



# **Glenmore Christian Academy**

JUNIOR HIGH

Parent/Student HANDBOOK

2022/2023

# Glenmore Christian Academy Junior High Parent/Student Handbook

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# Glenmore Christian Academy Junior High Parent/Student Handbook

Glenmore Christian Academy (GCA), is a ministry of First Alliance Church of the Christian and Missionary Alliance. We share a foundational belief that all people are loved by God and are individually unique. GCA has a mission, in partnership with parents and families, to help students strive for their God-given potential in all aspects of their person: spiritual, academic, physical, social, emotional and moral. In accordance with our Statement of Faith, we believe in the infallible Holy Bible, which establishes the only rule of Christian faith and practice. We believe in personal salvation through faith in Jesus Christ's crucifixion and resurrection. We believe that Jesus calls us to care for each other, and to continue His good work as disciples who love one another. We show our love by our actions, evidenced daily throughout our school. We serve the Calgary community, and provide humanitarian support for the impoverished, oppressed, and marginalized around the world.

**ADDRESS:**

16520 – 24 Street SW  
Calgary, AB T2Y 4W2  
Phone: (403) 254-9050 Elementary  
(403) 254-9051 Junior High  
Website: [www.gcaschool.com](http://www.gcaschool.com)  
Email: [admissions@gcaschool.com](mailto:admissions@gcaschool.com)

**INFORMATION:**

Christian Elementary & Junior High schools each with a respective principal  
Head of School  
Certified teachers  
Funded through parental contributions, donations and Government of Alberta grants  
Founded September 1, 1980  
Operated by GCA Educational Society as a ministry of First Alliance Church of the Christian and Missionary Alliance

**MEMBERSHIP:**

AISCA (Association of Independent Schools and Colleges in Alberta)  
ACSI (Association of Christian Schools International)

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### **HISTORY:**

Glenmore Christian Academy began on September 1, 1980 in the First Alliance Church with sixty students in Grades one through six, and ECS (kindergarten) program, as well as the Agapeland Preschool program. The students in Grades one through six were in three split classes (Grade 1/2, Grade 3/4 and Grade 5/6) of twenty students each.

With the completion of the Christian Education addition to First Alliance Church the enrolment was expanded to approximately two hundred forty students in September of 1981, adding Grade seven and eight to the school. To accommodate the promotion of the Grade eight class the following year, Grade nine was added.

A senior high school program with Grades ten and eleven operated for two years. Because this met with mixed success, it was discontinued with the emphasis being placed on building a quality program for students in Kindergarten to Grade nine.

During the summer of 1987, the Board was informed that Dr. Oakley Junior High School would become vacant for September. After satisfactory arrangements were negotiated with the Calgary Board of Education, the school was relocated for September 1987.

After four years at Dr. Oakley and the termination of that lease, a building program to construct the first phase, a 52,000 square foot facility on the south side of the City of Calgary was begun. School commenced in the new school on September 3, 1991.

A new 554 seat theatre was constructed in 2000 to facilitate an increased focus on the Arts.

In September 2005, a 350-seat cafeteria opened for service. Parking lot upgrades took place over the summer of 2005 to provide expanded parking. The next few years would see a new full size gymnasium as well.

On February 1, 2012 the new Junior High Wing was opened with a forward-thinking technology center as well as a new band room, drama room and Chapel space. The new wing had been designed to encourage creative thinking with even the furniture having a cutting edge, innovative design.

It has been apparent that God has had His hand on the school from its inception. We are deeply indebted to Him for His guidance and direction over the years. The significance in the lives of GCA students will be determined over time, as the students take their place in the Christian community.

### **Supporting Documents (Footnotes):**

1. GCA Mission, Vision, & Core Values
2. GCA Statement of Faith

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### GCA Statement of Faith

(Christian and Missionary Alliance Statement of Faith)

1. **God:** There is one God,<sup>1</sup> who is infinitely perfect<sup>2</sup>, existing eternally in three persons: Father, Son and Holy Spirit.<sup>3</sup>
2. **Jesus:** Jesus Christ is true God and true man.<sup>4</sup> He was conceived by the Holy Spirit and born of the Virgin Mary.<sup>5</sup> 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.<sup>6</sup> He is now at the right hand of the Majesty on high as our great High Priest.<sup>7</sup> He will come again to establish His kingdom of righteousness and peace.<sup>8</sup>
3. **Holy Spirit:** The Holy Spirit is a divine Person, sent to indwell,<sup>9</sup> guide, teach, and empower the believer, and to convince the world of sin, of righteousness and of judgment.<sup>10</sup>
4. **Bible::** 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.<sup>11</sup>
5. **Sin:** Humankind, originally created in the image and likeness of God<sup>12</sup> 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.<sup>13</sup> The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.<sup>14</sup>
6. **Freedom from Sin:** 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. <sup>15</sup>
7. **Christian Living:** It is the will of God that in union with Christ each believer should be sanctified thoroughly<sup>16</sup> 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.<sup>17</sup> 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.<sup>18</sup>
8. **Healing:** 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.<sup>19</sup>
  
9. **Church:** The universal Church, of which Christ is the Head, consists of all those who believe

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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.<sup>20</sup>

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.<sup>21</sup>

10. **Life after death:** There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;<sup>22</sup> for the latter, a resurrection unto judgment.<sup>23</sup>

11. **Second Coming of Christ:** The second coming of the Lord Jesus Christ is imminent and will be personal and visible.<sup>24</sup> 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.<sup>25</sup>

1. Isaiah 44:6; Isaiah 45:5-6; / 2. Matthew 5:48; Deuteronomy 32:4; / 3. Matthew 3:16-17; Matthew 28:19; / 4. Philippians 2:6-11; Hebrews 2:14-18; Colossians 2:9; / 5. Matthew 1:18; Luke 1:35; / 6. 1 Corinthians 15:3-5; 1 John 2:2; Acts 13:39; / 7. Hebrews 4:14-15; 9:24-28; / 8. Matthew 25:31-34; Acts 1:11; / 9. John 14:16-17; / 10. John 16:7-11; 1 Corinthians 2:10-12; / 11. 2 Timothy 3:16; 2 Peter 1:20-21; / 12. Genesis 1:27; / 13. Romans 8:8; 1 John 2:2; / 14. Matthew 25:41-46; 2 Thessalonians 1:7-10; / 15. Titus 3:5-7; Acts 2:38; John 1:12; 1 Corinthians 6:11; / 16. 1 Thessalonians 5:23; / 17. Acts 1:8; / 19. Romans 12:1-2; Galatians 5:16-25; / 20. Matthew 8:16-17; James 5:13-16; / 21. Ephesians 3:6-12; Ephesians 1:22-23; / 22. Acts 2:41-47; Hebrews 10:25; Matthew 28:19-20; Acts 1:8; Acts 11:19-30; Acts 15; / 23. 1 Corinthians 15:20-23; / 24. 2 Thessalonians 1:7-10; / 25. 1 Thessalonians 4:13-17; / 26. 1 Corinthians 1:7; Titus 2:11-14; Matthew 24:14; 28:18-20

# Glenmore Christian Academy Junior High Parent/Student Handbook

## **Our Mission:**

*Teach Truth, Inspire Excellence, Experience Christ, Serve Through Love.*

## **Our Vision & Core Values:**

### TEACH TRUTH

- Foster an understanding that God is the author of all truth
- Impart knowledge within the framework of Biblical principles (1)
- Equip students to discern and engage with confidence

*“Guide me in your truth and teach me, for you are God my Saviour, and my hope is in You all day long.” Psalm 25:5*

### INSPIRE EXCELLENCE

- Deliver exceptional academic and extracurricular programs
- Promote critical thinking, a strong work ethic, independence and resilience
- Discover potential, celebrating the unique gifts and talents God bestows

*“So... whatever you do, do it all for the glory of God.” 1 Corinthians 10:31*

### EXPERIENCE CHRIST

- Nurture grace centered, transformative relationships with Christ
- Reveal the beauty and worth of life rooted in prayer and worship
- Encourage responsive discipleship

*Jesus told him, “I am the way, the truth, and the life. No one can come to the Father except through me.” John 14:6*

### SERVE THROUGH LOVE

- Value others with love and compassion
- Instill a passion to serve
- Engage in local and global service opportunities

*“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13:34-35*

# Glenmore Christian Academy Junior High Parent/Student Handbook

## Staff List

	Staff Name	Email contact: first initial.lastname@gcaschool.com		
1	Colleen Allan	Principal		Office
2	Dawson Kennedy	Vice Principal	Math 9 & Bible 9	Office
3	Jonathan Tweedle	6J Homeroom	Social Studies 6, Phys Ed 8 & 9, Health 6 & 7	
4	Ross Tennant	6T Homeroom	Math 6, Math 7	
5	Sherilyn vanHaastert (Alissa Dandenault – maternity leave)	6V Homeroom	Phys Ed 6 – 9; Social 6, Bible 6	
6	Stacy Kim	6K Homeroom	Language Arts 6, Social 6	
7	James Knibbe	7K Homeroom	Science 7 and 8	
8	Taylor Johnson	7J Homeroom	Math 7, Science 6	
9	Heather Nelson	7N Homeroom	Art 6-9, Social Studies 7	
10	Chris Silver	7S Homeroom	Language Art 7, Social 7, Drama 7 & 9	
11	Leslie Hedley	8H Homeroom	Language Arts 8, Bible 7, 8 & 9	
12	Matt Nielsen	8N Homeroom	Logic 6, 7 & 8 Bible 6 & 8	
13	Janelle Rice	8R Homeroom	Math 8 & 9, Health 8	
14	Joseph Ness	8JN Homeroom	Phys Ed 6-9, Health 8 & 9	
15	Daniel Reist	9D Homeroom	Science 8 & 9	
16	Marcus Olson	9O Homeroom	Outdoor Ed 7-9, Social Studies 9, Bible 7 & 9	
17	Bruce Robertson	9R Homeroom	Social Studies 8 & 9, Bible 9	
18	Chelsey Taylor	9T Homeroom	Language Art 9, Drama 8	
19	Jen Eklund	Band	Band 6-9, Reading 6	
	Michelle Kotlewski	Creative Design & Project Management	Creative Design & Proj Mgmt, Social 7	
20	Jenn Burnand	Resource Teacher	HPLS 6, 7 & 9	
21	Jayne Agunu	French	French 6-9	
22	Ashleigh Guenter	Spanish	Spanish 6 – 9, Language Art 7	
23	Karla Yang	Education Assistant	Grade 6-9	
24	Katrina Garcia	Education Assistant	Grade 6-9	
25	Corinne Schurmann	Education Assistant	Grade 6-9	
26	Kelly Bakker	Education Assistant	Grade 6-9	
27	Missy Kadatz	Office	Assistant to the Principal	
28	Courtney Molyneux	Office	Administrative Assistant	

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29	Dave Yang	Pastor	Pastor of Spiritual Formation	
30	Brooklyn Kinnie	Pastor	Associate Pastor of Spiritual Formation	
31	Lindsay Reize Kayla Pallister (maternity)	Counsellor	Family/School Liaison Counsellor	
32	Dillon Traber	Counsellor	Family/School Liaison Counsellor	

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Glenmore Christian Academy 2022-2023																																																																																							
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Please note: The June Achievement Exam schedules have not yet been finalized.																																																																																							

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Academic Calendar and Planning

1. There is a total of 170 Instructional days for the 2022-23 school year
2. 52 minutes allocated for lunch
3. A warning bell goes at 8:20 am (Students need to be in the classroom by 8:30) & at 1:23 pm (students need to be in your classroom by 1:28 pm)
4. Reporting cycle I goes from September 6 and ends November 10. Report cards are due to the office on Monday, November 14. They will be out to parents Friday, Nov 18, 2020 – 43.5 days
5. Reporting cycle II begins November 14 and ends March 10. Report cards are due to the office Monday, March 13. They will be out to parents Friday, March 17, 2023 – 66 days
6. Reporting cycle III goes from March 13 and ends June 15. Report cards will be out to parents on June 23, 2021 – 60 days

### Tentative June Plan

8. Tentative last day of regular classes is Wednesday , June 14th
9. Locker clean out June 15<sup>th</sup>
10. Thursday, June 15<sup>th</sup> is the tentative date for Sports/Option awards.
11. Final exams begin Thursday, June 15<sup>th</sup> and go until Wednesday, June 21<sup>st</sup>
12. Thursday, June 22<sup>nd</sup> will be a turnaround day for final report card printing and awards calculation.
13. Friday, June 23<sup>rd</sup> will be our regular awards assembly from 8:45 – 11 am with students receiving their report cards following the awards assembly.

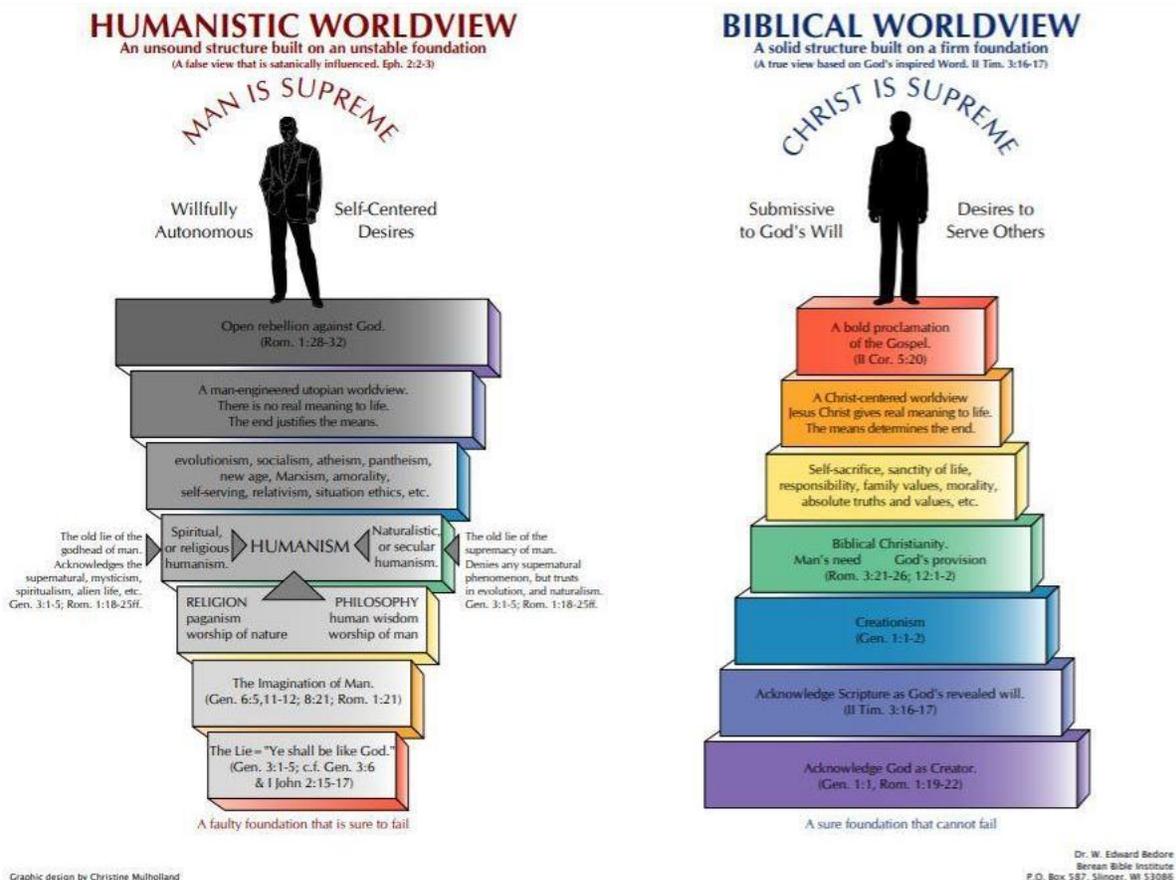
# Glenmore Christian Academy Junior High Parent/Student Handbook

## Spiritual Culture and Formation

### Philosophy Statement for Bible:

All truth is God’s truth. God reveals His truth through His Word, the Bible. Through the Bible we are shown God’s plan for all people and His promises for those who choose to follow Him. Teaching students to develop their skills in Biblical literacy, critical thinking, and spiritual discernment will empower the students to form a Christian Worldview grounded on truth. Equipped with this worldview, students will have the tools necessary to live transformed lives that are obedient to God’s truth. The goal of all Bible curriculum is to kindle a desire to live lives that demonstrate a love for God and a love for others.

A Biblical Worldview is grounded in a deep-seated trust in God’s goodness and authority over all He has created.



# Glenmore Christian Academy

## Junior High Parent/Student Handbook

2. Students will love and respect all people regardless of age, race, culture, faith, belief, or gender, reminded that all people, regardless of their choices, are all created by God in His Image.
3. Students will live lives that honour godly authority.
4. Students will recognize their own sinful nature and their need for a redemptive Saviour who will empower them to live Godly lives.

### **Spiritual Discerner (*Experience Christ*)**

1. Students will understand the nature and attributes of God, and His plan for redeeming mankind and restoring His kingdom.
2. Students will see their own self-worth and identity as children of God created in His image, and pursue set-apart lives dedicated to God and His Kingdom.
3. Students will learn to turn to God in times of anxiety and listen to the Holy Spirit for direction in daily life situations.
4. Students will be equipped to distinguish truth from error, right from wrong, and right from almost right.

### **Critical Creative Thinker (*Inspire Excellence*)**

1. Students will possess the tools to analyze, interpret, evaluate, synthesize and discuss various concepts and themes from the Bible.
2. Students will understand key Biblical teaching, and understand contrasting worldviews and ideologies.

### **Life-Long Learner (*Inspire Excellence*)**

1. Students will possess the tools to continue learning about God in relation to the world and culture.
2. Students will cultivate habits to continue pursuing truth and how to properly apply truth in all life scenarios.

### **Effective Communicator (*Serve Through Love*)**

1. Students will have the knowledge and skillset to respectfully debate and defend their worldview with gentleness and respect (1 Peter 3:15).
2. Using the skills and knowledge from all subjects, students will articulate their worldview to the world using facts, logic, and evidence in a clear, presumption-free manner.

### **Wise and Responsible Steward (*Serve Through Love*)**

1. Students will develop Christ-like character traits that are evidenced through interactions with other students, leadership, and the culture at large.
2. Students will demonstrate stewardship in taking care of God's creation because it is a gift for us to protect, but not worship.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Spiritual Formation Supports

#### **Pastoral**

Pastor Dave and Pastor Brooklyn are available for counselling the spiritual needs of the students. His time is shared with elementary so students will need to book a time to meet with him outside of class hours. Only in an emergency with administration or teacher approval can a student meet with the pastor.

#### **Family School Liaison Counsellor**

Lindsay Reize is on campus part time – Monday, Wednesday and Friday. Dillon Traber is on campus full time. Both roles are shared with elementary. Students will need to book a time to meet with them. A teacher/staff member can refer a student to meet with the FLSC. Please refer to the FSLC Referral Form in Appendix C.

#### **Chapel**

**Chapels are organized and coordinated by the Spiritual Formation Pastor(s).** Various staff are encouraged to be involved in chapels at the invitation of the Spiritual Formation Pastor(s). This might involve leading worship, sharing testimonies and messages that God has given to them, to invite the Holy Spirit to illuminate students' minds and hearts to the truths of scripture.

Monthly chapel themes are created by the Spiritual Formation Pastor(s), and are directly connected to the GCA school theme verse(s). Topics discussed in chapel times can continue as ideas for daily devotions, so that the conversation does not need to stop and more personal discipleship can occur between teachers and students.

Chapel discussions will not always correlate with subject matter being taught in Bible classes, but since they connect with memory verses, they should receive intentional attention in Bible classes as opportunities arise.

#### **SEED and REV Week(s)**

REV week (JH) and SEED week (Elementary) represent unique opportunities for focused spiritual formation during a uniquely scheduled week of spiritual emphasis. All elements of this week are planned and coordinated by the Pastor of Spiritual Formation.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Scripture Memory

GCA's mission statement plainly acknowledges that we exist to teach truth. According to the Christian and Missionary Alliance Church's statement of faith, we hold that scripture is the "divine and only rule for Christian faith and practice" (Article 4). Scripture memorization is a prominent aspect of GCA's history as a Christian school, and through it, we uphold our bedrock trust that the scriptures are "a complete revelation of [God's] will for the salvation of people" (CMAC, Article 4). God's word as a purifying effect, cleansing the mind and heart to glory in God. Through memorization, we hope to revive the soul, purify the mind, warn against destruction, and make wise the simple according to the enduring wisdom found in God's timeless truth, His written word (Psalm 19:7-11). Through it we are taught the truth, corrected when we're wrong, and trained in righteous thinking and living, so we may be complete and equipped for the good works God has prepared for us (2 Tim. 3:16).

Scripture memory stands as a cornerstone of our Bible curriculum. We desire that all of our students would know God's word so that they might not sin against Him (Psalm 119:11), and we seek to intentionally build student knowledge of the core truths that are central to faithfulness to - and faith in - Jesus. Through memorization, we seek to enable the transformation of faith from simple 'right answers' to more automatic responses of obedience based on internalized knowledge. We seek to employ memorization intentionally to "Form the insights and habits of the student's mind so that it stays directed towards God" (Willard, *The Divine Conspiracy*, Ch. 9). Memorizing scripture facilitates deeper thinking upon, and quicker recall of, the essentials of faith and obedience, and equips God's Kingdom citizens to know, live, and respond in concurrence with the true teaching of His word.

#### Fundamental Aspects of GCA's Scripture Program

- Elementary key scriptures for memorization (within benchmarks) are for life application purposes, and may not be aligned precisely with unit lesson content
- Memory verse content is chosen to be developmentally appropriate
- Themes and verses are chosen by a committee comprised of the Pastor of Spiritual Formation, the Biblical Framework Coordinators, with input from staff.
- Scripture memory aligns with other spiritual formation elements in Bible classes, chapels, devotions, small groups and other areas that may fit, as decided by the Pastor of Spiritual Formation, Biblical Framework coordinators with input from staff.
- Students are led to apply memory verses meaningfully to everyday life
- Students accurately memorize Scripture
- Assessments are aligned with divisional memory benchmarks

#### Scripture Memory Assessment Guidelines

- Assessments are designed to match developmental stage
  - Div. 1 – recitation
  - Div. 2 – recitation and/or written out
  - Div. 3 – Written memory verses and reflections
- Spelling, capitalization and punctuation are elements of accurate scripture memory in Div. 3, as they impact meaning.

**Students in Div. 3 are required to have a minimum score of 80% on term memory verses in order to qualify for honors.**

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Ministry to Others (MTO)

Ministry to Others (MTO) is an important aspect of GCA's Bible curriculum, as means of training our students to 'serve through love' in Jesus' name – MTO should be emphasized as our school's way to *train* our students to serve with an open heart, rather than an obligation. This training requires students to engage in service opportunities as a simple way of learning to demonstrate the practical care of Jesus. This is a specific aspect of the Junior High Bible program, accounting for 20% of each term's grade.

#### **Guidelines for choosing MTO opportunities:**

Bible teachers should engage students to seek the Lord and listen for his leading in our MTO service. The following guidelines are parameters by which MTO serves its intended purposes:

- MTO cannot be for immediate family members
- MTO should involve service *outside* of regular chores or expectations
- MTO service must not receive compensation or payment of any kind
- Hours must be completed within the required term (no banking for next term or retroactive credit)
- Service at church is encouraged (no hour limitations), as is volunteer community service through local organizations
- Students can also create their own service opportunities that respond to the Lord's leading using their unique talents, or the needs of their own community/neighborhood

**MTO Requirement:** Students are to complete a total of **9** MTO hours for the year

- For each term, **3 hours of service** (verified by signed form) plus a **written MTO reflection** (to be assigned by the Bible teacher). See **Appendix D**.
- MTO comprises **20% of each term's Bible mark**
  - **15%** of the MTO mark will come from service/form
  - **5%** will come from the reflection activity (marked by Bible teacher)
- All MTO hours and reflections are to be submitted to the student's Bible teacher, by the end of each term at the due date set by the teacher
- Student should check with their Bible teacher if unsure about what qualifies

#### **Service Opportunity Possibilities:**

- Operation Christmas Child
- Mustard seed (night every month, Jan-May) sorting donations
- Salvation Army
- Church service opportunities (kids ministry, worship ministry, tech, greeting)
- Neighborhood service opportunities:
  - Snow shoveling, leave raking, mowing lawns, washing cars, caring for pets, free babysitting, neighborhood spring cleanup, meal service, etc.
- Unique opportunities to serve those in need that God places in our lives

# Glenmore Christian Academy Junior High Parent/Student Handbook

MTO Form



## MTO RECORD OF SERVICE

The student listed below is involved in a school program called, "Ministry To Others". The purpose of the program is to have students involved in donating their time to help others so that they develop a servant's heart in a practical way. Thank you for allowing them the opportunity to serve you. I trust their efforts will be of benefit to you.

Please take time to record the number of hours that they volunteered for you.

We ask that no reimbursement be given to the student for their work.

Thank you,

**Colleen Allan**

*Principal, Junior High*

Glenmore Christian Academy

**School Term (circle):** 1 2 3

**Number of Volunteer Hours:** \_\_\_\_\_

**Student Volunteer:** \_\_\_\_\_ **Date(s):**

\_\_\_\_\_

**Organization/Individual**

**Served:** \_\_\_\_\_

**Brief Description of Work done:**

**Supervisor's Signature:**

**Parent Signature:**

\_\_\_\_\_

\_\_\_\_\_

**Supervisor's Phone number:** \_\_\_\_\_

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### MTO Reflections

MTO Reflection questions for each grade are provided below. It is encouraged that these be referenced at the start of each term, and that teachers lead students to seek the Lord about how to serve. Teachers have freedom to decide the form of the assessment (written, video, interview, etc). Each grade's reflections align with the "Surrendered Servant" strand of their benchmarks.

#### Gr. 6 MTO Reflections:

1. Briefly explain your MTO service this term. What did you do?
2. Who did your service bless, and how did it bless them?
3. What did you personally think/feel about serving others this way?
4. Was this just an assignment, or were you able to do it from love? Explain.
5. Was serving difficult for you? What made serving this way a challenge?

#### Gr. 7 MTO Reflections:

1. Briefly explain your MTO service this term. What did you do?
2. Who did your service bless, and how did it bless them?
3. How did you use the talents God has given you through this service opportunity? Explain.
4. What is one talent that you have that could be more intentionally used for your next MTO opportunity? How might you use it to serve others? it?
5. How might your service project have contributed to God's kingdom being made known?

#### Gr. 8 MTO Reflections:

1. Briefly explain your MTO service this term. What did you do?
2. Did you seek the Lord about how He wanted you to serve? Explain how you chose to serve this way.
3. How did your service bless others? How might your service project have contributed to God's kingdom being made known?
4. Does this service project suit the talents God has given you? Explain.
5. Was serving this way personally difficult for you? Explain. If so, how? What can you learn from serving even when it's hard?
6. What planning is necessary for your next MTO opportunity? How might you involve God or others in the planning?

#### Gr. 9 MTO Reflections:

1. Briefly explain your MTO service this term. What did you do?
2. Did you seek the Lord about how He wanted you to serve? Explain how you chose to serve this way.
3. How did your service connect to sharing Jesus' heart for others? Be specific.
4. Does this service project suit the talents God has given you? Explain.
5. Was serving this way difficult? Meaningful? Purposeful? What did it teach you about your own heart to serve others?
6. Did you mention Christ as the reason you served others? How?

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

7. How could you be more intentional about connecting your service with spreading the Good News of Jesus to others?

### Culture Formation

An excellent learning environment is a dynamic relational community where the student, parents, and staff come together to create a positive, accepting community. Students need to feel safe and cared for, not just by teachers and staff, but also by their peers in order for effective learning and identity development to occur. As a Christian community, it is the ultimate goal. The method to achieve a completely safe and caring community is simple - to treat others that way we would like to be treated, (Matthew 7:12 ) and to say only what is helpful and beneficial to others (Ephesians 4:29)

At GCA we strive to be diligent and effective to create this kind of culture. As such the following strategies are implemented:

#### STAFF DEVELOPMENT

- Build mentoring relationships between students and staff through retreats, lunch hour activities, hallway presence, small groups, coaching, supervision, and classes
- All staff at doors to greet students every class
- Hold interviews with Grade 9's at least once/year - end of school year
- Do professional development of nurturing healthy classroom environments and how to counteract toxic environments (Hal Urban - *20 Things Great Teachers Do*)
- Develop improvement in cooperative learning in the classroom to build social strengths (*Productive Group Work*)
- Professional Development throughout the year with organizations such as, The Eckert Group or Dare to Care
- Additional strategies developed through ongoing partnerships

#### STUDENT DEVELOPMENT

- Monthly chapels and scripture focus - this will be developed in devotions, on the intercom and messaged to partner with home in the Weekly Communicator
- Facilitate conflict resolution meetings with school counselor when friendships experience rifts
- Have special guests in for student assemblies and parent meetings on cyberbullying and character development

#### FAMILY DEVELOPMENT

- Provide parent training and bullying seminars
- Hold parent information meetings in September

#### DISCIPLINE STRATEGIES in addition to regular discipline procedures ...

- Share and collaborate a published continuum of discipline with the teaching staff to share the responsibilities of correcting and mentoring students in behavior issues
- Have discussions with students who are implicated in negative/toxic chatter
- Hold parent conversations with key students to encourage culture change

# Glenmore Christian Academy Junior High Parent/Student Handbook

## Academic Culture

### Academic Expectations and Protocols

There is a strong correlation between students who complete their homework assignments in a timely fashion and their success in school. As teachers we believe it is crucial that students learn to work diligently and within a structured framework. Because of this understanding,

Glenmore Christian Academy has a homework protocol that all students in the junior high are expected to follow.

**Recovering Learn Tools** – Through the pandemic we have noticed a growing perception that school is for being with friends and building community; have teachers instruct; but then to take work home and complete it at the students leisure. This has resulted in the loss of work habits and the opportunity to use class time to practice and develop the work while in proximity to the teacher for feedback.

As a result, there will be a renewed expectation by teachers for students to complete work by the end of class and to make the window for late assignments much short.

#### 1. **Late Assignments.**

**NEW** - Any assignments handed in beyond the due date will be due within ONE week of the due date. (In extreme cases a teacher may make exceptions if the student provides written requests with good reasons in advance of the due date). Late assignments are subject to penalty marks. **The following penalty marks will be applied: 1 – 2 days: 10% 3 – 5 days: 20%. NO ASSIGNMENTS will be accepted after one week.(except by special arrangement in advance)**

#### 2. **Rewrites/Re-tests.**

All tests/assignments must be written or handed in on the due date. At the discretion of the teacher, the student **may be** allowed to do a rewrite if both of the following conditions are met: a. student attends all available tutorials/additional work assigned, AND b. student can show purpose/cause for a rewrite. The higher grade received will be the one recorded.

#### 3. **Plagiarism.**

Plagiarism is taking the ideas of another and using them without giving proper credit. It is a form of stealing and a serious academic offense. **Plagiarism is the passing off of another person's work as one's own.** Accidental plagiarism is usually the result

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

of poor citation or referencing, poor preparation, or a misunderstanding of plagiarism. **It is important that students be taught what is considered plagiarism and cheating first.**

**Each teacher should clarify this early in the fall.** Students who ‘plagiarize’ any type of work will need to redo the entire assignment or a similar assignment. Often students will copy or plagiarize each other’s work on Google Docs. Be wary as teachers so that students are doing the individual learning expected. A letter of reprimand for all the students involved in plagiarism will be kept in the student’s file. A zero will be given.

**Consult with Mrs. Allan regarding the incident before proceeding**

4. **Cheating.**

Students who are caught cheating on any type tests/exam will be dealt with very seriously. A zero will be given and a letter of reprimand for all the students involved in cheating will be kept in the student’s file. Further infractions may affect the student’s future at GCA. Consult with Mrs. Allan regarding the incident before proceeding.

### 2022/2023 Six Day Schedule and Bell Schedule

Entry Bell	8:15 am
Devotions	8:30 – 8:43 am
Period 1	8:45 – 9:40 am
Period 2	9:42 – 10:38 am
Period 3	10:45 – 11:40 am
Period 4	11:43 – 12:38 pm
Lunch 1 – Grade 7 & 9	12:40 – 1:00 pm
Lunch 2 – Grade 6 & 8	1:00 – 1:25 pm
Period 5	1:30 – 2:25 pm

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

Period 6	2:27 – 3:20 pm
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### Final Exams and Report Cards

Individual student's standing will be calculated after each of the three reporting periods.

The final calculation of the overall mark will be weighted as follows: reporting I (20%), reporting II (30%), reporting III (30%), & the final exam is worth 20%.

All students in grade 6 – 9 will be expected to write a final exam in June (20% of overall mark). Grade 6 and 9 students write the Provincial Achievement Test and the Grade 7 and 8 students write locally developed summative assessments.

Each report card will reflect the student's percentage mark.

The following subjects will have a final exam: Mathematics, Language Arts, Science, Social Studies and French/Spanish. The final exam will be worth 20% of the total mark.

### Honor Roll

**Students will need to have completed their scripture memory successfully (achieving 80% or higher) to achieve Honors with Distinction at the end of each term.**

Students in Grades 6 - 8 who can maintain an overall GPA of 90% or higher in Language Arts, Logic, Social Studies, Mathematics, Science, Foreign language (French or Spanish), Bible, Phys Ed and two options will have achieved the level of Honours with Distinction. Students in Grade 9 who can maintain an overall GPA of 90% or higher in Language Arts, Social Studies, Mathematics, Science, Foreign language (French or Spanish) and Bible (weighted 12%) and Phys Ed and two options weighted (9.33%) will have achieved the level of Honours with Distinction. Students with an overall 90% or higher will receive a medal during the final awards assembly. Homeroom and Bible teachers need to make this clear to parents and students and give reasonable notification if mark is low.

### Awards Ceremony

At the end of the academic year, the Junior High holds two awards ceremonies, the Athletic and Option Awards and the Academic and Character Awards.

During the Athletic and Option Awards several students are honored. The Athletic Department will choose a Most Valuable Player from each of the varsity teams to celebrate. In addition there are Dedication and Commitment Awards given to Grade 9 students who have played on a team for all three years of Junior High. We also celebrate the talents of the students by giving an Option Award to a student from each grade's option classes.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

During the Academic and Character Awards there are a number of students honored for their success in academics and for being men and women of exemplary character. Each student who achieves Honors with Distinction is awarded a medal on stage. In Grade 9 a student is chosen from each subject who exemplifies a passion and giftedness in that subject for an award. In addition, we have Citizenship Awards for the Grade 6 through 8. This goes towards students who have, throughout the school year, consistently demonstrated a diligence towards their school work, a respect for their teachers & friendship toward fellow students, a willingness to participate in school activities and through their actions have demonstrated a Christ-like love for others and have developed leadership skills both here at Glenmore Christian Academy and elsewhere. This ceremony also selects a few Grade 9 students for Character Awards. Their peers provide input on who amongst them have been students that exemplify Christ-like character and the fruit of the spirit. The faculty then select these students to honor. Finally, the top academic student in each grade is honored for their academic achievement.

### Exams

All students write year end summative exams in May and June. Grade 6 and 9 students write the Provincial Achievement Test and the Grade 7 and 8 students write locally developed summative assessments. The summative exams form 20% of the final grade.

### Academic Expectations and Protocols (NEW)

A Curriculum Handbook for Parents is available from Alberta Learning at their website: <http://www.learnalberta.ca/content/mychildsllearning/index.html> This handbook outlines the curriculum requirements at each grade level.

### Options

In grade 6, all students take Band and Art. Beginning in grade 6, students choose between French or Spanish.

In grades 7 - 9, students choose two subjects from: Band, Drama, Art, Outdoor Education/Fitness & Creative Design & Project Management.

### Homework and Communication

There is a strong correlation between students who complete their homework assignments in a timely fashion and their success in school. As teachers we believe it is crucial that students learn to work diligently and within in a structured framework. Because of this understanding, Glenmore Christian Academy has a homework protocol that all students in the junior high are expected to follow.

#### 1. Digital Markbook on Schoology

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Teachers use a virtual markbook where students and parents can monitor marks and missing assignments. This is a key platform where teachers communicate a student's progress. It is the students and parents responsibility to monitor this digital markbook. In September 2022, GCA will be switching to Schoology. Directions for login and passwords will be given at the beginning of the school year. If you are having difficulty gaining access or have lost your password, please contact Courtney Molyneux immediately at [c.molyneux@gcaschool.com](mailto:c.molyneux@gcaschool.com)

### 2. **Subject updates and Homework calendar**

Teachers communicate current events in their subject areas using Announcements on Schoology visible through the Parent Dashboard. **Please use this tool to keep in touch with the current homework and upcoming projects.**

### 3. **Plagiarism**

Plagiarism is taking the ideas of another and using them without giving proper credit. It is a form of stealing and a serious academic offence. Plagiarism is the passing off of another person's work as one's own. **It is also using another students answers when you were assigned to complete individual work.** The key is that a person claims credit or appears to claim credit for writing done by someone else. Accidental plagiarism is usually the result of poor citation or referencing, poor preparation, or a misunderstanding of plagiarism. Students who 'plagiarize" any type of work may receive a zero on the assignment (at the discretion of the teacher in communication with administration) A letter of reprimand for all the students involved in plagiarism will be kept in the student's file.

### 4. **Cheating**

Students who are caught cheating on any type tests/exam will be dealt with very seriously. A letter of reprimand for all the students involved in cheating will be kept in the student's file. Students who have cheated will receive a zero on their assignment. Further infractions may affect the student's future at GCA.

### 5. **Rewrites/Re-tests**

All tests/assignments must be written or handed in on the due date. At the discretion of the teacher, the student **may be** allowed to do a rewrite if both of the following conditions are met: 1. There is evidence the student has made every effort to prepare for the test – ie quizlet log on, review notes prepared. 2. The student attends all available tutorials/additional work assigned. 3. The student can show reasonable cause for a rewrite (i.e. due to sickness).

### 6. **Tutorials**

Many students benefit from tutorial opportunities with 1 to 1 intervention. Teachers are available some lunch hours and early mornings for drop in tutorials as needed. If interested, please contact the teacher directly for more information.

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### 7. Late Assignments

Any assignments handed in AFTER the due date will be subject to penalty deductions. **NEW: Assignments that are more than ONE week late will be given a ZERO and not be accepted.** In extenuating situations, at the discretion of the teacher, the due date can be adjusted, BUT students must communicate with the teacher **ahead** of time (anytime prior to due date & not on the day that it is due) to request any extension of a due date providing good reason.

**The following penalty marks will be applied for late assignments: 1 - 2 days: 10% 3 - 5 days: 20% & beyond 5 days: 30%.**

**Students who are absent for vacation or illness will have 3 days grace from the time of their return to hand in assignments. After that time the assignments will be considered late and the penalty marks will be applied.**

### 8. Incomplete assignments

**For all incomplete assignments, any outstanding work not completed after ONE week (maximum penalty 30%) will NOT be accepted at which point a zero mark will be assigned.**

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### School Technology

GCA has computer technology integrated throughout grades 6 – 9, all with wireless Internet service. Students in grades 6-9 and all staff have Internet access, including e-mail. Each staff member has his/her own Internet email account, allowing parents to communicate via the Internet with staff members. The school utilizes its Internet website ([www.gcaschool.com](http://www.gcaschool.com)) to communicate information about the school, newsletters, notices, assignments, and to allow prospective parents the option of downloading a student application.

In grade 6 – 9 each student will be required to bring their own computer 'device' to school.

The following computers are good examples of what has been experienced to be the most effective tools for our students. The things which are most strongly recommended are:

- No Tablets - all devices, whether iOS (Apple), PC or Android do not function effectively in the BYOD environment
- No Touch Screens - generally these only increase the cost of the device and add one more unnecessary feature that can easily break
- Long Battery Life - a minimum of 6 hours is best
- Good wireless - a minimum of N wireless capability and strong reception

#### [Chromebook](#)

#### [Macbook Air](#)

- 9 hrs of battery life
- Excellent suite of native software
- Great range of memory options
- Light

#### [Dell XPS 13](#)

- 15 hour battery life
- Windows software
- Excellent memory
- Light and durable

Students are responsible for the care and maintenance of their device. Students are encouraged to use protective cases and practice careful security measures. Students must ensure their device is **FULLY CHARGED PRIOR** to coming to school.

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### Technology Use Policy

Members of the school community are responsible for good behaviour on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

Internet use is provided for students and staff to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right, which entails responsibility. Students may not access the Internet without permission. Gaming can and does compromise network memory, internet speed and can affect the other users on the network. Therefore students are NOT ALLOWED to game during school hours.

Network storage areas and google drives may be subject to review by the administration to maintain system integrity and ensure that users are utilizing the system responsibly. Users should not expect that files stored on school servers are private. Additionally, all GCA accounts are subject to reasonable search. Users are not anonymous meaning search histories and downloads can be monitored.

The following are **not** permitted:

- Sending, accessing or displaying offensive or inappropriate messages or pictures.
- The placing of inappropriate or unlawful information on a system.
- Harassing, insulting, name calling, labels or attacking others.
- The use of abusive or otherwise objectionable language.
- Damaging or tampering with computers, computer systems or computer networks.
- Violating copyright laws.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for unauthorized purposes.
- Unauthorized use of others' passwords.
- Playing games on devices without the explicit permission of teachers/staff.

Users will be held accountable for their actions:

1. Violations may result in a loss of access. Teachers may choose to confiscate devices to be stored in the office unless requested by a teacher for specific classroom activities.
2. Additional disciplinary action may be taken.
3. When applicable, law enforcement agencies may be involved.

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## Junior High Parent/Student Handbook

### Social Media

Many students use Social Media, including but not limited to, texting, blogs, You Tube, Facebook, Instagram and Twitter accounts. Students must understand that anything posted on the Internet is public domain and more people than intended may see what they have posted. Students will be held accountable for what they post, “like” and comment on. Students are to use wisdom when on the Internet. In addition the GCA google domain is considered part of the classroom. As such the same expectations for an affirming community apply. In short, the Student Code of Conduct applies to all technology use. Teaching about appropriate Internet use is done by parents, teachers, and/or Calgary Police Service. Videos or photos of GCA students can only be uploaded to Social Media sites with the consent of parents/guardians.

Note: Facebook, Instagram and Snapchat accounts requires that the individual be 13 years old (or older for some) before they can create an account. Providing false information or creating an account for someone under the age of 13 year old is a violation.

### Social Media Resources for Parents

More and more research is developing that is pointing us as adults to carefully consider when and how our young people are transitioned into the digital world. While there are many positives regarding social media and screens - there are some very grave concerns over mental health and exposure to pornography and other worldviews contrary to family values.

This page is meant as a resource for parents to utilize and make themselves aware of ways to navigate this important step in their children’s lives.

<https://www.common sense.org/education/sites/default/files/tlr-asset/document-common-sense-family-media-agreement.pdf>

<https://www.common sensemedia.org/blog/parents-ultimate-guide-to-parental-controls>

<https://mediasmarts.ca/sites/default/files/guides/digital-citizenship-guide.pdf>

The Coddling of the American Mind - <https://www.thecoddling.com/better-social-media>

<https://www.waituntil8th.org/>

White Hatter: based in BC, tons of resources for parents and for kids, regular sessions for both audiences, actively involved in ‘saving’ kids who’ve been lured online

<https://www.thewhitehatter.ca/>

Paul Davis: based in Ontario, very active on social media with case studies and thought-provoking ideas, does sessions for schools, churches

<https://socialnetworkingsafety.net/>

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Protect Young Eyes: based in US, an amazing organization with tons of free resources, even an app for parents for quick reference tools on every subject related to technology

<https://protectyouneyes.com/>

Protect Young Minds: based in US, focused almost entirely on delaying exposure to porn, and managing after exposure and/or addiction; I've participated in their parenting focus groups over the past year, they're very passionate about what they do; they even have a curriculum that can be used in faith based schools!

<https://www.protectyoungminds.org/>

START (Stand Together & Rethink Technology): based in US, a really good organization that starts with parents rethinking their own relationships with technology, and provides excellent quality content on a myriad of tech-related topics; I was introduced to START on an Axis parenting conference, the leader of START is a Christian but she intentionally keeps the content non-faith-based to appeal to a broad audience; it's on their podcast that I've been introduced to several others on this list, including Media Girls, below

<https://www.westartnow.org/>

Centre for Parent and Teen Communication: based in US, a wide scope of resources for parents and teens on many topics but tons about technology; I get a daily email from them with a tip on a particular topic

<https://parentandteen.com/>

Media Girls: based in US, a really interesting organization that unpacks the realities of being a girl in these times, really interesting podcasts I've listened to, and I'm hoping to find time to do their training in the near future; seems like excellent content for both parents and teen girls, although I haven't introduced my own girl to their content yet because it's primarily on social media which she doesn't yet use

<https://mediagirls.org/>

Dr Kristy Goodwin: based in Australia, she focuses on technology for ages 0-12 primarily, really good, thought provoking information and sessions for parents and teachers

<https://drkristygoodwin.com/>

And several parenting experts from the US and Australia who have some good content around technology but it's not their primary focus; also sometimes their assertions on gender and other timely topics are not in line with Christian beliefs –

<https://axis.org/> (you know this one already, a huge range of topics and resources for Christian parents)

<https://www.karikampakis.com/> (she is a Christian mom of four girls, I'm reading one of her books right now and it has really softened my heart for my girlie, and is giving me very practical ideas for how to continue to deepen our relationship through some more complicated years ahead)

<https://michelleicard.com/> (US teen expert)

<https://michellemitchell.org/> (Australian parenting expert)

[https://www.stevebiddulph.com/Site\\_1/Home.html](https://www.stevebiddulph.com/Site_1/Home.html) (Australian parenting expert)

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## Junior High Parent/Student Handbook

### Cell Phones and Electronic Devices

**Students will be required to keep their cell phones (and similar technology) in their locker from arrival until departure.** Any device that is lost, broken or stolen is the responsibility of the student. If these devices are used without teacher permission during school hours, the device will be brought to the Junior High Office for the remainder of the school day. Repeat violations to this guideline will result in additional consequence, as determined by the Junior High Administration.

Inappropriate use of cell phones or electronic devices before or after school hours, while on school property, will result in the device being taken away by the Junior High Administration.

### School Phone

Students may use the school phones with permission from GCA staff.

If a parent/guardian needs to speak with their child during school hours, please call the Junior High Office for assistance at 403-254-9051.

Students are required to sign an "Acceptable Use Policy" form at the beginning of each school year which outlines in detail the expectations required of students using computers or social media.

**DEVICE USE in hallways & cafeteria - In an effort to help limit the exorbitant amount of screen time some students consume, students will not be permitted to use their cell phones, laptops or devices in the hallways or cafeteria - before or after school or at lunch. They are welcome to read books or play board games if they need to arrive early.**

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## Sports Programs

GCA offers a competitive sports program in grades 7-9. School athletic competitions are held in volleyball, basketball, badminton & track and field. These may include before or after school and weekend participation. The school is a member of the Calgary Independent Schools Athletic Association.

### **GCA Interschool Sports Teams Philosophy Statement**

Athletics is an extension of Glenmore Christian Academy's vision of teaching truth, inspiring excellence, experiencing Christ, and serving through love. Athletics offers a unique opportunity for students to glorify God through the mind, body, and soul.

It is the intention of Royals Athletics to provide quality instruction in specific sport skills, game strategies, sportsmanship, teamwork, and Christ-like character through athletics. It is a privilege for students to participate in extracurricular athletics; it is not an entitlement. These activities will demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will face outside of the school community.

Hebrews 12:1-2 says, "...let us run with perseverance the race marked out for us, <sup>2</sup> fixing our eyes on Jesus, the pioneer and perfecter of faith. For the joy set before him he endured the cross, scorning its shame, and sat down at the right hand of the throne of God."

Ephesians 2:10 reminds us, "For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."

### **Seasons of Play**

Volleyball runs from the beginning of September and finishes around mid-November.

Basketball runs from around mid-November and finishes around mid- March.

Badminton runs from around mid-March and finishes around the end of April.

Track and Field runs from the beginning of May and finishes at the beginning of June.

**For complete athletic information, please see Athletic Handbook.**

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## Junior High Parent/Student Handbook

### Fine Arts Programs

#### **Drama Program**

The Spring Production is a bi-annual program. On alternate years we hold an “Evening of the Arts”, which we highlight the many students and the arts at GCA.

#### **Jazz Band**

The Jazz Band is made up of students with an interest in jazz music. It is open to any students from grades 7-9 with the ability to read music and an ability to play musical instruments that are suitable for Jazz music, such as brass, keyboard and drums. The Jazz band typically practices early Friday mornings.

#### **Extra-Curricular Activities**

Students participating in school-sponsored activities after school hours require parent consent. It is the responsibility of the parent to provide transportation when these activities occur outside of regular Monday-Friday school hours. Lunchtime clubs or activities are offered and sponsored by staff.

Planned Clubs for the 2022/2023 school year:

- Grade 6/7 Worship Band – Mr. Nielsen (multiple days)
- Grade 8/9 Worship Band - Pastor Dave
- Jazz Band - Friday mornings - Mrs. Eklund and Mr. Robertson
- Morning Intramurals - Mr. Tweedle
- Girls Bible Study – Mrs. Nelson
- Board Game Club - Mr. Reist
- World Scholar’s Cup –
- Science Olympics Club – Mr. Reist & Mr. Tennant
- Grade 9 Leadership – Mrs Yang and Mrs. Guenter
- Chess Club - Mr. Bruce Robertson
- Guitar Club - Mr. Bruce Robertson
- JA Investment Club – Mr. Kennedy
- Running Club – Mr. Olson
- March Math Madness – Ms. Rice & Mr. Tennant
- Art Club (Multiple days) - Mrs. Nelson

Students who participate in lunch time clubs need to bring a bag lunch so as to have the maximum amount of time for club activities. Ability to participate in clubs can be affected by behaviour issues or homework incompleteness.

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## Junior High Parent/Student Handbook

### Overnight Field Trips and Fundraising

#### Retreats and Trips

In order to carry out the mission to experience Christ and serve through love spiritual mentoring and community are central to GCA. We have a number of retreats and trips designed to help reach this mission.

#### **Grade 6 Outdoor Ed Trip @ Southern Alberta Bible Camp September 21 - 23, 2022 (Fees included in tuition)**

Outdoor Ed is a great opportunity to bond as a community through team building exercises, playing together, working together and laughing together. We will have an opportunity to do archery, survival skills, orienteering and other camp activities. It will be an incredibly rich and dynamic experience. It will also provide great opportunities for spiritual conversations to take place and for us to specifically focus on drawing closer to God.

The adventure filled THREE days will take place at Southern Alberta Bible Camp situated south of Calgary on the shores of beautiful Travers Reservoir, only a few kilometers from Little Bow Provincial Park.

#### **Grade 7 Overnight Spiritual Retreat @ Southern Alberta Bible Camp, October 16 - 18, 2022 (Fees included in tuition)**

We are excited about this opportunity to continue to build relationships and explore God in a deeper way. While we strive as teachers and staff to create enriched learning experiences where students can develop both intellectually and spiritually, we recognize that the best learning takes place outside the four walls of a classroom. In fact, the best learning takes place as we experience life. That is why we believe this retreat experience is so important.

Southern Alberta Bible Camp is situated south of Calgary on the shores of beautiful Travers Reservoir, only a few kilometers from Little Bow Provincial Park.

#### **Grade 8 Camp Homewood, Octo 3 - 7, 2022 (Cost approx. \$1200.00 - Fundraised in Grade 6 & 7)**

As students enter their final years at GCA we are very intentional about instilling in the students a confidence in their abilities as young adults, coupled with empowering our students to become young leaders engaged in shaping their world. While much of this is addressed in the classroom setting, impact can be made so much more effectively when we take the students outside of the classroom and engage them in hands on experience.

Under the leadership and direction of GCA teachers and Camp Homewood staff, students are challenged through outdoor pursuits to stretch their comfort zones, experience discomfort and the growth that comes from unique accomplishments. The activities are designed for confidence building and trust strengthening core principles. Through activities such as whale watching excursions, sailing, horseback riding, initiative games and obstacle courses students

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are engaged in conversations throughout designed to explore self-identity, group collectiveness, grace, forgiveness and the relevance of a spiritual relationship with God.

Camp Homewood is located on a 200 acre, oceanfront property on Quadra Island, BC.

**Grade 9 Camp Homewood (postponed from Grade 8) , Sept. 12 - 16, 2022 (Fundraised - approx cost \$1300)**

**Grade 9 Mission Trip to Mexico, February 17 - 24, 2023 (Cost approx. \$2300.00 - Fundraised in Grade 8 & 9)**

The Mexico Mission Trip allows us to carry out the mission to serve through love. This trip is the culmination of leadership and spiritual development for our grade nine students. The chief goal of the trip is to build houses for families without a safe home, but the trip is so much more. Students are prepared to lead VBS style programs with children ministries in orphanages and churches, present mimes and share testimonies for various community initiatives such as senior citizen shelters, local schools, as well as churches. At the same time, students are immersed in an environment where they are challenged to take ownership of their spiritual relationship with God and to build in deeper practices such as devotions and prayer through the leadership and ministry of Youth With A Mission. Please check out their website at: [www.ywam.org](http://www.ywam.org)

**Grade 8 & 9 Fernie Ski Trip, January 25 - January 27, 2023 (Fees included in tuition with the exception of rental equipment)**

The ski trip is an extension of the Physical Education program - fulfilling the "outdoor pursuits" outcome of the Alberta Education curriculum. We also leverage this trip as another opportunity to retreat, build community and experience Christ.

**GCA Travel Club Europe Expedition, March 25 - April 7, 2023** - During Spring Break, Grade 8/9 Travel Club, under the direction of Mr. Robertson will go to Italy, France and Spain to explore God's world and His people through history and culture explorations. This trip is not fundraised and parents are welcome to participate.

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### **Trip Fundraising:**

Because of the costs for these amazing experiences, the school will provide several opportunities for your family to fundraise. They cover a variety of methods - selling products, auctions, adventure races. We highly recommend that you make use of these fundraising opportunities.

**Davison Orchards Apple Fundraiser** (For Grade 7 - 9 families)

August/September

All profits raised by a student goes into their individualized accounts in finance office

**Poinsettias** (For Grade 7 - 9 families)

November/December

All profits raised by a student goes into their individualized accounts in finance office

**Spring Hanging Baskets** (For Gr 7 to 9 families)

February/March - May delivery

All profits raised by a student goes into their individualized accounts in finance office

**Meat Orders** (For Gr 7 to 9 families)

April/May - June delivery

All profits raised by a student goes into their individualized accounts in finance office

**Fundscrip** - (For Gr 7 to 9 families)

The monthly program is an opportunity to purchase gift cards (including grocery) and receive a percentage back, which collects in your families Trip Account.

**Mexico Silent Auction - TENTATIVE DATE** - October 28, 2022

This school wide community event is open to all GCA families and friends. This event is organized by our Grade 9 families and students to fundraise for their Grade 9 Mission Trip.

### **Volunteer Opportunities in Junior High:**

We are grateful at GCA for the tremendous support and hard work of our parents. We could not begin to achieve what we do without your help. While the opportunities to volunteer on a regular basis diminishes in Junior High, there are still a number of needs.

- Order Intake Days for Fundraisers - process order forms onto central order sheet
- Delivery Days for Fundraisers - assist with inventory delivery and sorting into family orders
- Homeroom Parent Contact - assist and support classroom teacher with recruiting parents and building community within the classroom families. - perhaps recruiting hamper parents, or helping with a family in need, or supporting the students and teacher in prayer
- Field Trip Chaperones
- Grade 6 Outdoor Education chaperones
- Compassion Care opportunities

Please contact the Junior High Office if you are able to volunteer for any of the above events.

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### Student Attendance and Punctuality

Students are to be in attendance at school and at school functions. If a student will be absent from class at any time the school office must be notified through the school absence report on the school website, by email to the homeroom teacher, by telephone, or in writing. Students who are absent due to illness for a period of more than three school days **will be** required to obtain a medical note from a medical doctor certifying the student's health and the absences. The medical note must have, the following information (clearly written):

Student's name, date of letter, date(s) of absence, reason for absence & doctor's signature.

### Tardiness

Students need to be at school by 8:20 am. If a student arrives after 8:30 am, he/she must first come to the office to sign in. All lates will be recorded using PowerSchool for all periods/classes. If students have accumulated more than **three lates for HOMEROOM** per month and also considering lates for all their classes, they will serve a detention.

### PA Announcements

The Lord's Prayer is recited on Monday (or the first school day of the week) mornings at **8:30 am**. This would be the time for any special announcements, including announcing student birthdays (office provides the daily list) along with any Athletic/other updates. Homeroom classes will take turns weekly providing the announcements.

### Student Arrival & Pick Up Time

Students may be dropped off on school property **AFTER** 8:00 am. Supervision is not available for students until this time. At that time students can visit with their friends quietly as teachers will be in the classrooms preparing for the day. Once the 8:15 am bell goes, students are able to proceed down the North South hallway to their lockers and devotional classes. Students are required to leave the school grounds by **3:50pm** unless they are involved in sports teams or fine arts rehearsals. Again, supervision is not provided after school.

At lunchtime, all students must eat their lunch in the cafeteria (unless there is a supervised activity/meeting with an adult). During lunch recess students are permitted to leave the cafeteria but **MUST** be in one of the following supervised areas:

1. Outdoors
2. Learning commons
3. Classroom supervised by the respective teacher

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Open hallway are only allowed when there is inclement weather. An announcement by administration or designate will be given over the PA.

### **Leaving School During the Day**

In the event that a student has to leave the school during the school day, permission must be received from the parent. Students must not leave the school for appointments or any other reason without first notifying the school office. The student or parent must sign in and out recording the time and reason.

Students **are not allowed** off campus **anytime during the day** from drop off to pick up time, unless supervised by a staff member or the parent. Trips to 7-11 are not allowed during the school year unless authorized by the administration.

Extended vacations beyond the set school holiday periods are discouraged. It is the student's and/or parent's responsibility to ensure they catch up on the work which was missed.

### **Grade 9 Students Off-Campus**

Grade 9 students are mature leaders in our community and therefore will have the privilege to go off-campus for lunch on Fridays or the last day of the week. In order to do this they must have submitted a signed parent consent form that will be sent home in September. If there is misbehavior or tardiness with this privilege - it will be rescinded for that student. The program will commence September 23rd

## **General Information**

### **School Bus Transportation Policy**

The regulations governing students attending GCA also cover GCA students while travelling to and from school on the GCA bus system. Students must remember that they are responsible for their conduct and violation of school rules will lead to loss of riding privileges or suspension from the school. In these cases, bus fees are not refundable. The driver is in full charge of the bus, and the driver's directions must be obeyed.

### **General School Bus Policy**

Students must conduct themselves in a quiet courteous manner, showing consideration for the comfort and safety of others. Under no circumstances are children allowed to stand up during the ride. Fighting, littering and/or the use of obscene language on the buses will not

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be tolerated. Students must not distract the bus driver with portable radios or rowdy and loud conversation. The driver will report misconduct to School Administration. All school policies apply while on the bus.

### **Lost and Found**

The general "lost and found" is located in the cafeteria, under the steps. PLEASE LABEL ALL ARTICLES OF CLOTHING, SHOES AND SCHOOL SUPPLIES. LOST and FOUND articles will be displayed on tables in the cafeteria. Unclaimed articles will be sent to a charity at the end of each term.

### **Cafeteria Accounts**

For CAFETERIA questions or concerns, please email [cafeteria@gcaschool.com](mailto:cafeteria@gcaschool.com) or call 403-254-4085

In order to pay for cafeteria lunches and snacks, it is preferred that parents create an account with MyKidsSpending. This allows parents to track item by item the snacks, drinks and meals that their children are purchasing. Money can be added to this account either online through your MyKidsSpending account, or in person at the cafeteria. Please refrain from making deposits between 11:25 am and 1:00 pm daily, as the cafeteria staff are very busy serving students lunch. If your account is in arrears, the cafeteria manager will contact you after which point your child may not receive their lunch until the account has been settled.

Monthly menus and ordering links can be found at:

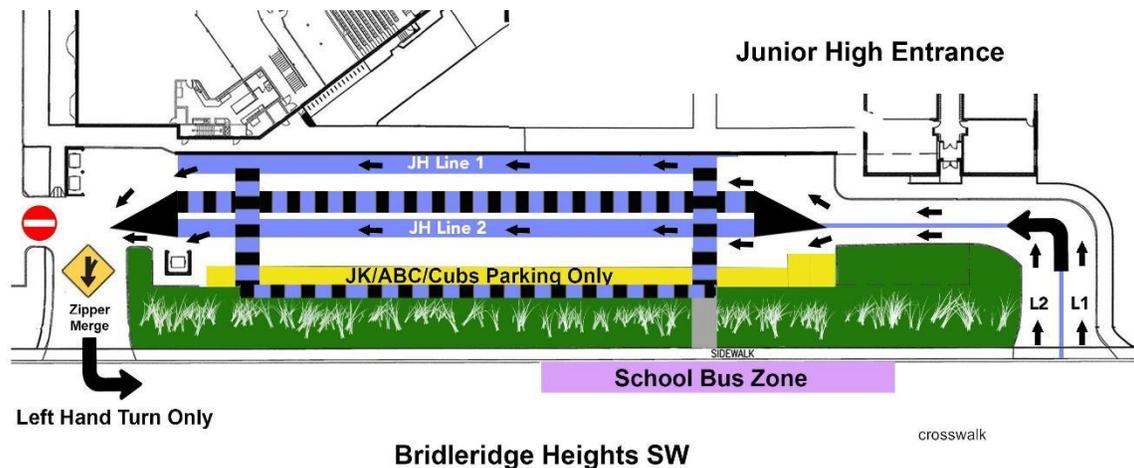
<http://www.gcaschoolevents.com/cafeteria>

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## Parking Lot & Crosswalks

Safety for everyone in our parking lots is of utmost importance. Everyone plays an important role in ensuring safety as you drive through our parking lots.

- Follow traffic flow patterns between 7:30 am and 4:00 pm (see map for details).
- Maximum speed is 15 km/hour or SLOWER on school property.
- Cell phone use is prohibited when driving through the parking lots.
- ALWAYS use a CROSSWALK when going through the parking lots between 8:00 to 8:45 am, and 3:00 to 3:45 pm
- Keep the FIRE LANE and CROSSWALK areas clear at all times.
- NO UNATTENDED vehicles are to be left along the curbside.
- No parent parking in the staff designated rows from 7:00 am to 4:00 pm.
- Only designated recipients are permitted to use the “RESERVED PARKING” spots attained through GCA Auctions.
- Handicap Parking Permits are required to use the handicaps parking spots.
- No double-parking anywhere in the lots.



## Financial Information

### Tuition Fees

Tuition fees are determined on an annual basis and will be communicated to parents in January of each year. Tuition fees for the following school year are due on June 1.

### Payment Options

Various methods of payments are accepted including cash, cheque, and debit. We also have a preauthorized payment plan for monthly withdrawals.

# Glenmore Christian Academy Junior High Parent/Student Handbook

## **Overdue Accounts**

Outstanding balances carried on an account past June 1 will be subject to an administrative fee of \$100.

## **Financial Aid**

If you are a family in need of financial assistance for tuition fees, please contact Lyden Price, Director of Finance, to discuss details at 403-254-9053 or [l.price@gcaschool.com](mailto:l.price@gcaschool.com) for details.

## **Withdrawals**

As all school fees are based on a 12 month commitment (June 1 to May 31), should a parent decide to withdraw his/her child(ren), a minimum 30 days written notice is required. Parents are responsible for payment of school fees for the entire time their child is enrolled, including the required notice period. If the notice period ends in the following calendar month, payment for that entire month will be retained.

Please note that the same terms apply to any changes to registration in the Busing Program, Music Academy, and Out-of-School Care Programs.

## **Donations**

To donate for a tax receipt, please contact Lyden Price, Director of Finance, at 403-254-9053 or [l.price@gcaschool.com](mailto:l.price@gcaschool.com) for details.

## **Tax Receipts**

Tax receipts will be issued in February for the preceding year.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Medical

Parents/Guardians are to disclose any medical situations pertaining to their child(ren) to GCA in the registration/verification form specific to their child.

A specific *medical plan* must be completed and signed by the parent/guardian when a student has specific medical circumstances (i.e. Diabetes, life-threatening allergies, or other diagnosed diseases or situations).

### Student Illness

Students are not to be sent to school if they have a fever, an acute cold, difficulty breathing or wheezing, significant nasal discharge, uncontrolled coughing, display influenza-like symptoms or if they have vomited within the last 24 hours. A “sick child” is one who cannot participate fully in the activities of the day due to their sickness, including outside play during recess times. We ask that if your child is sick that they stay home until having recovered for at least 24 hours, allowing them to participate in the daily school routines.

Children with strep throat, Impetigo, Pink Eye, or other Communicable Disease requiring diagnosis are to be on prescribed antibiotics *for at least 24 hours* before returning to school. Should a student develop a headache, nausea, or not be feeling well during the school day, the child will be given an opportunity to rest in the Junior High Office and/or call parent/guardian. After resting, if the child is still not feeling well, GCA staff will contact the parent/guardian or emergency contact to pick-up their child.

Should a student vomit, have diarrhea, or develop a fever (38 degrees C or higher), the parent/guardian or emergency contact will be contacted and required to pick-up their child. Alberta Health Provincial Guidelines and Procedures are followed at GCA, and GCA’s Public Health Nurse Liaison is contacted should any medical concern at GCA arise.

### Medication

Doctor assigned medications that are to be administered to the student during school hours must have a written request completed by the parent/guardian on the *GCA Authorization to Administer Medication* form. This includes the start and end date if applicable, the medication in the original labelled container with the child’s name on it, and the medication administration instructions confirmed.

Medications administered when at school includes doctor prescribed insulin, Epi-pen, inhaler, Tylenol/Advil, or other prescription medication.

GCA will not provide “over-the-counter” medications, such as antihistamines, Tylenol or Advil, etc. to the student without prior consent from parents.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### **First Aid**

There are GCA staff members who are trained in First Aid procedures, and are available when needed. First Aid for minor cuts or bumps will be treated with bandages and/or ice. A large injury (which may include a major cut or bump, bruising, a significant bump to the head, etc.) that has occurred while at school will result in a phone call by GCA staff to the parent/guardian, and an *Accident Report* will be completed by staff to document the situation. In the event of a serious injury or illness, GCA staff will call 911 should additional medical assistance be required (followed by a notification to the parent/guardian or emergency contacts by phone). Payment for all fees incurred in association with a medical emergency will be the sole responsibility of the child's parent/guardian.

### **Head Lice**

Lice are small insects that live on people's heads. To prevent the spread of lice throughout the school community, the following procedure is to be followed.

Parents/Guardians are responsible for contacting the school when head lice are detected on their child. Any student who has live head lice are requested not to return to school until they have received head lice treatment, and the nits (lice eggs) are removed/picked from the child's head as well.

To stop the cycle of head lice from circulating throughout the school community, we strongly recommend that regular checks are completed by the parent/guardian and follow-up treatments are administered as required.

**For further information, please contact:**

<https://myhealth.alberta.ca/health/pages/conditions.aspx?hwid=hw51114>.

### **Vaccinations**

GCA will send home information and documentation from the Alberta Public Health Authority, with the applicable aged students, regarding vaccinations.

There are opportunities for parents/guardians to have their child(ren) receive vaccinations at GCA at the designated dates/times throughout the school year by the Public Health Nurses. Participation in these vaccinations will only occur with parent/guardian signed permission and completed Public Health documentation.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### **Anaphylaxis/Life-Threatening Allergies**

The students, the students' families, school personnel and the school community share in the responsibility to provide a safe environment for all. It is recommended for students with severe allergies to wear a Medic-Alert bracelet.

Specifically, students with life-threatening allergies and their families are responsible for the training and practice of avoidance strategies, and providing information and medication for emergency procedures. Students are strongly encouraged to carry their Epi-pen on their person. If a child has two epi-pens, GCA will store the second Epi-pen in the Elementary office.

***GCA is a “nut aware” environment. Please avoid sending any food items containing nuts to be personally eaten or shared with students.*** This includes Nutella, foods that “may contain nuts”, tree nuts, peanut butter, etc. The understanding and support by members of the school community is crucial in providing these anaphylactic children with an environment to reduce this medical concern. We all play a role in reducing the risk of a dangerous and frightening anaphylaxis situation from happening at school. Avoidance of the allergen is the only way to protect someone known to be at risk of anaphylaxis; however, no individual or organization can guarantee an “allergy-free” environment. Should you bring any food items to be shared with the class, please ensure that you have confirmed that there are no nuts/may contain nuts in the product. When possible please include a list of ingredients for food items that are meant to be shared. It is imperative that we all teach children to respect this very serious, life-threatening situation and discourage teasing or threatening of the allergic child.

Clear procedures and annual training are in place at GCA for an emergency response required to assist in an anaphylaxis life-threatening emergency, including allergy aware certification.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Student School Supplies

Textbooks are supplied. Other supplies are the responsibility of the student. Reimbursement for any textbook damaged or lost is expected. Each student will furnish his/her own **NIV** (New International bible), hard copy. A complete listing of required school supplies is available on the school website: [www.gcaschool.com](http://www.gcaschool.com)

### Library Services (Learning Commons)

Our library is stocked with items suitable for recreational reading, research and personal growth. Junior high students are able to check out two books at a time from the Learning Commons for 2 weeks at a time. Fines are \$0.10 a day per book until the book is returned. Fines are not charged for weekends or holidays or the days that students are sick. Books that are lost or damaged must be paid for by the student/family.

Any outstanding fines or overdue books must be paid/returned in order for the student to receive their Yearbook.

No food is permitted in the Learning Commons during class time or lunch recess study hall. If your student is absent, and they need to renew their books, please email the library administrator [c.molyneux@gcaschool.com](mailto:c.molyneux@gcaschool.com)

### GCA Yearbook

Supervised by a team of teachers, students with an interest in graphic arts are welcome to join the team to help develop the GCA Yearbook.

### School Safety

All students are covered by accident insurance as part of their registration fees. This covers the student on the school grounds or in school related activities. In the event of an accident on the school grounds an accident form will be completed at the request of the principal. Should a student be injured at school the parent will be notified. When transporting students in private vehicles to and from school activities, seatbelts must be utilized.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Locker Rooms and Lockers

Lockers are provided for all students. Junior high students are required to lock their lockers (provided by the school) and carefully guard the combination code. Replacement cost for lost or damaged locks is \$10.00. The care of personal equipment is the responsibility of the student. Students will be required to pay for any such damage. Additional lockers & locks are assigned in the respective change room for PE purposes.

### School Uniforms

Students must be dressed in “approved” school uniforms while present on the school grounds and on official school approved field trips. GCA parents are responsible for purchasing the uniforms directly from the supplier, Top Marks. Parents should contact Top Marks directly for uniform fittings and ordering. They may be reached at the following web address: [www.topmarks.ca](http://www.topmarks.ca) School code is GLE01

GCA offers a second hand uniform sale during the school year.

### Official Uniform

“Official” uniform for boys (6-9) is as follows:

- Navy pants, short or long sleeve blue Oxford shirt, navy crested sweater vest, Top Marks navy & gold striped uniform tie, navy/black dress socks, and a black belt
- **Black non-marking shoes are required (with black laces if applicable)**
- **Sandals (Slides, Birkenstock, etc.) are not appropriate footwear**

“Official” uniform for girls (6 – 9) is as follows:

- Navy kilt, (**no more than two inches above the knee,**) short or long sleeve blue Oxford shirt, navy crested sweater vest, navy or black knee high socks or tights (**no leggings**) **OR**
- Navy pants, short or long sleeve blue Oxford shirt, navy crested sweater vest, navy or black dress socks, and a black belt
- **ALL Black shoes are required (with black laces if applicable), including the soles that are visible**
- **Sandals (Slides, Birkenstock, etc.) are not appropriate footwear**

# Glenmore Christian Academy Junior High Parent/Student Handbook

## Regular Uniform

**“Non-official” approved apparel (for non-official uniform days):**

- Top Marks Navy crested cardigan
- Top Marks Navy V-neck crested Pullover
- Khaki Pant – Top Marks or Halpern’s only
- Khaki Walking Short – April 1 to Thanksgiving Only
- Short Sleeve Golf Navy Golf Shirt or Top Marks Light Blue
- Long Sleeve Golf Navy Golf Shirt or Top Marks Light Blue
- Rugby crested Rugby Shirt – Boys Only
- Girls/Ladies Grey cardigan – Girls Only
- **ALL BLACK shoes are required (with black laces if applicable) including the soles that are visible**
- **Sandals (Slides, Birkenstock, etc.) are not appropriate footwear**

**NOTE: GCA hoodies are permitted on Fridays during the school year.**

**HATS and head coverings are NOT to be worn inside the building**

## Physical Education Dress Code (Grades 6 – 9)

Official gym strip is required including white socks and gym running shoes, non-marking

- Distribution and payment during first week of PE classes. (\$30 per full gym strip attire – tee shirt & pants)
- Payment via cheque (payable to GCA) or cash to PE teacher
- Students are expected to have an outdoor gym shoes when going outside for PE class and other shoes when using the gym.

## Personal grooming and appearance

To maintain an effective learning environment, where attention is not drawn to the individual, we ask that students dress modestly when choosing accessories. This includes the following areas: jewelry, headbands, nail polish, hair color, piercings, & tattoos. Students are to be well groomed in their appearance. All students are expected to have a natural toned hair color.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Dress Code for Casual & Uniform Days

The dress code is aimed at establishing and maintaining reasonable standards of dress for all school activities. Good taste and judgment in the selection of clothing worn to school is expected. Styles in dress and grooming become unacceptable when they distract, are unhealthy, unsafe or offensive to others. Clothing should be clean, tidy and appropriate for an educational setting.

- Clothing should not compromise modesty. Clothing such as spaghetti straps, halter tops, tube tops, muscle shirts, backless tops/dresses or see-through attire shall not be worn at school. Clothing should not be too tight or too loose. Shirts and pants must be friends (and need to meet all the time!)
- Clothing that exposes inappropriate areas shall not be worn. This includes undergarments, shoulders, and midriffs. Skirts, dresses and shorts need to reach at least the mid-thigh. Pant legs cannot be so long that they drag on the ground.
- Outdoor attire will be removed and kept in lockers during school hours this includes hats, gloves, jackets, coats, backpacks, purses.
- No spray cologne, perfume, body spray deodorant. Many people are affected by excessive odors.
- No accessory paraphernalia such as chains, sunglasses, bandannas, studded bracelets, collars, etc.
- School approved PE gear is mandatory for reasons of safety.
- Obscenity or violence is not tolerated in our school; therefore, clothing and personal belongings with obscene sayings are not acceptable such as: drug paraphernalia/sayings, violent scenes or inappropriate messages (i.e. beer logos, sexual or drug connotation).
- Sleepwear is for sleeping and we don't encourage sleeping at school.
- Shoes must be worn at all times in case of an evacuation drill. Indoor shoes must be non-marking.

Students who do not comply with the dress code will be asked to change clothing, change into their gym strip, be kept in the office area, or sent home in order to dress appropriately. The staff may determine which articles of clothing contravene our dress code.

# Glenmore Christian Academy Junior High Parent/Student Handbook

## Dress Code - Shoe Policy

**Junior High Shoes** – We ask that all students wear black shoes while attending classes as part of their uniform. This includes in the cafeteria at lunch hour. We do allow a small amount of white on the shoe (no other colors), but ask that this is limited to a small logo or the mid-sole as long as it is not too thick. Please use only black laces and no white toecaps. Use the pictures below as a guide:

### Best Option



### Acceptable



**Only Closed Toe Shoes  
NO CROCS or SANDALS  
ALLOWED**



### Not Allowed



# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Code of Conduct and Discipline

#### **Background:**

GCA was established by FAC to educate children in a biblical Christian worldview within the Alberta curriculum in accordance with our Mission, Vision & Core Values<sup>3</sup>, and Statement of Faith<sup>2</sup>. All activities within the school are in alignment with our Mission, Vision & Core Values<sup>3</sup>. Parents have made an informed decision to place their children in GCA because of our Christian focus, obligating the school to be consistent in the delivery of our religious values<sup>2,3</sup> in all school activities.

#### **Staff Code of Conduct:**

#### **GCA commits to the following:**

1. With respect to students, we will:
  - Intentionally encourage each child in their spiritual formation and growth
  - Hold students accountable to be responsible for their actions
  - Strive toward God given potential in all aspects; physically, academically, socially, emotionally, morally and spiritually
  - Educate children in a Biblical Christian worldview within the Alberta curriculum in accordance with our Mission, Vision & Core Values<sup>3</sup> and Statement of Faith<sup>2</sup>
  - Provide a safe and caring environment
  
2. With respect to school community, we will:
  - Provide clear and consistent communication with parents
  - Deal with conflict and concerns following the pattern of Matthew 18:15-16, 21-22 (NIV)
  - Wisely steward the resources entrusted to our school
  - Provide opportunities for parental involvement
  - Show respect for your child and your family
  
3. With respect to school climate, we will:
  - Reinforce the worth of students, teachers, and staff while at the same time recognizing individual differences
  - Provide a safe and caring environment with a strong sense of community
  - Develop appropriate, positive and professional relationships with students and parents
  - Communicate clearly and openly with parents
  
4. With respect to teachers and staff, we will:
  - Set an example of Christian character<sup>1</sup> and commit to grow in Christ in front of the students, parents, and peers

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

- Demonstrate respectful interaction with students, parents and co-workers, refraining from favouritism
- Commit to professional development including lifelong learning and graduate level education
- Provide a mentoring program for new teachers and staff
- Encourage extra-curricular activities, as we believe these activities are a vital part of a student's learning

### 5. With respect to curriculum, we will:

- Teach the Bible
- Integrate Biblical worldview<sup>2</sup> principles in all courses
- Develop Christian character<sup>1</sup> exemplified but not limited to love, joy, peace, patience, kindness, self-control, goodness, gentleness and faithfulness (Galatians 5:22-23 NIV)
- Promote life-long learning
- Promote the use of technology so that students and staff will be competent in integrating technology into the school curriculum
- Promote and maintain high academic standards along with a strong commitment to athletics and the arts

### 6. With respect to school facilities:

- Excellent resources will be provided to augment our programs
- The school environment will be clean and well-maintained
- An ongoing program of upgrading school facilities and equipment will be a priority
- The facilities will provide for a safe and protective environment

**The GCA Board, Principals, Vice-Principals, teachers and support staff of GCA commit to the above to the best of our ability.**

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Discipline Protocol

#### Redemptive Discipline Model

Specific discipline methods may vary depending on the developmental level of the children (1 Cor. 13:11), the cultural context (1 Cor. 9:22), and the individual needs and giftings of the teacher and the students in classroom (1 Cor. 12). The following is a set of guiding questions that educators can use to assess discipline programs and guide the development of their own approach to discipline:

- 1. Does this approach to discipline address the whole child as an image-bearer?*  
Does it focus on behavior, compliance, and “being good?” Does it treat the child as a fallen image-bearer whose greatest need is redemption and growth in obedience to God?
- 2. Does the approach balance respect for and obedience to authority with authority figures who are loving, patient, and consistently seek to build relationships with students?*  
Does the approach foster positive, caring relationships that also point students to the truth and their call to obey God and authority figures?
- 3. Does the approach allow teachers and administrators to treat students as individuals and consider the normative, situational, and existential perspectives?*  
Does the approach elevate one perspective—rules, the practical needs of the moment, or social/emotional factors—while discounting the others?
- 4. Does the approach have a clear goal for student growth and reconciliation that is aligned with the biblical metanarrative of redemption?*  
Do teachers and students have a larger vision for discipline and understand that it is shaping students’ lives for a larger purpose of becoming like Christ, or is the purpose simply establishing order so that the teacher can teach? Does the discipline process guide students to be agents of reconciliation and restorers of shalom? Order and instruction are important, but Christian education should always be guided by God’s larger, eternal purposes for his glory and his mandates to love God and one’s neighbor.
- 5. Does the approach recognize that discipline is part of the greater work that the Holy Spirit is doing in the mind, heart, and life of each student?*  
Is grace and the gospel message clearly communicated through the approach to discipline? Is the approach integrated into the school’s larger approach to spiritual formation and character education? Does it guide the teacher to depend on prayer (for the student and the teacher) as a key component of the discipline process? Discipline represents a powerful opportunity for discipleship, to apply God’s truth directly to the life of the child and in an immediate circumstance. It is where the truths taught in Bible classes and chapel programs can be worked into the life of the child. While it requires sensitivity and wisdom on the part of educators, it ultimately depends on the work of the Holy Spirit in the student. This is our motivation to infuse every aspect of the discipline process with prayer for students.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### Student Code of Conduct

Consistent with Section 13 of the School Act and in adherence with the mission, vision, and core values, and Statement of Faith of GCA, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

1. Showing respect to God and GCA by:

a) Treating other students with respect.

- respecting individual differences and refraining from favouritism
- refraining from and refuse to tolerate bullying whether in or outside of the school or school hours (verbal, physical, written or electronic)
- informing a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts
- conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging
- being attentive in class and respecting others' right to learn
- supporting the principle found in Matthew 18:15-16;21-22 where I am asked to resolve all conflicts with the individual(s) involved rather than discussing the issue with others

b) Treating myself with respect.

- being accountable for individual behaviours to teachers and school staff
- knowing and following the rules of the school
- refraining from all forms of blasphemy and profanity (written, verbal and gestures) James 3: 8-10
- doing my best to regularly attend school each school day
- arriving to school on time in order to be a part of daily devotions
- doing my very best to complete all assignments, prepare adequately for all tests, and actively pursue learning

c) Treating GCA with respect.

- acknowledging and respecting the authority of teachers, staff and volunteers
- following the GCA uniform and personal appearance guidelines in such a way that I show a pride and respect for my school
- respecting the physical building of the school and treating it with care ensuring myself and others do not vandalize the property
- valuing the property of the school and others by ensuring that there is no theft

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

2. I will honour God and the character of GCA by maintaining a high standard of Christian conduct both on and off campus.
3. I understand that any use of alcohol or illegal drugs may result in my suspension or expulsion from GCA.
4. I understand that I am responsible for my actions and where needed, discipline at school will be administered with grace and with the intent of teaching me the right way to live (Heb. 12:11).
5. I will make every effort to guard my own heart against the things that would cause me to stray from the Student Code of Conduct (Prov. 4:23, Philp. 4:6-7).

### **Unacceptable Conduct**

Unacceptable behaviours that may negatively affect a member of the Glenmore Christian Academy community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- *Discrimination.* In keeping with the *Alberta Human Rights Act*, no student or person may discriminate against a person on the basis of an individual student's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- *Acts of bullying, harassment or intimidation.* As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.
- Physical violence.
- *Acts of retribution* against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behaviour.
- *Illegal activities* including, those involving illegal or restricted substances, possession, or use or threat of use of weapons, and theft or damage to property.

### **Consequences**

Students are expected to conduct themselves as responsible members of the GCA community.

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy. An individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

### **Remediation and Support**

In order to foster a positive learning environment, GCA will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to require perpetrators of unacceptable conduct to improve their conduct.

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

Supportive actions GCA may provide, but are not limited to:

- Mentoring of individual students by older students
- More focused attention to individual students
- Regular follow-up meetings of specific teachers with individual students
- Student Peer Support Groups
- Counselling or Pastoral Support
- Restorative justice processes
- Referral to outside social agencies

**I have read this Student Commitment and agree to abide by it and to support it to the best of my ability.**

**NOTE: This form applies to ALL students from Kindergarten through Grade 9. We request that parents of students in Kindergarten through Grade 3 read and go through this Code of Conduct in a meaningful and age appropriate way.**

**\*Students in grades 4-9 will be required to provide a signature on the verification form showing commitment to the above.**

# Glenmore Christian Academy Junior High Parent/Student Handbook

## Parent Code of Conduct

### As Parents/Guardians, I/we commit to:

1. Modeling respect for God and GCA as set out in the Student Code of Conduct<sup>1</sup> and Statement of Faith<sup>2</sup>.
2. Supporting my child(ren) in being exposed daily to the reading, teaching and memorizing of Scripture, to praying and to worshiping God through music, singing and acts of service.
3. Showing respect by our actions and our words as we interact with teachers, staff, volunteers, the Board of Directors and students. (1 Corinthians 13:4-7, Ephesians 4:32, Ephesians 5:1, Matthew 7:12 NIV)
4. Following the principle found in Matthew 18:15-16, 21-22 (NIV)
  - I will seek to resolve all conflicts with the individual(s) involved rather than discussing the issue with others.
  - I will not seek to resolve conflicts directly with other students.
  - It is agreed that any discussion shall not take place in front of my children and other students unless that person is directly involved.
  - If the conflict remains unresolved, I/we will discuss the matter with the next person in authority.
  - Generally, the line of authority is as follows:
    - Teacher, Vice-principal, Principal, Head of School, GCA Board of Directors
5. Supporting and ensuring our child(ren) to regularly attend school, arrive at school on time, complete assignments and adequately prepare for tests.
6. Sharing with GCA the responsibility for the discipline of my child on campus and during school sponsored events. If unacceptable student behaviour is discovered, the principal may investigate to verify the facts and act in the best interest of GCA and my child.
7. Supporting that discipline at GCA will be administered with grace and with the intent of teaching my child to live a righteous life (Hebrews 12:11 NIV).

**As parents/guardians we commit to the above and agree to abide by it and to support it to the best of our ability.**

**NOTE: \*All parents will be required to provide a signature on the verification form showing commitment to the above.**

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

### GCA Discipline Policy

*"Be devoted to one another in brotherly love. Honour one another above yourselves. Do not repay anyone evil for evil. Live at peace with everyone." Romans 12: 10, 17a & 18b*

### CONDUCT - STUDENT DISCIPLINE

GCA is dedicated to guiding young people to apply Christian principles in their daily living. As God's creation, all individuals are of infinite worth and each has a unique personality. We value each student and love them with God's love.

GCA wishes to ensure a safe and caring school environment, fostering and maintaining respectful, responsible and self-disciplined student behaviour, so that effective learning and teaching can occur. GCA's goal is to maintain students' self-esteem while developing students' self-discipline. Self-control is important in leading a Godly life. Staff reinforce positive student behavioural attitudes and habits.

Appropriate student behaviour includes, but is not limited to: respect for self and others, respect for authority, honesty, cooperation, courtesy, responsibility, empathy, compassion, honour and displaying the Fruit of the Spirit (Gal. 5:22 & 23).

In addition – students' responsibilities are defined in Section 31 of the Education Act:

### STUDENT RESPONSIBILITIES

A student, as a partner in education, has the responsibility to

- a) Attend school regularly and punctually,
- b) Be ready to learn and actively engage in and diligently pursue the student's education,
- c) Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d) Respect the rights of others in the school,
- e) Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f) Comply with the rules of the school and the policies of the board,
- g) Co-operate with everyone authorized by the board to provide education programs and other services,

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- h) Be accountable to the student's teachers and other school staff for the student's conduct, and
- i) Positively contribute to the student's school and community.

Inappropriate behaviour may include, but is not limited to: significant disruptions, on-going willful disobedience, physical aggression, fighting, profanity, vandalism, disrespect to authority, possession/use of weapon, stealing, threats to student/staff, ridicule, sexist or racist language, harassment, intimidation.

Primarily, Parents/Guardians shape their child's behaviour and attitudes. GCA constructively partners with families, as we work together in developing students' respectful, responsible and self-controlled behaviour.

GCA is working to implement anti-bullying strategies and procedures.

### **INAPPROPRIATE BEHAVIOUR PROCEDURES:**

When dealing with inappropriate student behaviour, GCA follows Redemptive Discipline principles. (see Redemptive Discipline Procedure)

#### **The Teacher deals directly with student:**

- ✓ Corrective teaching; warning with expectations and logical consequences clearly communicated
- ✓ Reprimands are meaningful, short & concise
- ✓ Follow through on consequences
- ✓ Focus on behaviour, not value as a person
- ✓ Use Scripture to reflect God's principles to change behaviour
- ✓ Document repeated behaviour

#### **Teacher contacts Parent/Guardian**

- ✓ Send communication, phone call, email (can "cc" Admin)
- ✓ Document contact with parents
- ✓ Team effort – focus on same goal with the Parent/Guardian and school
- ✓ Team effort – solution/strategy for student success

#### **Teacher involves Principal when:**

- ✓ Serious behaviours occur (fighting, cyber-bullying, sexual harassment, threats, etc.)
- ✓ Documentation indicates student behaviour is not changing
- ✓ Chronic lates, absences and homework incompletions with documentation

# Glenmore Christian Academy

## Junior High Parent/Student Handbook

Interventions and supports include, but are not limited to: GCA counseling, temporary withdrawal from the classroom, removal of privileges, recess detention, Individual Behaviour Plan, 5 Point Scale, police involvement, in-school suspension, out-of-school suspension, etc.

Interventions and disciplinary consequences are intended to preserve the dignity and self-worth of all involved & ensure a safe and caring learning environment.

Matthew 3:8 & Psalm 103:11-13 reflect the dual role of discipline and restitution creating a balance that allows for learning from mistakes, learning appropriate behaviours and making amends.

### **HIGH RISK BEHAVIOURS**

In order to enhance a sense of safety and security for all in our school, GCA responds to all high-risk behaviour concerns. In general, high-risk behaviours include, but are not limited to: possession of a weapon (including “anything used, designed to be used or intended for use in causing death or injury to any person, or anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person” in accordance with the Criminal Code in Section 2), bomb threats, fire setting, verbal or written threats to kill or injure themselves or others. Violence or assault may be physical, emotional or verbal. Any person having knowledge of high-risk student behaviour, or having reasonable grounds to believe there is a potential for high-risk behaviour, should promptly report the information to the School Administration. Appropriate measures will be taken by the School Administration to deal with the situation in a proactive manner.