



GLENMORE CHRISTIAN ACADEMY

ELEMENTARY

2022 – 2023

PARENT – STUDENT HANDBOOK





GENERAL SCHOOL INFORMATION

GLENMORE CHRISTIAN ACADEMY ELEMENTARY

16520 24 St SW
Calgary, Alberta T2Y 4W2

Telephone: 403-254-9050 Elementary Office or 403-254-9051 Jr. High Office

Fax: 403-256-9695

Website: www.gcaschool.com

Email for GCA staff:

First initial.lastname@gcaschool.com

(For example, John Doe's email would be j.doe@gcaschool.com)

SCHOOL TIMES

JK Morning Class – Mondays, Wednesdays & Fridays, OR Tuesdays & Thursdays	8:40 – 11:40 am
JK Daycare Full-Time	7:00 am – 6:00 pm
Royal Cubs (Alternate Kindergarten Days Program)	8:15 am – 3:20 pm
Kindergarten to Grade 5	8:25 am – 3:20 pm (Morning Entry Bell 8:17 am)
Kindergarten – Gr. 5 ABC (Before & After School) Program	7:00 – 8:10 am and 3:20 – 6:00 pm

If your child will be absent from school, please email absences@gcaschool.com, or you may report an absence via the GCA Website, leave a message at the Elementary Office 403-254-9050 and/or email your child's homeroom teacher.

SCHOOL CONTACTS

Head of School	Stanford Hielema
Elementary Principal	Sean Gonsalvez
Elementary Vice Principal	Shelley Fournier
General Elementary Inquiries	Kristy Cook & Jennifer Crawford
Admissions & Registration	Heidy Aviles
Busing	Angie Peters
Communications	Robyn Burnett
ABC, Royal Cubs, JK	Shelley Fournier
Finance	Lyden Price
Facilities	Peter Schurmann

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GCA Mission

TEACH
TRUTH
INSPIRE EXCELLENCE
EXPERIENCE CHRIST
SERVE
THROUGH
LOVE
GLENMORE
CHRISTIAN
ACADEMY

GCA 2022-2023 CALENDAR

Glenmore Christian Academy 2022-2023														
AUGUST 2022					SEPTEMBER 2022					Board Approval: Feb 10/22 OCTOBER 2022				
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
NOVEMBER 2022					DECEMBER 2022					JANUARY 2023				
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			
FEBRUARY 2023					MARCH 2023					APRIL 2023				
		1	2	3			1	2	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					
MAY 2023					JUNE 2023					JULY 2023				
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	30	31			
<div> <div>School year begins: September 6, 2022 (early dismissal)</div> <div>Last day for students: June 23, 2023 (early dismissal-noon)</div> <div> <div>170 Instructional Days</div> <div>15 Non-Instructional Days</div> <div>185 Total Operational Days</div> </div> <div> <div>XX</div> <div>Holidays (No Staff/Students)</div> <div>Non-Instructional/Prof. Dev. Days (No Students)</div> <div>Parent-Teacher Interview (No Students)</div> <div>1/2 Day Student/Full Day Teachers</div> <div>Organizational Day - Teachers Required</div> </div> </div> <div> <div>SCHOOL YEAR INSTRUCTIONAL DAYS</div> <div>NON-INSTRUCTIONAL DAYS</div> <div> <div>Staff Organizational Days</div> <div>September 1, 2022</div> <div>Holidays</div> <div>Labour Day: September 5, 2022</div> <div>Thanksgiving Day: October 10, 2022</div> <div>Remembrance Day: November 11, 2022</div> <div>Christmas Break:</div> <div>December 23, 2022 - January 6, 2023</div> <div>Family Day: February 20, 2023</div> <div>February Break: February 20-24, 2023</div> <div>Spring Break: March 27- April 7, 2023</div> <div>Victoria Day: May 22, 2023</div> </div> <div> <div>Site PD Days</div> <div>August 29-31, 2022</div> <div>October 7, 2022</div> <div>December 22, 2022</div> <div>February 17, 2023</div> <div>April 10, 2023</div> <div>May 19, 2023</div> <div>June 26 - 27, 2023</div> </div> <div> <div>Prof. Development</div> <div>October 20 -21, 2022</div> <div>Parent-Teacher Interviews</div> <div>Nov 23 - 24, 2022</div> <div>Grade 9 Grad - Half Day</div> <div>June 2, 2023</div> </div> </div> <div> <div>Provincial Achievement Tests</div> <div>Grade 6 ELA PAT Part A -</div> <div>Grade 9 ELA PAT Part A -</div> </div> <div>Please note: The June Achievement Exam schedules have not yet been finalized.</div>														

Elementary Administration & Teaching Staff

Administration				
Stanford Hielema Head of School		Sean Gonsalvez Principal		Shelley Fournier Vice Principal
Kindergarten				
Kelly Labun KTL Tues/Thurs & KWL Wed/Fri		Sharlene Neufeld KN Tues/Thurs		Penny Tweed KT Tues/Thurs & KW Wed/Fri
Grade 1				
Jade Fromow 1F	Carmen Hardcastle 1C	Amanda Howden 1H	Avery Klassen 1K	Ceilynn Howse 1L
Grade 2				
Kellie Chapman 2K	Erin Haasdyk 2H	Karlie MacKenzie/Megan McKinnon 2M	Amy Nielsen 2N	Emily Sylvester 2S
Grade 3				
Jennifer Fehr 3F	Jocelyn Frentz & Kirstin Paradis 3FP	Mike Janzen 3J	Jodi Lewis 3L	Brittany Rhebergen 3R
Grade 4				
Shannon Harrison 4H	Jen Hinshaw/Gillian Logan 4HL	Serena Jackson 4J		Kimberley Popiel 4K & Elementary P.E.
Grade 5				
Larea Lewis 5A & Elementary P.E.	David Dueck 5D	Christine Lee 5L		Angela Schwarzer 5S
Specialist Teachers				
Eva Kovacik Elementary Music	Jen Hinshaw/Gillian Logan Gr. 4 & 5 Art	Madyson Rice Elementary P.E.	Bev Thirsk Gr. 4 & 5 Science	Alana Hazelton K-5 Curriculum Lead & Elementary P.E.
Elementary Resource, Counselling and Spiritual Support				
Tessa Janzen Elementary Learning Coach		Kayla Pallister/Lindsay Reize & Dillon Traber Family School Liaison Counselor		Dave Yang & Brooklyn Kinnie Pastors of Spiritual Formation & Pastoral Supports

GCA Board of Directors

In 1980, the vision of Dr. Wendell K. Grout for a Christian school materialized. His vision was for a school in the community that would combine a strong academic program and an equally strong Biblical focus on truth, lifestyles and values. As a ministry of First Alliance Church, the school has grown and matured through many amazing historical events into the organization it is today; we have the benefit of connecting with a church body that provides a spiritual covering to the school ensuring the Biblical values and mission of the school remain consistent, strong and uncompromised.

The GCA Educational Society, which was formed in 1989, is the Elders of First Alliance Church who are elected by the members of First Alliance Church. Their role is to provide a spiritual covering over the school, and set the spiritual direction of the school ensuring that it is aligned with the values of the church. The Elders appoint the Board of Directors, and hold the directors accountable financially, as well as with managing the vision and mandate of the school. At least one Elder and Pastor from the church is appointed to the Board of Directors, and there are updates provided from the school to the church on a monthly basis.

The GCA Board of Directors is a group of 5-12 people (parents, grandparents, representatives of First Alliance Church, and educators) appointed by the GCA Educational Society to govern school policies and practices, plan for the future of the school through a strategic plan, approve the annual budget, receive quarterly statements, and receive the year-end audited statement.

Please see the GCA Website for a current list of Board of Directors. The Board of Directors employs one Head of School who is responsible for the overall operations of the school and who then reports to the Board. If there is an issue that cannot be resolved at the School Administration level, the parent has the opportunity to contact the Head of School in writing who will bring the concern to the Board of Directors. The Head of School and the Board will then, at their discretion, determine whether a written response is given or a meeting is scheduled. Concerns unable to be resolved at the School Administration level can be emailed to: s.hielema@gcaschool.com, or mailed to GCA Head of School at 16520 24th St. SW, Calgary, AB T2Y 4W2.

GCA is a member of AISCA (Association of Independent Schools and Colleges in Alberta) and ACSI (Association of Christian Schools International).

Admissions & Withdrawals

Glenmore Christian Academy, as a ministry of First Alliance Church, shares a foundational belief that all children are loved by God, are individually unique, and that the school has a mission to help each student fulfill their God-given potential in all aspects of their person: physically, academically, socially, morally and spiritually. GCA, an evangelical Christian school, welcomes students from all backgrounds. Upon admission, students and parents are expected to comply with the policies and regulations of the school. Students (from Grades 4 to 9) are expected to annually sign the Verification Form indicating their intent to support and abide by the “GCA Student Code of Conduct”. All parents/guardians are expected to annually sign the Verification Form indicating their support for all information, policies and procedures outlined in the “Joint Commitment between GCA and Parents/Guardians” document.

Tuition costs are based on a 10-month commitment. Should a parent/guardian decide to withdraw their child(ren) from GCA, a minimum of 30 days written notice is required. Parents/Guardians are responsible for payment of fees for the entire time the child is enrolled, including the required notice period. If the notice period ends in the following calendar month, GCA will retain payment for that entire month. The GCA Withdrawal Form can be obtained from and submitted to the GCA Director of Admissions, Heidi Aviles, at h.aviles@gcaschool.com; in addition, Mrs. Aviles will assist with any questions regarding Admissions or Withdrawals.

Academic Information

Curriculum

At Glenmore Christian Academy, we teach the Alberta Program of studies. We enrich the curriculum to allow students to gain a deeper understanding of the objectives, and also strive to integrate a Biblical worldview into each subject as it is taught.

In Kindergarten, the focus is on Numeracy and Literacy with the end goal being that students are able to read and write simple sentences and have an understanding of numbers. Throughout literacy activities, students will be exposed to the arts and will develop an understanding of citizenship, identity, personal responsibility, and social responsibility. Christian education will be interwoven throughout each day. Students will also go to Physical Education (PE) each day taught by a PE teacher.

In Grades 1 – 3, all students will take the following subjects (with integrated computer studies): Language Arts, Math, Science, Health, Social Studies, Physical Education, Christian Education (Bible), Art, and Music.

In Grades 4 – 5, all students will take the following subjects: Language Arts, Math, Science, Health, Social Studies, Physical Education, Christian Education (Bible), French, Computers, Art, and Music.



Music/Fine Arts Program

At GCA, we believe artistic expression plays an important role in the character growth of our students and in the celebration of faith, while supporting each student to discover his/her God-given gifts. Music and Visual Arts are taught throughout each week, allowing students to explore, as well as gain skills and appreciation for a variety of musical instruments, movements, and artistic mediums. Students extend their artistic gifts and interests through participation in GCA Choristers, Handbells, the Elementary Christmas Production, Recorder Club, Assemblies, Chapels, Performance Club, Hallway Galleries and more.

GCA Elementary annually presents a spectacular Christmas Production with the focus on Jesus' birth at the First Alliance Church facilities. The Kindergarten students perform in their grade level grouping, while Grades 1 to 5 students participate in a musical involving acting, dancing, singing and choir production. Auditions are held for Grade 4/5 acting roles, as well as Gr. 2-5 solo singing/dancing roles.

Physical Education Program (PE)

The aim of the Kindergarten to Grade 5 Physical Education program is to enable individuals to develop the knowledge, skills and attitudes necessary to lead an active, healthy lifestyle. We focus on skill development, as well as aerobic and strength activities. At Glenmore Christian Academy, specialized PE teachers teach PE from Kindergarten through to Grade 5. Students in Kindergarten have PE each Tuesday/Thursday or Wednesday/Friday that they are in session. Students in Grades 1-5 have PE four times per week. On the days where students do not have PE, their classroom teacher may take them outside for a *daily physical activity* (DPA) period in the afternoon (weather permitting).

Support Services

Family School Liaison Counsellor (FSLC) and Campus Pastor

Glenmore Christian Academy employs one full-time Family School Liaison Counsellor and one full-time Campus Pastor to support students in Grades K-9. Students may meet with the counselor for the first time upon the request/recommendation of the student, the parent, or the teacher. If a second meeting is deemed necessary, written permission from the student's parent(s) is required. In addition to individualized support, the FSLC also works with small and large groups of students to work on social skills, emotional skills, and conflict resolution. In addition to working with individual students, the campus pastors also meet with small groups to lead groups, such as "Divorce Care for Kids", and large groups of students for Chapels and other times of spiritual formation. For more information regarding GCA's FSLC, please contact Lindsay Reize (l.reize@gcaschool.com) or Dillon Traber (d.traber@gcaschool.com). For more information regarding GCA's pastors, please contact David Yang (d.yang@gcaschool.com) or Brooklyn Kinnie (b.kinnie@gcaschool.com).

Resource Program

Individual Program Plan (IPP)

With support from the homeroom teacher and the resource department, students who have a psychoeducational assessment that shows the need for additional educational support or enrichment will be offered an IPP. The IPP will be created and implemented by the child's classroom teacher with the support of the resource department. The IPP will set goals for the student, and will outline strategies that will be used to assist the student in meeting the goals. The classroom teacher will make every effort to conduct an initial meeting with parents/guardians, resource teacher, and administration to discuss goals and strategies for the student, and a year-end meeting to discuss the student's transition plan, as well as at least one meeting throughout the year (usually at parent teacher interviews) to review progress. The GCA FSLC may be involved in the meetings and strategies if applicable.

Differentiated Learning Goals (DLG)

Students who do not have a psychoeducational assessment and require additional support from the resource department may be offered a Differentiated Learning Goals plan (DLG). This plan is similar to an IPP in that the classroom teacher will work with the resource teacher to create goals and strategies to help the student become more successful within the classroom. The classroom teacher will make every effort to conduct an initial meeting with parents/guardians, resource teacher, and administration to discuss goals and strategies for the student, and a year-end meeting to discuss the student's transition plan, as well as at least one meeting throughout the year (usually at parent teacher interviews) to review progress. The GCA FSLC may be involved in the meetings and strategies if applicable. As the DLG is not a required document by Alberta Education, a parent or teacher may request the termination of DLG at anytime without consequence.

English as a Second Language (ESL)

ESL students come from a range of cultural backgrounds and bring with them a variety of educational, social, and personal experiences. ESL students first listened to, learned to speak, read and/or write a language other than English, and have a level of English language proficiency that **may** prevent them from full participation in the learning experiences provided in all subjects.

GCA provides a supportive English language-learning environment in the classroom by including cooperative learning experiences to develop students' English language skills and appreciation for Canadian culture. Emphasis is placed on building confidence, comprehension and understanding of English in speaking and listening, focusing on vocabulary development and oral expression, as well as fluent reading and writing. If a student is considered an ESL student, they will receive an additional report twice per year outlining their progress as it pertains to English language acquisition. Once a student is beyond Grade 2 and has reached the proficient "Extending" benchmark in most areas of their report, they will no longer have their ESL progress monitored.



2022 - 2023 School Terms

Term 1

September 6 to November 11, 2022

Report Cards go home on Friday, November 18, 2022

Term 2

November 14, 2022 to March 10, 2023

Report Cards go home on Friday, March 17, 2023

Term 3

March 13 to June 23, 2023

Report Cards go home on Friday, June 23, 2023

Student Evaluation and Assessment

Glenmore Christian Academy believes that the primary purpose of assessment is to gather information about student achievement and performance in order to improve student learning and to communicate the achievement status of students to parents/guardians, students and others. This process involves a partnership between teachers, students, administrators and parents along with other support teams when necessary. The teacher is responsible for assessment, evaluation and reporting. There will be ongoing evaluation to assist in establishing and maintaining standards, and in monitoring student development throughout the school year.

Guidelines and procedures for evaluation:

- Student evaluation is primarily the responsibility of the teacher.
- Each student will be evaluated in a fair and equitable manner, recognizing differing student abilities. Student effort will be evaluated separately from achievement.
- Assessment and evaluation will be based on learner outcomes from the Alberta Education Programs of Study.
- Parent-Teacher conferences will be held after the first reporting period, and after the second reporting period at the request of the parent or teacher.
- Student promotion or retention is the responsibility of the principal and teacher with parental involvement.
- Provincially Mandated tests will be administered as prescribed by Alberta Education.

Method of appeal of school awarded marks:

- The appeal is first made to the teacher.
- Second, if there is no resolution, an appeal may be made to the Vice Principal.
- The Vice Principal shall hold a conference with the student, his/her parent and the teacher.
- In cases of disagreement, the decision of the Principal shall prevail.

Reporting to Parents:

- A formal report card is issued three times per year, which includes the final report (November, March and June).
- Parent-Teacher Conferences are scheduled for parents of all students following the first report card. Other conferences are on an as-requested-basis.

Spiritual Faith Emphasis and Foundation

GCA, a faith-based Christian School, keeps Jesus Christ and the Word of God, the Bible, at the centre of all we do. We strive to infuse Biblical principles into our daily school routines. As a ministry of First Alliance Church, we use the Statement of Faith as our spiritual foundation, and have the Spirit of God transforming us in a relevant way each day. GCA students are required to participate in the spiritual emphasis aspects of the school.

THE HOLY BIBLE

The Bible, the Old and New Testaments or Scripture, is the inspired Word of God that we use as our infallible guide in matter pertaining to conduct and doctrine. The New International Version (NIV) is the primary translation of the Bible used at GCA.

PRAYER

Each school day is started with student-led Scripture reading and prayer on the intercom. Meetings and activities are started with prayer. Staff and students pray at different times throughout the day as well.

DAILY DEVOTIONS & BIBLE CLASSES

Teachers daily lead their students in a time of Scripture reading and study, as well as a class time of prayer. Each grade level has specific Bible curriculum, as part of the school-wide scope and sequence, relevant to each age grouping. Students are challenged to grow in their faith and personal relationship with Jesus, as they learn more about God and who they are in Christ.

CHAPELS

Chapel times are held monthly in the GCA Theatre for Gr. 1-2/3 and Gr. 3/4-5 (Gr. 3 students join the Gr. 1-2 Chapels until February and then join the Gr. 4 & 5 students from March to June). Kindergarten classes join together for their Chapels from September to around May, and then join the Gr. 1 & 2 students for May and June. Chapels feature Praise & Worship, prayer, inspiring, engaging, life-giving messages with relevant life applications, as well as opportunities to build a personal relationship with Christ.

SCRIPTURE MEMORIZATION

Scripture memorization is considered an integral and foundational part of the Junior Kindergarten to Grade 5 Christian Education programs at GCA. The New International Version (NIV) is used as the guide for scripture memory. Each grade level has their designated monthly memory verses, and teachers monitor the students' completion of these monthly verses.

CHARACTER BUILDING

We are passionate about developing Godly character in each student according to the Word of God. We actively teach character application, and take teachable moments to support students in exhibiting the Fruit of the Spirit through their words and actions: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Students are reminded of Biblical principles when behaviour is corrected, and are encouraged and praised for showing Christ-like character and making positive choices.

MINISTRY/SERVICE to OTHERS

Throughout the school year, students participate in specific grade level ministry opportunities. Some grades collect money and donations for various local organizations, or support global mission projects around the world. GCA also provides opportunities for our families to support local community food banks, hampers, senior homes, or church ministries.

BIBLICAL INTEGRATION

Biblical principles and faith are infused into special events and activities, as well as all curricular subject content from Junior Kindergarten to Grade 5. When teachers plan their lessons and units according to the Alberta Curricular Learning Outcomes, they additionally and decisively plan how they can integrate God's Word in a relevant way into their course material.

ROLE MODELING

GCA offers excellent role models for our students; while no one is perfect, each staff member strives to demonstrate a living example of God's values, morals and Biblically based beliefs. Each staff member has a Christian testimony and is active in their local church. Staff share what God is doing in their own lives in order to encourage and support students and families through their lives. Staff use the Bible for Godly direction in their personal lives, and share these principles with their students in a meaningful, age appropriate and relevant way.

SEED Week

Spiritual Emphasis Every Day (S.E.E.D.) Week is an annual week set aside to focus on purposeful and meaningful experiences for students and staff to connect in a deeper, personal way to Jesus Christ. A specific theme is selected to guide the week, and additional Chapel times are planned. Guest speakers and musicians, as well as unique activities are part of making this week special and exceptional.

HOLIDAYS (Calendar)

GCA highlights the Christian Holidays celebrated throughout the calendar year. Christ-focused holidays, such as Thanksgiving, Christmas and Easter, are treasured events in our Christian faith, and we keep focus on the spiritual, faith aspects of these holidays. Additional calendar events, such as Valentine's Day, St. Patrick's Day, Mother's Day, Father's Day, or Canada Day, are infused with Biblical principles and emphasis. GCA remains neutral in its participation of Hallowe'en. At school, there is no dress-up/costumes for this event as we treat it as a typical learning day.

Policies & Procedures

SCHOOL HOURS

- Students are to be **dropped off on school property NO EARLIER THAN 8:05 am**. Supervision is not available for students until this time, unless the student is registered and in the care of the Before School (ABC) or JK Daycare Program, or is part of the Gr. 4 & 5 Intramural Program (*Gr. 3 and younger students must be accompanied by their parent to be a spectator during the morning intramural games*). **Students must go to their OUTDOOR LINE-UP areas and are not to enter the school building until the morning bell rings at 8:17 am, unless entering the building with their parent.**
- **Morning Line-Ups:**
 - Students are to line-up in their specific homeroom line-up spot, and are ONLY permitted into the school building as directed by the supervising teacher once the entry bell rings at 8:17 am, or in the case of inclement weather as directed by GCA Staff.
 - Mrs. Neufeld's Kindergarten class, all the Grade 1 classes, as well as Mrs. Mackenzie's/Mrs. McKinnon's Grade 2 class, line-up outside at the west entryway (closest to the parking lot).
 - The remaining Grade 2 classes and Grade 3 classes located inside of the building line-up outside at the north entryway (closest to the portables). The Grade 3 classes located in the portables line-up outside of their respective portable.
 - All Grades 4 & 5 classes line-up outside at the east entryway (closest to the playing field).
 - Mrs. Tweed's and Mrs. Labun's Kindergarten classes line-up outside of the south entryway (access from the Junior High parking lot).
 - Out of School Care programs follow their entry guidelines as outlined in their respective handbooks. Please see these specific handbooks for all outlined JK, Royal Cubs & ABC Program policies and procedures.

- **School begins at 8:25 am** with the morning intercom student-led Scripture verse and prayer.
- Morning recess is from 10:02 to 10:20 am.
- Lunch for Grades 1 to 3 begins at 11:40 am with the Grades 4 & 5 students outside for recess; this is followed by 12:05 pm lunch time for Kindergarten and Grades 4 & 5 students with Grades 1 to 3 students outside for recess.
- Afternoon classes resume at 12:35 pm.
- Dismissal is at 3:20 pm. Please ensure you are using the **PikMyKid app** for PICK-UP times.
- **ALL students must be picked-up by 3:35 pm. GCA SUPERVISION IS NOT AVAILABLE AFTER THIS TIME**, unless the student is registered and in the care of the After School (ABC) Program or a specific GCA after school extra-curricular activity (i.e. Music Academy, Young Rembrandts, Culinary Cooking classes, etc.).

ATTENDANCE

Regular attendance at school is essential for success, and is mandated by the Province of Alberta.

- Students arriving to school at 8:30 am are marked as “Late”.
- Students arriving to school later than 8:45 am must sign-in at the Elementary Office and receive a Late Slip to give to their teacher.
- If your child is unable to attend school, please notify the school with the duration of and reason for their absence (you may report an absence via the GCA Website, leave a message at the Elementary Office 403-254-9050 and email your child’s homeroom teacher). If you do not notify the school of your child(ren)’s absence, the Elementary Office will call the parent/guardian to verify the absence.
- If picking up your child(ren) or dropping something off for them during school hours, please report to the Elementary Office for assistance. Students must be signed out of school at the Elementary Office by parent/guardian before they can leave the premises if they leave prior to 3:20 pm.
- If a student misses class for any reason (i.e. illness, vacation, out of school event, appointment, etc.), it is the student’s responsibility to make up for work missed during their absence. Teachers will set deadlines and expect students to catch up on missed work. For vacation or long duration of absence, students will receive work from their teachers upon their return to school.

VOLUNTEERING

As volunteers are an essential and integral part of school life at GCA, we welcome volunteers to join us and to be a part of our school community! GCA has enjoyed a long tradition of dedicated individuals who serve wholeheartedly in a variety of areas of school life. Volunteers bring with them a range of skills and experience that support teachers, and enhance the learning opportunities of children at our school.

For student safety, the following must be completed BEFORE VOLUNTEERING at GCA:

- Volunteer applicants must read and agree to abide by the information included in the GCA Volunteer Policy and the GCA Abuse Disclosure Policy.
-



- Every volunteer applicant must complete the 'Checklist for Completion' according to the GCA Volunteer Policy.
- Part of the 'Checklist for Completion' includes the completion of a Police Information Check, including a Vulnerable Sector Search; this is to be completed every 3 years.
- GCA Volunteers are **approved for 3 years** until a new approval process is required.
- GCA Volunteers are required to complete the **ANNUAL review** of the GCA Child Abuse & Protection training information.
- GCA reserves the right to limit a volunteer's activity within the school community at any time.

Please note that childcare arrangements may be required for younger children/siblings if volunteering within the school or on field trips.

Jennifer Crawford assists with the administration of the volunteer approval process. Please contact the Elementary Office and ask for her assistance in this regard.

*Thank you for all the time and dedication given to volunteering at GCA!
We love and appreciate our Volunteers!*

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. Required paperwork for any medication is stored on your student's Unified Classroom profile under Quick Links > Forms > Authorization to Administer Medication.

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 there are no nuts in the product, and that the product does not indicate "may contain nuts". 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.

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. Discuss circumstances of your child's medical situation with your child's homeroom teacher, so they are prepared to assist as might be required.

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. Required paperwork for any medication is stored on your student's Unified Classroom profile under Quick Links > Forms > Authorization to Administer Medication.
- 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.

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 *Incident 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.

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, as outlined by AB Health, requiring diagnosis are to be on prescribed antibiotics *for at least 24 hours* before returning to school or may require a doctor's note to resume attending 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 Elementary Infirmary 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 requiring consultation.

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 some 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.

COMMUNICATION

The *GCA Website* www.gcaschool.com strives to be the place to go for school related data, updates and photos. The *Parent Log In* portal of our school website gives GCA families detailed access to specific GCA information, including calendar, reporting absence, upcoming events, grade level websites, staff directory, photo gallery, cafeteria online ordering, uniforms, and more! The password to access the Parent Log In is *ParentSite* (the password is case sensitive and does not have any spaces). To receive this weekly communication, you must access the school website and SUBSCRIBE to this communication, which gives your permission for us to email this communication to you.

The *GCA Weekly COMMUNICATOR* from the school, the grade level websites and weekly emails from homeroom teachers remain the best forms of communication from school to home. Please read these communications for important information from the school.

Communication with Staff

- Please email homeroom teachers directly if simple information or clarification may be required.
- Requesting a date/time to meet together in person with the homeroom teacher is encouraged when there are numerous concerns or questions to discuss; this discussion is best done in person or via phone call.
- Take issues to the staff person who can directly help you find resolution to your question or concern.
- Emails/Phone Calls will be responded to within a timely manner ideally within 24 hours (email replies will be given by the person it is sent "To" ["Cc'd" recipients on the email may not respond]).
- Email/Voice Message replies may not be responded to during a weekend or holiday/break.

GCA adopts the ***Matthew 18 principle in dealing with conflict and resolution:***

1. Two parties (student-student, student-teacher, parent-teacher, parent-parent) get together in person to resolve the issue (in the case with small children, adult mentorship may be required).
2. If the situation is not resolved in #1, bring a third person (i.e. Teacher or Staff) into the situation to assist in the resolution and restitution of the conflict.
3. If the situation is still not resolved, include Elementary Administration into the situation with proper documentation of incidents, strategies already tried and the issues at hand.
4. If the situation is still not resolved, then a meeting will be called with all the necessary parties (to include the Head of School if required).

DRESS CODE

GCA students wear GCA school-approved uniforms. Uniforms ensure students are neatly and appropriately dressed. Uniforms ensure that modesty is upheld, while extremes of fashion are prevented from being distractions to the learning environment. Students are to be well groomed in their appearance. All students are expected to have a natural hair colour; for example, pink, blue, purple hair is not permitted.

It is the responsibility of the parents/guardians to purchase uniform items, and ensure their child's name is clearly labelled discretely somewhere on each uniform piece. With the exception of gym strips, ***all uniform pieces must be purchased from "Top Marks". Substitute articles of clothing that are not from "Top Marks" (other than used GCA approved uniform pieces in existence from "Halpern's") will not be permitted.*** Belts, tights, shoes and socks do not need to be purchased from "Top Marks".

Official and Non-Official Uniforms

Official uniforms for GRADE 1 to 5 students are required to be worn ON THE FIRST DAY OF SCHOOL in September, as well as the FIRST DAY of EACH SCHOOL WEEK throughout the remainder of the school year. Please note that *if there is no school on a Monday* (due to stat holiday or PD Day, etc.), then the Official Uniform is to be worn on the TUESDAY. There is NO Official Uniform Week during the week back to school following a holiday/break of one week or longer (i.e. the week after Christmas, February and Spring Break). In addition, official uniforms are required to be worn on School Photo Days, and any time a student is on stage performing at the GCA Assemblies and Chapels. Some field trips and outings will require students to be in school uniform; teachers will communicate this requirement as needed. **Official uniforms for Kindergarten students are required to be worn on the Mondays that their class is scheduled to attend school.**

- OFFICIAL BOYS UNIFORM (all grades)
 - Navy crested vest, navy crested pants, crested tie, long or short sleeve light blue button-down oxford shirt, black belt (optional) and solid (non-patterned) navy or black socks. The top button of the shirt must be done up with a tie.
- OFFICIAL GIRLS UNIFORM (Kindergarten to Grade 3)
 - Navy crested vest and navy crested pants OR navy crested tunic, PLUS long or short sleeve light blue button-down oxford shirt and solid (non-patterned) navy or black knee high socks or tights (leggings are not allowed).
- OFFICIAL GIRLS UNIFORM (Grades 4 and up)
 - Navy crested vest and navy crested pants OR navy kilt with pin or navy box pleat skirt, PLUS long or short sleeve light blue button-down oxford shirt and solid (non-patterned) navy or black knee high socks or tights (leggings are not allowed).
- Non-Official/Casual Uniform APPROVED Options
 - For non-official uniform days, students may adhere to the above uniform selections, or may also choose to wear the crested pullover, khaki pants, short or long sleeve crested golf shirt (navy or light blue), grey cardigan, and navy or black socks. JK-3 girls may also choose to wear the GCA khaki skirt.
- Non-Official/Casual SUMMER Uniform APPROVED Options
 - From April 1st to Thanksgiving, students may choose to wear GCA khaki walking shorts (solid navy or black socks must be worn with the shorts).
- ***Please Note:*** Junior Kindergarten students do not wear OFFICIAL UNIFORM pieces; they only wear approved non-official uniform pieces as outlined for Kindergarten students; however, if a parent chooses to purchase official uniform pieces for their JK student that is okay. Please see the JK, ABC and Royal Cubs Handbooks for full approved clothing for these programs.
- All students are required to have **non-marking ALL BLACK SHOES with BLACK SOLES for DAILY INDOOR use** while at school (to be left at school each day). Please ensure your child's name is LABELLED on the shoes. Students in Grades 1-5 are also required to have a pair of indoor gym shoes to be left at school each day.



GCA requires that girls' tunics/skirts be worn at least 2 inches below the bottom of their fingertips when standing straight and extending the arms down, all shorts/skorts be just above knee length, the top button of the boys' oxford shirts is always done up with a tie, all long sleeves to be rolled down, and all oxford shirts always be tucked in.

Hats are not allowed to be worn in the school (casual dress-down days excluded).

Casual Dress-Down Days

To promote school spirit and to highlight special events happening during the school calendar, casual dress-down days may be held, as approved by the Elementary Administration. It is expected that students wear appropriate clothing in order to maintain the high level of respect for self and others that is the standard at GCA. Casual dress-down clothing must be modest (not revealing or salacious), refrain from vulgar or profane slogans, and be in alignment with the school's Statement of Faith (not conflicting, but in agreement with principles from the Bible).

Gym Strip

Kindergarten P.E. Classes:

- Students are to wear their INDOOR uniform shoes (to be kept at school); *please ensure the indoor shoes have non-marking soles.*

Grades 1-3 P.E. Classes:

- Students must change for P.E. classes. This means they are to come to school with an athletic shirt and shorts *under their uniform*. Spaghetti strap tops and short shorts are not permitted. Please ensure girls have shorts covering tights or are wearing navy leggings with navy socks.
- Students are to wear INDOOR running shoes *with non-marking soles* (to be kept at school).
- Homeroom teachers give their students a few minutes before P.E. class to remove their uniforms in class. At the end of the P.E. class, students go to their homerooms to put their uniforms back on top of their P.E. clothing.
- Parents have the option, but are not required to purchase **official GCA Gym Strip** for Grades 1-3. GCA crested Gym Strip is priced as follows: \$20 for shirts and \$15 for shorts. The GCA Gym Strip items are lightweight and made with anti-microbial, sweat-wicking material, and easily fit under students' uniforms.

Grades 4 & 5 P.E. Classes:

- Students must change for P.E. classes in the assigned locker rooms (students have a Gym locker to keep their personal items in).
- Students are to change into their **official GCA Gym Strip**, and wear INDOOR running shoes *with non-marking soles* (to be kept at school).
- GCA crested Gym Strip is priced as follows: \$20 for shirts and \$15 for shorts. Gym strip is purchased directly from the front office. The GCA Gym Strip items are lightweight and made with anti-microbial, sweat-wicking material, and easily fit under students' uniforms.

Important Note for Grades 1-5: after 2 days of not changing into approved Gym Strip, a reminder email will be sent home. After 3 days of not changing, students will not participate in regular P.E. class, rather in an alternative activity.



GCA TECHNOLOGY & NETWORK USAGE

GCA incorporates technology into the learning experiences for students. Students learn how to be honourable digital citizens, and gain understanding to see how technology supports them through life-long learning.

Students of GCA are responsible for appropriate behaviour on school technologies and computer networks, as well as technology usage outside of school hours. It is essential that our students use technology in a respectful, effective, lawful and ethical manner at all times. Grades 4 & 5 Students complete a ***GCA Technology & Network Usage Contract*** annually. Parents/Guardians are to support the school's technology and network usage policy and procedures, and uphold their child's expectation of appropriate technology and network usage to ensure the safety and security of our students.

- GCA students are not to engage in bullying, as a sender or viewer of electronic images, messages, information, links or other forms of communication, even if it occurs outside of the school building or outside of school hours.

Communications on the network are often public in nature. Network usage is subject to review by the administration to maintain system integrity. Grades 4 & 5 students and parents must annually sign and abide by the GCA Acceptable Technology Use Policy.

- Music and games played are to reflect Christian values.

Each student is issued their own user name and account, and are not to change this information. Passwords to their accounts are not to be shared with others, and students are never to login their account and allow another person to use the computer.

Violations to the use of GCA technology and network can result in the loss of technology and network privileges, as determined by Teachers, and additional disciplinary action may be taken by Elementary Administration. If applicable, law enforcement agencies may be involved.

Social Media

Many students use Social Media, including but not limited to, texting, blogs, You Tube, and possibly even parents' 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. 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.



Pornography

Specific teaching regarding the temptations and dangers of pornography begins at the Grades 4 & 5 Family Life Sessions with the student and parent/guardian present.

Cell Phones and Electronic Devices

- Students' cell phones, electronic devices, wireless devices, electronic games, etc. are not to be used between school hours of 8:20 am and 3:30 pm. These devices are to be kept in the student's backpack (in their locker, if applicable). Electronic devices are not to be used during the ABC Program.
- 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 Elementary Office or be kept by the homeroom teacher, and the parent/guardian will be contacted. Repeat violations to this guideline will result in additional consequence, as determined by the Elementary 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 to the Elementary Administration; parent/guardian will be contacted.

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 Elementary Office for assistance at 403-254-9050.

SECURITY & SAFETY

GCA holds security and safety of students, staff, parents and guests in highest concern. GCA is committed to providing a safe environment, and strives to ensure all members of the GCA Community are protected while on school property.

The Elementary Main Entryway is locked during school hours. Please ring the bell on the wall of the building to be admitted into the building. Please ensure the building door closes behind you. Students are not permitted to open the building entryway doors for anyone; please do not lure a student to open the door for you.

Safety Drills

Students and Staff practice regularly practice emergency drills to ensure readiness in case of an actual emergency. Emergency procedures are in place for:

- ✓ Lockdown – when there is an intruder in the building
- ✓ Hold and Secure – when there is an intruder or situation outside of our building
- ✓ Evacuation – when fire or other danger necessitates leaving the building
- ✓ Medical – when there is a medical emergency, such as anaphylaxis, asthma, diabetes, heart attack, choking, broken bone, etc.

Students are responsible for any items they bring to school. The school will not assume liability for lost or stolen property. The school reserves the right to access a student's backpack or locker at any time, and without warning. This access will be performed by a school administrator with another staff present.

Prohibited Items (not to be brought onto school property)

- Any type of weapon
- Air-soft or paintball guns, cap guns or caps, water pistols
- Any type of blade, including Swiss Army knives or pocket knives
- Lighters or matches
- Handcuffs
- Other items that may be mistaken for prohibited items (i.e. toy replicas, etc.)

FIELD TRIPS/OFF-SITE EXCURSIONS

Participation by students in special events, such as field trips, can significantly complement the education program, and provide excellent experiences for students to expand and reinforce their learning beyond the classroom.

- Students at every grade level have the opportunities to participate in a variety of field trips.
- Parents/Guardians must give their written permission for their child to attend the field trip, and must complete the "GCA Parent/Guardian Acknowledgement of Risk and Informed Consent" form. This document to be completed outlines the date and times of the activities, the method of transportation to and from the off-site location, the supervision plan for the activity, a list of the potential risks involved with the activity and a medical outline pertaining to the student.
- Volunteers are usually required to assist with supervision for field trips, in order to meet appropriate student to supervisor ratios. Only approved GCA Volunteers are permitted to assist on field trips.

BUSING

First Student Canada provides bus service to GCA. Angie Peters is the GCA Bus Coordinator, and all busing related communication can be directed to her (a.peters@gcaschool.com).

- The GCA student code of conduct is applicable while travelling anytime on the GCA bus system.
- Students are responsible for their conduct while on the bus, and violation of school guidelines may result in suspension or loss of riding privileges (in which bus fees are not refundable), or suspension from school.
- The bus driver is in full charge of the bus, and driver's directions must be respected and obeyed for everyone's safety.
- Students are not to stand up during the ride.
- Fighting, littering, inappropriate language, and disrespectful behaviours are not accepted; these behaviours will be reported by the bus driver to the GCA Bus Coordinator, and will be shared with Elementary Administration when necessary.
- Issues with bus travel due to weather, or delays to bus travel pick-up/drop-off times will be communicated to the parent/guardian by First Student or the GCA Bus Coordinator.

LOST & FOUND

The general “lost and found” bin is located in the cafeteria area along the wall by the stairs. There are also “lost and found” bins at the end of each hallway in/near the boot rooms.

- Lost and found items are displayed weekly, and are bagged up at the end of each week.
- The lost and found items stored in the bags are displayed at Parent-Teacher Conferences in November/December, before Spring Break, and at the end of the school year in June.
- Items not claimed after these display weeks are donated.

Please LABEL ALL of your child’s ITEMS OF CLOTHING (*uniform pieces, jackets, etc.*), SHOES, SCHOOL SUPPLIES (*as directed by the teacher*), WATER BOTTLES, LUNCH KITS, etc. with their name to aid in returning lost items to their rightful owner.

SCHOOL SUPPLIES

- Grade level school supply lists are provided to the parent/guardian by June, and it is their responsibility to provide their child with all the required supplies.
- “*School Start*” is a school supply company where supplies can be ordered by the parent, and they will be delivered to the student’s homeroom classroom for the first day of school.
- Parents may also choose to purchase their child’s school supplies independently at other supply stores.
- Please follow the grade levels’ system for school supplies pertaining to your child, as some grade levels require student names labelled on the items, and some grade levels do not; some grade levels use a classroom community supply system.

SCHOOL TEXTBOOKS

- Some classes assign students textbooks to use during class time.
- Should the student lose or damage the textbook, the parent/guardian is responsible to provide GCA with the replacement cost of that textbook.

INCLEMENT WEATHER

- Students are not to come into the school building before the 8:20 am school bell rings, unless directed by the GCA staff.
- Students remain indoors when wind chill is -23 degrees Celsius or colder.
- When it is pouring rain, students remain indoors.
- When it is misting, students are to bring umbrellas and/or their rain jacket so they can be outdoors.

EMERGENCY CLOSURE

In the event of school closures due to snowstorms or other emergencies, the school will post the information on the GCA Website www.gcaschool.com or will provide closure information to major TV network news for broadcasting. Generally speaking, if Calgary schools are open/closed, GCA is open/closed.

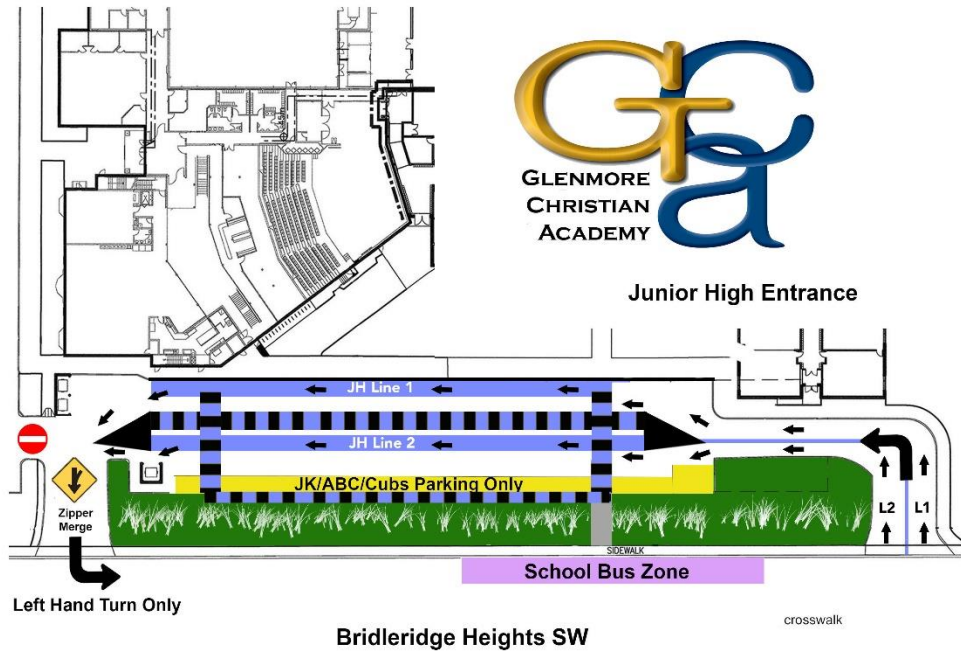
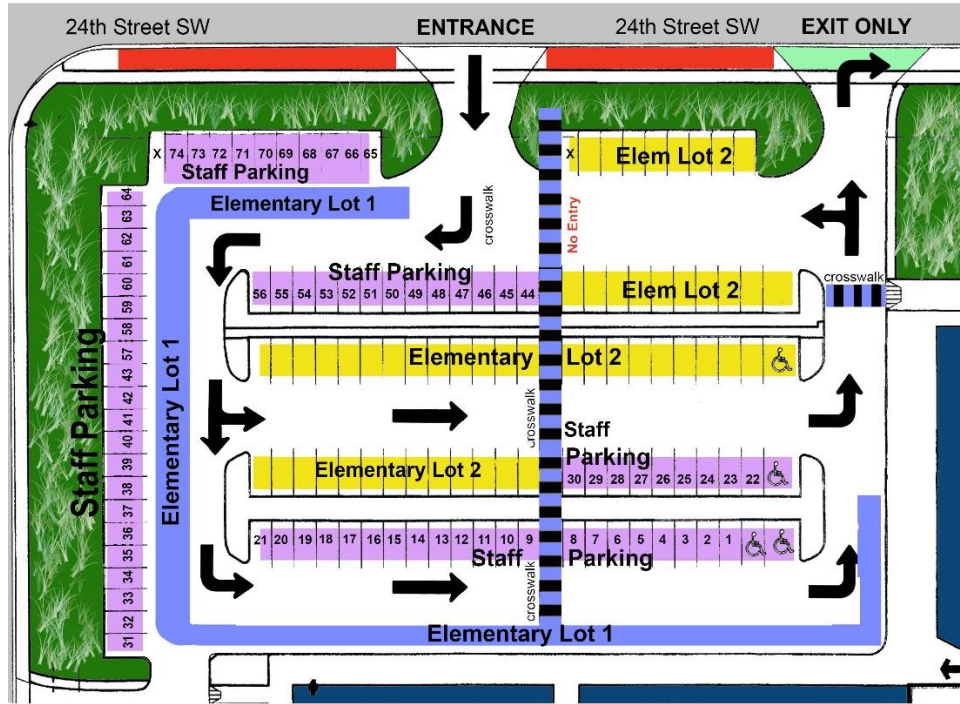
In the event of an emergency school closure or evacuation required during school hours, parents/guardians (or emergency contacts) will be contacted immediately to pick-up their child **OR** meet us at our designated **Emergency Evacuation location: SOBEY'S 2335 162 Ave. SW, Calgary, AB (403) 873-0101.**

PARKING LOTS & 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 at the "Kiss and Go" drop-off/pick-up zones; 5 minute maximum is recommended for drop-off (beginning at 8:05 am) or pick-up (after 3:20 pm).
- ***No parent parking in the staff designated rows (see map for details). Please do not park in these rows from 7:00 am to 4:00 pm; refrain from parking here during intramurals times.***
- Only designated recipients are permitted to use the "RESERVED PARKING" spots attained through GCA Auctions.
- Handicap Parking Permits are required to use the handicap parking spots.
- No double-parking anywhere in the lots.
- ***No stopping to drop-off or pick-up children anywhere in the parking lot, unless in a designated parking spot or in the "Kiss and Go" curbside lane.***
- Be mindful to the directions given by the GCA Staff Parking Lot Supervisors.
- Obey the signals and directions given by the staff at all crosswalks.
- **We request that there is NO GCA Pedestrian traffic walking along the 24th St. sidewalk at the NORTH ENTRANCE and EXIT of the parking lot from 8:00 to 8:45 am or 3:15 to 3:45 pm, as this stops the flow of traffic entering and leaving our parking lot during these busy times.**
- Violations to the GCA Parking Lot Procedures and Guidelines may be reported to the Calgary Police Services; repeated violations may result in removal of privileges to use the GCA Parking Lots.
- **PikMyKid app** is used for Elementary Students in order for each child to be dismissed at the end of the school day.

*****SEE Parking Lot MAPS on next page & watch the Parking Lot video FOR FULL UNDERSTANDING of REGULATIONS and procedures for the PARKING LOTS*****



LEGAL OR CUSTODY SITUATIONS

Any legal documentation in place to support custody arrangements, restraining orders, etc. will be upheld by GCA upon the receipt of such documents.

PETS

- Classroom pets are upon approval of GCA Administration, and must follow safety and health standards. Any medical concerns in a classroom are considerations taken into account for approval.
- Dogs and cats are not permitted on school grounds; they are to remain in the vehicle, unless approved entry by Administration or it is an official service dog.

Student Behaviour

***“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***

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 desire to help each student fulfill their God-given potential in all aspects of their person: physically, academically, socially, morally and spiritually.

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.

Appropriate 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 (Galatians 5:22 & 23).

Inappropriate behaviour may include, but is not limited to: significant disruptions, ongoing wilful disobediences, physical aggression, fighting, social alienation, gossiping, verbal aggression or threats, profanity, vandalism, disrespect to authority, possession/use of a weapon, stealing, ridicule, sexist or racist language, harassment, discrimination, intimidation, gang endorsement or involvement, acts of retribution, illegal acts, cyberbullying and bullying behaviour.

- Any person having knowledge of inappropriate student behaviour as listed above, should promptly report the information to the homeroom teacher and the administration.
- GCA students should have no expectation of privacy when GCA staff are investigating inappropriate student behaviour; GCA staff can search student lockers, backpacks, clothing, etc. without student or parent permission when required.

Student Code of Conduct and Joint Agreement Between GCA and Parents

- *Annually, students and parents receive the Student Code of Conduct and Joint Agreement Between GCA and Parents, and sign off on the annual Verification form showing commitment and support to abiding with the school's policies and procedures in this regard.*

Recess Expectations

- GCA strives to have *Home & School continuing to work together* in support of a safe, positive & respectful recess experience for all students.
- Teachers regularly go over the [GCA Recess Expectations](#) with students.
- Taking a moment to go over these expectations with your child at home will help reiterate the expectations, and will provide our elementary students with a continued clear understanding of these expectations.

Conflict vs. Bullying

GCA has invested in professional development training for both staff and students. Teaching and application (role playing) of strategies and information is actively taught to students and assists in our school's processes in dealing with student conflict and bullying. Information sighted below is from the *Dare to Care* resources.

Conflict usually happens between friends, classmates or peers in situations of equal power. It happens occasionally, is usually an emotional reaction to feelings, and is not seeking power. Students involved in conflict usually have remorse, have empathy for each other, take responsibility for their parts in the issue, and put in effort to solve the problem. Resolution and restitution takes place, and students move forward together with optimistic change in their behaviour choices.

"For this very reason, make every effort to add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love."

2 Peter 1:5-7



Positive reinforcement and encouragement for appropriate behaviours is a successful behaviour management technique used at GCA...catch someone being kind. Paper chains display the acts of kindness reflected at GCA.

Equipping our students with strategies and skills to apply in times of conflict provides support to the school community, as our students rise up and work to resolve their personal issues and become peacemakers.

Grade 5 Peer Leaders are trained to assist Grades 1 to 3 students in appropriate play together during recess times and support young students in practicing their conflict resolution skills.

On the other hand, **bullying** differs from conflict when there is an imbalance of power (students involved are not usually friends). In addition, the negative bullying actions are repeated, there is purposeful and intentional cruel behaviour, there is a serious threat of physical, emotional or psychological harm, there is strong reaction on part of the victim, there may be a seeking to gain material things or power from the victim, there is no remorse, the bully blames the victim, and there is no effort to solve the problem. A bully often has a lack of empathy and shows no remorse (except for being “caught”).

Direct teaching to all GCA students regarding bullying behaviours gives students empowerment to apply strategies and knowledge that they have learned to bullying situations. We also outline the consequences involved for bullying behaviours.

Students are to report any concerning behaviour situations to their homeroom teacher as soon as they occur, so a situation can be dealt with and resolved immediately. We can only deal with a concerning situation when it has been brought to our attention. If students inform parents of concerns when they get home from school, we ask for parents/guardians to address the situation together with their child and homeroom teacher, as soon as they receive pertinent information in this regard. Depending on the nature of the incident, administration may become involved.

Procedures for Inappropriate Behaviours:

1. First Incident – the teacher deals directly with the student/students involved.
 - ✓ Meet individually with the student(s) for corrective, teachable moment
 - ✓ Expectations are reiterated
 - ✓ Consequences are meaningful, short and concise
 - ✓ Focus is on the inappropriate behaviour, not value as a person
 - ✓ Student(s) involved show full understanding of the behavioural expectations and agree to follow the guidelines

2. Second Repeated Incidents – the teacher will record the incident and notify the parent of the repeated incident.
 - ✓ Documentation by the teacher of parent contact
 - ✓ School and Home team together to create the successful solution/strategy for the student's future behaviour choices
 - ✓ There may be further consequences determined by the teacher/administration
3. Third Repeated Incident – a meeting will be called by the teacher to meet with the parent(s) and student(s); the administration may be included
4. The teacher involves the Administration when:
 - ✓ Serious behaviours occur (fighting, sexual harassment, etc.)
 - ✓ If a student has been harmed as a result of unacceptable conduct
 - ✓ Documentation indicates student behaviour is not changing
 - ✓ Chronic tardiness/lateness, absences and homework incompletions with documentation

Any further repetition of a similar issue, the administration will determine the next steps and consequences. In such cases, parents/guardians will be notified by telephone.

Interventions and consequences may include, but are not limited to: community service at the school, GCA counselling (social skill training, Zones of Regulation, etc.), temporary withdrawal from the classroom, removal of privileges (i.e. classroom event participation, Patrol program, Peer Leadership program, Intramural program, recess, lunch in the cafeteria, field trips, etc.), homework detention, probationary status for a period of time, Behaviour Plan, 5 Point Scale, police involvement, in-school suspension, out-of-school suspension (official letter of suspension given to parent/guardian and placed in student's Cum file), etc. In situations of severe misconduct or breaking the Student Code of Conduct, the school may take such measure as expulsion, which will be recommended by GCA Elementary Administration to the Head of School.

Interventions and disciplinary consequences are intended to preserve the dignity and self-worth of all involved. Discipline and restitution create a balance that allows for learning from mistakes, learning appropriate behaviours and making amends.

High-Risk Behaviours

GCA responds to all high-risk behaviour concerns, in order to enhance a sense of safety and security for all in our school. 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, bullying, including cyber-bullying, verbal or written threats to kill or injure themselves or other. 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 Elementary Administration. Appropriate measures will be taken by administration to deal with the situation in a proactive way.

Homework Expectations

During class time, teachers carry out meaningful, thought provoking, and often, collaborative lessons. The interactive, cooperative nature between teacher and students, as well as student and student, cannot be duplicated. Inquiry based learning, as well as group discussion are often a part of the daily lessons. Throughout the lesson, teachers are monitoring, reflecting and adjusting their teaching based on their first-hand observations and assessments.

- ✓ “Homework and assignments” from the lesson are merely additional tools that the teachers use to assess the students’ learning.
- ✓ Each grade level will have homework, including daily Scripture memorization review, and an “At-Home Reading” program (specific to each grade level).
- ✓ Assignments and projects not completed during given class times are to be completed at home, and are to be handed in by the date they are due.
- ✓ Teachers will inform parents if their child has consistent, chronic incomplete assignments.
- ✓ Grades 4 & 5 student have Study Hall during lunch recesses as an option to catch up on homework completion or for test preparation. Teachers may require students attend to support assignment completion.
- ✓ Grades 4 & 5 students sign an annual *Homework Contract* to assist them in committing to doing their best to be responsible for their on-time, homework completion.
- ✓ Appropriate supports and/or consequences will be put in place for students with chronic incomplete or not handed in assignments/projects, and will be communicated to parents.

In the event your child misses an extended period of school outside of calendar holidays, please note the following:

- ✓ Teachers *may* provide *alternate assignments* for your child to complete based on the program of studies learning outcomes when your child returns from the duration of their absence; these assignments may or may not be the same as assignments completed in-class during the absence (see paragraph explanation below)
- ✓ Students may be required to complete specific assignments or projects missed during their absence (as per the teacher’s direction) *upon their return to school* in order for the teacher to determine achievement of curricular grade level learning outcomes missed while student was away
- ✓ Students may require additional help from parents or Study Hall sessions in order to ensure all required assignments missed during the absence are completed (as per teacher direction)
- ✓ When absent, students lose instructional time and in-class learning opportunities that are presented by the teacher that may not be able to be recreated or sent home for homework. A “homework package” of missed work will not be sent home prior to additional holidays taken by a family.

During class time, teachers lead *meaningful and thought provoking lessons, which sometimes includes group work or collaborative, hands-on activities*. The interactive, cooperative nature between teacher and students, as well as student and student, cannot be duplicated or “sent home to be completed”. In addition, inquiry based learning, as well as group discussions are always a part of the daily lessons. Throughout the lessons, teachers are monitoring, reflecting and adjusting their teaching based on their first hand observations and assessments of students’ understanding.

- Assignments and projects from the lesson are merely additional tools that the teachers use to assess the students learning of specific concepts presented during a lesson
- We understand that unexpected absences may occur; however, when possible, it is most beneficial when family vacation schedules ***follow the school calendar*** in order for your child not to miss designated class learning experiences

Academic Dishonesty: Cheating, Lying or Plagiarism

- Aspects of academic dishonesty includes ***cheating*** (i.e. copying other’s work or using cheat notes), ***lying*** (i.e. misrepresenting contribution to group work or lying about circumstances to obtain extensions), and ***plagiarizing*** (submitting or representing someone else’s work as one’s own).
- If a student is academically dishonest, the student will be addressed by the teacher who will also contact the parents, and inform Elementary Administration. The student may have an opportunity to redo the test or assignment, or they may receive a mark of zero. Additional consequences may be applicable, as determined by Elementary Administration.

Stolen Items

The loss of property is to be reported immediately to the Homeroom Teacher and/or Elementary Administration for investigation; although GCA is not liable for the loss or theft of students’ personal items, we will do diligence to try to locate the stolen item.

- ✓ Items that are lost may be recovered from the “Lost and Found” locations throughout the school.

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 pre-authorized payment plan for monthly withdrawals.



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, Executive Director of Finance, to discuss details at 403-254-9053 or l.price@gcaschool.com.

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 for details.

Tax Receipts

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

Student Activities

School-wide Buddy Program

In an effort to build greater community amongst our students, GCA has a School-wide Buddy program pairing our younger students with our older students. These students meet approximately 5 times throughout the school year to complete pre-planned activities under the direct supervision of both Junior High and Elementary teachers.

The School-wide Buddy grade level pairings are tentatively as follows:

Kindergarten and Grade 5	Grade 1 and Grade 9	Grade 2 and Grade 6
Grade 3 and Grade 7		Grade 4 and Grade 8

Extra-Curricular Opportunities for Elementary Students (but not limited to and subject to possible change...)

Activity	Grades	Time Frame	Time Commitment	Details
Spelling Bee	1-5	March – June	Studying on your own. One Saturday if chosen to represent GCA at the Webber Invitational Spelling Bee.	Students will be given an optional list of words to study usually in mid March. If students choose to participate, they can take part in their class spelling bee. If they are in the top two of their class, they may progress to their grade level bee. The top student from each grade will represent GCA at the Webber Invitational Spelling Bee.
Intramurals	4-5	October – June	Two to Three mornings per week (7:45-8:15 am).	Intramurals is broken into three different sports throughout the school year: indoor soccer, floor hockey, and basketball. Students can choose to register and play one, two or all three sports.
Handbells, Ukulele, Choral	TBD	Determined by Music teacher	One to Two lunch hours per week.	Performances will be included in Elementary Assemblies and Chapels, and possible outings.
Peer Leadership	5	January – June	One to Two recesses per week.	Supervised by Mrs. Fournier and Mrs. Schwarzer, students will be trained in conflict management and conflict resolution. They will then put their skills to the work by assisting Grades 1-3 students at recess and help to support minor conflicts as they arise.
Girls' Running Club	5	Fall & Spring	One to Two lunch recesses per week.	Supervised by Mrs. Lee and Mrs. Schwarzer, the girls will enjoy a time of outdoor running/jogging to develop health and friendships outside of the classroom.

Music Academy

Glenmore Christian Academy offers private violin/viola and piano lessons during the school day. Students enrolled in the Music Academy will have their lesson scheduled weekly during a non-core subject for a 30 minute private lesson.

For more information regarding the Music Academy, please contact:

Ruth Fritzke (Piano) r.fritzke@gcaschool.com

Dorcas Ng-Tsang (Piano) d.ngtsang@gcaschool.com

Taryn Fulkerson (Flute) t.fulkerson@gcaschool.com

Study Hall

Study Hall is available to all Grades 4 and 5 students daily from 11:40 am – 12:05 pm. Gr. 4 or 5 teachers/EA's will supervise and work with students who need to get caught up on missing work or who need a little extra support to fully understand a concept. Students may request to go to Study Hall if they feel they need help, or a teacher may ask a student to attend if the teacher feels that the student is falling behind on their work completion. Study Hall is to be a quiet workspace and not a place for students to go to hang out. Therefore, in order to get into Study Hall, students will need to receive a pass from their teacher indicating the goal for the time spent in Study Hall each day.

School Events (but not limited to and subject to possible change...)

Event	When it is	Description
Literacy Week	Spring	This is a week where we spend time as a school focusing on reading and writing. Each day there will be: "Drop Everything and Read" (DEAR) and "Drop Everything and Write" (DEAW) times. We also have reading challenges, activities, guest readers, and two exciting assemblies through out the week.
SEED Week (Spiritual Emphasis Every Day)	Usually March	During this week there will be a daily Chapel focusing on helping students go deeper in their relationship with Jesus. Morning devotions will be focused on the theme as well, and various activities will be planned for the students to participate in throughout the school days during this week.
Elementary Track Day	Late June	This is a half-day event, which is the culmination of the Track and Field unit taught in PE. Students will move from station to station in their homeroom participating in track and field activities, such as hurdles, high jump, discus, etc. As this is a fun day encouraging participation and the learning of new sport activities, no medals or ribbons are given out. Students are permitted to wear athletic attire for this day.
Summer Send-Off	Afternoon of second last day of school	This is an outdoor (weather permitting) half day activity celebrating the end of the school year. During this afternoon, students will move from station to station in their homeroom class grouping led by trained Grade 5 students. Each station is supervised by teachers. This is a themed dress down day. Homeroom teachers will inform parents/guardians of this dress down theme in early June.

General Information

CAFETERIA

For CAFETERIA questions or concerns, please email cafeteria@gcaschool.com or call 403-254-4085.

Seating

All students in JK to Gr. 5 eat lunch in the cafeteria daily. Grades 1-3 eat lunch from 11:40 – 12:05. Kindergarten, Grade 4 and Grade 5 eat lunch in the cafeteria from 12:05-12:30. Kindergarten to Gr. 5 students have assigned seating.

Pre-ordering

If you have a student in JK to Grade 3 you will need to use the ordering system. This site allows you to pre-order your child's lunch so that it will be pre-set and waiting for them as soon as they arrive at their seat/table to have lunch in the cafeteria. The system is easy to use but you will **need to know your child's classroom number** as well as their **pre-assigned seat number** which will be emailed to you with your child's class list. To order, you may access the system as per directions emailed to families by the GCA Cafeteria Services. Follow the instructions to order and ensure there are appropriate funds in your child(ren)'s account. **Orders must be placed by 9 am to receive a lunch that day.** We also recommend pre-ordering for children in Gr. 4 & 5 to help the line-ups move quicker for these students when picking up their lunch order.

Should you have a lunch ordered for a day your child is not attending school, call the cafeteria and cancel the lunch **prior to 9 am the day they are away** and the lunch will be canceled with no charges for that day. **Lunches that are not cancelled by 9 am the day of the absence will be charged to the account.** The Cafeteria ordering system will show lunches and snacks available at least one full week ahead. Please remember when ordering your child's lunch that beverages are not included with the lunch and need to be ordered additionally when you order the lunch item. Should you have any questions please contact the cafeteria staff at cafeteria@gcaschool.com or 403-254-4085.

Cafeteria Accounts

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 11:15 am and 1:00 pm daily, as the cafeteria staff are very busy serving students' lunches. 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.

Menu information

Monthly menus and ordering links can be found at <http://www.gcaschoolevents.com/cafeteria> .



STUDENT AGENDAS

Grades 3 to 5 students have an agenda planner. This planner is designed to help keep track of daily homework, forthcoming tests and school events. It is also a communication tool for teachers and parents. Students will be taught and encouraged to develop the habit of using their agenda effectively.

STUDENT LOCKS

Gr. 4 & 5 students receive two locks at the start of the school year; both locks are set to the same combination. These locks are used for the hallway locker and P.E. Locker Room locker. Students are not to bring their own personal locks to use at school. Should a student lose a lock, the replacement fee is \$10 per lock. Both locks are to be returned at the end of June or the 'lost fee' is to be paid prior to receiving their Yearbook.

BIRTHDAY CELEBRATIONS

If you would like to bring in a small treat for your child's birthday, please inform your child's homeroom teacher so that they are aware of a treat coming in. All treats that are brought in must not have nuts and may not contain nuts (including tree nuts). If you are baking the treat, for the safety of our students with allergies, please also send in a list of ingredients used in the baking.

Mr. Gonsalvez brings a small nut free treat to each student on his or her birthday. July and August birthdays will be celebrated on the student's half birthday, which occurs in January and February for students born in July and August. If you would prefer that your child did not receive this treat, please contact Mr. Gonsalvez (s.gonsalvez@gcaschool.com) and he will arrange for an alternate reward for your child.

OUT-OF-SCHOOL-CARE Program (OSC)

GCA Elementary provides parents/guardians with out-of-school care services for children aged 3 to 11 years in the **ABC Program** (before and after school care for students aged 5-11 years old), **Junior Kindergarten Program** (Kindergarten-readiness classes for children aged 4 by December 31st of the given school year), and the **Royal Cubs Program** for Kindergarten students to attend on their non-Kindergarten days. In addition, childcare is provided for registered students for many of the school year's Professional Development Days scheduled each year (child must be registered and signed up for each date to confirm their spot, as limited spots are available).

During the last week of August, a Junior Kindergarten and an ABC *Parent Orientation Meetings* are schedule for all parents to attend; this orientation meeting goes over the important policies and procedures of the programs, as well as the confirmation that all regulation documentation has been completed before the school year commences.

There are no OSC programs provided on the first day of the school year. The ABC program (Before and After School program and Cubs program) begins on the first full day of school. See the *JK Daycare* calendar and the *JK Morning Class* calendar for details pertaining to the start dates for these programs.

The GCA OSC and Daycare programs are non-profit organizations operating as provincially accredited and Licensed Child Care Facilities, regulated by the Alberta Child Care Licensing Act, and these programs follow provincially approved Program Plans according to regulations established under this Act. GCA Elementary Administration oversees the operation of these programs. For more information about the OSC or Daycare Program services, please contact the Elementary School Office for general inquiries, or your child's OSC or Daycare Teachers/Staff for specific student or program scheduling details or inquiries. You may also refer to these programs' specific Parent Handbooks for full policies and procedures.

Thank you so much for partnering with us, as we work alongside of your family to provide excellent education for your child/children here at GCA. May God continue to bless and keep you and your family.