

# SPRINGS

C H R I S T I A N   A C A D E M Y

## **HANDBOOK**

**Pursuing Christ. Pursuing Excellence.**

<http://springschristianacademy.ca/>

[info@springs.ca](mailto:info@springs.ca)

## **WHAT'S NEW AND UPDATED**

<a href="#">Vision of SCA</a>	5
<a href="#">Mission and Purpose of SCA</a>	5
<a href="#">Philosophy of SCA</a>	5
<a href="#">Emergency Procedures</a>	24
<a href="#">Exams</a>	24
<a href="#">Security and Safety</a>	32
<a href="#">Student Services</a>	34-37

## **RECOMMENDATIONS**

<a href="#">Communication</a>	16-17
<a href="#">Dress Code</a>	23
<a href="#">Emergency Closures</a>	23
<a href="#">Security &amp; Safety</a>	32
<a href="#">Social Media</a>	33
<a href="#">Student Placement</a>	34
<a href="#">Visitors</a>	38

## TABLE OF CONTENTS

ADMINISTRATIVE WELCOMES	4
VISION OF SCA	5
MISSION AND PURPOSE OF SCA	5
PHILOSOPHY OF SCA	5
NOTICE OF NON-DISCRIMINATORY POLICY	5
SPIRITUAL EMPHASIS – OUR FOUNDATION	6
STATEMENT OF FAITH	7
ADMISSION PROCESS	9
ASSESSMENT & EVALUATION	11
ATHLETICS	12
ATTENDANCE	13
AWARDS CEREMONIES	13
BEFORE & AFTER SCHOOL DROP OFF AND PROGRAM	13
BOARD OF DIRECTORS	15
CELL PHONES / ELECTRONIC DEVICES	15
COMMUNICATION	16
CONDUCT	17
CONFIDENTIALITY	19
COUNSELLING	19
COURSES	20
DRESS CODE	23
EMERGENCY CLOSURE	23
EMERGENCY PROCEDURES	24
EXAMS	24
EXEMPTIONS FOR EXAMS	24
EXTRA-CURRICULAR OPPORTUNITIES	25
FIELD TRIPS	26
FINANCIAL INFORMATION	26
HONOUR CODE	28
INCLEMENT WEATHER & RECESS	28
LEADERSHIP	28
LEGAL MATTERS	28
LIBRARY POLICY	29
LOST & FOUND	29
LUNCH	29
MEDICAL	29
OFF-CAMPUS PRIVILEGES	30
PARENT ADVISORY COUNCIL	30
PHOTOS/VIDEO OF STUDENTS	31
PLAGIARISM / ACADEMIC DISHONESTY	31
SCA PRESCHOOL	31
SCHOOL NEWS	32
SECURITY & SAFETY	32
SOCIAL MEDIA	33
STUDENT ILLNESS & ACCIDENTS	33
STUDENT PLACEMENT	34
STUDENT SERVICES	34
TECHNOLOGY & NETWORK AGREEMENT	37
VISITORS	38
VOLUNTEERS	38

## ADMINISTRATIVE WELCOME

### WELCOME TO SCA



We believe enrolling at SCA is making an investment in your children for today, for the future and for eternity. We focus on Jesus and His Lordship in all aspects of education. We work with families to ensure the principles of the Word that are taught at home and church are being taught at school. Our mandate, as given to us by the School Board, is to disciple born-again Christian students and to serve Christian families who are actively involved in their local church and living in accordance with God's Word and with Springs Church.

**Kim Fuller**  
SCA Principal



We are proud of our teaching and support staff who are role models of Christ for students. Staff provides a caring, nurturing, and supportive environment for learning. Staff works alongside parents to help guide students to make Godly decisions in their attitudes, words and actions. We are preparing our students to be leaders who impact the community and the world for the glory of God.

Thank you for making SCA your educational choice.

**Wesley Meyer**  
SCA Vice Principal

## **VISION OF SCA**

Developing Christ-centered leaders through excellence in education.

Alumni who impact their world while/by growing in Christ and pursuing excellence. Daniel 1:20 (GNT) No matter what question the king asked or what problem he raised, these four knew ten times more than any fortune-teller or magician in his whole kingdom.

## **MISSION AND PURPOSE OF SCA**

Pursuing Christ. Pursuing Excellence.

Our mission is to work with parents in providing a Christ-centered education for their children. As a staff it is our passion to see our students grow in their relationship with Christ and live a life that is honouring to God.

## **PHILOSOPHY OF SCA**

SCA's philosophy is based on the Word of God. The primary objective of SCA is to work together with parents and the Church in training students to live a Christ-centered life while providing them with a high-quality education. Students are instructed in Biblical principles infused in all curricular areas. Emphasis is placed on the acquisition of knowledge and skills while developing and exercising higher level thinking processes. Recognized and proven teaching methods are utilized in our school. Recognizing differences in innate skills, giftings, and ability, we encourage and expect each student to do their best as unto God and not to man and helping them find the path on which they can be successful. We believe in training students to grow in wisdom and in right relationships with God and others.

Developing character is an important element at SCA. To obey, to do right, to love God, family and others, and to always measure one's attitudes according to the principles proclaimed in the Scriptures are characteristics we strive to instill in each student. Together with the family and church we equip students in fulfilling God's amazing plans for their lives.

## **NOTICE OF NON-DISCRIMINATORY POLICY**

Having met admission requirements, SCA admits students of any race, colour, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and bursary programs, athletic and other school administered programs.

## **SPIRITUAL EMPHASIS – OUR FOUNDATION**

The heart of Christian Education at SCA is to infuse Biblical principles into all we do giving a spiritual emphasis to the daily routine of school. As a ministry of Springs Church, our culture is “spirit contemporary”. We allow the Spirit of God to move while we teach in a contemporary way to help our students understand the Bible and how it is relevant in their lives today.

### **PRAYER**

Each school day is opened with Scripture reading and/or prayer. In the Elementary, students take turns reading Scripture and praying daily over the intercom. In Middle School and Sr. High, there is a “Student in the Spotlight” each day, where a student reads a verse, explains what it means to them and then prays over the intercom. Meetings and activities are generally started with prayer.

### **CHAPELS**

Elementary students have Chapel once per week. Throughout the year, each class will present a Chapel with songs, skits, or games. Other Chapel times will feature guest speakers. Middle School and Sr. High students have Chapel every second week. Chapels feature a student-led Praise & Worship team and dynamic speakers from Springs Church.

### **DAILY BIBLE CLASS**

All students enrolled at SCA must take Bible. Each grade level has a specific curriculum relevant to students at that age. Students will be challenged to grow in their faith as they find out more about God and who they are in Christ. In Middle School and Sr. High, many classes have students prepare “sermonettes” to share with their fellow classmates.

### **CHARACTER BUILDING**

We are interested in developing Godly character in each student according to the Word of God. We want to ensure that the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control – is exhibited in every student. Students will be reminded of Biblical standards when behaviour is corrected and will be praised for showing Christ-like character.

### **SPIRITUAL EMPHASIS RETREATS**

Students from Grades 5 to 12 have opportunities to participate in Spiritual Emphasis Retreats. Students may go to “camp” where there are great activities including times for prayer, devotions and Chapels. Students may go on an extended field trip (i.e. Memphis for Grade 8 students) where the educational outcomes are linked to Biblical principles. Students may serve in the Inner City to learn more about compassion and helping others. The goal is to allow students to develop in their friendships with their peers while at the same time, growing their relationship with God.

### **MINISTRY/MISSIONS**

Throughout the year, students will participate in a variety of ministry opportunities. Classes collect money and gifts for various organizations such as Samaritan’s Purse, Siloam Mission, Winnipeg Harvest and Springs Inner City. Students often support missions’ projects, such as Watoto in Uganda, Africa.

### **BIBLICAL INTEGRATION**

Biblical truth is infused into Chapels and special activities, as well as all classes, and all subject matter at every grade level. Our teaching staff is adept at Biblical integration. For example: In Math: - when teaching on the number line also sharing how God has no beginning or end (Revelation 1:8, 21:6). In English: - comparing a character in a novel to a Biblical person. In Science: - teaching creationism. In Phys Ed: - talking about how our body is the temple of the Holy Spirit (1 Corinthians 6:19). When teachers plan their lessons and units, taken from the Manitoba Curriculum, they purposely plan how they can integrate God’s Word in a relevant way into their course material.

### **ROLE MODELING**

Students spend a large portion of their day in school. One of the most important elements SCA can offer is excellent role models for your children. While no one is perfect, each staff member your child encounters at school has a Christian testimony and is active in their local Church. Staff use “teachable moments” to share what God is doing in their own life, to encourage or to correct students. Staff shares the same values and morals and will always point students to the Scriptures.

## **STATEMENT OF FAITH**

**We believe... THE SCRIPTURES** – The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, established through the death, burial, resurrection and ascension of the Lord Jesus Christ as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (2 Timothy 3:16; 1 Thessalonians 2:13; 2 Peter 1:21)

**We believe... THE GODHEAD** – Our God is one, but manifested in three persons – the Father, the Son, and the Holy Spirit, being co-equal. (Philippians 2:6) God the Father is greater than all: the sender of the Word (Logos) and the Begetter. (John 14:28; John 16:28; John 1:14)

The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning. (John 1:1; John 1:18; John 1:14)

**We believe** in the Lord Jesus Christ, the Saviour of all men, conceived by the Holy Spirit, born of the Virgin Mary. He is totally God and yet, totally Man. (Luke 1:26; John 1:14-18; Isaiah 7:14, 9:6)

**We believe** Christ died for our sins, was buried and rose again on the third day. (1 Corinthians 15:1-4; Romans 4:25)

**We believe** in the bodily ascension of Jesus to Heaven. The Holy Spirit proceeds forth from both the Father and the Son and is eternal. (John 15:26)

**We believe that** the operation of the gifts and ministries of the Spirit that are listed in 1 Corinthians 12 & 14 and Ephesians 4 are still relevant for us today.

**We believe... MAN, HIS FALL AND REDEMPTION** - We believe all people were created equal. (Genesis 1:27; Genesis 5:1-2; James 2:1-9)

**We believe** our bodies are not to be abused. (1 Corinthians 6:9-20; Ephesians 5:18; Proverbs 23:20-21; Proverbs 31:4-5)

**We believe** life starts at conception in the womb. Life is therefore sacred and deserving of protection beginning at conception. (Jeremiah 1:4-5; Psalm 139:13-16; Romans 8:28-31; Ephesians 1:4-6, 10-12)

All people were created in the image and likeness of God. Through Adam's transgression and fall (voluntary disobedience) sin came into the world. "...All have sinned and come short of the glory of God," and "There is none righteous, no, not one." Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God. (Romans 5:12-15; Romans 3:10; Romans 3:23; 1 John 3:8)

**We believe** that while we were still sinners, Christ died for us, offering forgiveness to all who believe in Him. (John 3:16; Romans 5:8) Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God. (Ephesians 2:8-10)

**We believe... ETERNAL LIFE AND THE NEW BIRTH** – Man's first step toward salvation is godly sorrow that worketh repentance. We believe that upon sincere repentance and whole-hearted acceptance of Christ, we are forgiven and made perfect before God. We believe that salvation is a spiritual new birth that offers new life in Christ. The New Birth is necessary to all men, and when experienced produces eternal life. (1 John 1:1; 2 Corinthians 5:17; John 3:5-7; 2 Corinthians 7:10; 1 John 5:12; John 3:3-5)

**We believe... COMMUNION AND WATER BAPTISM** – These are ordinances to be observed by the Church during the present day. We believe in the commemoration of the Lord's Supper by the use of the bread and the juice of the vine. (1 Corinthians 11:24-25)

Baptism in water is by immersion, a direct commandment of our Lord, an outward sign of an inward work, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19; Romans 6:4; Colossians 2:12; Acts 8:36-39)

**We believe... BAPTISM IN THE HOLY SPIRIT** – The present day ministry of the Holy Spirit is to comfort and guide the believer, with the final purpose of glorifying the Lord Jesus Christ in the earth. During this age, He indwells, guides, instructs, and empowers the believer for godly living and service. The Baptism in the Holy Spirit and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the New Birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Matthew 3:11; John 14:16-17; Acts 1:8; Acts 2:38-39; Acts 19:1-7; Acts 2:4)

**We believe... SANCTIFICATION** – The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return. (Hebrews 12:14; 1 Thessalonians 5:23; 2 Peter 3:18; 2 Corinthians 3:18; Philippians 3:12-14; 1 Corinthians 1:30)

**We believe... SEXUAL RELATIONSHIPS** - We believe marriage is a covenant union between God, one naturally born man and one naturally born woman. This covenant is a spiritual and legal contract performed by a minister of the Gospel in the presence of witnesses. (Matthew 19:4-6; Mark 10:6-9)

Sex was designed by God and is only acceptable when occurring between one naturally born man and one naturally born woman within the confines of a covenant marriage. (Genesis 2:23-25; Acts 15:28-30; 1 Corinthians 6:17-19; 1 Corinthians 7:1-3; Galatians 5:19-21; Thessalonians 4:2-4; Leviticus 18:22; 1 Corinthians 6:9 (Amplified); Leviticus 20:13; Romans 1:21-32)

**We believe... DIVINE HEALING** – Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ, and is the privilege of every member of the Church today. (Mark 16:18; James 5:14, 15; 1 Peter 2:24; Matthew 8:17; Isaiah 53:4, 5)

**We believe... CHURCH RELATIONSHIPS** – We believe that there is one true universal Church that is made up of genuine believers. However this one universal Church is composed of many local churches in different localities. (Acts 15:22; Matthew 16:18, 18:15-20) The Universal Church of the Lord Jesus Christ is composed of all those who are born again. Through the new birth we are united together in the Body of Christ. Jesus Christ is the Lord and Head of the Church, and has provided leadership for the local church through ministry gifts, which only He can give. It is the Christian's responsibility to identify with a local church and to support it with their time, gifts, and finances. (Colossians 2:19; Ephesians 4:12; Colossians 1:18; Colossians 3:15; Acts 16:5; Hebrews 10:25)

**We believe... TITHES AND OFFERINGS** – Believers should give tithes and offerings to their church to support and spread the cause of Christ. (Malachi 3:10; 2 Corinthians 9:7)

**We believe... RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD** – The pre-millennial second coming of Jesus Christ is two-part in nature; He will come in the air to resurrect the righteous dead and catch away the living saints. (1 Thessalonians 4:16-17) He will then before the millennium come to the earth to establish His physical Kingdom and begin His thousand-year reign. (Revelation 20:6) The angels said to Jesus' disciples, "...this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen Him go into heaven." His coming is imminent. When He comes, "...the dead in Christ shall rise first; then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." (Acts 1:11; 1 Thessalonians 4:16-17) Following the tribulation, He shall return to earth as King of kings, and Lord of lords, and together with His saints who shall be kings and priests, He shall reign a thousand years. (Revelation 20:6)

**We believe... HEAVEN** – We believe that Heaven is the glorious eternal home of believers, the place that the Lord Jesus said He was going to prepare. (John 14:1-3; Revelation 7:15-17)

**We believe... HELL AND ETERNAL RETRIBUTION** - The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the lake of fire and, therefore, has no further opportunity of hearing the gospel or repenting. The lake of fire is literal. The terms "eternal" and "everlasting", used in describing the duration of punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God. (Hebrews 9:27; Revelation 19:20).

We believe that the Devil is a real spiritual person who will eventually be judged with his angels in the Lake of Fire. (Matthew 25:41; Revelation 20:10-15)



# ADMISSIONS PROCESS

SCA serves as an extension of the Christian home and church. At least one parent and the student(s) must give clear testimony of Jesus Christ as personal Lord and Saviour and must be actively attending their home Christian Church on a regular basis. Volunteering/involvement in their home church should be a natural outflow of being plugged into a local church and is required to be considered for Admissions. Only parents and prospective students living in accordance with God's Word and Springs Church Statement of Faith will be considered for admission. Families living outside the Biblical definition of marriage, including, but not limited to couples living common law, will not be considered for admissions.

## SCA ADMISSIONS TEAM

[admissions@springs.ca](mailto:admissions@springs.ca)

204-235-0863

## NEW FAMILY APPLICATIONS

### STEP 1 - COMPLETE ONLINE STUDENT APPLICATION

Parents can apply through our website, at [springs.ca/admissions](http://springs.ca/admissions), where they can create a Parent Portal Account through our [SCA's online enrollment platform](#). Once you've created an account, you will be able to start a New Student Application.

### STEP 2 - COMPLETE ADMISSIONS CHECKLIST

After you have submitted your child(ren)'s application, our admissions team will review your file. Once we have done that, we will notify you to please log back in to your Parent Portal account to see a checklist of items to complete your application. The ADMISSIONS Checklist items will include steps like reviewing SCA's Statement of Faith, Student Handbook, Honour Code, Tech Agreement, signing your Parental Agreement and more. If you would like to get started, please head to our [admissions](#) page to begin reviewing some of these documents.

As per the Checklist, Parents will also upload the following:

- > Copy of Birth Certificate (and any legal name changes)
- > Medical history (if applicable)
- > Most recent report card or official transcript, IEP, etc.
- > Any information regarding your child's additional needs academically
- > Application fee + Method of Payment for Tuition
- > Any information that may help us understand your unique family situation: custody, restraining orders (legal documents only), etc.
- > Parent Photo ID

### STEP 3 - COMPLETE PASTORAL REFERENCE + MEET WITH YOUR PASTOR

As per your Admissions Checklist, please download and print the Pastoral Reference from the SCA website, or obtain a printed copy from the School Office. Please note, the Pastoral Reference is **required annually**, signed by a Pastor of the church you are currently attending.

### STEP 4 - ENTRANCE INTERVIEW

Once your Checklist is complete, and we have received your approved Pastoral Reference, we will contact you to book an Entrance Interview. If an assessment is required, we will also contact you to book an assessment with our Student Services department.

### STEP 5 - NOTIFIED OF STATUS OF ACCEPTANCE

Following the successful completion of Steps 1-4, a notice of acceptance will be given by the Administration. At this time you will be asked to login back into your Parent Portal account to complete the ENROLLMENT Checklist which includes signing your contract, confirming your method of payment for tuition fees and learn more about our Before & After School Program and Shuttle Bus.

Please note that you will be required to complete the contract and enrollment checklist within 30 days in order to hold a spot in your child's grade. Once you have completed the checklist and our Administration has reviewed and countersigned the contract your enrollment process will be complete.

## RETURNING FAMILY APPLICATIONS

### STEP 1 - COMPLETE ONLINE STUDENT RE-ENROLLMENT APPLICATION

Once notified by our Admissions Office that re-enrollment is open, Parents can log into their [Parent Portal account](#), and complete the ENROLLMENT checklist provided. The ENROLLMENT Checklist includes signing your Parental Agreement and Tuition contract. The checklist also includes steps like reviewing SCA's Statement of Faith, Student Handbook, Honour Code, and Technology Agreement. If you would like to get started, please head to [SCA's Admissions](#) page to begin reviewing some of these documents. Please note that you will be required to complete the contract and ENROLLMENT checklist by the due date indicated when re-enrollment was announced open in order to hold a spot in your child's grade.

#### STEP 1a - ADD A NEW STUDENT

If you are a current SCA family and wish to start a new application for a child that is not yet attending SCA (for example, a student entering Preschool), head to your Parent Portal account main page. There you will be able to "Add a New Student", and begin a New Student Application.

### STEP 2 - COMPLETE PASTORAL REFERENCE + MEET WITH YOUR PASTOR

As per your ENROLLMENT Checklist, please download and print the Pastoral Reference from the SCA website or your Parent Portal account, or obtain a printed copy from the School Office. Please note, the Pastoral Reference is **required annually, signed by a Pastor of the church you are currently attending.**

### STEP 3 - NOTIFIED OF STATUS OF ACCEPTANCE

Following the successful completion of Steps 1 & 2, including an approved Pastoral Reference, a notice of acceptance will be given by the Administration. Once you have completed the checklist and our Administration has reviewed and countersigned the contract your enrollment process will be complete.

### RE-ENROLLMENT FOR STUDENTS WITH ADDITIONAL NEEDS

Due to the government funding process, we require all re-enrolling students with additional needs to complete the registration process by March 1st. This allows us to properly prepare and offer the best possible educational options for your child. Parents must disclose to SCA, in advance, every potential or probable time required of our Student Services, including Clinician services. Failure to accurately inform SCA about these needs, or a change in needs, may lead to the discontinuation of the school's ability to meet the applicant's needs in the future. This could result in the potential removal of the student from SCA. SCA reserves the right to determine whether we are able to meet the learning needs of students with additional needs from year to year.

### SCA POLICY ON CONSIDERING ENROLLMENT FOR STUDENTS WITH ADDITIONAL LEARNING NEEDS

Our desire at SCA is to educate each child to the very best of our ability, and to meet their learning needs. Due to the government funding process, we require all new prospective students with additional needs to complete the registration process by February 15<sup>th</sup>. Since learning needs vary from child to child, in order for us to best determine whether we believe these learning needs can be met, we have a policy to review previous school or Preschool records (such as report cards and individual learning plans) for each application we receive.

If the school has noted that additional supports are required for a particular student, we then have a conversation with the school, after we receive signed permission to do so from parents or guardians. The purpose of this contact is to determine that we have adequate supports in place to provide an optimal learning environment for each child, before deciding on whether to accept them. We believe that this is in the best interests of the child, his/her family, and SCA. We also require parents/guardians of children who are demonstrating additional learning needs to be open to receiving other supports, such as conferring with their family physicians or allowing input from clinicians (such as school psychologists and/or Speech Language Pathologists), if in the opinion of SCA, these children could benefit from such support.

SCA reserves the right to refuse admission for children for whom we do not believe we have adequate resources (either staff or facility, or a combination of both) to support every child's learning needs.

## **ADMISSION FOR INTERNATIONAL STUDENTS**

The process of admission for International Students follows the same steps outlined in the Admission section of the Handbook. Once the Admissions steps are complete, SCA will provide a Certificate of Studentship (if required) for student Visa purposes. SCA requires additional information upon acceptance such as:

- Copy of Student Visa/Residency card (if obtained prior to enrolling)
- Copy of Health Insurance (application forms available at the school offices)

SCA has initiated an EAL (English as an Additional Language) program to assist International Students in their studies. This program includes specific activities in a class setting for EAL students, focusing on vocabulary development, reading comprehension, speaking, listening and writing skills. It is highly recommended that EAL students not enroll in French classes for at least their first year.

## **ADMISSION AFTER GOVERNMENT FUNDING DEADLINE (September 30th)**

Due to the fact that we do not receive government funding for students who enroll after the funding deadline, we have in place an additional fee for those who register after the deadline. For every month you are enrolled in that first school year, you will be charged an additional fee of \$250.

## **ASSESSMENT & EVALUATION**

### **STUDENT PROMOTION**

The decision to promote students will be made by the teacher(s) of the student, together with the Administration and parents. Sufficient progress by the student must be made during the school year. The receiving teachers must be assured that the advancing student has the core knowledge and skills required to begin the next level of study. Junior High students may be retained if three or more courses are failed. Senior High follows the Provincial School Credit System.

### **REPORTING TO FAMILIES/STUDENTS**

#### **Preschool - Grade 5**

At the beginning of the year, teachers contact each of their students' families to initiate communication. Below level achievement is monitored and communicated to parents. Parents are encouraged to contact the teachers at any time to inquire as to their child(ren)'s progress and are encouraged to attend September's Welcome and Meet The Teacher and Student Progress Conversations at the end of Terms 1 and 2. Teachers are available to discuss your child's progress through email, scheduled appointments or informal visits.

The Elementary School year is divided into three terms. Report cards are issued at the end of the first two terms with a final report card issued at the end of the school year.

#### **Grade 6 - Grade 12**

The school year is divided into two semesters which are divided into two terms. Parents have access to student's marks and attendance through the Edsebli Parental Portal on an ongoing basis throughout the term (except when teachers are finalizing report cards). This gives parents and students an indication of how a student is progressing and what work may still be outstanding. A report card is issued at the end of each term with percentage grades.

Student Progress Conversations are scheduled in November and April for Sr. High (Grades 9-12), halfway through each semester. In Middle School (Grades 6 to 8), Student Progress Conversations are conducted in November and February after the end of Term 1 and Term 2.

Bible teachers initiate contact with parents of their students at the onset of each year. Below level achievement is monitored and communicated to parents. Parents are strongly encouraged to participate in Student Progress Conversations. Teachers are available to discuss your child's progress through email, scheduled appointments or informal visits.

Exam exemptions give Grades 9-12 students, who meet the criteria, an opportunity to opt out of writing final exams. To be eligible for exemptions, students must have an overall average of 80% or better in the course and must have an excellent attendance record. All absences are tracked for exemption purposes. All students must write mandatory exams. (see Exemptions for Exams, for detailed information)

### **Late and Incomplete Assignments:**

Students are responsible for their behavior in the classroom and the school. They are also required to provide evidence of meeting the required curricular outcomes within the time frame specified by the teacher, and in a manner approved by the teacher. There will be consequences for not completing assignments or for submitting assignments late.

Late or non-submitted (NHI) assignments can result in:

- Not accepting the assignment for evaluation with a mark of "0"
- If handed in late, student could receive up to 10% per day to a maximum of 50% off the original overall assignment
- All assignments must be completed by the end of the course or by a deadline as established by the teacher. If these conditions are not met, a mark of "0" will then be recorded

### **How can parents help their child with homework?**

- Step 1: Invest in the supplies and materials needed to work in an organized and productive way.
- Step 2: Provide a study area that is conducive to learning and furnish it with the appropriate tools for learning.
- Step 3: Help your child to plan and use time wisely.
- Step 4: Know the teacher and be aware of school policies and procedures.
- Step 5: Teach your child simple study skills.
- Step 6: Establish homework routines and be available to help.

## **ATHLETICS**

### **EXTRA-CURRICULAR SPORTS**

Athletics play a key role in life at SCA. Students are encouraged to participate in competitive sports and intramurals. Students compete in Soccer, Golf, Cross-Country, Track & Field, Volleyball, Basketball, and Badminton. We are always looking to add new sports. SCA Athletes play in the Louis Riel School Division and Zone 12 MHSAA, and are governed by their policies. Spectators are encouraged to attend in support of our athletes and must abide by MHSAA rules of conduct.

### **PRACTICES & GAMES**

Sports teams practice before or after school hours and on weekends as scheduled by the Athletics Department. Students must arrange their own rides and abide by the school's Athletes Code of Conduct while at or participating in practices or games. Attendance at practices and games is vital to produce team excellence. We ask that you use indoor shoes, with non-marking soles only. No food or drink is allowed in the gym. For PE classes, students are required to wear modest shorts or sweats of proper length as well as an SCA t-shirt. All jewelry must be removed for PE classes.

### **LATE PICK-UP FEES**

**All children must be picked up from their practices or games in a timely manner. There will be a \$10.00 surcharge per child for every ten-minute period after the designated end of a game or practice.** If a child is not picked up 30 minutes past the designated pick-up time, the surcharge is \$10.00 for every 5-minute period. It is the responsibility of the **parent to be on time or to arrange a ride** for their child if they cannot be on time. Children picked up late on a regular basis may be suspended or removed from the team. A bill will be sent from the school.

### **FAIR PLAY**

In Middle School league play, "fair play" is in effect and SCA follows Louis Riel School Division guidelines. Fair play for volleyball is defined as each player on the team playing for the equivalent of one full set during the regular season and must play for a considerable amount of time in playoffs. Fair play for basketball is defined as each player on the team playing in every game, with the amount of playing time being significant (recommended: 5-7 minutes per game per player). All players must play the minimum of one shift in the first and second half of each game.

There are extenuating circumstances that may make a player ineligible for "fair play", including, but not limited to: behaviour/attitude towards other people both on and off the court, attendance at practice and/or games, and academic progress. The final decision as to the amount of playing time each player receives is left to the sole discretion of the coach.

## GYMNASIUMS

Regular Phys Ed classes occur in the gym at each campus. Team practices and games may be held at either the Lagimodiere gym or Youville gym depending on the sport and gym availability. (see "Courses" for Grade 11 and 12 Phys Ed requirements.)

## INTRAMURALS

Students compete in a variety of sporting activities during the lunch hours at both campuses throughout the year. These events help foster school unity while giving students a chance to play in a team atmosphere and enjoy a healthier lifestyle.

## ATTENDANCE

ELEMENTARY CAMPUS HOURS:	MIDDLE SCHOOL/SR HIGH CAMPUS HOURS:
• Starts at 8:50 am	• Starts at 8:45 am
• Lunch 12:15 - 1:00 pm	• Lunch 12:00 - 1:12 pm
• Dismissal at 3:35 pm	• Dismissal at 3:40 pm

(Note: Lunch hour is subject to change in special circumstances.)

Regular attendance is essential for success. If your child is unable to attend school, we ask that you notify the school with the reason for their absence. If the school does not receive notice prior to the commencement of classes, the School may phone your home/place of work. Elementary students arriving late must report to the office.

When students are absent from class, they should check with other students and the teacher to acquire notes, handouts, and assignments. Teachers will set deadlines and expect students to catch up on missed work. Parents taking their child(ren) off the school grounds during school hours are required to report to the School Office. For Grade 7-8 students, parents must come in and sign their child out at the office. Grade 9-12 Students, who leave during school hours, must sign out at the office before leaving the school grounds.

If a student misses class for any reason (example: a trip, out of school event, appointment, etc.), it is the students responsibility to make up for work missed during their absence.

## AWARDS CEREMONIES

In June, students will be recognized for the ways in which they have grown spiritually and academically. An awards ceremony is both reflective and motivating, encouraging students to strive for excellence (Phil. 4:4-8).

## BEFORE/AFTER SCHOOL DROP OFF AND PROGRAM

### Elementary Campus

7:00 am	paid Before School Program begins
7:40 am	Load 1 <sup>st</sup> shuttle bus (no school supervision/parent supervises own child unless paying for Before School Program)
7:45 am	1 <sup>st</sup> shuttle bus leaves for the Middle/High School Campus (you must be on time or you will miss the bus)
8:20 am	Shuttle bus returns from Middle/High School Campus. Load 2 <sup>nd</sup> shuttle bus (no school supervision/parent supervises own child unless paying for Before School Program)

- 8:25 am 2nd shuttle bus leaves for the Middle/High School Campus  
(you must be on time or you will miss the bus)
- 8:30 am School supervised drop off begins for the school day
- 8:50 am School day begins
- 3:35 pm School day ends (2:00 pm for early dismissal)
- 4:00 pm Supervised pick up ends (2:30 pm for early dismissal)
- 4:00 pm Paid After School Program begins (2:30 pm for early dismissal)
- 4:05 pm 1<sup>st</sup> after school shuttle bus arrives at the Elementary Campus  
Any student (grades 6-12) not picked up immediately will be sent to After School program. **If your child does not follow After School guidelines they will not be allowed to attend or use the shuttle bus.**
- 4:05 pm Shuttle bus returns to the Middle/High School Campus  
Elementary students taking this bus need to be picked up immediately at the Middle/High School Campus as there is no after school care.
- 4:35 pm 2nd after school shuttle bus arrives at the Elementary Campus  
Any student (grades 6-12) not picked up immediately will be sent to After School program. **If your child does not follow After School guidelines they will not be allowed to attend or use the shuttle bus.**
- 5:30 pm Paid After School Program ends (5:30 for early dismissal)

Registration for the BASP program available through our online registration process during Enrollment season, and through the Elementary School Office during the school year. The Policies and Procedures Handbook for the Before & After School Program is available on our website and through our online Enrollment portal.

**Middle School/Sr High Campus**

- 7:30 am Unsupervised drop off for **Middle School/Sr High students only**  
Elementary students dropped off at Youville before 8:05 am will be **charged for** before school program.
- 8:00 am 1<sup>st</sup> shuttle bus arrives. Outside supervised drop off for shuttle bus at designated spot.
- 8:05 am Load shuttle bus and leave for the Elementary Campus  
(student is responsible to be there to get on the bus)
- 8:30 am Outdoor supervision begins for Middle School/Sr High students
- 8:40 am 2<sup>nd</sup> shuttle bus arrives.
- 8:45 am School day begins
- 3:40 pm School day ends (2:05 for early dismissal)

- 3:45 pm 1<sup>st</sup> after school shuttle bus leaves for the Elementary Campus
- 4:20 pm Shuttle arrives and the 2<sup>nd</sup> shuttle bus leaves for the Elementary Campus
- 4:30 pm **Any elementary students remaining on property will be charged \$7.00 as a late fee, even if they have older siblings.** This is because we do not have After School program at Youville. Remaining Middle School/Sr High students are sent to the Library to wait. (2:30 for early dismissal)

**All supervision ends. Students must leave, doors are locked.** If you are not able to pick up your child at this time, consider using the Shuttle Bus for them to go to the Elementary After School Program, fees apply, or making alternate meeting plans (2:30 for early dismissal).

Shuttle bus will not run on certain days, see school calendar. For Safety reasons, the shuttle bus will not run at a temperature of -40C with the wind-chill at the Forks. Please see our SCA Facebook page and on our website home page under, keeping up with us online, for notice of cancellation. Please note that as a parent, you assume the risks and hazards in having a child take the intercampus shuttle bus.

## **BOARD OF DIRECTORS**

The purpose of the Board is to oversee the Management Team and SCA Administration as they carry out the policies and procedures already implemented by the Board of Directors. As such, the Board of Directors is visionary in its outlook, strategic in its actions and vigilant in its oversight. The SCA Board of Directors is appointed by Springs Church leadership. Pastor Zach Fontaine is the Chair of the Board of Directors.

The Board of Directors employs one Principal who is responsible for the overall operations of the school and who then reports to the Board. In the school's operation, the Board of Directors has delegated the responsibilities of hiring school personnel and creating school policies to the SCA Administration and Management Team.

If there is an issue that cannot be resolved at the School Administration level (appealing disciplinary decisions, suspension, expulsions, behaviour concerns, staff conduct, Appropriate Educational Programming, etc.), the parent has the opportunity to contact the Board in writing. The Board will then, at its discretion, determine whether a written response is given or a meeting is scheduled. Individual concerns can be sent to:

**Email to:** [SCABoard@springschurch.com](mailto:SCABoard@springschurch.com) **Mail to:** SCA Board 725 Lagimodiere Blvd, Winnipeg, MB R2J 0T8

## **CELL PHONES/ELECTRONIC DEVICES**

Students' wireless devices such as cell phones, MP3 players, handheld electronic games, tablets, etc. are not to interrupt class time. If electronic devices are disruptive to learning and/or teaching, they will be brought to the Office or home-room teacher, where they will be kept until picked up by a parent/guardian. Any device that is lost, broken or stolen is the responsibility of the student. Teachers may allow students to use their cell phones/electronic devices during class, at the discretion of the teacher.

## **ELEMENTARY GUIDELINES**

Students may only use their own device. Students may play electronic games (age & value appropriate) or listen to music (Christian music preferred or age appropriate music with good values) at the Before School Program (7:00-8:30) or After School Program (4:00-5:30). Students may remain in their classroom, during indoor recess time (when it is too cold or too rainy to go out), and listen to music or play electronic games; however, students are not to listen to music or play electronic games (on cell phones or gaming devices) during morning drop-off and afternoon pick-up times or during outdoor recess times, as these times are for play, interaction and socialization with peers.

Students may use their cell phones to make phone calls or send text messages (as directed by their parent/guardian) during morning drop-off and afternoon pick-up times and at recess times. Cell phones should not be used during class

time, unless directed by a teacher or if there is an urgent matter and arrangements should be made in advance with the classroom teacher.

### **Grades 6 to 8**

Students must place their device in the pockets provided in their homeroom class, as they arrive to class for attendance in the morning. These must remain there for the duration of the day, including lunch.

### **Grade 9**

Students must place their device in the pockets provided at the beginning of their first class of the day, as they arrive to class for attendance. These must remain there until lunch, during which they may use the device. In the afternoon, they drop the device off in the first class of the afternoon.

## **COMMUNICATION**

Communication can take many forms: phone calls, email, behavioural reports and formal reporting as each term ends. Parents may keep in contact with teachers in person or through voicemail or email. If you send an email or leave a voicemail for a staff member and don't receive a reply within 24 hours, please contact Administration. Parents of Grades 4-6 students may also check Google classroom, where teachers keep students and parents up to date on what is being assigned in the classroom. Staff have been instructed not to respond to students or parents between 10:00 pm and 8:00am.

As part of the SCA family, we expect that all communication be handled in a way that is respectful. All phone calls, emails or in person conversations must be delivered with a tone of kindness and respect. Conversations that are impulsive or come from a heightened emotional state may not be received in the way they are intended. When possible, it is a best practice to wait 24 hours to either initiate a conversation or respond when you are feeling frustrated. This helps to ensure open communication that is purposeful and effective.

## **CONCERNS/DISPUTE RESOLUTION**

SCA desires open and efficient communication with families. Throughout the year, teachers contact home to encourage a positive school-family relationship. Your child is required to communicate with SCA staff. Families are encouraged to share ideas and insights into their children with staff, particularly at "Meet the Teacher" in September and Parent-Teacher Conferences.

Parents are expected to verbally and electronically support Springs Christian Academy. If you have a concern, please use the Biblical model and come to the staff member involved or administration to discuss your grievances and concerns; as opposed to publicly communicating negatively about the school.

If you have a concern about a teacher or a decision a teacher made (may include student progress, achievement, retention/promotion, behaviour, etc.) please follow the Matthew 18 principle:

- Meet with the teacher. Keep in mind that the goal of any meeting should be to obtain satisfactory resolution of the concern raised. Where satisfactory resolution of the concern is achieved, no further steps should be taken.
- Where there is no satisfactory resolution of your concern, you may decide to withdraw your concern or bring your concern to the Vice Principal or Principal. The Vice Principal or Principal will work with you and the teacher to bring about resolution.
- In most cases, concerns brought directly to the Vice Principal or Principal will not be considered or acted upon unless the concern has been brought to the teacher first.
- Final decisions are made by the Principal. Parents may appeal any decision made by the Principal by sending a written letter or email to the Board of Directors.
- All steps will be taken to ensure that dispute resolution will be culturally appropriate.

We have an Accessibility Standard for Customer Service Policy; if you would like to see it, contact the school office.

## **YOUVILLE ANNOUNCEMENTS**



At the Youville campus, daily announcements are emailed to SCA staff in order to communicate with students. Daily announcements include items like reminders about due dates, upcoming events, and sports practices. Parents receive the Youville campus daily announcements via email from the Youville office. They may unsubscribe to these messages by sending an e-mail to the [info@springs.ca](mailto:info@springs.ca).

SCA believes that regular communication will benefit both students and families as they develop a strong relationship with the school.

### **ADDRESS, PHONE NUMBER OR EMAIL CHANGE**

Please notify one of the school offices with any address, email or phone number (home, cell or work) changes. **SCA communicates with families regularly by email.**

### **INFORMATION NIGHTS**

In order for prospective parents and/or students to learn more about Christian Education at SCA, regular "Info Nights" are held in February. Prospective parents and/or students can meet staff and hear more about SCA and what we offer for prospective parents and students, including:

- Full-time Preschool for 3 and 4 year olds
- Kindergarten through Grade 12
- Excellence in Academics
- Biblical Integration
- Competitive Athletics
- Extensive Fine Arts
- Progressive Technology
- Life-long Friendships

Current parents with children going into Grade 6 are invited to attend the Middle School/Sr. High Info Night to learn more about the Youville campus. If your first child is entering Grade 6 you will find this evening helpful as you'll be able to meet the teachers, tour the building, and learn about the many exciting programs and activities for Grade 6-12 students.

Do you have friends looking for Christian Education? Invite them to one of our Info Nights. If you refer a friend, you may be eligible for tuition credits.

## **CONDUCT**

***"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**

SCA 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.

SCA 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. SCA's goal is to maintain students' self-esteem while developing students' self-discipline. Self-control is important in leading a Godly life. SCA 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).

Inappropriate behaviour is unacceptable and may include, but is not limited to: significant disruptions, on-going wilful 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, gang endorsement or

involvement (will not tolerated on school sites), cyberbullying and bullying behaviour. Any person (**parent, staff, volunteer**) having knowledge of inappropriate student behaviour as listed, should promptly report the information to the School Administration. SCA students should have **NO EXPECTATION OF PRIVACY**, especially if inappropriate behavior is being investigated. SCA staff can search student lockers, backpacks, clothing, etc. without student or parent permission.

Primarily, Parents/Guardians shape their child's behaviour and attitudes. SCA constructively partners with families, as we work together in developing students' respectful, responsible and self-controlled behaviour. SCA implements "Bully Proofing" policies and procedures as outlined in specific curriculum designed for Kindergarten to Grade 8 students. Students from Kindergarten – Grade 12 follow the Honour Code.

### **INAPPROPRIATE BEHAVIOUR PROCEDURES:**

When dealing with inappropriate student behaviour, SCA follows Biblical principles as outlined in Matthew 18:15-20.

#### **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 communiqué, 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/Vice Principal 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 lates, absences and homework incompletions with documentation

Interventions and supports may include, but are not limited to: recess detention, use of alternate learning environment or method, parents/guardians contacted and possible meeting requested, removal of privileges, social-emotional instruction, social thinking, positive behavioural interventions and supports, SCA counselling, Individual Success Plan (Behaviour Plan), 5 Point Scale, Student Services involvement, police involvement, mobile crisis intervention, in-school suspension, out-of-school suspension, restorative justice, etc. In situations of severe misconduct or breaking the Honour Code (as determined by SCA Administration), the school may take such measures as expulsion which will be determined by SCA Administration and SCA Board of Directors. Parents have the right to appeal suspensions as well as expulsion by appealing to the SCA Board through a letter or email.

Interventions and disciplinary consequences are intended to preserve the dignity and self-worth of all involved. 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, SCA responds to all high-risk behaviour concerns. In general, high-risk behaviours are unacceptable and include, but are not limited to: possession of a weapon (will not tolerated on school sites), (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 others. Violence, abuse or assault that is physical, emotional, sexual, psychological or verbal is unacceptable (verbal written or otherwise). **Any person**

**(parent, staff, student, volunteer) 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 (or the police after school hours).** Appropriate measures will be taken by the School Administration to deal with the situation in a proactive manner.

## **CONFIDENTIALITY**

SCA is a ministry of Springs Church. SCA protects your confidential information, but there are times when we deem it necessary to share pertinent information with relevant parties at Springs Church. Although this information is considered confidential, to better minister to your child, information may be shared between your child's teachers, Administration and Springs Church leadership. We will make every effort to keep information between only the parties that need to know; however, we reserve the right to deem what we share.

Each student, as mandated by the Public Schools Act, has a Pupil File upon entering Kindergarten. It contains a "record or collection of records respecting pupil's attendance, academic achievement and other related matters in the possession or control of a school." The purpose of a Pupil File is to support the schooling and educational progress of the child. A parent may request a meeting through administration to see their child's file.

## **COUNSELLING**

At SCA, we endeavour to come alongside students and their families to ensure success in all areas of life: spirit, soul and body. Counselling provides students with opportunities to voice concerns ask questions and explore feelings.

The Counsellor will:

- Support students with the use of God's Word and prayer.
- Give students tools to empower them to make right choices.

Scripture is our basis for counselling because it is "profitable for teaching, for reproof, for correction, for training in righteousness; so that the 'student' may be adequate, equipped for every good work." 2 Timothy 3:16-17

Our goal is that each student experience positive change as their mind is renewed by God's Word. (Romans 12:2) They can walk in the freedom of God's blessed, abundant life. By allowing the Holy Spirit to work with them (John 14:26), they will grow spiritually, mentally, physically, financially and socially. By investing the time and energy necessary, they will be able to discover their God-ordained destiny and the Biblical truths assisting them to change and grow.

Counselling at SCA is offered on a year to year basis. All permission slips must be signed each fiscal year. Counselling at SCA is not meant to be in-depth or continuing. If counselling of a professional nature is required for your child, parents must take full responsibility to secure professional counselling outside of school.

## **CONTACT**

Referrals to the Counsellor may be made by a parent, teacher or the student. Students that participate in counselling may be taken out of class for 20-30 minutes. On-going counselling will begin upon receipt of written parental permission. Parents/Legal Guardians have access to information regarding their child's participation in any counselling sessions. To set up a conference with the School Counsellor, please contact either of the school offices.

## **SOCIAL WORKERS**

As a school, we cannot refuse a social worker from meeting with your child. We do our due diligence and check credentials before allowing them access to an SCA student. We are legally not permitted to contact parents about the social workers presence and meeting. The Social Worker should be contacting your family within 24 hours of the meeting.

## **COURSES**

**“And whatever you do, do it heartily as to the Lord, and not to men.” Colossians 3:23**

### **CURRICULUM OVERVIEW**

All SCA teachers are certified and accredited by the province of Manitoba’s Department of Education. All curriculum requirements set out for schools from the province of Manitoba’s Department of Education are adhered to by SCA. Recommended resources are frequently used. What makes SCA different is that each course is presented through a Biblical world view with Scriptural support for Biblical principles. SCA follows all subject area time allotment guidelines determined by Manitoba’s Department of Education

### **COURSE OFFERINGS - GRADE 9 to GRADE 12**

SCA offers a wide variety of Senior High courses with courses being added and/or rotated each year. Please check the master timetable for exact availability at the Youville School Office. To add or change courses, see the Academic Advisor within the first 5 classes of a semester and complete the Transfer/Withdrawal Form.

To voluntarily withdraw (VW) from a course (thereby avoiding a potentially lower percent average), ensure that the Transfer/Withdrawal Form is completed and handed in to the Academic Advisor by the appropriate deadline (see the School Year Calendar for exact VW dates).

The Academic Advisor will work with families to help ensure students have correct courses and/or credits to meet graduation requirements.

### **BIBLE COURSE**

SCA offers a wide variety of Senior High courses with courses being added and/or rotated each year. Please check the master timetable for exact availability at the Youville campus.

### **GRADE 11 and 12 PHYS ED REQUIREMENTS**

All Grades 11 and 12 students must complete a compulsory full-credit course in Active Healthy Living 30 and Active Healthy Living 40. These courses are designed to help youth take greater ownership of their own physical fitness, to encourage them to seek out activities that interest them and to engage in active lifestyles into their futures. Students will study topics related to fitness management, mental health, sexual health, social/emotional health, substance use and abuse prevention, and the social impact of sport. The focus of this content will be on health and personal planning. These topics will make up the core 25% in-class component of the course content. Students will be required to develop and implement the remaining 75% of the course in a personal physical activity plan as part of the physical activity practicum which happens both in-class and on their own time. Safety and risk management planning are introduced to minimize the associated risks of the activities they have chosen.

As part of earning a credit for this course, students will be required to submit a personal fitness portfolio containing elements such as a fitness plan, physical activity log, or journal entries. Students will be graded for completion of the course with a Complete or Incomplete designation.

**NOTE:** Parents/Guardians will be required to review the student’s physical activity plan and sign a Parent Declaration and Consent Form acknowledging their approval of the chosen activities and acceptance of the responsibility for risk management, safety, and supervision. Parents/Guardians will also be required to verify the entries of the student’s physical activity log through a sign-off procedure.

### **INDEPENDENT STUDY OPTION**

Students may choose to take Distance Learning (Correspondence) to supplement their course work. Please see the Academic Advisor for a complete listing of all Distance Learning courses offered in Manitoba. In all cases, parents are asked to pay the fee for each distance learning course up-front. **The school will reimburse the program fee for this course only when the school is not able to offer a course due to low enrollment and the student receives a passing mark.**

SCA will **not** reimburse:

- If a student fails to complete the course
- If the student does not receive a passing grade
- When the course is offered in the timetable and the student chooses not to take it during the slotted time
- When a student is re-doing a compulsory course that will not fit into their timetable
- When the course supplements compulsory offerings

Students who are absent for extended periods of time may, continue with their studies through direct contact via fax and email with their current teachers. Please make arrangements with school administration prior to any prolonged absence.

***“All hard work brings a profit...” Proverbs 14:23a***

### **ARTS AND TECHNOLOGY CENTRE**

SCA has a shared service agreement with Louis Riel School Division where our Grade 11 & 12 students can attend the Arts & Technology Centre (ATC) to do elective classes in Culinary Arts, Automotive Technology, Construction, Computer Network Technology, Esthetics, Hairstyling or Early Childhood Education. Students enroll in Grade 10 then for Grade 11 & 12; students spend one semester at SCA and one semester at ATC. For more information, contact the Academic Advisor.

### **GRADUATION REQUIREMENTS OF SCA**

Students meeting the Province of Manitoba's graduation requirements will be awarded Provincial Diplomas. Students meeting both Provincial and SCA graduation requirements will be awarded both a SCA Graduation Certificate and their Provincial High School Diploma.

SCA will award a certificate to those that have met the following criteria:

- All provincial requirements including 30 credits
- Successfully completed one Biblical Studies course in each high school year enrolled at SCA

### **TRANSCRIPTS**

One official transcript and one working copy will be provided for each graduate. Additional copies are available upon request.

### **SCHOLARSHIPS**

A complete list of SCA Awards and Scholarships is available at each School Office. Consideration is first given to students enrolled in SCA for two or more years to be eligible for Grad awards. Please see the Academic Advisor for assistance in researching scholarships and applications for post-secondary education.

### **GRADUATION REQUIREMENTS**

**Compulsory Credits: 21**

**Optional Credits: 9**

<b>Grade 9:</b>	<b>6 Credits</b>	<b>From areas such as:</b>
Bible	1	Language Arts
Language Arts (English)	1	Mathematics
Mathematics	1	Sciences
Science	1	Social Sciences
Canadian Studies	1	French
Phys Ed/Health Education	1	Arts:
<b>Grade 10:</b>	<b>6 Credits</b>	Visual
Bible	1	Music
Language Arts (English)	1	Drama

Mathematics	1	Technology Education
Science	1	Others (organized by SCA)
Geography	1	
Phys Ed/Health Education	1	
<b>Grade 11:</b>	<b>5 Credits</b>	
Bible	1	
Language Arts (English)	1	
Mathematics	1	
Canadian History	1	
Phys Ed	1	
<b>Grade 12:</b>	<b>4 Credits</b>	
Bible	1	
Language Arts (English)	1	
Mathematics	1	
Phys Ed	1	

Students must meet the entrance requirements of the post-secondary education (college or university), training or work situation they intend to pursue.

Within the optional subject areas, students must complete one additional Grade 11 credit and two additional Grade 12 credits.

#### **SEMESTER SYSTEM - Grades 9 - 12**

Most courses run on the semester-block system. This system offers two main starting points, September and February. This allows students the chance to focus on fewer courses at a given time, complete those credits, and proceed. Exams are held at the end of each semester. Courses not on the semester system include, but are not limited to: Biblical Studies, Band, Choir, Christian Student Leadership, and Yearbook Media.

#### **SAMPLE STUDENT TIMETABLE**

The academic year consists of two semesters. Each day is made up of 8 periods:

	<b>Start Time</b>	<b>End Time</b>	<b>Semester 1</b>	<b>Semester 2</b>
<b>Before School</b>	8:00	8:30 - 8:40		
<b>Bible</b>	8:45	9:30	Period 1	Period 1
	9:30	10:48	Period 2	Period 2
	10:48	12:00	Period 3	Period 3
<b>Lunch</b>	12:00	1:10	Period 4	Period 4
	1:13	2:25	Period 5	Period 5
	2:28	3:40	Period 6	Period 6
<b>After School</b>	4:00	4:30 – 5:30	Period 7	Period 7

**NOTE:** Period 1 is used to schedule Christian Student Leadership (Student Council).

**NOTE:** Period 4 is used to schedule lunch classes such as Choir, Yearbook Media, Sound & Lighting.

**NOTE:** Period 7 is used to schedule after-school classes such as Jazz Band and Christian Student Leadership (Student Council).

#### **SPARES**

- Grade 9 students are not permitted a spare.
- Grade 10 students are permitted one spare over the entire school year, either in the first or second semester.
- Grade 11 & 12 students are permitted spares assuming necessary courses/credits are being met.

## **DRESS CODE**

**“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewellery and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” 1 Peter 3:3-4**

The Bible tells us that man looks at the outward appearance, but God looks at the heart (1 Samuel 16:7). We know that our attitudes and motives and how we’re viewed by God is of primary consideration, nevertheless, man does look at our outward appearance. With this in mind, the underlying principles of Godliness, modesty, moderation, appropriateness, neatness and cleanliness should be the basis for choices regarding dress and appearance. SCA staff, students and parents work together to see that students exhibit respect for their own self-image, and learn the importance of being a good witness for the Lord in this area, wherever they go.

The purpose of the dress code is to give staff, parents and students guidelines for appropriate school clothing and appearance. Parents have the responsibility to ensure that their children are adhering to the school dress code. SCA and Springs Church Leadership recommend Godly wisdom and discernment when preparing for school.

- Style must be in moderation, meaning extreme dress styles, hairstyles, piercings, makeup or accessories are to be avoided.
- Clothing that displays and promotes Christian values is encouraged. Shirts with inappropriate labelling or pictures are not permitted. This includes, but is not limited to: alcohol, tobacco, obscenities, and promotion of television shows, movies or secular music that is blatantly against Christian ethics.
- Girls wearing dresses or skirts are encouraged to have hemlines close to the knee.
- Pants/shorts should be loose fitting. Shorts must be of a modest length, reaching mid-thigh or longer. This includes attire for Phys Ed and athletic events.
- Shirts must be modest and cover all undergarments. Please avoid mid-riff revealing shirts, spaghetti straps, tube tops and low-cut tops.
- Wearing hats and hoods indoors is not permitted.
- Footwear must be worn at all times. Elementary students are required to have indoor shoes that are only to be worn in class and for Phys Ed. They may be required to remove their outdoor footwear upon entering the building.
- When bathing suit attire is appropriate, girls are to wear a modest one-piece or tank-ini. Any other type of bathing suit will require a t-shirt overtop. Boys are to wear modest swim trunks. No shirt is required.
- Physical Education/Athletics
  - Students in Grade 3 – 12 are required to change for Phys Ed and Athletic events. Students are expected to wear SCA clothing to ensure they meet dress code.
  - For Phys Ed and all athletic events, in accordance with the *Safety Guidelines for Physical Activity in MB Schools*, jewellery which presents a safety concern (at discretion of teach/coach) must be taped or removed.

Any specific questions concerning proper attire can be directed to the Administration who will give final approval. Students not adhering to dress code standards will be asked to cover up by putting on a sweater or will be asked to change. If suitable garments are not at school, students will be asked to go home to change or have a parent drop off suitable clothing.

## **EMERGENCY CLOSURE**

In the event of a school closure due to a power outage, lack of water, severe snowstorms or other emergencies, the school will post on **the SCA Facebook page, Instagram account** and on our **website home page under, keeping up with us online**.

Generally speaking, if Winnipeg schools are open, SCA is open.

If the school remains open, parents are to use their own discretion as to the safety of travelling.

## **EMERGENCY PROCEDURES**

**NOTE:** Let students know the reason we practice drills is in case there is danger at school, at home, or in a public place. This way they know what to do and are ready. Help students feel safe by discussing other emergency scenarios like earthquakes and flooding. It would be a good idea for you to know these procedures in case you are at the school during an emergency. Parents should follow the procedures of staff and students. If you are not at school during an emergency, we ask that you not come to the school until notified to do so. Having additional people on site will end up causing more confusion and thus, possibly more danger.

**SHELTER IN PLACE** occurs when there is a toxic spill nearby (outdoors).

Students and staff immediately stay/come inside and go to the gymnasium. Keep all doors and windows closed. Do not vacate the building until notified by the police or EMS.

**TORNADO PLAN** occurs when there is a tornado.

Students and staff immediately stay/come inside and go to the gymnasium/basement. Keep all doors and windows closed.

**LOCKDOWN** is used to isolate students and staff from danger/threat in the school.

Students and staff will move to a lockable space where they cannot be seen from the hallway door. Even if students do not belong in a classroom, we will try to get them out of the hallway. Teachers will lock and close the classroom door and windows. Remain calm and keep students quiet. Once door is locked, do not open for anyone. Anyone needing to get in will have a key. If a teacher deems it safe, a class will exit the building to a safer place. **Remain in designated safe area until notified.**

**HOLD AND SECURE** is used when there is a building lockdown due to a threat/danger contained outside the building. Classes will continue during the day; however, students and staff are not allowed to be outside before or after school, during recess or Physical Education classes until notified.

**EVACUATION WITH ALARM** will most often be used in the incidence of a fire. Evacuation route maps are mounted on the wall by the classroom doors. Immediately exit the building according to the route maps.

**SERIOUS THREAT PROCEDURES** occurs when a bomb threat has been made. All threats will be taken seriously, with the prime consideration being the safety of the students and staff. Immediately exit the building according to the route maps, using safest route possible.

## **EXAMS**

Grade 7 and 8 students write one midterm exams in January and one final exam in June. Midterm and final exams are each worth 20% of the final grade in each course.

Grades 9 - 12 students write final exams in January and June, at the end of each semester, Grade 12 Provincial exams in English, Applied Math, Essential Math and Per-Calculus Math are written according to dates deemed by the Department of Education. In Grade 9, 10 and 11, final exams are worth 25% of the final mark in the course. In Grade 12, final exams are worth 30% of the final mark in the course.

Mandatory exams include:

- Grade 7 & 8 ELA
- Grade 7 & 8 Math
- Grade 9 -11 mandatory exams change annually, refer to teacher for current requirements
- Grade 12 provincial exams in Pre-Calculus, Applied, Essential Math and English
- Advanced Math 45/Calculus 45

## **EXEMPTIONS FOR EXAMS**

Our goal is to encourage students to work hard throughout the year and exhibit exemplary attendance. Exam exemptions give Grades 9 - 12 students, who meet the criteria, an opportunity to opt out of writing final exams with parental permission for select courses. The student's final course mark would not include an exam mark. Exams are



never to be viewed as “punishment”. Students planning on attending post-secondary education are encouraged to write exams.

### **CRITERIA**

- Students must have an overall average in the course of 80% or better.
- Students must not have any NHIs, that is, all assignments must be completed satisfactorily and handed in to the teacher for marking.
- Students must have an excellent attendance record. Grades 9 - 12 students must not exceed 5 absences **(for any reason)** or 5 lates during each full semester course. Grade 7 & 8 students must not exceed 5 absences or 5 lates for midterm exams and 10 full-day absences for the school year, or an accumulation of half-day absences totaling 10 full-day absences for final exams.
- Any students with an unexcused absence in any class (i.e. skipping a class) will not be considered for any exemptions. Please send a note or contact the school if your child is absent.
- Parents must agree, in writing, to the exemptions. Any student choosing to write the exam must take the exam mark.

### **NOTIFICATION**

Students will receive notification they have met the criteria for exam exemptions in the week prior to final exams.

### **EXTRA-CURRICULAR OPPORTUNITIES**

Students have a number of ways to be involved through extra-curricular activities.

In elementary, a variety of lunch activities are available at certain times throughout the year. Students may choose to participate in different clubs, which vary from year to year depending on teacher and student interest. Elementary students may become involved in mini sports after school.

Middle School/Sr High students can choose to become involved in extra-curricular athletics through team and individual sports (see Athletics section). Students can also participate in many fine arts pursuits including Drama, Vocal Jazz and Jazz Band. When an extra-curricular activity requires a student to miss part or all of the school day, the absence is counted as a “field trip” when an Activity Release Form is completed

### **STUDENT GROUPS OR CLUBS**

Any student group or club established at SCA, must align with the Statement of Faith of Springs Church, must uphold the SCA Honour Code, must have an SCA staff sponsor, and must allow all SCA students, only SCA students and all SCA or Springs Church staff to join the group or club and/or attend meetings and/or activities.

To establish a group or club at SCA:

- At least 10 students must want the student group or club.
- A written proposal regarding the name, nature and purpose of the group or club, including how often the group or club will meet and the nature of the meetings, must be submitted to the SCA Principal for approval.
- The SCA Principal will meet with the SCA staff sponsor. Consideration will be given to facility space and other resources that may be needed.
- The SCA Principal will give final approval.

Once a student group is established, the staff sponsor must attend every meeting for the entire duration of the meeting. Any guest speakers or activities must align with the Statement of Faith of Springs Church and the SCA Honour Code.

The Principal will oversee any and all student groups or clubs and has the ability to disband the group or club if it is not following the original nature and purpose, or if the group does not follow the guidelines for established groups or clubs.

## **SAFE & INCLUSIVE SCHOOLS**

Every student has value and every student should feel SCA is a safe place. SCA has established a Human Rights Club to promote a positive school environment and unity between campuses. This club will be overseen by SCA Administration.

## **FIELD TRIPS**

Field trips are an excellent way to expand and reinforce learning beyond the classroom. Students at every grade level have the opportunity to participate in a variety of field trips. Parents must give written permission for their child to go on a field trip and are responsible for any costs related to the field trip. Parents must inform teachers about required medication and send any their child requires for the fieldtrip. Sometimes, particularly at the elementary grades, parents are needed to help chaperone field trips. All chaperones must be an approved SCA volunteer (see Volunteers section).

Only SCA students are permitted to attend SCA field trips, including travel for Sports, Spiritual Emphasis Retreats, Memphis, and Europe. Even if a field trip has been paid for and your child ceases to be an SCA student, your child will not be permitted to attend the field trip. SCA will endeavor to refund any money paid, however, depending on the circumstance, it may not be possible to refund any money.

Middle School/Sr. High school students are asked to fill out Activity Release Forms prior to going on a field trip. These must be signed at least 48 hours in advance by all teachers whose classes will be missed. Students return completed Activity Release Forms to their homeroom teacher, who sends it to the office so attendance can be marked appropriately. Students who do not fill out the required Activity Release Form will be marked absent from class. All absences are used to determine exam exemptions (see Exams section).

**All children must be picked up from their school trip in a timely manner.** There will be a \$10.00 surcharge per child for every ten-minute period after the designated trip pick-up time. If child is not picked up 30 minutes past the designated pick up time, the surcharge is \$10.00 for every 5-minute period. It is the responsibility of the **parent to be on time or to arrange a ride** for their child if they cannot be on time. Children picked up late on a regular basis may not be allowed to attend school trips. The school would send a bill to be paid for this.

## **FINANCIAL INFORMATION**

### **ENROLLMENT FEES**

School fees are determined on an annual basis by the School Board. For a detailed fee schedule contact either campus office. The upcoming year's fee schedule will be available by late January or early February.

New families enrolling are asked to submit the application fee along with the completed application form to the Administration Office. For families re-enrolling, all application fees and payment arrangements must accompany the re-enrollment form by the end of March. In order to do a preliminary budget, plan classes, determine staffing needs, offer teacher contracts, order curriculum materials, etc.; enrollment figures are projected in early April.

Since SCA has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; no reductions can be made for vacations or school holidays. If a student enters or leaves during the school year, tuition fees are pro-rated according to the actual number of months enrolled. Students will only be re-enrolled and a classroom space reserved once the admission steps are complete, if a family's account is up-to-date or if satisfactory payment arrangements have been made by the re-enrollment due date.

### **TAX INFORMATION**

Parents will receive income tax deductible donation receipts each February for the following:

- Tuition: Derived through a calculation done as a part of our year-end audit taking into account the operating cost of the school, the cost of provincial curriculum and Religious Instruction.
- School Improvement Fund: 100%
- Activity Fees: 0%

Tax receipts are based on the payments received by SCA during the calendar year, January 1 to December 31.

## **ADDITIONAL EXPENSES**

The tuition fee does not include:

- Private music lessons
- Athletic player fees and team uniforms
- Hot Lunch
- Optional courses and activities such as: Broadcast Media, Foods, Art
- School supplies
- Travel and Field Trips
- Yearbook
- Instrument rentals
- Replacement cost of lost or damaged textbooks
- Miscellaneous fees as required

## **PAYMENT OPTIONS INCLUDE:**

- Cash (receipt to be issued for payment for tracking purposes)
- Cheque (please fill out memo area with child's name & purpose of payment)
- Credit Card (over the phone or in person at an SCA office)
- E-transfer ([payment@springs.ca](mailto:payment@springs.ca), please include the child's name and purpose of payment)
- Debit/credit card automatic withdrawals (set up through finance office)

## **FUNDRAISING**

Families are provided with the opportunity to pay down school fees through designated fundraisers. A tuition credit will be issued to families for their fundraised amount. Tuition credits are issued annually and have no cash value. A complete list of eligible fundraisers is available at each campus office. For more information about this program contact the Administration Office.

From time-to-time, school groups raise money through fundraising (i.e. Memphis Trip, Europe Trip, Grad). Before taking place, all fundraisers must be approved by SCA Administration. **Any and all money raised for a specific and designated purpose will NOT be transferred to another area.** For example, if you or your child raise money for the Europe trip and then decide your child will not be going on the Europe trip, the money you raised will stay with the Europe trip and will not be used to pay down tuition.

## **RETURNED ITEM POLICY**

A \$20.00 service charge will be administered for each returned item. In addition, if a family has two returned items in a given school year, SCA reserves the right to request future payments in cash.

## **ACCOUNT IN ARREARS**

After 30, and 60 days the Administration Office will contact families with outstanding fees by phone and letter. Families in arrears 60 or more days will be charged interest at the rate of 12% per annum.

After 90 days, families with outstanding fees will be requested by letter to meet with the Administrator and may be asked to withdraw the student(s).

Families who have submitted re-enrollment forms without paying outstanding fees will be placed on a waiting list (no spot guaranteed). Families in arrears are not eligible for discounts.

If a family has a history of being in arrears, SCA reserves the right to ask the family to withdraw from the school with the expectation that any arrears be paid in full.

## **REFUND POLICY**

All withdrawals must be made in writing and shall be effective when such notice is delivered to the school. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition. All fees paid for any remaining months will be refunded.

## **HONOUR CODE**

The SCA Honour Code is a standard of conduct and morality for students. While it is comprised of many “rules”, administration, teachers and staff are more concerned with each student’s heart attitude, as this determines behaviour. We know that no one is perfect but do set high expectations for the students.

The Honour Code is not just for the school day, but pertains to a lifestyle both in and out of school. Disciplinary action, from warnings through expulsion, will occur when the Honour Code is broken.

## **INCLEMENT WEATHER AND RECESS**

Our policies are based on the Louis Riel School Division Policy. School administrators make decisions about recess during inclement weather based on the forecast provided by Environment Canada with weather readings observed at the weather station located at The Forks. The following guidelines are followed for inclement weather:

- Students are allowed outside for a maximum of 10 to 15 minutes when the wind chill factor is between -27 to -29.
- Students remain indoors when wind chill is -30° or colder.
- When it is raining, students may remain indoors.
- When students are too ill to go outside for a short break, they are to be kept at home.

As per Manitoba Education and Early Childhood Learning, in the case of inclement weather resulting in school closures, remote learning will be offered for Kindergarten-Grade 12.

## **LEADERSHIP**

Elementary, Grade 3 – 5, students participate in leadership training such as School Safety Patrols, Lunch Monitors, Milk Monitors and Peer Leadership at recess.

### **SCHOOL SAFETY PATROLS - Elementary Campus**

School Safety Patrols assist children when unloading/loading from their vehicle in the Drop-off and Pick-up Zone from 8:20 to 8:50 am and 3:35 to 4:00 pm.

## **STUDENT COUNCIL**

SCA recognizes that students of today will become the leaders of tomorrow.

High School Student Council members are enrolled in a half-credit per year course called Christian Student Leadership. This is “to encourage students to place all of the talents and powers at the disposal of God so He can create leaders to be used for His glory”. (J. Oswald Sanders)

This course will concentrate on developing practical skills, Christian character and maturity “in the inner man”. Hard work and self-discipline will be strongly emphasized in this course. Practical skills students will gain in the program are: organization, social interaction, leadership, short-term and long-term planning and team building.

**High School Student Council Mission Statement** - “Our purpose is to unite the school under God while upholding integrity and honour in every area of our lives. We will encourage one another to grow spiritually, mentally, and emotionally by demonstrating our passion and purpose in Christ. In humility, we will exemplify servant-leadership by being the hands, feet and voice of Jesus.”

## **LEGAL MATTERS**

In order for the school to support child custody arrangements, a copy of the Court Order of Final Judgement must be on file at the appropriate SCA Office. Should the court order change, notice must be made in writing to SCA.

Where restraining orders are in effect, submit to the appropriate campus office, a copy of the Court Order of Final Judgement and a picture of the person to whom the restraining order applies.

Additional Report Cards can be made available to non-custodial or joint-custodial parents by request.

## **LIBRARY POLICY**

Students and parents have access to all the services and resources of the libraries, which includes books, magazines, periodicals, CD's, DVD's and reference materials. Parent Resources are available at both campuses. Libraries are fully computerized for patron services. As per the Library Use Agreement, students are responsible for returning and caring for all materials including textbooks which are also signed out through the library.

The SCA Library Selection Policy ensures that all materials are well-suited for a Christian school, challenging, interesting and useful for both research and pleasure.

## **LOST AND FOUND**

Please see the school office and they will direct you to the lost and found. Our lost and found is donated monthly.

## **LUNCH**

### **PRESCHOOL – GRADE 5**

Students are to abide by lunch expectations posted in each classroom. Failure to abide by these expectations may result in withdrawal of the student's privilege of eating in their homeroom class.

### **ELEMENTARY HOT LUNCH**

On selected weekdays, students may enjoy meals served by volunteers or staff. Prices are reasonable and vary each week according to what is on the menu. Order are placed through Munchalunch. All food orders are to be prepaid by cheque payable to SCA Lagimodiere Hot Lunch. Profits go to support the Elementary Campus.

### **NUT SENSITIVE ZONE - ELEMENTARY CAMPUS**

SCA Elementary Campus is a Nut Sensitive Zone **during school hours**. It is imperative to teach our children to respect this serious life-threatening, anaphylaxis situation and discourage teasing or threatening of the allergic child. Parents and staff are to instruct children to eat their own snacks/food brought to school from home - students are to refrain from sharing food (teacher directed exceptions may occur).

### **MIDDLE SCHOOL/SR HIGH HOT LUNCH/CANTEEN**

On scheduled weekdays, students may enjoy lunch brought in by food providers. Orders are placed monthly through Munchalunch to be prepaid by the prescribed date. All food orders are to be prepaid by credit card or cheque payable to SCA High School Hot Lunch. Profits go to support specific initiatives within the Middle School/Sr High School. Student Council operates a daily canteen with profits going toward projects at the Middle School/Sr High School.

## **MEDICAL**

Medication is not dispensed or administered by school staff except in extenuating circumstances where it will be monitored by the Office Staff and/or Resource Department. Please stop by the school office for the permission form required.

Students with individual medical concerns have an individual care plan documented as per guidelines and procedures outlined in the provincial Unified Referral and Intake System (URIS).

### **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 students.

Specifically, students with life-threatening allergies and their families are responsible for the practice of avoidance strategies and providing information and medication for emergency procedures. Students are encouraged to carry their epi-pen on their person; however, parents can choose to store the epi-pen in the classroom or office.

The understanding and support by members of the community is crucial in providing these children with an environment to reduce this medical concern. We can 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.

To reduce the risks at the SCA Elementary Campus, for children with life-threatening allergies, SCA asks for your cooperation in that:

- You avoid sending all snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil
- You inform your child’s teacher before giving/sharing food products to any children, other than your own at school

Many common areas, for example the computer lab, library, gymnasiums, change rooms and music room must also be safe-guarded. We will ask that students, who forget and bring peanut butter/nuts to school, eat their lunch in a designated area. We will then ensure that student will properly wash and that the area will be properly washed.

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 are in place at SCA for an emergency response to an anaphylaxis life-threatening emergency.

#### **HEAD LICE**

Lice are small insects that live on people’s heads, not a health hazard. To prevent the spread of lice at school the following policy will be followed.

Parents are responsible for contacting the school when head lice are detected. Any student who has live head lice will not be permitted to return to school until they have received treatment. Students may return to school after the first treatment has been completed, and as many nits as possible removed. Following treatment, a child will be allowed back in school only if his/her hair is found to be free of lice. Students may be re-examined by a school staff upon returning to school.

We strongly advise that you pull nits out before they hatch. We want to stop the cycle of these insects and the spread of lice in our school. When students return to school they are to report to the school office before going to the classroom.

Students that have been cleared of lice may be re-examined in within 10 school days by the school. Students found to have head lice on re-examination will once again be excused from class until they are lice free.

***For further information, please contact:***

***Public Health Nurse in your community Area*** <http://www.gov.mb.ca/health/publichealth/offices.html> ***or***  
***Health Links*** <http://www.wrha.mb.ca/healthinfo/healthlinks/index.php>

#### **OFF-CAMPUS PRIVILEGES**

Preschool to Grade 8 students are only permitted off-campus with a Parent/Guardian. Preschool to Grade 6 Parent/Guardian must come to the office to pick up student if leaving school early. Grade 7 & 8 Parent/Guardian must come into the school and sign their child out.

Grades 9-12 students are permitted off-campus during lunch and/or spares once permission has been obtained from the Parent/Guardian. However, off-campus privileges may be revoked by the school or Parent/Guardian if deemed necessary. **Notification from the Parent/Guardian is required for a non-parent to pick up an elementary child.**

#### **PARENT ADVISORY COUNCIL (PAC)**

Springs Christian Academy has a parent-run Parent Advisory Council (PAC), which is a part of the Manitoba Association of Parent Councils. All parents are welcome at PAC meetings where parents share, plan, and discuss needs. Many new ideas and creative solutions to existing needs have been generated by the PAC. We welcome and encourage all families at SCA to get involved at any capacity. This is an opportunity for SCA families to work alongside the staff and Administration at SCA.

PAC meets regularly throughout the year at our school, and the dates are published on SCA calendars and reminders are sent through the email. To request minutes from the meetings or a copy of the Constitution, to ask questions, or to find out more information, please contact the PAC Executive Committee at [pac@springs.ca](mailto:pac@springs.ca).

## **PHOTOS/VIDEO OF STUDENTS**

We believe Springs Christian Academy (SCA) is a great school with dynamic activities happening on a daily basis! Because of this, SCA often documents everyday learning and fun happening in and around the school through photos or videos. These photos and videos, showcasing SCA students, are shared externally with our current families and prospective parents. These photos and videos represent the “life” of the school and help paint a picture of how SCA is pursuing Christ and pursuing excellence.

Parents/Guardians are asked to sign the Informed Consent for Release of Photos/Video form. If consent is given, SCA is then allowed to use photos/video of those students for *external* purposes, such as Social Media, print advertising, promotional videos, website and e-newsletters.

If a parent does not give consent, a list will be created and circulated so these students are not included in any photos or video used for *external* purposes. Students on this list may be asked to leave a classroom if a video is being shot or photos taken to ensure they are not included, as per parental request.

Please note that some photos may be used for *external* purposes if students cannot be identified, such as a crowd shot where only the backs of heads are seen, or a shot taken from a great distance.

As well, please note that ALL students may appear in photos and/or video used for internal purposes, such as the Yearbook, bulletin boards within the school, slides on the TV monitors during the school day, and videos created for class projects.

Parents/Guardians can change their approval (or not), at any time, by resigning the form. Consent (or not) will remain in effect as long as the student attends SCA.

You are encouraged to follow SCA on Facebook and Instagram to see what is happening.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Aspects of academic dishonesty include *cheating* (e.g. copying others’ work, using cheat notes), *lying* (e.g. misrepresenting contributions to group work, 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. The student may have an opportunity to redo the test or assignment, or they may receive a mark of zero. (in assessment)

## **SCA PRESCHOOL**

Springs Christian Academy Preschool is a licensed program committed to providing high quality, God-centred activities for children 3 and 4 year-olds while following all regulations established under the Manitoba Child Care Program (MCCP), a provincial government office.

We are dedicated to partnering with parents as we teach children of varying abilities and prepare them for Kindergarten. Christian principles are integrated into hands-on learning experiences in a safe, loving & nurturing environment.

Each child is a unique gift from God, and we provide developmental programming in the areas of social, physical, emotional, intellectual/academic and spiritual growth, so as to maximize their potential.

SCA Preschool follows the Elementary Campus calendar (beginning September and ending in June). The Preschool operates from 7:30 am to 5:30 pm (student’s drop-off and pick-up times are to be confirmed upon registration).

Fees will not be billed for school holidays, or Professional Development & Administration Days. **Fee adjustments will not be made for child absences.** Please contact the Administration Office for complete details on the Preschool fee schedule.

For September enrolment, the child must turn 3 years old by December 31<sup>st</sup>. Children are to be toilet trained.

For complete policies and guidelines (including drop-off & pick-up procedures, refunds, student management, etc.), please refer to the *SCA Preschool Policies & Procedures*, and the *SCA Preschool Proposed Equipment & Curriculum Plan*.

## **SCHOOL NEWS**

We endeavour to keep families updated with all the happenings at SCA via email. **Please ensure your email address is correct as this is the primary contact we have with families.** Also see our website <http://springschristianacademy.ca/> for calendars and more information.

## **SECURITY & SAFETY - Security and safety of students and SCA Staff is of the utmost concern.**

The Elementary Campus is locked at all times except for 8:30-9:00 and 3:15-3:45. The only door open at that time is the school office entrance. Please ring the bell at the school entrance, nearest to the School Office, to be admitted into the building.

At the Middle School/Sr High Campus, the building is locked at all times. All visitors must report to the Office. Please ring the buzzer to be let into the building.

## **SECURITY & SAFETY – DRILLS**

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

- Shelter-in-Place – when there is a toxic spill nearby the Elementary Campus
- Lockdown – when there is an intruder in the building
- Hold and Secure –when there is an intruder on our property, outside of our building
- Tornado Plan – when there is a Tornado near by
- Evacuation – when fire or other danger necessitates leaving the building
- Serious Threat – when there is a serious threat (example: bomb, suspicion letter or package, verbally)
- Medical – when there is a medical emergency such as anaphylaxis, asthma or diabetes

## **STUDENT LOCKERS/CUBBIES/HOOKS**

Students are given the use of a locker/cubby/hook for storage of personal belongings. From Grade 4 – 12, students are given the option of locking their lockers. It is highly recommended that students keep a lock on their lockers and keep the combination secret. Students are responsible for any valuables 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 locker/cubby/hook and contents at any time and without warning. For the safety of all students, all personal belongings are subject to be searched by administration and staff. There is no expectation of privacy in regards to backpacks, bags, purses. The check will be performed by a school administrator, with another SCA staff present.

## **PROHIBITED ITEMS**

Please do not bring the following to school or school events (unless permitted by an SCA staff member):

- Any type of weapon
- Air-soft or Paint-ball guns, cap guns or caps, water pistols
- Any type of blade, including Swiss Army knives or pocket knives
- Lighters or matches
- Handcuffs



These items will be confiscated immediately and only returned to a parent/guardian. There may be consequences for students in possession of these items.

## **TRANSPORTATION**

Please be aware of traffic flow patterns at both campuses and follow directives set by the school. Drivers not following traffic flow patterns, not parking in designated areas, or driving too fast in the parking lots may be banned from entering the parking lot and/or reported to the police.

Students bringing bicycles to school should ensure they are properly locked. Students bringing vehicles to school should ensure there are no valuables left in the vehicle and the vehicle is properly locked. While we do have outside surveillance equipment, SCA is not responsible for damaged or stolen bicycles or vehicles.

For a fee, we have a shuttle bus that transfers students between campuses before and after school. Please see the school office or our website at <http://springschristianacademy.ca/admissions/shuttle-bus> for more information.

## **SOCIAL MEDIA**

Many students regularly use Social Media, including but not limited to, texting, blogs, Facebook, Instagram, Twitter and YouTube. Students must understand that anything posted on the Internet is public domain and more people than intended may see what is posted. Once something is posted, it is nearly impossible to “take it back”. Students will be held accountable for what they post, “like” and comment on.

Students must use wisdom when on the Internet, especially when interacting with others through Social Media. Students must always remember to uphold our SCA Honour Code. Teaching about appropriate Internet use, especially regarding Social Media, is done by parents, teachers and/or Winnipeg Police Service. Students should **NEVER** reveal or share their passwords.

Videos or photos containing SCA students can only be uploaded to Social Media sites with the consent of students and/or parents. Videos and photos that are posted should reflect Christian values and Christ-like character.

### **SOCIAL MEDIA INFORMATION**

From the Facebook website: Facebook requires individuals to be at least 13 years old before they can create an account. In some jurisdictions, the age limit may be higher. Providing false information to create an account is always a violation of our [Facebook] Statement of Rights and Responsibilities. This includes accounts registered on the behalf of under 13 year old children by older parties.

Depending on your teen’s age, you might want go through the privacy settings for their social media accounts together and select levels you’re both comfortable with. No matter how old your child is, we recommend that you make using social media responsibly part of an ongoing conversation about the internet and technology. Talk about your expectations about how they will behave, help them understand what’s safe and what they need to be aware of in areas such as bullying and inappropriate content. And be sure your teen understands these basics of internet safety:

- Never share your password.
- Think before you post.
- Accept friend requests only from people you know personally.
- Report messages or profiles (timelines) that look suspicious.

## **STUDENT ILLNESS AND ACCIDENTS**

Please do not send your child to school if they are ill. If a student becomes ill during the school day, they will come to the office and make arrangements to be picked up.

If your child has a serious accident or injury at school, parents will be contacted. If parents cannot be reached, the emergency contact person will be notified. In the case of a life-threatening accident or injury, an ambulance will be called and the student will be taken to a hospital accompanied by a staff member. The ambulance will be called at the expense of the individual family. To aid the school in promptly contacting a parent in an emergency, please ensure that SCA has current contact information.

## **STUDENT PLACEMENT**

Springs Christian Academy class lists are created in conjunction with the homeroom teachers and the Resource department, with suggestions from other SCA staff members. Administration has the final say over completed lists. All Class Lists are confidential until the long weekend in September and are not subject to change. Class lists for Kindergarten-Grade 6 will be posted in the Elementary School Office the Sunday prior to school starting.

When making class lists we consider the following to meet the best social, spiritual, and academic needs for all students:

- Teacher observed friends/peers that will motivate the students to social, emotional, spiritual and academic success for their upcoming classroom placement
- Academic levels – incorporating a range of levels in each class
- Resource recommendations and Educational Assistance supports
- When possible, separate students from historical, current or potential behavioural or emotional strife/conflict
- Behavioural temperaments/Success Plans/5 Point Scale – incorporating a range of behaviours in each class
- Individual Education Plans (IEP) and Adapted Education Plans (AEP) – sharing the privilege to include these children between teachers
- Balancing boy-girl ratio, as best as possible
- Balancing new student enrolment between classes, when possible
- Moving a number of students, not just one or two, to give them an opportunity to build new relationships
- Keeping totals in each class closely matched

SCA does not take requests from parents regarding homeroom teacher or friend groupings. Thank you for trusting us, as a school, to make the best decision for every student in regards to class placement.

### **How is student grade placement decided at Springs Christian Academy?**

Children are placed in the grade based on their age.

- Kindergarten must turn 5 by December 31<sup>st</sup> of the year they start Kindergarten.
- Grade 1 must turn 6 by December 31<sup>st</sup> of the year they start Grade 1.
- Grade 2 must turn 7 by December 31<sup>st</sup> of the year they start Grade 2.
- Grade 3 must turn 8 by December 31<sup>st</sup> of the year they start Grade 3.
- Grade 4 must turn 9 by December 31<sup>st</sup> of the year they start Grade 4.
- Grade 5 must turn 10 by December 31<sup>st</sup> of the year they start Grade 5.
- Grade 6 must turn 11 by December 31<sup>st</sup> of the year they start Grade 6.
- Grade 7 must turn 12 by December 31<sup>st</sup> of the year they start Grade 7.
- Grade 8 must turn 13 by December 31<sup>st</sup> of the year they start Grade 8.
- Grade 9-12 grade placement is based on course level completion.

## **STUDENT SERVICES**

Remediation and enrichment are priorities of the Student Services Department. Student Services Teachers and Educational Assistants support the educational program at SCA. The Student Services Teacher, along with SCA Administration, is responsible for all liaisons with the Child Guidance Clinicians, staff, and parents. SCA has access to selected clinicians through a Shared Service Agreement with a selected Public School Division. Individualized Education Plans (IEPs) are implemented as required. See the following link for more Manitoba Education information on IEP's. [https://www.edu.gov.mb.ca/k12/specedu/iep/pdf/planning/student\\_specific\\_planning.pdf](https://www.edu.gov.mb.ca/k12/specedu/iep/pdf/planning/student_specific_planning.pdf)

If you would like to appeal decisions made in regards to your child's Individual Educational Programming, please email the Student Services Department.

### **List of Elementary Programming Available**

Here at SCA, we are blessed to be able to offer a variety of out of class programming to help support and enrich many of our students. These programs are overseen by the Student Services department and/or clinicians from the Louis Riel School Division. The purpose of these programs is to help our students increase in their overall academic, social, and emotional development. There are limited spaces for each group and priority will be given to students who will benefit the most.

\_\_\_\_\_ 1. Speech Articulation/Language (purpose: increase accurate pronunciation and articulation of letter/blend sounds; to increase in oral language skills). Students generally participate in two 30 minute slots weekly. Reports on student progress will be sent out by the Speech-Language Pathologist at the end of the school year.

\_\_\_\_\_ 2. Reading Group (purpose for Reading Group: to increase both fluency and comprehension while oral reading). Students generally participate in a group for two 30-45 minute classes weekly. Updates on student progress will be sent home at each reporting period.

\_\_\_\_\_ 3. Barton Reading/Spelling Program (for students who may need more intensive supports in the areas of reading and spelling). Students will participate individually for a 20 minute time slot twice weekly.

\_\_\_\_\_ 4. Social Club (purpose: to increase ability to interpret social situations correctly). Details of specific skills covered will be sent out at the end of the year. Students generally participate in two 45 minute classes weekly.

\_\_\_\_\_ 5. Cooking (purpose: to increase in the life skills of following directions, reading recipes, and sharing favourite healthy foods with the occasional treat.) Students participate on most Friday afternoons for two periods. Students bring in groceries on a rotational basis.

\_\_\_\_\_ 6. Occupational Therapy (purpose: students participate to increase in gross motor skills and to have the opportunity for extra movement breaks.) This group is run in the Gym by one of our PE teachers twice weekly for a 20 minute time slot. Additional movement breaks at the beginning of each school day are led by one or more of our EAs.

\_\_\_\_\_ 7. Before School Remedial Math Group (to provide extra assistance with basic math processes). Students will participate in 1-2 sessions weekly (30 minutes per session). Please note that this group will be taking place before school (8:20-8:50 a.m.) this year. Your child's group will take place on \_\_\_\_\_.

\_\_\_\_\_ 8. Leadership Club. (Purpose: students in Grades 5 and 6 will receive the opportunity to develop and demonstrate leadership skills in school events, particularly with "I Love to Read" activities). This group primarily meets during January and February of the school year.

\_\_\_\_\_ 9. "Don't Worry, Be Happy!" group (purpose: to help those students who may struggle with worry to develop strategies to change their mindset). Students will participate in one 45 minute group per week.

\_\_\_\_\_ 10. Special Olympics "In the Schools" group (purpose is to give qualifying students an extra chance to learn socialization and develop in their gross motor and athletic skills). Students will participate in 3-4 outings per year, along with practices ahead of time.

### **List of Middle School/Sr. High Programming Available**

Description of SCA Student Services Supports available for students in Grades 7-12:

A continuum of supports is available to support student learning. The classroom teacher plays a critical role in determining the appropriate supports to support individual learning and when necessary, will access the in-school support team. This team includes the administrator, the Student Services teacher, and possibly an educational assistant. This may involve adaptations, individual education plans, behaviour intervention plans, group work, or individual work. Parents are contacted if student services

support is required. If deemed necessary, the Student Services teacher will contact outside support providers.

Outside Support Providers may include:

- LRSD Clinicians – Speech/Language Pathology, Psychology, Social Work
- Occupational Therapy – Specialized Services for Children and Youth
- Department of Education – Hard of Hearing Consultant and Blind & Visually Impaired Consultant
- MATC – ADHD Service, SMHRT Team, or NDS
- St. Amant Center

### The Learning Centre (TLC)

This is a program that is available to all Springs Christian Academy students and is designed to help students succeed both academically and socially. The Learning Centre is a safe, consistent space that is open during the school day. Students can achieve academically through one-on-one or small group support. Students receive support to develop positive learning behaviours. The Learning Centre also provides resources and space to allow students to regain focus in a safe, quiet and less stimulating environment.

### Life Skills Program

Life Skills Program combines academic goals with daily living and work skills necessary for students to participate as independently as possible in their community. Each student has an Individualized Education Plan (IEP) or Individual Transition Plan (ITP). An IEP/ITP designates the specific learning plan for each student during the school year.

Students are included in a variety of SCA classes to work on functional academics. Certain classes are directed by the Student Services teacher including daily calendar activities, weekly News2You activities, group novel study projects, and participation in Special Olympics Manitoba's "In The Schools" program. Students also participate in weekly Music Therapy classes as well as swimming outings. Lunch Club is held on Fridays. Students participate in all aspects of meal preparation including selecting menu items, budgeting, shopping, food prep, cooking, and clean up.

Beneficial Components of the Life-Skills Program:

- Functional academics; literacy, numeracy and inclusion in a variety of classes with all SCA students
- Communication skills- verbal, written, augmentative communication, and some ASL.
- Physical health- gym class, swimming, Special Olympics MB's "In The Schools" program
- Personal management skills
- Interpersonal skills
- Independence skills
- Social skills-peer friendships and role models
- Pre-vocational skills including recycling, janitorial assistance, laundry, Library assistance
- Activities of daily living- cooking, shopping, street safety
- Prepares all SCA students for adult life in an inclusive society

### **Early Identification**

At SCA we have systems in place that help us achieve early identification of potential learning needs.

- Kindergarten Readiness Day (held in spring of the previous school year) allows us to meet with parents give them strategies to help their child prepare for Kindergarten. We also assess incoming student to allow us to give parental feedback and help inform teachers about their future students' learning needs, including specialized learning groups.
- Student Services teachers, in collaboration with classroom teachers, assess each child's reading and comprehension to allow for early detection and remediation.

- We do yearly vision and hearing screening with all students being tested every other year. Recommendations are communicated to parents.
- Teachers are expected to communicate regularly with parents to inform them of any learning needs and strategies to help their child.
- New students (where applicable) are assessed for basic reading and math grade levels and information is shared with parents and teachers.
- Parents are asked to disclose any additional supports their child has received through our admission procedures.
- When a child is not meeting grade level learning outcomes, teachers will use adaptations, communicate with parents and seek the support of Student Services.

### **Specialized Assessment**

At SCA, some of our students require specialized assessments. These include, but are not limited to:

- Woodcock Johnson IV
- Teacher/parent/guardian observations – formal and informal observation
- Referral to SCA approved Clinicians and staff in the areas of speech/language, cognition, adaptive skills (life skills), focus, emotional regulation, anxiety, social thinking, occupational therapy, behavioural needs, etc. Results are shared with parents/guardians and the school team.
- A request for authorization form is filled out by SCA staff and signed by parents to give consent for information sharing.
- Signed consent must be received by our local school division before clinicians officially open a student to additional services.
- When staff have a concern about a student's learning needs they are to communicate specifics with the Student Services teachers. Referrals for specialized assessment must be discussed with the Student Services teachers before being offered as an option.
- As clinicians become available for specialized assessments, timelines will be communicated by Student Services teachers to parents/guardians/teachers. After assessment is complete, follow up meetings will be planned and results shared with parents/guardians/teachers.
- During Parent/guardian meetings, staff will ensure that assessment results are written and interpreted for parents in a way that they can understand.
- Student Services teachers will ensure that assessment results will be used to make programming decisions, develop IEPs and assign support services. SCA will set student specific goals based on the assessment results. Those goals are officially evaluated and communicated with parents/guardians at each reporting period. See the following link for more Manitoba Education information on IEP's.  
[https://www.edu.gov.mb.ca/k12/specedu/iep/pdf/planning/student\\_specific\\_planning.pdf](https://www.edu.gov.mb.ca/k12/specedu/iep/pdf/planning/student_specific_planning.pdf)

### **TECHNOLOGY & NETWORK AGREEMENT**

All students must complete and abide by the Technology & Network Acceptable/Appropriate Use Agreement.

#### **ELEMENTARY CAMPUS**

SCA's elementary computer lab allows each student to interact with educational computer software, develop keyboarding skills, coding (Grades 4-5) and gain experience with major programs in Microsoft, such as Word and Power Point. Google classroom and the Google suite of apps are used frequently. As teachers use iPads, they may suggest Apps for educational use.

Literacy with Information Technology (LICT) infuses all technologies into curriculum - currently incorporating student learning opportunities with digital cameras and digital video camcorders into all Kindergarten to Grade 6 classrooms.

The SCA elementary technology goal is to be progressive in equipping our campus with current technology.

## **MIDDLE SCHOOL/SR HIGH CAMPUS**

SCA's Middle School/Sr High school computer lab is a well-equipped facility designed with ICT (Information & Communication Technology) in mind.

The main hardware items in the computer lab are: State of the art iMac desktop computers

- Digital cameras (megazoom and compact)
- Digital miniDV camcorders (consumer and professional)
- Scanner
- Projector
- Other miscellaneous lighting, video and audio equipment

Students are given the opportunity to work with information and communication technologies such as desktop computers, laptops, digital cameras, video cameras, scanners, cell phones, electronic games, digital audio devices, electronic whiteboards, the Internet, etc. ICT's in the classroom will continue to evolve as new technologies emerge over time. All classes use Google classroom and the Google suite of apps.

Students may choose to take Digital Pictures & Film, Broadcast Media & Interactive Media, Web Design, Video Game Development, and Media Career Exploration as optional ICT courses in their senior school years. The Middle School/Sr High school computer lab is available to students outside of classroom time every day at lunch on a first come, first serve basis.

The school Library is equipped with computers that have Internet access and are available to all students from 7:45 am to 4:30 pm Monday to Friday.

All students are issued their own school Google user name and e-mail account. Passwords to their accounts are not to be shared with anyone, neither are students allowed to login their account and allow another person to use the computer. This can result in loss of computer privileges for both parties.

## **VISITORS**

SCA welcomes parents to observe classes when they have booked ahead of time. All parents, visitors, former students and volunteers must sign in at the office and wear an identification tag at all times. Visitors will not be allowed to attend classes, except in exceptional circumstances as approved by administration. Former students will be escorted to the staff room where teachers can visit and meet with them. This applies to all school events that happen during the school day. Students visiting and causing issues during lunch hour or breaks will be asked to leave and not allowed to return. If required, SCA Administration reserves the right to ask anyone to leave the school property.

## **VOLUNTEERS**

Volunteers are an essential and welcome part of school life. For student safety, the following must be in place before volunteering at SCA:

- Volunteer applicants are parents, grandparents, and extended family of students, extended family of staff, members of Springs Church, or members of fellow Christian Churches. All applicants must complete the volunteer approval package regardless of volunteer area.
- Every volunteer must have an annual Pastoral Reference completed by a Pastor from the Church they regularly attend. If a volunteer is an SCA parent, no additional Pastoral Reference is required, as there is a Pastoral Reference on file with enrollment documents.
- The volunteer application package includes a Criminal Record Check and Child Abuse Registry. SCA covers the expense to have these documents processed by the appropriate agency.
- Applicants with a criminal record will meet with SCA Administration to determine if the applicant will be approved to volunteer.
- New volunteers may be required to undergo at least a 4 month waiting period before working directly with children.
- SCA reserves the right to limit any volunteers' activities.

Volunteers are approved for three years, with an annual Pastoral Reference.

Please note that child care must be arranged for any Preschool age or younger children while volunteering in the school. You cannot be classified as a volunteer if you have additional children with you on the field trip, since the volunteer duty of care must be focused on the SCA students.

**If you have any questions, please contact the  
Administration Office at 204-231-3640 or  
info@springs.ca**