



Strathcona Christian Academy Secondary Student Life Handbook

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Mission Statement

**To invite 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 the government, the local and universal church, and our community.

Welcome Message

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

It is our hope that each student will enjoy being in our school, experience excellent learning in a caring and nurturing environment, and experience God through a personal, intimate relationship with Him.

Our mission is important to us. Within it we recognize the following distinctives:

Christ-centred education: We teach the Alberta curriculum from the biblical worldview with the understanding that Jesus Christ is the creator and sustainer of all things. Our desire is to develop in our students the ability to think and live biblically and to apply the Christian worldview to all areas of their lives.

Knowing Jesus Christ: We are created to know, love, and bring glory to God by entering into a personal, intimate relationship with Jesus Christ as we live a Holy Spirit-filled life. We desire that our students humbly and obediently choose to serve and follow Jesus Christ in every aspect of their lives.

Godly character: We aim to provide our students with instruction in godliness so that they may decide to allow Jesus Christ to build His character into each one of them.

Academic excellence: We are called to challenge our students to excel in their schoolwork as a means of glorifying God and of preparing for their life's work and service in the Kingdom of God.

Service to others: We provide programs whereby students may serve in the school, the church, and the community through service projects, missions, and other kinds of ministry throughout the school year.

SCS strives to meet the needs of individual students by enabling each student to pursue excellence, experience success, and realise their potential in all aspects of the school's programming. Above this is our desire for students to have a 'heart after God' and pursue all activities at school for the sake of God's kingdom. As a Christian school in EIPS, Christ is our source and our centre.

In Christ,

Matthew Spronk, Principal
Kyla Harding, Assistant Principal
Kevin Winkel, Assistant Principal

Student Expectations

SCS promotes a Biblical standard of conduct, 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, the 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.

All Students are expected to:

- Know when and how to include others
- Model safe behaviour
- Be in the right place at the right time
- Demonstrate respect for the feelings of others
- Let the teacher teach and let students learn
- Care for property
- Keep their bodies to themselves
- Come to class prepared
- Show good sportsmanship
- Work to the best of their ability, even after experiencing failure
- Complete all work on time
- Keep their belongings organized and neat
- Clean up after themselves

Dress and Appearance

SCS is a welcoming, inclusive, and safe learning environment. Students and staff are expected to dress professionally and appropriately for academic study and school-related activities.

Public Display of Affection

SCS is a welcoming, inclusive, and safe learning environment. Students are expected to avoid public display of affection in order to be courteous of others.

Substance Use

Smoking, vaping, drugs, alcohol, and the use of tobacco products in any form is not conducive to the maintenance of a healthy environment. SCS and all school activities are smoke-, vape-, drug-, alcohol-, and tobacco-free. Consequences associated with the student use of these products are listed below:

- Students who smoke, vape, or use other tobacco products and/or are found in possession of related paraphernalia in any form may be suspended and any paraphernalia will be confiscated.
- Students found distributing, selling, possessing, under the influence of drugs or

alcohol, or in possession of any related paraphernalia while on or near school premises, during the school-day, or while participating in a school-sponsored activity, will be suspended with a possible recommendation for expulsion.

- Any students found in the company of any other student smoking, vaping, or using drugs and/or alcohol may be suspended.
- Any tobacco, tobacco-related products, vaping products, drugs and alcohol, and/or any related paraphernalia or equipment confiscated will not be returned to either the student or the student's legal guardian – instead, such products will be disposed of safely by school administration.
- The police shall be notified when, in the judgement of the principal, a criminal act has taken place (for example, under-age or illegal possession of cannabis products).

Academics

Awards and Scholarships

Awards and scholarships are an opportunity to recognize and acknowledge excellence in student achievement. Each fall, SCS hosts an *Awards Night* that recognizes curricular achievement for Junior High and High School students from the previous year.

Scholarships for Grade 12 students are awarded at the graduation ceremonies. Application forms are available from the school office in the spring.

Honours Calculations

1. In Junior High, Academic Honour Certificates are presented to students achieving a combined average of at least 80% in the four core courses (ELA, Social Studies, Science, and Mathematics). To be eligible for Honours, students also must have passed all other courses.
2. In High School, Academic Honour Certificates are awarded to students who have met the [Alexander Rutherford High School Achievement Scholarship](#) requirement of 80% or higher in five classes, one of which must be ELA at the appropriate grade level, and at least two courses at the appropriate grade level from Math, Sciences, Social Studies, and language courses other than ELA.

Honours with Distinction Calculations

1. In Junior High, students with a 90% or higher average in the four core subjects are awarded Honours with Distinction.
2. In High School, students with a 90% or higher average in ELA 30-1 and the next 3 highest grades in core courses are awarded Honours with Distinction.

The Highest Academic Average award is granted to the student with the highest average in their top four core courses taken at the grade level for which the award is given. At high school, these courses must be from the top academic stream (10, 10-1, 20, 20-1, 30, 30-1) and grade 12 courses must have a Diploma Exam. These awards are presented at the *Awards Night* in fall.

Course Challenges

The *Education Act* allows Senior High students to challenge the expectations for a course by participating in a formal assessment process rather than taking the course. This process is intended for students who already possess the expected knowledge, skills, and attitudes as defined by the *Program of Studies* for a given course, usually because the student has participated in experiences or activities which have enabled the student to gain such knowledge, skills, and attitudes. It is not intended as a shortcut for completing courses.

Course Changes

High school students are typically required to make course change requests within the first four days of a semester. Option course change requests for Jr. High students must be made to administration by a parent within the first two weeks of each semester.

Course and Credit Load Requirements

High school students are encouraged to register in classes that total the following minimums:

- Grades 10 and 11— full credit load (no spares)
- Grade 12 — enough courses to ensure graduation
- Students are required to earn 3 spiritual life credits per year of high school attended at SCS in order to graduate.

Distance Learning

SCS is an in-person learning environment. Students wishing to do a Distance Learning course must make their own arrangements and must maintain their required SCS credit load requirements.

Final Exams

Students from Grade 7 through 12 write final exams in the four core subject areas: English Language Arts, Science, Mathematics, and Social Studies.

Final exams are scheduled for the end of each semester (January and June). Diploma exams (Grade 12) and PATs (Grade 9) are scheduled by Alberta Education. Rescheduling Diploma exams is not contemplated for any reason other than a school or family emergency. Requests to reschedule exams of any nature **MUST** be made directly through an administrator and not teaching or office staff.

NOTE: Diploma exams will normally occur regardless of weather. Students are expected to make every reasonable effort to reach the school on these occasions. The school will be open for diploma exams whether or not the buses are running.

Graduation Information

Graduation is in honour of and a celebration for students who have successfully met the requirements. To participate in the graduation exercises, the student must:

- demonstrate conduct consistent with the standards of SCS
- be enrolled in a Christian Studies course for each year of attendance at SCS (Grades 10, 11, 12). Christian Studies courses include Religious Studies (Bible) 10, 20, 30; Missions 15, 25, 35; and School of Worship Arts (SOWA) 15, 25, 35
- be enrolled in courses that meet [Alberta Education requirements](#) for a high school diploma or certificate

Graduation and the School

The graduation ceremonies are a school-sponsored event. Dress at the graduation ceremony must be appropriate for the event.

Additional grad activities, such as a banquet and grad party, are not school sanctioned events, and are typically arranged by a group of parents.

High School Diploma Requirements

Alberta Education issues a high school diploma upon completion of Grade 12. Information on transcripts, statement of courses, marks and diploma examination rewrites is available on the [Alberta Education website](#).

Homework

Homework is intended to supplement instructional time to enhance learning in order for each student to achieve the key learning outcomes established by Alberta Education. Special projects, reports, assignments, worksheets, tests, and exams are examples of homework activities intended to benefit each student.

In Junior High, an average student can expect to spend up to one hour on homework each day from core subjects, though the amount of homework may vary from day to day and week to week. Independent reading and reviewing a given day's learning are always recommended, whether officially assigned or not.

In Senior High, the amount of homework is dependent on the types of courses chosen, the ease and speed with which students are able to complete higher-level academic work, and the results they wish to achieve. In general, students do what they must to achieve their academic goals in order to pursue career options of their choosing.

Teachers provide information to parents regarding their homework practices in various ways, typically through a course syllabus or on Brightspace, EIPS's online learning platform. Parents are encouraged to contact their son/daughter's teacher to discuss further questions or concerns about how to support and encourage their child's development and growth in a particular course.

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.

Next-Level Courses

Occasionally, students may have the opportunity to enroll in a course necessary for graduation from the next grade level. To be eligible for next level courses, student schedules must include all current grade level core courses that contribute to the Alberta Education graduation requirements. For Alberta Education graduation requirements, [please click here](#).

Report Cards

Student academic progress is available online throughout the school year via the PowerSchool Parent Portal (found in “Parent Links” on the eips.ca website). Summary term reports can be printed mid-term (after parent/teacher interviews) and at the end of a semester from your PowerSchool Parent Portal. SCS only prints report cards through a personal request made at the office.

Retention Policy

Student retention will be determined by school administration in consultation with parents and teachers after careful examination of the student's record over the entire year.

Factors that determine retention include:

- the student's attitude and effort
- learning challenges
- the student's marks in the full range of subjects

In Senior High, students must achieve a passing grade of 50% to receive credits and move to the next course in the sequence or stream. In some cases, the final grade in prerequisite courses is greater than 50% to move on to the next course. See the *SCS Course Handbook* for more details regarding specific course requirements.

School Supplies

School supplies are standardized across EIPS. Grade specific school supply lists are posted on the school website.

Valedictorian

A valedictorian is selected after obtaining the results of an online vote by the graduating class and the teachers. Valedictorian selection is based on the following:

- academic standing (must be one of the top ranked students as of selection date)
- leadership in the school and community
- school participation (fine arts, sports, student council, etc.)
- Christian character and witness

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 assigned during their absences
- Sign in and out at the office

Parents can track attendance (absences, lates) through PowerSchool.

Absences

Parents are asked to notify the school office (in advance, if possible) of any student absences.

Student Responsibilities: Exams and major assignments should be written or handed in on the first day of the student's return to school. Students are to take the initiative to request and complete assignments or work missed while absent.

Extended Absences: Teachers are *not* expected to prepare work in advance for students on vacation. A student should arrange for a classmate to collect notes and assignments during his/her absence. The student is to make arrangements with teachers to set dates to write missed tests and quizzes and hand in assignments. Missed evaluations will usually be caught up outside of regular class time upon the student's return to school.

Field Trips: Field trips are taken periodically. All schools in EIPS utilize "Permission Click" to digitally sign for permission to attend field trips. Any fees associated with the field trip, for transportation, admission, or other costs, will be outlined on the field trip form. Parents may be asked to help with supervision or as chaperones.

Early Dismissal

The first Wednesday of each month is Early Dismissal. Students are dismissed one hour early. Parents are asked to make sure that they have made the necessary arrangements for their students.

Lates

Students are expected to be in class on time. If a student is late, they must get a late slip from the school office before going to class. There are two types of lates:

1. **Excused:** Illness or medical appointments (requires notification directly from a parent).
2. **Unexcused:** Including, but not limited to, sleeping in, lunch delays, missing the bus, construction, vehicle problems, employment issues, non-medical appointments.

Students can receive one unexcused late per week without consequence. However, following the second unexcused late per week, students will be assigned to study hall for a portion of their lunch hour (12:00 - 12:25). Students who receive multiple lates in a week may face additional consequences, such as an extended after-school study hall. The office will communicate with parents/guardians about study hall assignments.

Signing Out Procedure

Students go to the school office to sign in and out according to the following guidelines:

- All students must sign out when leaving during the school day, and sign in upon returning to school (i.e. appointments, illness). Parents are required to call or email the office with consent for their child to leave campus.
- Students in grades 7 through 9 are permitted to sign out ONLY if leaving with an adult. Parental consent is required.
- Students do not need to sign out to leave the campus during lunch, but are expected to arrive on time for afternoon classes. Returning late may result in losing off-campus privileges.

Truancy

Truancy is any absence from class without the knowledge or consent of parents and school. Incidents of truancy are considered unexcused absences. Such incidents are referred to the school office for intervention and consequences. Continual truancy offences may result in more significant discipline measures.

School Life

Alberta Health Services

Alberta Health provides the following services to our students:

All Grades

- Communicable disease control and follow up as necessary
- Health education

Grade 9

- School immunizations: immunizations are available for students in grade nine. Parents will be notified at the beginning of the school year about upcoming immunizations and will need to provide consent. AHS staff provide presentations to grade nine students about the immunizations they are to receive.

Athletics

The SCS Eagles compete in the EIPS Junior High league. Sr. High athletes compete in the Metro Edmonton High School Athletic Association (a member of Alberta Schools' Athletic Association, or ASAA).

Many student athletes compete through inter-school competitions in sports such as Badminton, Basketball, Cross-country, Flag Football, Golf, Handball, Soccer, Track & Field, and Volleyball.

Students who wish to participate in sports not offered at SCS through other EIPS schools must notify the Athletic Director. Official letters of request and permission are then exchanged between principals to conclude the agreement and responsibilities.

Participation in athletics is a privilege and subject to staff approval, satisfactory progress in all subjects, and appropriate conduct and attitude in school. Students who successfully become a member of a school team must pay all team fees within 30 days.

In the interest of good sportsmanship and positive Christian testimony, Eagles' fans conduct themselves in a manner that demonstrates the utmost respect for SCS players, opposing team players, coaches, referees, mascots and other fans. All fans are expected to adhere to the [ASAA code of conduct](#).

Bicycles

There are designated areas to park and lock bicycles, located behind the school. Care and caution is required in the parking lot area, and bikes are not to be ridden through the bus lanes.

BYOD

Students in Grades 9-12 are required to bring their own computing device to school each day. Please visit the [SCS website](#) for more information regarding BYOD.

Communication

All families are responsible for updating their email address and contact information in PowerSchool to ensure they receive our weekly email, the Eagle's Eye. The weekly email highlights important information and events regarding our school community. For additional information, please follow us on Instagram, Facebook, and the SCS website.

Facilities

The facilities we enjoy are shared by SCS and SPAC. Students are expected to remain within school designated areas.

The school facilities are open from 8:20 am to 3:45 pm each school day. Students are not permitted to be in the school building outside of these hours, unless they are participating in school-related activities.

First Aid/Medications

SCS handles emergency and first aid in accordance with EIPS Administrative Procedure 315. Staff are expected to act *in loco parentis* (in the place of parents) if a student becomes ill or is injured at school or during/on a school-sponsored activity and requires First Aid. Further consultation with the student's parent or an administrator occurs when additional medical attention is deemed necessary (including any requested medication). If required, transportation to a medical clinic or hospital will be arranged, either by ambulance or car, upon the approval of

the parent or administrator.

SCS administers medication in accordance with EIPS Administrative Procedure 316. If a student requires medication to be administered by a staff member, please contact school administration.

Halloween

SCS takes a non-active position on Halloween.

Lockers and Locks

Hall lockers and locks are issued at the beginning of the year and remain the sole property of SCS. Only locks provided by the school may be used. School administration has the legal right to inspect lockers and contents to maintain the integrity of the school environment. Students are expected to care for their lockers and keep them clean. The cost of lost locks and damaged lockers will be assessed to the student.

The care of personal property is each student's responsibility. In order to keep lockers secure, students should not share their locker combination with others. Although SCS 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.

Lost and Found

Small articles and electronic devices are kept in the school office. Large items and clothing are placed in a large storage bin in the entranceway north of the Link. Unclaimed items are displayed periodically, sometimes at parent/teacher interviews. All unclaimed articles are sent to a charity or disposed of after each parent/teacher interview session and before major breaks from school (i.e., Christmas holidays).

Lunch

From 11:44 - 12:00 pm, students in Grades 7- 9 are to eat lunch in assigned classrooms or off-campus. Grades 10 through 12 students eat lunch in The LINK or off campus. Students may bring their own lunch from home, or can purchase food from the Eagles Nest. Food purchased from the Eagles Nest needs to be brought to the designated area where students are assigned to eat. Students are expected to adhere to the SCS Code of Conduct during the lunch break, whether on or off campus.

After Spring Break, Grade Nine students are welcome to eat in the Link as well.

In accordance with EIPS Administrative Procedure 145, students are permitted to use cell phones and personal electronic devices before and after school and during instructional breaks. Any personal devices being used during instructional time will be temporarily confiscated.

If a student is using a personal device during instructional time, they will be asked to place the device on the teacher's desk for the remainder of the class. If this becomes a persistent problem, teachers will reach out to parents to share the concern and notify school administration.

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 for parents who wish to purchase a package of photos. Yearbook purchases are optional.

School Telephones

There is a school phone available at the office for students. Students are allowed to use it at break times or in the event of an emergency.

Student Leadership

SCS has a High School Campus Life Team and a Junior High Lead 9 Option Class. These groups provide leadership opportunities for our students and coordinate activities that promote school spirit.

Student Parking

The safety of all of our students is a priority at SCS. Students are responsible for parking in the appropriate designated areas and driving with due care and caution. Infractions may result in police intervention and/or other interventions by administration.

Student Safety and Emergency Procedures

SCS adheres to the School Emergency Response Plan (SERP) in place for all EIPS schools. 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 different types of emergency situations.

Security cameras are also in place to enhance a safe school environment. Video surveillance may be used to monitor areas of the premises in the interest of student safety and well-being and crime prevention.

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 <https://www.eips.ca/transportation>

The status of bus service is available on the school's website, with a clickable link to full details at <https://www.eips.ca/transportation>. SCS 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, SCS is a closed campus during the school day, with strict requirements in place for volunteers, as is true of all EIPS schools. Volunteers and parents are asked to sign in at the school office. Parents bringing items for their students are asked to drop them off in the office.

