

Parkview Adventist Academy

Student & Parent Handbook



office@paa.ca

1-587-815-8800

Facebook:

@ParkviewAdventistAcademy

Instagram

@1907PAA

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Welcome—We're glad You're Here!

We are happy you have chosen to become a part of our community. This handbook provides an overview of what you might want to know about how things work at Parkview Adventist Academy (PAA). Our community has students from many different backgrounds. And while the Academy is owned and operated by the Seventh-day Adventist church, all students who are interested in a Christian education are welcome to apply. Jesus Christ is our example and we seek to honour Him by encouraging each other to develop mentally, spiritually and physically, integrating faith and learning and maturing in Christ.

Who Can Attend

PAA offers a quality Christian education to students in grades 10-12 from all walks of life, cultures, and religious affiliations. **We welcome applications from anyone in grades 10-12 who:**

- Meets academic criteria (successful completion of grade 9)
- Is willing to follow the rules and be a positive part of our community
- Can treat others like Christ would treat them.





Our History

The history of Parkview Adventist Academy (PAA) goes back to around 1900 when railroad construction and free homesteads attracted settlers to the prairie provinces. In 1907 the school was established in Leduc, AB. In 1907 the present location of Burman University in Lacombe was selected as a permanent site, and building construction began. Over the years, the school went through several name changes, with the high school division established in 1947. In March of 1982, the Academy was officially separated from what was then Canadian Union College (CUC) and renamed Parkview Adventist Academy. Today, CUC is known as Burman University. More recently, the Alberta Conference of Seventh-Day Adventists assumed ownership and operation of PAA in the fall of 2020. Through the transition away from Burman University, we again began construction on a new stand-alone facility. We moved into the brand new building in September 2021.

Accreditation

Parkview Adventist Academy is classified by Alberta Education as a fully accredited private school, offering courses of study that meet all of the requirements for the Alberta High School Diploma. Parkview Adventist Academy is further accredited by the Board of Regents of the General Conference of Seventh-day Adventists. In addition, it holds a six-year accreditation from the denomination's North American Division; the highest available accreditation from the organization.

General Information

Parkview Adventist Academy

5102 College Ave
Lacombe, AB
T4L 1Z2

Telephone: 1-587-815-8800

Email: office@paa.ca

Academics at a Glance

Class Times:

Religion Block	8:15-9:00
Block 1:	9:05-10:30
Block 2:	10:35-12:00
Flex Block:	12:00-12:25
Lunch:	12:25-12:55
Block 3:	12:55– 2:20
Block 4:	2:25-3:50

Grade 10

Socials 10
English 10
Religion 10
Career and Life Management/
WorkSafe and First Aid
Math 10C/10-3
Science 10
PE 10

Grade 11

Socials 20-1/20-2
English 20-1/20-2
Religion 20
Math 20-1/20-2/20-3
Science 20
Biology 20/Chemistry 20/Physics 20

Grade 12

Socials 30-1/30-2
English 30-1/30-2
Religion 30
Math 30-1/30-2/30-3
Science 30
Biology 30/Chemistry 30/Physics 30

Elective Courses:

PE 20/30
Foods
Art 10/20/30
Videography
Environment and Outdoor Education

Math 31
French
Personal Finance
Yearbook/Media Design
Drama

Philosophy
Creative Writing
Psychology
Coding and Game Design
Forensic Sciences

Grades:

You can keep up with homework and follow your progress as relates to scores for quizzes, tests and your overall grade by visiting Edsby. Grading is expressed in percentages with four levels of performance as follows:

Superior	80-100%
Above Average	65-79%
Average	50-64%
Failure	0-49%

Report Cards:

Report cards are issued electronically on Edsby at the end of each semester.

What it Takes to Graduate

You will need a minimum of 100 credits to graduate with an Alberta High School Diploma. Class schedules are designed to permit students to select courses that are within their range of ability and interest. Please see page 3 for a list of available courses.

Students should be aware that there are a variety of entrance requirements for post-secondary institutions, and they should plan their programs accordingly. Check out the link below to learn more.

Alberta High School Diploma Requirements

<https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx>

GRADE 12 SENIOR is defined as: Student registered in sufficient courses to meet all of the requirements for a high school diploma by the end of the school term.

Adding / Dropping a Class

To add or drop a class:

1. Pick up an Add/Drop form from the PAA office.
2. Get written permission from a parent.
3. Take your permission and completed form to the Principal or Vice Principal for final approval.
4. Once approved, return your textbooks to your teacher and get his/her signature on your Add/Drop form.
5. Return the completed form to the office.

NOTE: Withdrawing from a class after the stated deadline (which can be found on the PAA website) incurs a charge of \$50.

Academic Load

The maximum academic load (inclusive of both on-site and distance learning) is 18-20 credits per semester. Deviation from this policy requires the approval of the principal and must be submitted in writing. Students allowed to take an overload will be monitored, and may be required to drop excessive credits.

Correspondence Course Work

Students cannot take more than one correspondence course per semester, and then only if the subject is not offered at PAA during the year or if there is a course conflict. Credits by correspondence are included as part of the regular course load. Complete course loads should NOT exceed 20 credits per semester. Students are responsible for completing any approved correspondence course on their own time. Talk with the Principal or Vice Principal before enrolling in a correspondence course.

Religious Studies

Students attending PAA are required to complete one on-site Religious Studies class for each year of attendance. If a student is taking all the sciences in grades 11 and 12 and a conflict occurs, exemptions will be applied on a case-by-case basis.

How the “Dash” Program is Applied to Grades

PAA offers three levels of programming to further students’ career goals. The grades you receive in your first year of high school will help to determine which level of classes you will take:

- *Dash 1* classes meet the requirements for admission to **any** post-secondary program.
- *Dash 2* classes meet the requirements for **many** post-secondary programs.
- *Dash 3* classes are designed for students **who want to pursue an apprenticeship program or enter the workplace directly after high school** (Note: some apprenticeship programs recommend that students have a more rigorous course stream for specific subjects).

Keep in mind that achieving a high mark in a Dash 2 class may be more beneficial to your post-secondary plans than a mediocre grade in a Dash 1.

English/Social Studies—

- A grade of 65% and above is needed to continue as Dash 1.
- Students below 65% will need to continue as Dash 2 .

Math 10C

- A grade of 75% or above is needed to continue in Dash 1.
- Students with a grade below 75% as their final mark, will need to continue on the Dash 2 level.

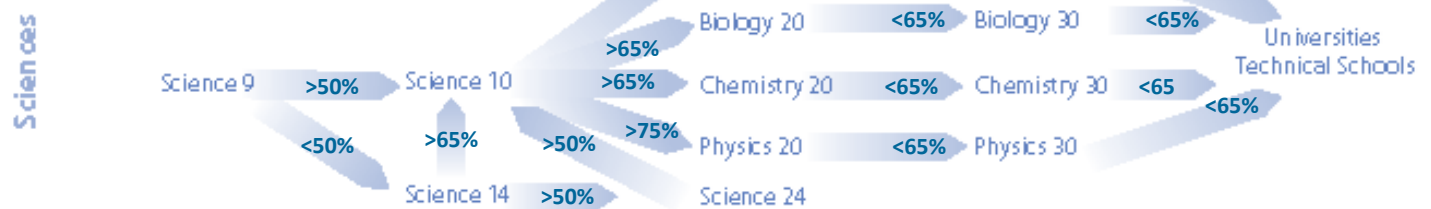
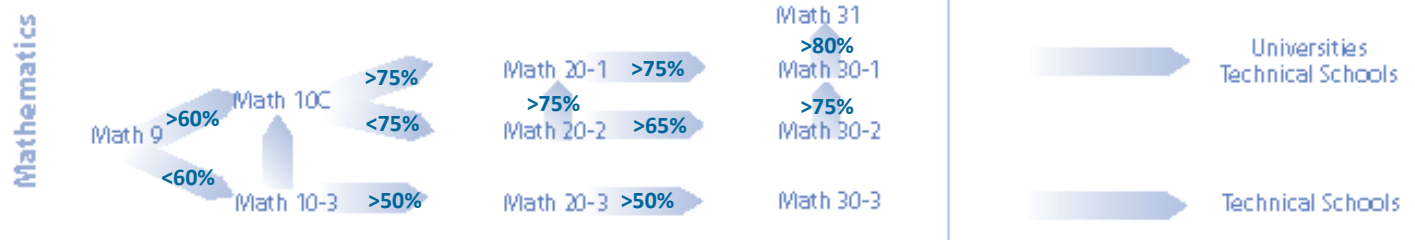
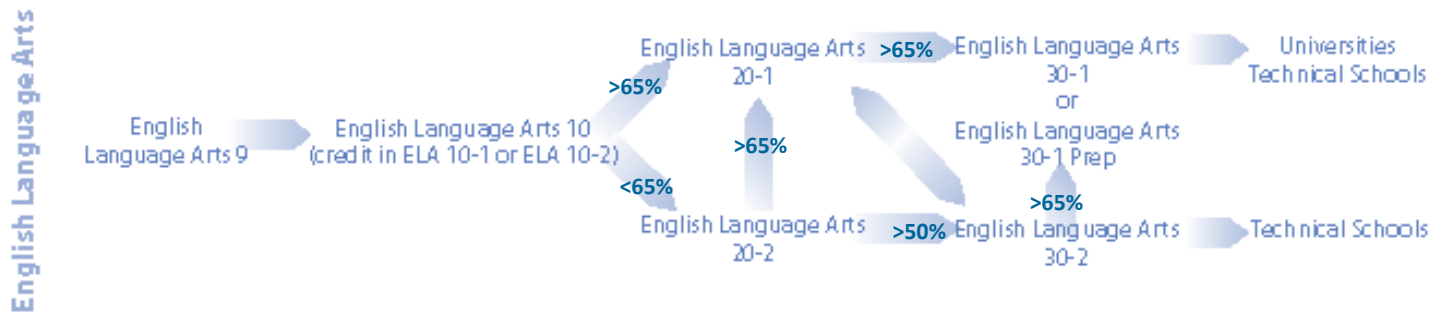
Science 10

- A grade of 70% or above is needed to continue on the Chemistry, Physics, and Biology 20 track.
- Students who wish to pursue the Chemistry and Physics 20/30 track must also have Math 20-1 to support success in these classes.
- Students wishing to pursue Biology 30 should have strong math grades as well.

If a student is unable to maintain the level of work needed to complete his or her course work, a meeting with the principal will be needed to rework the student’s schedule.

Chart your Course.

How do I get the courses I want for my post secondary plans?



Attendance Policy

1. Attendance record is taken daily for each class via Edsby.
2. Students must fill out late and absence slips at the school office before going to class. Note: Students are responsible to provide excuses for tardies and absences.
3. Three unexcused tardies equal one unexcused absence. Note: A student who is 20 minutes or more late to a class is marked as absent.
4. Two unexcused absences will result in a student/parent/administration contact.
5. Five unexcused absences (total absences not five per class) will result in the student being brought to the PAA administration for review and an appropriate consequence.
6. Chapel attendance is required and record will be taken each week. A student missing chapel will be dealt with according to numbers 3, 4 and 5 above.

General Information

Lost & Found

Lost and Found items are brought to the office and will be put on display at the end of each semester if not previously claimed. If you have lost something, please inquire at the office to see if someone has found and returned it. Any items unclaimed at the end of each semester are donated to the charity of our choosing.

School Supplies

Besides a personal laptop or Chromebook, students will need to come to school with various educational implements. Please check the website for a school supply list.

School Textbooks

Students are assigned a textbook for courses that require them. It is the student's responsibility to keep this textbook in good condition and return it at the end of the semester. Failure to do so will result in fines levied. Amounts are based on the cost of textbook replacement.



Financial Information

In planning a program of high school studies, consideration should be given to the school year as a unit, consisting of two semesters beginning in August and ending in June. Plans to meet financial obligations should be made in advance with our financial manager for the entire school year.

If circumstances should at any time alter a student's financial position, he or she (or parent/guardian) should consult the financial manager as soon as possible.

The tuition rate is not based on the number of credits the student is taking; a flat rate is charged per semester. Therefore, it is in the student's best interest to take as many classes as they are able per semester.

Educational Costs

The cost of studying at the Academy includes several components. Your application packet has a breakdown of these fees. On-campus housing is available through Burman University. Click here to access a [housing request form](#).

Career and Technology courses such as Foods, Video Production, and Art all have a \$40 course fee.

Tuition costs, plus:

Registration Fee	\$250
Mandatory School Fees	\$500

Mandatory Fees Cover

ID Cards	Campus Ministries	Campus Intramurals
Student Accident Insurance	Yearbook	Class Dues
Student Association	Social Events	School-sponsored Events

** Panther league play for volleyball and basketball require additional fees, as does participation in annual tournaments for soccer, volleyball, basketball and football.*



Refunds

A student who withdraws from school during a given semester will receive the following prorated refunds:

End of 1 st week	100%
1-2 weeks (less \$25/course)	100%
3-5 weeks	75%
6-8 weeks	50%
9-13 weeks	25%

Accident Insurance

PAA carries a standard insurance policy, which covers medical expenses incurred as a result of an accident sustained by a student while enrolled. In the event of an accident while at work, a student will receive medical expenses and loss of time coverage under the provisions of the Workers' Compensation Board.

Scholarships

PAA has a variety of scholarships available to incoming and current students. Many entrance scholarships are available to students graduating from junior academies across Western Canada. In addition, matching and incentive scholarships are available for worthy students. Information on these can be obtained at the PAA office.

PAA holds a Student Awards program at the end of the academic year. Awards and scholarships are given to those who have excelled in the areas of work, academics, and community service during the year.



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of scholarships
available to
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current students.*



“Whatever you
do, work at it with
all your heart...”

Colossians 3:23



Student Life

Educational Resources

Laptops/Chromebooks:

Students must provide their own Chromebook or laptop during their educational tenure at PAA. These devices need to be ready for use on the first day of classes and must come with you to every class (unless otherwise directed by your teacher). **Smartphones or tablets are NOT an adequate substitute.**

Edsby:

You and your parents will get an Edsby account the first week of school. Edsby gives you access to homework, class materials, grades, and school-wide announcements. Your parents will also be able to see your progress in your classes and connect with your teachers. At the end of each semester, your teacher will post your report card to Edsby.

Flex Blocks:

Flex Blocks are your time to get extra help from your teachers. You can visit whatever teachers you wish for help with homework, to catch up on missed work, or for help with advanced study.

Community Learning Days (CLDs):

In addition to Flex Blocks, CLDs occur on designated Fridays, providing you with a longer Flex time – 8:15-11:00 am - to get help from teachers or work with other students on projects in a supported school environment. Check out the school calendar on our website for CLD dates.

Student Life Continued...

The World of Work

Student employment is available on campus. Jobs include janitorial, teacher's assistant, and desk workers. Students who work 75 hours or more during the school year may qualify for work study credits which can be used towards graduation. Check with the office for employment opportunities.

Looking Good – Dress for Success

Student Appearance and Clothing

Personal appearance reflects character. Girls and boys alike should carefully consider the clothing they choose to wear. All clothing worn should be based on the standard of Christian modesty, neatness, and Biblical principles. Modesty is not easily defined and if students are needing a lesson in modesty, one will be provided through the office.

Modesty Basics

- No underclothing should be visible at any time
- The midsection of your body (mid thigh to shoulders) should be adequately covered at all times.
- Jewelry is a hot button issue. So avoid the issue and leave it at home.



Student Life Continued...

Worship

Sabbath Observance:

The Sabbath, from sundown Friday until sundown Saturday, is a time for spiritual refreshment, Christian sharing, and rest. Sabbath School takes place in the Ablaze Youth Room every Saturday at 10:30 am. Please plan to attend.

Chapel

Chapel is held every Monday (or the first day following a break). This is the only time we meet each week as an entire student body. Important announcements are made and attendance is mandatory. If a student must work during this time, they must apply at the PAA office to have their absences excused.

Week of Prayer

One week each semester is set aside to be a time of spiritual refreshing for students, faculty, and staff. Attendance is mandatory.

Service

Service is defined as students reaching out to make a difference in their community. Service opportunities are presented throughout the year and students are strongly encouraged to participate.

Mission Trips

Mission trips take place at the scheduling of the Chaplain in conjunction with administration. Students wishing to participate in these trips will submit an application to the Mission Trip Committee for approval. Requirements for participation include the following:

- Student must be in good academic standing
- Student must be trustworthy and able to comply with authority
- Priority will be given to students who have not previously participated in a PAA mission trip
- Priority will be given to grade 11 and 12 students (as grade 10 students will have an opportunity for later trips)
- Participation in mission trips is not a right and will be evaluated by the Committee on a case-by-case basis
- All funds necessary for the trip are the sole responsibility of the student. Any outstanding amounts will be applied to the student's account for remittance.
- Fundraising opportunities will be provided by the school.



"My command is
this: Love one
another as I have
loved you."

John 15:12



Student Life Continued...

Student Expectations

No Nos

PAA has a zero tolerance policy for the following behaviours:

- Any music, games, videos, etc., that do not reflect Christian values
- Anything associated with the occult – literature, posters, signs, games, or music
- Pornographic materials
- Possession, consumption, and/or distribution of tobacco in any form, alcoholic beverages of all types, non-medicinal drugs, abuse of prescription drugs
- Possession or use of drug or smoking paraphernalia, including “vapes”
- Harassment or bullying of another student in any form
- Inappropriate displays of affection which make other students uncomfortable or are not in-line with Christian principles
- A lack of respect for personal property, or disrespect of other students, staff or community members.

Discipline

Discipline issues range from probation to expulsion. For more serious offences, a student could expect to go to a Discipline Committee meeting where they would discuss their future at PAA. This official Committee includes the Principal, Vice Principal, a teacher and a board member. Students may appeal any Discipline Committee decision in writing to the PAA Governing Board.

Safety & Security

Fire Drills

The law requires periodic fire drills at PAA. When the fire alarm sounds, everyone is to leave the building by the nearest fire exit. Once outside the building, students are to remain with their class until they are informed otherwise by their teacher.

Bringing a Friend to Class

You must first get permission from your teacher, as well as the Principal or Vice Principal, to bring a friend to class. All visitors must obey school rules and sign in at the office upon arrival.

Driving

Students are not permitted to travel in another student’s vehicle for school-sponsored events. Please make alternate travel arrangements. If you do not have your license and would like to get one, driver training classes are offered through the office each school year.

Leaving during the school day

Students, under the age of 18 years, must have parental permission to leave campus during school hours. ALL students must sign out when leaving the building and sign back in if returning during the same school day.

Student Life Continued...

Student Organizations

Class Executives

Class executive elections are held by secret ballot in September. As an exception to this, the Grade 12 Class President and Vice-President are elected by secret ballot nearing the end of the second semester of their grade 11 year.

Each class executive fills the following positions:

President	Pastor
Vice-President	SA Representative
Secretary/Treasurer	Social Representative

Student Association (SA)

All full-time students at PAA automatically become members of the SA. Elections are held at the end of the school year and in September. Students who exhibit Christian principles and leadership skills and have submitted a completed reapplication form for the following school year may run for office.

Additional Clubs

Many organised activities and clubs form throughout the school year. Please pay attention to the bulletin boards and announcements to participate in these opportunities. Currently there are praise bands, Board Game Club, Running Club, Campus Ministries and intramurals.

“It is the work of true education...to train the youth to be thinkers, and not mere reflectors of other men’s thoughts.”

Ellen G. White

Education





Watch the bulletin boards for times and dates of team tryouts.



Panther Athletics

Participation

Being a student athlete requires commitment. It requires commitment both to being a student and to being an athlete. People who take both of these commitments seriously usually turn out to be more responsible, well-rounded adults capable of juggling multiple responsibilities successfully.

Your commitment to being a student is just as important as your commitment to being an athlete. As such, you will need to adhere to the following academic policies in order to be able to participate in this athletic activity:

- Be passing (50%) or working towards passing all your courses.
- If you are not passing a course, you must be making **daily progress** towards achieving a passing grade in that course.
- Each week you will need to have your teachers sign off that you are attending their flex block **everyday**. Their signature is what allows you to be able to come to practice or go to games. See Mr. Greenlaw for a "I'm working on it" form to help you keep track of your progress in your failing courses.
- These forms will be checked weekly either by Mr. Greenlaw or by your coach.
- Students who are not working towards passing their courses and getting signatures for their flex blocks **will not be able to go to practice or to games**.
- It is ultimately the student's responsibility to ensure they are receiving signatures from their teachers.

Trips & Tournaments

Students are expected to uphold school standards when participating in tournaments and trips. All student behaviour policies apply for the duration of the trip and failure to comply will result in disciplinary action. This includes (but is not limited too) respect towards coaches, referees and players from any team, unsportsmanlike conduct, misuse of controlled substances, vulgar language, or inappropriate behaviour of any kind. Tournament fees are separate from other school costs and vary by event. You are responsible for these fees if you wish to participate.



Stay Connected

WIFI & Social Media

In addition to Edsby, PAA offers many ways to stay in touch. These include:

Facebook

@parkviewadventistacademy

Instagram page

@1907paa

Email and Google Suite

Every student joining PAA is assigned a @paa.ca email for use during their time at the Academy. This account should not be used as a sign in for any other information as it is deleted upon graduation. Google Docs and Drive are an integral part of our program at PAA. Please ensure you are checking your email regularly for campus-wide information. It is expected that all students will respect their use of their PAA email with the understanding that emails will be disabled after their graduation and deleted one year later.

WIFI Access

Upon registration, students are given a username and password granting access to the PAA student WIFI. All online activity is traceable and able to be recalled if necessary. Please ensure all online activity is within Christian standards.

PAA Website/Calendar

Paa.ca is our website with a calendar for upcoming dates and events. Please subscribe to our calendar so you don't miss out on important dates.

PAA Administration, Teachers & Staff

Administration

Mrs. Holly Kay, Principal

hkay@paa.ca

Mr. Colton Greenlaw, Athletic Director, Vice-Principal

cgreenlaw@paa.ca

Mrs. Colleen Buttler, Financial Manager

colleenbuttler@paa.ca

Staff

Pastor Romando Carey, Chaplain

rcarey@paa.ca

Teachers

Ms. Sharline Fernandez, CALM, Foods

sfernand@paa.ca

Mr. Colton Greenlaw, Math 20/30, Pers. Fin.

cgreenlaw@paa.ca

Mrs. Holly Kay, RS 10, Art

hkay@paa.ca

Mrs. Michelle Lintan, Chemistry, Math 10

mlintan@paa.ca

Mr. Zachary Loxdale, Physics, RS, Sciences

zackloxdale@paa.ca

Mr. Scott MacDonald, English, Drama

smacdonald@paa.ca

Mr. Emile Ndezeki, Socials, PE

endezeki@paa.ca

Mrs. Kayla Whitworth, Bio, Sciences, PE,

kwhitworth@paa.ca





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