

PARENT/STUDENT HANDBOOK

BRIERCREST
CHRISTIAN ACADEMY

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COMMITMENT TO STANDARDS AND LIFESTYLE COVENANT

BCA is a school that challenges students to higher achievement in academics, to growth and fulfilment in co-curricular experiences, and towards faithfulness in following Jesus. It is a place where young men and women of character will continue the adventure into adulthood in an environment that gives them the safety to dream, the opportunity to excel, and the call to grow into men and women who will live lives of service to Christ's Kingdom work in our world.

For this reason, we require our students to commit to expectations that will help them become positive culture-shapers in our school community and in our world.

THE COVENANT:

Please read and carefully consider the commitment that we ask our students to make in their school and personal lives from the time they register at BCA to the time when they graduate and/or leave our school:

1) I will commit to maximizing success in my studies by endeavouring:

a. to learn from my teachers and other leaders by following formal expectations for class and chapel attendance, homework, and exam preparation, and by speaking up when appropriate, remaining quiet when needed, and asking for more challenge when able.

b. to support my fellow students by giving and asking for help in the right place and at the right time.

2) I will commit to the learning and growth that is available to me at BCA through co-curricular activities and events throughout the year by:

a. relating positively to the adult coaches, directors, and mentors of co-curricular activities.

b. supporting my fellow students by learning to be a great teammate and by participating in and by supporting and attending co-curricular activities and events in our school.

3) I will sincerely explore what it means to commit myself to following Jesus for a lifetime by:

a. attending and participating in church, chapels, and the assigned classes and forums for spiritual formation.

b. seeking out opportunities to learn, to understand and to practice what it is to follow Jesus in loving God and others.

4) I will not distract or hinder myself or my fellow students from these commitments by engaging in inappropriate, addictive, destructive (to self or others), and/or anti-biblical behaviours, with the following listed as examples:

a. occult activities.

b. activities of a sexual nature (practiced by individuals outside of a marriage relationship).

c. stealing, vandalism, assault, or other offences liable to criminal prosecution.

d. bullying, making threats, maligning, or committing other verbal abuse whether of peers or staff, whether in person, in writing, or online.

e. representing myself or others in inappropriate ways in person, in writing, or online, whether through self-identifying or anonymous social media forums.

f. inappropriate use of dating apps and/or use of inappropriate dating apps.

g. using non-medical drugs* or other mood-altering substances or abusing medical drugs.

h. using alcohol* in any quantity (except in taking part in the Eucharist at church).

i. using tobacco* in any form.

j. using a vape* or e-cigarette* in any way or vaping in any form with any substance.

*Please note that this includes owning, carrying, distributing or in any way engaging with any of the products related to the use of tobacco, drugs, alcohol, or vaping.

OUR ACCOUNTABILITY NETWORK:

Our students are also asked to recognize that they understand the potential repercussions and consequences of living outside of these commitments as indicated below:

1. I understand that the staff and administration of BCA and BCS may require me to participate in one or more support relationships or activities to help me deal more positively with challenges in my life which are hindering my ability to be successful. These may include, but are not limited to, participating in the Student Study Center, taking private tutoring, going to counseling, participating in a mentoring relationship, engaging in a "Student Support Contract", meeting with a chaplain, working with a substance counselor, and so forth. I understand that the goal of these support systems is my personal growth.

2. I understand that certain types of negative choices in the school and student life context may result in a "Student Violence and Threat Risk Assessment" as part of my school's commitment to the protocols of PSSD and as described in the "Fair Notice Brochure" posted on the BCA web site under "Academics" --> "Policies."

3. I understand that my negative choices--or my ongoing lack of positive choices--may result in me being required to discontinue as a student of BCA or to be dismissed from BCA, either for a time to be dedicated to growth, or permanently.

PARENTAL SUPPORT:

Our student's parents are asked to state their determination to help their children maintain the commitments listed above as follows:

____ "As the parent or guardian of this student, I have read the "BCA Commitment to Standards and Lifestyle." I understand that my child's agreement to the policy is binding and that my child's failure to comply with these commitments gives BCA the right to disqualify my child as a BCA student and that in such cases I will accept the appropriate parental responsibilities for my child (including accommodation and transportation in situations of suspension or dismissal). I hereby state my determination to encourage my child to consistently maintain the above commitments. I commit myself to supporting BCA in its stated goals and programs.

BCA Student Absence Policy

BCA is intentionally centered around relationally focused, in-person learning experiences. We use digital platforms to enhance our face-to-face classroom opportunities but our face to face classes are designed to be completed face to face.

Excused Absences

Day Students

Parents of day students (students that reside in Caronport or surrounding) should call or email the BCA office before 8:30 am on days when students will be absent or late for class.

Absences of more than three days in a row (family vacations, etc.) should be communicated with the office as soon as possible. Arrangements should be made with each teacher well in advance of the planned absence.

Dorm Students

It is required that dorm students are excused by a Residence Dean or assistant for absences related to illness. Parents of dorm students are requested to partner with dorm personnel when discussing absences

due to illness. Once there has been communication between home and dorm, dorm staff will notify the BCA office.

Absences unrelated to illness should be reported to the office before 8:30 am on that day.

Absences of more than three days in a row (family vacations, etc.) should be communicated with the office as soon as possible. Arrangements should be made with each teacher well in advance of the planned absence.

Voluntary Withdrawal or Early Departure

When a student withdraws or departs early from one or more courses or from BCA before the scheduled end of the term, the student will become responsible for completing those credits elsewhere.

In this case, students will receive a summary of the learning outcomes they have attained in their incomplete course(s) at the point of withdrawal which can be given to the receiving school so the next stages of programming can be determined.

Background

Students are required to attend school in accordance with The Education Act, 1995 and this administrative procedure. Furthermore, regular attendance is one of the most important aspects of academic success. School staff will partner with students and parents/guardians to ensure students meet the attendance requirements outlined in The Education Act, 1995 and school division administrative procedures. Attendance intervention plans provide parameters, supports and reinforcements to achieve consistent attendance and subsequent academic success for all students. Students who are absent, regardless of the reason, are responsible for learning the class material and catching up on all missed work. All school related activities (extracurricular or curricular) will be marked "school" and are not considered an absence towards a student's attendance. All division bus related issues will be marked "school " and are not considered an absence towards a student's attendance.

- At five (5) semester class absences, school personnel will contact the parents/guardians regardless of the reason. After two failed attempts, school administration will send a written notification to parents/guardians.
- At eight (8) semester class absences, school administration will arrange a meeting to develop a plan for improving attendance. If parents/guardians are unavailable to meet in a timely manner, or

after one failed attempt to arrange a meeting with the family, school administration will meet with the student and provide the written plan to the parents/guardians.

- At eleven (11) semester class absences or a predetermined number of absences from the previous meeting, the student and their parents/guardians will be required to meet with the school team to discuss the attendance plan and next steps. Next steps may include updating the plan or removing the student from the class. If parents/guardians are unavailable to meet in a timely manner, or after one failed attempt to arrange a meeting with the family, school administration will meet with the student and provide the written plan to the parents/guardians.

LATES

- At five (5) lates, school personnel will send digital communication to parents/guardians informing them of the lates.
- At ten (10) lates,, school personnel will contact parents/guardians informing them of the lates.
- At fifteen (15) lates, school personnel will arrange a meeting to discuss the ongoing concern of lates.
- At twenty (20) lates, students may be removed from the class.

Students who miss the class instruction OR 20 minutes of class time may be marked absent from class.

Final Exam, Attendance & Assignment Policy

Purpose

The purpose of this policy is to encourage regular attendance, punctuality, academic integrity, and the timely completion of assignments. Students who consistently meet these expectations may earn the opportunity to be exempt from certain final exams or receive final exam grade protection.

Important Information:

- Each course is evaluated independently.
- Any incident of academic dishonesty will disqualify a student from the incentives outlined in this policy.
- All assignments must be submitted on time to qualify for final exam incentives.

(Students who miss more than 20 minutes of class will receive an absence)

Attendance and Late Thresholds

The following thresholds apply to each course individually:

- **Terms 1 and 2:** No more than 7 absences and no more than 7 late arrivals per course.
- **Term 3:** No more than 4 absences and no more than 4 late arrivals per course.

1. Math and English Courses

All students are required to write their Math and English final exams.

However, students who meet **all three** of the following criteria will qualify for **Final Exam Grade Protection**:

- Have not exceeded the allowable number of absences for the term.
- Have not exceeded the allowable number of late arrivals for the term.
- Have submitted all assignments on time.

What Is Final Exam Grade Protection?

Students who qualify for Final Exam Grade Protection will write their final exam with the opportunity to improve their overall course grade.

Their final exam can raise their overall course grade, but it cannot lower it.

Students who fail to meet even one of the eligibility requirements must still write their Math or English final exam. In these cases, the exam grade will be calculated as a regular component of their final course grade and may raise or lower their overall mark.

Missed Final Exams: Students who do not attend their scheduled final exam will receive a grade of 0% for that exam, as it will be considered a missed assessment.

2. All Other Courses

Each course is evaluated independently to determine eligibility for a final exam exemption.

Students who meet **all three** of the following criteria may be exempt from the final evaluation:

- Have not exceeded the allowable number of absences for the term.
- Have not exceeded the allowable number of late arrivals for the term.
- Have submitted all assignments on time.

Final Exam Exemption

Students who meet all eligibility requirements:

- May choose to be exempt from the final evaluation.
- May choose to write the final evaluation if they wish to improve their overall course grade.

Students who do not meet all eligibility requirements **must complete the final evaluation**, which will count toward their overall course grade.

The Simple Rule

Attend. Be on time. Meet your deadlines.

ANTI-HARASSMENT/ANTI-BULLYING POLICY

The following is an adaptation of the anti-harassment policy for the Prairie South School Division. https://forms.prairiesouth.ca/HR_eForms/AP%20170%20Harassment.pdf

Background

Students and school staff at Briercrest Christian Academy have the right to learn and work in a respectful environment that is free from harassment.

We value the diversity that we have as God's image-bearers. We commit to love and respect our students and staff as well as all others who enter our learning community.

Definition of Harassment

Harassment is any conduct that makes a person feel uncomfortable, intimidated, abused, or threatened in their work or study environment. This can include actions, comments, displays, or gestures.

Harassment may involve degrading and hostile behavior towards someone due to their race, religion, sexual orientation, age, disability, nationality, or other personal characteristics. It may also take the form of offensive language, jokes, bullying, or negative stereotypes.

Physical violence, restraint, or coercion are also forms of harassment and can threaten an individual's safety and prevent them from doing their work or studies.

Sexual harassment is specifically defined as unwanted sexual advances or inappropriate conduct of a sexual nature that occurs in the work or study environment.

At Briercrest Christian Academy, we do not tolerate any form of harassment or discriminatory behavior. All students and staff are entitled to a work or study environment free from harassment, intimidation, and prejudice. All complaints of harassment will be taken seriously, and appropriate corrective actions will be taken to ensure that the behavior stops. We also prohibit retaliation against anyone who reports harassment.

This policy applies to everyone who uses or provides services at Briercrest Christian Academy and encompasses all activities that take place on the premises of the institution. Every student and staff member has a responsibility to uphold a harassment-free environment.

BCA Dress

As a school, we believe that the way students, staff, and volunteers dress can have an impact on the tone of the school. Therefore, everyone is expected to dress appropriately for their roles. Our dress code is designed to demonstrate that our school is a place of business and is in effect during the school day, extracurricular activities, class field trips, and any other school-related function that may happen in or out of the school.

While we understand that not every possible scenario can be predicted and detailed in a dress code, we rely on common sense to prevail. Our staff reserves the right to address a concern that is not specified in the dress code. We acknowledge that our guidelines may be viewed as too strict by some and not strict

enough by others. Our families come from diverse backgrounds and have differing beliefs around issues like modesty and appropriate dress.

As a general guideline, we expect students to dress appropriately for a conservative workplace since a school is a place of business. Parents/guardians are responsible for ensuring that their children dress according to the guidelines below. By choosing to send their children to our school, parents/guardians inherently agree to support our rules, expectations, and dress code.

Here are some more specific guidelines:

Clothing, jewelry, and other accessories must be free of offensive or suggestive language, pictures, designs, symbols, slogans, and political ideologies, and must not promote values contrary to Christianity.
Our school is a "scent-sensitive" environment. Heavy fragrances, perfumes, body sprays, etc. should be avoided.

Our staff will respectfully address minor concerns with students. We will also respectfully address issues around offensive or counter-Christian content with students and/or parents. Students may be asked to remove or cover up the item in question or return home or to the dorm to change. Length of shorts/skirts, amount of revealed skin, and other such possibilities are under the "umbrella" of business-appropriate attire and will be addressed at the discretion of our school administration.

Dress Code Expectations

Students are expected to dress in a manner that reflects our school's commitment to modesty, respect, and a positive learning environment. For female students, the following expectations apply:

- Cleavage and undergarments must be fully covered.
- Shorts and skirts must be of a modest length.
- Backless tops are not permitted.
- Tops must have straps and provide appropriate coverage.
- Midriff or other areas of the midsection must not be exposed.

If a student arrives at school dressed in a way that does not meet these expectations, they will be asked to make appropriate arrangements to cover up or change before continuing with their school day.

We respectfully ask students and families to familiarize themselves with these expectations and make appropriate choices when selecting clothing for school. Our goal is to ensure that staff are not placed in the position of having to address dress-code concerns with individual students. Thank you for helping us maintain a respectful and welcoming environment for everyone.

AI / Meta glasses

AI / Meta glasses will not be allowed either in the school or dorm buildings for the safety and respect of all our students.

BCA Grading Practices

Assessment Practices

BCA is aligned with Prairie South"s Grading Practices. Please see the following document for reference:

https://www.prairiesouth.ca/wp-content/uploads/2021/05/Grading-Practices-20210504.pdf

Graduation Requirements & Course Planning

All BCA courses are prescribed by the Saskatchewan Government curricula. Because of our distinct Christian mandate, Christian Ethics is a compulsory course for students in each year they attend.

A high school diploma is issued when the student has successfully completed the SK Ministry of Education high school graduation credit requirements. Saskatchewan High School Credit Options.

BCA SCHOOL SUPPLIES LIST

Laptop or Tablet*: This device should be able to produce and interact with Word (or documents that can be effectively converted into Word) and PowerPoint. It should have the capacity to send and receive emails, access wireless internet, have a minimum screen size of 7", and have a functional keyboard.

Bible: Old and New Testament Hardcover; version/translation of student's choice.

Binder(s): 3-ring zip binders preferred.

- Paper & Dividers
- Pens, Pencils, and Erasers: highlighters, coloured pencils, and markers are recommended.
- Calculator
- Water Bottle

AI / Meta glasses

AI / Meta glasses will not be allowed either in the school or dorm buildings for the safety and respect of all our students.

* Students have access to Microsoft Office Suite for FREE through their myBriercrest account.

Go to www.mybriercrest.ca
Click on Office 365 link.
Enter login information (same info for Canvas login).

BCA Guest visitor Application Form

While under our care, we expect our students' guests to follow the same guidelines as we have for our BCA students. If an issue arises regarding a guest, BCA administration will address the situation which may involve requiring the guest to leave the event and be transitioned to the care of either the guest's parents or the BCA student's parents.

Parents/Guardians, please fill out the information and sign your agreement below.

Name of BCA Student:_____ Date:_____

BCA Event and Date:_____

Name of Guest: _____

Emergency Contact Information for Guest (Name, Phone, and Relationship to Guest):

_____

I, the parent/guardian of _____, am responsible for my child's guest at this event.

Name of Parent/Guardian of BCA Student:_____

Signature of Parent/Guardian of BCA Student: _____