

**ACA 2023-2024 Parent Handbook**

**Arise Christian Academy**

155 Falconridge Crescent NE

825-712-9554

arisechristianacademy33@gmail.com

**MANDATORY ORIENTATION FOR *NEW* PARENTS  
AUGUST 31st FROM 8:30AM- 12 PM**

**MANDATORY ORIENTATION FOR ALL *NEW*  
STUDENTS AUGUST 31st-SEPTEMBER 1st 8:30  
AM-3:00 PM**

**FIRST DAY OF SCHOOL FOR ALL STUDENTS IS  
SEPTEMBER 5th, 2023**

**New parents are welcome to come to their children's orientation  
however are not required to attend**

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# Elementary School Supplies

Please bring 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 do not bring pencil sharpeners.

Inside a pencil case:	Inside a large (labelled) ziploc bag:
<ul style="list-style-type: none"><li>• 1 box of wax crayons (out of the box)</li><li>• 1 box of 12 markers (out of the box)</li><li>• 2 sharpened HB pencils</li><li>• 1 white eraser</li><li>• 1 pair of blunt scissors (grades 1-2)</li><li>• 1 pair of sharp scissors (grades 3-6)</li><li>• 1 glue stick</li><li>• 1 highlighter</li></ul>	<ul style="list-style-type: none"><li>• 40 HB pencils</li><li>• 9 white erasers</li><li>• 1 box of 12 markers</li><li>• 5 glue sticks</li><li>• 1 box of 24 pencil crayons</li><li>• 1 pair of blunt scissors (grades 1-2)</li><li>• 1 pair of sharp scissors (3-6)</li><li>• 5 highlighters</li></ul>

## Inside their backpack please send:

- 1 pair of running shoes for gym class (with non-marking soles, to be left at school)
- 2 boxes of kleenex
- 1 small container (pump) hand sanitizer
- 1 spill proof water bottle
- Lunch kit
- 1 30 cm ruler
- 2 notebooks
- 1 pair black uniform shoes (to be left at school)
- 1 student dictionary (grade 4-6)
- ACE King James Bible (to be purchased from ACA)

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

**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 & Senior High School School Supplies

Please bring 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.**

- 1 pencil case
- 1 box of 12 markers
- 1 box of 24 pencil crayons
- 40 HB pencils
- 20 white erasers
- 1 glue stick
- 6 highlighters
- 1 pair of running shoes for gym class (with non-marking soles, to be left at school)
- 1 pair black uniform shoes (to be left at school)
- 2 boxes of kleenex
- 1 small container (pump) hand sanitizer
- 1 spill proof water bottle
- 2 metric 30 cm ruler
- 2 lined paper notebooks
- 1 graph paper notebook
- 1 Collins-Gage dictionary
- 1 pair of scissors
- 1 geometry set
- 1 scientific calculator (TI-30 or similar)
- ACE King James Bible (to be purchased from ACA)

**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 letter home the first and second time they have an infraction. The third time will be a call to home to correct their uniform immediately. Students who are not wearing proper uniform will not be able to participate in class activities and will be sent to the detention room until their uniform situation is corrected within reason. If parents are notified due to uniform infractions more than three times in a quarter, the student will receive a one day suspension, and will lose merit store privileges.

**Full Dress Uniform \*TO BE WORN ON DAYS WHEN THERE IS NO GYM\***

- ★ Navy blue **dress** pants or skirt (girls) (girls may either wear black, white, or navy blue tights and/or socks with their skirt)
- ★ Navy blue polo shirt (either short or long sleeve)
- ★ Navy blue sweater or cardigan (**ONLY** Empire Hoodies may be worn in class if student chooses to wear a hoodie)
- ★ Black or white socks
- ★ Completely black dress shoes

**Gym/Casual Uniform \*TO BE WORN ON GYM DAYS\***

**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)
- ★ Navy blue hoodie or sweater
- ★ *Empire* T-Shirt (to be bought from ACA)
- ★ Black or white socks
- ★ White, Black, or Navy running shoes (absolutely **NO** other colours)

*\*ACA is looking to purchase iron on logos in the near future\**

**\*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 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 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.

Empire T-Shirts and hoodies will be available to order by phone call or text to 825-712-9554



**What exactly is ACA in 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, which are workbooks made in a level system, from *1001* (Kindergarten level) to *1144* (Grade 12). Students will start at the grade level that is new to them, and each student works at their own pace with the help of their monitors and supervisors. In order to ask permission for any given thing in the classroom, they will raise the flag on their desk, which a monitor or supervisor will answer. Students have *goals*, which means 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 they did not finish for homework. If students do finish their goals and are assessed by their supervisors, they can go to the *done room*, where they will have the opportunity to have free time. Monitors and supervisors check goals and homework everyday. Finishing *goals* properly also means they will receive *A, C, and E privileges*, meaning they will be able to have *free scoring* (meaning they will not have to ask to go *score* each time), they will have field trip privileges, and for highschool, they will be able to leave campus as they wish (with the parents permission).

Each *PACE* contains several *Checkups*, or quizzes, covering sections of the *PACE*, which the 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 be obvious and will result in a demerit or a detention, or in extreme cases a

suspension. 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 the *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.

Students will also participate in weekly chapels, where they will learn about God and the Bible. ACE also offers a yearly student convention in which students will display all sorts of talents; whether that be athletic, musical, artistic, academic, or spiritual talents.



## **GENERAL DISPOSITIONS**

Students enrolled at Arise Christian Academy as well as the parent or legal guardian have a commitment and responsibility to respect and follow through the dispositions in the following rules and policy book, as stated by the Executive Board of Arise Christian Academy.

### **1. ENROLLMENT & FEES**

- 1.1. 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.
- 1.2. Parents/legal guardians must pay all fees given by Arise Christian Academy via E-transfer at [arisecalgaryfinance@outlook.com](mailto:arisecalgaryfinance@outlook.com) before the 8th of each month. \*ACA may acquire a debit/credit card machine in the near future\*. Cash is accepted at the office.

### **2. RE- ENROLLMENT FOR THE FOLLOWING YEAR AFTER A STUDENT HAS BEEN ADMITTED**

- 2.1. In order to re-enroll, re-enrollment documents must be completed, signed, and presented by the student's parents to the ACA registrar .
- 2.2. There will be no re-enrollment for students that have not resolved their expulsion, outstanding fees, or academic misconduct with the ACA executive board. If the parent/legal guardian wishes to enroll their child but has not resolved their situation, a meeting will be established in order to determine their re-enrollment status.
- 2.3. In order for a student to take a leave of absence from ACA for a set or 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, there must be written authorization from the ACA executive board.
- 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.

### **3. 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.

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.

#### **4. 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

4.1. Children are responsible to bring all the supplies they need in order to complete their daily tasks in their PACES.

4.2. There will be absolutely NO use of cell phones or electronic devices during class time, unless there is an emergency or a supervisor has been notified by a parent. Use of electronic devices during class time will result in demerits, and can result in detention, suspension or expulsion. Electronic devices may be confiscated and given back to the student at the end of the school day.

4.3. If students consistently appear to be disinterested, have an unwilling attitude towards their school work, and/or are disrespectful towards monitors and supervisors when asked to complete their work, the parents will be notified via call. 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.

4.4. Students must always address others in a respectful manner. ACA absolutely **DOES NOT** tolerate bullying. There will be absolutely no obscene language or actions towards themselves or others. Doing so will result in strict consequences, whether that be demerits, detentions, suspensions, or expulsions.

4.5. Students must always keep their office clean and organized. Not doing so can result in a lower evaluation. **PLEASE DO NOT BRING SHARPENERS TO SCHOOL.**

4.6. 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 year. Students must keep their lockers clean at all times, and they will have locker inspections every month.

**4.7.** Students must be in proper uniform everyday unless otherwise stated by the academic calendar in which students participate in free dress or theme dress. The proper uniform consists of navy blue pants/skirt, navy blue polo shirt, navy blue sweater, black dress shoes navy blue pants. For gym days, they may wear their casual uniform which consists of navy blue jogging pants, the *Empire* t-shirt, a navy blue hoodie, navy blue, black, or white running shoes, and black socks. Absolutely **NO** logos are allowed on any articles of full dress uniform **clothing**.

4.8. Students are not permitted to share their lunches with their peers as this creates confusion with belongings, and a student may end up without a lunch for the day.

4.9. 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.

## **5. ACADEMIC PARTICIPATION AND INTEGRITY**

5.1. Participating is crucial to the learning and developing experience of any child, 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.

5.2. 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, or banned substances, violence or sexual misconduct including pornography, in school and/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. ACA also kindly asks that lunches may not be packed in glass containers as they tend to break and create a dangerous atmosphere for students. **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.**

5.3. Students must respect ACA property: there will be no littering, no spitting, or vandalizing. Doing so will result in strict consequences.

5.4. Any absences or tardy entrance must be notified to reception via school phone (825-712-9554) 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 absence during school hours.

5.5. 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.

5.6. 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.

5.7. Stealing merit money from others or from the merit bank will result in severe consequences for the student. Students may not share merit money or pool their money. Students may not use their merit money to buy food from their fellow students, and they may not take their merit money home. This is academic misconduct as merit money is a part of the reward system for the completion of work. Stealing prizes that have been bought with merit money by another student is also misconduct. Furthermore, students are responsible for their own merit money. **Stolen merit money cases will be investigated and solved, however teachers may not re-award stolen merit money.**

5.8. In the event that students break ACA property accidentally, they are to report it to their supervisor immediately. Fees will be applied to any ACA property that a student breaks 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 \$5, 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.

5.9. Although one decoration is permitted in each student's office, decorations such as 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.

## **6. INTEGRITY FOR PARENTS/LEGAL GUARDIANS**

6.1. If parents/legal guardians have questions, they may refer to the Arise Christian Academy Webpage where there will be frequent updates and information. ACA will be launching a website approved by Alberta Education in the near future. Parents/legal guardians may also message or call the school phone number (825-712-9554) during hours of operation (8:00 am-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 (825-712-9554) to notify the supervisor.

6.2. Parents are expected to provide transportation for their children in order to get to school on time and/or to drop off and pick up their children on time depending on the before and after care hours agreed upon at the beginning of the school year. 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)**.

6.3. Parents are expected to make sure children enter the building in the morning in order for everyone to attend school safely.

6.4. Parents are expected to wait immediately outside of the building when they are picking their children in order for everyone to get home safely. 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 be an example to their children in order for them to rightfully represent ACA.

6.6. 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 pick their student up.

6.7. 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, whether parents wish to volunteer during class hours or during field trips. Parents must demonstrate a reasonable level of involvement when volunteers or chaperones are needed for field trips or any other school event.

6.8. If a parent wishes to bring food for their child's birthday they may do so during their child's lunch hour 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.

6.9. 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.

## **7. 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.

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. Integrity regarding your children's academics in order for them to obtain the proper academic education they need and deserve.

7.9. Extra curricular activities in order to increase enjoyment during the learning process such as art, gym, drama, creative writing, music, and field trips (at which point a form of permission and payment may be sent out to the parents).

**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.**

School Principal:

A handwritten signature in black ink, consisting of a stylized 'P' followed by a cursive 'r' and a large loop.

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# Arise Christian Academy 2023-2024

## Academic Calendar

Drop Off: 8:00-8:30 Pick up 3:00-3:30

AUGUST '23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER '23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			











FEBRUARY '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

-  PD day
-  Student Orientation
-  First Day Back to School
-  Free Dress Day
-  No School
-  Last day of School
-  Spirit Week
-  Track & Field Day
-  Awards Day & Last Day of School
-  P.A.T Grades 6 & 9



# ACA 2023-2024 ACADEMIC DATES

AUGUST	SEPTEMBER	OCTOBER
<p>PD days- Aug. 28-30</p> <p>Student Orientation Aug. 30-Sept. 1</p>	<p>Student Orientation Aug.30-Sept. 1</p> <p>First Day of School Sept. 5</p> <p>PD Day Sept. 15</p> <p>Free Dress Sep. 29</p>	<p>No School Oct. 9 Thanksgiving Weekend</p> <p>Free Dress Oct. 27</p>
NOVEMBER	DECEMBER	JANUARY
<p>No School Nov. 13 Remembrance Day Weekend</p> <p>Free Dress Nov. 24</p>	<p>Last Day of School Dec. 22</p> <p>Free Dress Dec. 22</p> <p>Christmas Break Dec. 23- Jan. 7</p>	<p>Christmas Break Dec. 23- Jan. 7</p> <p>Classes Resume Jan. 8</p> <p>Free Dress Jan 26</p>
FEBRUARY	MARCH	APRIL
<p>PD Day Feb. 16</p> <p>No School Feb. 19 Family Day</p> <p>Free Dress Feb. 23</p>	<p>Last Day of School March 22</p> <p>Free Dress March 22</p> <p>Spring Break March 23- April 7</p>	<p>Spring Break March 23- April 7</p> <p>Classes Resume April 8</p> <p>Free Dress April 26</p> <p>Tentative Dates for ACE Student Convention (April-May)</p>
MAY	JUNE	<p>Parents will be notified via email or letter home for any field trips, spirit week specific activities, student concerts, etc.</p>
<p>No School May 20 Victoria Day</p> <p>Spirit Week- May 21-24</p> <p>Free Dress May 31</p> <p>Tentative Dates for ACE Student Convention (April-May)</p>	<p>Track and Field Day June 3</p> <p>Free Dress June 14</p> <p>Awards Day &amp; Last Day of School June 21</p> <p>P.A.T Grades 6 &amp; 9 June 24-28</p>	