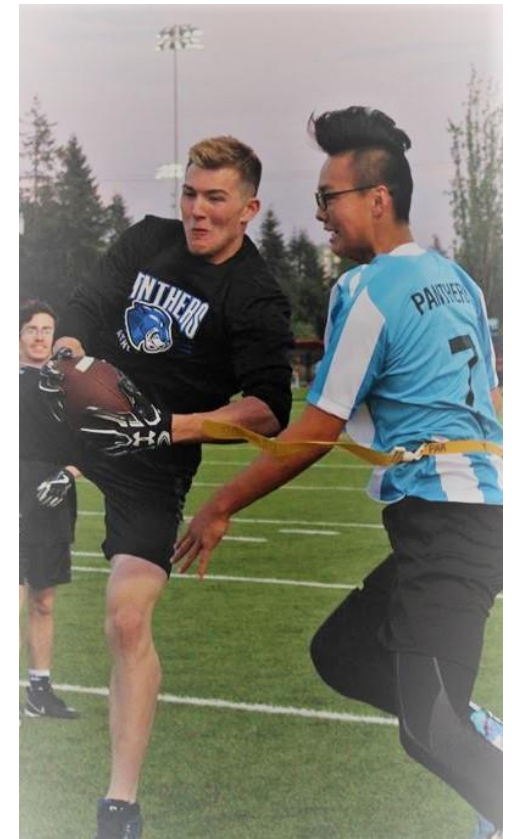
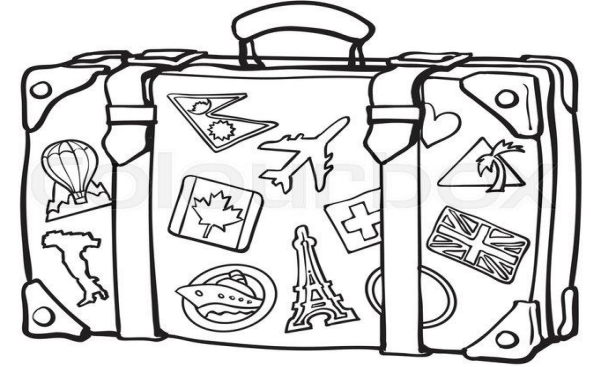




# Maple Hall Handbook

2019-2020





# Maple Hall 2019 – 2020

## Handbook

Dear Student

Thank you for choosing to be a part of Parkview Adventist Academy (PAA). We sincerely hope that your experience here will be both enjoyable and fulfilling as you grow intellectually, socially, physically, and spiritually. During the time spent at PAA, you will meet many people and face new challenges as you adjust to life away from home. Your success this year will depend, to a large degree, on how you choose to handle these opportunities. It is the desire of Dean Patti and myself to assist you through this transition. Our goal is to help each student build healthy relationships and find a closer relationship with Christ, both of which we hope will last a lifetime.

These guidelines, is this handbook, are here to help you live comfortably in a dormitory environment. Three of the most important goals for our dormitory are:

1. To enjoy a **Christ-centered** dorm
2. To **respect** everyone in the dorm
3. To live with **integrity**

As a student here, you need to become familiar with all of the information contained within these pages, because it is your responsibility to know and understand the contents of this handbook. If you have any questions, we will be glad to answer them for you. Best wishes for a great year!

Dean Kevin Clarke

P.S. My aim is to make great people better.

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# Contact Information

## Important Numbers

Campus Main Number: 403-782-3381

PAA Office: ext. 4109

PAA Fax: 1-866-931-2652

Maple Hall Front Desk: ext. 6000

Maple Hall Deans' Office: 403-786-2555 or ext. 6001

Maple Hall Fax: 1-866-230-8697

## Mailing Address

Maple Hall (room number)

6720 University Drive

Lacombe, AB

T4L 2E3

# Maple Hall Covenant

At Parkview Adventist Academy, our goal is to foster a community of Christians who share the purpose of academic progress, personal development, and spiritual growth. Participation in this community is a commitment to the Lord as our Savior and the growth of the whole being: spiritual, mental, social, and physical. To achieve these objectives, certain expectations are there to assure order in a dorm setting. When individuals join PAA, they freely and willingly choose to take upon themselves the responsibilities outlined in this covenant. While not all members of our community are Christian, they agree to uphold the following standards:

- Loving God and being accountable to Him are the primary motivations for Christian relationships and behaviour.
- The Bible is our authority; it provides the essential teachings and principles for personal and community conduct.
- God, through the Holy Spirit, places in every believer the inner talents and attributes to minister to others through supportive relationships.

## Standards of Conduct

All organizations have set standards and procedures to fulfill their standard of conduct. PAA students are to support the policies, procedures and standards we have adopted this year. Statements of policy announced or posted are valid as well, and may supersede those printed in this Handbook.

While we attempt to provide a loving home environment for our students, we recognize that some of the policies and standards of conduct are not the same as many parents and students follow in their own home. However, while enrolled at PAA, students and parents are responsible to acquaint themselves with the policies and standards contained in the Maple Hall Handbook and consistently follow them. A student's enrollment indicates a willingness to commit to the Christian lifestyle, policies, standards, and procedures that PAA promotes. A PAA student will model ethical and moral behavior both on and off the campus. Parents are equally responsible for knowing and complying with our facility's rules. The school wants to collaborate with parents to help their students succeed and enjoy their time at PAA.



# Registration & Year End Sign Out

You will receive a Maple Hall Registration Packet prior to moving into the residence hall. In the Registration Packet, you will find forms that need to be completed by both you and your parents/guardian. Financial clearance and all forms are to be completed before a student may move into the dorm. These forms include:

- PAA Residence Information – gives us a quick overview of student as well as contact information
- Statement of Expectations – agrees to follow and uphold the policies and procedures of PAA and the dorm
- Campus Leave Permission – gives us information on who, what, when, where, and how a student may leave campus
- Medication Consent – gives us permission to give students medications
- Electronics & Media Policy – outlines what the policies are
- Dormitory Student Vehicle Registration – all vehicles are to be registered with Facility Maintenance
- Maple Hall Room Check In/Out – gives us the condition of the room before move in
- Cafeteria – allows student to set up a meal plan

When you hand in your completed registration forms, you will receive a key and fob to which you are responsible. There is a \$150.00 charge for the cost of re-keying your room. Failure to return your key(s) will cost you \$15.00 and a new fob costs \$30.00. Please keep your doors locked when you are not in your room. Maple Hall/PAA is not responsible for any lost or stolen articles.

At the end of the year, keep the following steps in mind. First, we ask that you thoroughly clean your room; a checklist to assist with this process will be available at the Dean's office. When the checklist is completed, you will need to return your cleaning checklist to the Dean's office along with your room key. Secondly, you will sign the PAA Residence Information form, which signifies that you are no longer living in the dorm. The Dean will check the room for damages and cleanliness after the dorm is closed or the room is vacated. Any incurred damages will be deducted from your \$150.00 dorm room deposit. If damages exceed this amount, you will incur the price of repairs for the damages and/or applicable fines added to your account. Failure to follow the checkout procedure will result in additional charges to your account.

Checkouts will not happen during the Sabbath hours and transportation is not available Friday afternoon to Sunday morning. **All students should plan to move out of the dorm the day after their last exam.**

Returning students may keep items in storage for the summer.

# Dorm Life

## Citizenship

Living in a dorm environment offers students the opportunity to grow personally through new experiences and interactions with their peers. For many, this will be the first time away from home. Maple Hall's Citizenship Program is designed to provide incentives and guidelines for academy students living in Maple Hall. Up to 20 points are awarded weekly when students are successful in the following "dorm life" areas:

- Room cleanliness                      4 points
- Dorm chores                              4 points
- Punctuality                                4 points
- Study hall                                 4 points
- Leadership                                4 points

Points are awarded on a scale of 0-4, with zero representing "no participation" and "four" showing a student's willingness to "exceed expectations." Students can use points to earn extra privileges, purchase items at the dorm store, and qualify for prize draws or special outings – such as a trip to the Calgary Zoo or West Edmonton Mall. Students are advised weekly of their current points standing and any upcoming opportunities for utilizing points.

## Appropriate Items & Inappropriate Items

Each dorm room is fitted with a bed, dresser, bookshelf, desk, and chair for your use. We encourage you to bring items that will make your room your own and make you feel at home here. The following is a list developed from previous student's experiences and ideas of what to bring.

- Bible (also devotional books)
- Bedding (twin bed size, pillow)
- Towels/washcloths/soap and shampoo
- Shower shoes (especially guys)
- Personal hygiene items (deodorant, toothbrush, toothpaste, combs & brush)

- Power bar extension cord
- Desk lamp
- Laundry detergent/laundry basket/iron/hangers
- School attire/work attire/church attire
- Swimsuit/sports equipment
- Sleeping bag
- Headphones/earbuds
- Computer
- Bicycle and lock system
- Fan
- Microwave
- Small refrigerator
- Rice cooker
- Cooking supplies and eating utensils, if the student wishes to utilize the kitchen facilities

**The following is a list of items that not to bring.**

- Weapons - firearms (includes paintball & airsoft), machetes, knives, nun chucks, etc.
- Fireworks/firecrackers
- Pets
- TV/VCR/DVD/Blu-ray player (TVs cannot be used as monitors)
- External speakers - including iHomes, speakers that plug into the audio outlet or a USB
- Movies rated above PG13
- Video game systems and games
- Matches and lighters
- Ovens, hot plates, toasters
- Incense/candles/open flame items
- Jewelry
- Posters that are inappropriate (Dean's discretion)
- Computer games that are inappropriate (Dean's discretion)
- Parental-advisory music/lyrics

Bringing or having any of these items will result in having the item confiscated. These items will be returned at the end of the school year to a parent or guardian. If the item returns, the Deans reserve the right to confiscate the item(s) permanently. Some of these items carry a cash fine.

## Cash Fines

- Fireworks/firecrackers - \$300.00
- Weapons - \$300.00
- Misuse of fire safety equipment (includes windows and doors) - \$500.00
- Vandalism - \$100.00 + repairs
- Tampering with video security system - \$500.00 + repairs
- Being on opposite gender's halls - \$300.00
- Inappropriate disposal of personal garbage (such as leaving it in a lobby or hallway or depositing it in general use garbage cans) is fined at \$20 per day until removal. This also includes any cardboard boxes.

## Study Hall: Monday-Thursday

During the dorm Study Hall period, students are to be in their rooms studying quietly, with their doors open. Tutors are available to all students in the second floor lobby during Study Hall. Students may also work quietly in the Dean's office during Study Hall if they require assistance with homework. Students with all grades 75% or above are permitted to leave the dorm, but must remain on campus. On campus sign-out is required during this time to monitor the whereabouts of all students. **Taking out garbage and doing laundry is not to be done during Study Hall.** Students will have to manage their schedules around this time.

The weekly dorm evening schedule includes:

Time	Activity
7:30 pm	Chores
8:00 pm	Worship
8:30 pm	Study Hall
10:00 pm	Down Halls
10:20 pm	Last Check

## Curfew

At curfew, all village students are to leave Maple Hall and residents are to head to their rooms. Curfew times are:

- 10:00 pm Sunday - Thursday
- 11:00 pm Friday
- 12:00 pm Saturday

## Lights Out

The lobbies close at 10:00 pm on weeknights or and all students are expected to be down their halls preparing for bed. All village students and visitors are expected to leave the dorm at this time unless special permission is given. Students should be in their own rooms for room check with lights out at 10:20 pm or 20 minutes after curfew. Students should not be using electronics after room check, unless special permission has been given to complete homework assignments. Either a Resident Assistant (RA) or the Dean will check students' rooms at this time. **Preparations for bedtime should be done prior to lights out.**

## Room Cleanliness

Maple Hall has a room cleanliness policy to encourage students to keep their rooms organized and to develop healthy habits. Students are responsible for any activities held in their rooms and for keeping their own rooms clean. It is expected that students keep their rooms clean at all times. Maple Hall students have access to cleaning supplies to help ensure that their rooms are ready for the weekly room checks. Room inspections are held on Wednesday and Sunday during study hall. Students receive a room score of 0-100% with "zero" representing an untidy room that does not meet standards for room cleanliness. Up to four citizenship points are awarded for rooms that meet or "exceed" expectations. The number of points awarded are reflected on the student's "Citizenship" points chart (see Citizenship on page 11 for details). Untidy rooms will not be tolerated for an extended period of time and administration has other options, including a loss of privileges for extracurricular activities and weekend leaves, until the situation is remedied.

## **Chores**

Each student living in the dorm is required to do a daily chore. It is our hope that by caring for the dorm facility students will take ownership of the building and treat it as they would their home. At the beginning of each week, students will rotate to another chore to ensure fairness and the development of multiple skills. The designated time for chores is 7:30-8 pm on Sunday through Thursday, and 4 – 4:30 pm on Friday. The dorm will be closed to village students during these hours. Chores should be completed before weekend sign outs on Friday. If a chore cannot be accomplished because of team commitments, etc., arrangements need to be made with the Dean on duty for an alternate time.

## **Worship Attendance**

Worship is an important part of life for students at Parkview Adventist Academy. As staff, one of our primary goals is to help students develop a personal relationship with Jesus Christ. PAA provides several opportunities throughout the week for students to take time from their busy schedules to connect with each other in a worship environment.

Students are required to attend dorm worships, vespers, Sabbath School, and church. If for some reason a student is unable to attend, they must speak to the Dean on duty to see about getting permission to miss. At each of these events, an RA or Dean will be present to check you in. It is your responsibility to find the Dean or RA to make your presence known before taking a seat; otherwise, you may be marked absent. Being late or absent to either vespers, Sabbath School, or church will result in being room bound and/or losing electronics for 24 to 48 hours.

Being up to five minutes late will constitute a tardy for dorm worships and, after that, an absence. Being up to 15 minutes late for vespers, Sabbath School, or church will be a tardy; any time after that will be considered as an absence. Students who are tardy will lose their electronics for 24 hours. Students who are “absent” will lose their electronics and, in some cases may be dorm bound.

## **Closed Weekends**

There are four “closed” weekends during the PAA school year. These include the annual dorm campout (in the fall), Parent Weekend, Graduation Weekend and Alumni / PAA Days. Students are expected to support these activities by remaining on campus. Any exceptions must be approved in advance by PAA administration.

## **Right to Search**

The Deans and RA staff reserve the right to search student dorm rooms and vehicles, electronic media devices, and personal belongings at any time. Items deemed non-compliant with the dorm or school's standards, or which could be harmful to themselves or other students, will be confiscated.

## **Dress Code**

Maple Hall prides itself with having its students dress modestly and appropriately. If any of your clothes are inappropriate, you will be asked to change into more suitable attire. Repeated wearing of inappropriate clothing will result in the item being confiscated until the end of the year.

### ***General School and Campus Wear***

All clothing must be modest, neat, and clean. Dresses, skirts, and shorts must be closer to the knee than to the hip. Clothing should not be translucent. Tops must cover the shoulder and not show cleavage. Undergarments should not be seen, including bra straps and underwear. Leggings / "yoga pants" can be worn with a shirt that comes to mid-thigh. Items with "spaghetti" straps are not allowed. Jewelry is not permitted and will be confiscated if worn outside of your room.. Tight, revealing clothing is not acceptable.

### ***Vespers Dress***

Both males and females are permitted to wear jeans to vespers providing they are clean, free of holes, and represent your best. Shorts, every day jeans, school clothes, t-shirts, and items on the head such as baseball caps, do-rags, etc. not appropriate for vespers dress. Leggings may not be worn to vespers unless under a school approved skirt or dress; they may not be worn to lengthen a skirt or dress. Yoga pants are not appropriate dress for vespers. Jewelry is not permitted and will be confiscated.

### ***Church Dress***

Males may wear suits, dress pants, khakis, or corduroys, and are to be worn with a button-up dress shirt, sweater, turtleneck or sweater vest, and dress shoes. Jewelry is not permitted and will be confiscated.

Females may wear dresses or skirts that are closer to the knee than the hip. Skirts can be worn with a blouse, sweater, dress shirt, or cardigan. Dress pants are permitted in place of skirts. Jewelry is not permitted and will be confiscated.

## **Public Display of Affection**

The lobbies and common areas are not a place to exchange intimacies. Please respect the rights of others as you interact socially. All residents and visitors are to conduct themselves in a way that will allow everyone present to be comfortable. Physical intimacy between two people is a private matter. Couples should refrain from public display of affection (PDA) – including massaging, sitting, or laying on each other - while in the residence hall lobbies or anywhere else on campus. Repeated public displays of affection may result in a couple being on “social” where they will not be allowed to communicate for a designated length of time.

## **Dorm Club**

All PAA residents of Maple Hall are members of the Dorm Club. The dues are \$50.00 for the school year. These funds are used for planned activities for the dorm residents. Club officers are elected at the beginning of the school year. The officers for the clubs must be returning students with good citizenship and not on probation.

## **Sick List**

Residents who are too sick to go to school in the morning must contact the morning Resident Assistant, ext. 6000, before the start of their first class or 9:00 am whichever comes first. Students will turn in their electronics to the RA at the time of reporting his/her illness. The RA will notify both the dean on duty and PAA of the student's illness. The dean's office has over-the-counter medications for the common cold and other minor ailments. If you are placed on the “Sick List”, you must stay in your room until the following morning. Meals will be provided at your request. Electronics will be returned the following morning if the student is well enough to go to school. Please note that it is the student's responsibility to tell the RA of their illness. If a resident becomes sick during the day at school or work, he/she must go to the PAA office and speak with the Principal or Vice-Principal to be excused and sent back to the dorm. Electronics will be handed to PAA and will be returned the following day.

## **Town Trips**

There is a shuttle bus that goes to town every Thursday from 5:00 – 7:00 pm; there is no charge for this service. Students must pass the room inspection on Wednesday to participate in the town trip on Thursday. Please plan your shopping needs in accordance with this schedule as it is the most cost-effective way to travel to Lacombe or Red Deer. Emergency trips to the doctor's office/ER will be provided as needed. Specialty trips for individual students are charged at a rate of \$5.00 for trips to Lacombe and \$30.00 for trips to Red Deer.



## Vehicles

Vehicles must be registered with Facility Maintenance and the Dean's Office. You must park your vehicle in the parking lot assigned by the Transportation Department, failure to comply will result in your vehicle being ticketed. Parking or driving on the lawns or sidewalks is not permitted. If you have a car and would like to take other residents, drivers/owners must:

1. Be 21 years of age or older,
2. Provide a copy of a driver's licence and insurance,
3. Be listed on the resident's campus leave form.

If a resident is found to be abusing his/her driving privileges, keys will be apprehended and they will lose these privileges for a period of time. Students are required to leave one set of car keys with the office. Special permission for students to carpool home can be made if permission forms are filled out with PAA administration. The approval process for special permission to ride with an underage driver must be applied for at least three days prior to the date of departure to allow staff to get the proper paperwork submitted and signed.

## Medications

Only dorm staff and school administration (Principal, Vice-Principal, and School Secretary) are allowed to dispense medications, along with the following:

- A parent or guardian may authorize dorm staff or school Administration to administer non-prescription medications during the school day, while engaged in school activities, or as a resident on the campus by completing the appropriate section of the Consent for Medical Treatment form.
- Students may keep vitamins in their dormitory rooms. If a student is found to have non-prescription and/or prescription medication (including Chinese herbal medicines) in their rooms, we (the Deans) reserve the right to confiscate these items.
- All physician prescribed medication must be secured in the Dean's office. Medications are given only with complete parental consent forms on file and physician orders (standing physician orders or the student's physician) are followed. The exception to this is if a student has a confirmed diagnosis of asthma/diabetes and needs their inhaler/insulin or EpiPen with them at all times.
- The school will not become involved in non-therapeutic or homeopathic dispensing of herbal/non-traditional medications if a Drug Identification Number is not on the label.

## **Bicycles**

Storage for bicycles must be arranged with a Dean. Bicycles may be stored in the resident's room provided they are clean and in good working condition. You must have a lock to prevent your bicycle from moving for insurance purposes. Maple Hall assumes no responsibility for stolen bikes.

## **Garbage Dumpsters**

It is your responsibility to collect your personal trash and take it to the dumpsters. The lobby, laundry room, and bathroom trash cans are for incidental trash from those areas only. Do not put your room trash in these trash cans. If garbage is left anywhere in the dorm, a \$20.00 fine per night will be levied.

## **Pets**

You should not bring your pets with you to school. They are to be left at home. An exception will be made for fish, however, the dorm will not take responsibility for them during breaks or throughout the year. At the end of the school year, all fish must go home with their owners.

## **Guests**

Non-dorm residents may visit in the 3rd floor lobby; the 2<sup>nd</sup> floor lobby is primarily reserved for our university residents. Visitors should not be down the halls during school hours or designated closure times. The RA or Dean on duty may give permission outside of school hours. Guests are expected to follow the same rules as the residents of Maple Hall. If you wish to have an overnight guest, permission must be obtained from the Dean and the parent/guardian of the guest prior to their arrival. They must register in the Dean's office upon their arrival.

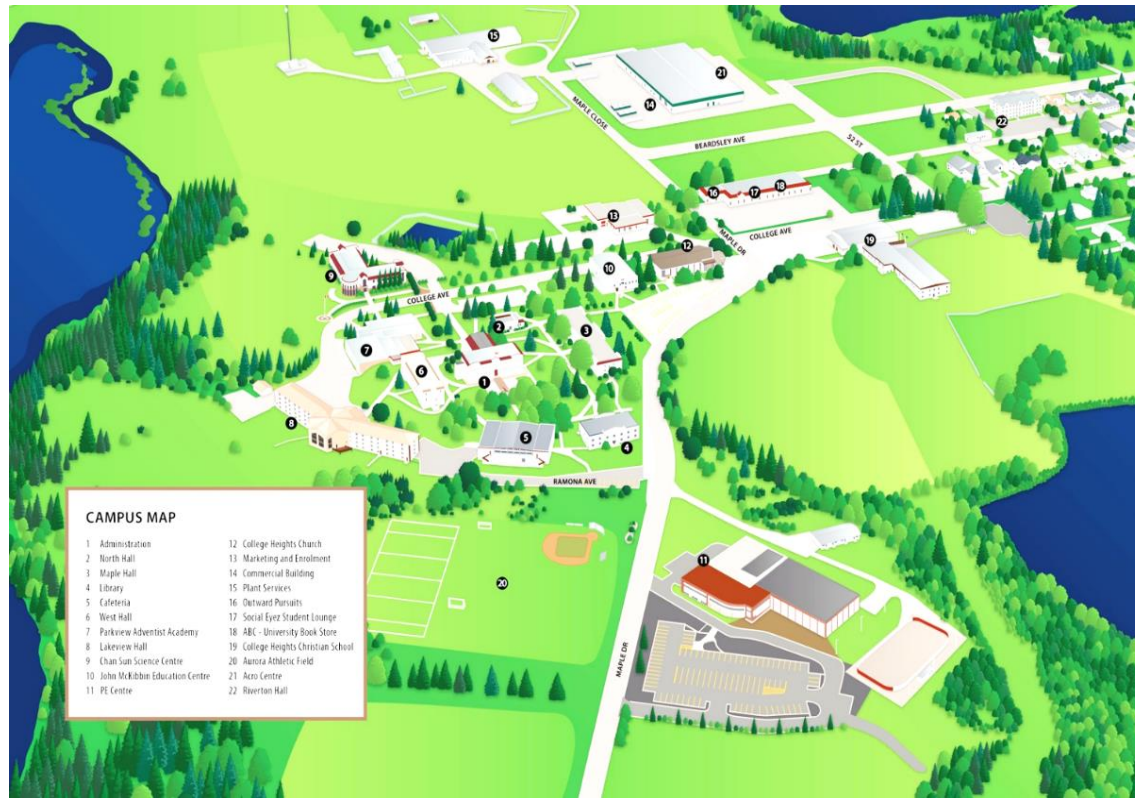
*Wisdom has the advantage of giving success. Ecclesiastes 10:10*

# Boundaries

The campus boundaries are:

- West boundary - Lakeview Hall
- North boundary - College Avenue
- East boundary - University Drive, with exception of the PE Complex
- South boundary - PE Complex and Aurora Field

Please note that Lake Barnett, Lake Barnett Fire Pit, Casey's Cabin, the Ice Rink, College Heights Christian School (CHCS) and Lake Elizabeth are off campus. **The Administration Building is accessible to students during regular business hours only.**



# Sign Out Procedures

Maple Hall administration is directly responsible for student safety. Failure to sign out properly places both administration and the student at risk. This is why we choose to take situations where a student goes AWOL (absent without leave) very seriously. If a student is unwilling to follow Maple Hall sign out procedures, then he/she can no longer be a resident of the dorm. Administration reserves the right to deny weekend leave and home visitation requests if the student plans to visit a location that does not support sign out procedures or expected standards of supervision. Emergency leave situations are dealt with on an individual basis with the Deans.

## Regular Day Trips

Residents must receive permission from the Dean when signing out of the dorm. You will need to provide them with the following information:

1. Where you wish to go,
2. How you are getting there,
3. When you are leaving,
4. What time you will be back,
5. What you will be doing,
6. Whom you are going with.

In addition, the following guidelines apply:

- If your destination is to someone's house, a direct invitation from the supervising parent(s) must be provided. This invitation should be in the form of a phone call in which the Dean or RA on duty speaks to the adult giving the invitation.
- If the dorm student will be leaving before 4:00 pm on weekdays, they must receive permission from the school office. If permission is given, they will provide the student with a permission slip to bring back to the Dean, which will be placed in the student's file for documentation.
- The choice of transportation must be approved and written in your campus leave form filled out at registration, whether it be by car, walking, biking, taxi, or bus.
- The Person(s) transporting residents must come into the dorm for student pick up.
- **Residents may not leave campus until the Dean has granted permission.**

## Overnight & Weekend Leave

- An Absence Request Form **must be filled out and turned in to the Dean's office by Wednesday night** of the leave weekend. Not turning in the request in a timely manner may result in a denied leave request.
- A direct invitation from the supervising parent(s) must be provided. This invitation should be in the form of a phone call to the Dean or RA on duty.
- Permission from the resident's parents will also be required after the invitation comes in.
- Steps from the "Regular Day Trips" section apply in this situation (see page 21).
- **The Dean has the right to deny any Absence Request.**

### *Other Important Information Regarding Campus Leaves*

- Falsifying information for either a regular day trip or an overnight leave will result in a Discipline Committee meeting, and possible loss of privileges.
- All weekly, sign out return times will not be past 7:30 pm, unless special permission has been requested and granted.
- **Weekend leaves end on Sundays at 7:30 pm.** We ask that all students be back by this time unless a Dean grants special permission. Parents should be in contact with the Deans if their child will not be back by this time.

**Please note that with all sign outs, the Dean on duty has final say while students are in their care. This is for the safety of both the students and dorm staff.**

## Transportation

Maple Hall residents must meet the following:

1. Have written documentation from your parent(s) stating that you may ride with "John Doe", and to put his/her name on your driving list or just for the particular trip you are requesting.
2. Be 21 years of age, unless immediate family.
3. Show a driver's license verifying legal age to the Dean on duty.

## Transportation Options

Transportation is available for travel to and from the university by visiting the university website at:

<http://www.burmanu.ca/transportation>. Transportation to the Edmonton International Airport is \$44.00 (one way), plus tax; the cost for transport to the Calgary International Airport is \$66.00, plus tax (one way). These prices reflect costs for transportation to the venues during REGULAR transportation runs. Additional fees are charged for trips outside of the posted transport times or on short notice. Transportation can also be arranged through this service to the Red Arrow bus stop or Greyhound bus station in Red Deer. The Deans are available to help international students with these arrangements. **Please DO NOT schedule arrivals or departures for Friday evening or Saturday as Burman Transport does not operate during these hours, and no one will be available to pick you up.** Lacombe city buses and “The Bolt” are other methods of transport that pick up students on or near the Burman University campus. More information about The Bolt is available by visiting their website at <http://www.lacombe.ca/living/bolt-transit>.

## Christmas Break Policy

All residents are required to leave Maple Hall during Christmas break. This is the only time during the school year that the dorm closes. It is open for all other breaks and holidays. All requirements for overnight/weekend leaves apply to all breaks.

- Requests to leave early or return late must be approved by the Maple Hall Administration.
- The dorm will close at 12 noon at the beginning of Christmas break and reopen at 12 noon on Sunday at the end of the break. Let the Deans know as soon as possible if you need help arranging accommodations.

*Trust in the Lord with all thine heart: and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths. Prov. 3:5, 6*

## Resident Staff

There are a male and female Dean, a team of resident assistants, and night supervisors who help manage Maple Hall. They are available to assist and guide residents. They are also here to help support the policies and procedures developed by PAA Administration and the Deans. There is a Dean available 24 hours a day. They are available by cell phone if they are not in the dorm.

# Christian Conduct

*Wisdom has the advantage of giving success. Ecclesiastes 10:10*

“Manners maketh a man...It is by politeness, etiquette and charity that society is saved from falling into a heap of savagery.” -  
*William of Wykeman*

Throughout the Bible, Christ modeled the conduct necessary for living in harmony with each other and with Him. At Parkview Adventist Academy, our goal is to provide a safe and caring environment where:

- Learning increases when goals are set.
- Students can succeed.
- Success is found in student’s ability to self-govern.
- Conduct ourselves using the Bible as the standard.

Jesus emphasized that we “should love one another” and that we should even “love our enemies”. Our conduct should be gracious, kind, patient, and respectful. When a student makes poor choices, he/she will be given an opportunity to “make it right”. This may include the principles of peacemaking as described in Matthew 18. It is our hope that the students who attend our school may grow into mature Christian men and women. Personal conduct is a choice each student chooses. By making the choice to be a PAA student, he/she is choosing to live by the following expectations:

- Please do not express disseminating ideas or display attitudes that undermine the philosophy of Christian education, doctrines of the Seventh-day Adventist Church, or the ideals and objectives of Parkview Adventist Academy.
- Always be respectful through your actions and tone when dealing with each other, staff, faculty, or delegated authority.
- Do not promote atheistic or spiritualistic ideas, experiment with or possess spiritualistic games or devices.
- Be honest, do not deceive or take anything that is not yours. When you borrow something, ask first and return it when you are done with it.
- Language must be uplifting without profanity, and not include any disparaging comments/acts relating to race, gender, or religion - even when “joking” with friends. **Inappropriate discussions will not be tolerated.**
- When at work or class, do not use any electronic devices (including cell phones) without permission. Cell phones are not allowed during worships, vespers, Sabbath School or Church.
- Do not sell any goods or services on campus without permission from administration.

## Our Christian Life Goals

The following is a list of words to live by. These words, as part of your daily living, not only show that you care about yourself but that you care about others also.

<b>Friendship</b>	Demonstrating understanding and concern for others
<b>Courage</b>	Standing for what is right even if you stand alone
<b>Honesty</b>	Revealing truth through thoughts, words, and behavior
<b>Initiative</b>	Moving from thought to action
<b>Perseverance</b>	Completing what you start, no excuses
<b>Purity</b>	Lovely: free from blemish or guilt
<b>Respect</b>	Honoring oneself, others, and the environment
<b>Responsibility</b>	Doing what's right: being accountable for your choices
<b>Service</b>	Putting others' needs before your own



# Conduct That Will Not Be Tolerated

The following actions will mean an immediate referral to PAA administration and, possibly, the Discipline Committee:

## **Theft**

Students who are caught stealing another's belongings or taking something that is not theirs will automatically be referred to the Discipline Committee.

## **Using or Providing Drugs**

Using and/or supplying tobacco or "vaping" equipment or supplies (including non-nicotine products), alcoholic beverages, narcotics, illegal drugs, marijuana, any other hallucinatory agent, or improper use of inhalants or prescription medications is not permitted. Providing prescription drugs to anyone other than the intended user will be treated with the same seriousness.

## **Off Campus During Curfew**

Residents who choose to be off campus without permission during dorm curfew hours (e.g. from 10 pm to 6 am on Sunday - Thursday; 11 pm to 6 am on Friday; and 12 midnight to 6 am Saturdays) will be referred to Administration for disciplinary review. Curfews are in place to help ensure student safety and breaking curfew is considered a serious offense.

## **Harassment**

As Christians, we recognize the equality of all; degrading conduct towards others will not be tolerated. This includes provoking or participation in fighting, harassment, hazing, initiating, wrestling, or any act that injures, degrades, or disgraces another person.

## **Tampering and Destruction of Property**

Tampering with lights, locks, windows, wiring, telephones, fire alarm systems, and/or electrical equipment is a danger to yourself and others. Willful destruction of school property or the property of others will not be tolerated. Significant fines will be levied for each offence (see "Cash Fines" on page 12).

## Possessing Weapons

Weapons can include firearms (including real or look-alike guns of any kind), knives (including kitchen knives), ammunition, firecrackers, and explosives of any kind, flammable articles and fluids. (Camping knives should be checked in with the Dean for safety.)

## Insubordination

The process for teaching accountability may be unique to each student. Opportunities will be provided for students to make positive changes. If, however, a resident repeatedly chooses to ignore opportunities to make the necessary changes in their behaviour, the student will be referred to Administration for potential referral to the Discipline Committee.

## Being on the Opposite Gender's Hall

Males and Females are not permitted on opposite gender halls. This includes opening the hallway doors and standing in the doorway of the opposite gender's assigned hallway.

*Now all discipline seems painful at the time, not joyful. But it later produces the fruit of peace and righteous for those trained by it. Heb. 12:11 NET*

## Electronics and Media Policies

Cell phones are welcome on campus, but are not to be used in church services, classes, chapels, or worships. If a resident's phone is seen in any of these settings, the Dean or RA reserves the right to confiscate it.

Each room is equipped with a landline. Your room phone can be used to contact you by anyone. If your family or friends need to phone you, they can call 403-782-3381, once connected, they can dial "6" plus your room number. For example, if your room number is 228, your phone extension would be 6228.

Computers must be registered with the Dean's Office and at Computer Services to access the free Burman internet services offered on campus. Residents may temporarily lose their computer privileges if they do not use them wisely.

No computer games should be rated higher than teen (T). The dorm reserves the right to confiscate computers/games that do not coincide with these standards. At the same time, residents may be asked not to play certain games due to content.

Please be sure to read your policies about electronics and media before signing them.

*Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O Lord, my strength, and my redeemer. Ps. 19:14*

## Dorm Facilities

### Rooms

Do not remove or add furniture without the Dean's permission. Each room has 1-2 windows, in which blinds are furnished. Most rooms are setup for single occupancy. However, if space does not permit then double occupancy will occur. Double occupancy can be requested.

PAA reserves the right to enter and inspect a student's room in the event of a room search whenever necessary. Two or more people, never alone, will conduct these searches. Students accept this when they rent a room in the dorm.

When decorating your room, keep in mind that PAA is a Christian school. The resident will be asked to remove any posters or decorations deemed inappropriate from their dorm rooms. If the items are not removed expediently, they will be confiscated and given to the resident's parents/guardian on their next visit or at the end of the semester upon checkout, if requested. If the item is returned at the end of the 1<sup>st</sup> semester, it must not reappear in the dorm 2<sup>nd</sup> semester.

The Deans will supply each student with a package of poster putty. If you need more poster putty, you will need to purchase it yourself. *Tac 'N' Stick* from Ross and *Fun-Tak* from Lepage's are the only approved picture hanging methods. Do not make holes in the walls. If holes are found in the walls, the cost to repair and paint will be deducted from your room damage deposit.

*Let not your heart be troubled: ye believe in God, believe also in Me. In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also. John 14:1-3*

## Surveillance System

Maple Hall is a dual gender dorm where males reside on the South end and females on the North end. There are 22 high-definition cameras placed in all the common areas of the dorm, which also includes hallways. These cameras record on motion only and the system can be accessed from the Dean's computer at home if necessary. The monitor for these cameras is located in the Dean's office. Students are encouraged to lock all entry doors, which provide access to their rooms (e.g. both the hall doorway and the bathroom door in the girls' rooms), as well as remove their items from common areas when they are not using them. Maple Hall cannot be responsible for lost or stolen items.

## Halls

Because there are both cameras and windows available to view the halls by the public, we ask that students dress appropriately down their halls. There is to be no boarding or biking down the halls. Recreational equipment will be confiscated if they are being used down halls and in lobbies.

Male or female students are not allowed on the opposite gender side of the dorm unless given permission by the Dean on duty and they are accompanied by an RA or the Dean.

Only Maple Hall residents are allowed down the halls. Non-dorm students and parents may get permission to go down the halls from the Dean. Village students may be permitted to be in a friend's room if they have received permission from the Dean or RA on duty between 4 pm and curfew. Non-residents who do not comply with these requests will be asked to leave the building and dorm residents will be given a strike.

## Second Floor Lobby

The 2<sup>nd</sup> floor lobby is divided into three distinct areas: the sitting/visiting area, the reception desk, and two computer workstations (bring your own laptop). **The sitting/visiting area and computer workstations are primarily for *Burman Maple Hall residents*, their family members, and friends.** The Reception Desk area is for the desk worker on duty only. Because of the open floor plan of the lobbies, we ask for mutual respect in keeping the noise level down at these times:

- 8:00 to 10:00 pm when worship and Study Hall are in progress
- After 10:20 pm when the PAA Maple Hall residents have gone to bed
- After 12 am midnight when the lobbies are closed to all students

## Third Floor Lobby

The 3<sup>rd</sup> floor lobby is a sitting/visiting area for *PAA Maple Hall residents*, their family members, and friends.

- The lobby is closed for tutoring sessions between 8:30 – 10:00 pm Monday through Thursday
- Visitors must remain in the common area
- University students are not permitted in this lobby

## Kitchenette

The kitchenette is located on second floor past the public washroom. It is available for the use of PAA residents until 7:30 pm and Burman University residents until 10:15 pm each night. Students who wish to use the kitchen facilities will need to bring their own cookware and eating utensils. To gain access to the kitchen, students must obtain a key from the Dean or RA on duty in exchange for something of importance to them (i.e.: cell phone or ID card, as collateral). Students will have their item returned once a Dean or RA on duty has checked the kitchen. The following guidelines also apply:

- Cooking of meat is not permitted
- Must have respect for fellow residents
- Kitchen must be left clean

The Deans reserve the right to shut down the kitchen or restrict access if the above guidelines are not followed. Cooking in your room is permitted in microwaves and rice cookers. Due to fire hazards, no other electrical cooking appliances are permitted.

## Bulletin Board Announcements

The white board, located in the 2<sup>nd</sup> floor lobby and main hallway bulletin board, will keep you informed of other campus and community events and announcements. Announcements will also be given following worship.

## Dorm Store

The dorm store sells drinks, snacks, and other treats, and is located in the Dean's back office. All profits go towards the Dorm Club, and for dorm special events. The store is open during the day while the Dean or RA is in the office and will be closed at 8:00 pm Sunday through Thursday and a half hour before sundown on Friday or whichever is first. The dorm store will reopen Saturday after sundown.

## Laundry Room

Both PAA and Burman Maple Hall residents share the laundry rooms. Keep this in mind as you do your laundry and practice common courtesy when interacting with your fellow residents. Separate laundry rooms are provided for girls and boys. Students are only permitted in the laundry room of their gender. The laundry rooms are available to use throughout the week with the exception of Sabbath. The laundry will be closed 30 minutes before sundown or at 7:30 pm on Friday and reopen Saturday sundown. The laundry room will also be unavailable after 8 pm on Sunday through Thursday. **There are no exceptions to this scheduling.** Please plan your laundry time accordingly. If assistance is needed in running laundry equipment, please contact the RA or Dean on duty.

# Campus Facilities

## Parkview Adventist Academy

PAA is the school in which you will be attending. Students are required to leave Maple Hall by 8:15 am when leaving for school. Cell phones will be taken and returned the following morning for those leaving the dorm after 8:15 am.

## Cafeteria

The Cafeteria hours are posted on the bulletin board. Please take note of the change of hours during school breaks and in May and June when the Burman school year has ended and there are fewer students on campus.

## Hideout

This facility is located in the basement of the cafeteria. The Hideout serves as a recreational area for students to enjoy. It is equipped with a camera surveillance system for monitoring purposes. A student's rights to this facility may be revoked if they do not abide by proper conduct and courtesy. Any public display of affection in this area is not permitted and will be dealt with appropriately.

## Physical Education Center

The gym is equipped with basketball, volleyball, badminton, racquetball courts, a pool, and a rock wall. Only indoor gym shoes with non-marking soles will be allowed in the gym. These facilities may be rented out for public use or the use of PAA and Burman University's sports teams. When these facilities are in use, students must inquire about their use before they may join in or use them. The weight room is well equipped and if you are interested in joining, you can charge the membership fee to your student bill. Students currently enrolled in Physical Education (PE) classes have free use of the facilities during the semester they are taking PE. A student's rights to the gym facility may be revoked as punishment or failure to comply with gym policy and procedures.

## Outdoor Skating Rink

The outdoor ice rink is beside the gymnasium/pool complex. It is usually open from November to February, depending on the weather. A hockey helmet needs to be worn when on the ice. The Ice Rink is deemed off campus, and Maple Hall students must sign out prior to going there.

## Library

The library is available for all PAA and Burman University students. It can be accessed throughout the day, with the exception of worship and dorm Study Hall times for computer work or homework. PAA students are only permitted to be on the main level. Students with a GPA of 75% or above in all classes may access the library during Study Hall hours by signing out in the dorm office.

*I can do all things through Christ who strengthens me. Phil. 4:13*

# discover.



More about Parkview Adventist Academy. Visit our website at [www.paa.ca](http://www.paa.ca)