



Parent-Student Handbook

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Purpose Statement

Emmanuel Christian Academy (ECA) is an evangelical Christian school. We are committed to providing Christ-centred, quality education, taught from a Christian worldview. Holding the Bible as our ultimate standard, we endeavour to equip our students with the necessary tools to effectively pursue the vocation to which the Lord will lead them.

Statement of Faith

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that Believers are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:10-20; Ephesians 4:30, 5:18).

This statement is an interdenominational evangelical statement, adopted from the Association of Christian Schools International (ACSI).

Philosophy Statement

Emmanuel Christian Academy's educational philosophy is based on the God-centered view that all truth is God's truth, and that the Bible is the authoritative, inspired and infallible Word of God. We believe that God created all things and sustains all things. Therefore, man and the universe are dynamically related to God and exist to glorify Him. As we are all sinners, by nature and choice, we can only glorify or know God by choosing God's free gift of salvation through His son, Jesus Christ, thereby committing our lives to the Lordship of Jesus Christ.

Our aim is to teach a Christian perspective of the world from which we pray will encourage a balanced personality and proper understanding of a child's role in life at home, at work, at play and at worship - all grounded in the Christian concept of love.

This philosophy enables ECA to promote academic excellence while helping students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to equip each child with the tools to pursue the vocation to which the Lord will lead them.

Our responsibility for the student is based on teaching the whole child, encompassing all aspects of development. The spiritual, intellectual, physical, social, and emotional components are inseparable. Therefore, our aim is to incorporate biblical principles throughout the curriculum.

It is apparent then that the types of activities employed in the classroom and school program will facilitate this basic philosophy.

While the education of children is the responsibility of parents, the school functions as an agent for parents. Teachers cooperate closely with them in every phase of the student's development, and both parties endeavor to improve the process of Christian education.

*This philosophy statement was adapted from the ACSI publication, **How to Start a Christian School in Eastern Canada**, written by Mark Kennedy.*

Statement of Core Family Values

All members of the Board, administration and staff of Emmanuel Christian Academy believe that the Bible is the Word of God and without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these core family values:

1. That it is unacceptable for Christians to teach hatred against any group or individual.
2. That human life begins at conception and that an unborn child of any stage of development is fully human and should be treated as such.
3. That extramarital sexual intimacy, heterosexual or homosexual, is morally wrong.
4. That marriage is an exclusively heterosexual institution involving one man and one woman.

Student Requirements for Enrolment

1. Students applying to Emmanuel Christian Academy will be admitted on the condition that they are capable of maintaining the spiritual and academic standards of the program. The school will seek to address minimal educational challenges but is limited in its ability to facilitate special education programming.
2. Students must have a reputation for being of good character, having appropriate attitudes, and capable of relating well with others. Gross misbehavior or continual misconduct is unacceptable. Parents are expected to wholly support the school on these issues.
3. ECA is a private school. Parents and students must understand that it is a privilege for the student to attend, not a right.
4. Parents and students should agree with all practices and procedures adopted by the school as outlined in this document.

5. Kindergarten enrollment:

- Junior Kindergarten: A student must be four years of age on or before December 31 of the school year in which the child will be enrolled.
- Senior Kindergarten: A student must be five years of age on or before December 31 of the school year in which the child will be enrolled.
- Junior and Senior Kindergarten students will attend a full day of class every Monday, Wednesday, and Friday.

Application Procedure

The following outlines the process to be completed for acceptance into Emmanuel Christian Academy:

1. Complete the form entitled *Application for Admission* for each child you wish to enroll. The application fee is \$25.00 per family. It is due when the initial application for enrollment is submitted. It is a one-time, non-refundable fee.
2. Upon receipt of your application an appointment will be set up for an interview with your family. It is recommended that all caregivers and the prospective student attend this meeting. The purpose of the interview is to acquaint your family with our school to ascertain whether ECA would be an appropriate fit for your child's education. The principal, along with at least one board member, will be in attendance.
3. After the interview, the administration will prayerfully consider your application and will communicate your acceptance through the principal. Please be advised that acceptance into a particular grade is conditional upon ECA's assessment. The curriculum at ECA varies from that of the public system and your child may be required to work at a lower level in a particular subject area.
4. If you accept ECA's invitation for enrollment, arrangements will be made for the payment of books and monthly tuition fees.

Academic Fees and Tuition

As a private school in Ontario, Emmanuel Christian Academy does not receive government funding as do the public schools. Our budget relies solely on tuition, fees, and fundraising. It is the desire of the leadership of ECA that these costs are such that they do not present an obstacle for families to send their children to our school. Each family is required to participate in yearly fundraising activities to help keep our fees affordable for all.

Base Tuition

A detailed Tuition Brochure is available on the school's website or separately upon request. Tuition is subject to increase on a yearly basis.

Learning Resource Fee

This fee is used to purchase books, curriculum, equipment and classroom resources for your child. The current, non-refundable learning resource fee is \$500.00 per child per year. The entire Learning Resource Fee balance must be paid in full each year, and applies even if an early withdrawal, dismissal, or long term absence occurs throughout the school year.

Payment Options

Tuition and fees are for the entire school year, however deferred payment options are available in 10- and 12-month installments. Payments can be made through e-transfer or post-dated cheques. It is important for parents to understand that tuition rates are based on an entire year's worth of curriculum, approximately 170 teaching days. The full tuition amount is still applied even if the calendar is modified by the principal or ECA school board.

Withdrawals and Dismissals

If a parent decides to withdraw a student from ECA, the school must be informed in writing. Tuition for the current term of withdrawal is expected to be paid in full. All remaining tuition cheques will be returned after any outstanding balances are covered. If a student is dismissed during the school year, parents may request a partial refund of tuition paid in advance.

Unpaid Accounts

Report cards will be withheld and Ontario Student Records will not be completed with student academic learning for that year if a family's account is not up to date. If a family is experiencing financial difficulties, they should contact the ECA board or administration to discuss the matter.

Accounts where NSF cheques are returned to the school will be billed an additional \$25.00. If accounts are not paid by the beginning of the next school year, the Board will discuss whether the student will be able to return to ECA.

Communication With Parents

Parents are encouraged to regularly check the school website, class webpages, and emails for regular updates.

When communicating with a teacher, email is the preferred method to communicate. Our staff have limited out-of-class time to communicate with parents. We ask that parents arrange an appointment with a staff member if they need to discuss something. It is also important for ECA staff to take personal time to avoid burning out. Staff will only respond to school-related communications between 8:30 am and 4:30 pm.

If you need to contact the school for any reason, please contact the school office number (613-902-8152) and leave a message and a member of the ECA staff will contact you as soon as possible.

If a child must leave during school hours for an appointment, the teacher must be given a written note with all the pertinent information on it, as oral messages may be forgotten or misunderstood. Please do not make appointments for students which will cause them to consistently miss a certain part of a school day. Classes are scheduled to provide students with a fully integrated curriculum. Thus, continual absences from any part of the school week will negatively affect the child and will also create extra work for the teacher in the attempt to catch up.

Student Code of Conduct

(To be reviewed yearly by teachers - related to daily conduct at school)

Emmanuel Christian Academy is committed to seeing outstanding Christian character traits built into the lives of its students. To accomplish such a goal, it is necessary that standards of conduct be established by the school. Students are encouraged to maintain such standards by developing a disciplined lifestyle.

A student's conduct at all times should be appropriate in any given situation. A student's conduct shall be Christ-like. Respect for authority, honesty, obedience, responsibility, courtesy, kindness and cooperation are some of the behaviour patterns expected of all students.

Student Attire

Students are to dress in a neat and clean fashion that contributes to maintaining a quality academic environment and is fitting to the values of Emmanuel Christian Academy. Student attire will be enforced by ECA staff.

- Pictures, logos and sayings on clothing must be modest and in keeping with a Christ-like testimony.
- Spaghetti straps and midriff tops are not allowed; tops must overlap the waistband of the pants, shorts, or skirts.
- Shorts or skirts must extend beyond the bottom of a student's extended finger tips.
- Clothing should demonstrate respect for one's sexuality. Distracting or immodest clothing that is excessively tight (including leggings), revealing, low cut, or reveals undergarments is not acceptable.
- Clothes need to be clean and in good repair, therefore they must not have rips or tears.

Technological Devices

We understand that in a world dependent on technology, students may have their own personal electronic devices. Unless an ECA staff member has approved the use of a device for academic purposes, personal devices should be turned off and left in a student's backpack/bag during the school day.

ECA uses technology throughout its academic program. When using a school device and on a school account, all activity is filtered and monitored for student safety. This includes, but is not limited to, browsing history, messaging, and email. However, we do not guarantee that our internet security system is perfect. Along with at-school internet safety instructions, parents are encouraged to discuss internet safety with each student.

School Property

The school seeks to promote respect by our students for the property of other students, the school and the public. A lack of such respect reflects a lack of understanding of Christ's love which requires us to love our neighbour as ourselves. Offences against the property rights of others are considered criminal activity in Canada. Penalties include probation, suspension and expulsion. Damage to property may require compensation or replacement.

Foul Language

The language that we use is often the result of habits developed at home, at work, and in our social environment. There are many words that can be used in an inappropriate way. The language that we use should reflect our love and respect for God and His Creation.

Remaining on School Property

Grades K-5 students are expected to remain on school property during the school day except on school-related, staff-approved business, or with a parent. Only students with written permission from a parent in grades 6-8 may leave the school property. Any student that leaves the school property without permission will be classed as a missing child and local authorities will be contacted.

Hands-Off Policy

Emmanuel Christian Academy has a strict "Hands-Off Policy." It is important for students to know that physical contact with any student, either initial or retaliatory, is not the conduct of a Christian. This means that any physical contact, including, but not limited to, hitting or punching, may result in either an in-school or at-home suspension at the discretion of the principal.

Discipline

When a student requires correction, staff will do so in an attitude of love and concern for the student's well-being. The discipline will seek to correct, retrain the student, and restore the student to proper relationships with everyone involved in the situation. For any significant and/or repeated behavioural problems, parents will be informed about the steps taken to handle the situation.

The principal will become involved if a teacher believes that the student's behaviour has escalated to a level requiring such intervention. Depending on the nature of the situation, discipline could include the following: in-school suspension, out-of-school suspension, probationary/conditional return to classes, or expulsion.

For students serving a suspension, teachers will notify parents of work covered each day. Students will be required to catch up on all work missed during their absence.

Conflict Resolution

Emmanuel Christian Academy uses the "Matthew 18 Principle" for conflict resolution as outlined in Matthew 18:15-17. When dealing with conflict between students and/or staff, parents are required to talk to the staff involved in the situation before talking to administrators. If the situation continues to be unresolved, parents may submit concerns to the school board in writing and it will be addressed at the next planned meeting.

Student Evaluations

We use a variety of methods for assessment and evaluation. These methods include: tests, exams, projects, written or oral reports, group work, homework completion, quizzes, field trip participation, and assignments.

Report Cards

During the school year, three reports will be issued. An October progress report will be sent home indicating each student's progress throughout the first few weeks of school. Parent-Teacher conferences are required after this report to discuss student learning goals for the year.

Homework

Assignment of homework is at the discretion of the homeroom teacher. However, there will be Phonics/Reading homework for all grade levels beginning in the fall of the year. Studies have shown the advantages of nightly reading, citing that thirty minutes a day is required in order to produce “good” readers.

Spelling dictation begins in grade one. Beginning in grade three, word usage is added to the weekly spelling program. It is expected that students in grades one through eight will take home their spelling lists nightly.

If students do not complete their seatwork at school, the appropriate books will be sent home for completion. Missed assessments or in-class assignments may need to be completed under direct teacher supervision during recess breaks or after school, when arranged. It is our desire that all students keep up with the pace of the curriculum. Teachers will endeavour to aid students as much as possible to ensure that seatwork is up to date and corrected.

Special projects and assignments occur periodically throughout the year and may require additional work while at home. This may include scripts for our Christmas musical, speeches, book reports and research projects.

School Hours

8:45 a.m.	School buildings open for student arrival
9:00 a.m.	Opening exercises begin
10:30 a.m.	First recess (15 minutes)
12:00 p.m.	Lunch
12:30 p.m.	Second recess (30 minutes)
2:15 p.m.	Third recess (15 minutes)
3:30 p.m.	Student pick-up
3:45 p.m.	School buildings closed

Buildings will be open for students at 8:45 a.m. so they can arrive and be ready to begin before 9:00 a.m. Students will be ready for pick-up by 3:30 pm. each day and should be picked up by 3:45 pm. A staff member will monitor the doors and dismiss students as their parent/guardian/pick-up person arrives. If someone other than the parent/guardian is picking up students, written notice must be submitted to the school.

Access to the E.C.A. Campuses

Due to our child safety policy, parents/guardians will have limited access to the school building, including during drop-off and pick-up times, unless arrangements are made with an ECA staff member. All visitors to the school must sign-in and be supervised by a staff member. School volunteers who have been properly screened and approved by the school's administration are allowed to enter the school building and be unsupervised by ECA staff.

Lunch Breaks

Students are to bring their own snacks and lunches. Please ensure that you send your child to school with a healthy selection of foods. To respect each building's space, students will have limited access to the kitchen for lunches. Lunch bags will be stored in each child's backpack/bag in their designated area, so please ensure their lunches can be stored at room temperature. Also, please instruct your child as to the dangers of sharing their food with others and the potential problems of eating someone else's food. With increasing allergies this instruction is necessary to ensure that children are eating appropriate, safe foods.

Transportation

It is the responsibility of parents/guardians to ensure the safe and timely arrival of their children to school each day. Carpools will not be arranged by the school. Should parents choose to use this method, it is wholly their decision and responsibility. Carpooling families can send written notification of all those allowed to pick-up their students.

Inclement Weather

As advised by the school's insurance company, and for the safety of all ECA students, their families, and staff members, the school will be closed due to inclement weather. If the school needs to be closed due to inclement weather or any other reason, a message will be posted on the school's website and social media, and an email will be sent out to all parents.