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Secondary School STUDENT LIFE HANDBOOK

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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

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-centered 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 being.

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. This includes an emphasis on service projects throughout the school year and student involvement in missions and other kinds of ministry.

SCS strives to meet the needs of individual students by enabling each student to pursue excellence, experience success and realize his/her 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,

Jon Elzinga, Principal

Wes Merta, Assistant Principal

Matthew Spronk, Assistant Principal

Academics

High School Diploma Requirements

Alberta Education issues the 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.

Awards and Scholarships

Awards and scholarships are an opportunity to recognize and acknowledge excellence in student achievement. The *Awards Night* in the fall recognizes curricular achievement for junior high and senior high 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 spring.

Graduation Information

Graduation is an honour and 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 15, 25, 35
- be enrolled in courses that meet Alberta Education requirements for a high school diploma or certificate

Valedictorian

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

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

Years of attendance at SCS may also be considered.

Graduation and the School

The graduation ceremonies and banquet are school sponsored events. Dress at the graduation ceremony and banquet is to be appropriate for the event

Additional grad activities like a grad party are not school sanctioned events.

Course and Credit Load Requirements

High school students are expected 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

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. It 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 required to make course changes within the first 2 weeks of each semester. After this date, students may be denied withdrawal from a course. Should a student withdraw from a course, he/she must still meet the standard credit load requirements.

Exams

Students write exams in the four core subject areas: English Language Arts, Science, Mathematics, and Social Studies. All Grade 7 through 12 students write the full complement of final exams. There are no exemptions.

Final exams are scheduled in January and June. Diploma exams are scheduled by Alberta Education and rescheduling is not contemplated for any reasons other than a school or family emergency. Requests to reschedule exams of any nature **MUST** be made through the principal and not teachers 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.

Report Cards and Honour Roll

Student academic progress is available online via PowerSchool (<https://powerschool.eips.ca/public/>) throughout the school year. 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 unless a personal request is made at the office.

Honour Roll certificates are given to students that achieve an average of at least 80% on their top four core courses. The certificates are presented at the *Awards Night* in fall.

Highest Academic Average – Is awarded 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.

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 disabilities
- 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 to the next course. See the *SCS Course Handbook* for more details regarding specific course requirements.

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. 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 1¼ to 1¾ hours on homework each day. While teachers attempt to provide balance across the subject areas, core subjects are emphasized and the amount of homework may vary from day to day and week to week.

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 at Meet the Teacher night. 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.

School Supplies

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

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 absence; and
- 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.

Field Trips: Field trips are taken periodically. A permission form is sent home with the student and 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.

Lates

Students are expected to be in class on time. If a student is late, they must sign in at the school office before going to class.

Excused: Illness or medical appointments (requires notification directly from a parent).

Unexcused: Including but not limited to sleeping in, lunch delays, missing the bus, construction, road conditions, vehicle problems, employment issues, non-medical appointments.

Following the fifth unexcused late, administration will communicate with parents that subsequent unexcused lates will result in a 75 minute after school detention (DT).

Truancy

Truancy is any absence from class without the knowledge or consent of parents and school. Such incidents are referred to the school office. Students will serve a half day suspension for truancy. Incidents of truancy are considered unexcused absences.

Signing Out Privileges

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).
- Students in grades 7 & 8 are permitted to sign out ONLY if leaving with an adult. Parental consent is required.
- Students in grade 9 and senior high do not need to sign out to leave the campus at the noon hour, but are expected to arrive on time for afternoon classes. Returning late may result in losing off-campus privileges.

Code of Conduct

SCS 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.

Student Expectations

For Students:

- Know when and how to include others
- Model safe behaviour
- Are 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 our bodies to ourselves
- Get over frustrations and setbacks quickly
- Work independently with focus
- Come to class prepared
- Show good sportsmanship
- Work the entire time even after experiencing failure
- Complete all work on time
- Keep organized and neat
- Clean up after ourselves

Dress and Appearance

School is a welcoming, inclusive, and safe learning environment; students and staff are expected to dress professionally and appropriately.

Classroom Management

Students causing distractions in class will be handled as follows:

1. First Offence – Warning from teacher
2. Second Offence – Warning from teacher or moved to another seat in class
3. Third Offence - Sent to neighboring classroom
4. Fourth Offence - If a student that has been relocated to a new classroom continues to be disruptive they will be sent to school administration

Substance Use

Smoking, vaping, drugs, alcohol and the use of tobacco products in any form by students, employees and other persons is not conducive to a healthy environment. SCS and all school activities are smoke, vape, drug, alcohol and tobacco free.

School Life

Athletics

The SCS Eagles compete in the EIPS junior high league and in the Metro Edmonton High School Athletic Association (a member of Alberta Schools' Athletic Association, or ASAA) in senior high.

Many student athletes compete through interschool competition. Teams include:

Badminton	Basketball
Golf	Soccer
Track & Field	Volleyball

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

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

Fans

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.

Student Council

SCS has a High School Student Council and a Junior High Student Council. These groups provide leadership opportunities for our students and coordinate activities that promote school spirit.

Bicycles

There are designated areas to park and lock bicycles. Due care and caution is required in the parking lot area.

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.

Electronic Devices

Students are permitted to use cell phones and personal devices before and after school and during breaks. Any personal devices being used during class time will be temporarily confiscated and brought down to the office. After multiple confiscations, parents will be required to pick up the device in the office.

BYOD

Students in grade 9-12 are required to bring their own computing device to school each day.

Facilities

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

First Aid/Medications

SCS handles emergency and first aid in accordance with EIPS Administrative Procedure 315. Staff are expected to act “in loco parentis”, as would a reasonable parent, if a student becomes ill or is injured at school or during/on a school-sponsored activity. Further consultation with the student’s parent or an administrator occurs when additional medical attention is deemed necessary. 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 are kept in the school office. Large items are placed in a storage bin on the gym side of the Link. Unclaimed items are displayed during parent/teacher interviews. All unclaimed articles are sent to a charity or disposed of after each parent/teacher interview session.

Lunch

Students in grades 7 & 8 eat lunch in their homerooms under supervision. Grades 9-12 eat lunch in the link or off campus. No students should eat lunch in school hallways. Students are responsible for bringing their own lunches. Students may also purchase food from the Eagles Nest.

Students in grade 7 & 8 are permitted to leave the school premises for lunch under adult supervision.

Weekly Email

Families can receive our weekly email to stay in the know on upcoming events, gym schedule, and the current Eagles Nest menu.

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: School immunizations are available for students in grade 9. Parents will be notified at the beginning of the school year about upcoming immunizations and will need to provide consent.

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.

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 difference 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 public safety 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 www.eips.ca.

The status of bus service is available on the school's website, with a clickable link to full details at www.eips.ca. 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 in 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.