



# **Prairie Christian Academy**

## **Student Handbook**

**2016-2017**

# Student Handbook

Prairie Christian Academy (PCA) has been in operation since 1981 and was birthed from our founder Dr Ivan Antoniuk's vision to minister to families and to help them train their children in the way they should go. The school serves to work in cooperation with the church and the home as a vital link in educating children in Christian principles. The Word of God is central in the educational process. The goals of PCA reflect those of Faith Alive Family Church and it is an integral part of the vision of Faith Alive Ministries.

PCA is an accredited, individualized, mastery learning, Christian based school with classes from Kindergarten through Grade 12. An international Christian curriculum, combined with locally developed, provincially approved high school program is used. Students are taught by a provincially certified staff.

The goal of PCA is to help each student develop a closer walk with Jesus

Prairie Christian Academy is dedicated to equipping your student to become a strong Christian leader. Our administrators, teachers and volunteers are committed to the mission and purpose of PCA.

All PCA staff display a genuine desire to serve the Lord and a dedication to excellence in education. Together we will partner with parents and churches to develop strong Christian leaders. Each day at PCA we are blessed to see students growing, maturing and academically succeeding in the classrooms and throughout the campus.

## God's Command for Christian Education

*"Train up a child in the way he should go, and when he is old he will not depart from it."*

Prov 22:6

*"These words which I command you this day shall be in your heart, and you shall teach them diligently to your children."* Deuteronomy 6:6-7

*"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord."* Ephesians 6:4

**Notice that the Scriptures are talking directly to the parents, not the school teachers.** In the light of God's word, parents have an awesome responsibility to their children. Parents will be held accountable for the Christian training their children receive. The work of training children begins first in the home, and then it is to be

reinforced through the school system. Christian education helps give the child a solid foundation in Jesus Christ, who is true wisdom and knowledge.

## **Prairie Christian Academy Staff Priorities**

- Uphold the highest moral standards and set a godly example for all to follow at all times.
- Train up students to walk in life with confidence, maturity and character.
- Treat every student with love, respect and kindness.
- See every student as a unique individual with their own gifting and talents, and to see the qualities brought to maturity and fruitfulness.
- Take responsibility for the student's academic learning and development
- Act in a professional manner toward all leadership and fellow staff members, parents and students.
- Make PCA an exciting and fun place for every student.

## **Student Priorities**

- Work diligently and complete required academics.
- Respect and obey all school staff and church leaders.
- Develop gifts and talents. ie school conventions, sports, music, drama.
- Treat other students with respect and kindness
- Grow in character - obedience
  - Perseverance
  - self-discipline
  - excellence
- Develop School Spirit
  - happy
  - Enthusiastic
  - involved

## **Parent's Priorities**

### **Commitment to Prairie Christian Academy**

#### Parent Meetings

- All parents are expected to attend Parent Meetings. Parent Meetings take place at various times and may be called with short notice. NOTE: If unable to attend, please notify the principal immediately to schedule an appointment to get debriefed.

## Full Cooperation and Support

- Dress Code - ensuring that your child(ren) is dressed according to code.
- Standards - by supporting the standards held up by PCA.
- Acting in a courteous and respectful manner to all staff and children.
  - ie - phoning ahead to plan appointment with teachers or principal.
  - not walking into classrooms without the consent of the present teacher.
  - picking up children at the proper time.
  - calling the school office rather than calling or texting your child's teacher
  - - Volunteering
    - - helping when and where needed
    - - school fix-up
    - - special projects
  -
- Involvement - Taking time to be involved with and for your child(ren)
  - - Events
  - - Projects
  - - Field trips
  - - Awards
  - - Graduation
  - - Academic Progress
- Fundraising - Required fundraising of \$35.00 per month/child
  - - It is the parent's responsibility to arrange the fundraising events
  - - PCA is open to all suggestions and ideas concerning fundraising
  - - This money will be given to each classroom for field trips, events, fun times equipment etc.

\*contact the school for more information

- Financial
  - Fees are due on the 20th of each month
  - 10 post dated cheques from August 20th to May 20th are required
  - \*If this is not possible - contact the school office to make alternate arrangements
  - There will be a \$20 charge on all NSF cheques
  - Accounts not paid in full by the 20th may result in a FROZEN PACE stack and new PACEs will not be ordered until account balance is paid in full.

➤ Prepayment

- Due to already low tuition prices, a 10% discount will **no longer** be given to families who pay the year's tuition in full by August 20th.

➤ Refunds

- For those pre-paying the full year, a 50% refund will be issued up until January 31.
- Full refunds will be issued before August 27th.
- Exceptions are at the discretion of the administration.

Parents Remember: It is your commitment to PCA that will inspire and encourage your child(ren) to do the same. *"What you sow is what you will reap"*.

A lack of commitment to PCA standards and policies will result in a review and possible withdrawal from the Academy.

## Attendance Code

### Prairie Christian Academy Attendance Policy

Our hope is that all students of PCA would have perfect attendance throughout the school year. Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. However, we understand that there are certain instances where attendance is not possible. These instances are considered excusable ones and are listed below.

1. Illness or quarantine
2. Doctor or dentist appointment
3. Death in the family
4. Inclement weather
5. Suspensions
6. Severe family emergencies
7. Work-experience or other educational programs authorized or approved by the board.

In the instance of an excused absence due to an appointment, the school office must be notified 2 days in advance. In the case of illness, a note must be sent

to the school office signed by the parent or a phone call by the parent or guardian placed to the school office. **Texts or emails are not acceptable.**

If a student has three full days of unexcused absences parents will be notified directly by the school office. Student will be referred to the Director and their homeroom teacher for further corrective action.

If students are absent without indication of parents' awareness and support for five days, the school staff, parents and students will jointly develop a plan to resolve the student's nonattendance.

## **Truancy**

If students accumulate inexcusable absences for ten percent or more of the school year students will be deemed "truant." The head of Qualified Independent Schools Division will be notified as per PCA's due diligence in accordance with Independent Schools Regulation Act. Upon notification, Independent Schools Division may proceed with an investigation in the hopes of resolving the student's truancy.

Because Prairie Christian Academy believes that attendance is key in a student's success in education, we are prepared to acknowledge and award perfect attendance at the yearly Awards Night banquet. Perfect attendance is considered to be no more than 3 absences in each school year.

**Leaving School Grounds** - Students are not allowed to leave school grounds at any time without permission. At lunch time, Senior class students are allowed to leave the school unsupervised but with both parental and staff permission.

## **Lates**

In the event of a student entering the school after 9:00 a.m. students must stop at the school office to fill out a "late slip" with the school administrative assistant. Student must then take the late slip and present it to the homeroom teacher.

Excessive lates may result in disciplinary action in the form of detentions or other actions as deemed appropriate by staff and director.

**Parents:** Please do your best to ensure your child(ren) are at school at least 10 minutes early in order to be ready for the start of classes. It is not a good example to your child(ren) to be late! Being punctual is one character trait that is appreciated by everyone.

## School Hours

- School begins at 9:00 am sharp. Classrooms will be open at 8:50 for students to get settled for the day.
- Children can be dropped off by 8:20 am if necessary but 8:40 is recommended
- Children are to be picked up from school by **3:30 pm** Monday - Thursday and at **3:00 pm** on Fridays.
- PCA is not a babysitting service. Please respect school and church staff by making the necessary arrangements to drop off and pick up your child(ren) at the proper times.
- If an **emergency** presents itself and you are unable to meet the above procedures, please **phone** and speak to the school administrative assistant so adjustments can be made.
- At no time will students be released to people other than immediate family members unless appropriate arrangements have been made in **advance**.

## Discipline Code

### Philosophy

The discipline philosophy at PCA recognizes that each student is an individual with unique and personal needs. Every effort is made through positive discipline to develop those attitudes and habits of behaviour that will be conducive to a positive and compatible relationship with teachers, parents and fellow students. Most students adjust quickly to a godly and loving learning environment. However, if behaviour problems develop, the teacher and/or administrator will contact parents and seek a cooperative plan which will help eliminate unacceptable conduct. Prairie Christian Academy strives to cooperate with the home in forming godly character traits.

- Cheerful obedience to all authorities (parents, teachers, etc)
- Responsibility in doing assigned and expected tasks.

- Cooperation with others in playing and working at school and on the playground.
- Respect for other students, teachers, church staff, visitors and school property
- Cleanliness in person and property
- Truthfulness in word and actions.
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social and peer relationships, and language

## **Rationale**

Discipline focuses on the training and nurturing of individuals in concepts of behaviour that are pleasing to God. Discipline provides a firm foundation for the teaching process and is vital to the student's education. A result of discipline is order. Learning is impeded where confusion and disorder exist.

Discipline is an opportunity to express love for an individual. Love is a primary motivator for discipline. Discipline is a gradual process that helps a student develop self control. The highest goal of the discipline process is to produce a self-disciplined individual. The discipline guidelines that follow originate from Christ's example of discipline as revealed in the Scriptures. They will serve as a model for Prairie Christian Academy.

- Display acceptance and love when behaviour is contrary to the Word of God.
- Nurture through understanding and encouragement.
- Exemplify longsuffering in dealing with individuals.
- Administer careful correction when needed.
- Provide discipline in love with a measure of grace and compassion.
- Lead individual to restoration using the Word of God to help correct and counsel inappropriate behaviour.

Note: PCA does not administer corporal correction to its students.

## **Dress Code**

### **Kindergarten/ABCs/Juniors/Intermediates (Grades K-8)**

#### Boys

Monday, Tuesday, Thursday and Friday

- Collared shirt – long or short sleeved
  - may be any colour and combination
  - shirts may have stripes but not graphics or writing
- Dress pants, cotton casuals and denim jeans are acceptable
  - belt optional unless necessary
- Shoes – Casual dress or runners

Wednesday – Dress up day

- Dress shirts – any colour, stripes or plaid is fine
- Dress pants – any colour
- Dress shoes – black or brown leather
- Dress belt – optional unless necessary
- Dress tie

\*All pants pulled up to the waist.

#### Girls

Monday, Tuesday, Thursday, Friday

- Collared shirt – long or short sleeved
  - may be any colour and combination
  - shirts may have stripes but not graphics or writing
- Dress pants, cotton casuals, Capris and denim jeans are acceptable. No leggings or jeggings.
- Shoes – Runners or flats of any colour are acceptable

Wednesday – Dress up day

- Dress or skirt with a blouse
  - may be any colour and combination
  - shirts may have stripes but not graphics or writing
  - Skirts/dresses – Any colour but must be knee length or longer
  - tights or leggings of solid neutral colours are also preferred
- Dresses with thin straps should be accompanied with a shoulder cover
- Shoes – Casual/Dress (leather non-athletic)

## Senior Students

### Senior Boys (Grades 9-12)

Monday, Tuesday, Thursday, Friday

- Collared shirt – long or short sleeved
  - may be any colour and combination
  - shirts may have stripes or patterns but not graphics or writing
- Pants – Casual Dress (ex. dockers)
  - Navy, grey, beige, black
- Shoes – Casual Dress
  - Black or brown
  - Non-athletic style

\* All pants to be pulled up to the waist

### Senior Girls (Grades 9-12)

Monday, Tuesday, Thursday, Friday

- Collared shirt or blouse – long or short sleeved
  - may be any colour and combination
  - shirts may have stripes or patterns but not graphics or writing
- Pants – Any navy, grey, black or beige casual dress pant
  - Capris are also acceptable
  - Corded pants, cargo pants are not acceptable
- Shoes –
  - Casual dress
  - Flats are acceptable
  - Heels no higher than 1 inch
  - Black, brown, grey or beige

\* NOTE: Dress up day for Senior Students will follow guidelines for Junior and Intermediate Boys and Girls. Senior boys must wear a dress belt on dress up day.

Please note:

- Make up is not allowed for ages 5-12. Optional for 13 and up
  - light colours applied modestly and tastefully is permitted
- Jewellery – girls – a maximum of 3 piercings per ear are permitted
  - No facial or tongue piercings permitted
- Hair – Clean, neatly groomed and out of the face and eyes
  - Colourings and highlights of natural tones only
- Girls may wear neutral colour nail polish

## **Phys.Ed.**

- PCA logoed phys-ed shirts are available upon request and are offered at cost in order to keep price as reasonable as possible.
- Uniforms consist of
  - PCA gym shirt with PCA logos
  - Navy or black wind pants, sweats or shorts to be purchased by parents at a local clothing company.
  - For Intermediate/Senior students, under armour type shorts (spandex) must be worn under shorts
- Please give as much notice as possible for the purpose of ordering new phys-ed shirts as the turnaround is usually 2-3 weeks
- Students are required to bring separate, non-marking athletic shoes for indoor use and an additional pair for outdoor use or for the purpose of transferring to and from gym rental facilities.
- PCA reserves the right to change the uniforms from time to time as necessary.
- Failure to wear proper uniforms may result in corrective action.
- Please label your child's name on all shirt/pant/short tags to prevent loss of clothing.

## Graduation Requirements

Secondary diploma - This diploma fully complies with the Saskatchewan Education requirements and allows students to directly enter University or College. The following courses are required to be completed by all high school students in the Academy pursuing a regular program towards graduation.

Grade 10 Level	Credits (11)
English Language Arts 10 A + B	2
Foundations and Pre-Calculus 10	1
History 10	1
Science 10	1
Wellness 10	1
Information Processing 10	1
Christian Ethics 10	1
Food Science 10	1
Drama 10	1
Geography 10	1
Grade 11 Level	Credits (6)
English Language Arts 20	1
Foundations of Mathematics 20	1
History 20	1
Phys. Ed. 20	1
New Testament Survey 20	1
Creative Writing 20	1
Grade 12 Level	Credits (7)
English Language Arts A 30*	1
English Language Arts B 30*	1
Foundations of Mathematics 30*	1
Biology 30*	1
Phys. Ed. 30	1
Life of Christ 30L (I)	1
History 30	1
Total	Total (24) credits

\* Requires Departmental

**Note:** These credits are for a basic grade 12 diploma. Those wishing to pursue certain post-secondary areas of study may need additional credits to qualify for University and College. **\*It is parents responsibility to contact desired post-graduate schools for required entrance credits.**

## **Electives**

Prairie Christian Academy also offers a number of electives to choose from

Physical Science 20	1
Health Science 20	1
Environmental Science 20	1
Pre-Calculus 20	1
Physics 30	1
Chemistry 30	1
Pre-Calculus 30	1
Old Testament 30	1
Special Project 30	1
<b>Total</b>	<b>(9)</b>

## **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student in the advancement of his/her studies. Therefore, each student is required to complete any assigned homework **on time**.

- **For Drill:** We believe that most students require solid drilling to master material essential to their education progress.
- **For Remedial Activity:** As instruction progresses, various challenge points in a student's grasp become evident. Homework following instruction is given to overcome such challenges.
- **For Special Projects:** Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Prairie Christian Academy requests the full cooperation of parents in seeing that the assignments are completed. Repeated delinquent homework could result in failure to

perform well on tests, thereby resulting in lower grades. Doing homework is part of preparation for the future. As much as one fourth of a student's grade could depend on homework. Correct spelling and neatness are required. Parents are expected to communicate to teachers when their child(ren) is having challenges with homework.

### **Helpful Hints on Homework**

- Provide your child with the proper study area. Help your child by encouraging him/her to:
  - Do homework in the same place every time.
  - Ensure there is proper lighting so eyes are not strained.
  - Keep the top of the work area neat and uncluttered.
  - Use a firm, straight chair, not an easy chair or bed.
  - Study away from distractions such as loud music or the television.
- Provide a specific time period. Establish rules and guidelines for your child until the homework is completed.
- Encourage and counsel your child to understand the value of homework. Any accomplishment requires work, practice and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility.
- If your child does not bring homework home, determine whether he/she is completing it at school, forgetting it, or failing to bring it home.
- Have your child briefly review each day's notes every day and have a weekly review in each subject.

### **Parental Help**

You can help us at Prairie Christian Academy by doing the following:

- Help your child set up a time to do homework.
- Monitor whether or not homework is completed.
- Establish consequences for repeated neglect of homework.
- Do not compare a child with the performance of siblings or friends.
- Help your child set achievement goals early in the school year.
- If your child comes home complaining about a policy or disciplinary action, please follow this procedure.
  - Give the school the benefit of the doubt.
  - Realize that the child's report may be biased and lacking some information.
  - Realize PCA may have reasons for all rules and regulations and they are enforced without favouritism.
  - Support the administration by calling the school for facts.

- If you have problems with your child's performance or have any questions, please contact the teacher via the school administrative assistant. If your question has not been answered, please contact Mr Boutin.

## **Awards Program**

Awards are an essential part of the educational process and help to reinforce the quality of character growth. Through the use of awards, students can be motivated to strive higher in academics, athletics, as well as spiritual maturity. At the end of the school year, an Awards Night will be held to honour students who have demonstrated excellence in academics, attendance, and character.

Trophies, plaques, medallions and certificates are awarded to students demonstrating high achievement and consistent character.

Awards are given for the following:

- Most Improved Boy/Girl - improved from one year to the next
- School Spirit - exhibits school enthusiasm and involvement
- 100 Club - most 100% in class for written tests in each Learning Centre
- High Average - highest average for tests in each Learning Centre
- Valiant Award - most diligent in pace work and studies
- Honour Roll

### Honour Roll

Students in the Junior, Intermediate and Senior Learning Centres may achieve Honour Roll status by:

- Achieving quarterly targets, with quarterly averages of at least 90% in the Junior Level, 85% in the Intermediate and Senior Levels throughout the whole year.
- Showing consistent character through obedience to staff, respect to fellow students and setting a good example for others to follow.
- Demonstrating school spirit through enthusiasm and involvement in school projects and events.

Note: Other awards may be presented at the discretion of the principal or teachers.

\*Those students achieving honour roll status will be given an award of some kind after the quarter in which it was earned.

\*The Pastor's, Principal's, Supervisor's and Monitor's Awards are given to the top student in each Learning Centre. This award is a great honour to receive and should be much sought after by the students.

\*Excessive absences may result in forfeiting of any/all awards at annual awards ceremony