



# Parkview Adventist Academy 2016/2017



*explore. dream.  
discover.*



## **Welcome to Parkview Adventist Academy**

Whether you are a new or prospective student, or returning to Parkview Adventist Academy (PAA), we are pleased to provide this guidebook to assist you in learning more about what you will experience as a student at PAA. We encourage you and your family to visit our website at [www.paa.ca](http://www.paa.ca) or call the school Principal at 403.782.3381, ext. 4112 if you have additional questions. A comprehensive listing of school rules and expectations can be found on the website under “Downloadable Resources” when you click on the “Maple Hall Handbook.”

## **Jump Start**

Parkview Adventist Academy offers a free orientation program the week before the official start of school classes. The program, called “Jump Start,” will help new students to be ready for the school year by helping them to complete important tasks such as getting an identification card, connecting their computer to the free campus internet, taking a tour of campus facilities, and meeting their teachers and registering for classes. Students will also have the opportunity to learn more about life in Canada and the basic rules for living in a dormitory. New students should plan on arriving the Tuesday before the start of school to participate in Jump Start. See the “Calendar” on the PAA website for this year’s important dates.

## **About Parkview Adventist Academy**

Parkview Adventist Academy is a private secondary school located on the Burman University campus in Lacombe, Alberta, Canada. PAA is operated by the Seventh-day Adventist Church, a protestant organization that supports one of the largest private Christian educational systems in the world. Our students come from many diverse backgrounds and our schools operate in many countries worldwide. And, while church membership is not a requirement to attend an Adventist school, we do have “Standards of Conduct” which we require our students to respect. If you would like more information about what Adventists believe, please visit <https://www.adventist.org/en/beliefs/>

## Standards of Conduct

Parkview Adventist Academy has expectations for student behaviour. These expectations extend to both students who live on campus in our dormitory, Maple Hall, and those who live with their parents in the community. We recognize that these standards may not be the same as many parents and students follow in their own home. However, while enrolled at PAA, students and parents are responsible to acquaint themselves with the policies and standards contained in the Maple Hall Student Handbook and consistently follow them. The Handbook is available to view or download on the PAA website. A student's enrollment indicates a willingness to respect the Christian lifestyle, policies, standards, and procedures that PAA promotes. A Parkview Adventist Academy student will model ethical and moral behavior both on and off the campus.

## Registration

Registration forms are available on the Parkview Adventist Academy website. You can download these forms at: [www.paa.ca](http://www.paa.ca) and see "Downloadable Resources." There may also be additional forms that you and your parents will fill out during "Jump Start" or when you check into the residence hall. These forms include:

- PAA Residence Information
- Statement of Expectations
- Campus Leave Permission
- Medication Consent
- Electronics & Media Policy
- Dormitory Student Vehicle Registration (if applicable)

The dormitory staff will assist you with completing these forms, and help you move into your room. When you move in, we will assist you in inspecting your room for any pre-existing damage. We will also issue you your own room key.

**KEYS:** You are responsible for your key. There is a \$40.00 charge for the cost of re-keying your room. Failure to return your key(s) will cost you \$15.00. Please keep your doors locked when you are not in your room. Maple Hall/PAA is not responsible for any lost or stolen articles.

## What to Bring to PAA

### Appropriate Items

Each dorm room is fitted with a bed, closet, dresser, bookshelf, desk, and chair for your use. We encourage you to bring items that will make your room your own and make you feel at home here. A non-conclusive list has been assembled from other student's experiences and ideas.

- Bedding (twin bed size, pillow)
- Towels/washcloths/soap and shampoo
- Shower shoes (especially guys)
- Personal hygiene items (deodorant, toothbrush, toothpaste, comb & brush)
- Power bar extension cord (especially guys)
- Desk lamp
- Laundry detergent/laundry basket/iron/hangers
- School attire/work attire/church attire
- Winter coat, hat & gloves
- Swimsuit/sports equipment
- Sleeping bag (especially grade 12)
- Headphones
- Computer
- Bicycle and lock system
- Fan
- Microwave (\$20.00 fee/semester)
- Refrigerator (\$20.00 fee/semester)
- Rice cooker
- Cooking supplies and eating utensils, if the student wishes to utilize the kitchen facilities
- Bible (also devotional books)

## **Inappropriate Items**

Please do not bring the following items:

- Weapons - firearms (Includes paint-ball & airsoft), machetes, knives, nun chucks, etc.
- Fireworks/firecrackers
- Pets
- TV/VCR/DVD/Blu-ray player (TVs cannot be used as monitors)
- External speakers - including iHomes, speakers that plug into the audio outlet or a USB
- Movies rated above PG
- Video game systems and games
- Matches and lighters
- Ovens, hot plates, toasters
- Incense/candles/open flame items
- Jewellery
- Posters that are inappropriate (Dean's discretion)
- Computer games that are inappropriate (Dean's discretion)
- Parental-advisory music/lyrics

Bringing or having any of these items will result in the item being confiscated and sent home with you on the next break. Some of these items carry a cash fine.

## **Frequently Asked Questions**

Living in a dorm environment offers students the opportunity to grow personally through new experiences and interactions with their peers. For many, this will be the first time away from home. We hope the following information helps to answer some of the questions you may have about what to expect when you are a student at PAA.

### ***Where will I live?***

Academy students live at Maple Hall - a co-ed dormitory located on the Burman University campus. Maple Hall offers both private and semi-private rooms. As an International student, you will have your own dorm room. If you are a female, you will share a bathroom, which includes a shower and toilet, with the girl living in the room next to yours. If you are a boy, you will share a large restroom with the other boys who live on your hall. Boys and girls live on separate hallways. There are also laundry facilities in the dorm, as well as a shared kitchen. In addition, the dorm offers two lobbies for worships, meetings, or visiting with friends. Lobbies are equipped with video equipment for gaming and cable television programming. There is also a piano in the 3<sup>rd</sup> floor lobby and a music room for practice sessions. The dorm is open daily at 6 am and closes Sunday – Thursday at 10 pm, Friday at 11 pm and Saturday at 12 midnight.

### ***Do I have to attend religious programming if I am not religious?***

Students are expected to participate in all aspects of student life at Parkview Adventist Academy, including worships. Each day, Maple Hall residents take time from their busy schedules to reflect on the life of Jesus Christ, share uplifting stories, participate in group activities or spend time in reflection on current events. Students are required to attend dorm worships (Sunday – Thursday), the Friday evening program (“Vespers”), and Saturday morning services (Sabbath School and church). PAA also holds a weekly student-led Chapel program in the university’s Administration building. In addition to worship, Chapels enable students to learn about upcoming events and hear general announcements.

### ***What is a school day like?***

Students typically attend at least four or five classes between 8 am and 4 pm on Monday through Friday. No classes are held on Saturday or Sunday. There may be breaks during the day when a student does not have a class. Students can use this time for extra study or can return to the dorm for a short break. There is also a dedicated lunch hour where students may visit the cafeteria or return to their room to prepare a snack in the dorm kitchen. Students for whom English is a second language will also attend “English as a Second Language” or ESL classes during the school week. A typical day for a dorm student includes:

- School: 8 am - 4 pm
- Free time: 4-7:30 pm
- Chores: 7:30-8 pm (dorm residents help keep their living environment clean by doing a chore once a day, Sunday – Friday; chores change every week)
- Worship: 8-8:30 pm
- Study Hall: 8:30-10 pm
- Students go to their rooms: 10 pm
- Lights out and last room check: 10:20 pm

The Cafeteria is open for breakfast, lunch and dinner. Students will need to get their meals during cafeteria hours or they can use the dorm kitchen to prepare food if they prefer. Cafeteria hours are posted in the dorm.

### ***Can I get help with my studies if I don't understand something?***

Your ESL teacher can assist with questions you may have about homework or living in Canada. Students can also meet with their teachers on Monday – Thursday at 4 pm if they need additional help with a subject. Help may also be available on Friday afternoon if the student arranges to meet with the teacher ahead of time. Tutors are available at no costs to students at Maple Hall on Sunday – Thursday evenings from 8:30-10 pm. These tutors are exceptional students who have received top marks for the subjects they are tutoring.

### ***Can I get a bank account in Canada?***

The Head Dean will act as your “guardian” while you are a student at PAA. He will help you set up a local bank account or get a credit card. There are several local banks to choose from, including Scotiabank, the Royal Bank of Canada (RBC), Toronto Dominion (TD) and Canadian International Bank of Commerce (CIBC). PAA discourages students from keeping cash in their rooms.

### ***What about healthcare?***

International students enrolled in a Canadian educational institution can qualify for Alberta medical. The Head Dean will assist students with completing the appropriate paperwork. It typically takes two to three weeks to complete this process.

### ***How will I get to the school from the airport?***

Transportation is available to (and from) the Calgary International Airport or Edmonton International Airport. Transportation can be arranged on-line by visiting <http://www.burmanu.ca/transportation> or by calling 403-782-3381, ext. 4135. The Deans can also help arrange transportation for you at your request. Please DO NOT schedule arrivals or departures for Friday evening or Saturday as Burman Transport does not operate during these hours, and no one will be available to pick you up.

### ***What happens if I get sick?***

Residents who are too sick to go to school in the morning must contact the Parkview Adventist Academy Office, ext. 4109, before the start of their first class. PAA administration will advise the Maple Hall Dean of the student’s status. The Dean will then assess and determine the best approach to treatment.

Deans have over-the-counter medications for the common cold and other minor ailments. Students’ parents complete a special form giving permission for what types of over-the-counter medications their student may have. Students are not allowed to keep medications in their room, including Chinese herbal remedies / medications.

If you are placed on the “Sick List”, you must stay in a room designated as the Sick Room for the day until Study Hall when

you will return to your room for the rest of the evening. Meals will be provided at your request.

***Does the school have a uniform?***

PAA does not have a school uniform. PAA prides itself with having its students dressed modestly and appropriately. If any of your clothes are inappropriate, you will be asked to change into more suitable attire. Temperatures average around -11C during the winter months and up to 21C in the warmer summer months. Students should plan on bringing a warm winter coat and clothing suitable for the colder winter months (winter hat and gloves, warm socks and good shoes). The Deans can help students purchase appropriate items, such as good winter boots, if the student requires these items during the school year. Students should plan on bringing modest, neat and clean clothing with no holes; jewelry is not allowed. Students will need both casual and more formal wear for worship, church services and special events such as the fall banquet. Please see the “Maple Hall Handbook” on the PAA website for a comprehensive list of dress code standards.

***Are there times when the dorm is closed?***

With the exception of the Christmas break, the dorm is open from the designated “move in” day in the fall to the end of the school year. Students should plan to move out the day after their final tests. The dorm is typically closed for two weeks during the Christmas holidays. Please refer to the school calendar on the PAA website for the exact dates of Christmas vacation. The dorm is open during PAA’s two spring breaks and for all other holidays.

***Can I get help with paperwork or applying for future study VISAs if I am in Canada?***

The Head Dean can help you complete any paperwork needed for future study VISAs, health care cards, opening bank accounts or getting a credit card. The Deans are also available to help you research future educational options for post-secondary institutions, as well as assist with career planning and registration for any required entry exams. PAA also works with the Burman University Student Success Centre to assist students with connecting with local educational resources and career planning. The Student Success Centre also offers free counselling and supports to students who are facing personal or academic challenges.

### ***Can I have a pet?***

Students are not allowed to have pets. The only exception are fish, and students will need to make arrangements for someone to care for their pet if they are away on holiday or are out of the dorm for an extended period of time.

### ***What can I do at PAA when I am not in school?***

PAA offers several unique advantages that most high schools do not offer. This is because the school and dormitory are located on the Burman University campus. Because of this, students can participate in collegiate intramurals such as basketball, soccer, flag football, pickle ball, badminton, volleyball, dodgeball and more. The campus offers a state-of-the-art recreation complex that includes an in-door swimming pool, large gymnasium, and a fully equipped workout room with weight lifting apparatus, and exercise machines such as treadmills and bicycles. There are also large sports fields and an outdoor ice rink for winter sports. Students can also join the University's choir, symphony orchestra or gymnastics team – the Acronaires. PAA students are included in many joint university/academy events such as the annual Christmas Party, talent shows and sporting events.

### ***When can I go shopping?***

The school offers a shuttle bus every Tuesday from 5:00 – 7:00 pm for shopping. The cost for this trip is \$4.00 for town trips to Lacombe or Red Deer. Students should plan their shopping trips in accordance with this schedule as it is the most cost-effective way to travel to Lacombe or Red Deer. Emergency trips to the doctor's office/ER will be provided as needed. Specialty trips for individual students are charged at a rate of \$5.00 for trips to Lacombe and \$30.00 for trips to Red Deer. Dorm residents can also participate in trips to the West Edmonton Mall. These excursions are held several times throughout the school year. Students pay \$15.00 for transportation to the West Edmonton Mall.

### ***Is Lacombe a safe place?***

Lacombe is a rural farming community with a very low crime rate. The closest town of any size is Red Deer, which is approximately 25 km from Lacombe. Lacombe is 175 km from Calgary and 125 km from Edmonton – two of Alberta’s largest metropolitan areas. The campus offers 24-hour security coverage. Maple Hall is equipped with security cameras and there is a supervisor in the dorm 24 hours a day. There are also procedures in place to help students stay safe in case of an emergency. These procedures are discussed with students during Jump Start and during Maple Hall orientation the first week of school. Students are also required to sign in and out of the dorm. This helps to ensure that we know where students are at all times and to help with security procedures in case of an emergency. There may be times when a student is unable to sign out of the dorm if the Dean on duty feels like the student’s safety or well-being may be at risk or if the student is on restrictions for disciplinary reasons.

### **Conduct That Will Not Be Tolerated**

PAA requires students to respect school rules and the rights of other students. Students will be referred to the school’s Discipline Committee if they make the following poor choices:

#### **Theft**

Students who are caught stealing another’s belongings or taking something that is not theirs will automatically be referred to the Discipline Committee.

#### **Using or Providing Drugs**

Using and/or supplying tobacco or “vaping” equipment or supplies (including non-nicotine products), alcoholic beverages, narcotics, illegal drugs, marijuana, any other hallucinatory agent, or improper use of inhalants or prescription medications is not permitted. Providing prescription drugs to anyone other than the intended user will be treated with the same seriousness.

## **Off Campus During Curfew**

Residents who choose to be off campus without permission during dorm curfew hours (from 10 pm to 6 am on Sunday - Thursday; 11 pm to 6 am on Friday; and 12 midnight to 6 am Saturday) will be referred to the Discipline Committee. Curfews are in place to help ensure student safety and breaking curfew is considered a serious offense.

## **Harassment**

As Christians, we recognize the equality of all; degrading conduct towards others will not be tolerated. This includes provoking or participation in fighting, harassment, hazing, initiating, wrestling, or any act that injures, degrades, or disgraces another person.

## **Tampering and Destruction of School Property**

Tampering with lights, locks, windows, wiring, telephones, fire alarm systems, and/or electrical equipment is a danger to yourself and others. Willful destruction of school property or the property of others will not be tolerated. Significant fines will be levied for each offence and the student will be referred to the Discipline Committee.

## **Possessing Weapons**

Weapons can include firearms (including real or look-alike guns of any kind), knives (including kitchen knives), ammunition, firecrackers, and explosives of any kind, flammable articles and fluids. Camping knives should be checked in with the Dean for safety.

## **Insubordination**

The process for teaching accountability may be unique to each student. Opportunities will be provided for students to make positive changes. If, however, a resident repeatedly chooses to ignore opportunities to make the necessary changes in their behaviour, the student will be referred to the Discipline Committee.

## **Three Strike Policy**

The Three Strike Policy is intended for situations that might be considered foolishness or poor judgement. It is designed to aid students in exercising their ability to mature through being responsible for their own choices.

How it works:

1. The student will be addressed by a staff member about their mistake and asked to repair the situation; this will be documented as a “request” or “strike one.”
2. The second time the student will be reminded of their poor choice and that conversation will be documented as a “second reminder” or “strike two.”
3. A third infraction (or “strike three”), or if it is determined that the student overall has no desire to change, will be considered insubordination.

## **Electronics and Media Policies**

Cell phones are welcome on campus, but are not to be used in church services, classes, chapels, or worships. If a resident’s phone is seen in any of these settings, the Dean or RA reserves the right to confiscate it for a designated period of time (typically 24 hours).

Each room is equipped with a land line. Your room phone can be used to contact you by anyone. If your family or friends need to phone you, they can call 403-782-3381, once connected, they can dial “6” plus your room number. For example, if your room number is 228, your phone extension would be 6228.

Burman University offers free internet for students registered at the university or at PAA. Residents may temporarily lose their computer privileges if they do not use them wisely.

All computer games should not be rated higher than teen (T). The dorm reserves the right to confiscate computers/games that do not coincide with these standards. At the same time, residents may be asked not to play certain games due to content.

## **Contact Information**

### **Important Numbers**

There are several important telephone numbers that you may want to share with your family. They are:

PAA Main Number: 403-782-3381

PAA Office: ext. 4112

PAA Fax: 1-866-931-2652

Maple Hall Deans' Office: 403-786-2555 or ext. 6001

Maple Hall Fax: 1-866-230-8697

### **Mailing Address**

Your new mailing address at PAA will be:

Maple Hall (room number)

6720 University Drive

Lacombe, AB

T4L 2E3

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