

# PARKVIEW ADVENTIST ACADEMY

*STUDENT & PARENT HANDBOOK*

**2025-2026**



**BELONG - BELIEVE - BECOME**

PARKVIEW ADVENTIST ACADEMY

5102 COLLEGE AVE

LACOMBE, AB T4L 1Z2

EMAIL: [OFFICE@PAA.CA](mailto:OFFICE@PAA.CA) PHONE: 587-815-8800

## Table of Contents

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Welcome to Parkview Adventist Academy!	5
Core Purpose and Core Values	6
Our History	7
Our Alumni	7
Accreditation	7
Our Board	7
Admissions	9
Application Eligibility	9
Academic Information	10
Course Offerings	10
Course Sequencing	11
Alberta High School Diploma Requirements	12
Academic Load	13
The Dash Program	13
Adding/Dropping a Class	13
Attendance Policy	14
Accessing Grades	15
Assessment Philosophy	15
Communication Week/Report Cards	15
Class Schedule	15
Financial Information	17
Tuition Rates and Fees	17
Per Credit Costs	18
Educational Cost	18
Refunds	18
Accident Insurance	19
Scholarships	19
Scholarship Tiers:	19
Eligibility Criteria:	19
Financial Assistance	20

Student Life	21
Educational Resources	21
Laptops/Chromebooks	21
Schoolology & PowerSchool	21
SchoolEngage	21
School Textbooks	21
School Supplies	22
Work Experience	22
School Dress Code	22
Code of Conduct	22
Discipline	22
School Division Cell Phone and Other Smart Devices Policy	23
Lost & Found	24
Student Organizations	24
Class Executives	24
Student Association	24
Additional Clubs	25
Spiritual Life	26
Chapel & Week of Prayer	26
Bibles	26
Service	26
Mission Trips	26
Panther Athletics	27
Participation	27
Trips & Tournaments	27
Safety & Security	28
Emergency Drills	28
Visiting Hours	28
Driving	28
Leaving During the School Day	28
Inclement Weather - Bus Cancellations and School Closures	28
Stay Connected	29

Email and Google Suite	29
PAA Website/Calendar	29
Social Media Presence	29

## Welcome to Parkview Adventist Academy!

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We are thrilled with your decision to join our learning community. Parkview Adventist Academy (PAA) is committed to fostering a positive learning environment and creating a safe and caring culture for all of our stakeholders. Rooted in a love for God and for our community, PAA has built lasting relationships through years of providing Adventist education to students from all corners of the globe and all walks of life. We take great pride in how far we have come and look forward to how God will continue to lead us on our journey heavenward.

PAA promotes Adventist education and aligns with God's vision and mission for our school. We welcome students from diverse backgrounds and focus on helping each young person who enters our halls experience the relentless love that their Creator has for them. Jesus Christ is our example, and we strive to honor Him by encouraging one another to grow spiritually, mentally, and physically, integrating faith with learning, and maturing in Christ.

Founded in 1907, PAA became an independent campus in 2020 under the direction of the Alberta Conference of the Seventh-day Adventist Church. Over the years, we have developed a rich and diverse program that includes religious studies, extra-curricular activities, athletics, in addition to the Alberta Program of Studies. These programs help foster positive relationships within an inclusive learning environment. Our school's foundation is rooted in discipling our students to take part in the Great Commission as set forth in Matthew 28:19-20:

*"Go, therefore, and make disciples of all nations, baptising them in the name of the Father and the Son and the Holy Spirit, teaching them to follow all that I command you; and behold, I am with you always, to the end of the age."*

# Core Purpose and Core Values

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At PAA, the following are values that we ascribe to cultivate within our learning community. Through education we desire that all of our students, staff, and parents recognize their value in being image bearers of their Maker.

## WE BELONG

- ❖ Cultivating Community
  - A school community built on other-centred love.
    - John 13:35 "By this all people will know that you are my disciples, if you have love for one another."
- ❖ Embracing Diversity
  - Our collective identity is built upon the truth that all peoples and individuals reflect the image of God.
    - Psalms 139:14 "I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."

## WE BELIEVE

- ❖ Discovering Jesus
  - Daily discovering a fresh picture of Jesus by pursuing the Word, a relationship with Him, and with each other.
    - Jeremiah 29:13 "You will seek Me and find Me when you search for Me with all your heart."
- ❖ Seeking Wisdom
  - Valuing knowledge and understanding, and their application leading towards wisdom.
    - James 1:5 "If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you."

## WE BECOME

- ❖ Serving with Purpose
  - Living a life in service to our local and global community.
    - Mark 10:45 "For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."
- ❖ Connecting with God & Humanity
  - Walking together, sharing God's story, and nurturing each other's faith.
    - Mark 12:30-31 " Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' [and] 'Love your neighbour as yourself.' [...]"

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## Our History

Parkview Adventist Academy (PAA) traces its roots back to the early 1900s when railroad construction and free homesteads attracted settlers to the prairie provinces. In 1907, the school was established in Leduc, Alberta. That same year, Lacombe was selected as the permanent site, where construction began on what is now known as Burman University.

Over the years, the school underwent several name changes, with the high school division being established in 1947. In March 1982, the Academy was officially separated from what was then Canadian Union College (CUC) and renamed Parkview Adventist Academy.

In 2020, the Alberta Conference of Seventh-day Adventists took ownership and operation of PAA. The construction of the new school facility began in the spring of 2021 and has been fully operational since the start of the 2021-2022 school year.

## Our Alumni

PAA has many graduates who have helped shape the culture and legacy of our school. Numerous alumni have gone on to pursue post-secondary education in fields such as medicine, industrial arts, education, pastoral programs, law, government, accounting, and more. Our alumni are a vital pillar in supporting the continued success of our institution.

Many alumni believe in the mission of Adventist education and have generously donated to ensure the ongoing operation of PAA. We deeply value our relationship with our alumni and look forward to continuing to grow and provide top-quality education and programming for both current and prospective students.

## Accreditation

Parkview Adventist Academy is recognized by Alberta Education as a fully accredited independent school, offering a program of studies that meets all the requirements for an Alberta High School Diploma. Additionally, PAA is accredited by the Adventist Accreditation Association of Schools, Colleges & Universities (AAA) and the National Council of Private Schools Association (NCPSA).

## Our Board

Parkview Adventist Academy operates under the governance of the PAA School Board, which consists of members from seven constituencies: College Heights SDA Church, Lacombe

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Community Church, EPIC Church, Red Deer SDA Church, Sylvan Lake SDA Church, Ponoka SDA Church, and Wetaskiwin SDA Church. The PAA School Board is the delegated authority to act on behalf of the Alberta Conference Executive Committee between regular and special Constituency Meetings, overseeing the operation and management of PAA's assets.



# Admissions

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Parkview Adventist Academy is dedicated to providing Christ-centered, character-building education for every high school student. By choosing Parkview Adventist Academy, students commit to upholding the school's standards and complying with its rules and regulations, as outlined in this handbook.

## Application Eligibility

Students registering at Parkview Adventist Academy must have completed Grade 9 or possess equivalent coursework aligned with the Grade 10, 11, or 12 Alberta High School Program of Studies.

## The Application Process

1. Applicants and their parents/guardians must:
  - a. Read the School Handbook and other policy materials;
  - b. Complete the registration package in its entirety;
  - c. Attend a scheduled intake meeting with the school administration;
  - d. Receive financial clearance, including resolving any outstanding balances.
2. Upon acceptance, the applicant and their parents/guardians will receive an official acceptance letter and will be referred to the PAA Business Manager to complete the financial agreement form.

## Waitlist & Late Registration

Registration for the following school year will be open to both new and returning students starting in mid-February. If the maximum enrollment of 40 students per grade level is reached, priority will be given to returning students in good standing for that grade level.

## Documentation Required for Registration

When registering, please ensure to provide the following documents:

1. Valid Social Insurance Number (SIN)
2. Birth Certificate
3. For international students, please also provide the appropriate government-issued documentation to our office.

## Academic Information

As an independent school, we have the flexibility to implement curriculums that go beyond the Alberta Program of Studies. Our robust program is designed to help students thrive, discover their unique skills, and expand their knowledge. In addition to the standard curriculum, all students are enrolled in our Religious Studies program. This Bible-based program encourages students to build and deepen their relationship with their Creator.

### Course Offerings

Core Classes (Daily)		
Grade 10	Grade 11	Grade 12
Religious Studies 15	Religious Studies 25	Religious Studies 35
<a href="#">Social Studies 10-1/10-2</a>	<a href="#">Social Studies 20-1/20-2</a>	<a href="#">Social Studies 30-1/30-2</a>
<a href="#">English 10-1/10-2</a>	<a href="#">English 20-1/20-2</a>	<a href="#">English 30-1/30-2</a>
<a href="#">Physical Education 10/20/30</a>	<a href="#">Physical Education 10/20/30</a>	<a href="#">Physical Education 10/20/30</a>
<a href="#">CALM 10/Worksafe/Foodsafe</a>	<a href="#">Science 24</a>	<a href="#">Science 30</a>
<a href="#">Science 10</a>	<a href="#">Biology 20</a>	<a href="#">Biology 30</a>
<a href="#">Math 10C</a>	<a href="#">Chemistry 20</a>	<a href="#">Chemistry 30</a>
<a href="#">Math 10-3*</a>	<a href="#">Physics 20</a>	<a href="#">Physics 30</a>
	<a href="#">Math 20-1</a>	<a href="#">Math 30-1</a>
	<a href="#">Math 20-2</a>	<a href="#">Math 30-2</a>
	<a href="#">Math 20-3</a>	<a href="#">Math 31*</a>

\*Classes may only be available online

Options Classes (M-Th Only) - May Include		
Foods 10/20/30	Dig. Photography 10/20/30	Choir 15/25/35
Art 10/20/30	Outdoor Education 10/20	Sewing
Psychology	Film & Media Studies	Work Experience 15/25/35
Coding	Individual Sports (PE 20)	... and more!

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## Course Sequencing

Grade 9	Grade 10	Grade 11	Grade 12
	English 10-1 (Above 65% in English 9)	English 20-1 (Above 65% in English 10-1)	English 30-1 (Above 65% in English 20-1) Universities & Technical Schools
English 9	or	or	or
	English 10-2 (65% or below in English 9)	English 20-2 (Above 50% in English 10-1 or 10-2)	English 30-2 (Above 50% in English 20-1 or 20-2) Technical Schools

	Socials Studies 10-1 (Above 65% in Socials Studies 9)	Socials Studies 20-1 (Above 65% in Socials Studies 10-1)	Socials Studies 30-1 (Above 65% in Socials Studies 20-1) Universities & Technical Schools
Socials Studies 9	or	or	or
	Socials Studies 10-2 (65% or below in Socials Studies 9)	Socials Studies 20-2 (Above 50% in Socials 10-1 or 10-2)	Socials Studies 30-2 (Above 50% in Socials 20-1 or 20-2) Technical Schools

		Math 20-1 (Above 75% in Math 10C)	Math 30-1 (Above 75% in Math 20-1) Universities & Technical Schools
	Math 10C (Above 65% in Math 9)	or	or
	or	Math 20-2 (Above 50% in Math 10C)	Math 30-2 (Above 50% in Math 20-1 or 20-2) Universities & Technical Schools
Math 9			
	Math 10-3 (65% or below in Math 9)	Math 20-3 (Above 50% in Math 10-3)	

		Physics 20 (Above 75% in both Science 10 & in Math 20-1)	Physics 30 (Above 65% in Physics 20) Universities & Technical Schools
		Chemistry 20 (Above 65% in Science 10)	Chemistry 30 (Above 65% in Chemistry 20) Universities & Technical Schools
		Biology 20 (Above 65% in Science 10)	Biology 30 (Above 65% in Biology 20) Universities & Technical Schools
Science 9	Science 10	Science 24	

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## Alberta High School Diploma Requirements

Students must earn a minimum of 100 credits to graduate with an Alberta High School Diploma. Class schedules are designed to allow students to select courses that align with their abilities and interests. It is important for students to be aware of the various entrance requirements for post-secondary institutions and to plan their course selections accordingly.

Alberta High School Diploma Requirements
Minimum 100 Credits including the following:
English Language Arts - 30 Level (ELA 30-1/30-2)
Social Studies - 30 Level (SST30-1/30-2)
Mathematics - 20 Level (MAT20-1/20-2/20-3)
Science - 20 Level (SCI20/SCI24/BIO20/CHEM20/PHY20)
Physical Education 10
Career and Life Management
10 credits in any combination from: <ul style="list-style-type: none"><li>- Career and Technology Studies (CTS) Courses</li><li>- Fine Arts</li><li>- Second Language Courses</li><li>- Physical Education 20 and/or 30</li><li>- Knowledge and Employability Courses</li><li>- Registered Apprenticeship Program Courses</li><li>- Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses</li></ul>
10 credits in any 30-level course (in addition to a 30-level ELA and SS courses). These courses may include: <ul style="list-style-type: none"><li>- 30-level locally developed courses</li><li>- Advanced level (3000 series in Career and Technology Studies Courses</li><li>- 30-level Work Experience courses</li><li>- 30-level Knowledge and Employability Courses</li><li>- 30-level Registered Apprenticeship Program Courses</li><li>- 30-level Green Certificate Specialization courses</li><li>- Special Projects 30</li></ul>

## Academic Load

The maximum academic load is 20 credits per semester, inclusive of both onsite and distance learning, not including Religious Studies. Any deviation from this policy requires approval from the school administration. Students granted permission to take an overload will be monitored, and may be required to drop excessive credits if necessary.

## The Dash Program

PAA offers three levels of programming to support students in achieving their career goals. The grades received in Grade Nine will help determine which Dash program you qualify for:

- **Dash 1:** These classes meet the admission requirements for **any** post-secondary program.
- **Dash 2:** These classes meet the requirements for **most** post-secondary programs.\*
- **Dash 3:** These classes are designed for students pursuing apprenticeship programs or entering the workforce directly after high school.

\*Note: Some apprenticeship programs may recommend a more rigorous course stream for specific subjects.

Achieving a high mark in a Dash 2 class may be more beneficial for your post-secondary plans than a mediocre grade in a Dash 1 class.

## Adding/Dropping a Class

Students may add or drop classes up to two weeks after the start of a semester. After this period, any changes will be considered a withdrawal and will be reflected as such on the student's Detailed Academic Report (DAR).

To add or drop a class:

1. Speak with the classroom teacher about your intent to add or drop a class.
2. Send an email to the school administration (principal) for final approval, ensuring you cc: the classroom teacher.

If dropping a class after the two-week timeframe, email communication from parents will be required.

## Attendance Policy

A basic yet fundamental way to make a difference in your academic success is to make sure that you attend school regularly and on time. The long term impact of absences or lates is significant and has the potential to result in upgrading post-secondary. Therefore, at PAA we want to avoid that and make sure that all of our students attend school regularly and punctually. Section 31 of the Education Act states that the “student shall attend school regularly and punctually”. To this end, PAA has developed these guidelines to support our students’ attendance.

*\*Note that the use of the word “absence” in this policy primarily refers to **unexcused absences**.*

### *Attendance Policy*

1. Attend your classes regularly. This is for your benefit first and foremost.
2. Beat the bell. Being punctual is a healthy habit to develop not just now, but for the future.
  - a. If you’re late, please notify the office and pick up a late slip before coming to class.
  - b. Anything unexcused past 20 minutes from the start of class will result as an *unexcused absence*.
3. Frequent absences will be monitored and will result in appropriate consequences.
  - a. **3+ class absences** - The classroom teacher will monitor the student’s attendance and speak directly with the student to help resolve frequent absences
  - b. **5+ class absences** - The classroom teacher will continue to monitor absences followed with a phone call to parents and follow up with an email addressing the student, their parents, and the school administration expressing their concerns and to discuss the impact in learning this has on their child.
  - c. **7+ class absences** - The classroom teacher will notify the school administration who will make a phone call to arrange a meeting involving the parents, the student and teacher to further develop a support plan. Consequently, this may result in being withdrawn from a particular class.

*An automated communication messaging service has been implemented with the purpose to notify parents by text-message and phone call of all unexcused absences.*

To ensure the well-being of all our students, our staff will strive to communicate frequent absences.

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## Accessing Grades

Grades can be accessed through PowerSchool and Schoology throughout the semester by both parents and students. At the beginning of each year, parents and students will be notified on how to access current and live grades. It is important for students to regularly monitor their grades to ensure they accurately reflect the work submitted. If there are any discrepancies, please contact the classroom teacher for clarification. Grades are expressed as percentages.

## Assessment Philosophy

At PAA, our teachers believe that any student who wants to improve their marks should have the opportunity to do so. It is the student's responsibility to communicate with their teachers in advance to request extensions or a grace period to improve their overall grade in a class. The specifics of these requests will be at the discretion of the classroom teacher. If a student's grade falls below 60%, the classroom teacher will notify the parents and reach out to the student with options to help improve their grade.

## Communication Week/Report Cards

It is best practice for schools to maintain regular communication with families throughout the year to ensure alignment between the school, students, and families, fostering the best possible outcomes. At PAA, we hold mid-semester interviews with parents (Communication Week) to highlight successes and areas for growth. These meetings provide parents with a clear understanding of their child's academic progress and strengthen their partnership with teachers to better support their child's learning. Impromptu meetings with a classroom teacher and/or parent can be arranged at any time by either party. Finally, at the end of each semester, a report card will be sent by email to both parents and students.

## Class Schedule

Monday-Thursday

8:25 - 9:10	Religious Studies
9:15 - 10:35	Block 1
10:40 - 12:00	Block 2
12:00 - 12:50	Lunch
12:50 - 2:10	Block 3
2:15 - 3:35	Block 4

Friday Class Schedule

8:25 - 9:45	Block 1
9:50 - 11:10	Block 2
11:15 - 12:35	Block 3

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## School Hours

Our school is open to students Monday to Friday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 1:00 p.m. Outside of these hours, the school doors will be locked. It is the responsibility of students and their parents/guardians to make appropriate arrangements for pick-up and/or drop-off that align with our office hours. We kindly ask that students exit the building promptly at closing time.

## Graduation

At Parkview Adventist Academy, we recognize that graduation is a deeply meaningful milestone for our students and their families. To honor this special occasion, PAA hosts two cherished events for the Grade 12 Graduating Class: **Class Night** and **Convocation**.

The date for **Convocation** is determined by the school and included in the annual calendar as a fixed event, typically scheduled for the Sunday following the last diploma exam. This event is planned and organized by the school, with clear communication maintained between students, parents, and administration throughout the process.

In contrast, the date for **Class Night** is selected by the graduating class, their parents, and the school, and must be selected by early December. This event is primarily led by students and parents, with collaboration from the school on certain details. Active participation from both students and parents is essential, particularly in the setup and takedown of the event.

A strong partnership, open communication, and shared responsibilities between families and the school are key to ensuring the success of both of these meaningful celebrations.



## Financial Information

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As an independent school, we strive to keep tuition affordable for our families. However, due to the rising cost of living and economic changes, it is not sustainable to keep tuition and fees unchanged. Each year, Parkview Adventist Academy reviews its operating budget based on student enrollment and makes informed decisions to maintain a balanced budget.

We offer various financial support options, including scholarships, a 3-way Matching Grant, Sibling Discounts, and a Worthy Student Fund. These may be applied to students' accounts if they qualify for financial assistance (see page 19 for more details).

Plans for meeting financial obligations should be arranged in advance with our Business Manager. If financial circumstances change, parents/guardians are encouraged to consult with the Business Manager as soon as possible.

### Tuition Rates and Fees

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

Description	Annual amount
One student	\$4800
Two students at PAA	5% tuition reduction for both
Three students between CHCS and PAA	3rd student 50% tuition reduction
Four + students between CHCS and PAA	4th and additional students no tuition
Registration Fees (non refundable)	\$250 (due upon registration)
Mandatory Fees (non refundable)	\$550

\*There is a 5% tuition reduction if paid in full by the end of September.

Items not included in tuition and fees:

- Sports fees; Field Trip Fees; School materials; School photo retakes; Class Swag; Club fees;

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Graduation Fees; Class Trip; ... and more...

Each year, the Finance Committee undertakes a comprehensive review of the budget to ensure the sustainability and quality of our programs. Part of the process is to evaluate the cost of living calculations to better inform our tuition and fees decisions. These measures allow us to continue offering a varied and robust program that meets the needs of our students and aligns with our commitment to excellence.

### Per Credit Costs

With the approval of school administration, Grade 12 students may take a modified academic load of one or two classes per year. The per-credit rate is \$150, plus half the school fees, regardless of their part-time status. Please note that part-time students are not eligible for scholarships or discounts.

### Educational Cost

The cost of studying at Parkview Adventist Academy includes several components, detailed in the Tuition Agreement Form. Some Career and Technology Studies (CTS) courses, such as food, media, and art classes, may have additional course fees.

**Mandatory Fees** cover events and services such as, but not limited to:

- Student Accident Insurance
- Student Association
- Campus Ministries
- Yearbook
- Class Events
- Option Classes

### Refunds

A student who withdraws from school during a given semester will receive the following prorated tuition refunds (percentages are based on per semester tuition of \$2400):

1-2 weeks	100%
3-5 weeks	75%
6-8 weeks	50%
9-13 weeks	25%

## Accident Insurance

PAA carries a standard insurance policy that covers medical expenses incurred as a result of an accident sustained by a student during school hours or events.

## Scholarships

PAA offers a variety of scholarships to both incoming and current students. Many entrance scholarships are available to students graduating from junior academies across Canada. In addition, matching and incentive scholarships are also offered to further support students.

### Gr. 10 Entrance Scholarship

The Alberta Conference of the SDA Church is committed to offering a \$1000 Entrance Scholarship to all new Grade 10 students attending PAA.

### Academic Scholarship

We are pleased to offer all students the opportunity to receive an **Academic Scholarship** based on their previous year's high school grades.

#### **Scholarship Tiers:**

- 80% - 84% average: \$200
- 85% - 89% average: \$400
- 90% and above average: \$600

#### **Eligibility Criteria:**

1. **Enrollment Requirements:** Students must be enrolled in a minimum of **three classes** per semester to qualify.
2. **Grade Calculation:** Averages will include **all classes**, including Religious Studies (RS) and option courses.
3. **Attendance Policy:** Students with **five or more unexcused absences** in their classes will not be eligible for this scholarship.

This scholarship recognizes and rewards academic dedication while encouraging full participation in your educational journey.

## Financial Assistance

### Worthy Student Fund

We recognize that families choosing Adventist Education for their children can sometimes face financial challenges. Each year, we allocate a portion of our operating budget to help reduce the financial burden for qualifying families. Please note that this fund is replenished by generous donations throughout the school year, and we are deeply grateful for their support!

### 3-Way Matching

Parkview Adventist Academy, the Alberta Conference of the SDA Church, and our Constituencies partner to support families who qualify for 3-Way Matching. For more information, please contact our Business Manager at [bmanager@paa.ca](mailto:bmanager@paa.ca), and we will provide the necessary paperwork. The deadline for 3-Way Matching submissions is **October 31**.

### Family Discounts

Families with multiple children may be eligible for additional discounts. Please refer to the **Tuition Rates and Fees** section above for more details.

Finally, at the end of the academic year, PAA hosts a Student Awards program to recognize students who have excelled in leadership, academic achievement, and community service throughout the school year. Awards and scholarships are presented to honor their accomplishments.

## Student Life

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### Educational Resources

#### Laptops/Chromebooks

While we do not endorse any specific brand or model of Chromebook or laptop, we ask that you consider the following criteria when purchasing a device:

- Must support Google Suite
- Should have a fully functional keyboard
- Must easily connect to the internet
- Students should be able to troubleshoot errors or issues independently

Please note that the device you choose does not need to be expensive. Troubleshooting will be the responsibility of each individual student.

#### Schoology & PowerSchool

Students and parents will have access to Schoology and PowerSchool to track student progress, including completed and incomplete work, grades, and other important class information. Access to these platforms will be provided at the beginning of the school year. If you encounter any difficulty accessing either platform, please contact the office for assistance or visit our website for a step-by-step tutorial.

#### SchoolEngage

This platform facilitates the collection of registrations, permission forms, and other required signatures from parents throughout the school year. Access is integrated through PowerSchool, requiring the same login credentials as your PowerSchool account. Parents will receive email notifications whenever forms relevant to their enrolled child at PAA are generated. We communicate using a push notification system and we request that families opt-in to receive notifications.

#### School Textbooks

Students will be assigned a textbook for courses that require one. It is the student's responsibility to maintain the textbook in good condition and return it at the end of the semester. Failure to do so will result in fines, which will be based on the cost of textbook replacement.

## School Supplies

Students are required to bring various educational implements to school. Please refer to our website for the full [school supply list](#).

## Work Experience

Work experience credits are available for both in-school and out-of-school employment. Students who work 75 hours or more during a semester may qualify for work experience credits. If you are employed and would like to receive these credits, please request a Work Experience Form from the office at the beginning and end of the semester.

## School Dress Code

At PAA, we believe that the way we dress is a reflection of our core values and contributes to the positive and respectful atmosphere we strive to cultivate. Our dress code encourages thoughtful clothing choices which positively represent our faith, convey self-respect and respect for others, and strengthen our shared sense of belonging. As a part of a beautiful, diverse and faith-filled community; we will work together to keep our school a place where everyone can learn, grow, and belong.

“Since God chose you to be the holy people he loves, you must clothe yourselves with tenderhearted mercy, kindness, humility, gentleness, and patience.” Colossians 3:12 (NLT)

## Standards for Staff and Students in our Shared Learning Environment

### 1. *Coverage*

Wear clothing that allows for movement and participation in all activities, while covering undergarments and private areas.

### 2. *Tops and Bottoms*

Tops must cover the midriff, sides, and chest. Necklines should provide coverage of the chest — revealing styles are not permitted. Shorts, skirts, and dresses must be at least mid-thigh in length.

### 3. *Respectful Content*

Clothing must not display language, images, or symbols that promote discrimination, hatred, violence, profanity, alcohol, drugs, or other inappropriate content.

4. *Footwear*

Wear footwear that supports safety and comfort for indoor and outdoor activities. Non-marking athletic shoes are to be worn in the gym.

5. *Personal Hygiene*

Maintain daily cleanliness, including regular bathing, oral hygiene, deodorant use, and clean clothing, to promote health and respect for yourself and others.

6. *Use of Fragrances*

Use of perfumes, colognes, and body sprays should be used sparingly to avoid causing discomfort for people sensitive to scents.

7. *Athletic and Gym Class Attire*

Students are expected to wear appropriate and comfortable athletic clothing during physical education classes, practices, and on-site or off-site games. Athletic wear should align with the standards outlined above. More details to come. In the meantime, please contact the office if you have any questions.

## School Apparel

School apparel is available for purchase through a local business and features Parkview Adventist Academy's logos and colours. Students and staff are encouraged to wear school merchandise on designated spirit days, during school events, and as part of our effort to promote school pride and a sense of belonging within the school community.

## Code of Conduct

Our aim at PAA is to foster a positive learning environment for all students. As such we uphold the message found in Philippians 4:8

*"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things."*

As a school we uphold values that set us apart and generate behaviours that promote kindness, care, and respect. We are a collection of humans sharing the same space and a set responsibility lies on each one of us to ensure the safety and comfort of all our students and staff. Please consider each of the following as part of your responsibilities:

BELONG - BELIEVE - BECOME

- Treat everyone with kindness and respect; this includes yourself;
- Fill your mind with music and media that promotes positivity and wellness;
- Be mindful of the space we share and maintain appropriate behaviour;
- Promote a health conscious lifestyle, refraining from the use of harmful substances;
- Keep to what is true, noble, right, pure, lovely, admirable, excellent and praiseworthy.

## Discipline

At Parkview Adventist Academy, we believe in a collaborative approach to support our students and ensure their social success. We focus on understanding the root causes of inappropriate behaviors and seek opportunities to help students who are struggling. Our values are grounded in the Bible and in the example of Jesus, who treated all His children with love and grace, regardless of their choices. Our calling is to embrace the grace that Christ has extended to us and to offer that same grace to our students and others.

Please see our [Support for Success Agreement](#) for more information.

## Alberta SDA School Division Cell Phone and Other Smart Devices Policy

### **Purpose:**

To create a focused and distraction-free learning environment, while ensuring the safety and well-being of all students.

### **Scope:**

This policy applies to all students within the Alberta Conference of the SDA Church school system

### **Policy:**

**General Use:** All personal mobile devices, including cell phones, tablets, smartwatches, and headphones, must be kept on silent or powered off and stored out of view during instructional time. Devices may be used during designated break times, such as recess and lunch periods.

**Exceptions:** Students with documented health needs that require the use of mobile devices (e.g. monitoring blood sugar levels) are permitted to use their devices as necessary.

Documentation from the appropriate authority **MUST** be provided. Teachers may allow limited use of mobile devices for specific educational purposes during class time, as determined by a principal or equivalent.



**Social Media:** Social Media refers to the means of interactions among people in which they create, share, and/or exchange information and ideas in virtual communities and networks that are not specifically utilized for educator directed experiences. Access to social media sites on school internet networks will be restricted during school hours to minimize distractions and protect student mental health as determined by the principal or equivalent as outlined in the Education Act.

**Enforcement:** Violation of this policy will be addressed through a progressive disciplinary approach: First violation - verbal warning and reminder of the policy; Second Violation: Confiscation of the device for the remainder of the school day and notification to parents/guardians.; Third violation: Confiscation of the device, meeting with parents/guardians, and potential further disciplinary action as deemed appropriate by the school administration. It is the responsibility of the school's administration, staff, parents, and students to ensure compliance with this policy.

## Lost & Found

If you've lost an item, please check with the office to see if someone has returned it. All lost items are placed in the Lost and Found bin and will be displayed at the end of each semester for easy identification. Any unclaimed items at that time will be donated to a charity of our choice. Please be sure to claim your items before the end of the semester!

## Student Organizations

### Class Executives

Elections for class executive 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
- ❖ Vice-President
- ❖ Pastor
- ❖ SA Representative
- ❖ Secretary/Treasurer
- ❖ Communication
- ❖ Historian

## Student Association

All full-time students at PAA automatically become members of the Student Association (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.

- ❖ President
- ❖ Vice-President
- ❖ Pastor
- ❖ All Grades Representatives e - President and Vice-President for each class.
- ❖ Secretary/Treasurer
- ❖ Communication
- ❖ Social Media Representative
- ❖ Athletics Representative

## 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. Additional may include praise bands, Board Game Club, Culture Club, Running Club, Campus Ministries and intramurals.

# Spiritual Life

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## Chapel & Week of Prayer

As part of our Religious Studies programming, students attend Chapels weekly every Monday or the first day following a break. This whole school event brings us together as believers and helps in building a positive school culture. Our campus ministries teams are very involved and plan activities to support our community. In conjunction with chapel, twice a year we have Week of Prayer. This time is a daily activity that adds to our Religious Studies program and enhances students' overall spiritual experience at PAA.

## Bibles

At PAA, we treasure the transformative power of the Word in shaping our community. Each student receives a personalized Bible, inscribed with their name, upon joining our school. We encourage students to bring their Bibles to school daily, as they will be integral to various activities throughout the year, including school functions, chapels, vespers, and Bible studies.

## Service

Service opportunities are presented throughout the year and students are encouraged to participate, as this is their opportunity to reach out and make a difference in their community.

## Mission Trips

Mission trips take place when scheduled by the Chaplain in conjunction with administration. Requirements for participation include the following:

- ❖ Students 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).
- ❖ All funds necessary for the trip are the sole responsibility of the student. Any outstanding amounts will be applied to the student's account.
- ❖ Fundraising opportunities will be provided by the school.

# Panther Athletics

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## Participation

Participating in the PAA Athletic Program is an exciting and important privilege. With this privilege comes many opportunities and responsibilities. We will have the opportunity to improve and develop our skills as athletes, and continue to develop as a person through interactions with coaches, teammates, and opposing teams throughout the season. It is our responsibility as Christian athletes to represent the character of Christ in all that we do.

## Academic Expectations

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:

- Student athletes need at least a 60% average in each class to participate in games.
- Student athletes need at least a 50% average in each class to participate in practices.
- For clarification, students with a class average between 50% and 60% can participate in practice and attend games, however, they will be restricted to the bench where they can cheer on their fellow teammates.
- Students with a class average lower than 50% will not be allowed to go to practices or games. They need to focus strictly on their academics.
- Players with an unexcused absence will not be allowed to go to a practice or play in a game on the same day.

## Trips & Tournaments

Students are expected to uphold appropriate conduct when participating in tournaments and trips. All student behaviour policies (p. 18) apply for the duration of the trip and failure to comply will result in disciplinary action (p. 19). Tournament fees are separate from other school costs and vary by event. When choosing to participate in trips and tournaments it is important to take into consideration your educational goals as often these events take away from instructional time. These may include, but are not limited to, the Fall Classic (Walla Walla), the Northern Classic (Burman), and the Spring CASA Trip (Fraser Valley).

## Safety & Security

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### Emergency Drills

We are required by Alberta Education to administer 6 emergency drills throughout the year. PAA has a thorough Emergency Plan for evacuations, hold and secure, shelter in place and lock-downs. Students are informed about procedures. Cell phone usages during these drills and real emergencies will not be permitted unless authorized.

### Visiting Hours

Students visiting from out of town or who want to come visit former teachers or classmates, are welcome during pre-arranged hours approved by the administration.

### Driving

To protect all of our students, it is not permitted to travel in another student's vehicle for school-sponsored events. Students can travel in the PAA bus to and from various events or in an approved vehicle with \$2,000,000 insurance coverage.

### Leaving During the School Day

Parkview Adventist Academy is responsible for students while they are on campus. Students may leave the premises during the school day as long as they remain accountable for attending their scheduled classes. It is the student's responsibility to inform their parents or guardians if they choose to leave the school grounds. Students that do not return to school for their classes will be marked unexcused absent and parents will subsequently be notified.

### Inclement Weather - Bus Cancellations and School Closures

PAA takes precautions to ensure the safety of all our students and staff. When roads or weather conditions jeopardise their ability to get to and from school, our school is proactive in ensuring the well-being of all our stakeholders. Should safety be a concern due to inclement weather, parents/guardians/students and staff will be notified through an automated notification system (text and phone call) about bus cancellations and school closures. Please note that PAA and CHCS work closely together to ensure streamlined communication between both campuses.

## Stay Connected

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### Email and Google Suite

Every PAA student is assigned a PAA email for use during their time at our school. This account should not be used as a sign in for any other site as it is disabled after 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 the use of their PAA email with the understanding that emails will be disabled after graduation and deleted one year later.

### PAA Website/Calendar

Our website displays our [calendar](#) with upcoming dates, events, and important news information. Please subscribe to our calendar so you don't miss out on these dates.

### Social Media Presence

PAA has an active social media presence. To stay updated on current and upcoming events please subscribe to our various social media platforms.

Website: <https://www.paa.ca/>

Facebook: <https://www.facebook.com/ParkviewAdventistAcademy>

Instagram: <https://www.instagram.com/paa.news/>

Twitter: <https://twitter.com/paanews>

Please understand that each year these platforms are cleared up and reflect only the current academic year.