

ACA 2026-2027 Parent Handbook

Arise Christian Academy

2670 Radcliffe Drive SE

403-973-8171

info@arisechristianacademy.ca

PARENT ORIENTATION ON SEPTEMBER 8th at 8:30-10:30 FIRST DAY OF SCHOOL SEPTEMBER 8th, 2026

School Hours:

Monday- Thursday 8:30-3:00

Friday 8:30-12:00

Resource & Material Fee \$85 per student will be invoiced on October 1st

Tuition: 1 Student \$495

2 Students \$705

3 Students \$765

Please note, the above tuition amount includes Fieldtrips

Tuition costs have changed and now the mandatory cost of field trips is included .

In accordance with ACE standards students must still earn “A” or “C” privilege in order to participate in fieldtrips

A non-refundable application fee for new or absentee registrations or late applications (applications made after May 31st) will be subject to an administration fee:

\$100 per 1 Student

\$150 per 2 Students

\$175 per 3 Students or more

*This handbook handles day to day occurrences and serious circumstances. For your awareness, please take the time to read the ACA parent handbook. For further information on ACA's policies, please visit <https://www.arisechristianacademy.ca/policies> Please note that ACA has set policies that all persons involved must follow. *

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Elementary School Supplies

Each Student must bring their own school supplies. Please bring ALL of the following supplies on the first day of school. Please package supplies according to the list below. **Please be sure that your child’s name is on all supplies and uniform pieces including shoes. Please pay close attention to item and location suggestions so that proper supplies can be purchased.** Please do not bring pencil sharpeners. **Failure to bring the proper school supplies will result in disciplinary action .**

Inside a pencil case:	Inside a large (labelled) ziploc bag:
<ul style="list-style-type: none"> ● 1 box of wax crayons (out of the box) ● 1 box of 24 pencil crayons ● 2 sharpened pencils ● 1 white eraser ● 1 pair of blunt scissors (grades 1-2) ● 1 pair of sharp scissors (grades 3-6) ● 1 glue stick ● 1 highlighter 	<ul style="list-style-type: none"> ● 40 pencils ● 2 fine point black permanent markers ● 2 ultra fine point black permanent pens ● 9 white erasers ● 5 glue sticks ● 1 box of 12 washable markers (keep the box) ● 2 packages of Post-it-flags (100 each package) ● 5 packages Post -it-notes Super sticky note pads 3x3

Inside their backpack please send:

- 1 pair of running shoes for gym class (with non-marking soles, to be left at school) **Please note only black, white or navy blue running shoes allowed**
- 1 (5) Subject Notebook ruled with tabs 300 pages
- 1 80 page coil bound note book ruled paper
- 1 Clear plastic envelope
- 1 Yellow Duo Tang
- 1 Red Duo tang
- 1 Blue Duo tang
- 1 Green Duo tang
- 1 White Duo tang
- 1 Orange Duo tang
- 1 11”x 14” Sketch book 25 Sheets (Dollorama)
- 1 Pkg of 500 Pages White paper from Walmart or Staples (Bring the whole package)
- 3 boxes of kleenex (bring all together to stay at school)
- 1 medium container (pump) hand sanitizer
- 2 box of band-aids
- 1 spill proof water bottle
- Food Jar for Hot Food (Don’t bring glass jars containers) forks and spoons
- 1 30 cm ruler
- 1 pair black uniform shoes (to be left at school) **please label**
- 1 student dictionary (grade 4-6)
- ACE King James Bible (to be purchased from ACA) (Only Grade 2-9)

(Please note that students are not allowed to borrow school supplies from other students including siblings)

Please do not purchase wheeled backpacks as they do not fit under the student’s desks.

Please remember your child needs gym shoes and uniform shoes to stay at school.

Junior High School Supplies

Each Student must bring their own school supplies. Please bring ALL of the following supplies on the first day of school. Please package supplies according to the list below. **Please be sure that your child's name is on all supplies and uniform pieces including shoes. Please pay close attention to item and location suggestions so that proper supplies can be purchased.** Please do not bring pencil sharpeners. **Failure to bring the proper school supplies will result in disciplinary action.**

- 1 pencil case
- 1 11x14 inch Sketch book 25 Sheets (from Dollerama)
- 1 (5) Subject Notebook ruled with tabs 300 pages
- 1 80 page coil bound note book ruled paper
- 1 Clear plastic envelope
- 1 Yellow Duo Tang
- 1 Red Duo tang
- 1 Blue Duo tang
- 1 Green Duo tang
- 1 White Duo tang
- 1 Orange Duo tang
- 1 Pkg of 500 White paper from Walmart or Staples (Bring the whole package,)
- 1 box of 12 markers
- 1 box of 24 pencil crayons
- 40 pencils
- 20 white erasers
- 1 glue stick
- 2 highlighters
- 2 packages of Post-it-flags (100 each package)
- 5 packages Post -it-notes Super sticky note pads 3x3

- 1 pair of running shoes for gym class (with non-marking soles, to be left at school) **Please note only black, white or navy blue running shoes allowed**
- 1 pair black formal uniform shoes (to be left at school)
- 3 boxes of kleenex
- 2 box of band-aids
- 2 packages of Post-it-flags (100 each package)
- 5 packages Post -it-notes Super sticky note pads 3x3
- Food Jar for Hot Food (Don't bring glass jars or containers) forks and spoons
- 1 medium container (pump) hand sanitizer
- 1 spill proof water bottle
- 1 metric 30 cm ruler
- 1 graph paper notebook
- 1 Collins-Gage dictionary (Per Student, siblings can not share)
- 1 pair of scissors
- 1 geometry set
- 1 scientific calculator (TI-30 or similar) (Only if student is in Pace 1073 and up)
- ACA King James Bible (to be purchased from ACA)

(Please note that students are not allowed to borrow school supplies from other students including siblings)

Please do not purchase wheeled backpacks as they do not fit under the student's desks.

Please remember your child needs gym shoes and uniform shoes to stay at school.

UNIFORM POLICY

Students are required to wear their uniform properly **at all times** during the school day.

Students who are not wearing their proper uniform will receive a demerit and a notification will be sent home for the first violation. If a second violation occurs the student will receive 2 demerits and a notification will be sent home. If a third violation occurs, the student will receive a detention and parents will be notified by phone. The student will not be able to attend classes until the uniform is corrected. **Parents must ensure students are wearing full dress uniforms on non-gym days, including Formal Black Dress shoes (NOT Black runners with laces)**

Students who do not adhere to the Arise Christian Academy uniform policy will not be able to achieve and or maintain “A” and “C”. privilege status.

Full Dress Uniform is MANDATORY ON NON-GYM DAYS

Full Dress uniform is listed below

- ★ Navy blue **dress** pants or **skirt below the knees** (girls) (girls may either wear black, white, or navy blue tights and/or socks with their skirt) (The dress pants must be formal, girls CAN NOT wear yoga pants, jegging, track pant or legging type of pants)
- ★ Navy blue polo shirt (either short or long sleeve)
- ★ Navy blue sweater or cardigan
- ★ Black or white socks
- ★ Completely black formal dress shoes (No laces)

If your child wears shoes with laces please ensure they know how to tie them.

Please see photos on page 9 for reference

*** Gym/Casual Uniform is MANDATORY ON GYM DAYS***

Please note If your child wears shoes with laces please ensure they know how to tie them.

- ★ Plain navy blue jogging pants (with absolutely **NO** stripes on the side)
- ★ Arise Empire Hoodie (to be purchased from ACA)
- ★ *Empire* T-Shirt (to be purchased from ACA)
- ★ Black or white socks
- ★ White, Black, or Navy running shoes (absolutely **NO** other colours)

Please see photos on page 10 for reference

***ONLY High School** students have the option to change into navy blue gym shorts (absolutely **NO** other colour) for their phys ed class*

***ALL** students have the option to wear navy blue formal dress shorts as full dress uniform during the months of September, October, May, and June

WHERE CAN I BUY MY CHILDREN'S UNIFORM?

The following places are locations where parents can successfully purchase uniform requirements:

(These stores are available both in person and online)

Oldnavy
The Children's Place
H&M
Amazon
Marks & Spencer
Gap
Joe Fresh

There are many other stores where you may buy your uniform requirements, however these are the ones where previous ACA parents have been the most successful at fulfilling all their requirements at an affordable price.

Mandatory Empire T-Shirts and hoodies will be available to order by phone call or text to 403-973-8171

EXAMPLE OF FORMAL DRESS UNIFORM



Please ensure that you label all parts of the uniform. Use fabric paint markers or No-Iron fabric labels to label uniforms.

EXAMPLE OF GYM UNIFORM



Please ensure that you label all parts of the uniform. Use fabric paint markers or No-Iron fabric labels to label uniforms.

What exactly is Accelerated Christian Education?

A.C.E consists of Bible based K-12 curriculum. Depending on their ability and motivation levels, students may move ahead rapidly or take as long as necessary, but each student masters the material. Students work in closed desks, or *offices*, and receive one *PACE* for each subject at a time. These *PACE*'s are workbooks made in a level system, from *1001* (Kindergarten level) to *1144* (Grade 12). Students will start at the grade level that is academically appropriate for them, and each student works at their own pace with the help of monitors and supervisors in the classroom.

When students need to ask permission in the classroom, they will raise the flag on their desk, which a monitor or supervisor will answer. Students set daily *goals*, these goals refer to the amount of pages they will do in each *PACE* for the day. If students do not finish their *goals* during the school day, they will take whatever uncompleted work home and finish it for homework. If students do finish their goals before the end of the day they are assessed by their supervisors, and if they have achieved "C" privilege status then they can go to the "*done room*", where they will have the opportunity to have free time. Monitors and supervisors check student goals and homework everyday. Finishing *goals* properly also means they will receive *A*, *C*, and *privileged status*. Once the student has achieved "A" or "C" privilege they will have the opportunity to have *free scoring* (meaning they will not have to ask to go *score* each time), they will earn field trip privileges. Please note that students are expected to attend field trips if they have earned them. If they do not attend the field trip for whatever reason they are expected to attend school and participate in regular programming.

Our Program and Curriculum encourage students to develop independence for their learning. Upon arrival each morning, students are expected to start work right away with setting their goals, and scoring their homework from the night before. This ensures that they are ready to start their day in an orderly manner.

Each *PACE* contains several *Checkups*, or quizzes, covering sections of the *PACE*, which their monitor or supervisor will check, ensuring the student understands the material. Students score their own work, which is why it is essential they do not cheat in their scoring. Marking something right when it is wrong means they will not master their material. If mastery in an area is not achieved, the *Checkup* will reveal that weak area. Students can then take the time necessary to review and learn those concepts before proceeding to the next section. If cheating is occurring, it will result in disciplinary action such as a demerit or a detention being given, and in extreme cases a suspension may be required. Upon completion of the activities and *Checkups*, students prepare to take the *Self Test*. Here students evaluate themselves, and a supervisor determines readiness for the final *PACE Test*. When the *Self Test* is successfully completed, the student turns in their *PACE* and takes the *PACE Test* the next school morning. The *PACE Test* objectively measures student mastery of the material, as a passing grade is an 80%, which students commonly achieve through this system. Students then receive *merits* for the completion of a *PACE*, and they can spend these *merits* at the *merit store*, where they can “buy” all sorts of prizes.

Due to the nature of the ACE programming all of our students work on their own *PACE*'s individually. As a result of this our classrooms are all multi aged classrooms. Students are assigned to specific classrooms for specific reasons set out by the administration team not due to age or grade level of the student. Therefore Administration may move a student among the

different classrooms at any time during the school year due to operational matters. Moving a student into another classroom does not have any correlation to the academic material they are learning.

Students will also participate in weekly chapels, where they will learn about God and the Bible. ACE also offers a yearly student convention that students will have the ability to participate in when the opportunity presents itself for our school community. Arise Christian Academy offers a unique Empire Challenge week where students have the opportunity to display all sorts of talents; whether that be athletic, musical, artistic, academic, or spiritual talents.

For more information, please watch the following video:

<https://www.youtube.com/watch?v=ob9ZnM-Fgbs>

ARISE CHRISTIAN ACADEMY RULES AND POLICIES

GENERAL EXPECTATIONS

Students enrolled at Arise Christian Academy as well as their parents or legal guardian have a commitment and responsibility to respect and follow through with the expectations in this policy handbook, as stated by the Executive Board of Arise Christian Academy.

PROFESSIONAL COMMUNICATION:

Parents please ensure that all communication is professional. Please do not text or call staff members or Pastor Rob to request special transportation arrangements or to communicate about matters related to your child or their classroom. We kindly ask parents to refrain from contacting staff directly regarding school matters. Instead, please contact the school office or send a message to the administration so that your request or concern can be properly addressed through the appropriate channels. This helps us maintain clear communication and proper organization within the school.

EXPECTATIONS:

Arise Christian Academy expects attendance and punctuality to be of utmost importance for you and your student. School arrival time is between 8:00-8:30 am. Being on time is very important for the success of each student and for the smooth operation of the school day. When students arrive on time, they are able to begin their work without interruptions, participate in opening activities, and start their PACEs with a proper attitude and focus. Late arrivals can disrupt the learning environment and cause the student to fall behind in their daily goals. **In the ACE program, consistency and good habits such as punctuality help students develop responsibility, discipline, and strong character. We kindly ask parents to ensure their children arrive at school on time each day so they can make the most of their learning experience.**

ATTENDANCE

Arise Christian Academy expects students to maintain a minimum of 85% attendance in person learning. If this minimum attendance expectation is unable to be attained a homeschool option may be required at the discretion of the executive team.

Any absences or tardy entrance must be notified to reception via school phone (403-973-8171) whether that be because of an emergency, illness, or any other reason. Frequent tardiness or absences may result in a drop of evaluation for the student. If a student needs to leave school early because of an appointment or other reasons, reception must be notified as soon as possible so it is not reported as an absence during school hours. Parents are kindly asked to avoid last- minute pick- ups for dentist or doctor appointments. A minimum of 4 hours' notice must be given to the school prior to the scheduled appointment. This advance notice allows sufficient time for students to prepare, including organizing their belongings and receiving any necessary homework. It also ensures that teachers who may be engaged in instruction or other responsibilities can properly assist the student without disruption.

HOMEWORK AND PROJECTS

The ACE curriculum requires projects to be done by students above and beyond regular homework expectations. For projects that contain liquids or materials that are difficult to transport, parents may submit a photo of the completed project either digitally or as a printed copy brought to the school.

For all other projects requiring physical materials, students are required to bring the completed project to school, as it will be displayed during the end of school year Science Exposition.

All projects have a clearly assigned due date. Parents are expected to ensure that projects are submitted on time. Late submissions will result in the following:

1 demerit on the first day overdue

2 demerits on the second day overdue

Detention on the third day overdue

Timely submission of projects reflects strong parent involvement, as students rely on parental support to complete these assignments successfully. Parents are encouraged to be proactive in helping their children stay organized and meet deadlines.

Additionally, parents must sign the project in the PACE to confirm review and acknowledgement.

Students are expected to complete all homework and book reports using their own understanding and effort. The use of Artificial intelligence (AI) tools such as text generators or similar technologies are not permitted.

Homework slips are required to be signed by a parent each and every night and brought back to school the next day. Failure to follow through with this task will result in a demerit being given out. If Homework is not finished then another demerit will be given out per subject not finished.

MERITS AND MERIT STORE (ACE PROGRAM)

The ACE system uses merits to encourage good character, diligence, and obedience. Students earn merits for positive behavior, quality work, and following school expectations and going above and beyond expectations . These merits are tracked and can be redeemed at the Merit

Store. Through this system, students also learn to save and spend what they have earned, developing responsibility, accountability, and wise decision-making.

Students are expected to act with integrity at all times. Stealing from the Merit Store or taking items that have not been earned is strictly prohibited. Students must respect the items, prices, and the efforts of others, and show gratitude for what they receive. If stealing or misuse occurs, there will be consequences. In situations where no one takes responsibility, group privileges may be affected until the matter is resolved and honesty is restored.

SPRING AND SUMMER CAMPS

As programming allows Arise Calgary Church will offer a Worship Camp during spring and summer breaks. This is a great opportunity for students to expand their musical and worship skills while enjoying a fun and enriching camp experience with their peers. During this time, the students will participate in organized worship, where they will learn how to worship, the importance of worship and how to lead others in worship. They will also participate in music activities, and guided instruction led by staff outside of regular school hours. As this is an optional extracurricular camp and not part of the regular school program, transportation and lunch are not included. Parents are responsible for drop-off, pick-up, and providing lunch for their child. We are excited to offer this opportunity for students to grow in worship, music, and fellowship, and we appreciate your understanding and support. Please note that this camp is not guaranteed year after year only as operations allow. This program is offered at an additional cost and is not part of your regular Arise Christian Academy tuition. This program has a limited space and Arise Christian Academy reserves the right to authorize participation. A separate enrollment form will be given out lining the expectations, cost and other information related to the program.

TECHNOLOGY RESPONSIBLE USE AGREEMENT

We believe that technology can play an important role in students' education so they can access and share information from the internet, collaborate with others, personalize their learning, and utilize the tools available to them.

While using technology, students are expected to adhere to the following rules when using school or personally owned digital devices (including but not limited to SMART phones). If at any time students are not adhering to these guidelines alternative measures will be put in place and students may lose the privilege of using IT resources and consequences will be put in place.

Student Expectations:

- I will only use a device when I have permission.
- I will only say positive things about others.
- I will only do the task that I am allowed to do.
- I will not download anything without first getting permission from my supervisor.
- I will report where I get my information from.
- I will check that the information I find is true.
- I will only share pictures and stories about myself when my supervisor tells me to.
- I will tell my supervisor or parents if anyone is unkind to me or unkind to anyone else on the computer.
- I will talk to my parents and supervisor about all of my online activities.
- I will only go to internet websites that are preapproved and allowed by ACA.

Responsible Use

- I will follow school rules and meet the expectations of a responsible digital citizen.
- I will take full responsibility for, and respectfully use, all IT resources and equipment available to me.
- I will take responsibility for my actions when viewing and posting information and images online.
- I will treat others with respect and use appropriate language and images when communicating with others.
- I will only use IT resources and equipment for school related and appropriate activities.
- I will abide by copyright laws and use correct citations of my information sources.
- I will only use my own account and electronic data unless granted sharing permission by another user.

- I will use IT equipment, bandwidth, and file space responsibly.
- I will keep my password confidential. I will memorize my password and change it as prompted.
- I understand I am responsible for any actions performed on the computer while I am logged on, therefore I will always log out when finished on the computer or when I am away from the workstation.
- I understand that I am only permitted to use one device at a time on our wireless network.

Safe Use

- I will keep my personal information secure, including my name of school, age, address, schedule of activities, and phone number.
- I will help maintain a safe computing environment by reporting any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.

Appropriate Use

- I will obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
- I will obtain permission from individual(s) when sharing commonly created electronic data.
- I will use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.

Reliability

- I understand teachers and technicians do their best to ensure the availability and reliability of IT resources; however, I also understand IT resources may be unavailable at times due to extenuating circumstances.
- I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.
- I understand Network Administrators may review files and communications to maintain the integrity of the system and to ensure responsible use.

ENROLLMENT & FEES

1.1 A non-refundable Application fee for new or late absentee registrations or late applications (applications made after May 31st) will be subjected to an administration fee:

- \$100 per student
- \$150 per 2 Students
- \$175 per 3 students more

1.2. Resource & Material fees, including but not limited to costs such as Bible and uniform fees are NOT covered by discounts or bursaries

1.3 Applications will be processed on a first come first serve basis and are subjected to approval by the Arise Christian Academy School Board.

1.4. The Education Agreement is for 10 months, September to June. **Should a student withdraw, remaining fees are applicable until the end of the 10 month period.**

1.5. Every document required for enrollment must be complete when presented and given to the ACA registrar in order to be filed with the completed enrollment document including consent forms, protection of privacy act, and Media and photo release, technology agreement etc.

1.6. Parents/legal guardians must pay all fees given by Arise Christian Academy via E-transfer at finance@arisechristianacademy.ca before the 8th of each month. If later than the 8th of each month a \$50 late fee will be invoiced to parents per month for every account not paid in full.

Website and e-transfer payments NO CASH WILL BE ACCEPTED

LATE TUITION FEES

Delayed payments place a financial strain on our school, which directly impacts the resources available to support your child's education.

Failure to keep your account in good standing will result in one or more of the following:

- 1) Report cards will not be given
- 2) Assessments and/or PACE tests will not be allowed to be written
- 3) Delinquent accounts may be sent to a collections agency

RE- ENROLLMENT FOR THE FOLLOWING YEAR AFTER A STUDENT HAS BEEN ADMITTED

2.1. To re-enroll, the student's parents or legal guardians must complete, sign, and submit the re-enrollment documents including consent forms, protection of privacy act, and Media and photo release, technology agreement etc. to the ACA registrar by May 31st. After this date, a non-refundable application fee will be applied.

\$100 per 1 Student

\$150 per 2 Students

\$175 per 3 Students or more

2.2. Re-enrollment for students after an expulsion is not guaranteed and may only be feasible after a meeting with the ACA executive board. Any situations resulting in expulsion must be resolved and may be subject to pre-requisite recommendations. For more information please refer to the ACA student discipline policy found on our school website

<https://www.arisechristianacademy.ca/>

2.3. In order for students to take an extended leave of absence from ACA for a clearly determined amount of time (as an example one-half of the school year or a full school year) without losing their place in ACA an email needs to be submitted to communicate the absence. ,

It is expected that full tuition will remain in effect during absence. This is

Non-negotiationable.

2.4. In the case of a student being suspended three or more times in one school year, the right to re-enrollment will be investigated by the ACA executive board to further determine the status of re-enrollment as stated by section 2.2.

CANCELLATION OF ENROLLMENT

3.1. ACA enrollment is a one year contract for which all ten monthly payments must be paid regardless of cancellation.

3.2. In order to obtain student documentation when cancelling enrollment at ACA, all student enrollment and tuition fees for the academic school year must be paid in full and the parents account must be in good standing.

3.3. If any students are cancelling enrollment, the parent/legal guardian must notify the ACA registrar of the date the cancellation becomes effective in order to begin the cancellation process and for the parent/legal guardian to obtain the corresponding cancellation documents.

EVALUATION SYSTEM (BEHAVIOUR AND GRADES)

In order for students to have a well-rounded education, we look beyond academics. Christian behaviour and morals are of extreme importance at our academy. We encourage students to aspire to have these traits, as doing so will help them become active members of society.

- Punctuality
- Kind and respectful behaviour in academic and social events
- A kind vocabulary
- Respectful behaviour in the classroom
- Self respect, and respect for others
- Respect for others belongings
- Respect for ACA property and any other public property
- Academic integrity
- Organization and cleanliness of their space

INFORMATION ABOUT DEMERITS, DETENTIONS, SUSPENSIONS AND EXPULSIONS:

ACE curriculum strives to have students develop into strong moral character and to do all things orderly and with care “ **But everything should be done in a fitting and orderly way**” 1

Corinthians 14:40

As a way to achieve this order and manner of doing things we provide corrections by way of demerits.

4.1 A student will receive a demerit for anything not done in an orderly fashion. Giving students demerits teach the students to do things with care and attention and to be more aware of their surroundings and actions. Some common examples students receive demerits are but not limited to the following; not doing homework 1 demerit per subject not done, arriving late to school or class 1 demerit given, not wearing the proper uniform 1 demerit given , talking at the scoring table 1 demerit given, not pushing in your chair 1 demerit given, running in the hallway 1 demerit given etc.

4.2 After 3 demerits are given the student gets a 15 minute detention at lunch. 3 - 15minute detentions will result in a 45 minute detention after school and parents will need to arrange to pick the students up at 3:45pm.(**please note siblings will not be allowed to wait on the school property while a sibling serves a detention they are expected to go home promptly after school. Failure to adhere to this expectation will result in a late fee being charged**). 3- 45 minute after school detentions will result in a suspension.

4.3 If a student requires detention then it will be communicated to the parents in writing and it is expected that parents will sign a detention slip and return it to school the next day. If a student's negative behaviour leads to a suspension then the parents will be notified of the suspension and will be expected to keep their child away from school for the duration of the suspension. In some cases a meeting will need to be held prior to the students returning back to school.

4.4 Severe detentions for a first offence (such as bullying, fighting, scoring violations and academic dishonesty etc.) the student will receive a 45 minute after school detention. If severe behaviours continue to occur a meeting will be required with school authorities and could result in an academic suspension. Multiple suspensions may result in an expulsion.

4.5 Any severe behaviour resulting in but not limited to property destruction, physical or mental harm, sexual misconduct including the distribution of sexually explicit material, or indecent

exposure etc. may result in an immediate expulsion. All disciplinary measures discussed in this hand book are at the discretion of the Arise Christian Academy school authorities including the board and may be implemented and revised as necessary according to their judgement.

There will be absolutely no use or possession of dangerous weapons such as firearms, knives, or any sharp objects. There will be absolutely no smoking, consumption of cannabis, alcohol, banned substances, violence, sexual misconduct including pornography, or sexual harassment in or around school property, during or after hours. Doing so will result in strict consequences **including but not limited to** expulsion, suspension, detention, and other measures deemed necessary by the school principal, head of schools, and ACA executive board. ACA will not tolerate bullying in any capacity. For more information on bullying, harassment, unacceptable student behaviour, and consequences, please refer to the ACA student discipline policy found on <https://www.arisechristianacademy.ca/policies> Students must respect ACA property: there will be no littering, no spitting, or vandalizing. Doing so will result in strict consequences.

4.6. There will be absolutely **NO use of cell phones or electronic devices such as SMART watches** in or around school property. Students are required to surrender their electronic devices as soon as they enter school property, and will receive them at dismissal. Failure to surrender electronic devices and use of electronic devices in or sound school property will result in demerits, and can result in detention, suspension or expulsion.

4.7 If students consistently appear to be disinterested, have an unwilling attitude towards their school work, and/or disrespectful towards monitors, supervisors, or teachers when asked to complete their work, their parents will be notified by the Principal via a call or email if there is no response. If no action is taken after this call by the parent/legal guardian, there will be a meeting scheduled in order to resolve the situation or carry out consequences for the student.

4.8 Students must always address others in a respectful manner. ACA absolutely **DOES NOT** tolerate bullying. There will be absolutely **NO obscene or offensive language or actions** towards themselves or others. Doing so will result in strict consequences, whether that be demerits, detentions, suspensions, or expulsions, all at the discretion of ACA staff and the ACA authority figures. For more information please refer to the ACA student discipline policy found on <https://www.arisechristianacademy.ca/>

4.9 Cheating on PACE tests or evaluations will result in severe consequences for the student and repetitive academic misconduct can result in suspension and/or expulsion.

4.10. Copying other students' work or doing other students' work for them and vice versa will result in severe consequences for the student and repetitive academic misconduct can result in suspension and/or expulsion.

STUDENT EXPECTATIONS:

4.11. Children are responsible to bring all the supplies they need in order to complete their daily tasks in their PACES failure to bring necessary supplies will result in consequences. Please refer to the section on demerits and detentions in this hand book for more information.

4.12. Students must always keep their office clean and organized. This includes students not drawing on their desk or personal white board, not drawing on their goal cards, not throwing away garbage and keeping their desk clutter free. Not doing so can result in a lower evaluation. Although one decoration is permitted in each student's office, excessive decorations such as toys and or watches and electronic toys are not permitted and will be taken away if they distract or interfere with a student's school work. Stickers, drawings, glitter, etc are not permitted in student offices. Students are not allowed to draw, or write in the white boards located in their designated desks. Desks must remain clutter-free.

PLEASE DO NOT BRING SHARPENERS TO SCHOOL.

4.13. Students **MUST** take their belongings home (including water bottles, lunchboxes, any articles of clothing such as jackets, sweaters, change of clothes, etc). Not doing so can result in a lower evaluation, as respect for personal belongings is important to their development. All items left at school will be collected and donated to the thrift store at the end of each term.

4.14. Students must be in proper uniform everyday unless otherwise stated by the academic calendar in which students participate in free dress or theme dress days or events. The proper full dress uniform consists of navy blue pants/skirt (below the knee) navy blue polo shirt, navy blue sweater, black dress shoes and navy blue pants. For gym days, they may wear their Gym uniform which consists of navy blue jogging pants, the *Empire* t-shirt, the Arise Empire Hoodie, navy blue, black, or white running shoes, and white or black socks (**No other colours are permitted**). Absolutely **NO** logos are allowed on any articles of the uniform **clothing**.

4.15. **ACA is a peanut-free school. Please do not send any peanut containing foods as this can create a dangerous or even lethal atmosphere for students.** Students are not permitted to share food with peers due to severe allergies and the safety of all students. ACA kindly asks that lunches not be packed in glass containers as they may break and create a dangerous atmosphere for students.

ACA requires that student lunches be of good quality and follow the Canadian Food Guide. A Healthy lunch promotes healthy habits and supports optimal learning. Lunch needs to be packed in a Food Jar for Hot Food with forks and spoons . (Don't bring glass jars or containers) **ACA does not provide microwaves for student use** For more information on health policies please refer to the ACA health policy protocol found on <https://www.arisechristianacademy.ca/policies>

4.16. Students must sign out library books if they wish to read them. Not returning them on time will result in a demerit, and not returning them at all will result in a fee as well as a demerit. Students who are using ACE library books for their literature PACES must take full responsibility of the book, sign it in and out, and return it on time as other students will need the same book. Loss, vandalism, or destruction of an ACE library book (not a regular library book) will result in a \$45 fee.

4.17. Only students in Math Paces 1073 and up are allowed to use their calculators while they are working.

4.18 Students are not allowed to take calculators, study notes or any other type of notes during Test time. (students are only allowed to take formulas for Math if they are in Paces 1073 and up unless authorized by a supervisor)

4.19 When students are ready for a PACE test they are not permitted to take their PACE home **instead Study notes must be made and taken home to be studied.**

4.20 Students are expected to engage in outdoor play in a safe and respectful manner . This includes respecting staff rules and boundaries such as not throwing snowballs, rocks, pushing, rough housing, or unsafe play etc. Failure to abide by these rules will result in an automatic detention and possible privileges being taken away.

ACADEMIC PARTICIPATION AND INTEGRITY

4.21 Student participation is crucial to the learning and development of all students, therefore participating in academic, civic, and social events is encouraged and may even be mandatory in some instances. Not participating in academic or social events can result in consequences for the student such as detentions and lower evaluations as it is part of their participation mark. The students will be participating during the First week of June in our **Empire Challenge Week**. These are competitive events including Academic Adventure, Talent Show, Track and Field and Sports ShowDown,

4.22 In the event that students damage ACA property or materials accidentally, they are to report it to their supervisor immediately. Fees will be applied to any ACA property that a student damages or destroys. For example, a destroyed or lost PACE will result in a fee of \$12, a destroyed or lost flag will result in a fee of \$6, etc. In the event that larger scale damage is done parents will receive an invoice for the repair of damages according to the cost of a third party fixing and or repairing the damage (for example light fixtures or desk repairs etc.) Not telling a supervisor about the lost or destroyed property, or blaming it on someone else is academic misconduct. Consequences can be administered as a result of not reporting or blaming another student.

INTEGRITY FOR PARENTS/LEGAL GUARDIANS

5.1 Parents are expected to help their children develop responsibility for their school materials and personal belongings. Students must come to school prepared each day with all required items, including their PACEs, lunch bags, and other necessary materials. If items are forgotten at home or left in transportation, parents should not expect the school or staff to retrieve them or make special arrangements.

5.2 We strongly encourage families to prepare school materials the night before so students are ready for the next school day. Teaching children to check and organize their belongings is an important life skill and part of the character development encouraged in our program.

5.3 If a student forgets required items such as PACEs or lunch bags, demerits may be given. Continued or repeated situations of forgotten materials may result in increasing consequences, as the goal is to help students build responsibility and good habits. We appreciate parents partnering with us in reinforcing these expectations.

PARENTS EXPECTATIONS

6.1. If parents/legal guardians have questions, they may refer to the Arise Christian Academy Webpage (<https://arisechristianacademy.ca/>) where there will be frequent updates and information. Parents/legal guardians may also message or call the school phone number (403-973-8171) during hours of operation (8:00 am to 4:00 pm). Parents and students may **not** text the school principal or any teachers about questions they may have. It is not reasonable to text regarding a question and expect an immediate reply. If there is an unexpected pick up circumstance or emergency, parents are required to call the school phone number (403-973-8171) to notify the supervisor.

On occasion parents are responsible for arranging transportation and picking up their children at a different location for example at a field trip location . **Please ensure that pickup arrangements are made in advance. We kindly ask that parents do not arrange last-minute rides such as Uber or other drivers to pick up students, and please do not request staff members to drive students.** Thank you for helping us maintain safe and organized procedures for all students.

6.2. Parents are expected to provide transportation for their children to get to and from school on time. ACA is not responsible for your children before or after the hours of operation (8:00 am to 4:00 pm) as doors will be locked. If a student is not picked up on time by their parent/guardian, an after school care fee will be applied of **\$15.00 PER HALF HOUR AFTER SCHOOL (3:30-4:00 PM) THIS FEE IS MANDATORY AND NON-NEGOTIATIONABLE.**

6.3. Parents are expected to make sure their children enter the building in the morning.

6.4. Parents are expected to wait immediately outside of the building when they are picking their children.. If a parent wishes to come inside to pick up their student they will be required to confirm pick up with a staff member.

6.5 Parents are expected to supervise their children after they have been picked up at the end of the day. **It is your responsibility to ensure they are safe and not playing in the parking lot.**

6.6. Parents are expected to be an example to their children in order for them to rightfully represent ACA. Absolutely no threats, violence, or disrespectful behaviour towards ACA staff, students, or other ACA parents will be tolerated.

6.7. Should a disagreement arise Parents will be expected to leave and book an appointment with ACA School Authorities to discuss matters calmly and appropriately at a later time.

For more information on this policy please refer to the ACA student discipline policy found www.arisechristianacademy.ca/policies

6.8. If your child is sick please do **NOT** send them to school in order to maintain the wellbeing of other students and teachers. **If your child is too sick to attend school and they attend anyways, the student will be sent home via a call home. It is the parents responsibility to arrange that their child be picked up promptly.**

6.9. If a parent wishes to volunteer they may do so after speaking with reception, and obtaining pre-clearance, obtaining a police check mandated by Arise Christian Academy, and scheduling their volunteer hours. Parents must demonstrate a reasonable level of involvement when volunteers or chaperones are needed for field trips or any other school event. When parents ask to volunteer they are supporting the whole school not only just their child and may be asked to volunteer in other classrooms.

As an ACA parent volunteer you are bound by confidentiality not to share personal information or take pictures of students and staff. It is not the parent volunteer role to discipline or evaluate staff or students.

6.10. If a parent wishes to bring food for their child's birthday they may do so during their child's lunch hour or break time and may **ONLY** bring individual snacks such as cupcakes or individual chip bags, and/or juice boxes in order for teachers to be efficient in taking care of their students.

6.11. In the event of your student receiving a detention, parents will receive a call and/or a correction slip in order for the parent to be informed of the infraction or misconduct the student

has committed. Parents are expected to address the problem with their student and sign and return the detention slip the next school day.

6.12. Parents are expected to drive inside the parking-lot with the speed limit of **10 km per hour. Parents are expected to drive with care and attention at all times ensuring safety at all costs.**

Repeated failure to comply with parking lot speed limits will result in a fine and or Police notification.

6.13 If parents participate in the Transportation agreement it is expected that parents will have children ready and waiting to board the transportation upon arrival. Parents only have a 3 minute window before it is considered that your child has missed their transportation. Please see more information under the heading Transportation Agreement Information seen below.

TRANSPORTATION AGREEMENT INFORMATION

Arise Christian Academy supports a private transportation agreement. To ensure that our transportation arrangement is as beneficial and safe for both our students, and our drivers we have established some guidelines to support this service.

Drivers will give parents an approximate time for pick up and drop off. Please ensure that you allow for 10 minutes on either side of this time to allow for poor weather and road conditions. For example if your agreed upon time for pick up is 7:30am then the driver may pick up your child between 7:20am and 7:40 am. Please have your child ready by 7:20 am. The driver will arrive at your designated pick up/drop off location, they will sound the horn and wait 3 minutes. If your child has not opened the front door after three minutes the drivers will then leave and proceed to their next stop and your child will have missed their transportation. Please note that it is expected that children will be on the bus and seated as soon as the bus arrives. **Pick up needs to be prompt and cannot be held up by children and families getting ready to leave the house.**

If your child misses their transportation then please phone the school and notify if your child will be late or not coming to school due to missing their transportation.

Under no circumstances are parents to attempt to stop a vehicle that has already left the designated pick up/drop off location in an attempt to put their child on or off . If this occurs the child will be removed from the transportation route immediately and will need to find alternate transportation to and from school. Drivers will only pick up/drop off students at a previously agreed upon safe location.

Other safe protocols for parents and drivers are outlined below. Failure to ensure these guidelines are followed will result in demerits and further discipline action if required.

- No eating or drinking on the transportation provided vehicles
- No unscheduled stops along the routes
- No excessive yelling or noise or moving around the vehicles
- No removing your seatbelt while the vehicle is in motion
- Absolutely no rude or disrespectful behavior toward other students or the driver
- Absolutely No bullying or inappropriate behaviour toward other students or driver
- No leaving student belongings in driver's vehicles as they are unable to bring the items back. **Drivers will NOT return to school to deliver items forgotten on the bus.**

WHAT PARENTS/LEGAL GUARDIANS CAN EXPECT FROM ARISE CHRISTIAN ACADEMY

- 7.1. Respect for your children as we interact with them on a day to day basis.
- 7.2. Proper measures to call parents/legal guardians if there has been an accident or an incident.
- 7.3. Proper care of your child's documents.
- 7.4. Fair evaluations for your children.
- 7.5. Fair consequences for your children, carefully looking into any situation that might occur.
- 7.6. An example of Christian moral behaviour
- 7.7. A God centered education.
- 7.8. Discipleship and Pastoral guidance.
- 7.9. Integrity regarding your children's academics in order for them to obtain the proper academic education they need and deserve.
- 7.10. Extra curricular activities and learning opportunities in order to increase enjoyment such as special theme days and activities designed to increase engagement and promote school community such as crazy hair day and career day and other enriching events.

ANY SITUATION NOT COVERED IN THIS RULES AND POLICY BOOKLET WILL BE SUBMITTED TO THE ACA EXECUTIVE BOARD AND HANDLED WITH PROFESSIONALISM, RESPECT, AND CARE. For more information on policies please visit <https://www.arisechristianacademy.ca/policies>

Site Coordinator
Magdalena Martin

School Principal
Shannon Jensen