

## Table of Contents

Our Mission.....	1
Philosophy .....	1
Desired Outcomes .....	1
General Information .....	2
Admissions Policy .....	2
Enrollment Procedures .....	3
Retention Policy.....	3
Student Pledge .....	3
Parent Pledge .....	3
Grades 10-12.....	4
Applying as a Homeschooler .....	4
Financial Information .....	4
Monthly Tuition .....	4
Tuition Assistance.....	5
Attendance Policy .....	5
Harassment and Bullying Prevention Policy .....	6
Standardized Testing.....	6
Homework.....	6
Student Progress/Report Cards.....	6
Grading .....	6
Reluctant Learners .....	7
Recognition and Awards .....	7
Physical Development .....	7
Food and Nutrition .....	8
Extracurricular Sports Teams/Events.....	8
Requirements for Grades 6-9 Participation on Sports Teams .....	8
Dress Code.....	8
School Uniform Policy.....	8
Non-Compliance to School Uniform Policy.....	9
PE Strip.....	9
Dress Principles.....	9
Specific Dress Guidelines .....	9
Spiritual and Character Development.....	10
Social Development.....	10
Goals .....	10
Leadership.....	10
Student Association .....	10
School Social Relationships .....	11
Behaviour Guidelines.....	11
Self-Discipline Policy .....	11
School Discipline Policy.....	11
Disciplinary Actions and Appeals.....	11
Minor Offences .....	12
Major Offences .....	12
Abusive and Violent Behaviour.....	12
Electronics .....	12
Internet Use Policies.....	13
Parent/Teacher Conflict Resolution Process/Appeals Policy and Procedures .....	13
Appeal Policy .....	13
Appeal Procedure .....	13
Smoke Free Policy.....	14
Abuse Protocol .....	15
Accident or Injury Policy .....	15
Medications.....	15
Allergies .....	15
Leaving School Property During School Hours .....	15
Visitors During School Hours.....	15
Power Outages.....	16
When Not to Come to School .....	17

## OUR MISSION

Because of the Christian responsibility of raising children in the way they should go the Avalon Adventist Christian Academy family exists:

- To nurture their love for Jesus and others
- To teach them to think
- To empower them to serve

*Operated for:*

- Young people who desire a Bible based Christian education. (*Our standards are high, not to discourage, but to challenge all students and help them reach honourable goals: physically, mentally, emotionally, spiritually, and socially.*)

*Operated by:*

- The British Columbia Conference of Seventh-day Adventists.
- The President of the Conference, who is the Chairman of the Board of Directors, which is authorized to operate the academy.

*Accredited by:*

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

### *Statement of Conduct*

As set forth in the school's Mission Statement, Avalon aims to develop the talent of its students and to instil in them the value of service and love of truth and learning. An environment hospitable to these goals requires parents and students to embrace certain moral standards and abide by certain rules of conduct. This handbook describes student life and service in detail and sets forth the policies and standards of conduct families are expected to honour. All families are asked to become familiar with contents of the handbook before enrolling. Since admission to Avalon is a privilege, not a right, families must indicate their commitment by honouring and abiding by the school policies and regulations as long as they are a part of the school. In dealing with the school, families must maintain Christian conduct.

Every student and parent are required to sign an agreement that they have read the Avalon's Handbook, support, and follow the values in Avalon's Handbook, and support the administration and staff in administering the values in this Handbook.

After enrolment, parents and students who are out of harmony with the mission, governance, and standards of the school and who are not willing to comply voluntarily with these standards shall find another educational institution.

## PHILOSOPHY

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 the writings of Ellen G. White, and on the belief that all true wisdom and knowledge come from God. All children and youth have been entrusted by the church to the educational system for spiritual nurturing and educational excellence. 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

In harmony with Avalon's Mission, the desired outcomes are as follows:

- To lead students to a better understanding of God and His teachings as found in the Holy Scriptures.
- To train and develop leadership for the home, the school, the community, the country, and for citizenship in the Heavenly Kingdom.
- To provide such social and cultural training as will help the students understand and appreciate social and economic order.
- To help students develop a desirable personality, and to discover their aptitudes, interests, and abilities.
- To show the value of the principles of healthful living, putting them into practice for greater achievements.
- To help students appreciate the dignity of labour and the importance of financial responsibility.
- To equip students with intellectual training and practical skills, enabling them to become effective workers as they find their places of service.
- To encourage thought and develop cultural appreciation for the best in literature, art, music, nature, and recreation.
- To understand the basic concepts in math and science.
- To foster respect and appreciation for authority in family, in school, in the nation, and above all, in God.
- To develop in students a true sense of value, integrity, diligence, and responsibility.

## GENERAL INFORMATION

### *Authority*

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.

Students are expected to give proper respect and to show courteous behaviour toward those in authority. Parents are encouraged to cooperate with and to support the positions of the faculty and support staff.

### *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!

### *School History*

Our school had a remarkably interesting 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. These teachers gave their students a vision of education for service. 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!

## ADMISSION POLICY

Students will be accepted using the following guidelines:

1. Preference will be given to families who have a Christian influence in the home. An indicator of this is regular attendance at a local church.
2. Students will usually be accepted only 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 given an exception.
3. The resources of Avalon Adventist Christian Academy are limited in terms of what can be offered in the way of learning assistance. Students who require learning assistance will only be enrolled if there are adequate resources for the child.
4. Tuition charges will be paid on time.
5. 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.
6. Parents agree to and sign the Avalon Adventist Christian Academy Parent Code of Conduct Agreement.

## ENROLLMENT PROCEDURES

1. Submit the following:
  - Application
  - Copy of grades from previous schools
  - Parents may be asked to provide extra documentation related to any special needs of a student
2. Arrange to have the following sent to Avalon:
  - Recommendation from the student's most recent principal, head teacher, or guidance counsellor.
  - Recommendation from two other individuals who know the student. These are not to be related to the student.
3. When all forms have been received (*including recommendations*), an appointment will be set up for a 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.
6. All new students are subject to a one-year probationary period and are subject to dismissal at any time during the one year. At the end of that year the student will be reassessed for eligibility for the following year.

### *Priorities for admission into our school*

1. Children presently enrolled in the school if they and their families meet the expectations of the school
2. Siblings of children already in the school, whose families are of Seventh-day Adventist background, from constituent churches.
3. Children whose families are of Seventh-day Adventist background from constituent churches.
4. Siblings of children already in the school whose families are not of Seventh-day Adventist background.

### *In addition, the following provisions are in effect:*

1. Students are admitted who will succeed in a regular academic stream leading to a Dogwood diploma.
2. Special Needs Students are accepted on a case-by-case basis, depending on whether their needs can be adequately met by the school.

When all the above steps have been concluded, a decision will be made by the school as to whether to accept the student or not. Parents or guardians will be contacted and told of the school's decision.

## RETENTION POLICY

The environment which Avalon Adventist Christian Academy seeks to create is one which reflects the Christian values and principles upon which the school is founded and operated. These include respect, kindness, regard for the well-being of others, truthfulness, and patience. As Christians, we believe that each person is a unique creation and child of God, and strive to build each other up, avoiding language or behavior such as gossip, spreading rumors, divisiveness, accusations, laying blame, spreading discontent, and discrimination in any form.

Student or parents who choose not to abide by these principles, as evidenced by their behavior and interactions with other students, parents, Avalon Adventist Christian Academy teachers and staff, may forfeit the privilege of enrollment.

## STUDENT PLEDGE

By accepting the privilege of enrollment at Avalon Adventist Christian Academy, students agree to uphold Christian values and principles in their language and behavior and abide by the rules and regulations of the school as detailed in this handbook and/or communicated by administration.

## PARENT PLEDGE

By applying for enrollment of their children as students at Avalon Adventist Christian Academy, parents agree to conduct themselves according to Christian values and principles when interacting with administration, teachers and staff, other parents, and students. They also 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. Conflicts or differences of opinion with others, within the context of the Avalon Adventist Christian Academy community, will be handled as per the Parent/Teacher Conflict Resolution Process in this handbook. Failure to abide by these guidelines may result in dismissal from Avalon Adventist Christian Academy.

*\*Any misleading or inaccurate information, including omission of pertinent information, shall nullify a student's acceptance and enrollment in our school and shall be grounds for students' dismissal\**

## **GRADES 10-12**

Grades 10-12 are offered in conjunction with *West Coast Adventist School* (Distance Learning). WCAS is a separate school and must be applied to independently. Parents are responsible to enroll their students prior to the beginning of the school year. Students who are accepted to WCAS must also be screened and accepted by AACAA board.

Requirements to attend AACAA as a WCAS student:

- Previous years grades must be *Meeting Grade Expectations* or *Exceeding Grade Expectations*
- Must have a recommendation from previous year's teacher
- Must be respectful of staff and go by all AACAA policies and procedures
- Must be self-motivated and able to work without close supervision.

## **APPLYING AS A HOMESCHOOLER**

Avalon Adventist Christian Academy provides limited services to home-schooled students. The school offers standardized testing and library use. School pictures and textbooks can be ordered through the school. Home-schooled students may also be included throughout the school year in other events at the school. These activities will be made available to the homeschooler by the Principal. To apply as a homeschooler, AACAA registration forms need to be submitted.

## **FINANCIAL INFORMATION**

Annual Registration Fees (*non-refundable*) \* - \$150

\*Workbooks, Student Association membership, yearbook subscription, student testing, student insurance, swimming, and skating fees are covered in the registration fee.

Registration fee does NOT include pencils, pens, felt pens, pencil crayons, paper, rulers, scissors, glue, or similar personal materials that are the parents' responsibility. Some teachers may choose to buy the students' materials, and the school will bill accordingly. Hot lunches, science equipment breakage fees, field trips, physical education uniforms, library fines, or charges for wilful or careless damage to school property are also NOT covered in registration fee.

## **MONTHLY TUITION**

### **Non-Constituent Grade 1-6- \$ 225 Grade 7-9 - \$250**

- 1<sup>st</sup> Child- Registration fee, school supplies and monthly student fee
- 2<sup>nd</sup> Child - Registration fee, school supplies and 50% of monthly student fee
- 3<sup>rd</sup> Child- Registration fee, school supplies and no tuition charge

### **Constituent**

#### **Grade 1-6- \$180 Grade 7-9 - \$200**

- 1<sup>st</sup> Child- Registration fee, school supplies and monthly student fee
- 2<sup>nd</sup> Child - Registration fee, school supplies and 50% of monthly student fee
- 3<sup>rd</sup> Child- Registration fee, school supplies and no tuition charge

### **New Student to Avalon**

- 1<sup>st</sup> Child- Registration fee, school supplies and 50% of monthly student fee
- 2<sup>nd</sup> Child - Registration fee, school supplies and 25% of monthly student fee
- 3<sup>rd</sup> Child- Registration fee, school supplies and no tuition charge
- Kindergarten – Registration fee, school supplies and no tuition

**Please Note: There is an additional \$50 yearly course fee for Applied Skills/Fine Arts courses for Grades 7-9 (i.e. Art, Foods, Home Economics)**

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## **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.

### *Method of Payment/Due Date*

- Cheques
- Cash
- Visa/Mastercard

**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**

Tuition assistance does not cover registration fees or course fees. AACA has no funds available for 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 beginning with constituent members and the submission of a **completed** application form. It is based on income level and assessed need for assistance.

## **ATTENDANCE POLICY**

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, remove the benefit of regular classroom instruction, and cannot fully be substituted with out-of-class materials.

Parents are requested to plan their family vacations to coincide with school holidays. Pleasure trips during regular school time will be considered "unexcused" and as an educational institution we strongly recommend against it.

### *Excused Absences*

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

For an absence to be excused a parent needs to call the office prior to, or the day of, the absence. It is the responsibility of the parents and students involved to gather and complete any missed work in a reasonable amount of time.

### *Unexcused Absences*

An unexcused absence is one in which a student is absent, without a legitimate reason or as a matter of convenience.

Non-legitimate reasons for absence may include:

- Oversleeping,
- Missed buses,
- Hair appointments,
- Vacations that have not followed a parental request, and
- Leaving school without receiving permission from the office.

**Please keep in mind, that it is the school that determines whether an absence will be recorded as excused or unexcused.**

### *Consequences of Unexcused Absences*

After 6 unexcused absences

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

## **HARASSMENT AND BULLYING PREVENTION POLICY**

The safety and wellbeing of children at Avalon Adventist Christian Academy is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. Therefore, all Seventh-day Adventist Church, BC Conference (SDABC) schools will ensure that children attending these schools will experience a learning environment that enables every child to feel safe, accepted, and respected.

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 aforementioned 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.

## **STANDARDIZED TESTING**

AACA offers the following standardized achievement tests:

- CAT-4 (Canadian Achievement Tests, Version 3) – Grades 3 - 9.
- FSA (Fundamental Skills Assessment) – Grades 4 and 7

## **HOMEWORK**

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

## **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**

#### **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.

Failure to comply with the above could mean expulsion from school and loss of academic credit.

## RECOGNITION AND AWARDS

*With the new curriculum reporting practices that use performance indicators in place of percentages and letter grades, the percentage-based awards are under review and may be changed.*

**Academic Award of Excellence in Language Arts/Bible/Math /Science/Social Studies** –a \$100 scholarship in each category for the highest academic achievement from Grades 6-9 applied to the student's account for the next school year at the Christian school the student will attend.

**Parkview Adventist Academy entrance academic scholarship** – Scholarships of \$1000 will be awarded to Grade Nine students with a minimum average of 80% in the core classes (e.g. Language Arts, Socials, Math, Science, French, and Bible).

**Sportsmanship Award** – a \$50 cash award for a Grade K-5 student and a \$50 cash award for a Grade 6-9 student who exemplifies Christian principles through conduct on the playing field and in the classroom.

**The Arts Award of Excellence** – a \$50 cash award for a Grade K-5 student and a \$50 cash award for a Grade 6-9 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. Extra-curricular activities might include church/community, music or drama festivals, vespers, and variety concerts.

**Lawrence McCreery Extracurricular Award** – a \$100 scholarship to the Grade 6-9 student who throughout the year has been most supportive of the school's extracurricular activities Scholarship will be applied to the student's account for the next year at the Christian school he or she will attend. Winning student must maintain passing grades.

**Citizenship Award** – a \$50 cash award for a Grade K-5 student and a \$50 cash award for a Grade 6-9 student showing the most outstanding citizenship

**Attendance Award** – a \$50 cash award for a Grade K-5 student and a \$50 cash award for a Grade 6-9 student with the highest attendance record for the school year. In the event of a tie, the \$50 will be divided between the winners at each level tied, with a minimum of \$25 per eligible student.

**Male & Female Athlete-of-the-Year Awards** – trophies given to the Grade 6-9 students who demonstrate both physical prowess and sportsmanship, and who participate in as many school-sponsored functions as possible.

**The Achievement Award** – a plaque given to the Grade K-5 student and 6-9 student who has shown the most growth in an area other than academics and sports.

## PHYSICAL DEVELOPMENT

AACA is committed to providing an atmosphere for learning experiences that will enable each student to achieve the physical excellence of which he or she is capable.



## Goals

Each student will:

- Learn to value physical fitness and healthy living.
- Learn how to manage his or her time and prioritize activities so that he or she can accomplish what he or she needs to for all aspects of health.
- Learn to gain experience in selecting a healthy diet.
- Establish self-discipline and sleep habits that will promote wellness
- Maintain habits of personal hygiene and grooming that will enhance a healthy lifestyle and an effective Christian witness.

## 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. Many of today's health problems are directly linked to diet and lifestyle.

As much as possible, providing simple, wholesome, unprocessed foods in your child's lunch is recommended. Out of respect for our beliefs please do not send pork or shellfish.

Caffeinated or carbonated drinks, candy and junk foods are not permitted on the school premises or during the school day. Non caffeinated carbonated drinks, candy and junk foods may be used exclusively for certain school functions (class parties, etc.) and would be at the discretion of the teacher.

## EXTRACURRICULAR SPORTS TEAMS / EVENTS

Fall: Cross-country Running (Grades 3-9)  
Kodiaks Flag Football (Grades 6-9)

Winter: Kodiaks Volleyball (Grades 6-9)

Spring: Avalon Track & Field (Grades K-9)

## REQUIREMENTS FOR GRADES 6-9 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.
- The student must not be serving suspension or on probation.

### Attendance Eligibility

- The student has maintained exemplary attendance in all classes; AACA athletes do not skip classes.

## DRESS CODE

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.

## SCHOOL UNIFORM POLICY

Students are expected to adhere strictly to the dress requirements. 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 required that students' initials be placed on labels of all clothing and shoes. Due to the large amount of unclaimed clothing, even after repeated notes home and weeks on display, this year if there are no initials and no claimants by the next day, clothing will go directly to goodwill.**

## **NON-COMPLIANCE TO SCHOOL UNIFORM POLICY**

Students arriving at school out of uniform will be asked to correct the situation before they will be allowed to enter class. This may necessitate a phone call home in order to have the correct uniform brought to school. If no uniform is provided, it is the responsibility of the parent to take the student home or make arrangements otherwise. If a parent cannot be reached at home or work, student(s) will remain in the office or may be provided with alternate clothing until such contacts can be made. ***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.***

## **PE STRIP**

A PE strip is mandatory for all Grades 5-9 students (not to be worn as daily school wear).

- Shorts
- Sweats
- Avalon Navy-blue gym-shirt
- Track Pants

## **DRESS PRINCIPLES**

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

## **SPECIFIC DRESS GUIDELINES**

- 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.
- Pants and shorts must be hemmed and should have no holes, rips or tears. Pants should be pulled up to fit on the hips.
- 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 and have shoulder straps that are wider than spaghetti straps.
- Modest swimsuits (ie: no bikinis or speedos) are to be worn at school-sponsored swimming events.
- Sheer fabrics do not count towards coverage specifications.
- Hats are not to be worn indoors by either boys or girls.
- 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.
- Jewelry, if worn, must be low profile. Staff may require students to remove any jewelry that is loose or in any way creates a danger to the student in certain activities. For example no jewelry will be worn during P. E.
- Hair must be neat and clean.

- For safety reasons, shoes must be worn at all times (*unless otherwise authorized by staff.*)
- Dresses for school events like the Valentine's Banquet or Christmas Program must follow the modest principles of the school.

*Note: Any staff member has the authority to make decisions regarding any questionable items regarding above.*

## **SPIRITUAL AND 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. This will most likely be true for each student and staff member at AACA. Therefore, all should be careful not to permit a spirit of criticism or self-pride to disrupt any individual's personal growth. Rather, 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.

## **SOCIAL DEVELOPMENT**

Humans were created as social beings. Friendships and association with others are natural basic human needs. 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.

## **GOALS**

Students will learn to:

- Regard others as worthy of respect
- Show respect in all social relationships.
- Exercise self-discipline
- Respect the property of others
- Support only social functions which adhere to biblical principles.

## **LEADERSHIP**

AACA sponsors a number of organizations / programs that are designed to provide leadership training and the development of physical, mental, social, and spiritual health.

## **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 6-9
- SA Senate includes one student from each classroom grades 4 and up
- Each candidate shall be representative of the ideals of the school.
- All officers must maintain minimum "C" grade. (*checked from the previous reporting period*)
- No officer may have a record of serious school discipline (*e.g. suspension, insubordination, intellectual dishonesty, or any other major infraction.*)
- 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.

## **SCHOOL SOCIAL RELATIONSHIPS**

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.

## **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. Those who do so effectively will rarely need to be disciplined by others.

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, and some misunderstandings may arise as a result. Confidential information may make it impossible for all facts to be explained to those making inquiries. Nevertheless, the school would encourage dialogue so that judgments will not be made with an unnecessarily incomplete understanding of circumstances.

### **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, a party still feels offended, 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 still is not satisfactory, the matter may be referred to the Discipline Committee. The Operating Board is an appeal committee beyond the Discipline Committee.

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.

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.

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

Minor offences generally are 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 class isolation, a move within the class, or another action appropriate to the minor offence.

## MAJOR OFFENCES

Students have the right to be in school, but this right should also be considered a privilege. If a student abuses this privilege, then the most logical consequence is a progressive loss of the privilege. 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, wilful 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.

## ABUSIVE AND VIOLENT BEHAVIOUR

Anyone manifesting vulgar, abusive, and violent behaviour is choosing to discontinue their affiliation with AACA. Further, they may be liable to be reported to the Child Protection Social Services and the police. Avalon staff refers to the documents entitled "The B.C. Handbook for Action on Child Abuse and Neglect" and "Supporting our Students" as provided by the BC Ministry of Education as appropriate procedure to deal with this issue (*available upon request at the school office*).

## 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. It is our desire that each student expend the time and energy it takes to reach his/her full academic potential. Misuse of electronic equipment can interfere with reaching that goal. Therefore, 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 as a learning device
- All other electronic entertainment devices are not to be used during school hours
- Because students are encouraged to demonstrate social courtesies, headphones are not to be used when moving in and around hallways and common areas.
- **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.

Guidelines:

- Not sending and displaying offensive messages or pictures
- Being on sites not authorized by the teacher
- Not using profane language
- Not harassing, insulting, or attacking others
- Not damaging computers, computer systems, or the computer network
- Respecting copyright laws
- Not using others' passwords and/or disclosure of passwords to others
- Not trespassing in folders, work, or files of others
- Careful use of resources
- Not using the network for personal and/or commercial purposes (MSN, Chat Rooms, Facebook, Instagram, etc....)
- Any other use not consistent with AACA rules/policies

## 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 school Principal or to the Chairperson of the local school board.*

## APPEAL PROCEDURE

*Before filing an appeal*

- 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 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.**

## **SMOKE FREE POLICY**

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.

## **ABUSE PROTOCOL**

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* are followed by Avalon Adventist Christian School.

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.

## **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.

## **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 (*and in some cases life-threatening*) reactions of some students to specific allergens, the school has adopted a strict **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.

## **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.

## **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.

## **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.

## I Need To Stay Home If....

I Have a Fever	I Am Vomiting	I Have Diarrhea	I Have Head Lice	I Have an Eye Infection	I Have Been in the Hospital	I Have a Rash
Temperature of 100.4° F /  38 ° C or higher	Within the past 24 hours	Within the past 24 hours	Itchy head, active head lice	Redness, itching, and/or “crusty” drainage from eye	Hospital stay and/or ER visit	Body rash with itching or fever

## I Am Ready To Go Back To School When I Am...

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin.	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Treated with appropriate lice treatment at home.	Evaluated by my doctor and have note to return to school.	Released by my medical provider to return to school.	Free from rash itching, or fever. I have been evaluated by my doctor if needed.
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