

# Prairie Christian Academy

## Residence Handbook



*Prairie Christian Academy*

*Box 68*

*Three Hills, Alberta*

*T0M 2A0*

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## **Residence Information**

We are glad that you have chosen to make this your home. Whether you are a returning student or brand new, our goal is to provide a “home away from home” that empowers students to take greater personal responsibility, with guidance, in making decisions that have a positive impact in their relationships with Jesus Christ, peers and those in authority over them. Through mentorship, discipleship, and role modeling our goal is to see students develop and maintain disciplines that will benefit them spiritually, academically and socially.

### **TELEPHONE NUMBERS**

*Please give these numbers to family & friends that need to contact you.*

**Floyd Cotton (403)443-0511**  
**Sheila Adkins (403)443-0512**  
**Boy’s RA Phone (403)443-0846**  
**Girl’s RA Phone (403)443-0845**  
**School office (403)443-4220**

### **Your Mailing Address is:**

Prairie Christian Academy  
Box 68  
Three Hills, AB  
TOM 2A0

## **Residence Life**

Prairie Christian Academy has two residence facilities. The men’s is located on 2<sup>nd</sup> floor in Memorial Hall and the women’s on the 2<sup>nd</sup> floor of Dearing Hall. Unless accompanied by a Dean, there are to be NO members of the opposite sex on either side of the residence at any time for any reason.

Although we have our own separate floors we have the unique opportunity of sharing this facility with students of Prairie Bible College. This provides occasions for our students to interact with the college students for games nights, concerts, and also enjoy some of the guest speakers who visit the college on a routine basis.

## Residence Personnel

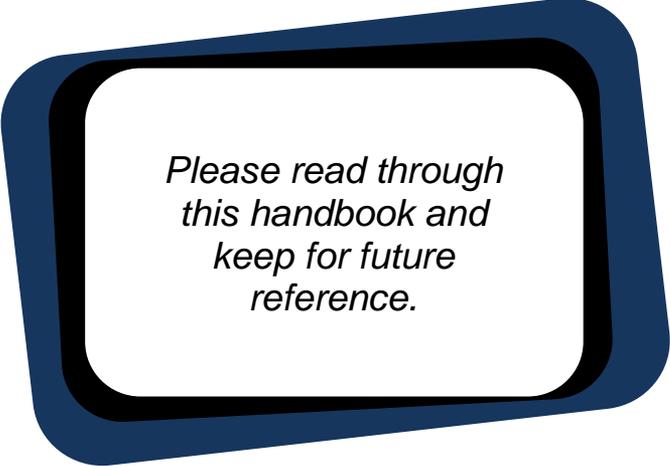
There is one adult Residence Dean for each dormitory with a ratio of one Residence Assistant (RA) to every ten dormitory students. RAs are typically students attending Prairie Bible College or mature PCA students. However, they may also be young adults from the Three Hills Community. Nonetheless, they are passionate and genuinely concerned in the growth, maturation, and overall well-being of each and every student.

## Spiritual Growth and Maturity Opportunities

### Individual Devotions

A major part of this program is based on encouraging students to build their own foundation and discover what it means to have an intimate relationship with God through His son Jesus. We believe that this will happen when students begin to develop the discipline of spending time alone with God on regular basis. To help them with this our daily schedule from Monday thru Thursday includes a personal devotional time.

Personal devotional time is something that will also be modeled by the RAs who are more than willing to pray or discuss matters of Faith and life with the students any time. We are also happy to accommodate each student with devotional helps that caters to his or her interests should this type of guidance be desired.



*Please read through  
this handbook and  
keep for future  
reference.*

## **Group Devotions**

Each week the students will take part in a group devotional time led by the Dean, an RA or guest speaker. This is intended to first establish basic beliefs with the students (What it means to be a Christian), and as the year progresses tackle relevant issues that young men and women face on a daily basis. This may, should they choose, also be a venue for students to share and pray with one another.

## **Thursday Chapels**

Each Thursday morning all students are required to attend chapel where there is a time of praise and worship. Throughout the year there are guest speakers who could be anyone from a student to a missionary who share their own personal testimony and struggles. This is also a time where students become aware of upcoming events that may have individual or community spiritual growth components.

## **Sunday Worship**

We understand that our students come from a wide variety of church backgrounds within the Christian Faith. To aid in this we want each student to feel as though they are a part of a church that not only ministers to their particular needs but provides a chance for them to become involved and use their gifts, talents and interests as a part of a local church community. Although we do require each student attend a church, which church they attend is up to them. We would also be more than willing to help the student make this decision. Below are a list of Three Hills' local and area churches to help you in this choice.

## **Three Hills and Area Church Information:**

### Prairie Tabernacle Congregation (The Tab)

Phone: (403) 443-5858

The Tab is the “on campus” church that has a more traditional style of worship. The congregation is made up people of all ages that meets on Prairie Campus.

### Bethel Evangelical Missionary Church

Phone: (403) 443-7239

Bethel is about 3 blocks from the dorm. It has a congregation of about 300. They have a blended style of worship and a popular youth program.

### Mount Olive Evangelical Free Church

Phone: (403) 443-7779

Mount Olive is about a 15 minute walk from the dorm. Their worship style is blended. They have 2 services – 9:00 and 11:00. The youth program is very well attended with weekly Bible studies as well as other activities.

### Victory Church

Victory Church is 3 blocks from the dorm. They have a contemporary charismatic style of worship.

### St. Barnabas Anglican Church

The Anglican Church has a traditional liturgy and worship combined with preaching by local lay leaders and monthly visits by the presiding bishop.

### Bethel Fellowship

Located a 10 minutes drive from Three Hills, they have a contemporary style of worship. A number of Three Hills people attend this church, so there is a possibility of getting a ride to services.

### Manor Gospel

Located about 15 minutes east of Three Hills.  
Manor is a traditional style country church. Services start at 10:30 am.

### Grace Bible Fellowship

Email: [gracebiblefellowship3hills@gmail.com](mailto:gracebiblefellowship3hills@gmail.com)

They are located at the Three Hills Community Drop-In Centre (414 5<sup>th</sup> St. South).  
Services start at 10:30 am

Most of these churches have Youth programs that run Bible Studies and a variety of activities throughout the week. We encourage our dorm students to participate in these extra activities as their studies permit.

## **On and Off Campus Employment**

Although we do not believe every student can handle this sort of commitment, part-time jobs can teach students responsibility and time/money management. Once a student finds opportunity for employment in town or on campus the student must have parental and Dean consent before taking on this responsibility. Should it appear that this is detrimental to academics or dormitory life, parents will be consulted and students may be required to quit or take time off until problems are corrected.

# Residence Facilities

## Storage Rooms

Luggage and personal items may be stored in one of the storage rooms located in the residences. Please note the following guidelines:

- Belongings are stored at the owner's risk and responsibility. Items stored for longer than a year and left unclaimed become Prairie Christian Academy property and will be disposed of at our discretion.
- Students who desire to have luggage or other items sent to them must cover all costs.
- The storage rooms are kept locked and may only be accessed with permission from the residence assistant or dean.

## Laundry Facilities

Washers and dryers are provided for our students free of charge. Students may wash laundry only during the appropriate times listed outside the laundry room and in accordance with the residence schedule. Students will be required to provide their own laundry supplies. Laundry is not to be left unattended.



## Kitchens

Each dorm is equipped with a kitchen for student use. Fire Regulations prohibit the use of heating or cooking elements within dorm rooms. Students should not leave the kitchen while food is being cooked. Each kitchen has a stove, fridge/freezer, and microwave. It is recommended that students mark their names on their food if they decide to store it in the fridge/freezer. Any food left for long periods of time may be thrown out. Students are responsible for cleaning after each time they use the kitchen. Kitchens that are not cleaned will be locked up by the Residence Assistant or Dean.

## **Lounges**

Each dorm has a lounge provided for entertainment, relaxation, and computer/internet access. All equipment is intended for use by all students on the floor and must be treated with respect or is subject to removal. This is property of Prairie Christian Academy and may only be moved with the Dean's consent.

A Common Lounge is available to provide "co-ed" time for dorm and non-dorm students during certain hours. Closed circuit cameras are present for the security of all of our students. Any mis-use of this space will result in restricted access.

## **Room or Facilities Damage**

All students will be required to fill out an entrance assessment on their rooms in September outlining any pre-existing damage or defects. Students assume responsibility for any additional damage to their room. Students will be required to provide a \$200.00 damage deposit that will be returned at the end of the year check-out less damages incurred. Students are also required to clean their rooms at the end of the year, any student failing to do so will have up to \$100.00 deducted from their damage deposit, depending on the amount of cleaning required. Any student caught purposefully damaging or vandalizing their room or any other part of dorm/campus property may be suspended or expelled from the PCA Residence and will be required to pay for all repairs/replacement and labor cost.

Any student caught climbing out a dorm window will be required to pay a minimum \$50.00 fee as well as paying for any additional damage to the window. The same \$50.00 fine will be applied to any student caught removing any window or screen within the residence and can expect discipline for breach of security.

## **Bicycle Storage**

Bicycles are to be stored on the racks outside of residence or in approved storage areas. They are not to be left in hallways or individual rooms. We recommend that they are locked onto the rack

## Garbage Disposal

Garbage is to be disposed of in the dumpster at the rear of the dorm. Students are not to use the bathroom or kitchen garbage containers for their room garbage.

## Room Decorations & Appliances

Room decorations must be in accordance with dorm and Biblical standards. No permanent alterations to the room may be made. The doors may be decorated but wall space in the hallways must remain bare. Nothing should be attached to the ceiling or light fixtures. Nametags must be kept on the doors and the Dean must approve any type of decorative lighting. **No tacks, nails, “duct or masking tape” are permitted; only non-marking sticky tack may be used to hang posters and pictures.**

Extension cords are permitted in rooms but they must remain uncovered. Due to fire hazard appliances such as electric blankets, hot plates, frying pans, coffee pots, toasters, and irons are not to be in individual rooms. Matches, lighters, candles, furniture polish, gasoline, butane, solvents, oil, or other flammable substances are also not permitted. Small refrigerators and hot water kettles with automatic shutoff are permitted.

## Internet Use

Wireless internet is provided in the residence between the hours of 6am – midnight on Sunday to Thursday and 6 am to 2 am on Friday and Saturdays. This system is provided and monitored by the Golden Hills School Division. Any student abusing the internet is subject to removal of privileges/laptop. Students are not permitted to use internet sticks or other means of accessing the internet other than the Golden Hills monitored signal. We would encourage parents to install accountability software on their child’s computers to reduce the risk of harmful internet sites.



## **Pets**

Students are not allowed to bring or acquire pets with the exception of fish and small lizards.

## **Sound Amplification Systems**

There will be no sub-woofers or guitar amplifiers permitted in individual rooms. There is simply no need for these types of systems in such a close living space. Students who bring amplifiers will be required to store them in the Dean's office for use off campus.

## **Telephones**

Parents may call anytime but are encouraged to refrain from calling during study hours, devotional time, and after lights out.

Students are permitted to have cell phones however there is to be no calling or texting after lights out or before 6 am unless special permission is given by the Residence Assistant or Dean. Abuse of personal cell phones will result in confiscation.

In the interest of our students, we reserve the right to install monitoring software on any device if deemed necessary.

## **Room/Roommate Changes**

All room or roommate changes must be approved by the Dean. There will be no room changes permitted within the first month of school.

# **Weekly Residence Schedule and Expectations**

## **Wake Up**

**Monday - Friday  
8:30am**

Students are responsible for getting up on their own and being out of the dorm by 8:30am. Students who are habitually late will be given additional accountability in the form of wake up calls. However this is a short term solution and students are expected to develop this discipline. Failure to respond may result in additional measures including more detention work and possible required attendance at breakfast. A long term problem in this area can lead to removal from the residence program.

## **School Day\Free Time**

**Monday – Friday  
8:30am – 8:30pm**

During the school days students are under the direct supervision of teachers and administration. After school and until study hour, is considered free time. Residence staff will partner with parents to find constructive alternatives during this time (sports, fine arts, part-time jobs, tutoring, etc.), however it is ultimately up to the individual residence student to handle this free time responsibly. During this time there will be no direct supervision, however a Dean and Resident Assistant are on call. This same approach is taken throughout the weekend and reflects residence philosophy that students who attend PCA are ready to make decisions, with guidance, about free-time use for themselves.

## **Study Hours**

**Monday – Thursday  
8:30pm - 9:30pm**

A student whose mid-term or first semester report card show a course under 60% can expect no permissions given (except for required school activities such as sports, music, drama) to miss



this time movement may be restricted by the RA if it becomes distracting or too noisy. The purpose of this time is to begin winding down and preparing for study hour, devotions, and bedtime.

## **Lights Out/Late Lights**

**Sunday – Thursday\***  
**11:00pm**

**Friday**  
**2:00am**

**Saturday**  
**1:00am**

All students are expected to be in their own rooms with all overhead lights off. Permission for late lights for homework can be requested to the Residence Assistant or Dean.

\*Grade 12 Dorm student's Lights Out on Sunday-Thursday is midnight.

## **Room Checks/Cleanliness**

Room checks will be done by the respective Deans. Rooms will be expected to have beds neatly made, floors clear, garbage emptied, desks cleaned, closets clean/organized and laundry stored neatly. Students who do not have their room cleaned appropriately on this day can expect to be dormed until the room is clean.

## **Sunday Church Attendance**

There are a number of good evangelical churches in the town of Three Hills, many within walking distance of the dormitory. Although this is a mandatory requirement, students will be given the choice of church that they would like to attend (a list of local churches is included on pages 7 and 8). By the end of September, each student must indicate their church of choice. Students are encouraged to get involved in more than just the Sunday morning worship service in things like Youth Groups, Bible studies, worship teams, nursery care, etc. For those that do choose to be more involved with a local church, allowances will be given to accommodate them as long as it does not hinder their studies.

## **General Residence Expectations and Information**

### **Movies**

All movies, whether watched in a room or the TV lounge, must be approved by the Dean or an RA regardless of their rating. All movies will be screened through consultation with the following website: [www.kids-in-mind.com](http://www.kids-in-mind.com) or [www.pluggedin.com](http://www.pluggedin.com) . These sites contains a list of extensive movie reviews and even reviews popular music. If the RA. or Dean is still leery of the content they may simply choose to not allow the movie to be watched. Failure to seek permission in the case of personal equipment in rooms (T.V., computer, etc.) may result in temporary confiscation of such equipment. Repeated offences or other factors may result in a student's personal T.V. or computer being sent home or stored until the end of the school year. Movies must be watched during the appropriate times.

### **T.V.s, Video Gaming Systems and Computers**

There will be no televisions or gaming systems initially permitted in individual residence rooms. However, students who prove that they are mature enough to handle it may be given this privilege Computers are permitted in individual rooms. Students caught using their computers for gaming or watching movies during inappropriate times, or for wireless internet use without Dean approval will have their computers removed for an indefinite time.

### **Sickness/ Doctors and Hospital Appointments**

If a student is ill, they are required to call the dean by 8 am. Students who miss any part of the school day due to illness may expect to be "dormed" (confined to the dormitory) for the evening and prohibited from taking part in any extra-curricular activities. Should a student become sick during the day they are required to contact the dean through the school secretaries. If a Doctor's visit is required, the Dean will arrange and accommodate this.

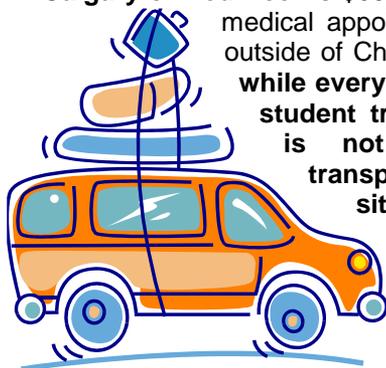
## Transportation Costs

Residence fees cover basic transportation requirements for students living in the residence. This includes:

- Pick up at the beginning of the year
- Christmas drop off and pick up
- Easter drop off and pick up
- End of the year drop off

This transportation is to the Calgary airport or bus depot or the Red Deer bus depot. The residence also provides a shopping trip to the city (Calgary or Red Deer) once per month (depending on vehicle availability and weather conditions). Students requiring transportation to and from the hospital will be provided by the Dean. Students asking for transportation outside of these situations will be required to pay an additional fee. **The charge for a return trip to Calgary or Red Deer is \$60.** This includes transportation needs for

medical appointments, examinations, or extra travel outside of Christmas and Easter. **Please note, that while every effort will be made to accommodate student transportation needs, residence staff is not obligated to provide special transportation outside of emergency situations.**



## Leaving Campus/Vehicle passengers

Students are required to receive Dean permission when leaving campus in ANY vehicle. Students are required to receive permission of the RA on duty when going to a local residence; mixed groups (boys & girls) must have adult supervision.

Students traveling outside of Three Hills or the immediate vicinity are allowed to do so with Dean **and** parental consent. However they must return by 10:00pm during the week or 11:00pm on weekends (Midnight for grade 12 students). Trips out of town during the week are a rarity and will only be permitted under special circumstances.

## **Vehicle Use**

Vehicles must be registered with the Dean upon arrival. Students will be required to park their vehicle in the designated lot. Students are responsible to ensure that their vehicles are insured and fully licensed meeting the requirements of the Province of Alberta. All students will be required to turn their keys into the Dean or RA. Any student caught driving erratically or misusing their vehicle may have their keys taken away or be required to take their vehicle home. Students on Conduct Probation may lose use of their vehicle for the duration of their probation. A student's vehicle key will be given out for individual requests approved by the Dean and the student must return the key after that 'driving event' is complete. Drivers are responsible to ensure Dean permission has been granted for each PCA resident student in the vehicle. PCA resident students with a vehicle who fail to do this or drive without permission may lose their driving privileges

## **Weekend Leaves**

Whenever students leave for the weekend they are required to make arrangements with the Dean and their parents by Wednesday of that week. When students are traveling with anyone other than their parents, parents will be contacted by the Dean to ensure that they are comfortable with this arrangement.

Any student wanting to go to another home for the weekend other than their parents, must have Dean **and** parental consent. Should there be a delay or change in plans while the student is away they will be required to contact the Dean immediately.

## **In Town Overnight Stays**

Students who wish to stay overnight at a friend's house in town may only do so with the Dean's permission and must have adult supervision. Students will not be permitted to stay in homes of students of the opposite sex.

## Residence Overnight Stays

Students wishing to have friends stay overnight must receive permission from the Dean or RA on duty. They are welcome to stay but may be required to pay a fee \$10.00 per night should their stay exceed three nights. They also will be required to purchase any meals eaten in the cafeteria. Visitors are required to abide by dorm procedures and rules. Should a visitor become a problem they will be required to leave immediately.

## Visitors in Residence

Non-parent visitors in the residence of the opposite sex are required to check in with the Dean or RA immediately upon arrival. These visitors will be restricted to the public areas of the dorm (lounge or office). All visitors are required to respect dorm rules and schedules.

## Vacations/School Year End

Christmas and Spring vacations run in accordance with the school calendar. Students are required to be in school until the vacations officially begin. Students who would like to leave early or return late must have permission from the Dean and school. Parents are asked to consult the Dean before booking flights or other transportation to ensure that there are no complications with the school or dorm transportation schedule. If students are from overseas they are required to make arrangements with the Dean to find a suitable home-stay for the Christmas vacation and will not be permitted access to the residence. The fee for the home-stay during these times is \$25.00 per day.



Students are required to be out of the residence within 24 hours of graduation unless otherwise arranged with the dean. Students wishing to leave after their last exam and prior to graduation must make arrangements with the Dean. Students wishing to leave prior to their scheduled exams must receive permission from the PCA academic office.

## **Practical Jokes**

Jokes are not funny when they disturb other people, destroy/damage property, and cause physical injury, hard feelings, humiliation or other emotional damage. No hazing or initiation rituals of any kind will be tolerated. Students who take part in these activities risk immediate expulsion from the PCA Residence program.

## **Open Dorm**

Open dorm is an opportunity for the guys or girls dorm to invite students of the opposite sex into their dorm for a brief period of time. During these times students are expected to have room doors left open. This is a Dean supervised time that will happen throughout each semester.

## **Room Security**

Keys are issued at the beginning of the year; any student who loses their key will be required to pay a \$25.00 charge for another key. Any student who loses or destroys their key card will be required to pay a \$15.00 fee for its replacement.

Please keep valuables and money to a minimum. Prairie Christian Academy does not assume any responsibility for the loss, damage, or theft of any person's property.

Prairie Christian Academy Dormitory Staff reserve the right to search any dormitory room.

## **Trespassing**

As tenants of Prairie Bible Institute we are required to be good stewards of the space that they provide us with. Students may not enter any building that is not intended for public use unless they are given permission by Prairie Personnel and the Dean. Any student caught trespassing in any building or climbing on any roof will receive an automatic fine of \$50.00 and will be responsible for all damages. Repeat offences may warrant suspension or expulsion from the dormitory.

## **Fire Safety**

Do not lock your doors while you are in your room. Halls and stairways must be completely clear at all times. No hanging items from light bulbs and absolutely no candles allowed.

### **Fire Emergency**

When a fire is discovered:

- 1) Pull down the alarm.
- 2) Shout Fire.
- 3) Call 911.



### **Fire Evacuation**

Someone yelling “fire”, a siren, horn, or bell may signal an evacuation. In this event students are to close their window and door and proceed immediately to a designated area for roll call.

### **Fire Extinguisher**

There are fire extinguishers at the end of each hall. Instructions are stamped on each unit. Do not aim the fire extinguisher at anything that might be electrically alive as injury or death could result.

## **Banned Items**

Items such as bow and arrows, ammunition, firearms (any type), paintball guns, knives, hockey sticks, baseball bats, lacrosse sticks, and swords are not permitted in the rooms. These items will be stored in the office or in most cases sent home.

## **Theft**

No theft of any kind, great or small will be tolerated. Any student caught stealing from another student, a local business, local home, or within the school will be suspended and possibly expelled from the PCA Residence.

## **Substance Abuse**

Prairie Christian Academy recognizes the danger to ones physical, psychological and spiritual well-being in the use of certain products. Therefore all dorm students are required to refrain from use of tobacco in any form, alcoholic beverages of all types, and non-medicinal drugs during the entire academic year, whether on or off campus. Students caught using these substances will be suspended and possibly expelled. Any student caught selling or dealing these substances will face immediate expulsion from the PCA Residence Program.

## **Pornography**

The pornography industry is a direct exploitation of all people involved. It has the potential to, and left unchecked it will, destroy the spiritual, emotional, and social well-being of all participants. Students who are caught viewing pornography will be assessed to see how deeply they are involved and either counseled by the Dean or required to seek counseling from a local pastor or Christian counselor. Materials that are not overtly pornographic but are deemed inappropriate by the Dean will not be permitted.

## **Foul Language**

Swearing, coarse joking, or inappropriate gestures are not accepted in the dormitory. These actions do not reflect the Christian values we are trying to uphold and create an atmosphere of hostility and disrespect. Students who do have troubles in this area are expected to show significant effort and improvement towards improvement.

## **Dating and Relationships**

Although students are not encouraged to seek this type of exclusive relationship, some do decide to date. In light of this, it is our desire that young men and women keep Christ at the forefront of every relationship. Undoubtedly within the context of “dating” this has the potential to become a little more difficult. Our goal is to teach these young men and women to understand members of the opposite sex in a way that promotes healthy interactions and a Godly view of one another.

Each student who embarks on this type of journey can expect to meet with the Dean. This relationship is intended to be one of accountability and mentoring where students will be challenged by the Dean to maintain boundaries that promote integrity and purity. Should this relationship become unhealthy and harmful to the students then they may be asked by the Dean to first rethink this attachment and eventually discontinue. However it is our intention that students learn to critically evaluate their actions and the actions of others thus empowering them to make mature decisions without needing to be forced.

## **Attitude**

No student is perfect, however each student is required to make the effort to follow procedures and rules to the best of their ability. It is inevitable that most, if not all, students will make a mistake in following dorm procedures and expectations at least once throughout the year. While we do not expect perfection, we do believe it is important for each student to accept responsibility for his or her actions and decisions. This can be demonstrated in their ability to successfully make restitution through punishments, added chores, or apologies. Although students are given an opportunity to defend themselves and tell their side of the story, they are expected to accept the final ruling or decision made by the Dean or RA without being argumentative, defiant or disrespectful. Students are also expected to refrain from gossip, backbiting, and slander. This sort of talk only tears down and undermines the dorm community. Students are given ample opportunity to voice their concerns and feelings, using the right avenues (talk to: a Dean, the Principal, or RA). Students who constantly complain, gripe, or gossip can expect to meet with both Deans and will be dealt with appropriately.

## **Communication with Home**

Parents play an integral role in the dorm community, therefore it would be impossible to be effective in maximizing the effect of the socialization that students receive here without your involvement. There is no better way to communicate positive decision making and empower a student who may be choosing a difficult path, than to have the same message being sent from all sides. Parents, Deans, teachers, and staff need to be on the same page. In the absence of proper communication, this is impossible. On our part we will make a commitment to communicating with home whenever there is a major issue and attempt to stay connected with parents via newsletters and mass email. However, it would be impossible to communicate information about individual students within these contexts. Therefore, we would ask that each parent make one phone call a month to check on his or her child's progress. The Deans are accessible through their cell phones at all times. We would love nothing more than to talk about your child and the exciting things that are happening within the residence. We value and thrive on your input. Parents are welcome to call or email anytime they have a concern. If possible it would be helpful that each parent have email or access to email, even if that means creating a Hotmail or Yahoo account and using your Public Library. General communications with home will occur via email.

### **Residence Personnel:**

**Sheila Adkins –Residence Dean for Women**

**(403)443-0512**

**[sheila.adkins@ghsd75.ca](mailto:sheila.adkins@ghsd75.ca)**

**Floyd Cotton – Residence Dean for Men**

**(403)443-0511**

**[floyd.cotton@ghsd75.ca](mailto:floyd.cotton@ghsd75.ca)**

# **PCA Residence Disciplinary Procedures**

Having read the previous handbook, students and parents should be informed enough to understand the mandate and direction of the Prairie Christian Academy Dormitory Program. While we will be gracious with students it is important that they understand that decisions have consequences, good and bad, depending on the nature of the choice. Students are expected to bear responsibility for their choices. In most cases, simply following through and completing the terms of the punishment and approaching discipline with the right attitude will empower the student to make appropriate restitution.

The purpose of all discipline is to restore the student to right standing within the dormitory. It is also aimed at ensuring that the dormitory remains a place where students have a sense of safety and belonging. Our goal is not to be a heavy weight on students who simply make a mistake(s).

## **Routine Discipline**

This type of discipline is for the smaller issues such as: late for study hour, devotions, curfew or school. This type of discipline will typically be handled by the appropriate dean and in some cases a residence assistant. Though there is a standardized approach to routine discipline (contact your Dean for specifics), the nature of this punishment is influenced by the specifics of the offence, student attitude and previous incidents. The Dean will assess this and deal with each situation on an individual basis.

## **Slightly More than Routine**

Examples of behavior that could fall under this are: defiance towards an RA, Dean, or another authority figure. As well, behaviors that would typically be classified under “routine discipline” can become borderline problematic when the same or similar problem behaviors continue to crop up. For example, a student who is late three nights within a one to two week period would demand a more severe action be taken. At this point the student will be dealt with, and parents contacted to ensure that everyone understands the process. At this

stage both Deans will be involved and the Principal informed, so as to ensure that expectations are communicated clearly with all parties involved. This also serves to send a message that the behavior is unacceptable and there is a need for change. Punishment at this stage could be room confinement for a day with no visitors allowed. The understanding at this point is that the next step could involve suspension from the dorm. We are looking for a noticeable effort towards changing this behavior.

## **Problematic**

When behavior reaches this level both Deans will be involved and parents and the Principal informed. Examples of behaviors that would fall under this could be: sneaking out, damage to the dorm or another person's property, theft, or repeated defiance. This could involve a possible one to three day suspension from the dorm, plus a temporary reduction or loss of privileges as determined by the Deans. Transportation for students within a reasonable distance of Three Hills is to be provided by their parents. For international students or those from farther distances outside of Alberta, arrangements will be made for them to stay at a local home for a cost of \$25.00 per night.

At this time students may be put on Conduct Probation. Conduct Probation will last anywhere from four to eight weeks after the suspension is served or may even take the place of a suspension. Every two weeks the Deans will assess the progress that the student is making and decide if any other steps need to be made. Students on Conduct Probation may not be allowed to participate in any extra-curricular activities or sports teams, depending on the circumstances. This decision will be made at the discretion of both Deans. At this point a formal letter will also be sent home to parents that would detail the infraction, steps taken, and potential future steps, should the same problem(s) continue to exist.

## **Extremely Problematic**

Behavior that may fit into this category could be: breach of conduct probation, or first time drinking, smoking, or a drug related offence. At this stage the Principal and both Deans will be involved. The minimum punishment is a three-day suspension plus a temporary

reduction or loss of privileges as determined by the Deans. Parents will be expected to assume all transportation responsibilities for students within driving distance. Parents of students that are too far to have students return home will be required to pay a \$25.00 a day fee for students to stay in a local home. Depending on the track record of the student within the dormitory, he or she may be removed from the residence program. All students who enter this stage of discipline will be placed on Conduct Probation.

In the event of removal a student must leave the residence immediately. It is the parent's responsibility to arrange transportation home or to another destination. This is intended to protect the individual student and others from further complications.

Students who are permitted to re-enter the residence after a first offence with these substances will be removed from the residence program if they are caught a second time. Any student caught dealing drugs or alcohol to anyone will be removed from the residence program on the first offence.

At any point in time, should it become necessary we will not hesitate to contact the RCMP or Alberta Social Services to ensure that each student or involved party is protected and their individual rights upheld.

## **Appeal Policy**

Removal from the residence program does not necessarily mean that the student will be expelled from the school. Removal from school is a decision to be made by the Principal following the procedures and protocol established by Golden Hills School Division. Parents who wish to have a decision of a removal from the residence program reviewed must initiate the process immediately. Parents of a student who is removed from the residence program must apply for a PCA approved home-stay arrangement (application does not guarantee approval) or the student must live with a parent in order to remain enrolled at Prairie Christian Academy.

## **Behavior Contract**

The purpose of the signing this contract does not mean that perfection is expected, rather that each student has carefully read the handbook and will attempt with God's help to follow it to the best of their ability. On the part of the parent it is to ensure that they too have read and understood it and will agree to support the residence program, as we attempt to enforce and uphold this contract to the best of our ability with God's help. If there is any aspect of this handbook that you have questions or concerns with please contact one of the Deans.



**Prairie Christian Academy**

[www.pca3hills.ca](http://www.pca3hills.ca)

**This contract must be submitted to the appropriate Dean and signed by parents before students are permitted into the residence.**

**Student Contract**

I \_\_\_\_\_ understand the Handbook and the expectation that I must live up to these standards. Should I fall short of the expectations, I can expect to receive consequences and will do my best to make amends for my behavior. I understand that I am in control of the choices that I make and can therefore be expected to, and will attempt to, accept full responsibility for my actions and their outcomes. Although I will not be forced to accept Christ I will give my best effort to respect and take part in all of the required spiritual components within the dormitory (nightly devotions, large group, and small group devotions).

\_\_\_\_\_

\_\_\_\_\_

Student's Signature

Today's Date

**Parent Contract**

As a parent(s) of \_\_\_\_\_ we understand the Handbook and will do our best to support and uphold the decisions of the Deans throughout the year. Should I have any concerns with any aspect of the dormitory I will commit to contacting the Dean. I understand that I am an active part of my child's life and therefore must be involved in their life while they are away from home. To the best of my ability I will support the Dean in all decisions and will commit to one phone call a month and more if I feel it is necessary.

\_\_\_\_\_

\_\_\_\_\_

Parent(s) Signature

Today's Date