards	
Homework	
School Supplies	
Class Placement	
<i>Activities and Opportunities</i>	...17
Choir	
Clubs	
Spring Musical	
Track Team	
<i>Attendance</i>	...18
Absences	
Late Arrivals	
Leaving School during the Day	
<i>Code of Conduct</i>	...19
For Students	
- Dress and Appearance	
For Staff	
- Student Behaviour and Discipline	
For Parents	

<i>Student Health and Wellness</i>	<i>...21</i>
First Aid	
Student Illness	
Medications	
Immunization	
Nut Aware Policy	
<i>Student Services</i>	<i>...22</i>
Individualized Student Plan (ISP)	
Speech Therapy	
<i>School Routines and Services</i>	<i>...23</i>
Bicycles/Skateboards	
Electronic Devices	
Hours of Operation	
Lost and Found	
Newsletter	
Safekeeping of Personal Property	
School Photos	
School Telephones	
Special Days	
Student Safety and Emergency Procedures	
Transportation	
Visitors and Volunteers	

Appendix

<i>Statement of Faith</i>	<i>...27</i>
<i>Admissions Policy</i>	<i>...28</i>
<i>Guidelines for Volunteers</i>	<i>...30</i>

Additional information is available upon request from the Admin team at each school campus. EIPS policies and resources are available through their website.

CHRISTIAN ALTERNATIVE PROGRAM

Mission Statement

**To challenge students, through Christ-centered education,
to know Jesus Christ as Saviour and Lord
in order to pursue a life of godly character,
personal and academic excellence
and service to others.**

We:

are an outreach and service ministry of Sherwood Park Alliance Church and adhere to its statement of faith;

are an Alternative Program of Elk Island Public Schools who support a comprehensive philosophy of education in our community;

affirm that students are God's unique creation, deserving of a respectful, loving and nurturing environment which prepares them for life now and eternally;

believe that Christian education develops the total person spiritually, intellectually, socially and physically;

are committed to teaching the Alberta curriculum from the perspective of what the Bible says about God, ourselves and the world;

will develop a qualified, committed Christian teaching staff, providing a supportive environment for their professional development;

respect, value and honour the role and responsibility of parents as partners in education;

are supportive of government, the local and universal church, and our community.

Introduction

Message from the Staff

Welcome to Strathcona Christian Academy Elementary School (SCE), an Alternative Christian School that is a ministry of Sherwood Park Alliance Church (SPAC) and a member of Elk Island Public Schools (EIPS). SCE follows the Alberta curriculum interpreted from an evangelical Christian philosophy.

A Christian Philosophy of Education is basic to the existence of Strathcona Christian Academy (SCA). We trust you have chosen our school to help you fulfill your responsibility as parents to provide God-centered and Christ-honouring education for your children. The task and responsibility of the home in raising children and educating them is firmly established in the Bible (Deuteronomy 6:6-7).

In these post-modern times, the necessity of educating our children in the Lord is even more important, as the Scriptures say deception and false teaching will abound. Christian parents face a formidable task in educating their children in a God-centered, Christ-honouring fashion. For this reason, they have joined hands with other Christian parents to provide the kind of education that God has given them responsibility to provide. So, Christian parents send their children to a school where a teacher may stand, **“en loco parentis”** — that is, “in place of the parents”. It is from this injunction that the Christian school takes its authority for existence.

The Christian school is an extension of the home. The teacher stands in the place of the parent. The teacher is to exercise the authority in the classroom that a parent would. Children are to obey their teacher as they would respect and obey parents. Scripturally, the authority to educate belongs to the parents; they delegate authority to the teacher for the time the student is in attendance at school.

Thank you for the honour of entrusting your children to our school each day. Above all else, please know this: at Strathcona Christian Academy ... WE LOVE THE LORD JESUS CHRIST AND THE STUDENTS HE HAS PLACED IN OUR CARE!!!

A Brief History

Strathcona Christian Academy (SCA) is a Christian school started by SPAC and housed within the church facilities. Both church and school serve the urban centre of Sherwood Park and its surrounding rural areas. The strong relationship between the two has resulted in considerable sustained growth in church membership and student enrolment.

The Vision	<ul style="list-style-type: none">•The vision of a Christian school that would use the Alberta curriculum began with Reverend Harald Throness as concerns arose in the 1970's around rapid changes in the education system.•His conviction was to instruct children from a Christian perspective, to reach out to the community, and to do so in God's timing.
1980	<ul style="list-style-type: none">•The vision was realized.•Strathcona Christian Academy Society began in June; school doors opened in September with 347 students.•Jim Seutter was the first principal and remained at the helm until his retirement in June 2013.
1998	<ul style="list-style-type: none">•SCA grew over the years under Mr. Seutter's leadership.•His involvement in "Choices for Children" and other campaigns was influential in getting better funding for independent schools.•In July 1998, SCA became an Alternative Christian Program school within EIPS.
2007	<ul style="list-style-type: none">•Enrolment at SCA continued to grow.•3P partnership between SPAC, province, and parents was reached.•Elementary school doors opened in Fall 2007.
2013	<ul style="list-style-type: none">•SCA celebrated continued growth as enrolment surpassed 1,100 students.•The high school started a 3 year expansion plan to increase each grade to 4 classes, beginning with Grade 10.

While SCA staff are employees of EIPS, they also commit to uphold the principles and guidelines of SCA and its Christian culture. It is our unique privilege and calling to teach from a biblical perspective, integrating personal faith and belief in Jesus Christ into the classroom as well as the many activities that are part of student life.

SCA Society

The Society is deeply committed to excellence in the Christian learning environment of SCA and the spiritual nurturing of its students and staff, playing two main roles in that process:

- The **Board of Directors** is a group of individuals who meet on a monthly basis, giving oversight to both the Elementary and Secondary schools. Particular attention is given to Christian curriculum and programming, maintaining high moral and educational standards in cooperation with Elk Island Public Schools, and the financial aspects of operating SCA. The Board selects the Principal in cooperation with EIPS, interacts with each School Council, and is a liaison with the SPAC Board of Elders.

The Board prays together; creates a budget for the alternative program; and considers questions like what a distinctly Christian school looks like, and what is needed to enhance and move the mission forward. Current objectives in the Board's Strategic Plan include enriching the spiritual climate of the schools, building relationships with staff and stakeholders, and developing resources that enable this vibrant ministry.

- The **Office** supports Board initiatives and handles administrative tasks that enable student enrolment, fee management and charitable donations. For example, the application and admissions processes, as well as the handling of commitment and alternative program fees approved in the annual operating budget are administered in the Society Office.

School Council

Under the *Education Act* of Alberta, the School Council exists to liaise between parents and school administration, providing a forum to discuss ideas, concerns and questions, and offer feedback on matters associated with SCE. While not a unique aspect of the Christian Alternative Program, the contribution of this group of parent volunteers is invaluable to the health and success of our school community.

Parents in Partnership

Parents in Partnership, a member of the national organization called *Breakthrough Prayer* which is connected with *Power to Change*, is a means for parents to join together in supporting the school. Its mandate is to pray for the school for one hour each week and to demonstrate Christ's love through encouraging SCA staff and families.

Some parents meet together weekly to pray for the school. Others help with providing meals for families during a challenging time. Still others help with providing meals during parent/teacher interviews.

Christian Philosophy of Education

The educational philosophy of SCA is based on a God-centered view of man and truth as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of mankind who was made in God's image — different in kind from all other creatures — with the unique capacity to know and respond to God personally and voluntarily. Because mankind is sinful by nature and choice, he cannot, in this condition, know or honour God in his life. Only by being born again and filled with His Spirit can he do God's will. This should be the ultimate purpose of his life.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. The Christian School, along with the Church, becomes a partner in giving this education.

This Christian philosophy of education is implemented throughout the curriculum and student life at SCA. The cooperation and partnership of school administration, staff, parents, the SCA Society, the School Council, EIPS and SPAC is key to creating a learning environment where students will thrive.

School administration is responsible for implementing the stated philosophy, for ensuring parents' concerns regarding the education of their children are fully expressed and realized within this philosophy, and for meeting the requirements of EIPS and Alberta Education. The principal and all staff through him are jointly responsible to the SCA Society and EIPS.

FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENT, the school seeks

- to teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it,
- to teach the basic doctrines of the Bible,
- to lead the student to a decision of confessing Christ as Saviour and Lord,
- to develop a desire to know and obey the will of God as revealed in the Scriptures,
- to equip the student to carry out the will of God daily,
- to impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelism and discipline and to stimulate the student's involvement in this task,
- to develop the "mind and heart of Christ" toward godliness and sin, and to teach the student how to live an overcoming life through exercising self-restraint and consideration of others,
- to encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and God-ordained authority, and
- to help the student develop for himself a Christian worldview by integrating life and studies with the Bible.

FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT, the school aims

- to help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities,
- to teach the student to treat everyone with love and respect since others too are made in God's image,

- to make the student a contributing member of his society who realizes his dependence on others and their dependence on him,
- to promote an understanding of time as a God-given commodity, and the individual responsibility for effective use of time,
- to show a biblical view of life and work, and to provide skills for personal relationships and future endeavours,
- to develop good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honouring homes,
- to promote physical fitness, good health habits, and wise use of the body as the temple of God, and
- to impart biblical attitudes toward material things, and to encourage individual responsibility of using them for God's glory.

FOR THE STUDENT'S ACADEMIC ADVANCEMENT, the school endeavours

- to promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential,
- to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, speaking, and listening,
- to teach and encourage the use of good study habits,
- to teach the student how to do independent research and to reason logically,
- to motivate the student to pursue independent study in the areas of personal interest,
- to develop creative and critical thinking and the proper use of biblical criteria for evaluation,
- to promote good citizenship through developing and understanding an appreciation of our Christian and Canadian heritage of responsible freedom, human dignity, and acceptance of authority,
- to discuss current affairs in all fields and to relate them to God's plan for man,
- to produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve it properly,
- to promote an appreciation of the fine arts through the development of the student's understanding and personal expression, and
- to adapt the curriculum to real-life situations in the community.

IN KEEPING WITH THE SCHOOL'S COMMITMENT TO AND SUPPORT OF THE HOMES FROM WHICH THE STUDENTS COME, the school desires

- to cooperate closely with parents in every phase of the student's development, especially as it relates to the school program,
- to help parents understand the school's purpose and programs,
- to aid families in Christian growth and to help them develop Christ-centered homes,
- to assist parents in keeping up with the changing culture and its effects on the home and the implications for their children, and
- to encourage regular attendance and involvement in a local church.

Christian Distinctives

A Christian school has a special environment and requires certain components to achieve and maintain that environment. The Alternative Christian Program is distinct in a number of ways, including:

As an Organization

1. *SCA Mission Statement*

- Clearly expresses our focus on Christ-centered education and promoting godly character in the development of the students.

2. *SCA Society*

- Operates the Christian school(s) known as Strathcona Christian Academy.
- Board of Directors oversees SCA on behalf of the Society Members, namely the Sherwood Park Alliance Church Board of Elders.
- Recognizes the pre-eminence of Jesus Christ, the authority of the Bible, the value and worth of a child, and is committed to the spiritual growth of our students.

3. *Campus Pastor (SCA Secondary) and Spiritual Life Coordinator (SCA Elementary)*

- Hands on leaders in driving and promoting the spiritual formation of students.
- Lead and mentor staff in spiritual formation and life at our schools.

4. *Association of Christian Schools International (ACSI) Member*

- ACSI Membership — provides resources that connect Christian schools throughout Alberta and around the world.
- ACSI Teacher Convention — all teachers attend; a great opportunity to network with colleagues at other schools; many of our staff present workshops at this annual convention.
- ACSI Board/Admin Conference — development and networking for Admin team and Society Board.

5. *Parents in Partnership*

- Prayer support — parent volunteers meet weekly to pray at each school.
- Compassion meals — parent volunteers prepare meals for families in times of need.
- Staff appreciation — parent volunteers prepare meals for teachers during interview weeks.

As Staff

6. *Hire committed evangelical staff.*

- Teachers are expected to bring an evangelical Christian viewpoint to issues and topics from all curricular areas and adhere to the Staff Code of Conduct.

7. *Substitute teachers profess personal faith in Jesus Christ.*

- Expected to demonstrate the same personal commitment to evangelical Christian perspective as hired staff.

8. *New teachers attend Biblical Worldview in-service training.*

- This training is provided locally or through ACSI.

9. Staff Handbook practically affirms Biblical standards.

- As leaders and mentors, staff are called to personally commit to upholding God's Word as the standard by which they choose to live.

10. Staff devotions.

- Mondays through Thursdays: mornings begin at 8:00 am with a brief devotional time for staff to encounter Jesus and to share with and care for each other.
- Devotional routines are set each year and will include all school, divisional, prayer groups and all school singing.
- Attendance for teachers is pro-rated based on the timetable; support staff attend a minimum of one morning per week.

For Students

11. Daily devotions/prayer times with all students.

- Homeroom teachers facilitate a morning devotional time to pause at the start of the day to bring glory to God and commit the day and its activities to Him.

12. Regular chapel for all students.

- Chapel is an opportunity for corporate worship where students will experience and participate in various spiritual disciplines and learning.
- The daily schedule is adjusted on chapel days. All staff and students are expected to attend.

13. Biblical study classes, including a Bible memory program, for all students.

- The spiritual formation of our students includes age appropriate Bible curriculum as we encourage students to meet and know Jesus personally.

14. Spiritual Emphasis experiences (days, retreats, campout).

- Students in Grades 6 through 12 participate in spiritual emphasis activities, a time to get away from the classroom routine and focus on spiritual matters.
- These activities are planned and supervised by staff and some parent volunteers, and generally occur in September.

15. Biblical perspective integration into all courses of instruction.

- Following Jesus is a lifestyle that goes beyond what happens in a Bible class or chapel experience. Teachers incorporate a Biblical perspective in all areas of interaction with students.

16. Serving opportunities exist in the community and other parts of our world.

- Serving others is taught as a responsible lifestyle...something that occurs with neighbours and with nations.
- Awareness and opportunities to participate in giving and serving occur on and off campus throughout the year.
- Students that choose the Missions course option in the secondary school participate in a mission trip as part of their course work.

17. Interviews for prospective families/students.

- It is our desire that every student finds SCA to be a safe, welcoming environment. For those unfamiliar with an evangelical Christian perspective, the interview process allows administrators to explain what students can expect in a Christ-centered culture and what will be expected of them as students.

SCHOOL PROGRAM

Early Childhood Services (ECS) / Kindergarten

SCE offers a 475 hour early childhood program with four classes of ECS students. It is a full day program that operates two full days one week and three the next (Monday/Thursday or Tuesday/Friday plus alternating Wednesdays).

The goal of the ECS program is to help students develop in all areas:

- Spiritually
- Physically
- Creatively
- Socially
- Emotionally
- Academically

This is achieved primarily through play activities (structured and unstructured) which integrate learning in all these areas around a central monthly theme and skill development emphasis.

To help facilitate this program, the ECS teacher has a full-time educational assistant as well as a daily parent helper who comes in for part of the day.

In spring, the incoming ECS parents choose a Local Advisory Council (LAC). This group helps with the day to day operations (i.e. providing juice for snacks, contacting parents as daily helpers, arranging field trips and planning extra-curricular events).

During the first week of school, students have a small group orientation session with their parent(s) to meet the teacher and find out what kindergarten is all about. In order to help students gradually adapt to school, ECS has a different recess time than the main school body, and have grade five bus helpers for departure ease.

Parents receive progress reports through parent/teacher interviews in November and March. Report cards are issued in November, March and June.

Parents can apply for ECS in the year the child turns three.

Age Requirement: *To be admitted to kindergarten, students are expected to have reached age 5 by December 31 of their kindergarten year.*

Elementary

Academic Progress

Parent/Teacher Interviews take place in November and March. Scheduled interview times are the same for both sets of interviews. Parents are encouraged to contact teachers to discuss their child's progress throughout the year.

Promotion/Retention — Student retention is determined by school administration in consultation with parents and teachers after careful consideration of the student's record over the entire year.

Report Cards are issued three times per year.

Student Learning Assessments (SLAs) are conducted for Grades 3 and 6 students each fall. Students complete assessments in numeracy and literacy as mandated by Alberta Education.

Educational Program

Field Trips — Grade 1-6 students may have up to three field trips per year. Advance notice will be sent home and permission forms must be signed and returned to the teacher. A fee may be assessed for transportation and/or for admission. Parents may be asked to help with supervision or as chaperones. School rules regarding conduct and dress apply.

French as a Second Language (FSL) — Grade 4-6 students receive French language instruction weekly.

Library — Each class has one regularly scheduled library period per week. More library visits occur depending upon assigned class projects. Students are permitted to sign out three books at a time for a one week period.

Physical Education

- Grade 1-6 students receive five classes of Health/Physical Education weekly.
- Intramurals are scheduled on a rotational basis during lunch recess.
- Track and Field Day is an annual event that occurs in June. Students participate in races, throwing, jumping and fun events.

Technology — Computer instruction is provided for students in all grades as mandated by Alberta Education.

Awards

Awards are an opportunity to recognize and acknowledge excellence in student progress and achievement in a variety of areas. All awards are presented in June by homeroom teachers in their classrooms.

Homework

Homework supplements instructional time in the classroom to enhance knowledge and learning in order for each student to achieve the key learning outcomes established by Alberta Education.

The suggested daily homework guidelines that follow (Monday to Friday) are for an average student on a normal basis. If a student struggles to keep up or seems to be taking more time than normal, parents may find that the times recommended will vary. Parents are encouraged to contact their son/daughter's teacher regarding any concerns they have to discuss the matter.

Grade 1: 10-15 minutes

Grade 2: 15-20 minutes

Grade 3: 20-25 minutes

Grade 4: 25-30 minutes

Grade 5: 30-35 minutes

Grade 6: 40-45 minutes

Grades 1-2 — Homework is generally a review of basic concepts or skills (i.e. spelling words, reading vocabulary, home reading programs, Bible verses, etc.). Although little homework needs to be formally turned in, it is ultimately up to parents to ensure its completion.

Grades 3-6 — Homework will be assigned to review concepts that the children understand rather than material that is new. Long term Science and Social Studies projects and reports may be given for students to begin to learn the importance of planning ahead and budgeting their time.

Work not finished during regular class time may be sent home for completion. Completion of any and all homework is anticipated. Late assignments may be penalized.

Parents are encouraged to provide an environment that will foster and facilitate homework to be done. Homework is part of the goal to achieve independent, confident learners both in school and away from school.

School Supplies

ECS supplies are included in school fees. An annual fee is assessed for Grades 1-3 for supplies purchased by the school. Grades 4-6 receive a supply list to be purchased by the student. Supply lists are updated annually on our school website.

All students must have:

- 1 backpack/school bag
- 1 pair of non-marking indoor running shoes (kept in the student's homeroom)
- 1 NIV Bible (Grades 2-6)

Please label everything with your child's name.

Class Placement

Students find out which teacher and homeroom they have on the first day of school. Great care and planning goes into class placement, including consideration of individual student needs, learning styles, peer groupings, social interactions, boy-girl ratios, special program groupings and educational assistant scheduling. Parents are asked to refrain from making specific requests other than for special education reasons (i.e. learning or physical disabilities).

Activities & Opportunities

Choir

Choir is available to students in grades 4-6. It is a volunteer choir with rehearsals once per week after school and during occasional recesses. The Choir participates in community festivals and other events throughout the year.

Clubs

Many different clubs exist for students to participate in (i.e. chess/checkers). These clubs are teacher-led and occur during noon hours, recess times or after school. Participation is voluntary.

Spring Musical

Each year, students in grades 5-6 have the opportunity to participate in the Spring Musical. Rehearsals begin in December in preparation for performances in late March.

Track Team

Interested students in grades 4-6 participate in a fall running season. The cross country season occurs from September to November with students participating in as many as five different runs.

Attendance

Regular attendance is essential for success in learning. As such, students are expected to:

- Attend scheduled classes;
- Be punctual;
- Complete and hand in the work missed during their absence; and
- Sign in and out at the office.

Absences

Parents are asked to notify the school office between 8:15 and 9:00am the morning of an absence, or to leave a message on the school's answering machine.

Extended Absences: Parents are also asked to provide advance written notice for an extended absence (i.e. family holiday).

Late Arrivals

Any student who arrives late must sign in at the school office to receive a late slip before going to class. A student not seated in their desk at 8:40am is considered late. Students who sign in after the morning or afternoon recesses will be marked absent for a ½ day.

Leaving School during the Day

Students can only leave the school with a parent or an authorized adult, and must notify the teacher and school office prior to leaving (i.e. a note to the teacher or phone call to the office). When picking students up to leave early, parents are asked to come to the school office so the student can be called to the office to prevent unnecessary class disruption.

Code of Conduct

SCA promotes a Biblical standard of conduct with its students, providing a Christian learning environment that encourages students to make God-honouring choices, and where students are accountable for their behaviour. Conduct should be such that the safety of everyone is assured, that school and personal property or equipment is carefully maintained for maximum use, and everyone has the maximum opportunity for learning.

This responsibility extends beyond the confines of the school into the community and on all out-of-school activities (i.e. field trips) where students represent themselves, their school and their faith.

For Students

Students are expected to show respect for all staff, other students and visitors, and conduct themselves according to the following principles and rules:

- Do not run in the school. Hallways are to be kept quiet.
- Chewing gum in the school, on the grounds, or on the buses is not permitted.
- Teasing, fighting and bullying are strictly forbidden.
- Avoid using coarse, questionable language.
- Throwing balls or other objects is not permitted inside the school.
- Throwing snowballs or rocks is not permitted on the grounds.
- Play only in approved areas of the school or grounds.
- Fire extinguishers must not be tampered with. Only teachers or other adults should use them.
- Walls, furniture, books, etc. are not to be scratched or defaced in any way. Anyone responsible for such damage may be assessed the full replacement or repair cost.

Dress and Appearance

Modest clothing choices are appropriate for the learning environment we work and study in. Students are expected to dress with respect for and adherence to the following guidelines:

1. Styles must be in moderation — avoid fads, extreme dress and hair styles, unnatural hair colour, extreme haircuts.
2. Piercings — Girls are allowed to have their ears pierced; boys are not. Other kinds of piercings are not permitted for any students.
3. Make-up — No students are allowed to wear make-up.
4. Clothing with slogans or graphics must be of good Christian character.
5. Dress/skirt lengths must be at the knee area.
6. Hats are not permitted inside the building during regular school hours.
7. Grades 4-6 girls are required to wear a one-piece bathing suit for school sponsored swimming events.
8. Grades 4-6 students are asked to wear shirts with sleeves and that do not expose their midriff. Muscle shirts, tank tops, halter tops, etc. are not permitted.
9. Grades 4-6 students are asked to wear shorts that are modest in length (no shorter than mid-thigh).

A brief inspection before students leave home in the morning will avoid the necessity of having to contact parents to bring a change of clothes.

For Staff

Teachers and administrators are expected to show respect for students, other staff and visitors, and contribute to an optimal learning environment.

Teachers and administrators are also responsible to work with parents in the matter of discipline, informing parents promptly of disciplinary action taken and making themselves available to the parents and students involved for discussion and counsel of disciplinary situations. The ideal objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behaviour, to enlist student cooperation and to build a like-minded attitude.

Student Behaviour and Discipline

The Student Behaviour Plan builds on EIPS policies for student conduct and discipline (www.eips.ca — see Administrative Procedures Manual). Discipline at SCA is grounded in scripture with these objectives:

- To develop and maintain the optimum environment for learning.
- To correct behaviour that is disruptive to the learning environment.
- To train students to conduct themselves in ways that help the school community support and achieve goals of spiritual, intellectual, physical and social development for all, individually and corporately.
- To remove recalcitrant (resisting authority or control; not obedient or compliant; hard to deal with) students so that the learning environment may be maintained.

For Parents

While it is the parents' responsibility to instruct and teach their children in the way they should live, the partnership between teachers and parents is vital to ensure the success of the educational program at SCA. Parents are encouraged to be involved and support the child's learning at school and at home.

We recognize that everyone may not agree with all the rules and procedures of the school; however, parents are expected to support the school in its operation. Some ways to demonstrate this are:

- Establish a positive learning atmosphere at home.
- Support the staff in carrying out school policies.
- Keep the school apprised of contact information and address changes so parents can be reached when needed.
- Maintain communication with staff regarding learning and/or behavioural issues.
- Keep all School and Society fees current.

If parents have questions or disagreements regarding disciplinary actions taken during the school day and in school activities, they are encouraged and expected to discuss concerns promptly with the teacher involved rather than other parents, faculty or students.

Student Health and Wellness

First Aid Policy

When minor accidents occur that do not appear to require medical attention, parents may be contacted by phone or note to make them aware of the incident. If the accident appears more serious, parents are contacted and requested to come to the school. The decision will rest with the parent, in consultation with school staff, to decide on the need for medical attention. In the case of serious accidents, students are sent via ambulance to the hospital where parents meet them. If parents cannot be reached, school administration will make a decision about the type of medical attention required.

Student Illness

If a student is too ill to remain in class, school staff will contact the parents to see if the parents can take the child home. In the event that parents cannot be reached, are unable to collect the child, or if the illness is not of a serious nature, the child may rest in the infirmary if space is available. An effort to reach the emergency contact is only made if parents cannot be reached and the child is too ill to rest comfortably at school.

Medications

Requests can be made to the office for medications to be administered to students. As per our medication policy, a *Medication Request and Authorization* form must be completed. Medication will be kept in the office and must be in the original container that is labeled with the student's name, the dosage and times. If it is a prescription medication, the pharmacy label must be intact and the label must have an expiry date. If the label is not legible or is missing, or if there are medications mixed in the same bottle, the medication cannot be used. Staff will not provide over-the-counter-drugs (i.e. Tylenol, Aspirin) to students. Any medication must be provided by parents to the office according to the protocol outlined above.

Immunization

It is strongly advised that children complete the recommended immunization during their Kindergarten year. Grade 5 students receive the Hepatitis B immunization series. Consent forms are sent home for signatures.

Nut Aware Policy

SCE is a *nut aware* environment. Nuts can cause SEVERE, LIFE-THREATENING reactions in people and we are not prepared to jeopardize the lives of any of our students.

For Lunch/Snacks during the day:

Do NOT include food items which contain nuts or sesame seeds.

Do NOT include food items which you know were prepared in peanut oil or sesame oil.

If you eat nut or sesame products, please wash your hands before coming to school.

Student Services

Individualized Student Plan (ISP)

An ISP is a program that is modified to address the student's specific learning needs in a particular subject area. ISPs are initiated by the teacher and begin once consultation with the child's parents has occurred. ISPs take on many different forms and may involve modifying the current curriculum, using different curriculum or requesting the use of a teacher assistant to work with the student.

Speech Therapy

Speech and language assessments, hearing screening, and intervention services are provided by Speech Pathologists at SCE through EIPS. Referrals are made through the teacher. Parent or guardian consent is required before receiving services.

School Routines and Services

Bicycles/Skateboards

Students must register their bicycles at the school office. There are designated areas to park and lock bicycles. Due care and caution is required in the parking lot area. Bicycles are not to be ridden during school hours.

Skateboarding is not permitted on the premises.

Electronic Devices

Students are encouraged to leave cell phones and other electronic devices at home. However, those with parental permission to bring them must keep the phone or device in their bag during the school day. Any electronics used (including phones that ring) will be temporarily confiscated. After the second confiscation, parents will be required to pick up the phone in the office after school.

Hours of Operation

Office Hours — Monday to Friday 8:15 am to 4:00 pm

Early Arrivals — Students may enter the building at 8:20 am and wait in the rotunda. They may enter the hallways at 8:30 am when the buses arrive.

Bell Schedule/Yearly Calendar — A daily bell schedule and yearly calendar are sent home in early September of each year and are also posted on the website.

Lunch — Students eat lunch in their classrooms for 20 minutes each day. Afterwards, they are dismissed for a 25 minute outdoor recess.

After School — Students not taking the bus need to be picked up by parents by 3:30 pm. Students are to proceed directly to their transportation after dismissal and are not to walk or ride their bicycles home unless they have written permission. Students missing the bus are to go to the school office to call home. They are **not** to proceed home without permission.

After School Supervision — After the final dismissal bell at the end of the day, students not taking the bus must be picked up or be on their way home within 10 minutes. After this time, we do not provide after school supervision.

End of Day — If there is a change in transportation plans, please inform the school office as early as possible.

After School Activities — Students participating in school sponsored activities after regular school hours require a note of permission. Parents are to provide transportation immediately after the activity. Students are to take their take-home materials with them as they will not be allowed back in the classroom.

Early Dismissal — The first Wednesday of each month is Early Dismissal. Students are dismissed at 2:00pm; the buses leave at 2:15pm. Any student not taking the bus home needs to be picked up by 2:30pm. Parents are asked to make sure that they have made the necessary arrangements for their children.

Lost and Found

Found articles are put in the box across from the School Office. Unclaimed articles are displayed during parent/teacher interviews. All unclaimed articles are sent to a charity or disposed of after each parent/teacher interview session.

Newsletter

Stay informed! The school newsletter is posted on the SCE website and distributed by email on the last day of each month. If a family does not have internet access, a paper copy may be requested at the office.

Safekeeping of Personal Property

Students have the responsibility of taking care of personal property brought onto the school premises. We recommend that all personal property, including clothing, is clearly labeled. Although SCE is unable to accept responsibility for recovering lost or stolen property, staff will investigate reports of missing items, as much as is reasonable. Schools do not carry liability insurance for the loss of personal property.

Valuable items (iPods, cell phones, hand-held video games, etc.) and toys are not to be brought to school unless requested by the teacher for an educational application.

School Photos

Individual photos are taken each fall. Each student should have their picture taken to ensure inclusion in the school yearbook. Details will be sent home prior to picture day for parents who wish to purchase a package of photos. Yearbook purchases are optional.

School Telephones

School phones are intended for business purposes; however, students may contact parents/guardians from the office with permission.

Special Days

Chip Day — Approximately every two weeks, the children may purchase potato chips. Money received from chip day helps support a child through *Compassion Canada* and other special school projects.

Dress Up Days — Throughout the school year, students participate in dress up days. Special activities are planned around each of these days. SCE takes a non-active position on Halloween.

Hot Lunch — A hot lunch program is run by parent volunteers 6-7 times per year. Participation is optional. Proceeds go towards special projects that support the elementary program.

Student Safety and Emergency Procedures

SCE adheres to the School Emergency Response Plan (SERP) in place for all EIPS schools (www.eips.ca/emergency-preparedness). Student preparation and emergency drills occur throughout the school year and students are expected to conduct themselves in a responsible manner throughout each drill. This includes evacuation and lock-down protocols for difference types of emergency situations.

Transportation

Bus transportation to and from school is a user-pay service available to eligible students through the EIPS Transportation department. Safety is paramount when travelling to and from school and school events, and students are expected to adhere to the *Bus Rules* and obey bus drivers' instructions at all times. Full details regarding the Student Transportation program, fees, conduct and suspension of service are available at www.eips.ca.

The status of bus service is available on the school's website, with a clickable link for additional details at www.eips.ca. SCE will remain open to students should bus service be suspended due to weather and/or road conditions.

Visitors and Volunteers

EIPS continues to promote safe and caring schools. Therefore, SCE is a closed campus during the school day, with strict requirements in place for volunteers as is true in all EIPS schools.

Volunteers and parents are asked to sign in at the school office. Parents bringing items for their children are asked to drop them off in the office as classroom interruptions can be very disruptive. If a visit to a classroom is desired, please make arrangements through the teacher who will notify the office.

Volunteers play a very valuable role in our school and we welcome all efforts on the part of our volunteers to assist and support our staff and students. Please see the Appendix for helpful guidelines for volunteers.

APPENDIX

Article III – Statement of Faith

(All references in Appendix 1 at conclusion of constitution.)

1. There is one God,¹ who is infinitely perfect,² existing eternally in three persons: Father, Son and Holy Spirit.³
2. Jesus Christ is true God and true man.⁴ He was conceived by the Holy Spirit and born of the Virgin Mary.⁵ He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in him are justified on the ground of his shed blood. He arose from the dead according to the Scriptures.⁶ He is now at the right hand of the Majesty on high as our great High Priest.⁷ He will come again to establish his Kingdom of righteousness and peace.⁸
3. The Holy Spirit is a divine Person, sent to indwell,⁹ guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.¹⁰
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of his will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.¹¹
5. Humankind, originally created in the image and likeness of God,¹² fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.¹³ The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.¹⁴
6. Salvation has been provided only through Jesus Christ. Those who repent and believe in him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.¹⁵
7. It is the will of God that in union with Christ each believer should be sanctified thoroughly¹⁶ thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.¹⁷

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.¹⁸

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.¹⁹
9. The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.²⁰

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of Baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the good news of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.²¹

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;²² for the latter, a resurrection unto judgment.²³
11. The second coming of the Lord Jesus Christ is imminent and will be personal and visible.²⁴ As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.²⁵

THE MANUAL OF THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA

Admissions Policy

Strathcona Christian Academy is an alternative program school of Elk Island Public Schools that is open to all. Our school is rooted in and continues to operate within the bounds of evangelical Christianity. SCA does not exist to reform attitudes or modify behaviour, but rather to provide an educational program (teachers, curriculum, and activities) that brings glory to Jesus Christ. The educational philosophy of SCA is based on a Christ-centered view of truth as presented in the Bible. A personal, dynamic relationship with Jesus is at the heart of our mission and school culture. Parents and their children are expected to acknowledge and affirm their support for the mission and biblical principles of the school.

Each year the school evaluates the students to confirm that the goals of the school and students are compatible. Returning students and families may be declined readmission, at the discretion of the administration. A condition for readmission is that financial obligations to SCA have been met.

All new students interested in enrolling at SCA must complete the Application for New Students. Secondary students (grades 7-12) must also complete the Student Profile.

Parent and student interviews are a key part of the admission process. They enable you to meet with school administration, learn more about SCA and confirm that your student truly wishes to attend SCA and support its mission and program. A commitment form supporting the school's mission and philosophy must be signed prior to acceptance. Fees are only required upon acceptance.

Application and Enrollment Process

New student applications are accepted through the year. Applicants are placed in a pool of potential students and may be contacted for an interview as space becomes available. The following priorities are taken into account in the enrollment process:

- 1st priority** — returning students before the re-registration deadline.
- 2nd priority** — potential students with siblings currently attending SCA and children of staff.
- 3rd priority** — potential students residing within the EIPS jurisdiction.
- 4th priority** — potential students residing outside of the EIPS jurisdiction.

Priority consideration is also given to students completing grade 9 at Fort Saskatchewan Christian School. In the event that two students are of equal priority for an available class placement, date of application will be an important consideration. New families are encouraged to apply early.

NOTE: Applications are accepted up to 1 year in advance of the desired year of entry; 2 years for Early Childhood Services/Kindergarten. (For example, to enter Grade 7 in September 2015, you may apply in 2014. To enter Kindergarten in September 2015, you may apply in 2013.)

Society Fees

The fees for the current school year are available in the Registration Package (see www.scasociety.ca).

The *Registration and Commitment Fee* is due when a student commits to attend SCA for the following school year. It is a non-refundable fee that is due each year.

For *returning students*, it is due to the re-registration deadline.

For *new students*, it is due upon acceptance into the school.

The *Alternative Program Fees* cover the costs of delivering and administering the Christian program. Fees are due at the beginning of the school year or may be paid monthly over the course of the year (10 equal instalments due on the 1st of each month).

Arrears Policy

- Parents are expected to keep their accounts current. Payments not honoured by the bank are subject to a \$25 NSF fee.
- Re-registration of students cannot be accepted if fees are not up to date or payment arrangements are not being met.
- In the event a family is experiencing genuine financial difficulty, please let us know and we will be happy to discuss payment arrangements. We believe the school and parents should maintain a clear testimony by proper management and open dealings with each other.

Withdrawal and Refund Policy

- We require written notification 30 days prior to a student's withdrawal from SCA.
- Monthly fee payments will be stopped. Lump sum payment refunds will be pro-rated following the effective date of withdrawal.

Guidelines for Volunteers

Thank you for your willingness to volunteer in our school. As a Christian school, we see your contribution as service to our students, teachers and ultimately, our Lord. We consider our volunteers to be colleagues and see your position in our school as very important. The following guidelines will assist you as you carry out your responsibilities.

General Guidelines

- Observe all school policies and regulations. Teachers have the ultimate responsibility in the classroom.
- Hold all matters connected with the school in confidence.
- Respect the professional role and judgment of the teachers and school administration.
- Make every effort to meet your commitment as teachers may be depending on your help when planning activities.
- Endeavour to remain above reproach in conduct and behaviour. Never open yourself up to a questionable or compromising situation with a child or another volunteer.

Specific Guidelines

- In the absence of a teacher, it is the volunteer's responsibility to correct a student in the event of unacceptable behaviour. Report the incident to the teacher as soon as possible to resolve the matter and carry out any necessary discipline.
- Never close the door to his or her classroom.
- Never be alone in a closed room with a child.
- Do not allow a child to leave the classroom with a stranger.
- Do not jeopardize the safety of a child in any way.

Field Trip Guidelines

- Be responsible for the students assigned to your group for the duration of the field trip. Notify a teacher immediately if a student is not accounted for.
- Do not make changes to the field trip itinerary unless first conferring with the teacher.
- Do not take a student individually to the bathroom. Instead, take several students at a time. Male volunteers are to take boys only to the washroom. Female volunteers are to take girls only to the washroom. (Where possible, two adults taking a student to the washroom is preferable.)
- Never enter a bathroom cubicle with a student. If you must assist a student in going to the bathroom, provide assistance in an open area and send the child into the cubicle on his or her own. If a child needs assistance cleaning up, ensure the cubicle door is open.

Our prayer is that you will be as blessed through serving our school as we are in having you volunteer.