

OKCS Flexible Learning Grade 9-12 Handbook



Introduction:

OKCS is excited to offer its second year of a Flexible Learning hybrid program. In 25/26, the program will have around 60 students in it from Grade 1-12 who attend in person at OKCS twice per week and learn from a distance three times per week. We are humbled and excited to be able to serve this group of students and their families. Please read through this handbook and familiarize yourself with the routines and procedures. The handbook will be updated periodically and resent to you. From all of the staff at OKCS, welcome, and we hope you have a wonderful year!

1) What is OKCS?

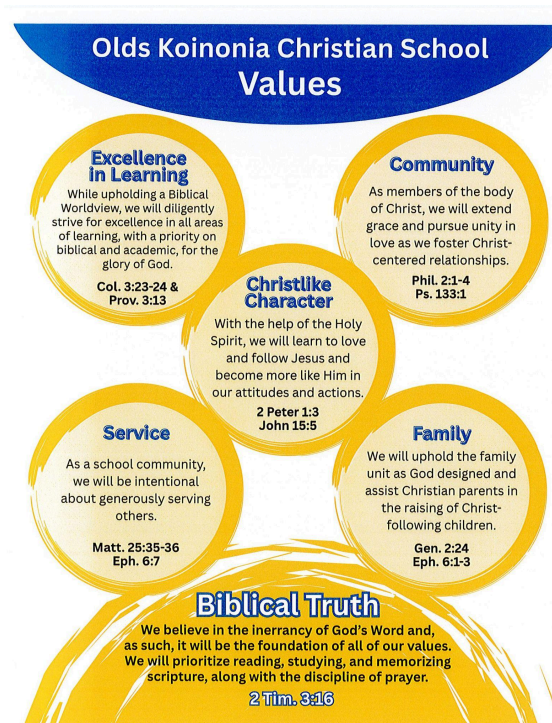
Olds Koinonia Christian School was founded in 1982 as an independent Christian school and joined Chinook's Edge School Division in 2005 in a unique mutual agreement. OKCS continues to have a board-run society that owns and oversees the property and school building, and oversees all hiring of staff and admission of students. Since that time, OKCS has been a flagship Christian Alternative school for CESD and gained God appointed favour in the eyes of the school division and families. Through its partnership with CESD, OKCS can offer affordable Christian education for its families while still retaining unique control over the operations of the school.

2) What are the core values of OKCS?

Built upon the foundation of Biblical Truth, OKCS has 5 core values that guide and dictate every aspect of our school community. The central value of *Christlike Character* informs the way our staff lead and teach, as well as how we train our students to love and follow Jesus in their attitudes and actions. From that centre flow the other four core values of *Excellence in Learning*, *Community*, *Service* and *Family*. If you are a current or new family to OKCS, you will hear us reference these values, feel how they inform our decision making and assist us in holding these values unwaveringly with our students. For more information, [click here](#).

3) What is "Flexible Learning" at OKCS, and why is this program growing?

OKCS has a growing school community for various reasons: the population growth in the geographical areas it serves, more families interested in Christian education, the excellent reputation of OKCS



in the Chinook's Edge community, and more. In the past few years, OKCS has seen waitlists built in most grades and an increasing number of families asking about home education, online, or hybrid education options. As the educational landscape evolves, more families are interested in alternative learning options while still desiring to be connected to a local school community.

With the support of Chinook's Edge School Division, OKCS launched its first version of the Flexible Learning approach, known as the "Hybrid Learning" option for Grades 7-12 in 24/25. As the number of interested families increased, the decision was made to expand the program to Grades 1-12 and rename it "Flexible Learning" for the 25/26 school year. The goal is that these students and families connect in the OKCS community including taking classes alongside the full time students, allowing a furthering of the OKCS mission to *"assist the Christian family, in cooperation with the local church, in training their children intellectually, physically, socially and spiritually toward maturity and responsible independence."*

In 25/26, the Flexible Learning program will have around 60 students in Grades 1-12 attend in person at OKCS two days/week and complete the rest of their learning at a distance three days/week. Those students will be able to integrate into the OKCS school culture by joining their grade level classes in PE, Bible, Music/Options and Chapel, as well as the opportunity to participate in sports, clubs, and field trips.

OKCS is excited and humbled to pilot the Flexible Learning model for Chinook's Edge and continue to work towards improving the program to suit the needs of the enrolled families as well as uphold the mission and values of the school.

4) Theme Verse:

Our Biblical theme for this year is **"And the truth shall set you free." John 8:32**. We will focus much of our devotional, Chapel, prayer and scripture memorization on this theme and look forward to how the Spirit will transform the minds of our staff and students as we look to become more like Christ.

5) Homeroom & Morning Devotions:

At OKCS, each homeroom class starts the day off with morning devotions. This is a time to read the Bible together, pray together, and orient our heart posture to God and His goodness prior to each academic day. We considered many factors and pros and cons to Flexible Learning students being in their grade level homeroom, and we will be doing a Flexible Learning homeroom and devotion time for Grade 9-12 in the upper level Flexible Learning classroom on Tuesday and Thursday mornings. We expect students to be there each week and be on time.

6) Dates & Times to Remember:

Orientation Day: Friday, August 29, 2025 - 1-3 pm

First Day of In-Person School: Tuesday, September 2, 2025

Start time: 8:45 am (please arrive 5-10 minutes early)

End time: 3:16 pm

7) Staff

Grade 9/10 Math/Science - Mrs. Longstaff

Grade 11/12 Math - Mrs. Sewell

Grade 9-12 Social Studies - Mrs. Ross

Grade 9-12 Language Arts - Mrs. Schnell

Grade 11/12 Sciences - Mr. Ellingsgaard

Grade 9-12 PE - Mr. Miller & Mr. Terpstra

Academic Counsellor - Mrs. McCracken

8) Who to contact

General questions: Trevor Sanche - tsanche@cesd73.ca

Course questions: Your child's teacher (all teacher emails are firstinitiallastname@cesd73.ca)

Academic Counselling/Career Questions: Mrs. McCracken - rmccracken@cesd73.ca

9) Schedules

Students have in-person class days on Tuesday and Thursday each week at OKCS (see timetable). They will have core classes, Bible, Options, PE and Chapel times each week. Mondays, Wednesdays and Fridays are regular school days from a distance (at home). While students can work on a flexible schedule on the distance learning days, teachers are available for Google Meet and Email questions at specific times during school hours. We highly recommend students work on their studies between the hours of 8:45-3:15 pm.

10) Expected Hours of Coursework

Most high school courses are 5 credits, which equates to approximately 125 hours of coursework. In a 20-week semester, you can expect approximately 6 hours of schoolwork per course per week. With 2-3 hours of that covered on the in-person days, you can expect 3-4 hours of school work per course per week, which needs to be completed on the distance learning days (M, W, F).

11) Synchronous Learning & Coursework Deadlines

OKCS's Flexible Learning program is a "synchronous" program, meaning that there is live teaching weekly and coursework due dates and deadlines. High School courses are paced to be completed in one semester and move quickly. Students are expected

to keep up with coursework and deadlines, as we will not accommodate an “asynchronous approach” to teaching and learning.

12) Programming/Courses

OKCS Flexible Learning provides a distance education/in-person hybrid model that is quite unique in Alberta. Our aim is to provide an excellent combination of in-person learning and online learning. Our course load and schedule are designed to ensure all students receive their Alberta High School Diploma by the end of Grade 12. To see the requirements for a diploma, [click here](#). Off-Campus Education credits are available to students through avenues such as Work Experience, Green Certification, Dual-Credit Enrollment and RAP. Each of these has unique guidelines, but they are a great way to pursue further educational opportunities as well as credits! **Please speak to Mrs. McCracken for more information.**

25/26 Courses Offered (credits)		
Gr 10	Gr 11	Gr 12
English 10 (5)	English 20 (5)	English 30 (5)
Social 10 (5)	<i>Chemistry 20 (5)*</i>	<i>Chemistry 30 (5)*</i>
Science 10 (5)	Biology 20 (5)	Biology 30 (5)
Math 10C or 10-3 (5)	Math 20-1, 20-2, or 20-3(5)	Math 30-1, 30-2, or 30-3 (5)
PE 10 (3/5)	PE 20 (3/5)	PE 30 (3/5)
Bible 10 (3)	Bible (3)	Bible 30 (3)
CTS Options (various)	CTS Options (various)	CTS Options (various)
Green Certificate (3-5)	Green Certificate (3-5)	Green Certificate (3-5)
Dual Credit (various)	Dual Credit (various)	Dual Credit (various)
Work Experience 10 (3-5)	Work Experience 20 (3-5)	Work Experience 30 (3-5)
RAP (various)	RAP (various)	RAP (various)

Chemistry must be taken in the full-time school timetable for 25/26

Physics is available on a 2-year rotation, with 25/26 being an off year. Grade 12 students requiring Physics can take it online through another institution such as North Star Academy

13) Bible & Scripture Memory

Students will join their grade level of OKCS Bible class a couple of times per week and attend Chapel weekly. In keeping with the Biblical exhortation to “hide God’s word in our hearts”, students will be joining their OKCS classmates in memorizing a selection of Scripture each month from September-May. We highly value the word of God and expect all students to participate. At the end of the year, students must show mastery of the Bible content in one of two ways. They can show mastery of the Scripture memory passages by reciting the passages for a second time in a 2-week time period beginning in the middle of May, or they can show mastery of the content taught in Bible class by taking a final exam. If students choose to recite all of their memory verses before the deadline, they will get 100% for their mastery mark, receive a trophy, and be exempt from the Bible class final exam. However, if they do not complete Scripture mastery, students will be required to write the Bible class final exam.

14) Upper Level Sciences

After Grade 10, the Sciences split into Biology, Chemistry and Physics. Depending on a student’s post-secondary/career plan, they may need to take 1, 2 or all three Sciences. With OKCS being a relatively small school, we are not able to offer all sciences in each semester of each school year. Please read the following bullet points carefully to orient yourself to the 25/26 upper level sciences plan:

- **Flexible Learning students will have Biology 20 and 30 built into their schedule in the first semester. We highly recommend all students take Biology as their base Science.**
- Chemistry 20 and 30 will be offered in subsequent semesters this year in the afternoons. Students taking Chem will forgo an option block at that time. Due to small class sizes in Chem, Flexible Learners requiring Chem will join the full-time students in their afternoon Chemistry classes. It is recommended that they attend that class every day in the afternoons, but possible arrangements could be made on a case-by-case basis to allow students to work online for the 3 days they are not at school.
- Physics 20/30 will be offered again in OKCS’s timetable in 26/27. If a student requires either this school year, we can help them enroll at a partner online school such as North Star Academy to take the course.

15) CALM

Each student must complete Career and Life Management (CALM) to obtain a high school diploma. We have built an online CALM course that our flexible learners will take as a distance education course. We will ask them to complete it in their Grade 10 or Grade 11 year. We will have a teacher assigned to the course for any help or questions the students may have. We highly recommend that parents be “over the shoulder” with their students

throughout the course, as there are a lot of great conversations to be had regarding future decisions.

16) Marking/Grades

Our courses will come with due dates that are firm deadlines. Please have your assignments in on time. Our teachers will be aiming to mark assignments within 2 weeks of the due date. Any late assignment will automatically be given a zero, until it's handed in and the teacher is available to mark it. We hold due dates to benefit the student, as learning continuously spirals upwards in terms of content, building on previous learning.

17) Student Email Address

Each OKCS student is assigned a student Gmail address. It is very important for students to access this email daily, and to use it to contact teachers. We will send the student email addresses to you once we get them from CESD.

18) Learning Management System (LMS)

Each distance education program is mandated to have a Learning Management System (LMS), and we employ both Google Classroom and Hapara. It is vital that students become comfortable with these LMS systems as soon as possible. All distance education coursework will be presented through the LMS, including videos, course assignments, resources, communication, announcements and video links to Google Meets with teachers. Students need to log into their LMS daily and complete the weekly coursework.

19) Field Trips & Retreats

Each grade class typically goes on 1-2 field trips per year. Flexible Learning students are invited to attend all grade-level field trips even though they may not fall on in-person learning days. Our Grade 9's go on the "Grade 9 Getaway" each year and details will be coming in the fall. Our G10-12 students have their Senior High Retreat at Camp Caroline on October 2-3. Details will be forthcoming. These trips are important for building friendships, digging into God's word together, and building a strong foundation as a class for the school year ahead.

20) Cell Phones

In compliance with AB Education's cell phone ban, cell phones will not be permitted in the school. If students bring them to school, they must be stored away in a locker, including during lunch and breaks (unless they are off campus). There may be occasions where teachers ask students to grab their cell phones for class work.

21)Office Hours & Teacher Availability

Our teachers are available on Monday, Wednesday and Friday for office hours. Please check on your Google Classroom course shells for the appropriate times to join on a Google Meet with your teacher. Teachers are always available via email and will do their best to answer any questions within 24 hours of receipt, from Monday through Friday, 8-6 pm. We highly recommend taking advantage of the office hours, especially in courses such as Math.

22)School Supplies

Every student should come equipped each day with the basic school supplies listed below. All course materials will be provided by OKCS. As the year progresses, students may be asked to bring specialized supplies for a certain project or activity.

- Backpack
- Pencil Case (pencils, erasers, sharpener, pens, pencil crayons)
- Water Bottle
- Indoor Shoes (non-marking)
- Lunch and Snacks
- Laptop
- Binder(s) with dividers
- TI83 Calculator for Math
- Bible

23)Assessments and Reporting

Our teachers will be reporting marks into PowerSchool at least once per month. If you've never used the parent portal for PowerSchool before, we will send detailed instructions about it in September. Your child will receive a midterm (January) and final (June) report card with their course marks, and their marks are available live in PowerSchool at all times.

24)Attendance

When enrolled in the OKCS Flexible Learning, attendance is mandatory. We have limited days to cover the material. If your child is sick or your family will be away, please let their teacher know as soon as you can. Please note that your child is a full-time student, and the "flexibility" in the program is based on only having two in-person days. It does not mean that attendance, coursework, scheduling, pacing or assessments are flexible. We follow the CESD school calendar and hold to all OKCS pacing and school year flow.

25)Calendar

Please refer to the calendar on our school website for all holidays and scheduled breaks. We follow CESD calendars and encourage our families to plan their holidays around these breaks. Our teachers are not able to make exceptions to course deadlines outside of the scheduled breaks to accommodate your family's personalized vacation schedule.

26) Student Behaviour & Discipline

OKCS will not tolerate disruptive, rude, harmful or God-dishonouring behaviour. These types of situations will be dealt with quickly and could result in the removal of your child from the school for that day or the program. Please refer to our student conduct policy for more details.

27) Communication

Parents are asked to communicate with their child's teacher via email first. Once email communication is established, there will be time allotted to set up a phone call or in-person meeting. Drop-off and pick-up times are not the appropriate time to have in-depth or private conversations with teachers about your child. Please set up a time outside of the Tuesday and Thursday teaching hours to have these conversations.

28) Classroom Issues

When an issue arises with your child in the classroom, please address it with your child's teacher first. According to Scripture, we shouldn't look to gossip, social media, or other forms of spreading information. Instead, we should look to deal with the situation with the person directly. If the situation cannot be resolved, please involve your OKCS Principal/Vice Principal at that time.

Please refer to <https://www.oldskeinonia.com/students/handbook> for the general OKCS student handbook and read through all of the information there.

This document will be updated and resent as required.