

SCHOOL HISTORY

In 1947 the Vernon S.D.A. Church opened its first church school in the basement of the church situated on 27th Street.

Shortly thereafter, property was purchased near the current Vernon Recreation Centre. Army barracks from the Vernon Army Camp were being sold after the war so the church took advantage of this. Two barracks were purchased and moved to the newly purchased property. They were re-constructed into a two-room school with twelve grades and two teachers.

The school became known as Vernon Junior Academy. The school operated until 1967 when the Vernon and Grandview church schools amalgamated. The two churches jointly built a new academy at Grandview Flats.

In 1974 plans got underway to start a new academy back in Vernon. Land was purchased on 45 Avenue just off Pleasant Valley Road. Soon thereafter, construction got underway, and on May 16, 1976, Pleasant Valley Academy was officially opened.

Pleasant Valley Christian Academy

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HANDBOOK

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PARENT / STUDENT HANDBOOK

Introduction

Pleasant Valley Christian Academy recognizes God as the ultimate source of existence and truth. Through the Bible, He has revealed His will to the world. PVCA seeks to engender in its students a belief in the Creator God and to nurture in them a personal relationship with Jesus Christ.

Because we believe that all are made in God’s image, we seek to nurture thinkers rather than reflectors of other person’s thoughts; service rather than self-seeking; maximum development of one’s potential’ and an appreciation of all that is true and good. An education of this kind imparts far more than academic knowledge. It is the balanced development of the whole person—body, mind, and spirit. It is the school, the home, and the church Educating for Eternity.

Mission Statement

The mission of Pleasant Valley Christian Academy is to educate students:

- To love God.
- To love learning, and
- To serve humanity.

Core Values:

Spirituality

- To recognize God as the source of knowledge and wisdom.
- To inspire students to discover their God-given potential.
- To foster an atmosphere of respect for God and others.
- To encourage self-discipline.

Excellence

- In course content and academic pursuits.
- In facilities and physical environs.

Integrity

- In open and honest communication.
- In treating peoples of all ethnic, religious, economic, and social backgrounds with fairness and respect.

Intellectual Ability

- To understand the process of intellectual development.
- To stimulate independent thinking.
- To create an atmosphere of open questioning and inquiry.

Service

- To God.
- To the school.
- To the local community as citizens of honour.
- To the global community through mission outreach.

Physical Health

- To promote a healthy lifestyle.
- To provide physical activities that strengthen body and mind.
- To demonstrate personal responsibility in regard to health.

Safety

- In physical pursuits.
- In emotional settings.
- In relational contexts.

Governance

Pleasant Valley Christian Academy (PVCA) is a K-9 school, owned and operated by the Seventh-day Adventist Church (BC Conference). It is part of the Adventist educational system, the largest Protestant school system in the world.

PVCA is accredited by two organizations: the BC Federation of Independent Schools as outlined in the BC Independent School Act; and the National Council for Private Schools, upon the recommendation of the Commission of Standards and Review of the Seventh-day Adventist Church. The school also holds membership in the FISA (Federation of Independent Schools Association).

The School Board consists of members elected by the Vernon Seventh-day Adventist Church. This Board is responsible for the governance of the school within the guidelines and policies of the Educational Code of the Seventh-day Adventist Church in Canada, the BC Conference K-12 Board, and the BC Independent Ministry of Education. The Principal is responsible for implementing the policies and decisions of the Board, as well as the day to day operation of the school.

Admittance Policies & Registration Procedures

Pleasant Valley Christian Academy is operated as a ministry to the families of the Seventh-day Adventist Church (BC Conference). It also welcomes other families who wish to support the values and written/verbal policies established by this school. Families who wish their child/ren to participate in its religious, social and academic activities are welcome to apply. PVCA admits students of any gender, nationality, religious affiliation, or ethnicity.

Re-admission

Currently enrolled students will be re-admitted annually upon completion of registration information, including a signed **Statement of Agreement** and subject to:

- Behavioural/scholastic approval by both the teacher and principal, and
- Financial clearance by the Admissions Committee.

New Admission

A student may enter PVCA as a kindergarten student if he/she is five years of age by December 31 of the current school year. First grade students must be six by December 31 of the current school year. However, beginning school at an early age is not encouraged.

All students will be admitted upon:

- Completion of registration forms and a signed Statement of Agreement, indicating full compliance with school policies.
- Verification of status in Canada.
- Placement evaluation and assessment by prospective teacher and principal.
- Receipt of scholastic records from previous school.
- Availability of classroom space.
- Financial arrangements approved by the Finance Committee

Before being admitted, new students, known to have special needs, must bring with them a formal assessment. **A special needs student may not register for the following year after April 1 of the current year.** This will allow the school to determine the scope of support services necessary and to determine whether or not the school has the staff/resources to meet the learning and/or behavioural needs.

Application Process

The Admissions Committee will refer students to the School Board for acceptance when application and financial forms are completed; and when, if possible, an interview with the Admissions Committee has taken place. Parents will be notified of the action taken by the School Board.

Financial Overview

Pleasant Valley Christian Academy has three major sources of income: the B.C. Government, the Vernon Seventh-day Adventist Church and the Seventh-day Adventist Church (BC Conference).

The Vernon Seventh-day Adventist Church has decided not to charge tuition for the 2018-2019 school year.

A **Pre-registration fee** is a fee of *\$50 per student* which is due at **pre-registration** or **re-entry** registration. It is required in order to hold a place for the pre-entry registered student. This fee is non-refundable, but will be deducted from the total amount of the registration fee.

A **registration fee** is a once per year, non-refundable fee of *\$200 per student*; it is due upon acceptance at PVCA. It includes student accident insurance, workbooks, internet access, directory (when offered), Student Association membership, K-3 school supplies, and student testing. Students transferring to PVCA during the school year will be charged the entire one-time annual registration fee. Items not included in the registration fee are: Grades 4 -8 school supplies, hot lunches, science equipment breakage fees, instrument rental, field trips, indoor shoes, library fines, or charges for wilful or careless damage to school property.

Other fees may be charged for some elective classes such as art, home economics, and industrial arts.

Home School

Home schooled students registered with the school shall pay the Registration Fee.

This fee covers such items as, but not limited to:

- Evaluation and assessment services.

- Access to resource materials.
- Participation in school programs.
- Selected school activities.
- Classes as arranged.
- Textbooks (as used at PVCA).

Home schooled students will be charged the same as other students for activities requiring fees.

It is the responsibility of the parents and students to abide by the policies as outlined in the Parent/Student Handbook when involved in any school-sponsored activities or on the school premises.

Attendance

Punctual, regular attendance at all classes is required of all students. School hours are from: 8:30 a.m. – 3:15 p.m., Monday – Thursday. School closes Friday at 12:30 p.m. to accommodate Sabbath preparation. Students are expected to arrive on school grounds no earlier than 8:15 a.m. and to remain no longer than fifteen minutes following the last school activity.

PVCA has a safe arrival plan to ensure the safety of our students. If your child is unable to attend school, please notify the teacher by note or telephone before 8:30 a.m. If a message is not received, the school office will take steps to determine why the child is not at school.

Daily attendance including absences, tardiness, and early dismissal are recorded on MyEdBC, the BC Ministry's Student Information System, required by the Province of BC and the Seventh-day Adventist Church (BC Conference).

- Students are required to attend school regularly and on time. For each case of absence or tardiness, a written excuse, giving student's name, date of/ reason for absence, and parent/guardians signature must be brought to school the day the student returns. An unverified absence/tardy will be recorded as un-excused. **It is the student's responsibility to acquire and complete missed**

work.

- Legitimate reasons for absences include only:
 - o Illness of the student.
 - o Medical/dental appointment.
 - o Death in the family.
 - o Severe weather conditions.
 - o Emergency-related problems.
- Students who arrive late will be admitted to the classroom at a point where his/her entrance will be least disruptive to the program. A parent/guardian who consistently brings his/her child late, or requires frequent early dismissals jeopardizes the child's performance. Chronic late families will receive a letter from the principal.
- If a student must be absent for a reason that is not emergency-related, we require that advance notice be given. These unusual exceptions may be honoured only if a request has been made at least one week prior to the expected absence. Such notification will enable the teacher to provide assignments beforehand, and will allow the student the advantage of remaining current with the class. The student is expected to write scheduled tests upon his/her return. **It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.**
- Students must not leave the school grounds during operating hours, including lunch, without verified permission from their parent/guardian. A student is allowed to go only with his/her own parent/guardian to a local restaurant at lunchtime.
- **Excessive absences or tardiness will result in disciplinary action by the principal and possible suspension from PVCA.**

Curriculum & Instruction

Pleasant Valley Adventist Academy is committed to providing an atmosphere and learning experience that will enable each student to attain his/her God-given potential of

intellectual excellence. PVCA offers a standard curriculum approached from a Biblical viewpoint. It recognizes and integrates, within the framework of its philosophies, the curriculum guidelines provided by the BC Ministry of Education and the Seventh-day Adventist North American Division Office of Education.

All teachers in the employ of this school hold university degrees in education. Teachers are denominationally certificated and also hold certification with the Teacher Regulation Branch. PVCA requires criminal reference checks from all individuals that come in regular or occasional contact with students.

The school provides a minimum of 1500 minutes of instruction per week in covering the following curriculum areas:

- Christian Growth: Bible.
- The Basics: reading/language arts, mathematics, science, social studies, 2nd language.
- Fine Arts: visual arts and music.
- Physical Education: individual and team activities and sports.
- Life Skills: computer science, health and career planning, and practical skills.

School Testing and Grading

The school follows the grading policy recommended by the British Columbia Ministry of Education.

The following is taken directly from the BC Ministry of Education website.

During the school year, Boards of Education must provide parents of students with a minimum of five reports describing students' school progress. Rather than focusing on formal and informal reporting to parents, reporting will be timely and responsive throughout the year, following district policies and procedures.

Reporting must include a written summative report at the end of the school year or semester. 11

Grade K-3

Reports to parents will provide information about students' progress in relation to the learning standards of the curriculum.

Summative reporting for Grades K-3

At the end of the school year, Boards must provide a written summative report to parents. Summative reports will use descriptive written comments that address the student's progress in relation to the learning standards of the curriculum in all areas of learning as set out in the Required Areas of Study Ministerial Order.

Summative reporting will also include student self-assessment of core competencies, with teacher support.

Grades 4-9

Reports to parents will provide information about students' progress in relation to the learning standards of the curriculum.

Summative reporting for Grades 4-9

At the end of the school year or semester, Boards must provide a written summative report to parents that address the student's progress in relation to the learning standards of the curriculum in all areas of learning as set out in the Required Areas of Study Ministerial Order. (See link to Ministerial Authority above.)

Board policies and procedures will determine the use of letter grades on summary reports. Boards will provide letter grades to parents upon request.

Summative reporting will also include student self-assessment of core competencies, with teacher support as appropriate for the student.

National Testing

PVCA participates in the following testing programs:

- FSA (Foundation Skills Assessment), grades 4 and 7; and CCAT (Canadian Cognitive Abilities Test), grade 3 and 6 - winter.
- CAT-4 (Canadian Achievement Test, Version 3), grades 3-10 – October.

Homework

It is the goal of PVCA to teach good work ethics and positive attitudes toward homework, as both are important for achieving academic success. All work is to be done neatly and handed in on time. In grades 4-10 **cursive writing** is required on all handwritten work. Each day **students will record assignments** and other important information in their agenda books; **parents will sign the agendas** each evening before they are taken to school the next day. **Parents are encouraged to talk with their children** about school and take an active interest in their various accomplishments.

Generally, no homework is assigned to students below grade 4, except to complete work which could have been finished in class. A homework program for grades 4-10 may include, but not be limited to:

- Completion of work not finished in class.
- Completion of short and long-term assignments such as special projects, reports, compositions, etc.
- Review of work taken that day.
- Study for tests.
- Individualized reading.

Spiritual Development

PVCA is committed to providing encouragement and learning experiences that will nurture each student in developing his/her personal relationship with Jesus. Activities toward developing this experience include:

- Worship* and assembly services.
- Bible classes.
- Modeling of Christian faculty, staff, and students.
- Planned opportunities for student ministry – participation in meetings, outreach, mission trip, etc.
- Encouraging personal devotions.

***Attendance at planned/scheduled performances is required.**

Social Development

Social skills such as teamwork, leadership, consideration, conflict resolution, and good manners are integrated into the curriculum at PVCA. Teachers and staff are committed to providing an atmosphere and learning experiences that enables each student to develop and improve these skills.

Physical Development

PVCA is committed to providing an atmosphere and learning experience that will enable each student to achieve his/her potential in physical development.

Noon hour is 45 minutes in duration with approximately 15 minutes to eat. Recess is out of doors except during inclement or extremely cold weather; it is supervised but unstructured. If there is need for a student to stay indoors, he/she must bring a note from his/her parent/guardian. In addition to noon hour and recess, grades K-7 have a planned program of **Daily Physical Activity (DPA)**. If the staff choose to have an **intramural league**, players must sign up at the start of each sports activity and will most likely be scheduled during noon recess two days/week.

Canadian Association of Christian Athletes (CASA) is an inter-mural sports organization that presents the Gospel through athletics and encourages coaches and athletes to make thoughtful decisions for Christ. Throughout the school year several CASA weekends are planned where students come together from different Christian schools to participate. Students in grades 7– 9 (may include grade 6) have an opportunity to participate. **Requirements to participate** are as follows:

- The student must have an exemplary attendance record.
- The student must be meeting all expectations in all subjects.
- The student must demonstrate a high standard of self-control, leadership, and discipline; he/she must not be serving a suspension or be on probation.
- The student must display a high degree of sportsmanlike conduct.
- The student must demonstrate an overt willingness to cooperate with all staff members.

Good nutrition has a major impact on children’s physical development. Parents can boost children’s learning power by providing nutritious meals.

Breakfast is a must. Microwaves to heat lunch items are available in each classroom; however, students are asked to bring nothing that takes more than a minute or two to heat. In order to be consistent with the health principles promoted at PVCA, students are asked to refrain from eating or snacking between meals, and to refrain from bringing to school caffeinated beverages, and food and drinks with excessive amounts of sugar. We believe that a vegetarian diet has many health advantages, so students are also encouraged to bring vegetarian options to school. These health principles apply, as well, to off-campus functions that are school sponsored. Once a week volunteers provide a hot, vegetarian lunch for a minimal charge.

Medications, including over-the-counter medications such as Tylenol, Aspirin, Ibuprofen, etc., may not be dispensed to any student without specific parental consent.

Tobacco Use/Vaping. As required by the Tobacco Control Act (Bill 10) of British Columbia, PVCA and grounds must be kept free of tobacco and vaping products by all persons at all times. There is a posted sign to this effect.

Student Conduct

It is the goal of PVCA to provide an environment and experience through which students may improve their abilities to exercise **self-discipline**. Those who do so effectively will rarely need to be disciplined by others. However, students who disregard the established standards of conduct will be subject to disciplinary action, which could include expulsion.

Each teacher is given the responsibility of classroom management. The principal will assist the teachers in this endeavour and assume over-all responsibility for the enforcement of school policies and rules. Parents and students are expected to cooperate with the school in these matters.

The school seeks the cooperation of the home in developing the following character traits in students:

- Respect for, and obedience to, authority.
- Courtesy, respect and support for others.
- Responsibility in performing assigned tasks.
- Cooperation with others in and outside the classroom.
- Truthfulness in work and life.
- Cleanliness in person and property.
- Respect for school property and the property of others.
- Promptness in attendance and the completion of assignments.
- Proper conduct in speech, social relationships, and recreation.

In addition:

- Damage or loss to school property and schoolbooks is unacceptable. Any student responsible for damage to school property will be required to pay

for the damage.

- Fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards, iPods and electronic devices are not allowed.
- Abstinence from tobacco, alcoholic beverages, illegal drugs, and other controlled substances is required.
- Computer use will be restricted to those students who have read and signed the Computer Use Agreement form with their parents.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics. If in doubt, the student should consult the teacher.
- Horror, occult, or violent comic books, figures, clothing, and other associated materials should not be brought or worn to school.
- Rollerblading and skateboarding are not permitted on school premises at any time as stipulated by insurance policies.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures, and furniture.
- Students are to be in the classroom or other designated places as required by the schedule.
- Lockers are assigned to students in Grades 4-9. Students should select a lock with a small shank; they are expected to supply either a combination number or an extra key to the homeroom teacher. Inasmuch as lockers are the property of the school, the principal and/or teacher might inspect them at any time. Students are expected to keep lockers clean and are not permitted to permanently affix anything to them.

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit their grade status. This includes plagiarism. All students involved in the incident will be held accountable for their actions (i.e., zero on papers). Students involved in cheating on examinations or

finals may be referred to a school administrator or discipline committee for disciplinary action. Remember, cheating cheats you!

Bullying is defined as “a pattern of repeated aggressive behaviour, with negative intent, directed from one child to another where there is a power imbalance” (Olweus 1993). Bullying and harassment are contrary to the standards of conduct at PVCA. This includes cyberbullying. Staff, students and parents are strongly urged to report all incidents to school administration. There are specific guidelines in place at PVCA for adult intervention/support to children who are bullied, whether physical, verbal, or social. Therefore, the cooperation of staff, students, and parents is solicited to ensure that all students are treated in a loving, Christ-like manner, free from aggressive peer interaction.

Examples of unacceptable behaviours include, but are not limited to:

Physical Aggression

- Pushing
- Shoving
- Spitting
- Kicking
- Hitting
- Threatening with a weapon
- Defacing property
- Stealing

Verbal Aggression

- Mocking
- Name-calling
- Teasing
- Intimidating telephone calls
- Racist, sexist, or homophobic taunting
- Daring another to do something dangerous
- Verbal threats against property
- Coercion
- Extortion

Social Alienation

- Gossiping
- Giving dirty looks
- Embarrassing
- Setting up a student to look foolish
- Spreading rumours
- Excluding from group
- Inciting hatred
- Racist, sexist, or homophobic alienation
- Public humiliation
- Setting up someone to take the blame
- Malicious rumour spreading

Sexual harassment is any repeated, unwanted, unwelcome, or offensive behaviour of a sexual nature that interferes with one's education or right to participate in school activities. Students who engage in sexual harassment are subject to discipline, up to, and including, dismissal. Employees who engage in sexual harassment are subject to discipline, and possible termination. Students who experience sexual harassment must report the incident as soon as possible to the principal or any teacher. PVCA is committed to providing a school environment free from sexual harassment.

Discrimination Protection Policy

The safety and wellbeing of children at Pleasant Valley Christian Academy is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, we will ensure that children attending our school will experience a learning environment that enables every child to feel safe, accepted and respected.

Adventist schools will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion,

sexual orientation or gender identity and expression, while remaining consistent with the Seventh-day Adventist faith-values, cultural perspective and philosophical values.

Progressive Discipline

The goal of progressive discipline is to modify inappropriate behaviour by the loss of privileges. Students who disregard school rules will be held accountable for their behaviour. Minor student disciplinary problems such as excessive talking or not bringing materials to class will be dealt with by teachers. They will follow progressive discipline steps when working with students and their families. An example of progressive discipline may include:

- Step one: Teacher talks with student and takes appropriate action.
- Step two: Teacher communicates with parent/guardian.
- Step three: Teacher meets with student and parent.
- Step four:* Teacher meets with student, parent, and principal.
- Step five: Principal refers the situation to Discipline Committee.

Parents/Guardians are asked to follow the steps outlined below when addressing concerns:

- Step one: speak with the teacher involved.
- Step two: speak with the principal as a second step.
- Step three: speak with the school board chair.
- The Director of Education for the Seventh-day Adventist Church (BC Conference) is the final level of appeal.

*Any major offence could begin at step 4.

Grievance Appeal Procedure

PVCA is desirous of maintaining open and clear communication among students, families, staff, administration, and the board when conflict arises. From time to time differences may arise between any of the above-mentioned groups; the appeal **procedure** as outlined in *Best Practice Guidelines for Independent Schools regarding Procedural Fairness*, as published by FISA, will be followed.

Dress Code

Christian standards for dress considers economy, simplicity, appropriateness, modesty, neatness, and health. PVCA uses Land's End, Children's Place and local supplies to provide our school uniform. Parents can order all uniforms online through the school account at www.landsend.com.

The uniform policy is as follows:

- Students should be well groomed at all times.
- Appearance should be modest, clean, and neat.
- For safety reasons, the wearing of dangling jewellery to school is not acceptable. Bracelets or necklaces that are worn because of a medical condition (Medic-Alert) are the only exception.
- If ears are pierced, the only acceptable option for earrings are small, colourless metallic studs.
- Hair and makeup should look neat, clean, be non-distracting, and only be a natural colour.
- Winter coats, "hoods", hats, and bandannas are not acceptable inside attire.
- Students need two pair of footwear.
 - 1) **Outside shoes** of any style (weather-appropriate and safe for all kinds of activities) (NOT TO BE WORN INDOORS) and
 - 2) **Inside shoes** (uniform compliant) are necessary. (NOT TO BE WORN OUTDOORS)

Athletic shoes are recommended to double for inside and gym/P.E. classes.
- Girls must wear shorts or tights/leggings underneath skirts.
- Skirts/jumpers/shorts MUST BE KNEE LENGTH.
- In the winter at recess children must be dressed warmly in coats, boots, gloves, and hats.

Uniform Dress Code

Parents will be contacted if the student's attire is out of harmony with the stated guidelines. If students arrive at school without the uniform, parents will be asked to either provide uniform clothing immediately, or to take their child

Dress Uniform (mandatory for all special performances)	Every Day Uniform
<p>Boys:</p> <ul style="list-style-type: none"> • Navy dress pants • White long sleeved polo or collared dress shirt • Lands' End plaid tie • Land's End V-neck drifter vest, in evergreen, with logo • Black socks • Black dress shoes <p>Girls:</p> <ul style="list-style-type: none"> • Knee length plaid A-line skirt OR Lands' End plaid jumper, with logo • White long-sleeved polo or collared dress shirt, with logo • Lands' End plaid tie (optional) • Lands' End V-neck drifter vest in evergreen, with logo (optional) • Socks-white OR tights-white OR nylons-neutral • Black dress shoes (low/no heel) 	<p>Boys:</p> <ul style="list-style-type: none"> • Navy pants or shorts (knee length) • Polo shirt with logo (long or short sleeved in navy, white or "forest" evergreen) • Or white collared dress shirt with logo (long or short sleeved) • Lands' End V-neck drifter vest with logo in Evergreen (optional) • V-neck drifter vest with logo in navy blue (optional) • Fleece jacket with logo in "forest" (optional) • Black or white socks • Indoor shoes required - black, scuff-less • Outdoor shoes/boots required • Navy blue sweater or blazer, if style approved by committee beforehand. <p>Girls:</p> <ul style="list-style-type: none"> • Navy pants OR knee-length shorts, OR knee-length skirt OR knee-length jumper with logo • OR Lands' End plaid jumper with logo (If wearing a skirt or jumper-shorts or tights are required underneath) • Polo shirt with logo (long or short sleeved in navy, white or "forest" evergreen) • Or white collared dress shirt with logo (long or short sleeved) • Lands' End V-neck drifter vest with logo in Evergreen (optional) • V-neck drifter vest with logo in navy blue (optional) • Fleece jacket with logo in "forest" (optional) • Socks-black or white OR leggings-navy, black or white • Indoor shoes required - black, scuff-less • Outdoor shoes/boots required • Navy blue sweater or blazer, if style approved by committee beforehand.

home to change prior to their return.

Parental Involvement & Communication

Emergency drills for fire and earthquake are conducted/recorded on a regular basis. PVCA is equipped with supplies in case of a natural disaster. In case of a local emergency, **students will be kept on school premises until picked up by parents.**

The PVCA newsletter, “The Son”, is prepared and distributed to students to keep parents, students, and staff informed of upcoming events, reminders, announcements, etc. News and calendar events will also be posted on the school website, *www.pleasantvalleychristian.com*.

Parent/Teacher conferences and/or Student Portfolio presentations are held three times a year. Parents/Guardians are expected to attend all three events for the benefit of their child/children. However, parents are encouraged to contact teachers whenever they have questions or thoughts regarding their child/ren’s work. If possible, it would be well to co-ordinate your visits with the principal’s schedule, which will be posted in the newsletter.

Parents/Volunteers

PVCA depends on parents/volunteers to transport students on a variety of school functions. When driving, we must request a yearly, updated copy of the following information for our files:

- Liability insurance coverage - two million dollars minimum.
- Driver’s abstract.
- Criminal record check.

Other ways parents/volunteer can help are through school work bees, the hot lunch program, fundraising, supervision and classroom activities. This kind of participation helps promote and grow community spirit. Ten (10) hours a year or more per family is recommended.

Booster Seats

All drivers are responsible to comply with all child restraint requirements. Children under 40 lbs. are to be secured:

- In a booster seat in a seated position, equipped with a shoulder harness; or
- In a booster seat in a seated position, equipped with a lap belt if a shoulder harness is not available, or
- Until their 9th birthday or they are 4’9” tall, whichever comes first.

Contacting Teachers

Teachers are generally unable to take phone calls during the school day. Except for emergencies, they will not be called to the phone. The school secretary will take messages for teachers and have them return calls as soon as possible.

Address/Phone number Changes

It is essential that parents notify the school secretary if there is a change of address or phone number during the school year. The school must be kept current with this information so the office will be able to contact parents in case of an emergency related to your child.

Visitors to the School

All visitors to the school are required to clear their visit with the office.

Health & Safety

Bicycles are not to be ridden on school grounds for safety reasons. Students are asked to park them upon arrival and leave them until school is dismissed. Helmets are required. No students shall bring a motorized vehicle to school without making prior arrangements with the principal.

Child abuse is a serious offence. It is morally and legally wrong. Its impact can last a lifetime. Any school employee who has reason to believe that a child has been, or is likely to be physically harmed, sexually abused, or

sexually exploited by a parent or another person, or needs protection in the circumstances described in Section 12(1) (d) to (k) of the *Child, Family and Community Service Act*, is legally responsible, under Section 14 of that act, to report it promptly to a child protection social worker. In British Columbia a child is anyone under the age of 19.

Knowing this, Pleasant Valley Christian Academy will follow protocols outlined in the booklet *Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse* when responding to child abuse and/or neglect situations.

Tips for Parents

- Maintain a regular schedule for getting up, meals, work, study times, worship, and bedtime.
- Ensure that your child/children has a nutritious breakfast and lunch.
- Control the T.V. and electronic games or other distracting activities.
- Schedule a set time period and a regular place for study.
- Check your child/ren's agenda daily.
- Keep in touch with your child/ren's progress at school, encouraging him/her to do his/her best.
- Visit the school and become acquainted with your child/ren's teachers.
- Attend all Parent/Teacher Conferences.
- Refrain from making critical and/or destructive comments about the school, its programs and teachers.
- We welcome constructive criticism. Arrange appointments with teachers for after school or before school hours, not during class or recess time.
- Participate! Parents are welcome and encouraged to participate by attending school functions such as assemblies, hot lunches, sports days, week of prayer meetings, outreach days, ski days, skating and swimming.
- Consult your school calendar, school newspaper, special bulletins and e-mail, for dates and/or changes in scheduling.
- Please remember the school, principal, teachers and

students in family and private prayers.

8 Steps to Forgiveness

1. **Acknowledge the pain.** Admit you have been hurt.
2. **Think through the pain.** It's ok to feel hurt. Be honest about the pain. About why it hurts.
3. **Put yourself in the shoes of the offender.** Stop and think about a time when you were the offender.
4. **Remember that God forgave you.**
5. **Remember that God commands us to forgive.** "And when you stand praying, if you hold anything against anyone. Forgive them, so that your Father in heaven may forgive your sins." Mark 11:25
6. **Let go of the pain.** God will help you to forgive and to change your heart. It may take time. It may not. Keep praying. "Create in me a clean heart, O God; and renew a right spirit within me." Psalm 51:10
7. **Continue to forgive.** Sometimes, memories can be triggered that bring that feeling again. You may have to ask God to work on you.
8. **Pray for the one who hurt you.** By doing this, God can release your pain.

3 Tier Biblical Process to Solving Conflict

Matthew 18

1. Verse 15: "If your brother sins^[a], go and show him his fault in private; if he listens *and* pays attention to you, you have won back your brother.
2. Verse 16: But if he does not listen, take along with you one or two others, so that EVERY WORD MAY BE CONFIRMED BY THE TESTIMONY OF TWO OR THREE WITNESSES.
3. Verse 17: If he pays no attention to them [refusing to listen and obey], tell it to the ^[a]church; and if he refuses to listen even to the church, let him be to you as a Gentile (unbeliever) and a tax collector.

