



**Prairie Christian Academy**

[www.pca3hills.ca](http://www.pca3hills.ca)

# **Secondary School Handbook 2011-2012**

## **Contact Us**

School (403) 443-4220

[irene.dobson@ghsd75.ca](mailto:irene.dobson@ghsd75.ca)

# PRAIRIE CHRISTIAN ACADEMY

## Introduction

The purpose of this handbook is to acquaint you as parents and students with the policies and procedures that govern Prairie Christian Academy School. By reading the following pages carefully, many of your questions will be answered and you will become familiar with the Prairie education community. If you have questions, please contact the school office and we will assist you.

We welcome all students and parents! We trust this will be a successful school year - a year in which you grow in understanding of God the Creator, His creation and your role in that creation.

Education is more than classes, homework and extra-curricular activities. It also includes learning to live together and to accept that we are individuals, each with our own God-given talents and abilities. As we work together for the glory of God, we will grow as individuals and as a community.

May God give you a clearer sense of His purpose for you as you draw closer to Him and to those you will be working with over the coming year.

Randell P. Wood, Principal

## Mission Statement

Through excellent Christ-centered academic and co-curricular programs, PCA partners with parents to educate students to think and act Christianly, constructively, and critically, in order to know Jesus Christ as Savior and Lord, and to pursue Godly character and lifelong service.

This will be accomplished by:

- encouraging our students to develop an alive and ongoing relationship with God through Jesus Christ - His life, His death and His resurrection
- helping our students develop the ability to apply a Christian perspective to all facets of their lives
- assisting our students to develop their full personal potential to influence their world positively for the glory of God
- teaching our students to evaluate and challenge the constant stream of information and ideas to which they are exposed.

# **Statement of Faith**

## **The Scriptures**

We believe in the plenary, verbal inspiration of the Old and New Testament Scriptures as originally given. These Scriptures are inerrant in all that they affirm and are our final authority in all matters of faith and conduct.

## **The Godhead**

We believe there is one living and true God, eternally existing in three persons, Father, Son, and Holy Spirit, who are the same in essence and co-equal in power and glory.

## **Jesus Christ**

We believe Jesus Christ is fully God and fully man in one person. Prior to His incarnation He eternally existed with the Father. Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary. Though tempted by Satan, He lived a sinless life on this earth. He paid the penalty for the sins of all people with His own blood on the cross. He arose bodily from the grave and ascended into heaven, where He now intercedes for His own as their great High Priest.

## **The Holy Spirit**

We believe in the personality of the Holy Spirit. He convicts the world of sin, righteousness, and judgment. At conversion He regenerates, indwells, seals, and baptizes the believer into the Body of Christ. The Holy Spirit increasingly fills and conforms the yielded believer to the image of Christ. He enables the believer to live a life of Christian victory through faith in Jesus Christ and obedience to the Word of God. As He wills, the Holy Spirit gives spiritual gifts and empowerment for spiritual service.

## **Creation**

We believe in the direct creative acts of God as recorded in Genesis.

## **Satan**

We believe in the personality of Satan, a fallen angel, who, with other angelic beings, rebelled against God and was cast out of heaven. Although he was defeated at the cross and his final destiny shall be the lake of fire, he continues to be the archenemy of God, angels and man.

## **Man and Sin**

We believe man was created in the image of God. In Adam he fell because of disobedience and rebellion against God and thereby incurred not only physical death, but also spiritual death, which is separation from God. As a consequence, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word and deed.

## **Salvation**

We believe the grace of God provides salvation from sin for all men, only through personal repentance and faith in Jesus Christ and His atoning work.

## **The Church**

We believe the Universal Church is composed of all true believers. With Christ as her head, she exists in local expression to glorify Him by edifying believers and evangelizing lost people everywhere.

## **Second Coming**

We believe in the literal, physical, pre-millennial second coming of the Lord Jesus Christ.

## **Future State of the Dead**

We believe that at death all men continue in conscious existence: the just in the presence of Christ, the unjust in torment in Hades. The just await their bodily resurrection, at the rapture of the church, to the reward of everlasting life and blessedness. The unjust await their bodily resurrection at the Great White Throne, to judgment and everlasting punishment of conscious torment in the lake of fire.

## **Brief History**

Now under the new name of Prairie Christian Academy, Prairie General Education has been operating since 1938 as an extension of Prairie Bible Institute. Back then, Prairie's founder, J. Fergus Kirk was concerned that his children and others in the community had a Christ centered education. Growing from the original class of 11, PCA now has over 350 students in its Kindergarten to Grade 12 programs. Students have come from all over the world to study in these halls and graduate into hundreds of vocations and careers.

In September 2003 steps were made to form Prairie Christian Academy, an alternate school under the Golden Hills School District. This decision not only increased resources for our educational system, but also gave the primary stakeholders – the parents – more of a governing position in their children's education. The distinctive of Biblically based teaching and discipleship is still at the cornerstone of Prairie Christian Academy. We embrace the godly heritage that is ours, and look forward to the future of continuing to provide quality education that is fully integrated with God's word and Christian principles.

## **Outreach**

Jesus calls us to reach out to each other, to the larger community and to the world. Students are involved in various projects including: Christmas shoe boxes, donations for food bank, carol singing, sponsoring several Third World children and missionaries and visiting and helping seniors. Students are encouraged to bring a donation at each weekly chapel to support these projects.

## **Working Together**

As with all organizations, clear lines of communication are crucial. The staff of Prairie Christian Academy Secondary School seek to communicate through information meetings, parent/teacher interviews, personal interaction, report cards and newsletters. In the case of individual concerns or conflicts, we are committed to the Matthew 18 principles as outlined below.

1. The family directly involved with the conflict or concern should go to the staff member involved and seek to resolve it at that level.
2. If the matter remains unresolved, the parent should refer it to the associate principal or principal.

All communication should take place with care, sensitivity and respect for each of the parties involved.

## **Hours of Operation**

### **School Building**

The school doors are unlocked by 8:00 a.m. and normally locked at 4:00 p.m. For special functions, the staff in charge will open and close the building as necessary.

### **Office Hours**

8:30 a.m. to 4:30 p.m. weekdays when school is in session

## **Daily Bell Schedule**

Please see the attached page

# Academic

## **Computer labs**

There are a number of locations where students have internet access: the school Computer Lab (when it is supervised), the Library and the Oasis. The students are required to fill out a computer use agreement. This agreement must be signed by a parent or guardian. When approved, each student will be given an access code. It is strongly emphasized that these codes be shared with no one. Our computer system monitors the system, blocks out inappropriate sites and keeps track of any attempts to enter inappropriate sites.

## **Course Selection**

Prairie Christian Academy Secondary School seeks to offer subjects that will meet the needs of as wide a range of student abilities and interests as possible. Details of courses offered can be found in the High School Program Guide. If students need assistance, they can arrange to meet with a teacher or counselor. All students are expected to pursue academic excellence in all courses. Students should attempt at all times to be diligent and organized. If a problem begins to develop, students should not hesitate to speak to their teacher or counselor.

## **Grade 10, 11, 12**

The senior years of high school are extremely important for a number of reasons. Graduation requirements are calculated on the basis of courses taken at the grade ten, eleven and twelve levels. Courses need to be carefully considered with post secondary goals and requirements in mind. All students completing core grade twelve courses are required to write Provincial Examinations. Admission competition for university faculties is high, so excellent grades are essential. Scholarships and other forms of financial assistance are available to those who have demonstrated strong initiative and ability. In light of this, we would like to make the following suggestions to students as they enter their last three years at Prairie Christian Academy Secondary School.

- **Choose your courses wisely:** Keep your options open by meeting general requirements. It is wise to take more than just the minimal required courses.
- **Balance your workload,** in consultation with the school counselor, so that you do not have one very light semester and one very heavy semester.
- **Take at least one course in the first semester that you find very difficult.** This will then give you the possibility of re-doing the class in the second semester or taking it by correspondence.
- **Make your studies the main focus of your energies in grade twelve.** Be careful how you manage your time and how many other activities you commit yourself to during the year.
- **If you must have employment, limit your hours** to a manageable schedule. We strongly recommend that a student not be employed more than ten to fifteen hours a week. Any resident student seeking part-time employment must have approval from principal or associate principal *and* residence dean.
- **Be prepared to spend an average of at least two hours a day on homework.** Some days will be heavier than others. Budget your time and work ahead on projects and review.
- **Be diligent in attending all classes.** Outside of sickness and compassionate reasons, you should NOT be away from school.
- **Make the most of class time.** Learn to use the small portions of time wisely; five or ten minutes here and there can make a big difference.

- **Seek extra help immediately if you are struggling.** Don't allow yourself to fall behind.
- **Maintain an active devotional life.** You will find a great deal of peace and renewal of strength if you learn to abide in Him. Remember -- "Seek ye first the kingdom of God and His righteousness and ALL these things shall be added to you." Matt. 6:33

### **Course Changes**

Course changes may be made during the first two weeks of classes. All requests for course changes must be approved by the principal. A student who drops a course must have parental/guardian approval.

### **Textbooks**

Texts will be provided by the school as needed. Students are responsible for all textbooks issued to them. All books are numbered and a record of books issued and their condition will be kept by the classroom teacher. Students will be charged for lost or damaged books and report cards may be withheld until they are paid for or returned.

### **Bible Requirement:**

Prairie Christian Academy Secondary School requires all students to take the Bible course offered at each grade level. Bible is considered a significant part of the student's education. Since the course tends to have a variety of assignments that focus on class participation, personal reflection and biblical contemplation, students normally excel. Failure to pass may preclude a student's re-registration the following year. Students in grade 12 who do not pass their Bible course will not have fulfilled the requirements for a Prairie graduation certificate.

### **Distance Learning:**

PCA offers a distance Learning Program (DLP) that allows students to take select courses which are not in our time table or which are, but do not fit into the students' schedule. DLP courses are an enhanced form of correspondence with supports such as access to tutor/marks, planning/scheduling assistance, rapid delivery and return of assignments as well as instructional assistance within the school. A \$125.00 performance bond is charged to ensure the completion of a DLP course. This fee is fully refunded upon completion of the course.

## **Grade System**

Grades will be reported as a percentage grade. For any student to be on the 'Honor Roll', an 80% average in five courses required for the Rutherford Scholarship, plus Bible.

## **Attendance and Tardiness**

The purpose of this policy is to ensure that students get to class on time and that all students enjoy uninterrupted learning. This policy applies to all students.

For the first unexcused absence the teacher will call the parent(s), guardian, or dean.

For the second unexcused absence the teacher will call the parent(s), guardian or dean and notify the office. The administration will follow up with the parents/dean and the student.

For the third unexcused absence the teacher will refer the student to the office. The student will be given a one day in-school suspension.

For the fourth and fifth unexcused absences the student will be referred to the office and given three and five day suspensions. Parents and students will meet with the principal to discuss conditions for continued enrollment.

Three lates for class will be considered an unexcused absence and will be handled according to the policy for unexcused absences.

**Excused absence:** The student must bring a note from the parent (or guardian) noting the reason for the absence and asking that it may be considered excused. Students must bring a note to each teacher whose class they missed, have it signed and then take it to the office. (Telephone calls must be followed up with a written note.)

**Planned absence:** Any student planning to be away from school for any reason, must complete a 'blue form' and submit it to the office one day prior to the absence. If the blue form is not submitted on time any absence will be treated as an unexcused absence.

**Early Dismissal:** Students who need to leave during the day must sign out at the school office. They should have a note from a parent/guardian or the parent/guardian should phone in, authorizing the sign out. Students who leave early must also inform teachers of the classes they will miss. Students who leave early are responsible for work missed.

## **Conduct**

You will be encouraged to demonstrate a Christian work ethic. We not only want you to have a personal relationship with Jesus Christ, but we want you to enjoy a life of spiritual fullness, holiness and service. Prairie Christian Academy Secondary School functions as a body of Christian believers joined together for the specific purpose of training students how to live, not just how to make a living; how to be leaders, not just followers. In order to facilitate this process, it is essential that students, faculty and parents seek to promote Christian behavior.

The school cannot isolate its students from the constant sensual bombardment of this society, but it can create an environment where right conduct is encouraged. A positive peer culture helps to stem the tide against the pressures encountered.

We recognize that the observance of standards does not make one spiritual; however, one's willingness to adhere to school regulations demonstrates maturity and a level of spiritual desire. The apostle Paul wrote to a young Timothy, "discipline yourself for the purpose of godliness" (1 Tim. 4:7).

Prairie Christian Academy Secondary School is a community comprised of staff and students from a wide range of cultural, denominational, and social backgrounds. We look to the person of Jesus Christ to define our common values and unity. We seek to honor Him by integrating faith and learning, while our hearts and lives reflect the process of maturing in Christ. We believe that the Bible articulates those principles and values expected of all believers.

## **Discipline**

Occasionally, some students have lapses of appropriate behavior. Minor offenses are dealt with immediately by teacher/deans. Major offenses are channeled through the principal's office and are dealt with on a case by case basis. As a result of a meeting between the parties and gathering of information, the seriousness of the matter is determined. For serious or persistent violations of school rules and regulations and for display of attitudes which hinder the growth of other students, suspension and/or expulsion may result. Actions such as social dancing, the use of tobacco, alcohol, and non-prescribed drugs are not acceptable behaviors for students in our school. The same could be said about the use of pornography and participation in illicit sexual conduct. Such actions will

bring about penalties such as suspensions or even expulsions, depending on the severity of the situation.

## **Dress and Grooming**

We expect our students to dress in a fashion which does not draw attention to themselves. Therefore, tight pants and clothing such as revealing shirts, tank or halter tops and muscle shirts should not be worn. Photographs, designs and printing on shirts should be consistent with what is considered appropriate within the context of a Christian School. All clothing must be in keeping with the development of godly morals and character. The use of excessive jewelry is also distracting, and therefore should not be used.

Students will be expected to dress not less than semi formal on chapel days. (Thursday) Girls - dresses, skirts, dress pants. Boys – dress pants, shirt and tie.

Clothing appropriate for physical education classes should not be worn in the school.

Students should be modest in their grooming as well. Hair should not distract others who might be disturbed by colour or extreme hair style. The use of good judgment is expected.

## **General Information**

### **Lockers and Locks**

Students will be assigned lockers (with registered locks) by the homeroom teacher. Students are responsible to keep their locker securely locked at all times. **ONLY SCHOOL LOCKS** are permitted on the lockers. If a lock is lost, a \$5.00 replacement fee is charged. Students are encouraged **NOT TO GIVE LOCKER COMBINATIONS TO OTHER STUDENTS. Students have no right to privacy in their lockers as the school conducts inspections from time to time.**

### **Electronic Devices**

Discman, mini-disc players, cell phones, pagers, video games or any other personal electronic device must not be used inside the school building. If used in school, these items will be confiscated.

### **Student Phone**

A phone is available on the wall by the front office. **Students should use this phone for short calls only**, as a courtesy to others. A pay phone is also available in the foyer.

### **Lost and Found**

A lost and found box is provided in the foyer. Please check it periodically for articles which may have been lost or misplaced. The lost and found articles that are not claimed will periodically be donated to charities. (Items in lost and found are not available for the taking.)

### **Bicycles**

Bicycles must be parked in the stands provided and should be securely locked at all times. Students riding on campus must wear helmets.

### **Skateboards**

Skateboards are allowed on campus. Riders must wear a helmet at all times while on school property.

## **Fire Drills**

Procedures for fire drills are posted in each classroom. Teachers will review these procedures with the student. Please exit in a quiet, calm and orderly manner, and obey all requests made by the supervisor.

## **Photocopier**

Students may photocopy necessary materials in the library on a “fee per copy” basis.

## **Field Trips**

Students will have opportunities to go on various field trips throughout the year. A Field Trip Consent Form must be completed and returned to the appropriate teacher.

## **Visitors**

All visitors must report to the school office. Guests wishing to visit classes must obtain authorization from the principal. PRIOR TO THE DAY OF A VISIT, a student may sponsor a visit by seeking permission from all teachers involved.

# **SPORTS POLICY**

Prairie Christian Academy Secondary School Athletics provide:

- An opportunity for students to pursue their talents and abilities.
- A “showcase” representing our school within the community and the province.
- A program with which students can identify and support as part of their school.
- A program in which students can experience team spirit and accomplishment.

## **Philosophy/Mission**

The mission of the Athletics program is to develop individual skills, discipline, excellence in performance, and Christian character.

## **Program Focus:**

- To encourage students to be good stewards of their talents and abilities as unto the glory of God (EXCELLENCE, in character and performance).
- To provide our athletes the opportunity to compete in a healthy and controlled environment with structure and discipline, working from a Christ-centered perspective.
- To learn the principles of sacrifice, hard work, commitment, self-denial and unity in spirit and purpose for the accomplishment of something bigger than self.
- To teach students that they are AMBASSADORS for our school, our community, and most importantly, living testimonies of the grace of God.
- To help students learn how to transfer lessons that they learn in athletics to situations they may face later in life.
- To develop the full potential of the team; this based in individual development.

## **General Expectations:**

- Relationships should be built on the Christian model.
- The TEAM takes priority over personal interests.
- A commitment to represent oneself, the team, and the school in a positive light is a standard expectation.
- All players are expected to abide by the general rules given in the Student Handbook including behavioral expectations and academic policies.
- Players who are absent from school are not permitted to play on that day.

- Players who are sick and miss school the day of a practice will not be able to practice but within reason (medically), are expected to be at practice and observe.
- Winning is important, but the ultimate measurement of a player's involvement is:
  - The character development of the individual
  - The spirit and unity of the team
  - The depth of relationships between the players, and between the players and coach
  - The reputation gained by the team in the school and the community

Our Christian witness is more important than winning. Our Christian standards and testimony must never be comprised for the sake of winning.

#### Realities of Prairie Christian Academy Secondary School Athletics

- It is a privilege to be a member of the team, not a right
- Membership must be earned (based on character and ability).
- Individuals will have to compete with fellow members for positions and responsibilities.
- More gifted athletes will play more dominant roles.
- The team operates on an apprenticeship model (i.e. young and/or inexperienced players need to be groomed and learn from more seasoned players).
- The coach sets goals for the team after the talent base of the athletes has been assessed.
- We wish to compete at the appropriate level in leagues and tournaments.
- All athletes have equal value and worth as individuals created in the image of God. Therefore, we do not equate their role on the team as having special status (there is no room for prima donnas or selfish pride in these talents and abilities).

## Harassment

Both the Ministry of Education and the Boards of Public and Independent Schools have, in recent years, tried to develop some very clear definitions and policies to eradicate harassment. Please read this section carefully. It is our intention to define what we mean by harassment and also to outline very clearly the serious manner in which we will deal with incidences of harassment in our school.

### What is Harassment?

Reduced to its simplest terms harassment is a continuous and repeated practice of annoyance. **This includes any unwelcome comments or conduct directed at another individual. Recipient response is important.** Repeated comments or behaviors which are meant to be humorous or playful, yet are disturbing to the recipient, fall into this category. How the person receiving the attention feels about it is the determining factor in its appropriateness.

It is important to know that the **Alberta Code of Human Rights** is a multi-page document that addresses the issue of harassment and this legal document has ramifications for students in school, for individuals in the workplace and for society at large. Consequently, we will deal seriously with cases of harassment. The Code addresses, among others, the following areas that could be the subject of discriminatory comments or conduct: race, color, ancestry, place of origin, political beliefs, religious beliefs, family status, physical/mental disability, and gender.

### What kinds of things can fall under the category of harassment?

- Insulting, suggestive or derogatory language or gestures.
- Teasing - even when done in "fun"; recipient response is **important** to note.
- Unwelcome physical contact - includes things like bullying, fighting and sexual contact.
- Offensive remarks, racial/ethnic jokes, innuendo.
- Leering.

- Displaying of pornographic, racial or other offensive material.
- Offensive or derogatory communication through notes, mail, e-mail, fax or any other medium.
- Persistent invitations which are unwelcome or which are perceived to be unwelcome.

### **How should we act?**

At Prairie Christian Academy Secondary School we want all students to feel safe, accepted and welcome. Although issues of harassment may be issues of “law”, they are, at the root, issues of relationship. **We want our relationships to be founded on Scriptures that urge us to treat others as we would like to be treated and to esteem others better than ourselves.**

We **must** refrain from all of the above mentioned activities.

We **must** always be aware of recipient response to what we say and do.

We **must** be quick to apologize and make amends when our words or actions are offensive or thoughtless.

### **Consequences for harassment**

Depending on the severity of the incident, parents will be notified and the offending student suspended. If this type of behavior is repeated, a student can expect to be expelled from the school.

The goal of all discipline is:

1. repentance (accept responsibility and determine to change)
2. resolution (find ways to keep it from happening again – self discipline)
3. reconciliation (bring healing and restore relationship)

A wide range of methods and approaches are used at the discretion of the teachers, counselors and administrators. Wherever appropriate, parents are kept informed and involved in the discipline process.

## **Campus Services**

### **Counseling Services**

Confidential counseling is available to any student for personal, academic or vocational needs. There is no charge.

### **Gyms, Skating Rinks and Soccer Fields**

The soccer fields, gym (Rick Down Athletic Centre) and rinks may be used during all open hours. Reservations must be made in advance for nonpublic functions. Please see the Athletic Director.

### **The Oasis**

The Oasis is the student centre for on-campus relaxation and enjoyment. Students, faculty and staff are encouraged to meet with their friends in the Oasis for coffee, cold drinks and snacks throughout the year.

### **Postal Services**

Residential Student addresses will be as follows:

Prairie Christian Academy  
(Student’s Name)  
P.O. Box 68  
Three Hills, AB T0M 2A0

# PRAIRIE CHRISTIAN ACADEMY CLASS SCHEDULE

Mon, Tue, Wed, Fri			Thursday
8:35 – 9:16	Block 1	Block 1	8:35-9:11
9:18 – 9:59	Block 2	Block 2	9:13-9:49
10:02– 10:19	Home Room	Block 3	9:51 – 10:27
10:22 – 11:03	Block 3	Block 4	10:29 – 11:05
11:05 – 11:46	Block 4	Chapel	11:10 – 12:00
Lunch	-----	-----	Lunch
12:39 – 1:20	Block 5	Block 5	12:50 – 1:28
1:22 – 2:03	Block 6	Block 6	1:30 – 2:08
2:06 – 2:47	Block 7	Block 7	2:11 – 2:49
2:49 – 3:30	Block 8	Block 8	2:51 – 3:30

**I have read the information contained in this handbook and with God's help will follow the guidelines provided.**

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**Student Signature**

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**Date**



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