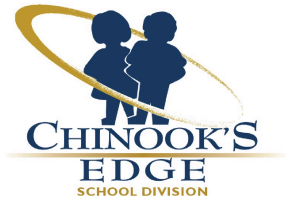


OKCS Flexible Learning Grade 1-4 Handbook



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?

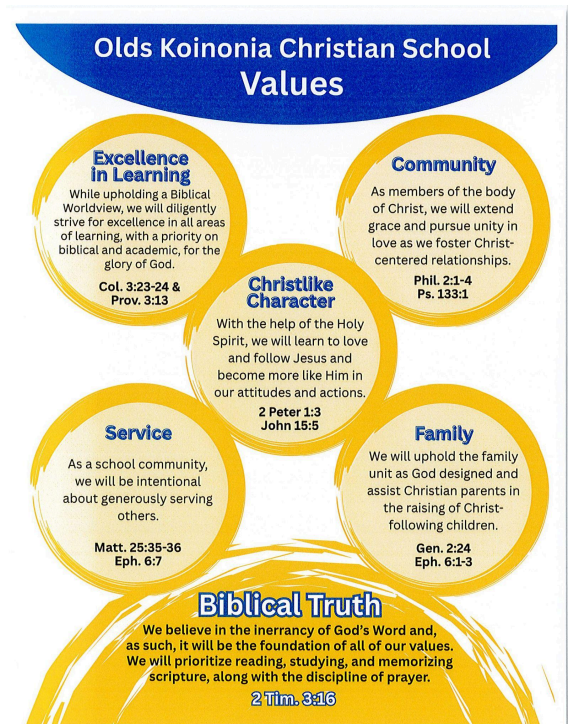
Olds Koinonia Christian School was founded in 1982 as an independent Christian school and joined Chinook's Edge School Division in 2005 in a unique mutual agreement. OKCS continues to have a board-run society that owns and oversees the property and school building, as well as all hiring of staff and admission of students. Since that time, OKCS has been a flagship Christian Alternative school for CESD and gained God-ordained 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 operations and staffing 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 grow 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". 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 attending in person at OKCS two days/week and completing 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) Dates & Times to Remember

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

First Day of In-Person School: Wednesday, September 3, 2025

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

End time: 3:16 pm

6) Staff

Grade 1-4 Core Courses- Mrs. K. Underwood

Grade 1/2 Music - Ms. L. Campbell

Grade ¾ Music - Mr. J. Lehman
Grade 1-4 PE - OKCS Homeroom teacher
Grade 1-4 Bible - OKCS Homeroom teacher

7) Who to contact

General questions: Trevor Sanche - tsanche@cesd73.ca

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

8) Schedules

Students have in-person class days on Monday and Wednesday each week at OKCS (see timetable). They will have Language Arts, Math, Bible, Music, PE and Chapel times each week. Tuesdays, Thursdays 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.

9) 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, including pros and cons to Flexible Learning students being in their grade level homeroom and decided we will be doing a Flexible Learning homeroom and devotion time for Grade 1-4 in their classroom on Monday mornings. We expect students to be there each week and be on time. On Wednesdays, students will proceed directly to the Chapel.

10) Science & Social Studies

While the bulk of the in-person learning time will be spent on Language Arts and Math, OKCS is still responsible for the teaching and assessment of Social Studies and Science. This will be delivered primarily through a distance learning package to be completed at home with instructions for course materials provided by the teacher. All marking will be completed by our teachers. Occasionally, we may spend time in-person on a Science or Social Studies project or activity.

11) Physical Education

Students will join in their grade levels' OKCS PE class twice per week. We ask that students bring comfortable, non-marking indoor shoes and avoid footwear like boots and sandals for PE class.

12)Music

Students will join in their grade level OKCS Music class twice per week. They will learn the basics of music, elementary instruments and singing.

13)Bible & Scripture Memory

Students will join their grade level of OKCS Bible class twice 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, followed by a review of all scriptures again in the month of June to achieve Scripture Mastery. We highly value the word of God and expect all students to participate.

14)Library

Students will be invited to the Library once per week to look at books, read silently, and take out/return books of their choice.

15)Lunch & Recess

Students will eat their lunch in their flexible learning classroom each Monday and Wednesday. There are no microwaves available for students, so please plan accordingly. In our experience, many students eat all of their packed food long before lunch, causing behaviour concerns during the eating time. Please ensure your child has enough food to last them the whole day. They will have outdoor recess times each in-person day, so please ensure appropriate outdoor clothing is sent along to match the weather for that day.

16) Drop Off & Pick Up Location

You can park anywhere in the OKCS lot, and the drop-off area is at the northwest end of the building where the OKCS elementary students enter. We will practice this with students on the first day. Please avoid parking in bus zones.

17)Expected Hours of Coursework

Elementary school courses equate to approximately 3-5 hours of coursework per week for the school year. With a few hours of that covered during the in person learning days, you can expect 1-2 hours of coursework per week per subject to be required to be done at home on Mondays, Wednesdays and Fridays. We highly recommend you build a routine where this school work is completed during a regular schedule in day time hours where you have maximum accessibility to your teachers. These time allotments are average and greatly depend on the pace and academic ability of your child. Your child’s core course teacher will send more detailed information and instructions about the distance learning days as the year begins in September.

18) 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. Elementary school courses are paced to be completed in a full year. Students are expected to keep up with coursework and deadlines as much as possible.

19) 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.

20) Student Email Address

Each OKCS student is assigned a student Gmail address. In Grades 1-4, parents will use this student email to access Google Classroom to find materials for the distance learning days. We will send your child's email address to you once we receive it from CESD.

21) Learning Management System (LMS)

Each distance education program is mandated to have a Learning Management System (LMS), and the one we employ is Google Classroom. This is a user-friendly platform that parents will easily be able to navigate the work that needs to be completed at home. While we don't expect students to be proficient in technology use, you are welcome to teach them Google Classroom as you feel comfortable with your family's technology use convictions.

22) 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).

23) Office Hours

Our teachers are available on Tuesday, Thursday 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, 8-6pm.

24)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
- Duotangs (5)
- Bible

25)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.

26)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.

27)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.

28)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 that day or the program. Please refer to our student conduct policy for more details.

29)Communication

Communication between school and home is very important to the health of a school and success of students. At OKCS, we strive to communicate efficiently and in multiple domains.

Throughout the school year, you will receive weekly newsletters, teacher newsletters, have scheduled parent-teacher interviews and direct communication with the teachers. 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 an 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 Monday and Wednesday teaching hours to have these conversations.

30) 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 Principal/Vice Principal of OKCS at that time.

Please refer to <https://www.oldskoionia.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.