

# Student Handbook



**2011-2012**  
**Grade 7-12**

*"They that hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not faint."*

Isaiah 40:31

## Contents

MISSION AND PHILOSOPHY.....	4
Our Mission Statement .....	4
Philosophy .....	4
PRINCIPLES AND STANDARDS.....	5
Academic.....	5
Spiritual .....	5
Social.....	5
STUDENT LIFE.....	6
Chapel .....	6
House System .....	6
Music .....	6
The Arts.....	6
Athletics.....	6
Missions .....	7
Academic Competition.....	7
School Trips.....	7
STUDENT SERVICES/INFORMATION.....	7
Announcements.....	7
Bicycles .....	7
Boundaries (Property).....	7
Cafeteria/lunch .....	7
Drivers (Student).....	8
Emergency Alarm/Drills .....	8
Field Trips.....	8
Guidance .....	8
Gym.....	8
Illness/Medications .....	9
Information Sources.....	9
Lockers.....	9
Lost and Found.....	9
New Students .....	9
Public Health .....	9
School Pictures.....	9
Student Accident Insurance .....	9
Telephones.....	9
Textbooks.....	10

PARENT/STUDENT INFORMATION .....	10
Website .....	10
Emergency Closing.....	10
Tuition.....	10
Valuables.....	10
Visitors.....	10
GENERAL REGULATIONS AND PROCEDURES .....	11
Agenda Book Use.....	11
Attendance .....	11
Student Dress Code (Uniform).....	13
ACADEMIC PROGRAM.....	15
Additional Course Information.....	15
The Ontario Student Record Folder .....	15
Unsuccessful Completion of Course Work.....	15
GENERAL ACADEMIC INFORMATION.....	16
PCA STUDENT EXPECTATIONS.....	17
PCA STUDENT PLEDGE.....	19
How to have a Successful Year.....	19

No handbook can be completely exhaustive. The school reserves the right to review and revise policies as they deem necessary. Any additions or changes to the policies as set forth will be reflective of the practice and procedures which have historically governed the school and will be in accordance with Christian standards and values. Any additions and/or changes will be communicated to the students and parents and/or guardians.

## **MISSION AND PHILOSOPHY**

### **Our Mission Statement**

Peoples Christian Academy is committed to providing excellent Christ-centred education by partnering with families in a nurturing environment, resulting in students whose lives glorify God.

### **Philosophy**

#### **We believe:**

1. and teach that the total Scriptures of the Old and New Testament are verbally inspired by God, are inerrant in the original writings and are the only infallible rule for faith and life. (II Timothy 3:16).
2. that education at Peoples Christian Academy, therefore, encompasses the spiritual as well as the intellectual, emotional, social and physical development of each student, with God the ultimate source of all truth.
3. that God has given parents the responsibility to teach their children; hence, education cannot be the sole charge of a church or school system. Thus, PCA enters into a partnership with parents to educate their children. It is important that parents fully accept the Academy's Philosophy of Education. (Deuteronomy 6: 4-7).

#### **We are committed to:**

4. making every effort to lead each student into a saving knowledge of the Lord Jesus Christ and to disciple them so that the student will live a life that glorifies God, both now and after graduation.
5. teaching a Christian world view and lifestyle, Biblical knowledge and to offering devotional and worship opportunities. Students are encouraged to develop Christian, biblical responses to life's issues. (II Timothy 2:1,2).
6. maintaining high academic, personal and spiritual standards in the classroom and in relationships and extra-curricular activities. Teachers, who have sound academic qualifications, teach both through formal instruction and as caring Christian adult role models. (Luke 2:52, 2 Peter 3:18).
7. helping students to develop healthy self-worth and to understand their value as part of God's unique creation. Our school policies encourage students to value each other for who they are rather than what they have or wear and to treat their bodies with respect. (Romans 12:1)
8. challenging students to develop self-discipline, respect for others and for property. We also promote and practice appreciation for cultural and denominational diversity while maintaining unity in Christ. (Gal. 3:28).

With this foundation, it is our goal that every student attending our school will come to a time when the most important desire of his or her life will be to serve God. Students should be able and willing to use all of their God-given talents for the betterment of fellow citizens in any area of life where they are led by God.

## **PRINCIPLES AND STANDARDS**

There is an expectation at PCA that all students will be **responsible** and **accountable** to the greater good of all. Without exception our model is to be the Lord Jesus Christ. Our spoken word, actions and thoughts should exemplify the highest of standards.

*Therefore all students are to:*

- *Respect the uniqueness of others as God's creation*
- *Be a person of integrity*
- *Have a servant's heart by placing the needs of others above themselves*
- *Respond properly in any given situation (including correction and discipline)*
- *Be kind and considerate*
- *Respect the property of others (as well as their own personal possessions)*

### **Academic**

*Students should:*

- Strive to produce their best work
- Be prepared for all classes
- Be punctual for all classes
- Be diligent in handing assignments in on time
- Participate well in class discussion

### **Spiritual**

*Students should:*

- Be respectful of differences in worship
- Be responsive to God's calling
- Seek after the things of God
- Be respectful and reverend during chapel services
- Understand the authority placed over them
- Lead by example

### **Social**

*Students should:*

- Demonstrate respect of persons
- Care for the needs of others
- Be a positive influence in word and deed
- Disdain ridicule and the degrading of others
- Have total respect and regard for the opposite sex
- Respect and respond to authority placed over them

## **STUDENT LIFE**

### **Chapel**

Chapel service is an integral part of our spiritual emphasis. Chapel will be held once a week and it is mandatory for all students to be in attendance. There are opportunities for students to be involved in service including times of sharing and worship teams which lead in the singing. Parents are more than welcome to attend the services. Please sign in with the office first.

### **House System**

The house system was established to incorporate and encourage school spirit. The school is divided into four (4) houses. Each student entering the high school for the first time will be assigned a house. The student will belong to this house for the remainder of his/her school career. Students are encouraged to actively participate in their house – this could involve drives of various natures, intramurals as well as outreach programs.

The Houses are:

Ambassadors  
Disciples  
Heralds  
Pilgrims

Each student once placed will receive their official welcome from the house including a hand out reviewing the uniqueness of their particular house.

### **Music**

Besides regularly scheduled music classes we have a variety of opportunity for students to be involved in our music program. Aside from scheduled concerts students may also be privy to music competitions.

The Senior Orchestra is an extra-curricular activity held after school and will be performing at our major concerts.

Fideles is our vocal choir made up of students from grades 9-12. They are involved in concerts and special events such as graduation and chapel services.

Worship Teams are established at the beginning of the year. The main purpose is to lead in our song worship time in chapels. The team consists of singers as well as a band.

### **The Arts**

The Art Department traditionally has run one or two different clubs throughout the year depending on student interest.

### **Athletics**

Intramurals are available to those who want to participate. A variety of sports programs are offered. Teams compete by grades in their respective houses.

## **Missions**

### **Outreach**

Right to Life (R2L) - the program assists in helping the needy in Toronto. This is usually done as a 'sandwich' run providing some necessary nutrition and at the same time the opportunity of presenting the Gospel of Christ.

Extended Ministry – this program is offered to our high school students who will minister on a short term basis. Ministry in the past has included Mexico, Bolivia, Senegal, SE Asia, Europe and Slovakia.

### **Special Events**

World Vision – the Student Council has sponsored four children this past year in recognition that there are needs around the world.

Support for Missionaries – the Student Council, through the efforts of all students have blessed various missionaries from time to time with a monetary gift.

## **Academic Competition**

PCA promotes outside academic competitions in order for students to be challenged and to have the opportunity to be recognized for their academic endeavours. Past competitions have included areas of math, social sciences, public speaking and science.

## **School Trips**

Each spring the various grades venture out on their year end trips. Places of destination have been Montreal, Ottawa, Jackson's Point Pioneer Camps, New York, Tijuana and Los Angeles, Mexico, California, Boston, Quebec City.

As well, through the course of the year, classes go on a variety of field trips which are pertinent to their course of study.

## **STUDENT SERVICES/INFORMATION**

### **Announcements**

The public address system is a means of communication to students. Announcements are typically made in the first block of the day. Student announcements must be approved by the office. Students may not use the PA system without permission.

### **Bicycles**

Students who ride bikes to school are responsible to secure them in designated areas (check with High School Office).

### **Boundaries (Property)**

High School students are to stay within the boundaries designated for the High School. Please refer to the school floor plan in the Main office. Students must have permission from the High school office to be in any other area.

Food or drink is not permitted during the school day (8:00-4:00) in the school facilities, other than the designated area, except under teacher supervision. Eating/littering is not permitted outside on school property.

### **Cafeteria/lunch**

The cafeteria is opened daily and is available for students in grades 7-12. Prices are generally set for the year, however prices are subject to change without prior notice. The service is only available at the lunch hour. Students are to eat at their assigned lunchtime and in the designated areas. As much as we try to maintain an allergy free environment, we cannot guarantee as such and therefore it is prudent on students who have food allergies to question any purchase they may be making.

### **Drivers (Student)**

Due to the requirements of insurance, legal liability, public safety and individual protection, the following rules concerning student drivers have been implemented by the school.

- Students who drive cars to school are required to drive onto, on, and off the school property with utmost safety in mind. Bringing a car to school is a privilege which must be respected.
- Students wishing to park at school must register their vehicles with the school office. They will receive a parking permit for the fee of \$25.00, non-refundable. Students are to park in the student parking area. Permission to park your car is a privilege, not a right. Therefore, permission may be withdrawn at any time if the administration feels it necessary to do so. The school does not encourage use of cars during the day.
- Parents have the sole responsibility that student drivers are acting and behaving properly in regard to their driving and the carrying of passengers either during or outside school hours.

### **Emergency Alarm/Drills**

Throughout out the course of the year students will be involved in emergency exit drills (the same procedure exists when it is an actual alarm). There are signs posted in each classroom indicating the direction to leave the building. If and when a drill occurs, students are to leave in an orderly and quiet fashion and go to the proper designated area where attendance will be taken and further instructions given.

Lock downs may occur if we must confine students to inside the building in which case students would remain inside locked classrooms.

### **Field Trips**

Off campus visits may be offered from time to time in which case all the expectations remain the same as if you were on campus. The school uniform must be worn unless permission has been granted otherwise.

Students absent from regular scheduled classes for these events are granted leave only with the express permission of the classroom teacher. Students may jeopardize trips out of school if behaviour (including attitude) and academic standing waiver.

### **Guidance**

The school offers a full-time guidance counsellor to provide for the needs of students in selecting courses as well as providing the necessary services for entry into post secondary institutions. They also oversee the testing of student's new to the school as well as the CAT/3 and the grade 10 Literacy Test. Junior Guidance Counsellors (grade 7/8) are also available to junior students.

### **Gym**

Students may only use the gym during designated class time; before and after school and at lunch time under direct supervision of a teacher. Proper shoes must be worn as well as students must change into a t-shirt or non-uniform shirt to participate. No food or drink is allowed in the gym.

**Illness/Medications**

A student who is ill or requires medical attention, should report this immediately to his/her teacher and/or the school office so that appropriate aid may be given. Any chronic or long-term condition requiring medication must be reported (including the condition, medication, dosage and frequency of administration) to the school office. No medication will be administered in such cases by school personnel without a signed medication consent form.

The school reserves the right not to admit a student to class or to send home a student who is ill. Medications, including over the counter drugs, may not be administered by the school except with verbal or written parental/guardian permission

**Information Sources**

Information comes in various forms and students are encouraged to check information from time to time in order to be well informed of all times and dates. This may be through the school website, the agenda book, the annual Course Calendar or mailings.

**Lockers**

Students will be assigned a locker on the first day of school. A combination lock is required. The office must have the combination of the lock. The school reserves the right to inspect a student's locker without prior notice. Students are expected to keep the locker clean and free from any material which would be objectionable and not keeping with the philosophy of the school. Lockers should be secured at all times.

**Lost and Found**

It is the responsibility of each student to secure and maintain all of their possessions. The school cannot be responsible for lost items. Items turned into the office will be kept for a time, but will be disposed of if not claimed. It is advisable that all items, including clothing, should be clearly identified thereby allowing the item to be returned to its rightful owner.

**New Students**

The Student Leadership Team (SLT) new student liaison officer provides students new to the high school opportunities and events to help with friendship and integration into school life. He/she is also available for providing information and support

**Public Health**

The Public Health Nurse visits the school on specific occasions. The nurse keeps a medical record on each student. These records are completely maintained by the Health department which also arranges immunization Clinics for students whose parents have requested that vaccines be given at school.

**School Pictures**

Pictures of students will be taken early in the year for the school yearbook. Pictures may be purchased from the photographer.

**Student Accident Insurance**

Student insurance is provided for all students, with the exception of Visa students who must purchase insurance through the insurance company used by the school . The coverage is limited.

**Telephones**

Students are not permitted to use the office telephone without permission. As well the intercom phone found in each classroom is for teacher usage only.

### **Textbooks**

(Grades 7, 8)

Most textbooks are supplied by the school and therefore are the property of PCA. Students accept responsibility for the books and return them at the end of the year. Books that have been lost or damaged must be paid for by the parents/guardians. **Report cards and end of year documentation will not be issued until all PCA property is returned and all financial accounts are cleared.**

(Grades 9, 10, 11, 12)

A list of all textbooks to be used at each grade is prepared for your information. It is the responsibility of all students to ensure they have the proper text for the first day of class. It is advisable that students place their name at the front of the book.

### **PARENT/STUDENT INFORMATION**

We want to ensure parents/students are aware of various school functions through-out the year. Besides the reporting periods outlined in the academics there are certain events parents need to be aware of and to participate in. Specific dates will be available once the yearly calendar is completed (late spring).

### **Website**

The website is a friendly interactive source of information for present families as well as prospective families. Visit the site at [www.pca.ca](http://www.pca.ca)

### **Emergency Closing**

If the schools must close for a day due to inclement weather or other emergencies, information will be made available on radio station CFRB (1010 AM) and 680NEWS by 7:00 a.m. of that day and on the school website, time permitting. Students and parents should assume that classes will be held unless an announcement is made. (Please note emergency phone numbers on the title page.)

### **Tuition**

**The school has a policy in regard to tuition payment and delinquent accounts.** Parents should be informed of the policy at the time of registration. A copy of the policy is available upon request.

### **Valuables**

Students are advised not to bring large sums of money or valuable personal items to school. If you must do so, check them at the office where we will provide safekeeping. The school cannot take responsibility for valuables that are not safeguarded in a responsible manner. Do not carry wallets, watches, rings or jewelry to physical education classes. **No valuables are to be left in the change rooms. All personal property is to be stored in locked lockers.** PCA will not assume responsibility for nor be responsible to investigate the recovery of personal property that has not been properly secured in a locked locker or left in the main office.

### **Visitors**

We encourage prospective and former students and parents to visit our school. For the sake of security **all visitors**, including former students, **must report to the school office when arriving** at the school to sign in. PCA behavioural guidelines, including modesty and neatness of dress, are to be followed by visitors who expect to visit. The administration reserves the right to require visitors to leave the school property. Visits are permitted during lunch/after school **ONLY**. (NOTE: PCA is a closed campus, that is, not public property.)

## GENERAL REGULATIONS AND PROCEDURES

### Agenda Book Use

Agenda books are provided to students each year by the school to use for the following purposes:

- information/reference regarding school policies and regulations, and for learning
- organizational and time management skills; recording all homework and school activities.

Agendas are in the same category as textbooks and, therefore, are not to be used inappropriately in any way (e.g. doodling, damaging, diary/notes, etc.), and may be collected at the end of the school year. Students are to carry their Agenda Books to every class; teachers will check their proper, neat and complete use on a regular basis. Agenda Books being improperly used will be returned to the office. Students will then be required to purchase a replacement copy.

### Attendance

As long as a student is enrolled in Peoples Christian Academy, his/her attendance is compulsory. There may be exceptions for sickness, doctor's appointments, etc. In the case of a planned absence, the student must bring a signed note from home to the school office before the event, stating the reason.

Parents must call the school office by 9 a.m. if the student will be absent for the day. In the case of sickness, the student must bring a note of explanation when he/she returns to school.

All students (including Grade 11/12) must be present for Chapels and Homeroom Period. This is when very important information is given to all students, and when faculty and students can break from academic classes to share scripture and prayer. Homeroom is especially important to Grade 11/12 students because university and college information is given to the graduating students at this time.

The school day begins at 8:35 a.m. and ends at 3:31 p.m. Except for special classes and practices, students should not arrive at the school in the morning before 8:00 a.m. Parents are advised that there is no supervision for students who arrive before this time. Students who arrive early should go to the designated study room. Students are not to stay longer than 4:00 p.m. unless involved in an authorized school activity. At lunchtime, students are to eat in the assigned area(s) at their assigned time.

Students are not to be in out-of-bounds or unsupervised areas (i.e. Elementary Wing or Playground areas). Excessive noise, boisterous behaviour or any type of roughhousing is not permitted in the halls or classrooms. A quiet study room may be set aside at student's request for those students wishing to do school work during this time.

The following policy for school absences has been established:

A student (Gr. 9-12) who misses 18 hours (per subject) for any reason except for authorized school activities or a doctor's certificate will seriously jeopardize the credit.

- If a student misses a formal examination due to illness, a doctor's certificate may be requested at the discretion of the school. If a student misses an examination for any other reason than that stated above, he/she will not be allowed to write the exam later and a zero mark will be given for the exam missed, unless a parent appeal is acceptable to the teacher and principal.
- If a course does not have an examination the alternative form of assessment determined by the teacher will be required. The stated requirements of this assessment are to carry the same import as an exam requirement.
- Students with frequent absences may forfeit enrichment or co-curricular activities.

Sometimes students allow assignments to accumulate until the due date and then stay home to complete the assignment. This practice is unacceptable both from a Ministry of Education and PCA point of view. Therefore, the practice of skipping a school day to finish an essay, assignment or project is considered an **unexcused absence** and may result in a suspension. This applies for students from Grades 7 through 12. Unexcused absences result in a zero for work missed during that day.

### **Planned Absences**

PCA discourages family vacations that will cause a student to miss classes. To give families time to take trips, the Christmas break and the March break are usually two weeks in length.

**NOTE:** For any planned absences, the student must submit to the office a written note of parental request at least 2 weeks before the date of absence. Otherwise, the student's absence will be considered unexcused or deliberate truancy and may warrant suspension. (See Examination Policy)

### **Late Arrivals**

If a student is late for first period (i.e., arriving in the classroom after the start bell has rung), he/she must report to the office. Habitual late arrivals can expect disciplinary measures. Extended late practice may result in the student being asked to withdraw. Punctuality is a character habit which students are expected to develop at PCA. Exceptions may be made in cases such as inclement weather, traffic conditions, etc., according to the judgment of the Principal.

If a student is late for any other class, he/she must report to the office with a note from the parent/guardian explaining why the student is late. If the late is excused, an excused admit slip to class will be given by the office. Missed class work may receive a zero.

### **Early Leaving**

Students desiring to be dismissed before the close of the school day for any reason must present a written request from their parents. If a student becomes ill during the day, he/she must check with the school office or Administration before leaving the grounds. Teachers are not authorized to give students permission to leave the school early. Students (11-12) who finish their classes before the official end of the school day are permitted to leave school after their last class and must sign out and leave immediately. This privilege may be withdrawn for students not using their time well academically.

***All students must sign out at the office if leaving the school grounds (lunch time, appointments etc) and sign back in if they return for the day.***

### **Lunch Leave**

Students in Grades 9 - 12 may have lunch leave privilege. Those who return late will lose the privilege. Note: Grade 7 - 8 students MAY NOT leave campus during the school day.

### **Attendance at School Functions**

There are very few all-school functions for students to attend in the evenings. Such functions will be announced to students and parents well in advance. Appropriate dress for all school functions is the school uniform, unless otherwise announced. Some school events are attached to course requirements. Teachers will communicate this information to students and parents in the First Day Handout.

## Student Dress Code (Uniform)

### School Uniform

The overall appearance of the student is an important contributing factor to good order and atmosphere at PCA. The uniform reflects the Academy's goals of moderation, modesty and neatness in dress. It is expected that the uniform will be worn and maintained in a manner that reflects these goals. The school, therefore, reserves the right to inform both students and/or parents or guardians should the uniform or general appearance not meet the standards explained below.

### Uniform Policy

The correct uniform must be worn:

- coming to and from school
- all field trips
- and other outside activities

Permission should be received from the office for exceptions to this rule.

During cold weather, only the official cardigan, vest, fleecy or blazer is acceptable for warmth. Shirts must always be fully tucked inside pants or skirts. Winter boots should only be worn to and from school and do not replace shoes for daily wear.

The exception to the above policy is on theme days occasionally sponsored by Student Council. In addition to the general school guidelines of modesty, neatness and moderation, specific guidelines will be given to students as to particular items of clothing that are acceptable on these theme days. Students who choose not to dress fully in a theme are required to be in full uniform.

### Official Supplier

*InSchoolwear*  
1550 16<sup>th</sup> Avenue, Unit 15.  
Richmond Hill, ON L4B 3K9  
905-737-3030  
[www.inschoolwear.com](http://www.inschoolwear.com)

***The school reserves the right to ask any student to modify his/her dress and/or appearance. A student should ask in advance about anything in question.***

## High School Division Uniform

### Girls: Grades 7-12

Kilt (knee length or longer; with Kilt pin)  
White cloth long-sleeved shirt (princess style – untucked)  
Navy cardigan with embroidered crest  
Black/Navy leotards or knee socks (no patterns)  
Black shoes (heel less than 2” in height)

#### Options

Polo shirt (short or long sleeved) - green  
Navy V-neck pullover with embroidered crest  
Navy blazer  
Kilt pins  
Navy Fleecy / approved school outerwear  
Grey dress pants

### Boys: Grades 7-12

Grey dress pant (worn with belt at the waist line)  
White oxford cloth long-sleeved, button-down collar (fully tucked in)  
Official school navy blue tie  
Navy cardigan with embroidered crest  
Black/Navy socks  
Black dress shoes (**SOLID** colour), below the ankle – no sports shoes

#### Options

White oxford cloth short-sleeved shirt with button-down collar  
Navy V-neck pullover  
Navy blazer  
Navy Fleecy  
Polo Shirt (short or long sleeved) – navy blue (fully tucked in)

### Performance Groups

The required uniform for Peoples Christian Academy performance groups (i.e. Choir, Orchestra, etc.) will be the dress shirt, tie, kilt or grey dress pant, navy blazer or cardigan, black or navy dress shoes with navy or black socks. On special occasions, the music directors may ask students to dress like professional musicians. Students can expect teachers to give them notice.

### Physical Education Uniform

The Physical Education uniform is a navy blue T-shirt with the school crest, reversible shorts, white socks and non-marking running shoes for both girls and boys. Other school team / group outerwear must be approved by the office before wearing during school hours

**General Appearance (*not to be considered part of the uniform policy and therefore applies at all times including field trips and theme days*)**

#### Hair

Boys and girls are to have hair that is neat, clean, and of a modest style. Boys are to keep hair length above their shirt collars. As in all matters of dress, students should have their hair styled in a manner that does not cause distraction or attention. The school reserves the right to decide whether a hair style is inappropriate.

#### Jewelry

Boys are not permitted to wear earrings. Girls are permitted to wear earrings (one per ear). Earrings are to be small. No other facial or visible body piercing will be allowed this includes the usage of a stud for healing purposes or the usage of a bandage to cover-up.

With the exception of the "Academy Gold Pins", no additional accessories of any kind may be pinned or attached to the school uniform without permission from the office.

## **ACADEMIC PROGRAM**

**PCA offers an array of courses at the high school level and meets or exceeds the Ontario Ministry of Education standards. As much as we try to meet the needs of all students the school reserves the right to discontinue offering a course of study if enrolment is inadequate. Students would have the option of substituting another course.**

### **Additional Course Information**

Each student must enroll in a Bible course. With the exception of the Grade 9 Bible (HRE13) and the Grade 11 Bible (HRT3M), these are non-credit courses; however, attendance at classes and satisfactory completion of materials is required. A student will not be allowed to return to school the next school year if he/she fails to fulfill the Bible component. Any exceptions are at the discretion of Administration

In addition to the Bible Course, students (Gr. 9-12) should take the following minimum number of academic courses each year: Grade 9-10 (8 courses), Grade 11 (7 courses), Grade 12 (6 courses).

There are no optional courses at the Grade 7, and 8 levels except in music where there is a selection between instrumental and vocal. It should be noted that courses offered at the Grade 7, and 8 level also follow Ontario Ministry of Education guidelines in preparation for the Secondary School advanced level credit courses.

All courses at PCA are taught from a Christian World-view perspective.

### **The Ontario Student Record Folder**

The student record folder containing academic information is kept on file for each student in attendance at the Peoples Christian Academy. Every parent and student has the legal right to see the contents of the record folder belonging to them. They may be reviewed in the Guidance Office under supervision. They may not be removed from the secured and designated area.

### **Graduation**

The Graduation and Awards program is one of the outstanding events of the school year. The highlight of the ceremony is the graduation exercises. Scholarships and awards are given to graduating students who have made outstanding achievements. All students and parents are encouraged to attend.

No student will participate in the High School graduation exercises unless the student has completed all the necessary academic requirements (including Bible courses) as outlined by the High School and by the Ontario Ministry of Education, prior to the last day of exams and demonstrates attitudes and character consistent with PCA policies.

### **Unsuccessful Completion of Course Work**

The passing grade is 50% and there are further stipulations as to the promotion as it pertains to grades 7 and 8. Students who have an average of 50% or more and having passed all subjects will be promoted to the next grade level. An overall average of 55% is required with one failure, an average of 60% is required for a student who fails two subjects. A student who fails three or more subjects will be only considered after considering the overall average and with consultation involving the parents.

Grade 9-12 students are awarded credits per course and therefore may make up course work under alternative means (see previous). Due to a limited schedule it may not be possible to make up the course work at PCA. Students who demonstrate a lack of concern for maintaining passing grades may not be invited back for the following year.

Students who are failing or not maintaining grades which are acceptable may be limited in their extra-curricular activities until such time that the marks become acceptable. The period of time is solely at the discretion of the school.

## **GENERAL ACADEMIC INFORMATION**

### **Dishonesty/Cheating**

Submitting other people's work for evaluation as one's own is considered cheating or plagiarism. It is deceitful and does not reflect the character of our God, who is a God of truth. Plagiarism is defined as the conscious or obvious attempt of a writer to convince his/her reader that the words or concepts unique to another writer are his/her own (regardless of source). Using another person's words or concepts is acceptable as long as credit is given to the original writer. Tests, essays and papers in which cheating is detected will receive a mark of zero. Students caught cheating will be dealt with according to the Academic Honesty Policy of PCA. Students with questions should check with teachers **before** submitting material. Dishonesty (cheating or lying) of any kind will be considered a serious disciplinary matter.

### **Extra help**

In order to assist both teachers and students to plan their time efficiently and in order to encourage a greater level of responsibility and accountability on the part of students, teachers (at the outset of the school year) will post times during which they will be available to provide extra help before and after classes and during the lunch hour.

A student may also approach his/her teacher to arrange for extra help at a mutually agreeable time during the school day. It should be understood that because of time limitations and the number of students that each teacher instructs, this extra help cannot perform the same function as private tutoring.

In addition to this extra help given to all students, some teachers or senior students may choose to offer private tutoring. School Board policy states that "... a teacher may tutor students who are **not** currently enrolled in his or her class. All private tutoring would take place before 8:00 a.m. or after 4:00 p.m. or on weekends." Direct all inquiries regarding tutoring to the Guidance Office.

### **Homework**

Homework is a necessary ingredient to ensure the success of each student. It is imperative that students complete their work in a timely fashion in order to experience that success. Students should use the agenda book to remain organized and focused. If a student is absent from a class it is the student's responsibility to ensure they get the assignment and make the necessary arrangements with the teacher in order to complete the work.

### **Make-up Work**

When a student is absent for illness or any other reason, all assigned make-up work must be completed in a reasonable amount of time established by the teacher. It is the responsibility of the students to secure make-up assignments upon their return to school. A student should arrange for the time to complete the assignments and see the teacher well before the deadline if help is needed.

### **Study Halls**

Grades 9-12 students who are not in a class are required to attend the supervised study. No students are allowed in the halls during class time without teacher permission. Studies are to be quiet places of work. It is the students' responsibility to bring enough work to occupy the time during the study. Grade 11-12 may sign out to leave the premises, however students are cautioned doing this on a frequent basis.

## PCA STUDENT EXPECTATIONS

### **Responsibility and Accountability**

PCA upholds the dignity of all people as such all students are to have the utmost respect and consideration of those around them. If a student chooses to disregard the premise of the Principles and Standards as noted above there will be consequences.

As it pertains to discipline PCA takes the biblical approach of redemptive restoration rather than punitive consequences. This simply means we will endeavour to help each student to overcome (or conquer) a problem. Redemptive discipline includes three steps.

#### 1. *Counseling*

Clearly counseling is the preferred first step of discipline at which time students could respond accordingly. Discipline could also include detentions or a work assignment.

Detentions may be assigned for lates, dress code violation, misbehaviour, incomplete homework/assignments etc.

#### 2. *Suspension\**

Suspensions would be used in cases of a major breach of school policy or trust, including continued disregard through the counseling process. The length of the suspension would co-relate with the seriousness of the circumstance leading to such action. It may include both in-school and/or out of school suspension.

#### 3. *Expulsion\**

Expulsion is the permanent removal of a student from the school and would be used in severe cases of disregard for any and all policies of PCA.

*\*note: although counseling is generally regarded as a first step toward corrective behaviour it does not imply the step must be taken and therefore suspension or expulsion could be used for a first time offense.*

*A student who is expelled will not be able to re-apply for one full school year after the expulsion takes effect.*

Matters of criminal misconduct will necessitate the involvement of the police.

### **Discipline Matters (to be dealt with as described above)**

Inappropriate Language:

Such language as swearing, name-calling, coarse or vulgar language, cutting or demeaning remarks, ridicule, teasing or mocking are not tolerated.

Aggressive Behaviour:

The school will not tolerate any aggressive behaviour toward any individual and therefore a student found guilty of such can expect severe consequences including suspension or expulsion.

Dishonesty:

Dishonesty is a serious issue. Students can expect loss of privilege and/or suspension as a result.

Sexual Matters:

PCA believes that the Bible is the inerrant Word of God and that it provides the behavioural and moral standards for our lives . Therefore based upon our understanding of Biblical principles we will teach our students:

- a) that the promotion of hatred of any individual or group is completely unacceptable
- b) that human life begins at conception
- c) that premarital sexual activity either heterosexual or homosexual (including but not limited to intercourse) is wrong
- d) that marriage is an exclusively heterosexual institution

Weapons/Fireworks:

No weapons or anything that could be construed as or used for a weapon, no lasers, no fireworks or fire-producing materials (i.e., matches, lighters) Students may be immediately suspended pending investigation.

Gambling:

All gambling (including lottery, etc.) and discussion with the intent to promote gambling within the school confines is prohibited.

Contraband:

The usage of tobacco, illegal drugs, alcohol etc. is strictly prohibited while attending PCA. As such a student can expect a severe reprimand including expulsion.

Playing Cards:

All playing cards with occult origins or references are completely banned.

Gum:

Students are not allowed to chew gum anywhere on the school property for the duration of the school day, including on-site co-curricular activities.

Eating:

Eating in class/Study Halls is NOT permitted unless during an approved class function. Eating during the lunch hour in Home Rooms is to be mannerly. Students who do not comply will be asked to eat off campus.

Hallways & Stairways:

Fire regulations require us to keep hallways and stairwells clear. Students who wish to study or chat with friends are to do so in the available classrooms.

Co-curricular Trips:

Students who are having academic difficulty or whose behaviour is in question may be required to miss class trips/co-curricular events; students whose behaviour is unacceptable on co-curricular trips will be sent home at parents' expense.

Electronics:

Electronic equipment (e.g. pagers, cell phones, radios, tape recorders, Walkman-type radios, CD players, mp3 players and electronic games such as Gameboy) is not permitted to be **used** during the school day. If the equipment is to be used in an educational context or for emergencies, prior permission must be obtained from the office. The school assumes no responsibility for loss, theft or damage of such equipment. It is to be kept locked in lockers all day.

Electronic equipment may not accompany the student on class trips or activities, except under exceptional circumstances that have been approved by the school.

**Technology Use:**

Use of school networks and connections to the Internet shall be for the exchange of information to support the user's education and research. Failure to observe the PCA "Acceptable Use Policy" will result in loss of computer privileges at PCA and/or other consequences consistent with the school's discipline policy.

**Private Parties:**

PCA accepts no responsibility for private parties. We assume that homes will maintain standards consistent with a Christian worldview. If students are invited to parties of other students, and even if faculty are in attendance, parents are encouraged to phone the host to learn details. Unless an event is advertised on school letterhead and officially supervised by the school, it is not an official school function.

**Personal Property:**

(e.g. musical instruments, bags, money, books) Students are all issued lockers and are to provide their own locks to secure books and personal items. Personal items should be secured in a **locked locker** at all times. They are not in use by the student. The school will not assume any responsibility for items left on the floor or on top of lockers. Many people other than PCA, use this facility. The student must ensure the security of their personal property at all times.

## **PCA STUDENT PLEDGE**

By attending Peoples Christian Academy each student indicates agreement with the following statement.

***While I am a student of the Peoples Christian Academy, I pledge to give my complete cooperation and promise to follow the behavioural guidelines as outlined in the following statements.***

- **I will follow the rules, regulations and behavioural expectations of the school.**
- **By both my behaviour and attitude, I will show respect for the Christian principles and doctrines presented in all aspects of the Academy program.**

Whenever a student is unsure of what rules may apply (e.g. if school uniform is necessary for some occasion) he/she should ask a school official by contacting the office rather than by relying on the opinion of peers, parents, former students, or his/her own judgment.

*(Note: Failure to uphold this agreement may result in dismissal from the school.)*

### **How to have a Successful Year**

The following nine words summarize all the policies and regulations set out in this handbook. Additions or deletions can happen in any handbook. By following these nine words you will have essentially memorized the handbook.

**Honour Jesus.**

**Honour Your Father and Mother.**

**Ask Permission.**