

# ETHNOS ACADEMY HANDBOOK

## PURPOSE STATEMENT

The purpose of Ethnos Academy is to support the efforts of Ethnos Canada by providing quality education, from a Christian perspective, for the children of Ethnos personnel and children of students in the Emanate training.

## PHILOSOPHY OF EDUCATION

As we teach Academics at Ethnos Academy we attempt to care for the heart of each student, and in co-operation with parents, are preparing children for life. We provide our students with a biblically based education that develops the mind, nurtures the soul, and shapes the character. We endeavor to work closely with parents to support their responsibility in providing an education for their children. We emphasize the development of the total person: academically, spiritually, physically and socially.

### 1. Academically

We challenge each student to work toward his potential, recognizing that students may vary as to inherent and acquired capabilities. We endeavour to provide an education that will make it possible to pursue post-secondary education.

### 2. Spiritually

We endeavor to teach biblical principles, and are committed to teaching Scripture as the revealed Word of God, and that Truth is integrated into the learning experience. Students at Ethnos Academy are taught that God's truth is the only absolute truth.

### 3. Physically

We provide students with opportunities for physical development through athletic programs.

### 4. Socially

We endeavor to help each student develop healthy relationships, treating others with love and respect as persons created in God's image and becoming citizens with a positive influence.

## **REASON FOR EXISTENCE**

It was necessary to establish our own private school for three reasons:

1. Enrolment in the public school system is too costly for non-Canadian families in the Emanate Training.
2. Many of our students have parents training to be missionaries overseas and are here temporarily. The adjustments are so much easier in a small, private school setting where we can be in daily contact with parents.
3. The truths of God's Word and Christian values are of utmost importance.

## **ACADEMY COMMITTEE**

The Academy Committee exists to set policies and make decisions on numerous issues. It consists of six members: a Chairman, the Principal, a Financial Administrator, a Secretary, one person representing the Emanate staff, and one other individual.

## **ORGANIZATIONAL STRUCTURE**



## TEACHERS PREREQUISITS

The Academy Committee of Ethnos Canada will approve applicants for Ethnos Academy in fellowship with the Ethnos Canada Leadership Team. A suitable applicant will have a walk with God, be above reproach, have a desire to serve, and have the aptitude to teach children. Every applicant will be screened through the following process:

1. Be accepted as an Ethnos Canada Employee, Associate or Volunteer
2. Questionnaire
3. Police check
4. Face to face interview
5. Reading and agreeing to our abuse policy
6. Taking a child protection course

## ACADEMY IDENTITY

Name: Ethnos Academy  
Verse: "Sanctify them by the Truth, Thy Word is Truth." John 17:17  
Mascot: Polar Bear  
Colours: Red and White

## STATEMENT OF CORE FAMILY VALUES

All members of the Ethnos Academy administration, including the Academy Committee and teachers of Ethnos 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 at any stage of development is fully human and should be treated as such.
3. That we do not choose our genders, but they are God given and therefore to be acknowledged as such.
4. That extramarital intimacy is Biblically wrong.
5. That marriage is an exclusively heterosexual institution involving one man and one woman.
6. That homosexuality is Biblically wrong.

Ethnos Academy will consider admission for students from any family who is an employee, associate, or volunteer of Ethnos Canada, or is an alumni (graduate) of the Academy willing to support the Academy's Statement of Core Values and Philosophy of Education. These families will allow their children to be educated and influenced in an intentionally Biblical (Christian) environment. Continued enrolment at Ethnos Academy is contingent upon this same understanding and support.

## CURRICULUM

### Kindergarten – Grade 8

We use mainly the A-Beka program although teachers will have the freedom to switch to or include other curriculums. We provide French as a second language when a teacher is available.

### Kindergarten Acceptance Policy

We have determined that the deadline for acceptance into Kindergarten at Ethnos Academy is five years old by August 31st.

### High School

Because of our transient student body, teachers plan each year's courses for the High School according to student needs. Whenever a teacher is not available or qualified to teach the course needed we will provide a DVD course, online program or a correspondence course from several sources available. Following are minimum graduation requirements:

- 4 English
- 2 Bible (minimum of half a credit for each year attending the Academy)
- 3 Mathematics
- 3 Sciences
- 2 History
- 1 Foreign Language
- 1 Geography
- 1 Physical Education
- 9 elective credits to be selected from available courses

### **26 total credits required for graduation**

**Note:** Our graduates are accepted into colleges and universities in the USA. But, since we are a non-inspected school in Ontario, students desiring to apply to a University or College in Ontario would be required to take a minimum of six additional online courses, or attend a public school for an extra year.

## DAILY SCHEDULE

The daily schedule will consist of classes from 8:00-12:00 for everyone, with a recess mid-morning. Grades K-6 will have no classes in the afternoon except for Physical Education, and maybe art, music, or drama. Grades 7-12 will have afternoon classes until 3:30.

## **DISCIPLINE POLICY**

At Ethnos Academy we endeavour to work closely with parents. Any outstanding problems will immediately be brought to parents' attention and require their involvement and consultation.

### **Philosophy**

The purpose of the discipline policy is to enhance the learning environment, and to train and lead the student into maturity, self-discipline, and the development of Christian character and integrity. We seek to provide loving, consistent discipline within the classroom structure.

### **Discipline/Code of Conduct**

A student may be disciplined for misconduct which adversely affects the teaching and learning process. The goal of discipline is to correct the misconduct and modify the behaviour. We keep in mind the concept of corrective, progressive discipline. That is, penalties must be selected with an eye to applying the minimum discipline likely to be necessary to correct the offense and encourage acceptable behaviour. We seek to be fair and consistent.

Discipline should be applied progressively. Incidents of serious misconduct may warrant more serious disciplinary measures; therefore progressive disciplinary steps may be bypassed. The school has a code of conduct, but each teacher may establish additional behavioural expectations for his/her classroom.

The normal progressive discipline steps are:

- Step 1 - Verbal Warning
- Step 2 - Corrective Action
- Step 3 - Suspension: Disciplinary suspensions are for fairly severe misconduct and usually only occur after multiple corrective actions have failed.
- Step 4 – Dismissal: The Academy Committee may dismiss a student if necessary.

Incident Reports of a behaviour that requires correction should be submitted to the principal, who will send a copy home. Parents and their children must remember that it is a privilege to send their children to Ethnos Academy.

No corporal punishment will be used under any circumstance.

If there is a serious offense such as fighting, vandalism, etc., there will be an automatic one day suspension and the Academy Committee will be drawn in.

## Complaint Procedure

We believe in solving problems as close to the source as possible. Therefore, any person desiring to lodge a complaint against a staff member, a policy, or for any other reason, should follow the organizational structure by starting with the person responsible. This procedure might normally follow these progressive steps:

1. A personal meeting to discuss the problem must be held between the complainant and the teacher. Either party may ask the principal to attend.
2. If the difficulty is not resolved with an informal meeting between the complainant and the teacher, then a meeting will take place between the teacher, principal and complainant.
3. If the difficulty is still not resolved then both teacher and complainant should write up what the complaint is and a meeting will be arranged with the Academy Committee. The documentation should be given to the chairperson of the Academy Committee.

At no time shall anonymous letters or complaints be presented or accepted as any type of documentation or evidence. If parents do not have confidence or trust in the teaching staff they should remove their children from the Academy.

## CHILD PROTECTION/CHILD ABUSE

We believe all children have the right to protection from abuse, neglect and exploitation. We are actively committed to preventing child abuse. We endeavour to provide a safe, secure and loving environment for our students and staff. Any staff involved in teaching students of Ethnos Academy will have been screened through the appropriate channels with Ethnos Canada and will be very familiar with the Child Protection Manual included in both the Employee Handbook and the Campus Living Handbook. Teachers are required to take a Child Protection Refresher Course every year.

Any alleged abuse situations must be reported immediately by the teacher to the Bruce Grey Child and Family Services: **1-855-322-4453**. The teacher will notify the Academy Principal & Ethnos Canada Leadership that Family Services has been contacted.

We will abide by "The Child and Family Services Act" and cooperate fully with any investigation by the Bruce Grey Child and Family Services.

## **SCHOOL FEES/FINANCES**

All finances for Ethnos Academy are processed through the accounting department of Ethnos Canada. Tuition fees are as follows:

**Kindergarten:** \$500. per year

**Grades One-Six:** \$1,000. per year

**Grades Seven-Twelve:** \$1,200. per year

Please make arrangements for payment with the Academy Bookkeeper, in the Headquarters office. You may want to make a onetime payment, quarterly payments, or monthly payments. Billing commences in the month of July.

School Fees cover the cost of desks, chairs, textbooks, workbooks, electronic equipment, classroom supplies, office supplies, P.E. equipment, online courses, DVD curriculums, utilities and maintenance fees.

### **Discount for Larger Families**

Oldest three students will pay full price, next student would receive half price, and the fifth student would attend free of charge.

Students attending the Academy part time would be charged \$150.00 for a one credit course and \$75.00 for a half credit course.

## **SICKNESS**

We require the following:

- If a student has a fever, is vomiting, has a sore throat, or shows signs of a contagious illness he must stay home
- If a student develops any of these symptoms while at school we will ask one parent/guardian to come to the Academy and take the student home.
- Please report any allergies to the homeroom teacher and principal
- Academy staff will not hand out any medications
- Please inform the student's teacher and/or the Academy Office by 8:00 a.m., if your child will be missing school for any reason.

## **PHYSICAL EDUCATION CLASSES**

If a student will be missing P.E. class, please notify the P.E. teacher.

Even though we do not require uniforms for P.E. classes, students are expected to wear sports clothes, and tennis shoes, not school clothes. Students not wearing appropriate clothing will lose points which will affect the overall P.E. grade.

When P.E. classes are in session in the gym, we would ask that other children not play in the gym due to the noise level and distractions.

We would like to remind you that outside of school hours, children are your responsibility. According to the "Campus Living" policy handbook, children 8 years and older are welcome to play in the gym anytime, but remember, when they do so unsupervised, there are often incidents. Children will be expected to go home after P.E. class unless they have permission from parents to play.

Please help us by reminding your children to always tidy up after themselves by returning all sports equipment, including balls, hockey sticks and skipping ropes to their proper location. This also applies to personal belongings. Often shoes, socks, and even coats are left in the gym. We will provide a lost and found box for personal items.

## **SAFETY ON THE CAMPUS**

Please refer to the "Campus Living" handbook (pp. 14-16) concerning safety issues for activities such as swimming, canoeing, hunting, and rock climbing on the campus of Ethnos Canada.

## **CO-CURRICULAR**

We recognize the importance of co-curricular programmes and will provide them as we have staff available and/or student interest. Due to the size of our school we may not be able to provide all the activities each year. We will seek to implement the following whenever feasible: Intramural Sports, Yearbook, Music, Art, and Drama.

## DRESS CODE

**Girls:** Skirts or dresses of modest length, or jeans, are all acceptable. During warmer weather modest shorts are also permitted. For grades 7-12 we request that tops not have spaghetti straps. Also, please make sure the mid-riff is not showing. Hats are not to be worn in the classroom.

**Boys:** We request that boys Grades 7-12 not wear tank-tops to school. T-shirts are fine. During warmer weather modest shorts are permitted. Hats and baseball caps are not to be worn in the classroom.

**P.E. Classes:** Because of the expense of uniforms we do not require these, but sports clothes and proper running shoes must be worn. Students are not to come to P.E. class with school clothes.

**Indoor Shoes:** Each student and teaching staff should either have a pair of shoes or slippers that he/she leaves at school for wear only at school. Wearing socks in the Academy is also permitted. It is very difficult to keep the Academy clean if shoes are worn into school from outside. Your cooperation in this matter is appreciated because of the muddy conditions that exist on rainy days and with the sandy soil around the Academy.

## SUPPLY LISTS

<p><b>Kindergarten to Grade 2</b> Supplies will be provided.</p> <p><b>Grades 3-6</b> Pencils Eraser Ruler (with both metric and English) Pencil bag for storing supplies Ball point pen Coloured pencils Glue stick Scissors Back pack or sturdy bag</p>	<p><b>Grades 7-12</b> Pencils Pens Ruler (with both metric and English) Eraser Glue stick Small notebook for recording homework Pencil crayons Pencil case Package of 4" x 6" file cards for Science White-out Scotch tape Scissors One or two three-ring binders with dividers</p>
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