



HANDBOOK

JUNE 2025 REVISION

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SCHOOL DIRECTORY for 2025-2026

STAFF	POSITION DESCRIPTION
Armstrong, Jessica (Ms. Armstrong)	Teacher
Brand, Mandy (Ms. Brand)	Education Assistant
Cottreau, April (Mrs. Cottreau)	Principal/Teacher
Cottreau, Ward (Mr. C)	Teacher
Heare, Teresa (Ms. Teresa)	Learning Centre Supervisor
McGill, Andrea (Mrs. M)	Secretary / Treasurer
Oickle, Irene (Mrs. Oickle)	Music/Art/PE Teacher
Sukow, Juli (Ms. Sukow)	Teacher
Tanaka, Karen	Custodian
Walper, James	School Board Chair

ABOUT AVALON ADVENTIST CHRISTIAN ACADEMY

MISSION

Avalon Adventist Christian Academy exists to teach us to think, to nurture our love for Jesus and others, and to empower us to serve. Our motto is: To Learn, To Love, To Serve

CORE VALUES AND BELIEFS

Avalon aims to develop the talent of its students and to instill in them the value of service and love of truth and learning. All children and youth have been entrusted by the church to the educational system for spiritual nurturing and educational excellence.

PHILOSOPHY

Avalon Adventist Christian Academy accepts the responsibility of assisting our students toward the full and harmonious development of their physical, mental, emotional, spiritual, and social health. If in the educational process, Avalon Adventist Christian Academy students mature and develop as Jesus did, “in wisdom and stature and in favour with God and man” (Luke 2:52), then the Adventist Christian education has accomplished the purpose for which it exists.

DESIRED OUTCOMES

1. Have a Gratitude Attitude: To lead students to a better understanding of God and His best plans for us as found in the Holy Scriptures.
2. Value Others: To develop leadership for the home, the school, the community, the country, and for citizenship both now and for the Heavenly Kingdom.
3. Strive for Excellence: To help students develop a desirable personality, and to discover their aptitudes, interests, and skills to the best of their abilities.
4. Make Healthy Choices: To show the value of the principles of healthful living, putting them into practice for greater achievements.
5. Balance Work & Life: To help students appreciate the dignity of labour and financial responsibility as a means for enjoying and sharing God’s blessings.
6. Set & Achieve Goals: To equip students with intellectual training and practical skills, enabling them to become effective workers as they find their places of service.

7. Keep Humble: To foster respect and appreciation for authority in family, in school, in the nation, and above all, in God.
8. Know and Like Yourself: To develop in students a true sense of value, integrity, diligence, and responsibility.

SCHOOL HISTORY

The Seventh-day Adventist Church in North America operates a system of elementary and secondary education that began in 1872. The church's unique philosophy of Christian education is based on the Holy Scriptures and on the belief that all true wisdom and knowledge come from God.

Our school had a remarkable beginning in the Adventist logging camps of Burke Channel, and later Fitzhugh Channel and Smith Inlet. In 1955 the school was named "Avalon" which means "an earthly paradise in the western seas."

The school mainly served families of the GMG Logging Company but pupils from other parts of the inlet also attended. Avalon was a public school under the Ocean Falls School District but, except for one year, the teachers were all members of the Seventh-day Adventist Church. Since its conception, Avalon School floated gently (and sometimes not so gently) on the waters of Smith Inlet on the British Columbia coast.

Most years the school was full to capacity and the children who attended wore lifebelts at play until they had passed into the "good swimmer" class. When it was no longer possible for GMG to log on a year-round basis, Adventist families of the Watcher Isle SDA Church moved to Port Hardy where they joined with the Port Hardy SDA Company to form the Port Hardy Seventh-day Adventist Church. Parents immediately began to envision a church school.

GMG Logging generously offered their floating school if a place could be found to put it. (The church property on Byng Road had still to be cleared of virgin timber.) Finally, a suitable piece of waterfront land was leased; the school was towed over Queen Charlotte Sound by GMG's "Surf Isle" and was pulled up on the shore property. It took hard work on the part of the Adventist families to get the building properly set up and the necessary adjustments made to make the school suitable for "land living".

By September 14, 1970 school was ready to open. Mr. Jack Gorton, graduate of Walla Walla College, was asked to teach. Six students attended the first day, with attendance growing to nine by Christmas. By 1975 the church property had been prepared and a two-room school was built at our present Byng Road location, next to the Seventh-day Adventist Church. Then in 1993, Avalon was enlarged to include a library, office, science lab, kitchen, and gym, as well as additional classrooms and restrooms.

Today Avalon is a warm, inviting building that offers a Kindergarten to Grade 9 program as well as Preschool and after school care. We have certified teachers as well as support staff. We are proud of our heritage and of our present school!

LOCATION

Avalon Adventist Christian Academy is located on the northern tip of Vancouver Island, about 385 km north of Nanaimo. The school is just outside the town of Port Hardy, which has a population of between 3500 and 4000. Port Hardy is a safe, family-orientated community with lots of outdoor activities available. The town has mountains on one side and the ocean on the other – great for the outdoor enthusiast. Port Hardy's climate is moderate all year round. Port Hardy has many working opportunities. With affordable housing, a

safe community, and all the community activities, Port Hardy is a great place to live and raise a family. Add to that a good Christian school and Port Hardy is the ideal place to be!

ADMISSIONS

AACA follows the BC Conference Admission of Students Policy and Procedure. Students will be accepted using the following guidelines:

1. Students will be accepted at the beginning of the school year, and at the beginning of grading periods (usually mid-November, beginning of February, and mid-April). Students coming from out of town may be accepted at other times.
2. Students with special needs, whether behavioural or educational, are welcome, provided that their special needs can be adequately met by the school. Once admitted, each case is re-evaluated each March for the coming school year as the resources of Avalon Adventist Christian Academy are limited in terms of what can be offered in the way of learning assistance.
3. Tuition is paid monthly.
4. Students and parent/guardians agree to abide by the policies in the Avalon Adventist Christian Academy handbook and the Avalon Adventist Christian Academy Operating School Board.

ENROLLMENT PROCEDURES

1. Submit the following:
 - Application
2. Arrange to have the following sent to Avalon:
 - Copy of grades from previous schools
 - Documentation related to any special needs of a student
 - Recommendation from the student's most recent principal, head teacher, or guidance counselor.
 - Recommendation from two other individuals who know, but are unrelated to the student.
3. When all forms have been received, an appointment will be set up for the family with the Principal. The Principal will take the request to the Operating Board for approval.
4. You will be notified by the Principal of the acceptance or denial of your application.
5. Once the student has received final approval for enrollment, the parents or guardians will fill out the Financial Agreement form.

For a detailed copy of the Office of Education policy, please contact the school office.

STUDENT PLEDGE

Students agree to abide by the rules and regulations of the school and work cooperatively with teachers and administration so that Avalon Adventist Christian Academy can provide a positive Christian learning environment.

PARENT PLEDGE

Parents agree to support the rules and regulations of the school and work cooperatively with teachers and administration so that Avalon Adventist Christian Academy can provide a positive Christian learning environment.

FINANCES

Annual Registration Fees (non-refundable) for yearbook fee, student testing, student insurance \$100
School Supplies for the year (Gr K-6) / School Supplies for the year (Gr 7-8) \$30/\$50
Applied Design Skills and Technology/Fine Arts Fee for grades 5-8 (ex: food, paint, wood, fabric...) \$50

MONTHLY TUITION

Kindergarten – Registration fee, school supplies and no tuition
Non-Constituent Grade 1-6- \$ 225 Grade 7-8 - \$250 1 st Child- Registration fee, school supplies and monthly tuition 2 nd Child - Registration fee, school supplies and 50% of tuition 3 rd Child- Registration fee, school supplies and no tuition charge
*Constituent Grade 1-6- \$180 Grade 7-8 - \$200 1 st Child- Registration fee, school supplies and monthly tuition 2 nd Child - Registration fee, school supplies and 50% of monthly tuition 3 rd + Child- Registration fee, school supplies and no tuition charge
New Student to Avalon 1 st Child- Registration fee, school supplies and 50% of monthly tuition 2 nd Child - Registration fee, school supplies and 25% of monthly tuition 3 rd + Child- Registration fee, school supplies and no tuition charge

*Constituent is defined as a member of the Port Hardy SDA churches. The lower cost reflects contributions made by members who help financially support the school.

REFUNDS

Tuition applies on a monthly basis. If a student attends only part of a month, the entire monthly tuition still applies. Registration fees are a one-time charge and will be forfeited should a student withdraw before the end of the year. Students transferring to Avalon during the school year will be charged the entire one-time annual registration fee and the monthly tuition for each month in attendance. Hot lunches, field trips and uniforms are charged separately.

METHODS OF PAYMENT AND DUE DATE

- Cheques
- Cash
- E-Transfer

Tuition payments are due and payable by the FIRST day of each month unless other arrangements have been made on your personal financial plan completed at registration. If your financial position changes during the school year, please come to the office to adjust your financial plan accordingly. A \$20 fee will be charged for N.S.F. cheques.

TUITION ASSISTANCE

Port Hardy SDA Church has some funds available for tuition assistance and application forms are available in the school office. Applications will be assessed on a first come first serve basis and the submission of a completed application form. It is based on income level and assessed need for assistance. Your financial situation is kept confidential.

SCHOOL OPERATION

The faculty and support staff, hired by the British Columbia Seventh-day Adventist Conference along with the Operating Board, are responsible for the successful operation of the school for young people who desire a Bible-based, Christian education. Our standards are high to challenge all students and help them reach honourable goals physically, mentally, emotionally, spiritually, and socially.

ACCREDITED BY:

- The Board of Regents of the General Conference of Seventh-day Adventists.
- The British Columbia Federation of Independent Schools (FISA) as outlined in the British Columbia Independent Schools Act.

School Hours

Monday-Thursday 8:30-3:15

Friday 8:30-1:00

Supervision

Monday-Thursday 8:00-8:30, 3:15-3:35

Classrooms open at 8:20 each morning

SCHOOL CLOSURE POLICY

Inclement Weather:

In all decisions, safety of students must be considered first. In general, AACA will follow the same guidelines as other Port Hardy local schools in School District 85.

If School District 85 closes school due to inclement weather, you will be informed by:

95.5 FM (CBC Radio)
1240 AM (Coast Radio)
School District 85 Facebook page
REMIND text sent from AACA
AACA Facebook page

If school is already in session when weather worsens and the decision to close school is made, parents/guardians will be contacted by phone for arranging pick up of their child.

Power Outages:

POWER OUTAGES If the power is off when you wake up or goes off before school begins, school will be closed for the day unless the power comes back on by 11:00 AM. School will begin 1 hour after the power comes back on.

Example:

- If the power comes on at 9:23 AM School will start at 10:23 AM.
- If the power comes back on at 11:01 AM School is closed for the day.

If the power goes out during school and is likely to be off for more than 2 hours, parents/guardians will be contacted to arrange pick up of their child. School may be dismissed sooner during the colder, darker months when outdoor activities are limited.

ACADEMIC PROGRAM

STANDARDIZED TESTING

AACA offers the following standardized achievement tests:

- CAT-4 (Canadian Achievement Tests, Version 3) – Grades 3 - 8
- FSA (Fundamental Skills Assessment) – Grades 4 and 7

STUDENT PROGRESS / REPORT CARDS

It is the goal of each teacher to communicate with the parents 5 times during the year to inform the parents of how well his/her child is performing. These communications can be done several ways: a formal report card, on-line reports, parent/teacher conference, student led conference, a call home, or a simple talk after school when a parent is picking up a child.

GRADING PERFORMANCE INDICATORS OF LEARNING

EE = EXCEEDING GRADE EXPECTATIONS

- Development of skills and understanding is beyond program expectations
- Concepts and skills are mastered, applied and extended

ME = MEETING GRADE EXPECTATIONS

- Development of skills and understanding meets program expectations
- Concepts and skills are understood and applied

AE = APPROACHING GRADE EXPECTATIONS

- Development of skills and understanding does not always meet program expectations
- Concepts and skills are not consistently understood or applied

NY = NOT YET MEETING GRADE EXPECTATIONS

- Development of skills and understanding is not sufficient to meet program expectations
- Concepts and skills are not yet understood or applied

I = INCOMPLETE

- No demonstration of minimally acceptable performance in relation to curricular competencies
- Not enough data received to ascertain performance

RELUCTANT LEARNERS

All students are expected to make a reasonable effort to do the following:

- Complete assigned work on time.
- Be courteous and attentive to the teacher and respectful to others.
- Perform a calibre of work consistent with his or her abilities.
- Be regular and punctual in attendance.

Teachers will make every reasonable effort to support reluctant learners, but failure to comply with the above could mean expulsion from school

ATTENDANCE POLICIES

In addition to supporting academic excellence, good attendance and punctuality are valuable life skills that can be achieved by every student. Classes start at 8:30 each morning; students are encouraged to arrive no later than 8:25 am. Please phone the office no later than 8:30 am on the day the student is absent or late for school for any reason. If a phone call is not placed to the school before this time, the school will be contacting the parents. Students are expected to be prompt and regular in attendance at all classes. Absences and tardiness disrupt the continuity of instruction, and cannot be fully substituted with out-of-class materials. Parents are requested to plan their family vacations to coincide with school holidays.

Excused Absences

- Illness
- Death or funeral in the student's family
- Weddings and graduations
- Medical, dental, or counseling appointments
- Family emergencies

It is the responsibility of the parents and students involved to gather and complete any missed work in a reasonable amount of time.

Consequences: After 6 unexcused absences or tardies

- Phone call to parents/guardians to help create a plan for no future unexcused absences or tardies.
- Ineligible to be on Sports Teams

DISCIPLINE POLICIES

BEHAVIOUR GUIDELINES SELF-DISCIPLINE POLICY

It is the goal of AACA to provide an environment for experiences through which students may improve their abilities to exercise self discipline. When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school.

Discipline may be imposed for inappropriate conduct not listed in the handbook. It is, however, always administered with these factors in mind:

- Discipline is for the good of the student and is administered in love for corrective purposes.
- Most discipline is accomplished in the ordinary educational environment between the student and the teacher.
- The home, the school, and the church are all environments for teaching self-discipline.
- Discipline is given justly and impartially, with the background, attitude and circumstances being considered.

Discipline often takes place in an emotionally charged atmosphere; the school encourages dialogue that will respect privacy and clear up misunderstandings.

SCHOOL DISCIPLINE POLICY

The purpose of the Discipline Policy is to guide the conduct of pupils in a way that permits the orderly and efficient operation of the school and to assist the student in developing self-discipline. From time to time, students may exhibit inappropriate behaviour. The majority of the time this inappropriate behaviour will be handled by a staff member. However, there will be occasions when the behaviour will require intervention by the principal.

DISCIPLINARY ACTIONS AND APPEALS

All discipline is subject to appeal. As parents, teachers, and students work together, there are bound to be times when differences come up. In the normal routine of things, parents or students objecting to teacher action, should go directly to the teacher involved. If, after direct contact, the situation remains unresolved, they may approach the Principal. At this point, they need to write down their concern, so that a copy can be given to the teacher involved.

If action is still not satisfactory, the matter may be referred to the Discipline Committee. The Discipline Committee consists of the following individuals: • Principal (Chairperson) • A current Constituent Pastor • Staff members. The Chairperson is responsible to get the members of the Discipline Committee together when needed.

Occasionally students will become involved in activities considered punishable by suspension or dismissal from Avalon. The Principal or Discipline Committee will evaluate these actions. This committee may be convened at the request of the principal, teacher, or a parent/guardian. The Principal or Discipline Committee will decide if a suspension or dismissal is warranted and will set the terms of any action taken. Decisions will be motivated by considering the best good of the greatest number of students.

In the event of contention by teacher or parent/guardian of a Discipline Committee decision, the Operating Board shall act as a Board of Appeal. Members of the Discipline Committee normally on the Board may be excluded from deliberation in the Board's appeal function. Every attempt will be made to resolve problems at the lowest level.

MINOR OFFENCES are generally those that a staff member will handle in the classroom, hallway, gym, or on the playground. Corrective strategies might include a warning (private, quick), a noon or after-school detention, a withdrawal of privileges, a move within the class, or another action appropriate to the minor offence.

MAJOR OFFENCES Students have the right to an education, but the privilege of attending school may be temporarily altered if a student has committed a major offense.

The following is a list of offences that can be considered major:

- Displaying ideas or behaviours that undermine the Christian ideals of the school.
- Damaging or stealing school or personal property (including theft in or out of school)
- Fighting, hurtful or inappropriate teasing, using physical or verbal abuse, or intimidating a staff member or student.
- Showing open opposition to or defiance toward a staff member.
- Exhibiting conduct which is illegal or deemed injurious or harmful to the well-being of the school such as drinking, smoking, supplying alcohol or drugs, gambling, betting, or having in one's possession any form of tobacco or illegal drugs.
- Dishonesty, willful deception, cheating in exams, class work, or any other phase of the school program.
- AWOL (Absent Without Leave) – leaving the school premises without following the correct procedure (see page 14) and with intent to deceive.
- Using profane language or gestures, indulging in a sexually suggestive manner, possessing, or displaying obscene literature, pictures, or objects.
- Wearing, displaying, or having in one's possession anything which causes a negative influence.
- Bringing a weapon of any kind to school.

PARENT / TEACHER CONFLICT RESOLUTION PROCESS / APPEALS POLICY AND PROCEDURE RATIONALE

Procedural fairness is important. The Bible promotes justice and fair play in our dealings with others. "For the Lord is righteous, He loves justice; upright men will see His face." Psalm 11:7 (NIV) It is important for conflicts to be dealt with fairly and to be seen to have been dealt with fairly. Therefore, it is important to follow carefully outlined procedures in dealing with all conflicts that arise in schools. This policy deals with academic and disciplinary decisions. Employer/employee conflicts are dealt with through the policies outlined in the SDACC Education Code.

APPEAL POLICY

The SDABC recognizes the right of a student and/or parent of a student to appeal a decision of an employee of the school where such decision significantly affects the education, health or safety of the student (i.e. admission, academic or disciplinary actions). A "decision" for the purposes of this policy includes the failure of an employee to make a decision or to communicate that decision in a timely manner. Appeals must be presented either in writing or in person to the Principal or to the Chairperson of the local school board.

APPEAL PROCEDURE

Before an appeal is filed, it is the local School Board's expectation that the student and/or parent will constructively discuss the issue in dispute with those responsible at the school level. This expectation is in keeping with the conflict resolution principles found in Matthew 18. In this regard, the local School Board expects, at a minimum, the following steps will be taken before an appeal is filed:

Step 1: The student and/or parent will discuss the issue with the person who made the decision.

Step 2: The student and/or parent will discuss the issue with the principal.

Filing an Appeal

- An appeal shall be initiated by filing a notice of appeal in writing to the school Principal or to the Chairperson of the local school board.
- The notice of appeal shall include the following information:
 - the name, address, email address (if applicable), and telephone phone number of the Appellant, including the student's name, grade level, and home room teacher.
 - a description of the decision that is being appealed and its effect on the education, health or safety of the student.
 - the steps that the Appellant (the one that appeals) has taken to discuss the matter directly with the person who made the decision and with the principal.

School Board Hearing

- Upon receiving the notice of appeal, the Principal will notify the local School Board Chair, and the Superintendent.
- The local School Board Chair will call a special meeting of the local school board to review the appeal within 5 business days and will notify the Appellant, the Principal and the Superintendent of the date and time for the meeting.
- The local School Board will hold a hearing in respect of the appeal. All appeal hearings will be held in a closed session.
- The local School Board may ask questions of any person appearing at the appeal hearing, including the principal or the Appellant.
- During the appeal process, the Appellant may be accompanied by a support person and/or interpreter/translator.
- After answering questions from the local school board, the principal must recuse her/himself from the appeal committee's deliberation.

Decision

- The local School Board shall decide the appeal based only on the oral and/or written submissions presented to it.
- The local School Board shall notify the Appellant, the Superintendent, and the Principal within 72 hours of the School Board's decision. If an appeal is denied at this level, the Appellant must be provided with written reasons for the decision, and notification of the next level for appeal. Appeals made to the Superintendent will follow the same process as appeals made to the local school board.

HARASSMENT- BULLYING POLICY

SDABC 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.

Any student engaging in activities of promoting hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behavior against any individual or group because of their gender, race, culture, religion, sexual orientation or gender identity and expression threatens the safety and wellbeing of students. These behaviors may occur at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school environment. These activities will immediately become subject to disciplinary review which may include consultation with parents and legal authorities. A student's age, unique personal needs and mitigating circumstances will be considered in such a review, and every sensible option to educate and remediate will be explored.

However, the protection of every student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, will carry the highest priority. Major behavioral infractions such as these may result in removal from enrollment at a SDABC school and/or referral to law enforcement. SDABC schools and the authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint concerning a breach of this policy.

DRESS CODE POLICY

The way we dress reveals something about how we view ourselves and others. At AACA we seek to create an environment where students are encouraged to focus on a personal friendship with Jesus, on academic excellence, and on wholesome social relationships. Personal value is based on what Jesus is doing in us rather than on outward display.

DRESS PRINCIPLES

- Be neat, clean, and simple.
- Be modest.
- Be appropriate for the place and the activity.

SCHOOL UNIFORM POLICY

Students are expected to adhere strictly to the dress requirements.

- Khaki Pants, beige or navy
- Polo Shirt, long or short sleeve, navy
- Sweater, navy (optional)
- Jumper, beige or navy with navy or white shirt underneath (optional)
- Polo dress, navy (optional)
- Shorts/Skorts, beige or navy (optional)

The dress code will be in effect during school hours, to and from school, on all designated school field trips and/or related activities, and at all performances presented by the school. Decisions on uniform attire during class trips or some school-related activities will be the decision of the classroom teacher and the Principal, depending on the nature of the trip or activity.

Uniforms can be embroidered locally at the Hobby Nook. Parents are encouraged to purchase their own navy polo shirts from Old Navy and have them embroidered. It is recommended that students' initials be placed on labels of all clothing and shoes.

PHYSICAL EDUCATION ATTIRE

A PE strip is mandatory for all Grades 5-9 students for PE class and includes:

- Shorts, Sweat pants or Track Pants, navy
- Avalon gym-shirt, navy

COMPLIANCE TO SCHOOL UNIFORM POLICY

Students arriving at school out of uniform will be asked to correct the situation. This may necessitate a phone call home in order to have the correct uniform brought to school. It is the responsibility of the parent/student to make sure that the student's daily uniform wear is available for them each school day, without exception and that their child/children are dressed appropriately.

Each Friday is casual day. Students can enjoy a change from their usual uniform provided they follow these expectations:

MODESTY

- Clothing must not allow underclothing or midriffs to be visible. Blouses should have a modest neckline. Sleeveless clothing must be snug fitting under the arm with shoulder straps wider than spaghetti straps.
- Shorts, skirts, and skorts must be no shorter than the width of the student's closed hand placed just above the bend of the knee. Skirt slits must reach no higher than this same point.
- Modest swimsuits are to be worn at school-sponsored swimming events.
- Sheer fabrics do not count towards coverage specifications.
- Dresses for school events like banquets or concerts must follow the modesty principles of the school.

RESPECT

- Hats are not to be worn indoors (unless designated by staff or SA spirit day) Hoods of hooded sweaters are to remain down off the head while indoors.
- Pants and shorts must be hemmed and should have no holes, rips or tears. Pants should be pulled up to fit on the hips.
- No sleepwear should be worn to school (unless designated by staff or SA spirit day)
- No clothing with slogans or pictures promoting anything contrary to Christian principles.
- Cosmetics, if worn, should have a natural appearance.
- Hair must be neat and clean.

SAFETY

- Jewelry is permitted, but staff may require students to remove jewelry that is loose or in any way creates a danger to the student in certain activities such as during PE.
- For safety reasons, shoes must be worn at all times (unless otherwise authorized by staff.)

MEDICAL INFORMATION POLICY

*****Pandemic Alert – Parents are expected to monitor the health of their children and refrain from sending them to school if they are not feeling well.**

MEDICATION:

If your child is in need of assistance in taking medication while at school, a note from the parent/guardian or a doctor is necessary before staff may legally help. Full instructions for proper administration of the medication must be provided.

HEAD LICE

Head lice are common pests in schools. Lice are not respecters of persons or places—anyone can get them. Lice are not a serious health hazard; they are simply a nuisance, requiring prompt and persistent attention. If your child has lice, please notify the school immediately. They spread rapidly from child to child if they are not isolated and treated as soon as possible. If your child is diagnosed as having head lice, he or she will be sent home until proper treatment has been administered.

ILLNESS

The following guidelines will assist parents in making the decision to keep a child at home due to illness. The school will also follow these guidelines when making the decision to send a child home due to illness. Our primary concern is that our school remains as healthy a place as possible for all the students and teachers and to limit the spread of contagious illnesses. Please keep your child at home until they are ready to return to a working classroom.

FEVER: If a fever is present (100.4° F / 38 ° C or higher), keep your child at home until symptoms return to that of a common cold (no fever for 24 hours, mild cold symptoms).

PINK EYE: See physician. Keep children out of school 2 to 3 days while redness and discharge last.

VOMITING: Child should be free from vomiting for at least 2 solid meals.

DIARRHEA: Child should be free from diarrhea for at least 24 hours.

BODY RASH: Seek treatment until under control and no longer itchy.

PARENT INVOLVEMENT

Change of Address and/or Contact Information: It is extremely important that we are able to contact the parent, guardian or emergency contact person at all times. In the event that you move, change telephone numbers, email addresses, or modify your emergency contact person preference, please notify the school office IMMEDIATELY.

Field Trips: Field trips are interesting days spent visiting resources in the community. They are planned and designed as an integral part of the course of study. Parents who have proper clearance may be encouraged to join us on field trips to enjoy the activity and/or help provide extra supervision. Any trip away from the school campus requires that we have written permission from the parent/guardian. Students are expected to return permission slips and money to school before the scheduled day to prevent the disappointment of being left behind at school because of a forgotten paper on the day of the trip.

Homework: Parents play a crucial role in the development of their child's homework and study skills. Through supervision, encouragement, interest, and direct modeling, parents can help to ensure long-term academic success. Good home learning habits include a regular schedule of homework/study time, a quiet place set aside for study, ensuring availability of materials and resources, and providing sufficient and appropriate lighting. If a student is away from school, he or she is expected to complete missed work promptly or as arranged with the teachers.

Parent-Teacher Conferences and Communication: Formal parent-teacher conferences are scheduled twice during the school year. It is important for parents to plan to attend these conferences. We encourage, however, all parents to inform themselves about their child's academic progress by being involved at home and by communicating with teachers throughout the year. Teachers can be contacted through email and phone, and appointments for additional conferences can be arranged with teachers as needed.

Parent/Volunteer Participation: Parents are an indispensable part of the AACA family. The following ideas are ways you may wish to become involved: field trip supervision, helping with hot lunches, assisting in school maintenance and building projects, participating in school work bees, assisting a teacher with tutoring or classroom projects, and attending constituency meetings.

- All volunteers including those attending field trips require a Criminal Record Check. They may apply for a free CRC online (Please contact the school office for more details).
- Parents/Volunteers providing transportation must submit a Driver's Abstract and copy of insurance to the office. All vehicles used to transport students must have a minimum of \$2 million liability insurance.

SAFETY

ABUSE PROTOCOL

Avalon Adventist Christian School follows the policies and protocols as set out in the: *BC Handbook for Action on Child Abuse and Neglect, Responding to Child Welfare Concerns, as well as Supporting our Students; A Guide for Independent School Personnel Responding to Child Abuse.*

Child abuse is a serious problem. It is morally and legally wrong. Its impact can last a lifetime and even extend to future generations. Everyone 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 other person, has been neglected, or needs protection in the circumstances described in section 13(1) (d-k) of the Child, Family and Community Service Act is legally responsible, under section 14 of that Act, to report promptly to a child protection social worker. In British Columbia, a child is anyone under the age of 19.

Knowing this, Avalon Adventist Christian Academy will follow all protocols outlined in relation to Child Abuse when responding to child abuse and/or neglect information or situations.

Anyone manifesting vulgar, abusive, and violent behaviour is choosing to discontinue their affiliation with AACA.

ACCIDENT OR INJURY POLICY

- Staff will administer first aid to students with minor injuries
- Staff will administer first aid to students with major injuries, and the student will be transported by car or ambulance to the Emergency Ward of the Port Hardy Hospital.
- Serious injuries may be transported to a larger hospital by ambulance.
- Parents shall be notified of any major injury by telephone.

EMERGENCY RESPONSE DRILLS:

Regular fire, earthquake, and security drills are held each year in order to train students how to respond in a real emergency situation. All parents, volunteers, and visitors are expected to evacuate the buildings with the students and staff. The marshalling area is on the play field at the back of the property.

EARTHQUAKES AND OTHER DISASTERS

In the event of a serious earthquake, flood or other disaster, students will remain at the school until local authorities have given an “all clear.” Parents may pick up their students at their own risk. Parents may obtain information by listening to 95.5 FM or 1240 AM Radio and checking the school website.

LEAVING SCHOOL PROPERTY DURING SCHOOL HOURS

Students are required to remain on the school grounds throughout the school day. Where circumstances demand a student to leave school property during school hours, parents are required to report to the office and fill out a permission slip provided. Office staff will go get the student requested. Students will stay in their classroom or designated area until such a request. It is REQUIRED that a parent or guardian transport their son or daughter from the school. This is necessary as a safety precaution in order that staff know the whereabouts of students at all times.

SCHOOL SECURITY

In order to ensure this school is a safe environment for children, AACA implements the following security measures:

- All parents and visitors (including volunteers) must check in at the main office before going to any classroom or other locale on campus.
- Students should not arrive on campus before proper supervision is available. Students wait for pickup at the end of the day near the main entrance. Parents/Guardians can drive up to the main door for drop off and pick up, keeping to the 1-2 minute time limit or use the school parking lot if they need more time.
- Students waiting for pick up after school hours will wait near the main entrance in front of the school office or in a designated and supervised area.
- Guests of students must have prior approval of all teachers and administration a minimum of 24 hours in advance.
- School doors are kept locked. Please ring the bell for admittance.

VISITORS DURING SCHOOL HOURS

During school hours, visitors must check in to the office prior to visiting on school property. Visitors must also request permission in advance from the supervising teacher to participate in class. This ensures the safety of all students and allows teachers to accommodate extra people in a program.

RECOGNITION & AWARDS

Each year on the last day of school parents and friends are invited to join the school body for a special closing ceremony in which students, staff, and volunteers are honoured in a personal way. Part of our celebration includes giving the following awards to those students who, according to the AACA staff, best represent the following areas of growth:

Achievement Award – a \$25 cash award for a Grade K-5 student and a Grade 6-8 student who has shown the most growth in one or more areas.

Arts Award of Excellence Award – a \$50 cash award for a Grade K-5 student and a Grade 6-8 student who most actively participated in the areas of music, art, or drama class and class-sponsored activities, who exhibits artistic or musical talent and enthusiasm for the arts, and who takes an active part in extra-curricular activities.

Athlete-of-the-Year Award – a \$25 cash award for a Grade 6-8 female student and a Grade 6-8 male student who demonstrate both physical prowess and sportsmanship, and who participated in as many school-sponsored functions as possible.

Attendance Award – a \$50 cash award for a Grade K-5 student and a Grade 6-8 student with the highest attendance record for the school year.

Citizenship Award – a \$50 cash award for a Grade K-5 student and a Grade 6-8 student showing the most outstanding citizenship; a student who has shown by their words and actions qualities and characteristics we hope to instill in all our students.

Sportsmanship Award – a \$50 cash award for a Grade K-5 student and a Grade 6-8 student who exemplifies Christian principles through conduct on the playing field and in the classroom.

STUDENT LIFE AND RESPONSIBILITIES

Athletics

REQUIREMENTS FOR GRADES 6-8 PARTICIPATION ON SPORTS TEAMS:

Students on a sports team are in a position to witness by lifestyle and must maintain a high standard of excellence. They will be expected to display the highest sportsmanlike conduct. Practices outside of class focus on developing teamwork, strategy, and fitness. A trip fee is normally required for the Kodiak' Volleyball Team and Kodiak Football Team tournaments.

Academic Eligibility

The student must have a minimum "ME" grade in each subject to participate in sports tournaments.

Citizenship Eligibility

- There is an overt willingness demonstrated to cooperate with all staff members.
- The student demonstrates a high standard of self-control, leadership, restraint, and discipline in general school behaviour.

Attendance Eligibility

The student has maintained exemplary attendance in all classes.

EXTRACURRICULAR SPORTS TEAMS / EVENTS

Fall: Kodiaks Flag Football (Grades 6-8) NOT CURRENTLY ACTIVE

Winter: Kodiaks Volleyball (Grades 6-8) NOT CURRENTLY ACTIVE

Year-round: Various sport clubs are run for students in grades 3-8 throughout the school year.

Assembly

Each Friday morning, from 8:30-9:00, we gather as a school for assembly at the school or church next to the school. Our program generally includes singing, a short inspirational talk from one of our chaplains, or another planned activity by staff.

Character Development

AACA is a Christian school. School activities are planned to enhance spiritual growth. Being a Christian is accepting a lifestyle committed to continual growth in Christ. Since it is a growth experience, all those will be at different levels of spiritual growth. Therefore, we must encourage one another to keep our relationships with Jesus growing in order to achieve the character development He wants for us. AACA is committed to providing an atmosphere for learning experiences where students will:

- Desire to build a friendship with Christ
- Grow in ability to reflect the qualities of God's character including love for others, kindness, unselfishness, patience, and tolerance.
- Recognize and improve his or her personal talents with the purpose of helping others.
- Establish the habits of self-discipline necessary for success in all endeavours.
- Come to understand, by personal experience, salvation by faith.
- Grow in knowledge of the Scriptures.

Electronic Equipment Policy

Avalon is a Christian institution focused on providing a Christian atmosphere and a safe learning environment for all students. Students are encouraged to make wise choices when using electronic equipment. Such items should be used to enhance learning and not for entertainment during school hours. The staff of Avalon have adopted the following guidelines for those who own electronic equipment:

- Cell phones, iPods, laptops, tablets, and similar devices are not to be used during class time unless approved
- All other electronic entertainment devices are not to be used during school hours
- Any inappropriate use of electronic equipment at school may result in disciplinary action and/or acquisition of property.

INTERNET USE POLICIES

Being that the internet is a necessity in today's education, responsible use is extremely important. Following are guidelines to responsible use.

- Stay on sites authorized by the teacher
- Any messages, pictures and language shared should not offend or harass others
- Take proper care of computers, computer systems, and the computer network
- Follow copyright laws
- Respect others' privacy in regards to passwords, folders, work, or files of others
- Remember, while at school, the network is not for personal and/or commercial purposes (MSN, Chat Rooms, Facebook, Instagram, etc....)

Email Address

During their time at Avalon, students and staff are provided with an email address with the school domain. Example: wsmith@aacaph.ca. This email will be discontinued at such a time that they are no longer in attendance at AACA.

Extra Clothing

Extra Clothing (Grades K-6) Every K-6 student should keep a full change of clothing kept in his/her locker in case of an emergency. For students in grade 5-6 this may consist of a gym strip.

Homework

Homework is assigned at the teachers' discretion. It is particularly important that students develop good, regular study habits in their school lives.

Illness & Medication & Allergies

ILLNESS: Students who become ill during the day will be sent home upon notification of the parent(s)/guardian.

MEDICATIONS: No staff member may dispense medications to any student, including over-the-counter medications such as Tylenol, Aspirin, Ibuprofen, etc. Parents are strongly advised to not send medications to school with their children. If a prescription drug is required to be taken, the school **MUST** have the following

information: 1. Letter from the parents giving permission. 2. Clear instructions from the doctor prescribing the medication. 3. The medication must be in its original container.

ALLERGIES: Due to severe reactions of some students to specific allergens, the school has adopted a NO PEANUTS/NO SCENT/NO PETS policy. Parents are requested to honour this policy by not sending any peanut products in student's lunches. It is also important that items donated by parents for hot lunches, class parties, etc. be peanut/peanut product free.

Possession of Weapons/Explosives

Possession of weapons, potentially dangerous items that might be used as a weapon, or items explosive in nature is strictly prohibited. This includes dangerous chemicals, fireworks, hunting knives and pocket knives. We also strongly discourage "war toys", military action figures, martial arts paraphernalia and trendy toys where fighting and conflict is the central theme of play

Public Display of Affection

One of the goals of our school is to help students develop wholesome social relationships. The friendships formed here can do much to make the school year happy and successful. Students are encouraged to form many relationships rather than one serious, steady relationship. In order to help students develop a balanced social life, the following guidelines have been established:

- Public display of affection by students is not appropriate at school. This includes holding hands, arms around each other, and kissing. Shoving, wrestling, "piggyback" riding, and giving of back rubs are examples of inappropriate public behaviour. Shoulder rubs are usually acceptable, as are brief, greeting-type hugs. Students sitting together should sit up without leaning against each other.
- Non-Avalon students who are socially involved with Avalon students are subject to school policy while on school grounds and must check-in with the principal.

School Lunches

FOOD AND NUTRITION Every other Thursday Avalon provides a Hot Lunch program. There may be other occasions when Avalon hosts an event in which food is served. In line with the health principles we have adopted as a school, we do not serve flesh foods or beverages containing caffeine. For optimum learning potential, before coming to school each day ensure your child has an adequate, nutritious breakfast and packed lunch. As much as possible, providing simple, wholesome, unprocessed foods in your child's lunch is recommended. Non-caffeinated carbonated drinks, candy and other treats may be used exclusively for certain school functions (class parties, etc.) and would be at the discretion of the teacher.

MICROWAVES: Due to time constraints, microwaves are not available for student lunches. We recommend the use of a thermos for a hot meal.

Socializing

Social skills such as teamwork, leadership, consideration for others, conflict resolution, and good manners must usually be learned. AACA is committed to providing an atmosphere for learning experiences that will enable each student to develop and improve these skills.

Substance Use

This policy addresses the use of tobacco products, including vape products on school property or at any school activities. It reflects a concern for the health of both employees and students and is based on current BC Ministry of Education requirements and educational practices. Our aim is for students and adults to respect our smoke free expectations by choosing not to smoke at school. We intend to achieve this by promoting the non-use of tobacco among students and adults.

WE COMMIT TO

1. Total elimination of tobacco use and vapour products (electronic cigarettes) on school property and at any school activities during the week or weekend.
2. Total elimination of tobacco use and vapour products (electronic cigarettes) while involved in school activities anywhere within the community.
3. Providing support for adults (employees and parents) and students to stop smoking.
4. No parent or community member smoking in a car on the school grounds or at a school event off campus.

OUR POLICY Avalon Adventist Christian Academy is a non-smoking environment where the use of tobacco products, including vape products, is prohibited on all school property and at school sponsored events.

RESPONSIBILITIES The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All people on the school premises share responsibility for adhering to and supporting this policy.

STUDENTS

1. Abide by the requirements of the policy.
2. If a smoker, actively seek support to stop smoking.
3. Support peers to stop smoking.
4. Remove themselves from an area where smoking is occurring.

STAFF

1. Abide by the requirements of the policy.
2. Provide knowledge on both the health effects of tobacco smoking and the skills necessary to cease using an addictive substance.
3. Encourage and support smokers to stop smoking.
4. If nominated by a student, act as their “stop smoking” support person / mentor / coach / encourager.

PARENTS/COMMUNITY

1. Abide by the requirements of the policy.
2. If their child smokes, actively encourage them to seek help and support them to stop.
3. Being supportive of any sanctions/consequences the school has imposed as a result of a student “smoking”, “vaping” or socially mixing with a student who is smoking.

BREACHES OF THE POLICY: For the purpose of this policy a student smoker is someone who is smoking or in possession of tobacco or vape products. In addition, if students are within 500 meters of the school grounds, they will be seen as being in breach of the smoking policy.

Student Association

All students, together with all staff members, are automatically members of the SA. This association is the general organization of the student body and is responsible for social and cultural activities. Qualifications for officers are as follows:

- All Student Association officers must be in Grades 5-8
- SA Senate must include at least one student from each classroom from grades 5-8
- Each candidate shall be representative of the ideals of the school.
- All officers must be elected by student-majority vote.
- All Student Association functions must be sanctioned by the SA Sponsor(s) and Principal.
- Sponsor(s), candidates, and officers must be approved by the Principal.

**“The Christian does not
think God will love us
because we are good, but
that God will make us
good because He loves us.”**

— C.S. Lewis