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Section 1

GENERAL INFORMATION

1.1 Welcome

Welcome to Living Waters Christian Academy. This handbook will introduce you to the school and answer many of your questions regarding our basic policies and procedures.

1.2 Getting to school

Most students arrive at school via the bus or a parent driving them. For those who live near the school, walking and biking is also an option. Parkland Transportation provides bussing to Living Waters for students who live in Parkland County. Parkland School Division operates one of the largest regional student transportation systems in Alberta. Students are picked up and brought to the bus transfer station in Spruce Grove or Stony Plain. From the transfer station students get on a bus that brings them to Living Waters. Information on bus schedules, routes, and cost can be obtained from Parkland Transportation. 780-963-8452 www.parklandtransport.ca

1.3 History

In 1992, a group of parents who felt that Christian education was a necessity for their children gathered to begin the process of starting a Christian school in Spruce Grove. After much prayer, dedication and hard work, within 5 months they opened the doors of Living Waters in September. The school started with 2 teachers and 23 students in grades 1-5 in a strip mall in Stony Plain. In 1994 Living Waters relocated to our present building and we have grown into the school we are today, offering students a quality education that is firmly rooted in the Word of God.

Section 2

PHILOSOPHY

2.1 Our Vision

As an international training community, Living Waters Christian Academy equips individuals to influence godly change in our neighbourhood, our nation and our world.

2.2 Our Mission

Living Waters Christian Academy exists to assist the Christian family by providing a Christ-centred, Bible-based education that inspires each student to pursue excellence in moral character, academics, respect for self and others, and reverence for God.

2.3 Our Core Values

We recognize the following core values as central motivators that inform our decisions, express our ideals and guide our actions.

SERVICE: We promote and model a life of service to God and others as the road to blessing and fulfilment.

CHRIST-CENTRED: We keep the character, teachings and love of Christ central in the curriculum, activities and policies of the school.

BIBLICAL WORLD VIEW: The living word of God is the lens through which we perceive our world, without it we are distorting reality.

CHARACTER/INTEGRITY: We affirm devotion to God and obedience to his word as the vine from which character and godliness grow.

UNITY and COMMUNITY: We value one another as God's gift and recognize that we are most fully the body of Christ when we contribute, encourage and honour one another through loving service.

2.4 Our Logos



The Living Waters wave logo is used to represent our school's program to the community. The logo expresses the creativity and life that Christian education brings to our students. Christ is our living water and the source of life, joy and freedom. Water brings life and growth wherever it flows.

Psalms 1 states that the life planted by streams of Living Water will produce fruit and find success. The logo is a constant reminder of the impact we want our school to have as students' lives are transformed and they are prepared to impact our community, our nation and our world.



The Living Waters Warrior logo reflects our desire to be fully committed to the discipline, comradery, and determination that can be realized on the fields of athletic competition. Athletics is a unique arena for developing godly character, sportsmanship, grace and perseverance under pressure, and courage in competition.

Section 3 LEADERSHIP

3.1 Living Waters Christian Academy

Living Waters Christian Academy is governed in accordance with its society by-laws, the School Act, and the Alberta Companies Act. Members of the Living Waters society are eligible to elect officers to the school board. With adequate notice, by-laws, policies and audited financial statements are available for members to view at the school office.

3.2 The Board of Directors

Governance is provided to Living Waters through the policy development and long range planning of the board of directors. The Board is responsible to hire the principal, provide ongoing and long-term strategic goals, and to ensure the evaluation of the personnel and programs of the school by the principal of the Academy. They give guidance to the overall direction and quality of the school program through the development of policies, which provide the framework for the operation of the school.

The Board promotes the accountability philosophy outlined in Matthew 18. All issues should be resolved at the most direct and lowest level whenever possible. Only after attempted resolution has been unsuccessful do they advance up the chain of authority. A letter outlining the concern and the steps previously taken to resolve the concern shall be presented to the principal. The principal shall inform the Board and liaison with the parent regarding the Board's response.

The board members are generally part of the school parent community, although we welcome the experience of grandparents, alumni and other supporters of Christian education. Nominees are submitted to a nominating committee, which reviews the application. There may be an election for approved candidates if there is a contest for available positions.

3.3 The Administration, Teaching and Support Staff

The principal of Living Waters is responsible for the daily management and operation of the school. The principal ensures that the requirements of Alberta Education are met and that the stated vision, mission and values are implemented.

The principal is directly responsible to the Board. All school staff and teachers are directly responsible to the principal. The principal has the responsibility for hiring all staff including teachers.

3.4 The Parents

Parents are a vital part of Living Waters. The God given primary responsibility for the education of children rests with parents. Therefore, a partnership between the home and the school is vital to ensure the success of the school program. Parents are encouraged to be involved with the child's learning at school and volunteer in some aspect of school life.

3.5 Government Relations

Living Waters is a level 2 accredited, independent school that enjoys a positive relationship with the provincial and municipal governments. We presently receive partial government funding for every eligible student enrolled in our school.

3.6 Three-Year Plan and AERR

Living Waters prepares a combined annual 3 year strategic plan and annual education results report. The Board approves the combined plan and a copy is submitted to the Alberta Ministry of Education. This plan is available on the school's website.

3.7 External Affiliations

Living Waters Christian Academy is a member of two external organizations. These are:

Association of Christian Schools International: ACSI provides support to Christian schools through resource development, professional development conferences and professional networking. www.acsi.org

Association of Independent Schools and Colleges of Alberta: AISCA represents the interests of independent schools on a wide range of issues related to political and economic equity in Alberta. They provide a voice for independent schools on issues such as teacher certification, funding equity and educational choice. www.aisca.ab.ca

Section 4 FINANCES

4.1 General

Living Waters' operating budget is prepared by the principal and discussed with and approved by the Board. The School Board is committed to a balanced budget for operational expenses. These expenses are met primarily by government funding and by tuition. These two sources of funding do not usually apply to our capital expenditures.

4.2 Tuition and Student Activity Fees

Living Waters makes every possible effort to keep tuition fees as reasonable as possible. The fee schedule is graduated, with reduced costs per student for larger families. Current information and tuition schedules for the current school year are available on the school website.

Tuition for the school year is due at the start of the school year. Families that make arrangements for monthly payments may pay off their tuition interest free over 12 months. Accounts in arrears will be charged interest each month on the outstanding tuition owing.

Accounts that are in arrears will be dealt with in the following manner:

- The family whose account is in arrears will receive a reminder letter after 1 month. Interest on the total tuition owed will be accrued monthly.
- A second reminder letter will be sent after 2 months.
- A registered letter will be sent after 120 days. The account will be sent to a collection agency if it is not attended to within 10 business days.
- Parents who do not meet their financial commitments will forfeit the privilege of sending their children to Living Waters.

4.3 Tuition Assistance

Tuition bursaries may be granted to families who demonstrate financial need. A bursary application with detailed financial information is submitted to the bursary committee who determines whether a family qualifies, and the amount of the bursary. Financial situations vary so there is no established income level that qualifies for bursary. The deadline for applications for returning families is the third Friday of January which coincides with our re-enrolment deadline. For new families, bursary applications are to be submitted with their application package upon registration. No applications are accepted after September 1st. Information regarding bursary recipients and their financial situation is confidential.

4.4 Receipting for Donations

As a not for profit school we have the ability to provide income tax deductible receipts for donations received. Donations received must assist us in accomplishing the mission and goals of the school. We may issue income tax deductible receipts for donations of cash, services and goods. The value of the receipt issued for goods and services must be no more than fair market value. The best practice is for the donor to issue an invoice for goods or service that indicates that the value is being donated to the school. The school will issue payment and the donor signs the cheque back to the school.

Donations must be undesignated. This means that the use of the donation is determined by Living Waters, not the donor. Living Waters regularly has projects for which we receive support from parents, grandparents and members of the community. The money received for these projects is used for those projects unless otherwise communicated.

4.5 Receipting for Tuition

Education is considered to be the responsibility of the parent and as such it is not eligible for an income reduction receipt. However, each year we calculate the amount of the “cost to educate” at Living Waters and determine if there is cost which is above the basic program requirements. This amount is considered a donation by Revenue Canada and Living Waters issues receipts to the person who paid the full tuition for the amount of the tuition determined to be a donation.

Parents and grandparents (anyone) contributing to the school without designating the use of the amount to a particular students can receive an income tax receipt for the full value of the donation.

4.6 Endowment Fund

Living Waters has an Endowment Fund which is invested to produce revenue in perpetuity. We welcome donations to this fund at any time. The principal of the fund generates revenue which is used to support families requiring financial assistance and provides scholarships to qualifying students.

Donations to the endowment fund receive a tax receipt for the full amount. Donate using the link on our website. lwca.ab.ca

4.7 Fundraising

Tuition and government grants provide the operating revenue. Major capital purchases and school building and grounds development must be financed by other means. Fundraisers are kept to a minimum and are designed to be effective. There are several annual fundraisers which families are encouraged to participate in.

The annual Silent Auction is our major fundraiser and provides funds for the senior mission trip and other projects. All school and class fundraisers must be approved by the principal and organized under the supervision of the Community Relations Director to ensure that they coordinate with other scheduled fundraisers.

Section 5 CURRICULUM AND SCHOOL PROGRAM

5.1 General Information

Living Waters provides a high quality education based on the Alberta Programs of Study. The whole universe was created by our God and therefore all areas of study give us an opportunity to know Him better and to understand His call upon our lives. Students who graduate from Living Waters are well prepared to attend university, college, Bible school and enter the work force.

We operate in the understanding that there is no area of life or knowledge upon which God does not place his hand and say, "this is mine." We are called to join in God's redemptive work and take all knowledge and activity captive to the effectiveness and beauty that was God's original intent. As an educational institution we are constantly striving to be more Christ centred and to develop a foundational knowledge of God and His word within our students.

5.2 Biblical Integration

Because we believe that *all truth is God's truth* we want our students to understand the reality expressed in the Bible. Biblical integration means that we identify the Big Picture truths of scripture and link their relevance to topics of study within the classroom. John Piper wrote, "to remove God from the centre of education is to be profoundly undereducated." The Bible reveals God's interactions with the world and we understand the curriculum more profoundly when we use biblical truth as both the foundation and framework for developing a functional worldview.

We hope that our students will reach a deep and personally relevant understanding of God's truth so that they can take that truth, in a formative and active way, into whatever vocation God has gifted them to perform. Armed with a biblical worldview they become redemptive agents, influencing godly change in our community, our country and our world.

5.3 Learning Assistance and Special Education

Living Waters utilizes the services of Special Education personnel including chartered psychologists, speech and language therapists, behavioural consultants, etc. In some cases, teachers will recommend that parents seek further testing or tutoring beyond what the school's program provides. Living Waters participates in the Regional Collaborative Service Delivery program for our area. Further information regarding resources, testing and the responsibilities of the school, parents and students is available by talking to the principal.

5.4 Grade Advancement

A pass consists of a final mark of 50% or higher. The principal, in consultation with teachers, will determine retention/promotion of a student after careful examination of the student's record.

A careful effort is made to evaluate each student as the year progresses. It is the intention of the staff to promptly inform parents upon becoming aware of actual or anticipated difficulties. It is expected that there will be cooperation between teachers and parents in their efforts to help the student overcome the difficulties, and to help the student achieve success.

5.5 Student Records

Permanent Student Records are safely stored and kept confidential. Parents may review their child's file or standardized test results in consultation with the principal. Reports from educational consultants and standardized assessment results are kept in the file.

5.6 Course Placement and High School Program

Course marks in grade 9 determine the placement of students in their grade 10 courses.

Parents are expected to discuss course planning with their children and to assist them in keeping records of courses taken. There is a personal high school planning meeting for students entering high school to map out course plans for grades 10-12. This is to ensure that students are on the right track to achieve their high school diploma. Parents can be a valuable help in researching future schooling and potential careers and the required entrance courses needed. The school will assist by providing access to university and college catalogues and course counselling.

5.7 Field Trips

Parents are notified in advance of all field trips. Parents give their permission for field trips on the school registration form at the beginning of the year. The cost of most field trips is included in tuition fees although some excursions may cost extra and others may require fundraising by parents and students.

Field trips inevitably require transportation. Sometimes we book a bus when more than one class is going on the same trip, but more often we count on parents to help out. Parents must have adequate insurance coverage (min \$1 000 000) and complete the school's insurance form indicating the amount of his/her insurance, the insurance company, and the expiry date. This form is available at the office.

In many cases, field trips also require additional adult supervision. Your willingness to help fill this need will ensure safer and happier field trips.

Parents must provide an approved car seat for their child to travel on field trips if they are under 6 years and under 40 pounds.

Students represent Living Waters when they go on field trips and are expected to maintain a high standard of conduct. Students wear their formal uniforms on field trips unless they are informed otherwise.

5.8 School Sports

Warriors is the name of the sports teams at LWCA and this exemplifies our teams. Christ-like sportsmanship is the focus of our sports program as we develop their skills and attitudes in a supportive environment.

The purpose of the athletic program is to develop character and respect for self and others through the development of athletic skills, self-control and mature godly character. The discipline of participating on a team and the intensity of competition can develop these areas in students when they submit to the authority of those in

charge of the program. The athletic program has high standards for behaviour, participation and effort.

Living Waters may offer the following competitive sports teams: **volleyball, basketball, badminton, cross-country running, curling, and track and field.**

Section 6 THE CLASSROOM

6.1 Devotions

Each school day students participate in scripture reading and prayer. Students are encouraged to share prayer requests and to pray for and with one another. In the older grades, students take turns preparing and leading the devotion time in their class.

6.2 School Supplies

Parents are responsible for these supplies. A supply list for the upcoming school year is posted on our website in June and is available at local stores.

Text books and locks are supplied by the school, and loaned to the student. Students are expected to take care of them. Any student who loses or damages school books or equipment will be responsible for the replacement or repair costs incurred by the school. Year end report cards will not be given until all loaned materials are returned or paid for.

6.3 Parent access to student information

Parents may access gr 6 – 12 student grades, attendance records, school information, and homework online. Parents are encouraged to request automatic notifications regarding attendance and grades. Information regarding how to register is provided to parents.

6.4 Homework

Giving homework accomplishes the following: furthers learning through practice and application, develops self-discipline, allows for assignments which require more time to be completed and allows teachers to assess what the student can do independently.

General Guidelines for Homework

Grades 1-3: 0-30 mins/day consisting of guided and individual reading, scripture memory, math facts and/or spelling memorization.

Grades 4-6: 30-60 mins/day consisting of individual reading, scripture memory, studying for tests and/or completing unfinished class work.

Grades 7-9: 60-90 mins/day consisting of reading and text work in preparation for class, completing projects and research, studying and completing class work.

Grades 10-12: 60-150 mins/day consisting of reading, research and text work in preparation for class, completing projects and presentations, studying and completing class work.

Parents should monitor the amount of homework their child is doing. Various factors determine the amount of homework a student may have. These may include: the student's focus and diligence, general aptitude in a subject, the unit of study, etc. Concerns should be discussed with the teacher.

Providing a designated spot for a student to complete homework is effective in assisting the student to complete his/her work. The homework spot should be for homework only. Ideally this should not be the same place where the student plays video games, watches TV, etc. The homework spot should be away from distractions.

6.5 Final Exams

Grades 7-12 write final exams. Final Exam schedules (January for first semester and June for second semester and all year classes) are posted on the school website.

Study Hall during final exam week is a time for students to ask teachers questions and prepare for exams. This is offered during the week of exams. Senior high students may sign out during study hall times and junior high students may leave with parental permission (due to our closed campus policy).

Section 7 Parent Involvement

7.1 Volunteers

As a Christian school the value of community is central to our operation and involvement from parents is expected. All parents are encouraged to volunteer time, as they are able, throughout the school year.

We regularly need drivers for field trips and help to organize them, helpers in the classrooms and library, hot lunch coordinators, Track and Field Day volunteers, coaches for our sports teams, those gifted in planning and organizing fundraisers, etc. At the Parent Teacher Night in September, volunteer needs will be presented and parents will have an opportunity to sign up for the various volunteer positions.

Section 8 COMMUNICATION

8.1 General Contact

Parents are encouraged to communicate freely with the staff of our school. We communicate regularly through email, newsletter, and post school activities on our Facebook page.

Teachers may contact parents on an individual basis as the need arises. We also encourage parents to contact the appropriate teacher if they have any questions or concerns. Teachers are generally at school between the hours of 8:00 a.m. and 4:00 p.m. It would be courteous **not** to contact them in the 1/2 hour immediately preceding or the 10 minutes immediately following school as those tend to be very busy. Teachers can be contacted by phone at the school or through their school email. All staff email addresses are posted on the school website.

It is wise practice to avoid sending emails if a communication has emotional content. Email does not convey tone or emotion well.

8.2 New Family Orientation

New parents are encouraged to attend an orientation meeting in September in order to become familiar with Living Waters and get help in integrating into our community.

8.3 Meet the Teacher

Living Waters holds an orientation evening early in the September for all parents. This event allows parents to meet the teachers and board, find out about school policies and learn more about their child's class and the curriculum that will be taught. Important information about the school and the current school year is presented. Please plan to attend this informative evening.

8.4 Open House

Every day is open house at Living Waters. The enrolment director takes prospective families on personal tours of the school throughout the year. This experience is part of the application process and helps families learn about our mission and discuss programming.

8.5 High School Information Night

Each year we host a high school information night for prospective parents and students. We encourage parents and students currently in Living Waters' junior high program to attend and learn more about our comprehensive high school program.

8.6 Grading and Reporting

Report cards are emailed home four times each year for all grades. These reports are carefully prepared by the teachers to reflect the level of effort and achievement obtained by each student. However, report cards also address the very important areas of social and character development. Please read these reports thoroughly, discuss them with your child and contact the teacher if you have any questions or concerns.

Living Waters uses an online reporting program that provides parents and students with grades and attendance reports as they are entered by the staff. Grade 6 – 12 receive their assignments and grades through this portal. All grades may view progress reports (report cards) and attendance through the parent portal.

8.7 Parent/Teacher Interviews

After the first three reporting periods, a parent/teacher interview is scheduled to enable you to discuss your child's performance together with the teacher. Please phone the school office to book an appointment for parent/teacher interviews. Interviews may be requested by either the parent or teacher as the need arises.

8.8 Complaint Procedure

At Living Waters we endeavour to follow the guidelines set out in Matthew 18 for dealing with complaints or grievances. Hence, we expect concerns to be brought first to the person who is involved. If no satisfaction is gained through this procedure, it would be reasonable to involve the principal. If, after speaking to the principal, no satisfactory resolution can be obtained, a formal appeal to the School Board for a hearing may be made. This appeal is to be made in writing and presented to the School Board Chairman and the school principal. A formal hearing will be scheduled and conducted according to school policy. The decision of the Board will be final.

We sincerely hope that through open, honest discussion and a spirit of understanding and cooperation we can resolve problems that may arise. We encourage parents to practice Christian principles in dealing with concerns by avoiding gossip. Inappropriate communication can destroy community and relationships quickly.

Please note that praise may be shared with any person in the school at any time.

8.9 Emergency Closure

We rely on the Parkland Transportation Department to make the bussing decisions related to hazardous weather conditions. If buses are not running due to hazardous weather or driving conditions, there will be no school at Living Waters.

This message will be posted on the front page of our website and an email will be sent. You may also check Parkland Transportation website (a link is provided on our webpage under transportation).

Section 9 STAFF

9.1 Qualifications

The staff and teachers of Living Waters are all disciples of Christ committed to their own spiritual growth so that they can model Christ's love in action. All teachers at Living Waters are certified to teach in Alberta. Teachers are expected to integrate their faith into all aspects of classroom teaching, including curriculum, pedagogy and discipline.

9.2 Professional Development Days

Living Waters has designated professional development days (Teacher Days) as indicated on our school calendar. On these days, the school will be closed to allow the teachers to take advantage of seminars or workshops. Teacher days are also used to deepen our understanding and practice of biblical integration across the curriculum. Our teachers go to the annual Alberta Christian Teachers' Convention.

Section 10 UNIFORMS

10.1 General Information

Uniforms are part of Living Waters from Kindergarten to Grade 12. There is a formal uniform used for special occasions, events and field trips, as well as a casual uniform worn on regular days of school. Parents will be informed when students are required to wear their formal uniform. Students may wear their formal uniform or a piece of it to school at any time.

Uniforms are a vital part of our pursuit of excellence and the promotion of a diligent atmosphere where learning is the reason for being in school. Parents recognize the reduced hassles with students in the morning, the removal of emphasis on clothing among students and the raised expectations for student performance. We want to promote excellence in everything we do and develop community spirit and pride of belonging to something great. Our uniforms do not define us but our pursuit of

excellence defines our uniforms and makes them stand out as denoting a quality education. The attractive appearance of well-dressed students and the change of attitude that comes with 'dressing for work' are all part of the tone and character we want to promote at Living Waters.

Students are expected to be in full uniform at all times while at school and on all formal occasions. Only school uniform pieces purchased through the school's uniform supplier Academy ReWear (780-918-6226) may be worn. School pictures and field trips require a formal uniform. All school uniform pieces should be labelled with the student's name.

We depend on parents to supervise fully the appearance of their children. Every home has the responsibility to enforce the uniform guidelines if they choose to send their child to Living Waters. A brief inspection before students leave in the morning will ensure a better day for the student as well as for the school. This will help to avoid the necessity of having to phone a parent to bring a change of clothes to the school.

Students are to be in uniform while in the school building from 8:40-3:10pm. Students not in uniform will be sent to the office. The following course of action will be taken dependent upon the circumstance:

- a) Sit in the office until the end of class or lunch period if the student has a uniform at school.
- b) Wait in the office until a uniform can be brought if the student does not have a uniform at the school.
- c) Wait in the office until they are picked-up if they are leaving school.

10.2 Uniform for Girls Kindergarten to Grade 3

Casual:

- navy rugby or zip-up pant or navy shorts
- long or short sleeve logoed polo shirt
- logoed zip-up hoodie
- non-marking indoor shoes

Formal:

- navy jumper
- long or short sleeve white oxford shirt with school logo
- cross bow tie
- navy knee high socks or navy tights
- closed black shoes

10.3 Uniform for Girls Grade 4-6

Casual:

- navy rugby or zip-up pant or navy shorts
- long or short sleeve logoed polo shirt
- logoed zip-up hoodie
- non-marking indoor shoes

Formal:

- navy skirt
- long or short sleeve white oxford shirt with school logo
- cross bow tie
- navy cardigan
- navy knee high socks or navy tights
- closed, black shoes

Gym Strip:

- warriors t-shirt
- navy gym shorts or sweat pants
- non-marking running shoes

10.4 Uniform for Girls Grade 7-12

Casual:

- navy or khaki pants
- navy or khaki shorts
- long or short sleeve logoed polo shirt
- logoed zip-up hoodie
- non-marking indoor shoes

Formal:

- charcoal grey pleated kilt secured with kilt pin, and no shorter than two inches above knee.
- long or short sleeve white oxford shirt with school logo
- navy neck tie
- navy cardigan
- navy knee high socks or navy tights
- closed black shoes

Gym Strip: *all 5 pieces are requires for every gym class.

- warriors t-shirt
- navy shorts
- warriors sweat pants
- zip up corporate wave hoodie or warriors sports team hoodie
- running shoes

10.5 Uniform for Boys Kindergarten to Grade 6

Casual:

- navy rugby or zip-up pant or navy walking shorts
- long or short sleeve logoed polo shirt
- logoed zip-up hoodie
- non-marking indoor shoes

Formal:

- navy formal pant
- long or short sleeve white oxford shirt with school logo
- clip-on tie
- navy cardigan
- navy socks
- black shoes

Gym Strip for Grades 4 - 6 only:

- warriors t-shirt
- navy gym shorts or sweat pants
- non-marking running shoes

10.6 Uniform for Boys Grade 7-12

Casual:

- navy or khaki pants
- navy or khaki shorts
- long or short sleeve polo shirt
- logoed zip-up hoodie
- non-marking indoor shoes

Formal:

- charcoal grey dress pant
- long or short sleeve white oxford shirt with school logo
- navy tie
- navy cardigan
- navy socks
- black shoes

Gym Strip:

- warriors t-shirt
 - navy gym shorts
 - warriors sweat pants
 - zip up corporate wave hoodie or warriors sports team hoodie
 - non-marking running shoes
- *all 5 pieces are required for every gym class

10.7 Footwear and hats

Students should wear the appropriate footwear at all times while in the school or on school grounds. Students are expected to **leave a pair of non-marking indoor shoes at the school**. For hygienic and safety reasons, students will not be allowed to go about in socks or bare feet. Footwear should contribute to the appearance of the uniform. Tattered shoes are not acceptable. Hats should not be worn inside the school during school hours.

Section 11 HEALTH AND SAFETY

11.1 General

Children learn best when they are healthy and alert, so please ensure that your children are receiving a balanced diet and plenty of rest.

Health and Welfare Canada makes the following recommendations concerning the amount of sleep required by children:

- 5 - 9 years: 11 hours/night.
- 10-12 years: 10 hours/night.
- 13-17 years: 9-11hours/night.

It is equally important for children to have a healthy breakfast and bring a nutritious snack and lunch. Students are instructed not to share food or drink at school at any time and to wash their hands regularly.

We encourage parents to keep your children home if they are showing symptoms of a communicable disease. Healthy children should be at school. Please do not keep your healthy children home as they miss important instruction.

11.2 Health Care

A parent or guardian is required to advise the principal immediately upon diagnosis of any communicable or infectious disease or condition. Administration and staff will be advised and take appropriate health safety measures as described by the most current Occupational Health and Safety Act of Alberta guidelines.

All student medication, including Tylenol, cough syrup, etc, should be sent to the office with a note from the parent indicating the dose and any other pertinent information. Students should not be self-medicating. This is to reduce the risk of inappropriate use of medications and the chance of other students finding and using medication not intended for them. Students are responsible to keep their own inhalers and epi-pens in a safe but accessible location.

The Regional Health Unit does immunization and preliminary testing with the approval of the parent. Immunizations for HPV are not administered at Living Waters. Parents wishing to have their children immunized can contact their doctor or the health unit.

11.3 Allergy Alert

We are an allergy alert school. This means that we attempt to provide a safe place for students who suffer from severe allergies. From year to year, the way we accommodate allergy sufferers will vary depending on the type and severity of the allergy. A letter is sent home at the beginning of each school year informing parents of any foods they should not be sending to school with their child.

11.4 Child Abuse

Child abuse is a disturbing yet prevalent trend in our society. We hope and pray that all children attending our school are growing up in a secure and loving environment. Should a case arise where a staff member has reasonable grounds to believe that a child is suffering in an abusive situation that staff member is morally and legally obligated to file a report immediately with Child and Family Services or the RCMP.

To ensure that matters of this nature are handled judiciously, our school staff follows Living Waters' *guidelines for the prevention and reporting of child abuse*.

11.5 Emergency Procedures

Living Waters practices emergency procedures through the school year. The entire school will participate in fire drills several times each year to facilitate an orderly and rapid exit from the building in the event of a real fire occurring during the school day.

Each class is also instructed in the proper procedures to follow in the event of a school lock down. This Lock Down Procedure is practiced during the year.

In the event of an emergency such as a bomb threat or intruder alert the principal will determine the correct response and initiate the procedure.

Should an emergency occur during a school day, the staff would assume responsibility for the students until parents can pick up their children. Depending upon the situation, evacuated students would be moved to the Tri Leisure Centre or the school gym as appropriate. Only parents or a designated emergency contact person will be allowed to pick up their child.

11.6 Accident Procedures

In the case of an injury to a student, the parents (or emergency contact person if parents are not available) will be notified immediately if the injury is serious. **It is critical that parents keep the office up to date on contact number changes.**

Several staff members are certified in the administration of first aid and CPR in the event of a serious accident. If medical attention is urgently required, we will call emergency medical help as well as the parent.

11.7 Safety at School

Living Waters participates in the Tri-Municipal Community Violence Threat Risk Assessment and Intervention (VTRA) Protocol. The protocol requires all legitimate threats of violence be evaluated and addressed. The Fair Notice and Practice informational brochure is available on the school website. Threats of violence are evaluated and the protocol outlines steps to take to protect the community and to assist the student in crisis.

The school administration has the right to search student lockers, back packs, jackets, etc if there is a reasonable concern that illegal or dangerous items may be present. No weapons or imitations including toys are allowed at school. Students should never throw objects like rocks, gravel or snowballs.

Section 12 SCHOOL DAY POLICIES AND PROCEDURES

12.1 Student Attendance Policy

Supervision begins at 8:30 am, and until this time, students are the parent's responsibility. The doors of the school will open at 8:30am and school starts at 8:40 am. Students need to be in their desks, prepared for the day at this time.

If students arrive late it can be disruptive to the class and detrimental to the student's learning. We ask for your cooperation in getting your children to school on time.

12.2 Absenteeism

If your child will be absent from school, please inform the school and indicate student name, date or dates of absence and reason for absence. Illness is the only excused reason for absence. Students are legally required to attend school.

Students who are absent by choice without notice will receive a zero for work and exams missed. Students who miss exams due to illness should write the exam on the first day of their return to school. A teacher may assess a penalty on tests and assignments missed for reasons other than medical, or if arrangements have not been made with the teacher.

Students who miss classes (for any reason) are responsible for assignments and need to submit them to their teachers for evaluation as soon as possible. If parents choose to have their child miss instruction, and adequate notice is given, the tests must be written immediately upon their return. Parents and students should be aware that student's marks may suffer due to the absence.

We encourage parents to ensure their students attend classes as scheduled, however, if students will be away on holidays for a lengthy period of time, teachers may be able to provide some assignments so the student does not fall too far behind. However teachers are not required to provide an alternate or portable program for the student who is missing instruction.

12.3 Lunch Period

Lunches will be eaten at the place and time designated by the teacher. All students are responsible for bringing their own lunch. We encourage healthy snacks and lunches as it affects behaviour and learning. For classes that have severely allergic students there may be a ban on certain foods for the safety of the student.

12.4 After School Time

Students should proceed directly to their transportation upon dismissal from school. Loitering in hallways and classrooms is not permitted. There is no student supervision at the school after 3:30pm except for scheduled after school activities. Between 3:10pm and 3:30pm, students waiting to be picked up should wait in the breezeway under the supervision of a teacher.

Should unusual circumstances occur that make it difficult for a parent to pick up his/her child, please make arrangements with another parent to assume responsibility for your child's transportation. If it is not possible for the parent to make alternate arrangements, the school should be informed immediately and preferably before the end of the day.

12.5 After School Activities

It is the responsibility of the parent to provide transportation immediately after the activity ends. Students need to take all their “take home” materials with them to the activity area as they will not be able to get back into their classroom.

12.6 Closed Campus

No student from Kindergarten to Grade 9 is permitted to leave the school grounds during the day unless they are leaving with their parent. Parents must sign their child out at the office if they are taking them from the campus. A student who decides to leave the school grounds will immediately **serve an in-school suspension**. Parents are discouraged from taking their child from school during the lunch period since it is usually too short a time to leave the school for lunch **and may result in a late return to school**.

High School students (grade 10-12) are allowed to leave the campus when there is adequate time to do so without being late for class. The school will not supervise the coming and going of senior students. Grade 10-12 students who wish to leave campus with a student driver may do so at the discretion of the parent. The school does not monitor who leaves with whom. Students must sign out at the office when they leave campus, and sign back in when they return.

12.7 Chapel

Chapel takes place on the last day of the school week. It is designed to be an inspirational, devotional and educational time for our student body. Chapel begins with singing our national anthem and praying the Lord’s Prayer and is followed by student led worship and a message from a speaker (such as a pastor, missionary or teacher). All students are expected to be at chapel and act in a respectable manner. The last chapel of the month is an All-School Chapel for the entire student body. Parents and relatives are welcome to attend chapel.

12.8 Personal Music Players and Cell Phones

Use of cell phones is not permitted in the classrooms unless permission is granted by the teacher. Students using cell phones (or if they cause a disturbance in class, such as ringing) will have them taken away and placed in the office where they can be picked up after one week.

The use of personal music players will not be permitted in the classroom unless approved by the classroom teacher. Students caught using these devices during classes will have them taken away and placed in the office where they can be picked up after one week.

12.9 Elementary Recess Rules

- Shoes must be worn at all times.
- If toys are brought from home to play with, they are your responsibility.
- No electronics (iPods, cell phones, etc)
- Only climb where you can get on your own – no boosting others up.
- Come dressed for the weather.
- Everyone K-6 must be outside for the entire recess. Only a teacher can let you in and only in an emergency.
- Teachers on supervision may change any rule when needed.
- Fitness break is not recess. The classroom teacher can make his or her own rules.

Section 13

SCHOOL FACILITY POLICIES AND PROCEDURES

13.1 School Visits

Living Waters is considered a closed campus. Parents are always welcome at Living Waters. All visitors must report to the school office to sign in.

13.2 School Phones

In case of real need, such as illness, students will be allowed to use the office phone. School phones are business phones. Students need to ask permission to use them. Student personal business (such as play dates) should be arranged outside of school.

13.3 Library

Our library exists as an integral part of the educational program and as an extension of the classroom. We provide a program in which the librarian and the classroom teacher collaboratively instruct students to become independent learners prepared to live in a world where the Christian is surrounded by the influences of the secular media. As one of the goals of the curriculum is to make students aware of the prevailing secular thinking, there will be materials in the library that reflect these philosophies and attitudes. However, the curriculum also tries to direct students toward a Christian philosophy and perspective, so special attention will be given to acquiring resource materials expressing Christian thinking and viewpoints. Selections will be made to provide a balance between the various subject areas and books that will appeal to everyone.

Grades 2-12 students are welcome to check out 2 books before and after school, during spares, and the scheduled class time. K-1 are welcome to check out 1 book during scheduled library times. The lending period is one week for elementary students and two weeks for junior and senior high students.

To aide our parents in knowing what books are overdue in their children's school library account, a notice will be sent home prior to completion of each quarter. Report cards will be held back until the students have paid for the replacement cost for any damaged or lost books.

13.4 Computers

All parents and students are required to sign the Computer Network Use Agreement as part of the registration process. Students who contravene the terms of the agreement may have their computer privileges revoked.

Students have access to school computers and log onto a public network. All activity on the network is considered public and may be monitored for Network use violation. Students are responsible for all activity on their login account. Passwords should never be shared.

We strongly encourage students in grades 7 – 12 to bring their own laptops to school. An increasing amount of material and class work is requiring the use of a personal laptop. If use of laptops becomes a distraction the teacher/admin may make rules regarding personal use.

13.5 Staff Room

Students are not allowed in the Staff Room unless given specific permission by a staff member. Parents are always welcome in the Staff Room.

13.6 Gym Use

Students may not be in the gym unless supervised by a teacher.

13.7 Lost and Found

Valuables such as jewellery, wallets, etc., may be claimed at the office. We encourage parents to label all items so they can be returned to your child. Lost and found items will be displayed in the breezeway periodically. Unclaimed articles will be sent to charity after they are displayed.

13.8 Lockers

Students in grades 6-12 will have the use of a locker. The school provides locks and lost locks must be replaced for a fee. Students should keep their combination numbers a secret. Students are encouraged to lock their lockers at all times to avoid theft. Lockers should be kept clean and tidy, inside and out. Students may decorate the inside as long as it is in good taste and easily removable. If a locker is not properly taken care of, the privilege of using one may be taken away.

13.9 Student Property

School administration may search students and their property, including backpacks, desks, lockers and their person, given reasonable grounds to suspect that the student may possess items that would be dangerous, unsafe, illegal or inappropriate to the nature and purpose of the school. (i.e – combustible substances, weapons including imitations and toys, pornography, illicit drugs, etc). All searches shall be conducted under the supervision, and only with the approval, of the administration and will involve at least one adult witness.

13.10 School Property

Students are asked to show respect towards other people's property. All students and staff will regularly help clean areas of the school. If a student willfully or accidentally damages something, he or she will be asked to make restitution.

13.11 Animals

Due to allergies, there are to be no animals brought into the building unless special arrangements have been made with the principal.

Section 14 DISCIPLINE AND STUDENT BEHAVIOUR

14.1 Discipline

We hope to establish a positive environment at Living Waters based on respect for self, others and reverence for God. Students are expected to model high standards of behaviour towards staff and each other. When dealing with discipline problems, we try to apply the following principles:

- The disciplinary process should assist the student to develop self-discipline and internalize the ethical and character values that are so important for a righteous life and successful witness.
- Students are moral agents, capable of making choices and are therefore responsible and able to make changes to inappropriate behaviour.
- Training in moral, physical, intellectual and spiritual qualities occurs in a community context and will involve parents, student and teachers to be most effective.

Teachers may need to develop or use a comprehensive program aimed at modifying certain behaviour. Parents will be consulted regarding disciplinary procedures as needed.

If a detention is needed, it may be carried out during lunch break or after school. Students are required to serve detentions on the day they are given or, in special

cases, the following day. Parent cooperation is crucial to the success of school discipline; lack of support from home can effectively undermine the teacher and school's authority. Students may serve an in-school suspension, an at home suspension or be expelled if a situation is deemed serious enough. Expulsion of a student is a last resort when a student is demonstrating disregard for the rules and expectations of the school to the extent that there is no longer a productive relationship. The education of students who are expelled remains the responsibility of Living Waters and a program acceptable to the school will be implemented. Parents remain responsible to pay for tuition. Alternately the parent may enroll their child in another school upon expulsion.

14.2 Student Conduct Policy

Living Waters Christian Academy believes that all students are created in the image of God and are entitled to welcoming, caring, respectful and safe learning environments that develop godliness, strength of character, compassion for others, a heart of service, commitment to excellence, and reverence for God.

Accordingly we acknowledge;

Student rights and responsibilities

1. Students shall be treated with dignity, respect, and fairness by other students and staff.
2. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.
3. Students and parents shall be informed of the board's and school's expectations for student behaviour within the school, the school grounds, and during school activities.
4. Students shall be provided with appropriate support and guidance related to social, academic, spiritual, and emotional needs, as determined by school personnel in consultation with parents.
5. In the event of student misbehaviour, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.
6. Students shall exercise their responsibilities to:
 - a. use their abilities and talents to gain maximum learning benefits from their school experiences;
 - b. contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and
 - c. attend school regularly and punctually.
7. Appropriate opportunities for student consultation and involvement in student related matters will be provided.

The board supports the endeavours of staff, students, parents, and the community to ensure positive student behaviour and conduct, in a manner consistent with scripture. In addition, the board expects parents and students to recognize their responsibility in developing student self-discipline.

Accordingly the board has established;

Student behaviour and consequences for misbehaviour

Students shall be responsible and accountable for their behaviour and conduct:

- a. while involved in school-sponsored or related activities;
- b. while on school property;
- c. in their interaction with peers, staff, volunteers, and guests to the school,
- d. during any recess or lunch periods on or off school property;
- e. while traveling to and from school; and
- f. beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).

Parents play a vital role in developing student behaviour and conduct. It is LWCA's expectation that parents:

- a. be aware of the board policy and regulations and the school's expectations for student behaviour and conduct;
- b. review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren);
- c. work with the school to resolve student behavioural issues when they affect their child(ren); and
- d. co-operate with the school's recommended course of action prior to re-admission of the student following a student suspension.

Students shall show respect for:

- a. all individuals, without discriminating on the basis of any of the protected grounds in the *Alberta Human Rights Act*, section 4;
- b. school and school property;
- c. the property of others;
- d. school attendance and punctuality;
- e. work habits, assignments and homework;
- f. textbooks and equipment;
- g. fire alarms and safety equipment; and
- h. school policies relating to smoking, alcohol, drugs and inhalants.

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:

- a. problem solving, monitoring or reviewing behaviour expectations with student and reprimand;
- b. parental involvement;
- c. referral to attendance board;
- d. temporary removal of privileges;
- e. detention of student;
- f. temporary exclusion of student from class;
- g. in-school suspension;
- h. out-of-school suspension (maximum 5 days);
- i. behaviour contract with student;
- j. restitution for property damage to an individual or board;
- k. assessment of student to develop appropriate programming;
- l. involvement of police; and
- m. expulsion from school.

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:

- a. conduct which threatens the safety of students and/or staff;
- b. possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff; A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- c. displaying or brandishing a weapon in a threatening or intimidating manner;
- d. assaulting another person;
- e. "bullying" which means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation; bullying behaviours may include name calling, exclusion, inappropriate language, threats, gestures, innuendos, or intimidation, in person, and online;
- f. possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
- g. contravention of school policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
- h. theft;
- i. willful disobedience and/or open opposition to authority;
- j. use or display of improper or profane language;
- k. willful damage to school or others' property;
- l. interfering with the orderly conduct of class(es) or the school; and/or

- m. trespassing, loitering, and causing a disturbance on or in school property; and/or
- n. use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.

Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs. The principal shall:

- a. inform the parents of students involved; and/or
- b. proceed with disciplinary measures which may lead to suspensions or expulsions.

14.3 Respect for Property

Taking care of school property and personal property is the student body's responsibility. Students will be encouraged to actively involve themselves in keeping property clean and cared for. If irresponsibility becomes an issue, students may be asked to make restitution.

14.4 Smoking

Students may not smoke and lighters and matches may not be brought to school. It is illegal for anyone to smoke in any public place in Spruce Grove, Alberta (City of Spruce Grove Bylaw C-470-03).

14.5 Theft

It is difficult to monitor all areas of the school so the best defense to theft is to be pro-active. Students should lock their lockers at all times and ensure that no valuables are left in the change rooms. The school provides locks for all junior and senior high students. Anyone caught stealing may be expelled as well as face charges.

Section 15 AWARDS AND SPECIAL EVENTS

15.1 Awards

All students are recognized for their work during the year with a Certificate of Achievement. This certificate contains the following:

- **Character Awards** are given to each student in recognition of an area of personal strength.
- **Academic Awards** recognize each student's area of particular academic strength or passion.
- **Bible Memory Award** is given to students who complete all their scripture memory work.
- **Honour Roll** recognizes achievement for the terms earned. Honour roll is given in grades 7-12. Honour roll is achieved when a student has an overall average of 80% or more, no mark below 70%, a good attitude and effort displayed throughout the year, all scripture memory completed, and no numeric descriptor below 3. A medal is given when a student achieves Honour Roll for all 4 terms.

Barnabas Award (one for the school) recognizes a student from grades 1 – 6 who has consistently demonstrated a spirit of encouragement through out the year.

Timothy Award (one trophy for grades 7-12) recognizes one student in the school body who in speech, conduct, love, faith, and purity is an example to others.

Most Honourable Athlete recognizes students with involvement in school athletics beyond PE class who demonstrates athletic skill, leadership, and sportsmanship.

Best Performer Award recognizes one student who demonstrates outstanding discipline, dependability, and commitment in the theatre arts in addition to a remarkable performance during the annual theatrical production.

Rising Star Award is a breakout award recognizing remarkable growth in the theatre arts. This student surpasses all expectations in delivering an outstanding performance during the annual theatrical production.

Lois Curry Leadership Award is a \$500 scholarship given to a current grade 10 student who is enrolled for grade 11 at Living Waters and has demonstrated leadership in the school. A committee reviews applications from qualified students.

Derek McNeil Memorial Scholarship – This \$1,000 scholarship is awarded to the current grade 9 student with the highest academic average in the 5 core subjects (English, Socials, Math, Science, Religious Studies) who attends Living Waters for grade 10. The award is applied to 10 months of tuition for the grade 10 year. This scholarship was established in memory of Derek McNeil who passed away after several years of struggle with ALS

George Cuff Leadership Award – This monetary award recognizes leadership and service in the school and community at large. It is presented annually to a graduate who demonstrates active service in the community. George Cuff is a former mayor and currently consults with governments across Canada in the areas of governance, management, and accountability.

Rotary Leadership Award – The Rotary Club encourages community involvement and this annual monetary award is given to a graduate who demonstrates leadership and service in the community.

15.2 Special Events

Living Waters sponsors an annual Christmas concert in December and Spring concert in May. These events provide an opportunity for the students to share their talents and for the school community to celebrate together.

In spring, Living Waters has a Mission Emphasis Week that culminates with International Night. At this event students showcase their learning of different countries and cultures around the world. It is an evening of international food, song, and costume. We celebrate what God is doing in the world around us.

Other special events, such as musicals, plays and special-events weeks, may be organized during the course of the year. Parents are encouraged to support school events.