



Phil & Jennie  
Gaglardi Academy

# Parent Manual

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# ABOUT THE ACADEMY

Phil & Jennie Gaglardi Academy is a Kindergarten to Grade 12 independent Christian school and is a ministry of Northgate Foursquare Church in Courtenay, British Columbia (BC). Phil & Jennie Gaglardi Academy is a Group One school and has received the highest classification under the *Independent School Act*.

The school is committed to offering an excellent academic education from a Biblical worldview, with a strong emphasis in music, performing arts, visual arts and a growing sports program.

## **Students at Phil & Jennie Gaglardi Academy are encouraged to:**

- Excel in academic foundations.
- Explore their creativity.
- Grow in leadership, respect and responsibility.
- Use and become proficient in technology.
- Be confident and articulate in public speaking.
- Develop a well-formed character that recognizes the inherent value and diversity in others.
- Develop a healthy lifestyle and enjoy learning.

## **Phil & Jennie Gaglardi Academy is a place where:**

- Jesus and His Word are openly explored every day in the classroom.
- Teachers are passionate about learning and use a variety of teaching methods and approaches to learning.
- Limited class sizes permit teachers to spend more learning time with your child.
- Students are taught **how** to think.
- Students discover that learning is exciting and full of possibilities.
- Learning is balanced with field trips, mission opportunities, fine arts programs, music, sports and many other extra-curricular activities.
- Parents are encouraged to be actively involved in their child's education.

## **Whether you are with Phil & Jennie Gaglardi Academy for 13 years or just a few, it is our hope that graduates will have:**

- Instilled within them, the values and wisdom that come from a growing relationship with God.
- An academic record that will open doors to life.
- A preparedness and plan for their future.
- A lifestyle that positively influences others.
- A Christ-like character that demonstrates respect, inclusiveness, and kindness to others regardless of their gender, race, beliefs, or sexual orientation.

## **Phil & Jennie Gaglardi Academy Curriculum and Educational programs:**

- Are accredited and meet the rigorous standards set out by the BC Ministry of Education.
- Have a full K-12 academic course offering from a Biblical worldview.
- Are taught by BC Ministry of Education certified teachers.
- Have a strong, dedicated focus in literacy, writing and numeracy programs from Kindergarten to grade 7.
- Have learning support in the classroom.
- Use technology to enhance learning in the classroom.
- Dedicated music specialist to teach music and band from Kindergarten to grade 12.
- Music, performing and visual arts are emphasized in student life.
- Sports and extra-curricular sport activities are encouraged at all grade levels.
- Apprenticeship and applied skills programs in upper grades.

# HISTORY

Phil & Jennie Gaglardi Academy has a well-established Christian heritage in the Comox Valley. In 1992, two Christian schools, Comox Valley Christian School (est. 1979) and Rejoice Christian School, amalgamated to become Comox Valley Christian School (CVCS). Each school community brought with it many God-given talents and experiences. In December 2007, CVCS, after many years of operating as a parent-run society, came under the governance and leadership of Northgate Foursquare Church. This partnership offered the school stability, leadership and vision to guide the school into the future.

Since then, the facilities have grown as has enrollment. At the end of the 2008/2009 school year, CVCS moved from their campus in Merville into a rented facility in Comox and briefly changed its name to Gateway Academy; a name that better reflected *who* we were and where we wanted to go: education is a “Gateway” to a child’s future and destiny! Then in October 2013, the school, through a very generous gift by the **Phil & Jennie Gaglardi Foundation**, was able to purchase a building of their own on nine beautiful acres in the heart of Comox. The foundation’s generous gift was given to honour the contribution to the Christian community that Phil & Jennie Gaglardi made over their lifetimes. Among their numerous contributions throughout the province of BC, their efforts clearly demonstrate their values of service, community, and an investment in children that echoes the values of the Phil & Jennie Gaglardi Academy. The new school facility provides the opportunity for the school to continue to grow as it serves students and families in the Comox Valley.

# STATEMENT OF FAITH

## **We Believe:**

- That the Holy Scriptures are the divinely inspired, infallible, inerrant and authoritative Word of God. (2 Timothy 3:16, 17).
- There is one God eternally existing in Three Persons: the Father, the Son, and the Holy Spirit.  
(2 Corinthians 13:14)
- In the virgin birth of the Lord Jesus Christ, His unqualified Deity, His sinless humanity, and perfect life.
- In the personality of the Devil, Satan, as the enemy of God.
- In the existence of God’s angels and His people.
- That man was created in the image of God; he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God. All human beings are born with a sinful nature and must accept Christ as Lord and Saviour to become a new creature in Christ, saved from damnation.
- In the eternal, all sufficiency of the atoning death of the Lord Jesus Christ, His bodily resurrection, His Ascension to the Father’s right hand as our High Priest and Advocate, and His future personal return.
- In the indwelling of the Holy Spirit for the child of God. Thus, the life of Christian victory through faith, in and obedience to, Jesus Christ under the Holy Spirit becomes possible.
- In the physical resurrection of all men, the saints to eternal life with God, and the lost to everlasting damnation.



# ACADEMY ORGANIZATION

## School Board

Directors of the Board are members and representatives of the Northgate Christian Education Society. The Board's task is to assess and oversee the vision, goals, and policies of the school. They are committed Christians who lead exemplary lives, understand the rationale for Christian education and remain sensitive to the needs of the school community. While school is in session, the Board meets quarterly. The Board of Directors may call extra-ordinary meetings anytime to deal with specific issues.

## Director

The Director is an advisory member of the Board. The Director is responsible for the day-to-day oversight and administration of the school, staff, curriculum and its policies. The Director is the sole employee of the Board and works in partnership with them to carry out the vision, goals, and policies of the Society.

# SCHOOL AFFILIATIONS

## Association of Christian Schools International (ACSI)

Phil & Jennie Gaglardi Academy is a member of ACSI which serves over 5,000 Christian schools in over 100 countries around the world. Programs and services are designed to assist Protestant Christian schools in offering effective Christian school education. ACSI is committed to a vision that Christian school students worldwide will acquire wisdom, knowledge, and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship. ACSI supports its member schools by making available curriculum resources, holding curriculum workshops, providing policy guidelines and giving help as our school requests.

## Federation of Independent School Association (FISA)

The Federation acts as the advocate for independent schools in British Columbia, and is a liaison between independent schools and government.

## Local Affiliations

Our school encourages local church support from pastors, youth leaders and Youth for Christ (YFC).

## Ministry of Education

Through the *Independent School Act*, our school is given an independent status which allows us to incorporate Biblical truths into the framework of our school. Phil & Jennie Gaglardi Academy meets all requirements set by the BC Ministry of Education and is certified by the Province of BC as a Group One School. This status commits the school to hiring teachers certified by the BC College of Teachers and to meeting the basic learning outcomes of the BC curriculum.

# PRIVACY POLICY - Personal Information Privacy Policy (PIPA)

Safeguarding personal information of parents, students, employees, and volunteers is a fundamental concern of Phil & Jennie Gaglardi Academy. The school is committed to meeting or exceeding the privacy standards established by BC's *Personal Information Protection Act (PIPA)* and any other applicable legislation.

Our PIPA describes the policies and practices of Phil & Jennie Gaglardi Academy regarding the collection, use and disclosure of personal information including the steps the school has taken to ensure personal and financial information is handled appropriately and securely. If you would like a complete copy of the Phil & Jennie Gaglardi Academy's PIPA policy, please contact the administration office and a copy will be emailed to you.

## PARENT PARTICIPATION

### New Family Orientation Meeting

All new families are strongly encouraged to attend the orientation meeting held at the beginning of each and every school year. This meeting is held to acquaint parents with the philosophy and policies of the school, ensure that the school operation is understood, and to inform parents of new information.

### Welcome Back Meeting

In the middle of September, all parents are invited to the "Welcome Back" night. This meeting is a great time to visit your child's classroom, introduce yourself to the teacher, hear plans and programs for the current school year, and be informed of any changes to school policies.

### Volunteer Work

As an independent school, volunteer work is essential to our success, prosperity, and for maintaining a quality, well run school. When parents get involved in the school life, it creates an atmosphere of community and builds relationships with teachers and staff. For this reason, every Phil & Jennie Gaglardi Academy family is required to serve a **minimum of 25 hours per school year** or pay a \$10/hour prorated monetary payment on the unfilled portion of their volunteer hours. At the "Welcome Back" meeting, time is provided to assist parents in signing up for upcoming school events and activities, as well as filling out the necessary documents so they will be able to serve:

- Criminal Record Checks (CRC): All volunteers, whether in-school, recess supervision, or having immediate contact with children are required to have an expiring Ministry of Justice CRC. RCMP CRCs are no longer valid for those working with children.
- Driver's Abstract: Volunteers offering to drive students to events and activities must provide a Driver's Abstract. This document is free to obtain. Simply call 1-800-950-1498, select option 4, and provide your BC driver's license number and other information as requested. Ask for the abstract to be faxed to Phil & Jennie Gaglardi Academy at 250-339-1215. The school office will also need a copy of your driver's license as well as a copy of your vehicle's insurance with \$5,000,000 for liability insurance.

### Parent Advisory Committee (PAC)

PAC embraces the school, partnering alongside the school faculty, serving together in commitment, love and obedience to Christ, where fellowship and good works are a glorification to God. Its goals are:

1. To communicate with the Director on matters concerning school life and suggest areas of educational enrichment.
2. To encourage parental involvement overall and help families meet their required 25 hours of service to the school community.
3. To assist the school with fund-raising and school-related projects.

## Parent/Teacher/Student Communication

Open and honest communication is one of the most important facets of any community. Parents are encouraged to keep communication lines open between home and school. Communication should be frequent, focused and constructive. Here are some suggestions:

- Make your first contact positive. Be quick to encourage and express appreciation to your child's teacher, instead of waiting to express concerns about something you consider to be a problem. A positive first contact will pave the way for future communication.
- Understand the teacher's expectations. Make sure you understand from the beginning of the school year what will be expected of your child (i.e. homework, special assignments, behaviour, etc.). Attendance at the Connect parent meeting to meet and talk with teachers is very valuable and could help prevent frustrations due to a lack of understanding.
- Understand the responsibility for your child's education. The Christian school is an extension of the Christian home. Values such as respect, responsibility, discipline and motivation are first taught at home and reinforced at school. If your child is having difficulties, ask the teacher for specific suggestions to help your child succeed, such as checking for completion of assignments, study skill strategies, peer relationships, organizing tasks, and setting goals.
- Use communication lines set by the teacher. Watch for written and emailed communication coming home from school. Be aware of important events coming up such as projects and tests, social or special events and mark important dates on your calendar.
- Suggest additional measures. If your child's performance is unsatisfactory, ask the teacher to set up a way of ensuring you see all assignments (i.e. initialing the homework book or marked papers). Ask for additional quizzes or assignments to help your child at home and then follow through with the teacher to determine the progress.
- Avoid responding in anger. We as Christians are to be quick to listen but slow to speak and slow to anger. If something has annoyed you, give yourself some time to think of how you should respond, this will help to improve the outcome. The majority of problems stem from a simple lack of understanding.
- Talk with the teacher first. If a problem should arise, always discuss the situation with the teacher first, allow the teacher the opportunity to discuss the situation with you. If the problem is not resolved, both of you may need to talk with the Director. Again as Christians, the Bible exhorts us to go to our brother (or sister) first if we have a problem.
- Take time for parent-teacher conferences. Taking the time to discuss your child's strengths and weaknesses is vital to your child's education. The teacher can identify areas where your cooperation can enhance your child's learning.
- Become involved. Volunteer in the class and at school functions, attend chapel and field trips. Seeing your child interact within the school community will be a valuable experience for you and help you to understand many of the positive aspects of Christian education.
- Don't delay. If you see a problem developing with your child, whether its schoolwork or social, call the teacher to express your concerns; the teacher will appreciate you keeping them informed.
- Show support. Christian teachers are dedicated to the education of your child and to modeling Christ to them. Encourage them, pray for them and understand that they are not infallible. They need the support of dedicated parents.

# ADMISSIONS

## Enrolment

Families interested in enrolment should obtain an Admission Package from the school or website, read it carefully and return it to the school office with all the forms completed, accompanied by a \$50 Application fee (non-refundable), birth certificate, and most recent report card from the last school attended.

## Admission for New Students

Phil & Jennie Gaglardi Academy has developed its Admission Policy in order to maintain the distinctiveness of the Christian nature of our school. Phil & Jennie Gaglardi Academy is committed to offering an excellent academic education from a Biblical worldview with a strong emphasis in music and the performing and visual arts. It is a place where all aspects of life – spiritual, physical, emotional and intellectual – are nurtured, developed and celebrated.

To be eligible for admission, parents/guardians and students in grades 8-12 must not only affirm the vision of the school, but understand, support and adhere to Phil & Jennie Gaglardi Academy's Code of Conduct. Furthermore, parents/guardians and students must understand and support that Phil & Jennie Gaglardi Academy teaches through the lens of a Biblical worldview and that the Christian Bible – Old and New Testaments – is the inspired word of God. All students must attend weekly Bible classes and chapel services as a condition of enrolment.

Phil & Jennie Gaglardi Academy will only accept a student if the Director believes the school can provide a suitable education program. Student files will be assessed by the learning support teacher before admission is completed. There may be some cases where the school lacks the resources to offer learning assistance or to meet other special needs.

Upon the approval of a student's application, a letter will be sent home to confirm admission.

## Tuition Reimbursement Policy

Due to the nature of education, the majority of planning for any upcoming school year is done annually. Significant financial commitments are made before the school year begins including: hiring teaching staff, purchasing desks, chairs and textbooks. Enrolment numbers are the basis for many of these financial commitments.

Therefore, when a family withdraws from the school for any reason prior to the end of the school year, they are asked to give a minimum of one full calendar month written notice to the school. Tuition for the current month, plus the notice month, are compensation for early withdrawal. For example, if a family withdraws on April 5th, tuition for the entire month of April plus the month of May is due and payable.

Moreover, a family who enrolls in the spring expecting to attend in September must provide written notice on or before August 1st to avoid an early withdrawal penalty. For example, a family who re-enrolls in the spring and voluntarily withdraws between August 2nd and September 1st, tuition payments for both September and October would be due and payable.

When a student is suspended or expelled, tuition for the balance of the year remains due to Phil & Jennie Gaglardi Academy.

## Re-Registration

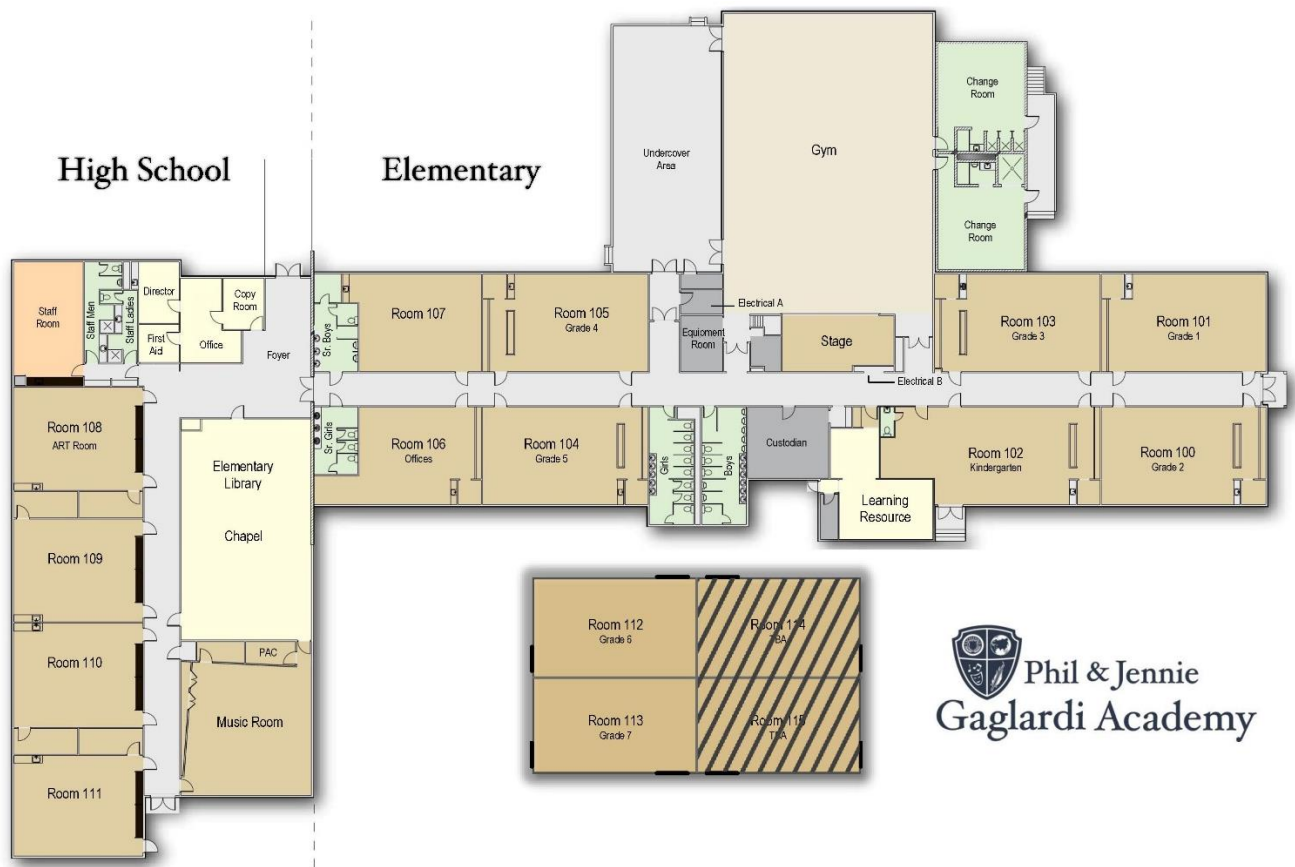
Notification of intent to re-register for the following year is conducted in the spring in order to

assist the Director with teacher and budget planning, ordering of supplies and to ascertain available spaces for new applicants. It is our desire that all of our current students re-register for the following year. A re-registration package will be sent home at the end of February to be completed and returned by the middle of March.

Updated medical forms are required on an annual basis to help ensure the health and safety of all the children; it is also a requirement per the BC Ministry of Education standards for independent schools. Parents/guardians MUST update their children's medical information at the beginning of each school year; the necessary form will be sent home during the first week of school in September. Please update any medical information and indicate any serious medical conditions that will require school attention.

It is important that parents understand that if a student's behaviour has been consistently less than satisfactory, the student may not be permitted to re-enroll for the following year.

## SCHOOL MAP



### SCHOOL OFFICE HOURS

MONDAY–FRIDAY: 8:30 AM–3:30 PM

*Closed all statutory holidays*

# FINANCIAL INFORMATION

Phil & Jennie Gaglardi Academy is financed through tuition fees charged to parents of students and donations made by supporters of Christian education. The Provincial Government provides tuition funding to or school at 50% to what public schools in our area receive. The government does not provide any money for capital expenses. Thus, Phil & Jennie Gaglardi Academy depends upon prompt payment of applicable fees to offer our educational program.

## Tuition Fees

There are two options for tuition payments:

### 1. Lump Sum payment

- A 2% discount on full tuition payments received on or before August 1 for the upcoming school year.
- Payments options include cheque, bank draft, e-transfer or credit card. Credit Cards have an additional 2.75% processing fee.

### 2. Monthly Payment Plans:

A family has two payment plans options and the choice for payment processing on either the 1st or 15th of each month.

- 12-Month Payment Plan
  - Payments commence from July to June.
  - Payments can be set up as automatic withdrawals or post-dated cheques. Other payment options are not accepted (i.e. credit cards).
- 10-Month Payment Plan
  - Payments commence from August to May.
  - Payments can be set up as automatic withdrawals or post-dated cheques. Other payment options are not accepted (i.e. credit cards).

## School Fees

Fees consist of, but are not limited to, the following:

- Student activity fees
- School supplies
- P.E. uniform
- Locker Fee
- Earthquake Kits
- Graduation
- Yearbook
- Sports Fees
- Lost library book fees
- Unmet volunteer hours

Yearly fees and tuition payments are either paid by a lump sum before the beginning of the school year or a monthly payment plan throughout the school year.

## Outstanding Tuition & Fees

General Understanding: Gaglardi Academy is a community and values the education of the children who attend. However, if families do not honour the negotiated payment plan, the school commitments to staff and educational programs cannot be met. Repeated difficulty collecting monies owing from families will result in the withdrawal of the family from the school.

All outstanding tuition and fees at the end of any school year must be paid before the beginning of the next school year. There are two options available.

- Immediate payment. The last date for payment for prior years' tuition and fees is July 31st. After July 31, interest will apply at 2% per month or 24% per year.
- At the discretion of the school's Comptroller, an alternative payment plan must be in place.

a) **Yearly Lump Sum Payors** – Regular lump sum payors with outstanding tuition and fees owing as of August 31<sup>st</sup> for the upcoming school year are required to pay within 48 hours of the non-payment notification. If payment remains outstanding after a 48-hour period, the tuition worksheet amounts will convert to either a 10 or 12-month payment plan. The family will be responsible for all bank fees or NSF charges and may be limited to monthly payment options in the future.

b) **Monthly Payment Payors** – Should any outstanding tuition or school fees remain at the end of the current school year, Gaglardi Academy, using the banking information on file, is authorized to collect unpaid tuition and fees. During the re-registration or enrollment process, families agree to extraordinary payment processing. Families are notified via email of amounts outstanding before payments are automatically processed through either credit card or auto-debit.

For a copy of the tuition schedule for the current year, please request one at the office. Or you may view and print one from our website at <https://pjpgaglardiacademy.ca/parent-page/>.

## Returning Family Re-Registration Fee (non-refundable)

A \$200 re-registration fee is charged to each returning family to reserve your child's space in school for the next year, confirm teaching assignments, and to help us treat fairly those families on waiting lists. Failure to pay the fee will mean that your child's name will not be kept on the enrollment list for the fall.

## Tuition Tax Benefit

A portion of tuition paid from January to December may be classified as a charitable donation and used on your personal income tax return. This is depending on how much tuition a family pays, how many children each family has attending Phil & Jennie Gaglardi Academy, how many months they attended school during a calendar year (i.e. January-June and September-December), and the non-taxable "cost per student" calculation. The "cost per student" is a government approved formula and varies from year to year. Tax receipts are issued at the end of February each year. If you have any questions, please contact the office for the telephone number of the bookkeeper.

## Donations

Monetary and gift-in-kind donations are eligible to receive an official charitable receipt for income tax purposes. Please note that gifts-in-kind do not include a gift of services.

## Occasional Costs

From time to time students are required to participate in special projects or events which require additional funds. These costs are usually minimal and we try to cover them with student activity fees and fund raising, but occasional costs may be warranted.

# EMERGENCY SCHOOL CLOSURE

- EMERGENCY CLOSURE **BEFORE SCHOOL BEGINS** due to snow, etc.  
The Director will notify the Safe School Coordinator and Communications Coordinator by 6:30 am if there is a change in the school schedule.  
The closure will be announced on:
  - Our school Facebook page
  - Our school website at <http://www.pjgaglardiacademy.ca> on the home page. If a lengthy explanation is needed, it will be found in the “News” section of the website.
  - Radio: 97.3 EAGLE FM

**NOTE: there are two categories of closure:**

**Closed** – no attendance for faculty or students.

**Open Non-Instructional Day** – facility is available to host children from 8:40 am-3:00 pm so that working parents do not have to find childcare. Please note that not all faculty will be in attendance, only those who are able to safely drive the roads.

- EMERGENCY CLOSURE **DURING SCHOOL**
  - Communications Coordinator will post announcement on Facebook and school website.
  - School office staff will contact the parents at home/work.
  - Students remain at the school, supervised, until all arrangements are made with parents for pick-up. Parents must sign-out students on pick-up.
  - Grade 8-12 students may return home once they sign-out and with parental permission.
  - Director will contact local radio station to make announcement (97.3 FM The Eagle)
  - Staff members shall remain at the school until all children have left.

***Families can assume that the school will re-open the following day unless an announcement is on the radio and website again.***

## COMMUNICATION

### Emails & Newsletters

A weekly email is sent each Friday afternoon titled the “WAAG” (Week at a Glance) to highlight activities happening in the upcoming week and provides a link to our website’s events calendar ([www.pjgaglardiacademy.ca/events/](http://www.pjgaglardiacademy.ca/events/)) which holds the bulk of all school activities and is updated on a consistent basis. Information is also sent home through notices and emails from the school throughout the month as required. Also, classroom teachers may, at their discretion, provide a monthly newsletter to inform parents of upcoming activities pertaining to their classroom.

Information is also posted on our Facebook page. Please “Like” the school on Facebook so all posted school information, as well as photos of students participating in school activities, will display on your newsfeed. You may also follow the school on Instagram: @pjgaglardiacademy.

### Planners & Announcements

Students in grades K to 7 are given a planner at the beginning of September, and encouraged to use it on a daily basis in order to record homework assignments and any other important information. Teachers will post homework and other announcements in class so that students



may record the information at the end of each class. Students in grades 8-12 receive a student handbook that outlines the policies related to student life. Students can use the calendar at the end of the handbook to record assignments. High school students wanting a formal planner can request one from their homeroom teacher at the beginning of the school year.

Daily announcements are given at one of the homeroom periods that all students are required to attend. Students who are notice-takers for the family will often have notices or packets of information. Please check backpacks or planners on a regular basis for this information.

Communication between teachers, parents, and students is often encouraged via email. Teachers have work email addresses. Please remember appropriate email etiquette when using this form of communication. *Email is not an appropriate medium for dispute resolution.*

## HOMework

Homework is an important part of the school program. The assignments focus on what is necessary to prepare for the next day's lessons, on projects, unfinished classwork and additional practice in weak areas. Most students in the intermediate grades will experience some homework each night. If a child is having difficulty passing a certain subject, he/she may be expected to complete additional homework. If assignments are carelessly done or not completed, students may be requested to redo them.

The following guidelines are in place for homework expectations. Please note, especially in the secondary school grades, that these are guidelines only. Students may have more or less work based on course load and work habits.

<b>Grade</b>	<b>Approximate number of hours of homework given per grade:</b>
K-3	Approx. 30 minutes, five times per week. Gaglardi Academy encourages 20 minutes of daily <b>reading</b> and 10 minutes of <b>spelling</b> homework.
4-5	30 minutes, five times per week
6-7	1 hour per night, five times per week
8-9	1 and a half hours per night
10-12	2-3 hours per night depending on academic load

## HIGH SCHOOL (Grades 8-12)

### Homework & Assignment Policy

#### Rationale

As part of establishing good foundations, students, at different stages, will be encouraged to take responsibility for their own learning through:

- active listening
- active organization
- active responsibility
- active accountability

This policy applies to senior students, grades 8-12, but will have different expectations and outcomes as students move from grades 8 through 12.

## General Exceptions

- Where students have an Individual Education Plan (IEP) or are adapted or modified in any subject area.
- Where classroom teachers approve or are aware of an extenuating circumstance.

### 1. Developing: grades 8 and 9

Purpose:

- To *develop* a learning process for students to plan and organize their own work and time.
- To *develop* in students a sense of “ownership” and responsibility by learning to communicate with their classroom teacher and demonstrate an awareness of their responsibilities and commitments regarding homework expectations.

Students with incomplete “assignments” will receive one extended deadline and are required to attend an after-school homework class until the assignment is complete or the extended deadline has been reached. Teachers will send an email home to parents to notify them of their child's incomplete assignments, consequences and the deadline for completion.

Teachers will help students be accountable by tracking students with incomplete assignments and give them opportunity to remedy by assigning them to a homework class. If teachers have to track down students, they are asked to reinforce the need for communication and follow-through.

At the end of Homework Club, any incomplete assignments are to be handed in to the classroom teacher for assessment and grading.

If the student does not hand in the assignment, complete or otherwise, the student will receive zero on the assignment.

### 2. Proficiency: grade 10

Purpose:

- To cement the learning process for students to plan and organize their own work and time.
- To cement in students a sense of “ownership” and responsibility by learning to communicate with classroom teacher and demonstrate the awareness of their responsibilities and commitments.

Students with incomplete “assignments” will receive a very limited extended deadline and are required to hand-in the completed assignment for assessment and grading by the new due date.

If the student does not hand in the assignment, complete or incomplete, the student will receive zero on that assignment.

Teachers will NOT follow through with students, as it will be the responsibility of the student to communicate and manage their own assignments and timetable.

If a student is failing a course because of incomplete or missing assignments, parents will be emailed within a respectable time-frame where a remedy can have a substantial impact on the outcome of the student's term or semester mark.

### 3. Accomplished: grades 11 and 12

Purpose:

- Students practice for life outside school.

Assignments are required to be handed in when they are due. Incomplete assignments will not be accepted. Teachers will NOT follow through with grade 11 and 12 students; it is a student's responsibility to be proactive in getting his/her assignments in.

Graduates from Gaglardi Academy should demonstrate preparedness for life beyond the classroom that provides a foundation for success in any field of endeavour.

## STUDENT PLAGIARISM

In today's world of open access to the world-wide web, the need to protect the intellectual property of others is paramount for any educational institution, including Phil & Jennie Gaglardi Academy. Moreover, because of the ease with which a student may copy or download portions of another's work and pass it off as their own requires Phil & Jennie Gaglardi Academy to have a strict policy with respect to plagiarism.

Therefore, the parent of any child caught in plagiarism will be notified immediately by telephone and a follow-up written email requesting a meeting with the Director, classroom teacher, student and parent. At that meeting, the case will be presented with an opportunity for the student to answer the case against them. At the conclusion of that meeting, a decision will be made whether an expulsion recommendation will proceed to the School Board. At that point, the Discipline Appeals Policy (p. 22) will come into effect.

## MISSED SCHOOL WORK

### During Non-Ministry Approved Absences

According to the *School Act*, children are legally required to be in school unless they are ill. Unless a child is ill, the school cannot be responsible for preparing work packages for such things as family holidays that are taken outside of the regular school calendar. The reasons for this are:

- A large amount of class instruction is done orally through demonstrations and discussions and therefore cannot easily be made up through work sheets unless considerable explanations take place.
- Vocabulary development and understanding of the concepts in science, math, etc., is tightly linked to the active participation by the student.
- It is difficult for a teacher to assign work ahead of time and to know exactly what will be covered two or three weeks down the road. As the approach at the elementary level is more child-oriented than content-oriented, many variables constantly come into play such as the classroom pace, difficulties, interests, unexpected special events, etc., which all affect the day to day planning.

In the past, teachers have spent time preparing work for a child to take along while traveling. The teacher would expect the work to be completed upon the student's return. However, frequently the student would inform the teacher that they were too busy during their trip to do the work. Therefore, if a child has to miss school, it is usually more feasible to do some catching up after they come back to class. Teachers may add homework prior to departures, at their discretion. This being said, we recognize that certain trips can offer excellent learning opportunities. We also realize that parents are the ones who ultimately make the final decisions on whether to take their child out of school to go on trips after all things have been considered. We hope that this helps you understand the school position no matter what your decision may be.

# STUDENT ASSESSMENT

**Students in grades K-7** at Phil & Jennie Gaglardi Academy receive report cards three times a year.

- Kindergarten students receive anecdotal reports explaining the student's learning, progress, attitude in his/her schoolwork, and relationships with his/her peers and teacher.
- Students in grades 1-3 receive report cards by subject measured against objectives prescribed in learning outcomes of the BC Ministry of Education. Their grades are stated using language as follows: Exceeds Expectation, Meets Expectations, Approaching Expectations or Not Yet Meeting Expectations.
- In grades 4-7, students receive letter grades plus comments by teacher.

Teacher interviews for grades K-7 are held once each year on a non-instructional day, and may be requested at other times for students having difficulties. Parents may make an appointment anytime during the year to view class work and discuss issues with the teacher about the student.

**Students in grades 8-12** receive report cards four times a year and consist of percentage grades, teacher comments, and work habits. Consistent evaluation is necessary for a healthy learning/teaching environment. Students are given a variety of ways to demonstrate their learning through: observation, questioning, collaboration, discussion, creative work, teamwork, and quizzes and tests. These methods track the daily evaluation of the progress of each student.

Teacher interviews are held twice each year from 3 pm to 6 pm on an instructional day, and may be requested at other times for students having difficulties. Parents may make an appointment anytime during the year to view class work and discuss issues with the teacher about the student.

## **Elementary (Grades 6-7) and High School achievement schedule:**

A = 86-100%    B = 73-85%    C+ = 67-72%    C = 60-66%    C- = 50-59%

# ACADEMIC HONOUR ROLL

## **Academic Honour Roll**

The Academic Honour Roll is established to recognize and commend students who have attained a high standard of academic achievement in Grades 6-12. Honour roll standing is based on grades earned over the full academic year, according to the following standards:

### **1. First Class Honours**

- A Grade Point Average (GPA) of 4.0 in all core subject areas (Bible, English, Math, French, Science, Social Studies).
- No failing marks or I's (Incomplete) in any other subject.

### **2. Honours**

- GPA of 3 or higher in all core subject areas.
- No failing marks or I's (Incomplete) in any other subject.

The Honour Roll standings will be announced on the Academy Awards night held on the last school day in June.

# ACADEMY AWARDS

## Year End Awards

1. The "*Timothy Award*" (2 Tim. 2:15) is given to the top academic student in each grade.
2. The "*True Yokefellow Award*" (Matt. 25:21) is given to the student who displayed the most Christ-like behaviour in each classroom.
3. The "*Diligence Award*" (2 John 1:8) for grades K-12 students who displayed consistent diligence in their studies.
4. "*Hide it in your Heart*" (Ps 119:11) award is given to K-12 students that have memorized large tracts of the required scriptures. Students who have successfully completed the memory work will receive a medal plus an appropriate gift card.
5. The "*Sportsmanship Award*" (Col 3:23) is given to the boy and girl in each K-12 class in recognition of excellence in athleticism and sportsmanship.
6. The "*Leaps and Bounds Award*" (Luke 21:52) is given to the K-12 student in each class that has shown the most academic improvement during the school year.
7. The "*Perseverance Award*" (Luke 21:52) is given to any student in any any grade who has demonstrated significant advancement in any area of academic life through perseverance and commitment to push through difficult circumstances or situations.
8. The "*Reading Recognition Award*" is given to any K-7 student who have improved significantly in the level of reading throughout the course of the school year.
9. The "*Math Excellence Award*" is given to the top math student in each class K-12.
10. The "*Writer's Excellence Award*" is given to the top writing student in each class K-12.
11. The "*Leadership Award*" (Titus 1: 7-9) is given to a grade 12 student who consistently shows the qualities of: inclusion, trustworthiness, personal discipline and moral integrity.

Other awards include "*Perfect Attendance*", "*Senior Fine Art*", "*Senior Drama*", and "*Senior Music*", "*Honour Roll*", "*Speech Meet Award – Primary, Intermediate, Junior and Senior*", and "*Athlete of the Year*".

# SCHOOL UNIFORM

At Phil & Jennie Gaglardi Academy, all students wear the approved uniform. The uniform dress code will be strictly enforced.

## At all times:

- The school depends on the assistance of parents/guardians to ensure their children come to school dressed in approved clothing that meets the dress code. If a student is not appropriately dressed, the parents/guardians will be contacted and asked to come to the school with appropriate clothing.
- Due to the risk of injury from foreign objects, students must wear footwear at all times.
- Uniforms must be worn from the beginning of the school day to the end of the school day.

Please note: ALL white clothing is “winter white” with NO crest. Currently, there is no restriction where parents can purchase the white tops as long as they are winter white. If we get a variety of “whites” worn, then we will have to place a restriction where the uniform tops are purchased. To keep costs down, please respect the “white” request.

A list of formal uniform dates is sent home with students at the beginning of each school year.

## PRIMARY UNIFORM: KINDERGARTEN TO GRADE 3

Please note: **Cardigans** must be worn on “formal uniform” days.

Uniform	Colour	Boys	Girls
Outerwear – WITH Crest	Navy	<ul style="list-style-type: none"> <li>• <b>Cardigan</b></li> <li>• Vest</li> <li>• V-neck pullover</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cardigan</b></li> <li>• Vest</li> <li>• V-neck pullover</li> </ul>
Top – NO Crest	Winter white (or bright white)	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> </ul>	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> </ul>
Bottom	Navy	<ul style="list-style-type: none"> <li>• Pants</li> <li>• Shorts (<i>allowed after Spring Break and Sept. through Oct.</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Jumper</li> <li>• Skorts</li> <li>• Pants</li> <li>• Skirts with modesty pants</li> <li>• <i>Shorts (allowed after Spring Break and Sept. through Oct.)</i></li> </ul>
Socks	Navy	<ul style="list-style-type: none"> <li>• Socks (<i>Black socks are allowed for boys</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Tights</li> <li>• Leggings</li> <li>• Knee-highs</li> </ul>
Shoes & Boots: “Polish-able” – NO cloth or suede	ALL BLACK	<ul style="list-style-type: none"> <li>• Dress shoe (<i>no sport shoes</i>)</li> <li>• Dress boot (<i>ankle or below</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Dress shoe (<i>max. 2-inch heel</i>)</li> <li>• Dress boot (<i>below knee, max. 2-inch heel</i>)</li> </ul>
Gym Shoes	Any	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>
Outdoor Shoes	Any	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>

*\*For examples of all sizes of the school uniform, please ask to see the Uniform Manual at the office.*

## INTERMEDIATE UNIFORM: GRADES 4 TO 7

Please note: formal and regular uniforms are DIFFERENT. The formal uniform is highlighted in **RED** and can be worn at any time but **MUST** be worn on “formal uniform” days. Skirt and shorts length must be within three fingers (sideways) above the knee.

Uniform	Colour	Boys	Girls
Outerwear – WITH Crest	Navy	<ul style="list-style-type: none"> <li>• <b>Cardigan</b></li> <li>• Vest</li> <li>• V-neck sweater</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cardigan</b></li> <li>• Vest</li> <li>• V-neck sweater</li> </ul>
Top – NO Crest	Winter white (or bright white)	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> <li>• <b>Dress shirt: long or short sleeve (tucked in)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> <li>• <b>Dress blouse: long or short sleeve (tucked in)</b></li> </ul>
Tie/Scarf	Navy	<ul style="list-style-type: none"> <li>• <b>Tie</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Scarf</b></li> <li>• <b>Tie</b></li> <li>• <b>Crossover tie</b></li> </ul>
Bottom	Navy	<ul style="list-style-type: none"> <li>• <b>Pants</b></li> <li>• Shorts (<i>allowed after Spring Break and Sept. through Oct. – weather permitting</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Jumper</b></li> <li>• <b>Skorts</b></li> <li>• Pants</li> <li>• <b>Skirts</b></li> <li>• Shorts (<i>allowed after Spring Break and Sept. through Oct. – weather permitting</i>)</li> </ul>
Socks	Navy	<ul style="list-style-type: none"> <li>• Socks (<i>Black socks are allowed for boys</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Tights</li> <li>• Leggings</li> <li>• <b>Knee-highs</b></li> </ul>
Shoes & Boots: “Polish-able” – NO cloth or suede	ALL BLACK	<ul style="list-style-type: none"> <li>• Dress shoe (<i>no sport shoes</i>)</li> <li>• Dress boot (<i>ankle or below</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Dress shoe (<i>max. 2-inch heel</i>)</li> <li>• Dress boot (<i>below knee, max. 2-inch heel</i>)</li> </ul>
Outdoor Shoes	Any	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>
<b>Physical Education Uniform</b> ( <i>must be purchased from school office</i> )			
Top – WITH PJGA logo	Grey	<ul style="list-style-type: none"> <li>• T-shirt</li> </ul>	<ul style="list-style-type: none"> <li>• T-shirt</li> </ul>
Bottom – WITH PJGA logo	Navy	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Athletic pants</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Athletic pants</li> </ul>
Socks	White	<ul style="list-style-type: none"> <li>• Socks</li> </ul>	<ul style="list-style-type: none"> <li>• Socks</li> </ul>
Gym Shoes	Any	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>

*\*For examples of all sizes of the school uniform, please ask to see the Uniform Manual at the office.*

## HIGH SCHOOL UNIFORM: GRADES 8 TO 12

Please note: The formal and regular uniform is DIFFERENT. The formal uniform is highlighted in **RED** and can be worn at any time but **MUST** be worn on “formal uniform” days. Skirt and shorts length must be within three fingers (sideways) above the knee.

Uniform	Colour	Boys	Girls
Outerwear – WITH Crest	Navy	<ul style="list-style-type: none"> <li>• Cardigan</li> <li>• <b>Blazer</b></li> <li>• Vest</li> <li>• V-neck sweater</li> </ul>	<ul style="list-style-type: none"> <li>• Cardigan</li> <li>• <b>Blazer</b></li> <li>• Vest</li> <li>• V-neck sweater</li> </ul>
Tie/Scarf	Navy	<ul style="list-style-type: none"> <li>• <b>Tartan tie</b></li> </ul>	<ul style="list-style-type: none"> <li>• Scarf</li> <li>• <b>Tartan tie</b></li> </ul>
Top – NO Crest	Winter white (or bright white)	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> <li>• <b>Dress shirt: long or short sleeve</b></li> </ul>	<ul style="list-style-type: none"> <li>• Polo shirt: long or short sleeve</li> <li>• <b>Dress blouse: long or short sleeve</b></li> </ul>
Bottom	Grey or Navy	<ul style="list-style-type: none"> <li>• <b>Grey pants</b> (Cambridge has 3 styles)</li> <li>• Shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Jumper</li> <li>• Skirt</li> <li>• Pants</li> <li>• <b>Tartan kilt or skirt</b></li> <li>• Shorts</li> </ul>
Socks	Navy	<ul style="list-style-type: none"> <li>• Socks (<i>Black socks are allowed for boys</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tights</b></li> <li>• Leggings</li> <li>• <b>Knee-high socks</b></li> </ul>
Shoes & Boots: “Polish-able” – NO cloth or suede	ALL BLACK	<ul style="list-style-type: none"> <li>• Dress shoe (<i>no sport shoes</i>)</li> <li>• Dress boot (<i>ankle or below</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Dress shoe (<i>max. 2-inch heel</i>)</li> <li>• Dress boot (<i>below knee, max. 2-inch heel</i>)</li> </ul>
Outdoor Shoes	Any	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproof</li> </ul>
<b>Physical Education Uniform</b> ( <i>must be purchased from school office</i> )			
Top – WITH PJGA logo	Grey	<ul style="list-style-type: none"> <li>• T-shirt</li> </ul>	<ul style="list-style-type: none"> <li>• T-shirt</li> </ul>
Bottom – WITH PJGA logo	Navy	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Athletic pants</li> </ul>	<ul style="list-style-type: none"> <li>• Shorts</li> <li>• Athletic pants</li> </ul>
Socks	White	<ul style="list-style-type: none"> <li>• Socks</li> </ul>	<ul style="list-style-type: none"> <li>• Socks</li> </ul>
Gym Shoes	Any	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>	<ul style="list-style-type: none"> <li>• Non-marking</li> </ul>

*\*For examples of all sizes of the school uniform, please ask to see the Uniform Manual at the office.*



## Formal Uniform Days

For the current year's list of Formal Uniform Days, please contact the school office. A list of formal uniform dates is also sent home with students at the beginning of each school year and is included in the High School Student Handbook.

**Formal Uniform Days are** every MONDAY of a school week, every TUESDAY after a long weekend, any day that involves a formal assembly, and the first WEEK of the school year. On these days, students must wear their formal uniform for the entire day.

## Supplier Information

**Regular and Formal school uniforms** MUST be purchased through the Gagliardi Academy approved supplier: *(the exception is white polo and dress shirts which can be purchased from a supplier of your choice)*

### **CAMBRIDGE UNIFORMS**

112-2455 Dollarton Highway, North Vancouver, BC V7H 0A2

Tel: 1-800-924-9069 ext. 1

Email: [orders@cambridgeuniforms.com](mailto:orders@cambridgeuniforms.com)

Website: [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com)

### **SCHOOL CODE: PCH506**

To ensure that you receive your uniform order before the school year begins, we encourage all families to purchase uniforms by June 30.

### **How to Place an Order:**

- **AT SCHOOL:** In June of each school year, the school has a uniform fitting day. Just before that time, you will book your 30-minute appointments with the school reception.
- **ONLINE:** School Code: PCH506. Placing your order online is the quickest method of ordering. Visit [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com) to create an account or sign-in.
- **VISIT DOLLARTON STORE:** The store is very busy during the summer months so between May 1 and Aug. 15, please book an appointment before your visit. To book your fitting, go online to [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com). Clients with appointments are served first.
- **CALL:** Should you require assistance, contact customer service at 1-800-924-9069, ext. 1, to speak with a team member.

### **Online Ordering Process Times**

Please note that processing and shipping dates are increased between Aug. 15 and Sep. 15 as a result of order volume. Orders placed after Aug. 1 will be processed as promptly as possible. If your child requires special sizing or has sensitivities to fabrics, please contact or visit the Dollarton store by June 30.

*For more information on our uniform supplier, please visit the School Uniform page on our website [www.pjgagliardiacademy.ca](http://www.pjgagliardiacademy.ca).*

**Physical Education (P.E.) uniforms** must be purchased through the school office:

- Shorts and t-shirt are \$15.00 each (\$30.00 purchased together)
- Athletic pants are available for \$25.00

Sizes available are: Youth-Medium, Youth-Large, Adult-Small, Adult-Medium, Adult-Large, and Adult-Extra Large.

White socks and non-marking running shoes may be purchased at parents' store of choice.

## Modesty Dress Code for Non-Uniform Days

On specially designated days when no uniforms are required, the following modesty rules apply:

- On any swimming field trips, girls must wear one-piece bathing suits and boys must wear knee-length swim shorts.
- Any garment that displays slogans offensive to the gospel of Jesus Christ is not permitted.
- Clothes must be clean and in good repair; torn, tight or ill-fitting attire is not permissible.
- All shirts/tops/blouses are to have sleeves that cover both shoulders and entire backs, and have a defined neckline using the 3-finger rule.
- There is to be no skin showing from the neckline to the hem of pants, skirts or shorts.
- No hats are to be worn inside the school building or in class.
- Skirt and short length must be within three fingers (sideways) of the knee.

# STUDENT LIFE AND REGULATION

## Discipline Policy

Phil & Jennie Gaglardi Academy seeks to maintain a disciplined school environment in which students are safe and free to learn. Believing that God wants all of us to be disciplined disciples of Jesus Christ, the expectations and procedures have been established to guide the teachers and administration as they discipline students. Corporal punishment is not used at Phil & Jennie Gaglardi Academy as part of our procedure.

## Basic Understandings

1. God established the home as the primary learning center and the school and church are recognized as extensions of it. (Deuteronomy 6:7, I Timothy 3:5)
2. Christian parents are to teach their children and model a life of obedience to God in the home. (I Timothy 3:1-5, Ephesians 6:4)
3. The school is not designed to be a corrective institution, but rather a place of discipleship with support for Biblical values already learned at home.
4. a) Being a Christ-centered school, the focus will be on building relationships rather than enforcing rules, although guidelines are needed. (John 1:17; I Corinthians 15:56; See *Code of Conduct*)  
b) Christ came to have a relationship with us such that He said He would live in us and give us the power and desire to be obedient and please Him. (Colossians 1: 27-29)
5. Our goal is to accept every student where they are and to encourage them towards where God wants them to be: conformed to the image of Christ. (Romans 8:29) Character development is key! (Ephesians 4:15)
6. a) As our staff models the love and character of Christ in all our relationships before our students, the nature of Christ and the desire to do what is right manifests itself without

conscious effort. (Colossians 3:12-14, II Corinthians 2:14-15)

- b) Students respond as they experience the love and patience of Christ with the absence of condemnation. There is peace and joy. (Galatians 5:22-23) The students learn self-discipline, acting out of inner conviction, not just outward conformity.
7. Where discipline is needed with students who do not respond to this loving, caring guidance, then the student will eventually be sent home where parents will be responsible to fulfill their God given mandate.

## Code of Conduct

The code of conduct for our school is rooted in the great command of Jesus to love God and love your neighbor (Matthew 22:37-40). Our school is a *community*. We demonstrate our love for one another in our school community by being willing to conduct our lives – through speech and behaviour – in a way that honours God and gives dignity, acceptance, and respect to others.

These are the codes of conduct we hold high for our students:

1. Love, respect, and honour God.  
*"In all you do seek to honour and obey God." (The Great Commandment - Matthew 22:34-40)*
2. Love, honour, and obey teachers and other school authorities.  
Follow their instructions, address them politely, be courteous, and seek their help in learning. *"Remind your people to submit to rules and authorities, to obey them and to be ready to do good in every way." (Titus 3:1)*
3. Love and respect all students (not just the ones you find easy to like).  
Be kind, helpful, and encourage each other. Be inclusive, considerate, and help students respect the diversity of others regardless of sexual orientation, gender identity, or belief system. God made us all unique masterpieces, created in His image. Do not judge one another. Never cause anyone harm whether it be emotional with your words or physical with your fists. Don't fight, bully, harass, or tease each other. *"Therefore encourage one another and build one another up, just as you are doing." (1 Thessalonians 5:11)*
4. Respect the property of others.  
Put things back where you found them and don't take what doesn't belong to you. *"You shall not steal." (Exodus 20:15)* Hand lost property into the office, and take care of the school building, furniture, and grounds. Be neat and tidy.
5. Respect the truth.  
Be honest in all situations and never make up lies about others or gossip. Hand in your own school work and do not cheat. *"Rid yourselves then of all evil; no more lying or hypocrisy or jealousy or insulting language." (1 Peter 2:1)*
6. Learn all you can.  
Make up your mind to pay attention in class and do your work. Join in school activities, do your homework on-time, and develop discipline during your school years. Never miss class without permission and bring the right equipment to each lesson. *"Pay attention to your teacher and learn all you can." (Proverbs 23:12)*
7. Respect purity.  
Love yourself by keeping your body, mind, and spirit healthy. Say **NO** to tobacco, e-cigarettes, alcohol and other drugs, on and off campus. Keep a respectful boundary between yourself and others; this means no holding hands, kissing, fondling, etc. *"Do not let anyone look down on you because you are young, but be an example for believers in your speech, your conduct, your love, faith and purity." (1 Timothy 4:12)*

## Discipline Procedures

*“For the weapons of our warfare are not carnal, but mighty through God to the pulling down of strong holds: casting down imaginations, and every high thing that exalts itself against the knowledge of God, and bringing into captivity every thought to the obedience of Christ.” (2 Corinthians 10:4-5)*

1. Classroom Teacher: Biblical counseling, correction, encouragement, and prayer. A record will be kept of the concern, counsel given, responses and any consequences. If ongoing, parents will be notified.
2. Office Referral: Visit 1 – The Director will discuss this with the student and give Biblical counsel, and prayer, believing God for a change of heart. Parents will be notified via email and that record will be kept.
3. Office Referral: Visit 2 – The Director will give counsel and prayer. A one to three day suspension will be applied depending on the severity of the misdemeanor. Parents will be informed of the length and terms of the suspension.
4. Office Referral: Visit 3 – The Director will discuss this fully with the student, give counsel and pray. A five-day suspension will be applied. Parents will be informed and a meeting arranged.
5. Office Referral: Visit 4 – After discussion with teachers, parents, learning support teacher, vice-principal or Principal, an expulsion may be recommended to the Director.

*Extreme misbehavior may result in step 5 immediately.*

## Harassment Prevention & Anti-Bullying Management Policy

### **Our understanding of harassment:**

- It is a distortion of how God intended us to live in relationships emotionally, physically, spiritually and socially.
- The task of Phil & Jennie Gaglardi Academy is to nurture students toward that which God intended for us as human beings.
- All harassment breaks community between two or more individuals; it defies God’s plan of respect, worth and dignity for bearing God’s holy image.
- Harassment and bullying affects three parties: the bully, the bullied and the bystander.
- The act of harassment can be physical, emotional, verbal or exclusionary.

### **At Phil & Jennie Gaglardi Academy we have discipline procedures in three parts:**

1. Prevention and awareness are a part of assembly, chapel, Bible classes, and personal planning in the classroom.
2. Initial interventions will include investigation of the complaint and interviewing of the participants and witnesses in order to:
  - assess the harm as either harassment or abuse.
  - get informed parent involvement early in the discussion.
  - achieve student reconciliation.
  - document and summarize the event.
3. Disciplinary consequences may include:
  - a letter of apology.
  - a public apology.
  - in-school suspension.
  - out-of-school suspension.
  - expulsion.

# PARENTAL COMPLAINTS PROCEDURE

(Matthew 18:15-17)

Our Lord Jesus Christ laid down the wisest principles for reconciling concerns in Matthew 18. For believers, He calls everyone to “go to” the one who has allegedly caused offense. This has great implications for the administration of justice and relationships in our school community and we are all charged with this responsibility. Only rarely should such a principle be avoided. Criminal matters (abuse, law breaking, etc.) would be matters which may require going directly to other authorities.

The manner in which complaints are dealt with can mean the difference between harmony and tension within the school community. The proper route for filing a complaint is as follows:

1. The parents/guardian discusses the concern with the teacher or staff member involved. If the parent/guardian finds it difficult to meet face to face, a letter could be written, signed and handed to the staff member by the parent/guardian.
2. If the matter is not resolved, the parent/guardian meets with the teacher and the Director.
3. If the matter is still not resolved, the parent/guardian should send a formal letter to the Director with a “cc” to the chairman of the Phil & Jennie Gaglardi Academy School Board. Please contact the school secretary for the current email address.

All of the steps above must be taken prayerfully and in the true spirit of reconciliation. If the person filing the complaint has not taken the proper route as described above, they will be asked to do so. Please, in all fairness, allow time between the processes for progress to be made.

There are two areas where parents may have the opportunity to **appeal** school decisions:

- Matters arising from the recommendation for expulsion from the school, and
- Matters relating to Student Report Card/Evaluation Appeals.

## APPEALS POLICY

### Discipline Appeals

*(Please see Discipline Policy on pages 19-20 of Parent Manual.)*

As per the Phil & Jennie Gaglardi Academy's Discipline Policy, the need for appeal arises at stage five (5): an expulsion recommendation has been made to the Director. In the event that a student has been recommended for expulsion, a meeting will be called between the parent, classroom teacher and the Director. During that meeting, the Director will review all the circumstances leading up to that point and give the parent an opportunity to respond. At the conclusion of the meeting, if the Director's review and decision are unsatisfactory to the parent, they may contact the School Board, in writing, giving the details of the mitigating circumstances and reasons *why* the child should remain at Phil & Jennie Gaglardi Academy after repeated attempts to correct behaviour.

The Director and the School Board will meet at the earliest possible convenience to discuss the written parent appeal. Parents should keep in mind that the mandate of the School Board is to oversee the spiritual and educational health and welfare of the entire school. The School Board's decision on expulsions will be final and effective immediately. The School Board reserves the right to call in the parent should they need more information to make a wise and effective decision on behalf of the school and child in question.

## Student Report Card/Evaluation Appeals

This appeals policy takes effect after the parent has exhausted discussions with the classroom teacher. After such discussions, if the parent remains unsatisfied with the decision of the classroom teacher, the parent may contact the Director in writing, giving details of the issues under dispute. The Director will notify the parent and classroom teacher of a meeting where the Director will review the case in dispute. The decision of the Director will be final.

*\*This policy reflects the FISA paper entitled "Procedural Fairness: Best Practices for Independent Schools".*

## ELEMENTARY SCHOOL INFORMATION

### Regular Bell Schedule

Warning Bell	8:35 am
Classes Begin	8:40 am
Recess Break:	10:20-10:40 am
Lunch	12:10-12:50 pm
Dismissal	2:45 pm (K-5) 3:00 pm (gr. 6-7)

### Attendance and Safe Arrival Check Policy

The Ministry of Education requires all public and independent schools have a Safe Arrival policy for their elementary students (K to grade 7) as part of the daily procedure of school attendance and attendance recording. The purpose of the policy is twofold:

- to ensure that all young children are safe, secure, and where parents expect them to be,
- to account for children should the school have an earthquake or fire emergency.

Phil & Jennie Gaglardi Academy's Safe Arrival policy has been in place for many years. Parents, guardians and caregivers have the primary responsibility for the safety of their children and are asked to provide the school with complete and current emergency/safe arrival contact information. In order to enable our school to meet the government requirements, and ensure the safety of your children, parents/guardians are encouraged to inform the school by 8:30 am of absences or lateness. In the event that your child does not arrive at school and the school has not been notified about the absence or late arrival, school staff will contact you as soon as possible. **Parents please phone the school before 8:35 am if your child will be absent** and state the reason for the absence.

Moreover, Phil & Jennie Gaglardi Academy's government funding is dependent upon student attendance. Sick days and medical absences are Ministry approved absences whereas all other absences are considered unexcused.

### Important Notes:

- Late slips are required before a student joins their classroom so that attendance records can be adjusted. This is very important for the same reasons stated above.
- Attendance is a crucial element to success and grade promotion, and so it is regularly considered and included in the calculation of grades and recommendation for promotion.
- It is important that any work missed during absences be completed as soon as possible.
- If the child has an illness that is contagious, they should be kept at home.
- Parents coming to pick up a child during school hours must come to the office for a sign

- out slip and take it to the classroom before the student is excused from class.
- Students returning to class must sign in at the office and get a sign in slip before they will be admitted back into the class.

## Safe Arrival Policy: Kindergarten to Grade 3

In addition to the above policy, care for the youngest children in our school requires a broader range of security measures, especially during periods of transition. During these busy times, such as the beginning and end of the school day, there are many people and vehicles about the school. Although we have supervision, a stranger or suspect vehicle is more likely to go unnoticed. Therefore, if you are a parent/guardian of Kindergarten to grade 3 children, please come directly to the classroom to drop-off or pick-up your child. At the end of the day, children in these grades will only be released into the care of a parent/guardian or their designate. If for any reason you are going to be late picking up your child at dismissal time, please call the office. A simple explanation to your child dispels fears that you may have forgotten him/her. Moreover, picking your child up on time shows consideration towards our teachers.

If your young child takes the bus, the child will remain in the care of a responsible adult until 3:00 pm when your child will transition to the care of our bus driver. If you choose to have an older sibling (must be 12+ years old) take responsibility for picking up your young child, whether they are on the bus or walking them to a vehicle, please notify the school, in writing, so that we can keep the correct permission on file.

## Bibles

All students in Grades 4-7 are required to have a NIV Bible they can leave at school. Bibles are used regularly for Bible studies, chapels, devotions, and general classroom study. Inexpensive Bibles can be purchased at the office during the school year.

## Injury or Illness

During the school day if a child becomes ill or has an injury, the school will immediately call the parents. If for some reason we are unable to contact the parent, the friend or guardian that is listed on the medical form will be called and alternate arrangements for care may be made for the student. If the injury or illness is serious, the child will be taken to St. Joseph's Hospital.

## Intramural Sports

Intramural games are for students in grades 4-7 and will be organized as interest and time allows. With enough student participation, intramurals will occur once a month during lunch recess.

## Lockers

Lockers are available for elementary students in grade 6 and 7 only. Lockers must be kept locked and secure throughout the day. Any items left lying on the floor or on top of lockers after 3:30 pm will be collected and given to the Director. They will be returned when identified.

## Lost & Found

There is a lost and found container located in front of the office for large items such as clothing, shoes, school binders, etc. Anything of particular value or small items will be kept in the office and the administration will return it if it is identified. To avoid having things remain in the lost and found container, **please clearly label everything** including: uniform pieces, water bottles, lunch containers, and winter clothing.

Please come and check our lost and found often. You might be surprised to see what is there. At

the end of the year, all items will be donated to a free clothing store.

## Lost Text Books and Library Books

Text books are loaned to students for the term of study and must be returned in good condition. If lost or destroyed, parents will be responsible to pay for a replacement copy. If payment is a challenge, please contact the office.

## Library

The elementary school library is open on a regular basis for students to obtain learning resource materials and other pleasure reading books. Students may only check out books during their scheduled library time. Books may be checked out for two weeks only for grades 1-7 students; Kindergarten students check out their books for one week only. Parents must pay for any damaged or lost items.

## Photocopier

Students may make personal copies at a cost of \$0.10/copy for black and white or \$0.50/copy for color copies. Permission must be secured from the office staff or teacher to use any school copier for personal use. Teachers will decide what copies are personal and what the school should provide.

## School Supplies

School supplies are pre-purchased from Kindergarten to grade 7 only. To view prices, please check your Admission Application package on the page titled "Student Fees Explanation".

## Skateboarding and Biking on Campus

Skateboarding, biking, and roller-blading are enjoyable activities that are permissible at Phil & Jennie Gaglardi Academy. Students are allowed to do these activities provided they have a parental permission form submitted to the office at the beginning of the school year. **Wearing a helmet is mandatory.**

Students may only do these activities in the designated areas so as not to disturb other classes. By signing the permission form, parents understand that Phil & Jennie Gaglardi Academy is not responsible for accidents related to the above activities.

## Laptops (Required for grades 6-12)

Classroom use of laptops begins in grade 6 at Gaglardi Academy. It is strongly recommended that Elementary age children in grades 6-7:

- leave their laptop at school. Very rarely is homework given by classroom teachers that require the laptop. Leaving the laptop at school limits damage during transport to and from home.
- if taking laptop home, restrict use to family areas in full view of adult supervision.

In order for your child to gain access to the school on-line programs, the system requirements are as follows:

- No Chromebook, netbook, tablet, or Apple MacBook
- At least 14" screen to avoid eye fatigue
- At least 4 GB RAM and 250 GB Hard Drive
- AMD/ATI or Intel graphics
- Built-in camera and microphone
- CPU either AMD A-series or Intel I-series.



## Use of Cell/Smart Phones and Personal Electronic Devices

All electronic devices, including phones, cameras, and toys, are not allowed to be turned on or be in a students' possession between the hours of 8:35 am to end of school day, including lunch time. All electronic devices will be confiscated by the classroom teacher. It will be the responsibility of the student to retrieve their device at the end of the day. Repeated offenses will result in a total ban for the rest of the school year.

## Visitors to Gaglardi Academy

Visitors are requested to check in at the office prior to proceeding to classrooms; this includes parents/guardians who come to the school to volunteer in classrooms. Upon checking in, they will receive a visitor badge so all school staff will know that they have reason to be there.

- Student Visitors: In special circumstances, if a student wants a friend to visit at school, a request must be made to the Director and the homeroom teacher at least two days prior to the visit.

## HIGH SCHOOL INFORMATION

### Regular Bell Schedule

8:35 am	Warning Bell
8:40-8:55	Attendance/ Devotions
9:00-10:00	Period 1
10:05-11:05	Period 2
11:10-12:10 pm	Period 3
12:10-12:50	Lunch
12:55-1:55	Period 4
2:00-3:00	Period 5

### Academic Life

Phil & Jennie Gaglardi Academy operates on a combined linear and semester system. Some subjects are taught on the semester system, while other courses are taught over the full school year. The high school operates on a five, one-hour block rotation schedule per day. The Ministry of Education requires a minimum of 100 hours per course per semester to earn 4 credit hours per course. Under the five, one-hour block schedule, students in Grades 8-12 have regular course work to complete in either study blocks or at home to meet the Ministry minimum. On average, these hours range from 10-15 hours per course over the semester. These are not homework hours but are part of their academic credit requirements.

### Arriving Late

If students arrive late to school, they are to report to the office for a late slip. If students do not have a valid reason for arriving late to class, they will not be excused. Three unexcused "lates" will result in detention after school.

### Attendance Policy

To ensure the safety of your children, parents/guardians are encouraged to inform the school by

8:30 am of absences or lateness. In the event that your child does not arrive at school and the school has not been notified about the absence or late arrival, school staff will contact you as soon as possible. **Parents please phone the school before 8:35 am if your child will be absent** and state the reason for the absence.

Moreover, Phil & Jennie Gaglardi Academy's government funding is dependent upon student attendance. Sick days and medical absences are Ministry approved absences whereas all other absences are considered unexcused.

#### Important Notes:

- Attendance is a crucial element to success and grade promotion, and so it is regularly considered and included in the calculation of grades and recommendation for promotion.
- It is important that any work missed during absences be completed as soon as possible.
- If the child has an illness that is contagious, they should be kept at home.

## Bibles

All students are required to have an Bible which is to be left at the school. These are used regularly for Bible studies, chapels, devotions and general classroom study. Grade 8 to 12 students need an English Standard Version (ESV) Bible. Inexpensive Bibles can be purchased at the office during the school year.

## Extra-Curricular Activities

Extra-curricular activities vary from year to year and attempt to include the broadest scope of student involvement. For the current year's list, please contact the school secretary.

## Formal and Provincial Exams

Formal examinations are often required in academic subjects at the end of each semester. Grade 10-12 students write provincial examinations in certain courses. Teachers at Phil & Jennie Gaglardi Academy work diligently to ensure that students are prepared for these exams, but do not solely focus on "teaching to the test".

Provincial exams are required for some courses and scores on these exams determine BC university entrance. Therefore, they are deemed important. These provincial exam courses require teachers to cover certain curriculum content. It is expected that students will work diligently to prepare for these exams, asking for extra help and putting in extra study time when necessary. Students may be required to attend regular or extra class sessions during exam week in order to adequately prepare for exams. When making holiday plans, please consult the school calendar so as not to miss examinations.

In grade 10-11 courses, the provincial exam is worth 20% of the final grade, while in grade 12 courses, the provincial exam is worth 40% of the final grade.

## Graduation Requirements

Students in grades 10-12 work to complete the graduation requirements of the BC Ministry of Education Graduation Program. Phil & Jennie Gaglardi Academy will, to the best of its ability, offer a variety of programs that prepare students for meeting provincial graduation requirements. Students must successfully finish all required courses and gain a minimum of 80 credits in order to graduate. Students at Phil & Jennie Gaglardi Academy are also required to take Christian Perspective courses (Bible courses) at all grade levels.

*Graduates of Phil & Jennie Gaglardi Academy, who complete a regular program, will graduate*

with more than the Ministry of Education's required 80 credits.

## Honours Standings on Transcripts

If a student has completed graduation requirements and obtained a Grade Point Average (GPA) that is greater than 3.0 as determined by the Ministry of Education, the student's official transcript will include the phrase, "Achievement with Honours." The Ministry calculates GPA based on the best 52 credits that satisfy the Foundation Studies and Selected Studies requirements for graduation. Courses completed for less than 4 credits are weighted to reflect their credit value. The grade point scale used by the Ministry of Education and Gaglardi Academy is:

A	4 points	B	3 points	C+	2.5 points
C	2 points	C-	1 point	F	0 points

## Laptops

Laptops are required in high school and are part of the school supplies list. Laptops can be used or borrowed from the family home. The use of laptops in the classroom aids students' learning, facilitates collaboration across the global classroom, allows website access to research, labs, and inquiry-based learning, and helps your student be organized by substantially minimizing paper.

The following is the system requirements in order for students to access school programs:

- No Chromebook, netbook, tablet, or Apple MacBook
- At least 14" screen to avoid eye fatigue
- At least 4 GB RAM and 250 GB Hard Drive
- AMD/ATI or Intel graphics
- Built-in camera and microphone
- CPU either AMD A-series or Intel I-series.

## Library

Library books are located in the back of Mrs. Tansky's classroom (Room 109). BEFORE students are allowed to sign-out books, they must have their parents/guardians sign a permission form acknowledging that any books that are damaged or not returned must be paid for by the student or parents/guardians.

Books are signed out ONE AT A TIME. Once a student has returned a book, they may sign out another.

## Lockers

Lockers must be kept locked and secure throughout the day. Any items left lying on the floor or on top of lockers after 3:30 pm will be collected and given to the Director. They will be returned when identified.

## Lost & Found

The Lost & Found container is located outside the school office. Anything valuable or small items will be kept inside the office and staff will return it if it is identified.

## Lost Text Books and Library Books

Text books are loaned to students for the term of study and must be returned in good condition. If lost or destroyed, parents will be responsible to pay for a replacement copy.

## Off-Campus Policy

BEFORE students are allowed to leave the school campus at lunch time, they must have completed a parental permission form. Students may then leave only after signing-out at the office. Upon returning to school, students must sign-in at the office. If a student is late for class because of being off-campus or if the school becomes aware that a student is not complying with the school code of conduct while off campus, that student's privileges will be suspended.

## Photocopier

Students may make personal copies at a cost of \$0.10/copy for black and white or \$0.50/copy for color copies. Permission must be secured from the office staff or teacher to use any school copier for personal use. Teachers will decide what copies are personal and what the school should provide.

## Promotion

Promotion to the next subject level or grade is based on successful completion of the preceding course or grade requirements. Students who fail a subject are expected to meet the requirement by completing assignments or sections of the course, enrolling in summer school, or repeating a course. Students must successfully complete a failed course before they can be placed in the next higher course. Failure of a significant number of courses may mean repeating the grade.

## Skateboarding and Biking on Campus

Skateboarding, biking, and roller-blading are enjoyable activities that are permissible at Phil & Jennie Gaglardi Academy. Students are allowed to do these activities provided they have a parental permission form submitted to the office at the beginning of the school year. **Wearing a helmet is mandatory.**

Students may only do these activities in the designated areas so as not to disturb other classes. By signing the permission form, parents understand that Phil & Jennie Gaglardi Academy is not responsible for accidents related to the above activities.

## Student Supplies

A supplies list is provided at the beginning of every school year to every student and unlike elementary grades, Grade 8-12 students must purchase their own supplies.

Grade 11 and 12 students who take Principles of Math courses will need to borrow a Graphing Calculator from the school. The school purchases all calculators so that there is consistency. These calculators cost approximately \$120.00 and will be available in September. Students will need to pay a \$30.00 one-time rental fee to use a calculator and then return it to the teacher at the end of the course.

The PE uniform must be consistent with the required uniform code. Please ensure that students have non-marking gym runners that are separate from running shoes that are normally worn to school. Skateboard shoes are not appropriate for the PE program.

## Study Blocks

Students in grades 10-12 may be granted a study block. Students **MUST** be in attendance for this period and work on subjects that they are enrolled in at Gaglardi Academy. All study blocks will be supervised, and will have a room number and teacher assigned. Students who misuse their time may have it taken away from them, and they should understand that having a study block is a privilege, not a right.

## Use of Cell/Smart Phones and Personal Electronic Devices

All electronic devices, including cameras, **MUST** be turned off during school. Exceptions are allowed for lunch, before school, after school and in instances where the classroom teacher has given specific permission for the student to have access to their device. If a teacher gives permission for a student to “plug-in” to their device, only one ear bud is permitted. Any student in violation of this requirement will have the device confiscated until the end of the day. It will be the responsibility of the student to retrieve their device at the end of the day from their classroom teacher or the school office. **Three offenses will result in a total ban for the rest of the school year.**

*The policies in this handbook may change at any time AND will be communicated at the New Family School Orientation and Connect parent meetings.*