

***PEOPLES
CHRISTIAN ACADEMY***

**Elementary Division (JK-6)
(2009-10)**

**374 Sheppard Avenue East
Toronto, Ontario
M2N 3B6**

Telephone: 416.222.3341

Elementary Division: Ext. 151

High School Division: Ext. 105

Administration/Accounts Office: Ext. 157

Alumni Office: Ext. 155

Child Care: Ext. 110 (before 8:30 a.m. and after 4:00 p.m.)

Peoples Christian Academy

SCHOOL ORGANIZATION

Peoples Christian Academy is owned and operated by Peoples Ministries Inc., Toronto and was founded in 1971 under the leadership of Dr. Paul B. Smith. The Elementary division begins at Junior Kindergarten and goes to grade 6. The High School division consists of grades 7 - 12.

ADMINISTRATION

Director of School Operations and Ministry	Rev. Reg Andrews
Principal – Elementary.....	Mr. Trent Mansell
Vice-Principal – Elementary	Mrs. Ruth McCormick
Principal - High School	Mrs. Sharon Cracknell
Board of Directors, President	Mrs. Christina Lam

PROFESSIONAL AFFILIATIONS

- Registered with the Ontario Ministry of Education & Training
- The Association of Christian Schools International

INTRODUCTION

Welcome to Peoples Christian Academy (PCA). This handbook is to supplement the material which your parents have already read in the application packet. It will tell you important information about our school, how you should dress, what you may do, and things that make our school a special place where we work together to please God.

Life at PCA includes both privileges and responsibilities. There is the privilege of sharing your school days with a large group of young people and teachers who love God and like many of the same things you do. We can all grow like Jesus did - in wisdom, stature, and favour with God and man - if we care about each other and try to follow the Bible in all our choices.

At Peoples Christian Academy we do our best because we believe that doing our best pleases God. This helps us make wise choices in our classwork; in getting along with others; and in taking care of our own responsibilities. We believe that God made each of us special and unique. That means that there is nobody else just like you or me. At our school we try to help each student become everything God created him or her to be.

Some of you may have seen a poster or sticker that spelled the word "JOY" and looked like this:

Jesus
Others
You

This is a great way to remember the three basic rules that we follow at Peoples Christian Academy. We believe that we can all have "JOY" if we follow these ideas.

1. The "**J**" stands for loving Jesus and accepting Him as your Saviour. This helps us treat others as brothers and sisters of the human family created in God's likeness. It also helps us to understand the importance of taking care of God's creation.
2. The "**O**" reminds us to care for others and put their needs before our own. In a family or on a team, members must help each other. Sometimes we don't feel like it. Sometimes it is unpleasant. Sometimes the other person doesn't seem to deserve our help. Sometimes we

don't even hear a "thank-you." God still wants us to care for, encourage, and be kind to each other. This helps us respect others and their belongings.

3. The "Y" stands for you. You are a unique creation of God with special talents and abilities. Your job is to discover these and develop them to please God. You should value yourself because God made you so special. This means you should take good care of your body by eating properly and exercising. Also you should be careful as you make choices about the things you see (movies, videos, magazines) and the things you hear (music, language). Respecting yourself includes taking care of your appearance and your responsibilities. At school that includes making sure that you and your uniform are clean and neat and that your assignments are done neatly and on time.

MISSION STATEMENT

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

PHILOSOPHY

We believe and teach that the total Scriptures of the Old and New Testament are verbally inspired of God and inerrant in the original writings, and are the only infallible rule for faith and life. (II Timothy 3:16).

Education encompasses spiritual, intellectual, emotional, and physical development, with God the ultimate source of all truth.

Since God has given parents the responsibility to teach their children, education cannot be the sole charge of a church or of a school system. Thus, PCA enters into a partnership with the parents to educate their children, and it is important that parents fully accept the Academy's Philosophy of Education. (Deuteronomy 6: 4-7).

We will make every effort to lead each child into a saving knowledge of the Lord Jesus Christ, and to disciple the child so the student will live a life that glorifies God, both now and after graduation.

Students of PCA are taught a Christian worldview and lifestyle. They are instructed in biblical knowledge and are offered devotional opportunities. Students are encouraged to develop Christian responses to all of the issues of life. (II Timothy 2:1,2).

PCA is committed to maintaining high academic, personal and spiritual standards in the classroom and in relationships and extra-curricular activities. The teachers, who have sound academic qualifications, teach both through formal instruction and as caring Christian adult role models. (Luke 2:52, II Peter 3:18).

PCA helps students develop healthy self-worth and to understand their value as part of God's unique creation. This is taught, in part, by expecting students to refrain from using alcohol, tobacco or non-prescription drugs. Our school uniform encourages students to value each other for who they are rather than what they wear. (Romans 12:1)

PCA helps students develop self-discipline and respect for others and their property. We also promote and practice appreciation for cultural and denominational diversity, while maintaining unity in Christ. (Galatians 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 is to serve God. The student should be able and willing to use all of his/her God-given talents for the betterment of their fellow citizens in any area of life where they are led by God.

Behaviourial Expectations

MINISTRY OF EDUCATION REQUIREMENTS

Schools and students are governed by the Ontario Education Act and the relevant regulations made under it. These require pupils to attend classes punctually and regularly, to accept reasonable disciplinary measures, to be neat and clean in person and habits, to be diligent in studies, to be courteous to fellow pupils, and to be obedient and respectful to the teachers.

BEHAVIOURAL GUIDELINES CODE OF BEHAVIOUR PRIVILEGES AND RESPONSIBILITIES

As mentioned earlier in this Handbook, membership in the PCA community has certain privileges and corresponding responsibilities. The following chart, while not exhaustive, attempts to define some of these for parents, students and school personnel. The first column shows certain privileges that one could reasonably expect by being a part of our school community. The second column indicates certain responsibilities that come with this membership in the school community. The purpose of this chart is to provide a framework for responsible interaction among the various members of the school community.

RESPECT FOR SELF

You are expected to come to school free from the influence of alcohol, tobacco or mind-influencing drugs. You are not permitted to use or promote these on the school grounds or to bring them onto the campus. In keeping with the spirit of this concern, you are expected to refrain from the use of or promotion of alcohol, tobacco and non-medical drugs at all times, including off campus. The consequences of any infraction concerning drugs, alcohol or tobacco will be an immediate suspension from school. In the case of the possession of or use of non-medical drugs, which is illegal, the police may also be notified. In addition, students in trouble with the law risk immediate suspension, and after School Governance Council review, expulsion.

PRIVILEGES	RESPONSIBILITIES
<p>Parents can expect:</p> <ul style="list-style-type: none"> - detailed information about the school's courses - to receive regular communication from the school - to be informed of any behavioral or academic problems their child may be having - a positive productive school climate for students where the principles of the Christian faith are taught, practiced and modeled - to express their views and/or concerns with school personnel in an acceptable, appropriate and Christian manner <p>Students can expect:</p> <ul style="list-style-type: none"> - competent instruction in all classes - guidance in making career and program decisions - reasonable freedom to develop their full God given potential in a safe, positive, productive school climate - respect from others - to express their views and/or concerns in an acceptable, appropriate and Christian manner 	<p>Parents have a responsibility to:</p> <ul style="list-style-type: none"> - ensure regular and punctual attendance of their child - support Christian principles at home by precept and example - cooperate with the school in developing positive attitudes toward learning and acceptable Christian behaviour - support school policies relating to student responsibilities - show interest in their child's progress at school by involvement in school activities - adhere to the financial policies of the school <p>Students have a responsibility to:</p> <ul style="list-style-type: none"> - be punctual and attend all scheduled classes prepared to participate - follow the school dress code (including proper uniform) - work diligently and cooperatively in all classes - complete all homework and projects assigned - show respect and courtesy to others - respect the property of others - comply with all school rules and regulations - show respect for oneself - take school communication home to parents
<p>School Personnel can expect:</p> <ul style="list-style-type: none"> - responsible and polite behaviour from students - to be treated with courtesy and respect - to share their personal faith in Christ with students - to administer discipline within the framework of the school rules and regulations - to express their views and/or concerns (in an acceptable, appropriate and Christian manner) 	<p>School Personnel have a responsibility to:</p> <ul style="list-style-type: none"> - be a Christian adult role model for the students - ensure that students are responsible and cooperative - report student progress and conduct to parents - enforce school rules fairly and consistently - protect the rights of individual students - provide competent instruction in the courses they teach - be kind, encouraging, firm and fair in their dealing with students

RESPECT FOR OTHERS

You are expected to treat others with kindness, courtesy and consideration. You are not to ridicule, by words (including profanity) or by actions, the beliefs, the culture, the race, the gender, the feelings, or the actions of others. Physical violence toward other members of the school community will not be tolerated. Also, within the school context, inappropriate physical contact between members of each sex is not allowed, nor is pressure to form relationships, nor is any action which violates the terms and conditions of the Human Dignity (Sexual Harassment) Policy of Peoples Christian Academy. This shows respect for oneself and others. You are to respect the property of other students, of faculty and staff, and of the school and church at all times.

RESPECT FOR AUTHORITY

You are expected to comply with the rules of the school and with the expectations of the faculty and staff both in and out of the classroom. Your attitudes as well as your actions are important, and you are expected to show respect for authority both by your attitude and by your behaviour. Disrespect is considered to be a serious breach of conduct and will be dealt with in a firm but judicious manner by the school administration.

CARE OF SCHOOL PROPERTY

We are to be good stewards of our facilities. Care must be taken to use equipment in a careful and proper manner. This includes care of gym equipment, desks, chairs and tables. The following common examples of misuse of equipment and facilities are given so that students will understand this issue: Writing on or in the school's library books; marking on tables or desk tops; misusing gym equipment; marking on any wall, floor, door or window; misusing washroom facilities; damaging lockers.

It should be understood that misuse of property or equipment is a serious offence and will result in immediate disciplinary action. By becoming a member of our school you are agreeing to pay for any damage caused by your negligence or misuse of the facilities and equipment.

DISCIPLINE

Discipline at Peoples Christian Academy is intended to be primarily redemptive rather than punitive. This means that the school will try to help a student overcome (or conquer) a problem which results in discipline and become responsible within the constraints of community life at the school.

Redemptive discipline includes three steps: COUNSELLING, SUSPENSION (removal from class and school involvement for a designated period of time) and EXPULSION (complete withdrawal from the school). Ordinarily students are first COUNSELLED. Counselling may also include discipline such as detentions, work assignments, etc. If this fails to correct the situation, a student may be SUSPENDED. EXPULSION may become necessary when other methods of discipline have been unsuccessful, or in the case of very serious misbehaviour. In certain cases, suspension and/or expulsion may be required on the first offense, depending on the gravity of the offense, the behaviour of the individual student and the influence on other students. PCA reserves the right to suspend or expel any student who is a significant threat to the mental or physical well-being of staff or students.

At the beginning of the year, students will be informed of the behavioural expectations for their classroom and the consequences of infractions. Discipline for minor offenses may be administered by any staff member. Discipline for serious offenses (such as those normally requiring suspension or expulsion) will be determined and administered by the School Administration.

No student will be permitted to be involved in any extracurricular activities while serving a suspension. Discipline takes priority over extracurricular school functions.

It is expected that you will abide by these standards during your enrollment in Peoples Christian Academy, whether you are actually on the school premises or elsewhere. Our desire for all our students is that you will feel your responsibility to be a good representative of Jesus Christ throughout your entire life.

CONFLICT RESOLUTION

Whenever people work together, there may arise, despite the best of intentions, misunderstanding and conflict. We believe that there are scriptural methods of resolving conflict (Matthew 18). The School Office can provide a copy of the school policy for resolving conflicts between student and staff or parent and school.

AIDS POLICY

The school board has established a policy in response to the AIDS issue, as it potentially relates to the school. This policy is available from the school office upon request.

SCHOOL RULES AND GENERAL INFORMATION

SAFE LEARNING ENVIRONMENT

PCA is committed to providing a safe learning environment for each student. The following sections provide more specific information.

It is important that:

- Students are not allowed to be in unsupervised or out-of-bounds areas without specific permission from school staff.
- All members of the school community, including students, are responsible to immediately report to the principal any facility condition or person that may endanger the welfare of students or staff.
- At no time are students allowed to leave campus during the day without assigned school supervision.

ARRIVAL BEFORE SCHOOL AND GOING HOME AFTER SCHOOL

All students arriving before 8:30 a.m. or staying after 3:40 p.m. must be in our Childcare Program. This is an additional service available for a nominal fee to our parents who are unable to operate within this schedule. Information is available from the school office upon request.

PROPERTY BOUNDARIES

Because Peoples Christian Academy shares the facilities with the other ministries of The Peoples Church, certain areas are out of bounds for the students unless class activities are scheduled there. Out of bounds areas include:

- The church lobby, auditorium, offices, and washrooms
- The front of the church building, including all parking areas
- Kitchen facilities
- The property of our neighbours
- Stairwells and railings
- High School division wing

PLAYGROUND RULES

When the bell is rung students in grades JK - 3 are to line up. Students in grades 4 - 6 may go directly to their classes in an orderly fashion. Classes will be dismissed by the supervising teacher and should enter the building in an orderly, quiet way.

While on the playground, students are required to observe the following:

- Students must stay within the playground boundaries at all times. If a ball or other object needs to be retrieved, permission must be given by the teacher on duty to do so.
- Students may not go onto the street at any time for any reason.
- Students may not play in the area directly in front of the school/church building.
- Food is not permitted on the playground.
- Students may not play with the following: sticks, knives, hard balls, stones, or any hard object.
- Students may not throw snow, snowballs, ice, stones, sticks, sand, etc. for safety reasons.
- Snatching of caps or other articles of clothing is not permitted.
- Play fighting and wrestling is not permitted.
- Students should always be within view of the teacher or supervisor on duty, not in the area beside the food and clothing trailer or behind the portable classrooms.
- Hockey is not allowed during regular recess times. Do not bring hockey sticks to school unless a teacher organizes a special event.

Students must check with the supervising teacher BEFORE going into the building for any reason. This includes injuries and using the washroom. Supervising teachers are in communication with the school office via walkie-talkies and will inform the office regarding emergencies.

WEAPONS / FIREWORKS / WATER GUNS

No weapons (including pocket knives), fireworks or fire producing materials (ie. matches, lighters), or water guns of any kind are permitted on school premises. In the interest of maintaining a safe school environment, the school reserves the right to inspect a student's bag, desk, or locker without notice.

EMERGENCY DRILLS

Each room has a posted fire exit route for use during fire drills. When a fire drill occurs, students must immediately walk from the building in single file and in an orderly manner. Talking is not permitted. Each class has a designated area in which to assemble outside.

Once outside, students will move well away from the building and stand quietly with their teachers in order to have an attendance check and listen for any special instructions. All roadways will be kept clear for emergency vehicles.

EMERGENCY SCHOOL CLOSING

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

ILLNESS / ANAPHYLAXIS / MEDICATION

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. Students who require any medication during school hours must report this information to the office. No medication will be administered by school personnel without a signed parental consent form. It is the responsibility of parents to ensure the school is notified of medical conditions, including updated information.

It is imperative that the school receive notice of a student who has a severe allergy including those who would require medication. Please provide epipens or other medication to the school. It is up to the parent to replace any expired medications.

VISITORS

We encourage prospective students and parents to visit our school. For the sake of security, all visitors, including parents and former students, must report to the school office to sign in when arriving at the school (other than dropping a student off before school or picking up a student after school), and upon leaving, sign out. Arrangements for visits to the classes should be made in advance and approved by the principal. The school's guidelines of modesty and neatness are to be followed by visitors who expect to be admitted to class. The administration reserves the right to ask visitors to leave the school property.

Visitors and parents are asked to NOT pass through the classrooms as this can be very disruptive to the learning process. Access to the Elementary Division during school hours must be via the main entrance. The entrances to the educational wing may not be used at this time.

A parent/guardian or designate taking a student from the school premises during school hours must first report to the school office. Before leaving with the child, the person responsible is required to "sign-out" the child on the appropriate form in the school office.

DROP-OFF / PICK-UP

There are two designated areas where students may be dropped-off or picked-up. The driveway at the front of the church is NOT to be used when the driver is leaving the car or waiting for a long period. This is a one-way driveway and must be entered from the east entrance. The parking lot on the west side (Wilfred Avenue) or the area adjacent to Portable #1 may be used otherwise. Please enter the parking lot at the south driveway and exit via the north driveway. There are many children around at drop-off and pick-up times. Please drive carefully.

TRANSPORTATION

Walking - Students must use the traffic lights when crossing Sheppard Avenue. Everyone is expected to obey the orders of the crossing guard.

Public Transportation - Students are expected to behave in a quiet, disciplined manner while riding on public transportation. Young students should ride with an older responsible person.

Private Transportation - The majority of our students are driven to school in private vehicles. With our limited parking space, it is extremely important that parents follow the guidelines governing vehicular traffic.

PROGRESS REPORTS AND MARKING PERIODS

The Elementary division operates on a three term academic year. Progress Reports are issued at the end of each term in December, March, and June. The school calendar should be checked for the dates Progress Reports will be received. If a child is doing unsatisfactory work, the parents will be notified at the midpoint of each term or sooner if deemed appropriate by the teacher.

HOMEWORK

Homework is to be completed and returned on time. Homework will consist of Scripture memorization, unfinished classwork, and occasional projects in some grades. Parents should ensure that children complete any work brought home. If parents have any concerns, please contact the school office to arrange an appointment with the teacher.

ELECTRONIC EQUIPMENT

Radios, tape recorders, CD players, electronic games and "Walkman-type" radios are not permitted on the school premises except with office permission for educational use. The school is not responsible for loss, theft or damage to such equipment.

GUM

Students are not allowed to chew gum anywhere on the school property.

PIANOS

Students are only permitted to use the school pianos with permission from a teacher. The lids on pianos must be closed after use.

LABELS

Parents, please note that ALL clothing and personal belongings MUST be clearly marked with the student's name. This will help us return lost items to the correct owner. All unlabeled items will be placed in the general "Lost and Found."

Dress Code

All Elementary division students must wear the full school uniform. The school uniform reflects the goals and objectives of moderation, modesty, and neatness in dress upheld by our schools. These uniforms are sold exclusively for our school by InSchoolwear Inc. located on 1550 16th Avenue, west of Leslie Street, Richmond Hill. Uniform items should be purchased at InSchoolwear. The school reserves the right to refuse to admit to class any student wearing any article of clothing that does not match the official uniform.

INSCHOOLWEAR

1550 16th Avenue, Richmond Hill
Ontario, L4B 3K9
Tel: 905.737.3031 web: www.inschoolwear.com

OFFICIAL DRESS UNIFORM

Girls

- Plaid tunic - Girl's tunics are to reach mid-point of the knee. These can be marginally longer, but no shorter.
- White oxford cloth blue trim collar long-sleeved blouse
- Navy cardigan with embroidered school crest
- Navy leotards or knee socks - Socks are to be always worn up to the knee.
- Plain, solid colour black or navy shoes
- No printed t-shirts are to be worn underneath blouses.
- Blouses must always be tucked inside skirts.

Boys

- Grey pants
- Navy polo shirt with school crest
- Navy cardigan with embroidered school crest
- Plain, solid colour black or navy shoes
- No printed t-shirts are to be worn under shirts.
- Shirts must always be tucked inside pants.

OPTIONAL

Girls

- Bloomers (to be worn under tunics).
- Kilt - Girl's kilts are to reach mid-point of the knee.
- White oxford cloth blue trim collar short-sleeved blouse
- Navy V-neck pullover sweater with embroidered school crest
- Grey pants

Boys

- White oxford cloth button-down collar long-sleeved shirt
- Navy turtleneck shirt with school crest
- Navy V-neck pullover sweater with embroidered school crest
- Grey shorts (hot weather only)

GYM UNIFORMS

All students (grades 2 - 6) are required to wear a regulation gym uniform to all physical education classes. Gym shirts must always be tucked inside gym shorts.

Girls

- Navy shorts
- Navy t-shirt with school crest
- White sweat socks
- Running shoes

Boys

- Navy shorts
- Navy t-shirt with school crest
- White sweat socks
- Running shoes

Uniforms must be worn to and from school. The correct school uniform will be worn on all field trips and other outside activities unless otherwise announced.

The full dress uniform when representing Peoples Christian Academy in performance or at competitions (i.e. Spelling Bee, Speech Meet, etc.) will be the dress shirt, tunic or navy cotton-twill pants, navy cardigan, and black or navy dress shoes with navy socks.

The total uniform is washable. Please take pride in this representation of our school and keep the uniform looking fresh. ALL ITEMS OF CLOTHING SHOULD BE CLEARLY LABELLED WITH THE STUDENT'S NAME.

HAIR

Boys and girls are to have hair that is neat and clean and of a modest style. No distracting or extreme hairstyles or colours are permissible. PCA reserves the right to decide whether a hair style is appropriate for our school.

JEWELRY

Boys are not permitted to wear earrings. Girls must limit their earrings to one per ear. No additional accessories of any kind may be worn or attached to the school uniform.

MAKE-UP

No student in the Elementary division is permitted to wear make-up other than for medical purposes. Nail polish is not permitted.

NOTE: The school reserves the right to ask any student to modify his/her dress and/or appearance.

ATTENDANCE

ARRIVAL

All students are expected to be at school for line-up at 8:40 a.m. Please ensure your child arrives on time. Failure to do so will warrant a late. Consistent lates will be addressed and could lead to suspension.

Parents and/or students are not permitted in the classrooms before 8:40 a.m. For their safety and protection, JK and SK students must remain in Child Care until 8:40 a.m., at which time they are escorted to their classrooms by the Child Care supervisor. Grades 1-6 students must remain in Child Care until 8:30 a.m. at which time they are dismissed to the playground until 8:40 a.m. Child Care fees are not charged after 8:15 a.m.

LATES

While there may be extenuating circumstances that occasionally cause a student to be late for school, repeated late arrival is detrimental to the individual student and his/her class. The school reserves the right to request a student to withdraw from school for excessive lates.

DISMISSAL

At the 3:30 p.m. bell, children are dismissed to parents or to the playground. Kindergarten children are dismissed to parents or to Founder's Hall for Child Care. Classroom doors are locked at the end of each day.

At 3:40 p.m. Grade 1 - 6 students not yet picked up from the playground are dismissed to Founder's Hall to join the Kindergarten students already in Child Care. Students with siblings in the High School must be **picked up in Child Care** by the high school sibling or by a parent. Elementary students are **not allowed** to wait for or meet their sibling or parents either in the High School or somewhere else on school property outside of Child Care.

For their safety and protection, Elementary students must remain in Child Care until they are picked up. Child Care fees are not charged until 4:00 p.m.

EARLY DISMISSAL

Students requiring early dismissal for any reason must present a written parental request. If a student becomes ill during the day, he/she must check with the school office before leaving the grounds. Teachers are not authorized to give students permission to leave school early.

PARENT AUTHORIZATION

Written authorization by parents must be given to the school office in advance if a student is to be picked up by someone other than the parent, either during school hours or from the classroom at 3:30 p.m., or from Child Care.

ABSENCES

Attendance is compulsory as long as a student is enrolled in Peoples Christian Academy. There may be exceptions for illness, doctor's appointments, etc. In the case of a planned absence, the student must bring a written parental request to the teacher before the absence. In the case of illness or any other absence, it is the responsibility of the parents to notify the office before 9:30 a.m. on the day of the absence. If this is not possible, the student must bring a note of explanation upon returning to school.

A 'Student Absence Report' form is completed for students who fail to arrive by 9:15 a.m. (if the teacher has not already been informed of the absence by the parents). This form is sent to the office no later than 9:30 a.m. so that parents may be contacted. It is important for parents to give written notice to the school office of any changes in their residence, business numbers, and alternate emergency numbers.

OUTDOOR RECESSES

We believe that fresh air and exercise are very important to help a child be ready to learn. All students are expected to go outside during recess. If a student is too ill to go outside then they should remain home in order to fully recover. Exceptions to this policy should be taken up with the principal.

FAMILY TRIPS

Please plan all family trips to coincide with the holidays in December and March. Peoples Christian Academy discourages family vacations that will cause a student to miss classes.

For any planned absences, the student must submit to the office a note of parental permission before the date of the absence. All other planned absences will be considered unexcused or deliberate truancy and may warrant suspension.

MAKE-UP WORK

When a student is absent for any reason, all assigned make-up work must be completed in a reasonable amount of time to be established by the teacher. It is the responsibility of the parent/student to get make-up assignments upon returning 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.

SPECIAL ALL-SCHOOL FUNCTIONS

There are very few special all-school functions which students are required to attend in the evening. These will include such things as musical productions at Christmas and in the Spring which will always be announced well in advance so you can make the necessary arrangements to be present. If a student will not be able to attend, a parental note must be submitted in advance to the school office. Appropriate dress for all school functions is the school uniform unless otherwise announced.

STUDENT SERVICES AND ACTIVITIES

CHAPEL

Our regular chapel is a vital part of our weekly schedule. The program is as varied as possible to minister to the needs of the students. Attendance is required, and all students must sit with their homeroom teachers. Parents are welcome to attend chapel services. Full dress uniform is required on chapel days.

EMERGENCY TREATMENT

Please notify the office if your child has any medical conditions (i.e. allergies), contagious disease (i.e. measles) or physical limitations. Teachers are not permitted access to the medical files in the nurse's office unless release forms have been completed by the parents.

Please make sure that the school office has your current home and business numbers in the event of an emergency.

CLUBS

Clubs are developed on a yearly basis depending on student interests and faculty availability. A registration fee is required for extra-curricular clubs.

INTRAMURAL SPORTS

The P.E. department provides a number of seasonal intramural sports activities for grades 4 - 6. Students are encouraged to participate.

MUSIC AND DRAMA

Peoples Christian Academy provides a broad range of musical and drama opportunities. These include the Christmas Musical, Spring Concert, chapel programs, Beginner Orchestra, and other activities.

SPEECH MEET / SPELLING BEE

Peoples Christian Academy participates in the Association of Christian Schools International Regional Speech Meet and Spelling Bee each year.

SPORTS

Our school participates in a variety of sports competitions for boys and girls, including inter-school competitions in individual and team sports. These teams usually begin in the Junior grades.

FIELD TRIPS AND SPECIAL SCHOOL ACTIVITIES

When students attend any school activity, even away from the school building, they are expected to act responsibly. These activities would include athletic events, concerts, trips, and any other special event sponsored by the school. All school regulations apply to these functions and some have special regulations attached.

As a student at Peoples Christian Academy, it is your responsibility to follow the special instructions and procedures outlined by the teacher or leader in charge.

The standard school uniform is required for all school functions and trips unless otherwise announced.

LOST AND FOUND

Lost and found items are to be turned in to the school office. Valuable items, textbooks, and notebooks are kept in the school office. Clothing is kept in the Lost & Found box in the gym. Unclaimed items are discarded at the end of each school year.

LUNCH PROGRAM

Each student should bring his/her own lunch and drink from home each day. Students will not be permitted to leave the school to purchase lunches without parental permission and adult supervision. High School division students are not permitted to purchase lunches from the kitchen for Elementary division students. Parents are strongly encouraged to prepare nutritional snacks and lunches for the students. Avoiding "Junk Food" (candy, chips, chocolate, etc.) not only teaches good dietary habits but also can contribute to a positive classroom learning environment. Parents may also purchase lunch through optional programs (i.e. Pizza days and hot lunch programs).

PUBLIC ADDRESS ANNOUNCEMENTS

The public address system (PA) is used to communicate with teachers and students. Announcements are made at regular times each day. It is important that students stop what they are doing during these announcements so they can hear the messages clearly.

PUBLIC HEALTH SERVICES

Public Health services are provided by the Toronto Public Health Department. Medical/Immunization records are maintained completely by the Health Department.

Public Health policy will not permit students to be in school if they show signs of fever or illness. Prescribed medication is not administered by the school except with written parental permission and instruction.

SCHOOL PICTURES

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

STUDENT ACCIDENT INSURANCE

Student insurance is provided for all students. The premium is included in the tuition fees.

TELEPHONES

A pay phone is located in the school foyer for the student's use. Students are only permitted to leave class (with teacher permission) to make a call in the case of an emergency. Students are not permitted to use the office telephones.

TEXTBOOKS

Most textbooks are supplied by the school. Students must accept responsibility for their books and return them at the end of the year. Books that have been lost or damaged must be paid for by the parents.

YEARBOOK

The school yearbook is planned and produced by the students in close association with faculty advisors. Each student receives a copy at the end of the year. A student's yearbook may be withheld until:

- he/she has returned all library books borrowed;
- his/her lost school books are returned or paid for; and/or
- his/her Child Care accounts are paid in full.

PCA STUDENT EXPECTATIONS

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

While I am a student of the Peoples Christian Academy, I agree to give my complete co-operation and promise to follow the behavioural guidelines as outlined in the following statements:

- A) I will follow the rules, regulations and behavioural expectations of the school.
- B) 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 or parent is unsure of what rules may apply (eg. if school uniform is necessary for some occasion), he/she should first ask the classroom teacher or second, ask a school official by contacting the office rather than by relying on the opinion of peers, parents, former students, or his/her own judgement.

IMPORTANT DATES - ELEMENTARY SCHOOL (2009-2010)

September	7	Labour Day Holiday
	8	First Day of School
	22	Parent Information Night
	25	School Photos
October	2	Walk-a-thon Fundraiser
	7-9	Gr.6 Outdoor Education Trip
	12	Thanksgiving Day (school closed)
	19-23	Gr. 3 & 5 CAT/3 Testing
November	5-6	PD Days (school closed)
	11	Remembrance Day Assembly
	27	Term 1 Progress Reports
December	4	Parent/Teacher Interviews - All parents (school closed)
	15	Christmas Concert
	18	Last day of school - (dismissed at noon)
	21-Jan. 1	Christmas Break
January	4	School Resumes
February	4	Open House
	12	P.D. Day (school closed)
	15	Family Day Holiday (school closed)
March	5	Term 2 Progress Reports
	8-19	March Break
	22	School Resumes
	26	Parent/Teacher Interviews - by appointment only (dismissed at noon)
April	2	Good Friday (school closed)
	5	Easter Monday (school closed)
May	11	Spring Concert
	24	Victoria Day (school closed)
June	11	Play Day
	15	SK Promotion Celebration
	16	Gr.6 Promotion Celebration
	18	Awards Assembly
	23	Last Day of School - (dismissed at noon) - Term 3 Progress Reports
	30	High School Graduation

* All other dates TBA (special events, ACSI competitions including athletics, etc.)

(June 16, 2009)