



Pleasant Valley Christian Academy

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PARENT / STUDENT HANDBOOK



MISSION STATEMENT:

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

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

Handbook updated: September 2025

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MISSION

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

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

FUNDAMENTAL RELIGIOUS BELIEFS

PVCA a religious school, operated by the Vernon Seventh-day Adventist (SDA) Church, under the policies and guidelines of the BC Conference of SDA Church and the SDA Church in Canada. PVCA exists to inculcate SDA religious beliefs into all aspects of school programming and to ensure behavior conduct is consistent with SDA religious beliefs. The SDA Church bases its beliefs on the Word of God and the collective understanding of the SDA Church worldwide. For more information about the 28 fundamental beliefs of the SDA Church, go to www.adventist.org/beliefs/.

HISTORY

In 1947, the Vernon Seventh-day Adventist Church established its first school in the church basement on 27th Street. Shortly after, the church purchased property near the current Vernon Recreation Centre and acquired two army barracks from the Vernon Army Camp. These were reconstructed into a two-room school for twelve grades, staffed by two teachers, and named Vernon Junior Academy. The school operated until 1967, when it merged with Grandview Church School to form a new academy at Grandview Flats. In 1974, plans began for a new academy in Vernon. Land was purchased on 45th Avenue, and construction commenced, leading to the official opening of Pleasant Valley Christian Academy on May 16, 1976.

ACCREDITATION

PVCA is operated by the Vernon SDA churches in partnership with the BC Conference of SDA. PVCA receives its accreditation from the North American Division of SDA Commission on Accreditation and the British Columbia (BC) Ministry of Education (MOE) as a Group 1 Independent K-8 School. PVCA also holds membership in the BC Federation of Independent Schools (FISA). All teachers are required to hold university degrees in education and/or letters of permission from the BC Ministry of Education. Teachers are denominationally certified and also hold certification with the BC Teacher Regulation Branch. PVCA requires criminal reference checks from all individuals that come in regular or occasional contact with students.

SCHOOL GOVERNANCE

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

CORE VALUES

The following are our core values and guiding principles that shape our mission and vision. We aim to nurture well-rounded individuals who thrive academically, grow spiritually, and contribute meaningfully to their communities and beyond.

Spirituality

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

Excellence

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

Integrity

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

Intellectual Ability

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

Service

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

Physical Health

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

Safety

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

ADMISSIONS POLICY AND PROCEDURES

Admission Policy

It is a major aim of the PVCA to provide every child and young person who has a connection with the church to be given the opportunity to receive an SDA Christian education. In addition, recognizing its potential ministry to the community, students who are not from an SDA background may also be admitted to PVCA with the understanding that they are expected to take Bible/Religious Studies classes and respectfully attend school worships, chapels and assemblies. All students (regardless of religious affiliation) are welcome to apply for admissions and may be accepted on the condition that they follow the Student Code of Conduct and have met all other standard entrance criteria. The same standards will be consistently applied to all applicants.

Admissions Procedures

Families wishing to apply for admission to PVCA must follow the procedure outlined below. Applications for admission will be evaluated based on a number of factors including previous academic performance, attendance records, teacher/principal recommendations, parent cooperation and observation of the prospective student in academic and social settings. All families are encouraged to take the time to tour the school and thoroughly review the school mission and program prior to applying for admissions. Provision may also be made for prospective students to spend time at the school with their class and teacher in advance of a decision to apply for admissions.

New Admission

The admission process will be considered complete when all the following steps have been taken:

- **Step 1** - Parents will fill out an application package, disclosing all information pertinent to the education of their child(ren). Parents must submit all supporting documents (see application package).
- **Step 2** - Once the completed application has been submitted, the principal or other designated staff member will contact the previous school to review relevant academic, behavioural, medical challenges.
- **Step 3** - An in-person interview will take place with the principal and teacher. At this time all incoming international students or students transferring from home schools will be given grade placement screening tests.
- **Step 4** - Following a review of the application, family interview, financial requests, academic placement testing (if required), and an assessment of the availability of classroom space, a recommendation will be made to the Admissions Committee. PVCA will notify the parent/guardian of the admission decision.
- **Step 5** - Financial arrangements must be approved by the Finance Committee. All school fees are due on the first day of school.

Note:

- Kindergarten students are required to be five (5) years old on or before December 31. Grade 1 students must be six (6) by December 31 of the current school year.
- Students from non-English speaking schools must present an official English translation of their report card.
- Any misleading or inaccurate information, including omission of documented pertinent information, or a failure to fully disclose a student's academic/behaviour history, may nullify a student's acceptance enrollment in the school.

Re-Admission

The re-admission process will be considered complete when all the following steps have been taken:

- **Step One:** Parents will fill out a re-admissions form, disclosing all information pertinent to the education of their child(ren). Parents must submit all supporting documents (see application package).
- **Step Two:** The principal will review the application and subject to the following conditions, will make a recommendation for continued enrollment: behavioural/scholastic approval by both the teacher and principal, and financial clearance by the Admissions Committee.

Inclusive Students

Students with inclusive needs (whether behavioural or educational), are welcome, provided that their special needs can be adequately met by the school. In order to assess the needs of students and the ability of the school to meet those needs, the school will require all relevant documents and information (including that listed below) no later than April 30 in the year prior to the September admission date. Exceptions may be made, including in circumstances of mid-year transfers, on a case-by-case basis involving the BC Conference of SDA Office of Education and depending on how quickly assessments can be completed.

Once a full application has been made, along with the submission of all relevant documents and information supporting, the school will assess its ability to meet any inclusive needs. This assistance will include advice from the BC Conference of SDA Office of Education and, when appropriate, from treating or consulting physicians, counsellors or others. Parents and guardians are responsible for providing complete information and any necessary consents so that the level of accommodation can be reasonably and efficiently assessed.

All circumstances will be considered in determining whether inclusive needs can be met. Schools have limited budgets and when additional services and/or personnel are required to accommodate special needs, the school must carefully consider whether it can meet the student's inclusive needs. The ability of a school to meet special needs may depend on such funding, which the school does not control. If the school concludes that it cannot meet a student's special needs, the parent/guardians may contact the Conference's Superintendent of Education and ask to have that determination reviewed.

Privacy

Safeguarding personal information of parents and students is a fundamental concern of Pleasant Valley Christian Academy. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. All teachers and staff are required to adhere to the Personal Information Privacy Policy.

TUITION & FEES

PVCA has three major sources of income: the BC Government, the Vernon SDA Church and the BC Conference of SDA Church. The Federal Government allows parents who choose faith-based schooling for their children to utilize a portion of their tuition fees as a charitable donation for income tax purposes.

Currently, due to the generosity of the Vernon SDA Church, PVCA does not normally charge tuition. This decision is made on a yearly basis dependant on the consistency of incoming donations. That means the only fee PVCA charges is the Registration Fee that covers set up of the classrooms and Administration. Registration fees are not tax deductible.

Types of Fees

- i. **Registration Fee:** The registration fee is a once per year, non-refundable fee of \$400 per student, capped at \$1200 per family; it is due the first day of school. The registration fee includes student accident insurance, workbooks, textbooks, K-3 school supplies and student testing. Students transferring to PVCA during the school year will be charged the full one-time annual registration fee. Items not included in the registration fee are: hot lunches, science or electronic equipment breakage fees, instrument rental, field trips, indoor shoes, library fines, or charges for wilful or careless damage to school property.
- ii. **Pre-Registration Fee:** The Pre-registration fee is \$100 per student and is due with the re-entry registration or with the pre-registration. It is required to hold a place for the pre-entry registered child. This fee is non-refundable but will be deducted from the total amount of the registration fee.
- iii. **Other Fees:** Other fees may be charged for some elective classes such as art, home economics and industrial arts. Also for field trips, special events, etc.

Donations

Parents who wish to make a donation to our school may do so by donating to the Vernon SDA Church under the heading “Church School”.

Withdrawals

Parents are asked to provide PVCA at least one month notice for any students who are withdrawing.

CONNECTION & COMMUNICATION

Teacher Communication

Communication is an important part of our school life. Teachers are concerned for the well-being of each student. Contact between the school and home is an important part of our community life. In addition to formal reports, time is set aside for parent/guardian-teacher interviews following the first report period. Teachers, administrators, and parents/guardians also communicate informally with each other through agendas/planners, notes, e-mail, interviews, and phone calls regarding student progress and behavior. Communication with school staff is welcomed and encouraged. Teacher email addresses and phone numbers are supplied in the PVCA Welcome Letter.

Website

Our school website (www.pleasantvalleychristian.com) is an excellent communication tool between the school and families. Some of the items you will find on our website are:

- School Calendar (Pro-D Days, Special Events, Meetings, etc.)
- Newsletters
- Upcoming Events

Newsletters

The PVCA newsletter, “The Son”, is prepared and distributed to students every 2 weeks to keep parents, students, and staff informed of upcoming events, reminders, announcements, etc.

Family Information Updates

It is essential that parents notify the school if there is a change of address or phone number during the school year. At the beginning of every school year, parents are asked to complete and hand in a Student Information Verification form with correct contact and emergency information. If there are any changes during the school year to your family's email, home address, phone number or emergency contacts, please notify the school office as soon as possible. In addition, if there are any changes to the parental rights/guardianship within a family, the school must be notified.

COMMUNITY LIFE

At PVCA, we are building a community where individuality is nurtured, and fulfillment is found in serving God. Through the way we work, play, and present ourselves, we strive to adopt His perspective, pursue wisdom from above, embrace godliness as essential, and cultivate thankfulness—guiding students to grow in their spiritual journey.

In partnership with parents and church leaders, we prepare students to make a meaningful impact in their local church, community, and the world for Christ. Our goal is to equip students to live a life of service, embody their faith, and inspire positive change in those around them and beyond.

Office Hours

Our office is open Monday, Wednesday, and Thursday, 8:00 am to 4:00 pm from September to the end of June.

Daily Schedule

The following is the bell schedule:

Monday – Thursday		Friday	
8:25 am	Warning Bell	8:25 am	Warning Bell
8:30 am	Classes begin	8:30 am	Classes begin
10:15 am	Morning Recess	10:15 am	Morning Recess
10:30 am	Classes	10:30 am	Classes
12:00 pm	Lunch	12:30 pm	Dismissal
12:15 pm	Lunch Recess		
12:45 pm	Classes		
3:15 pm	Dismissal		

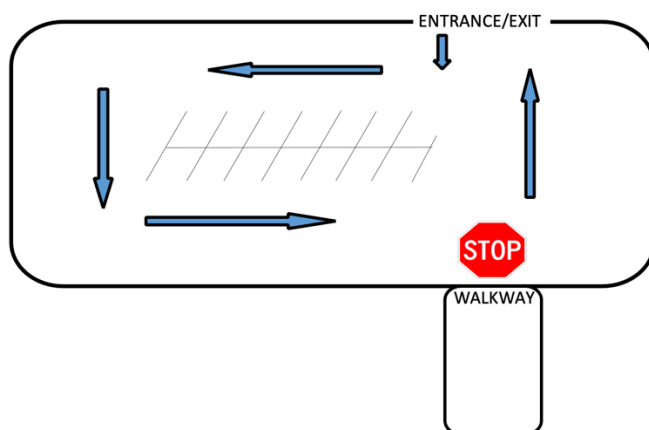
Lunches

Good nutrition has a major impact on children's physical development. Parents can boost children's learning power by providing nutritious meals. Students are encouraged to bring lunches to school that are balanced and nutritious. One of the goals of the school is to promote principles of good health; therefore, each student is requested to respect, recognize, and reasonably cooperate with the health and dietary principles of the SDA Church.

Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures, and furniture.

Student Drop-off / Supervision

Parents/guardians are encouraged to pick up and drop off students at the entrance to the school. Parents are asked to keep right when they enter the parking lot and drive around the loop (see diagram) and stop at the walkway only. At the end of the school day, teachers release children when they see the parents' vehicle pull up to the walkway. If students are delayed in leaving the school, parents are asked to park in the parking lot and wait for their children rather than remaining in the pick-up line.



Closed Campus

PVCA has a closed campus policy. This means that students for Grades K-8 must stay on the campus during the school day. When Grades K-8 students need to leave the campus during class times or at lunch/recess times, they must be signed out at the office by a parent/guardian.

Supervision

Supervision of students begins at 8:00 am, 30 minutes before the school day begins. Students should not arrive on campus before this time, as proper supervision is not available. The exception to this policy would be in cases of extra-curricular activities sponsored by a specific teacher.

Unless PRIOR arrangements have been made for additional supervision, all students must be picked up within 15 mins. of school ending. Students must wait for their pick-up in the main entrance of the administrative building; they will not be allowed to wander around the school grounds or buildings.

Visitors

In order to ensure the safety of everyone at PVCA, all visitors must enter through the front doors and sign in at the office upon arrival. This will enable us to be aware of who is in the school and notify visitors of where a class is at a particular time. As we are a closed campus, in general, students are not allowed to have campus guests.

Parents/guardians are encouraged to visit the school but are asked to check in at the office before heading to their child's classroom. As part of the school community, parents are welcome in our classrooms. In an effort to assist with the teacher's plans, please communicate with the teacher if you would like to come and volunteer during class time.

Parent Volunteers

Each year the PVCA community hosts a number of events where parent participation is encouraged. Some of these events include:

- Back to school BBQ/Meet the Teacher Event (September)
- Food Drive (September)
- Parent/Teacher Conferences (October)
- Church Participation (October, February, April)
- Christmas Program (December)
- Tea & Portfolios (February & May)
- Awards Night (June)
- PAC Meetings (see Yearly calendar for dates)
- Community Day Events (will be posted in the newsletter)

Volunteer Service

We see parent participation and volunteerism as a critical part of the community at Pleasant Valley Christian Academy. We are always relying on parent help in many areas, ranging from reading with students in class, driving students to sporting events and field trips, the hot lunch program, supervision, classroom activities, school clean-up projects, fundraising, community social events – the list is extensive.

Without parent participation and support, our school could not give our students the enriching experience we all desire for them. Please watch for opportunities where you can participate and serve with us. Opportunities will be presented to you in our monthly newsletter and/or via email as needs arise throughout the year. Please feel free to phone the school to let us know if you have a special gift, ability or skill that you are willing to offer. We value parents as integral members of our PVCA community!

All volunteers must have submitted and been approved of the following:

- Criminal Record Check (Every 5 years) (This can be done free through PVCA. Instructions are provided in the PVCA Welcome letter.)
- A signed School Declaration. (We will provide you with the form.)

Volunteer Drivers

All drivers for school activities must be adults, 21 years old or older, holding a valid driver's license of the appropriate class. For most off-campus activities, PVCA uses parents/guardians for field trips or athletic events. Drivers must provide the school ANNUALLY with a copy of:

- Vehicle registration and insurance.
- A driver's abstract (instructions are provided in the PVCA Welcome Letter.)
- Criminal Record Check (Every 5 years) (This can be done free through PVCA. Instructions are provided in the PVCA Welcome letter.)
- A signed School Declaration. (We will provide you with the form.)

All drivers will be given a clipboard with the names of the students they will be driving. They will return with the same students. Also, there are laminated safety guidelines that the driver needs to go over with the students before they leave the school grounds. All drivers and students must always wear individual seatbelts.

All drivers are responsible to comply with all child restraint requirements. Their clip board will have marked who should be riding in a booster seat and who can sit in the front of the vehicle. They are not to allow a student to ride in the front seat unless it has been indicated that they may do so.

Tips for Parents Supporting Good Education Habits

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

ATTENDANCE

Punctual, regular attendance is important to ensure success at school. If a student will be absent, the teacher needs to be informed by 9:00 am. An unverified absence or tardy will be recorded as unexcused. **It is the student's responsibility to acquire and complete missed work.**

Students are expected to arrive on the school grounds no earlier than 8:00 a.m. and no longer than fifteen minutes following the last school activity, unless prearranged with their teacher. Daily attendance including absences, tardiness and early dismissal are recorded on MyEdBC, the BC Ministry's Student Information System, required by the Province of BC and the Seventh-day Adventist Church (BC Conference).

Communication to the School Regarding Absence

If a student is absent, a parent needs to contact the school before 9:00 a.m. The parent communication should indicate why the child is absent. The school may request an absentee note if circumstances require a record of absences to comply with Ministry of Education regulations.

Reasons for Absences

There are a number of excusable reasons why a student may be absent, including but not limited to the following: illness, medical/dental appointment, severe winter conditions, emergency-related problems, death in the family, etc. If a student must be absent for a reason not listed, we ask that advance notice be given. Such notification will enable the teacher to provide assignments beforehand and will allow the student the advantage of remaining current with the class. It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.

Students Late for School

Students who arrive late will be admitted to the classroom at a point where his/her entrance will be least disruptive to the program. A parent/guardian who consistently brings his/her child late, or requires frequent early dismissals jeopardizes the child's performance. Chronic late families will receive follow-up communication from the principal.

Students Leaving School During the Day

Once students arrive at school, they must not leave the school grounds during operating hours, including lunch, without verified permission from their parent/guardian. A student is only allowed to go with his/her own parent/guardian at lunchtime.

School Cancellations

The school will make every effort to contact families by email, text or phone before 7:30 am if school is cancelled for the day due to weather or emergencies.

ACADEMICS

Curriculum and Instruction

PVCA is committed to providing an atmosphere and learning experience that will enable each student to attain his/her God-given potential of intellectual excellence. PVCA offers a standard curriculum approached from a Biblical viewpoint. It recognizes and integrates, within the framework of its philosophies, the curriculum guidelines provided by the BC Ministry of Education and the SDA North American Division Office of Education.

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

- Christian Growth: Bible
- The Basics: Reading/Language Arts, Mathematics, Science, Social Studies, 2nd Language
- Fine Arts: Visual Arts & Music
- Physical Education & Health
- Life Skills: Career Education, Applied Design, Skills & Technologies (ADST)

Student Progress Reports

During the school year, PVCA provides parents of students with a minimum of five reports describing students' school progress. Rather than focusing on formal and informal reporting to parents, reporting will be timely and responsive throughout the year.

Reports to parents will provide information about students' progress in relation to the learning standards of the curriculum. At the end of the school year, PVCA will provide a written summative report to parents that address the student's progress in relation to the learning standards of the curriculum in all areas of learning. Summative reporting will also include student self-assessment of core competencies, with teacher support as appropriate for the student.

Parent/Teacher Conferences and/or Student Portfolio Presentations

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

Standardized Testing

PVCA students participate in the following testing programs:

- FSA (Foundation Skills Assessment), grades 4 and 7
- CAT-4 (Canadian Achievement Test, Version 3), grades 3-8

Homework

It is the goal of PVCA to teach good work ethics and positive attitudes toward homework, as both are important for achieving academic success. All work is to be done neatly and handed in on time. In grades 4-8 cursive writing is required on most handwritten work. Each day students will record assignments and other important information in their agenda books; parents will sign the agendas before they are taken to school the next day. Parents are encouraged to talk with their children about school and take an active interest in their various accomplishments.

Generally, no homework is assigned to students below grade 4, except to complete work which could have been completed during class time. A homework program for grades 4-8 may include, but not be limited to:

- **Preparation:** Work that prepares students for upcoming classroom learning.
- **Practice/Application:** Work that reviews and reinforces concepts and skills taught in class.
- **Completion:** Work assigned during the school day and not completed in class.
- **Extension/Enrichment:** Work that refines or expands on classroom learning.

The Homework Partnership and Responsibilities

Homework, when required, is intended to be an effective extension of the school program. Teachers, parent(s)/guardian(s) and students are partners in the completion of homework and the development of sound homework habits. Each member of the partnership has specific responsibilities. Successful homework practices help ensure that homework is a valuable tool for enhancing student achievement.

Field Trips

PVCA affirms the educational value of well-planned and well-supervised curricular and extra-curricular field trips. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the curricular and extra-curricular programs in the school. Information will be sent out as field trips are planned, and permission slips will need to be signed for all field trips.

Achievement Awards

PVCA students receive awards marking different school-year accomplishments at an end-of-year celebration evening. PVCA strives to recognize the achievements, development and giftings of our students in several areas.

School Supplies / Textbooks

PVCA has a Grades K-3 school supply program to ensure students is equipped with the same quality school supplies. This Grades K-3 school supply cost is included in the registration fee. All Grades 4-8 students are required to provide their own school supplies. The Grades 4-8 supply list (e.g., binders, indoor shoes, notebooks, etc) is provided to families before the start of a new school year.

Electronic Devices

School is a learning environment, and the use of electronic devices can be both an important tool in this learning and a distraction. Electronic devices that can be integrated into teacher directed learning can be very valuable in a classroom setting.

Computer and iPad use will be restricted to those students who have read and signed (along with their parents) the Computer Use Agreement form. All access to the internet will be monitored and supported by school administration.

Students are not permitted to have electronic devices (cell phones, smart watches, iPads, etc.) at school unless specifically permitted by the classroom teacher and principal. This also applies during all school-sanctioned field trips. The school is not responsible for loss or damage to student electronic equipment.

The use of electronic devices without specific permission will result in confiscation and may require the retrieval by a parent.

Locks and Lockers

Lockers are assigned to students in Grades 4-8. Students are expected to supply their own lock and provide the code to the homeroom teacher. Inasmuch as the lockers are the property of the school, the principal, and/or teacher might inspect them at any time. Students are expected to keep the lockers clean and are not permitted to permanently affix anything to them or alter them.

Bicycles

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

Lost and Found

Lost and found items are placed in the main floor hallway. A few times a year, items will be displayed for a week and after that will be taken to the thrift store or donated to the uniform swap items. Calculators, watches, glasses, and other jewelry are kept in the office and may be claimed there.

STUDENT LIFE

Community Guidelines

PVCA provides a place for students to know God, His word and His world; a place where they are challenged to excel yet humbly serve God and humanity. Our service is shown through how we worship, work, play, and present ourselves.

Spiritual Development

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

- worship and assembly services (mandatory)
- Bible classes
- modeling of Christian faculty, staff, and students
- planned opportunities for student ministry – participation in meetings, outreach, mission trip, etc
- encouraging personal devotions

Social Development

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

Physical Development

PVCA is committed to providing an atmosphere and learning experience that will enable each student to achieve his/her potential in physical development. PVCA believes that the Bible sets out the guidelines to be good stewards of our health and physical bodies. We believe that when we take care of our bodies we are better equipped for learning, and we honor God.

Daily Physical Activities

PVCA strives to provide students with good quality access to physical exercise and health training. Each day we provide children with structured daily physical activity as follows:

- 15-minute morning recess
- 20-minute noon recess
- 30-minute PE/Health class Monday-Thursday

Physical activity may consist of either instructional or non-instructional activities.

Recess Outdoor Policy

Recesses are expected to be outside, rain or shine. Children should arrive at school with appropriate outside gear for the weather. (ie. shorts and hat in the summer, snow gear in the snowy months, etc.)

In wet weather, K-3 students should bring an extra set of clothing to change into if they get too wet outside. We will send reminders in the newsletters, emails and or agendas, when needed. Students may stay inside for recess for the following reasons:

- Temperatures are -15 degrees or lower
- Air quality is high risk (7-10). It may be at the teacher's or administration's discretion if the air quality is moderate risk (4-6)
- K-3 morning recesses when snow gear is needed.
- Volleyball practice

Please Note: **This policy is for RECESS, not PE.** It is at the teacher's discretion where their class has their PE lesson.

Student Code of Conduct

PVCA has a special emphasis on character development. All are expected to abide by the Student Code of Conduct and conduct themselves as courteous Christian young people. The same standards will be consistently applied to all applicants.

Students who attend PVCA are expected to support the school and its philosophy of providing a quality and wholesome Christian education to its students in a safe learning environment where students live by the principle Jesus taught in Matthew 7:12 "Treat other people the way you would like them to treat you."

Every student at PVCA is part of a team that will work together, learn together, play together, and together develop a healthy respect for God, His Word, teachers, staff, fellow students, visitors, and for his/herself. Students are to measure and make their choices based on the virtues of Philippians 4:8.

Students will sign a commitment to the Student Code of Conduct at the beginning of each school year which reads:

- I will try my best and show pride in my work
- I will contribute to a positive learning environment
- I will be truthful and uphold my integrity
- I will treat others with dignity and respect, acting with compassion and kindness
- I will refrain from harassment and bullying of any kind
- I will refrain from sexual activities or displays of affection
- I will respect school property

How We Worship

As a Christian community, we are to imitate, glorify and please our heavenly Father. In our school community we can do this by modeling Christian behavior. This includes:

- Being encouraging and responsible
- Showing respect, courtesy, and gratitude
- Showing compassion
- Responding to all daily situations with manners
- Assembly is a time for worship, to receive spiritual refreshment, perspective, and a challenge. Students, staff, or guests lead assembly time

How We Learn

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

- Be respectful and obedient to authority
- Show courtesy, respect, and support for others
- Be punctual in attendance and in completion of assignments
- Be diligent (daily work habits)
- Be prepared to cooperate and participate, contributing to a positive learning environment
- Use truthfulness in work and in life
- Show cleanliness in person and in property
- Show respect for school property and the property of others
- Work to the best of their ability (tests and assignments)
- Use time efficiently

How We Play

Our school bears the name “Christian”, and our words and actions should be worthy of that. Students are expected to positively represent themselves to honour Christ and our school (during school events and activities – on and off campus).

Playground

To keep playtime safe, students are reminded:

- to be fair and inclusive in their play
- not to piggy-back or carry other students
- there is no play-fighting, contact sports or snowball throwing
- no skateboards or scooters are to be used on the school grounds

Extracurricular Sports Participation

PVCA students in grades 6-8 have an opportunity to participate in an inter-mural sports organization called Canadian Association of Christian Athletes (CASA). CASA presents the Gospel through athletics and encourages coaches and athletes to make thoughtful decisions for Christ. Throughout the school year several CASA weekends are planned where students come together from different Christian schools to participate. The goals of CASA are to:

- become a truthful witness to the ways of Jesus Christ
- enjoy and develop athletic gifts and talents
- show respect and appreciation to teammates and opponents
- develop the ability to win and lose with grace

In order to participate the student must:

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

Bikes, Rollerblades & Skateboards

Bicycles are to be ridden from home to school but not on the school grounds for safety reasons. Students are asked to park their bicycles upon arrival and leave them until school is dismissed. Helmets are required. No students shall bring a motorized vehicle to school without making prior arrangements with the principal. Rollerblading and skateboarding are not permitted on school premises at any time as stipulated by insurance policies.

How We Present Ourselves

Language

Our language will be God-honouring and for building up each other. Profanity, crude or sexually explicit language or put-downs have no place within a Christian community.

Relationships

Our relationships will be characterized by mutual respect. Relationships with the opposite sex will reflect modesty and self-control. Public displays of affection are not permitted. Guidelines are in place to remind us that the school is composed of many parts that are mutually responsible for one another. Only when we live in harmony with each other can we be of service to God.

Dress

PVCA's uniform policy aims to uphold Christian standards for dress, considering economy, simplicity, appropriateness, modesty, neatness, and health.

The following are the PVCA dress code guidelines:

- Students are expected to be well groomed at all times and ensure their appearance is modest, clean, and neat. Girls are to wear shorts or leggings under skirts.
- In winter, the students must be dressed appropriately for the cold (coats, boots, gloves, hats).
- All students are required to bring two pairs of footwear to school: inside and outside
- Winter coats, hoodies, hats, and bandanas are not acceptable inside attire.
- Hair and makeup should look neat, clean and be non-distracting and only be a natural colour.
- Students are permitted to wear earrings which are small, colourless metallic studs. For safety reasons, the wearing of dangling jewelry to school is not permitted. Bracelets or necklaces that are worn because of a medical condition (Medic-Alert) are the only exception.

Dress Code (Everyday)

Bottoms	<ul style="list-style-type: none"> · Navy pants or shorts (knee length) (boys and girls) · Navy skirt or plaid jumper with logo (knee-length with shorts or tights underneath) (girls)
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Tops	<ul style="list-style-type: none"> · Polo shirts with logo: navy, white or forest evergreen long or short sleeves · White collared dress shirt with logo* (long or short sleeved) · V-neck drifter vest with logo* in forest evergreen or navy blue (optional) · Fleece jacket with logo* in forest evergreen (optional) · Navy blue sweater or blazer (if style approved by committee in advance)
Socks	<ul style="list-style-type: none"> · Black or white socks (boys and girls), leggings (girls)
Shoes	<ul style="list-style-type: none"> · Black, scuff-less indoor shoes (must not be worn outside) · Any kind of weather appropriate and safe outdoor shoes/boots · Athletic shoes are recommended (but not required) for PE classes

* PVCA uses Land's End, Children's Place, and local supplies to provide our school uniform. Parents can order all uniforms online through the school account at www.landsend.com.

Uniform (Mandatory for Special Occasions)

Bottoms	<ul style="list-style-type: none"> · Navy pants (boys) · Plaid A-line skirt or plaid jumper with logo (knee-length) (<i>shorts or tights are required underneath skirt or jumper</i>) (girls)
Tops	<ul style="list-style-type: none"> · White long-sleeved polo or collared dress shirt with logo* · Plaid tie* (optional for girls) · V-neck drifter vest with logo* in forest evergreen (optional for girls)
Socks	<ul style="list-style-type: none"> · Black socks (boys) · White socks or tights or neutral nylons (girls)
Shoes	<ul style="list-style-type: none"> · Black dress shoes (girls low/no heel)

* PVCA uses Land's End, Children's Place, and local supplies to provide our school uniform. Parents can order signature pieces for their uniforms online through the school account at www.landsend.com.

Enforcement of Dress Code

Students are expected to wear the uniform each day. If a student's attire is out of harmony with the dress code, parents will be contacted and asked to either provide uniform clothing immediately or to take their child home to change into uniform prior to returning.

Casual Fridays

It is important for students to follow the dress code to maintain a respectful and focused learning environment. Compliance with these guidelines ensures that all students can participate in school activities without distractions.

Students may come to school in casual clothing on Fridays.

In compliance with school standards, the clothing should be modest and have no inappropriate sayings, advertisement or cartoons. If a student arrives at school in clothing that does not match school standards, the student will be asked to call their parents to bring appropriate clothing. If the parents cannot come promptly the student will be given alternative clothing that adheres to the school standards.

The administration will decide whether the clothing is in compliance with school standards. If the administration is unavailable, the teacher with the most seniority will decide.

DISCIPLINE AND RESTORATION

Discipline Philosophy

The goal of school discipline is to:

- change destructive behavior
- help the individual develop self-discipline
- restore relationships
- protect the other members of the community
- bring an end to/prevent any behavior which undermines the community PVCA is building.

A wide range of methods and approaches are used at the discretion of the teachers and administration. Discipline procedures may involve restitution, isolation, detention, mentoring, service, and restorative curriculum. Wherever appropriate, parents/guardians are kept informed and involved in the disciplining process.

Discipline Process

General communication procedures for discipline issues are as follows:

- Step 1: teacher works with student and takes appropriate action.
- Step 2: teacher communicates with parent/guardian.
- Step 3: teacher meets with student and parent/guardian.
- Step 4: teacher meets with student, parent/guardian, and administration.
- Step 5: Principal refers the situation to the Discipline Committee.

In addition to in-school actions, the following may be considered:

- suspension (in/out of school)
- probation
- voluntary withdrawal
- expulsion

Please note this procedure considers the progression of behavior in logical steps. At any point, if a concern grows rapidly or if a safety issue is involved, steps may be skipped to remedy the situation more immediately.

At any stage in this process suspension of the student is possible; suspension may be for a maximum duration of two weeks. Suspension, which requires action by the principal, automatically places the student at Stage Four. A student may wish to talk to the principal at any stage of the discipline process.

Specific Discipline Issues

Cheating / Plagiarism

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or to use any previously published material to benefit their status. This includes plagiarism. This is a form of dishonesty. Those caught cheating or plagiarizing will be dealt with in a manner appropriate to the situation.

Damage / Destroyed Property

Students at PVCA are expected to treat all school property, including school supplies, equipment, and facilities with respect. If any property is damaged or destroyed because of deliberate misuse or carelessness, it must be reported immediately to the teacher. The student and parents/guardians are responsible for replacement or repair of the item.

Substance Abuse

Pleasant Valley Christian Academy recognizes the danger of one's physical, psychological and spiritual well-being with the use of certain products and substances. Therefore, students of PVCA are to refrain from the use of tobacco (in any form) and alcohol, abuse of prescription drugs, and the use of non-medical or recreational drugs.

Weapons

Any item that may be construed as a weapon or as dangerous may not be brought to school (including laser pointers, fireworks, lighters and matches). Bringing an item such as this to school will result in immediate and permanent confiscation and possible disciplinary action.

Offensive Content

Horror, occult, or violent comic books, figures, clothing, and other associated materials should not be brought or worn to school.

Appealing a Discipline Decision

The student and the parents have a right to request a review of action taken by appealing their case. They must follow an appropriate stage of appeal: first to the teacher, then principal, appeal committee, BC Conference superintendent, K-12 Board. For more information about this stepwise process, contact the BC Conference Office of Education. (See Appeals Procedure Form.)

CONFLICT RESOLUTION / APPEALS

When conflicts or disagreements occur about any aspect of school life, they will be dealt with in a manner that leads to restoration and resolution. Where positive communication is regular, conflicts are infrequent. However, when concerns or conflicts arise, we desire to resolve the issue by following the Matthew 18 principle. Should a parent/guardian have a complaint or a concern with a staff, committee or board member, the parent/guardian needs to speak with that person. If there is no resolution of the concern, the principal needs to be informed. At this point a meeting can be arranged.

Procedure for Conflict Resolution and Appeals to student disciplinary actions:

- parent/guardian with person with whom they have conflict (i.e. teacher)
- parent/guardian with Administrator (with teacher aware)
- parent/guardian with PVCA Board
- parent/guardian with SDABC Office of Education Superintendent (contact info at PVCA office)
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STUDENT HEALTH AND WELLNESS

Illness/Injury

If a student becomes ill, or is injured, parents/guardians are expected to pick up the student as soon as possible. The school office will contact the parents to come pick up the child. If hospitalization is required, the home or work number will be called immediately but the school reserves the right to transport the student to the hospital or call an ambulance if needed.

If a student needs to miss a P.E. class due to illness or injury, the parent/guardian needs to provide the P.E. teacher with a note of explanation.

Communicable Diseases and Isolation

When children are ill with communicable diseases, PCVA will follow the following protocols, according to public health requirements.

- **Acute Cold:** The incubation period for an acute cold is 12-72 hours. Students are asked to remain at home for at least 3 days from onset of the illness.
- **Influenza:** The incubation period for influenza is 1-2 days. Students are asked to remain at home until symptoms reside.
- **Pink Eye:** The incubation period for pink eye is 3-5 days. Students are asked to remain at home until symptoms reside.
- **Head Lice:** Lice nits hatch and mature in 8-10 days. Students are asked to remain at home until treated with shampoo and all nits are removed.
- **Chicken Pox:** The incubation period for chicken pox is 2-3 weeks. Students are asked to remain at home at least 7 days.

Head Lice

Head lice are common in schools. Lice are not a serious health hazard, just a nuisance requiring quick and persistent attention. If your child has head lice, please notify the school immediately. Head lice travel easily from child to child if they are not treated immediately. If it is discovered that your child does have head lice, he or she will be sent home until the proper treatment has been completed. Students will not be allowed to return to school until it is confirmed that there are no more lice or nits. For more information on what head lice is, how it spreads, how to detect and treat lice, go to www.healthlinkbc.ca/healthlinkbc-files/head-lice.

Medication

If a child requires medication to be given at school, the parent/guardian must give written consent and give specific, written instructions for administration. No medication of any kind is given to students without written parental consent.

Nut Aware

Because of life-threatening nut allergies, PVCA strives to be nut-free. No nuts of any kind are to be brought into the school. Please speak to your child's teacher before bringing food to share with the class.

Harassment and Bullying Prevention Policy

The safety and wellbeing of children at PVCA is of paramount importance. We believe children deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. Therefore, PVCA will ensure that children attending our school will experience a learning environment that enables them to feel safe, accepted, and respected.

PVCA Board members and Staff are committed to providing a compassionate, receptive, and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We believe this to be an outgrowth of our values as an intentionally Christian community. We believe that love and respect are foundations for our relationships with God and others. Accordingly, we have a “zero-tolerance” policy against bullying, meaning that bullying of any sort is deemed unacceptable in our school community. If bullying does occur, students should be assured that all incidents will be addressed quickly and fairly.

PVCA will strive to implement strategies which will 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 SDA faith-values, cultural perspective and philosophical values. PVCA will continuously review its strategies.

Any student engaging in activities which promote hatred, intolerance, aggression, or hostility which threatens the safety and wellbeing of other students (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) will be disciplined. These behaviours 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. Disciplinary action may include consultation with parents and legal authorities. A student's age, unique personal needs and mitigating circumstances will be considered in the disciplinary process.

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 behavioural infractions such as these may result in removal from enrollment from PVCA S and/or referral to law enforcement.

PVCA 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.

Definition of Bullying

Bullying is defined as a pattern, or extreme incident, of aggression, intimidation and/or cruelty. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization.

Specific types of bullying may include, but are not limited to:

- **Emotional:** Being deliberately unkind, shunning, excluding, or tormenting. Examples: forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures.
- **Physical:** Pushing, kicking, hitting, tripping, punching, or using any other sort of violence against a victim. Examples: shoving a victim into lockers while changing classes in the hallway, throwing bottles or other objects at a victim.
- **Racial/Intolerance:** Taunts, slurs and/or physical threats directed around a victim’s race, religion, or ethnicity. Examples: spreading graffiti with racial slurs.
- **Sexual:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments. Examples: grabbing a victim’s body, using derogatory labels such as “slut”.
- **Verbal:** Name-calling, ridiculing, using words to attack, threaten or insult. Examples: spreading rumors, making fun of a student’s appearance, mannerisms, or intelligence.

Please note that bullying may fall into more than one “category” listed above.

Anti-Bullying Procedures

The following procedures will be followed when an incident of bullying is reported.

1. All bullying incidents should be reported immediately to a staff member.
2. Staff members will record all reported bullying incidents and may share them with the principal.
3. Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
4. In severe instances, local police may be contacted.
5. The bullying behaviour or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behaviour will/must stop immediately.
6. The bullying perpetrator may meet with a designated staff member and (if they are willing to cooperate) his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim’s shoes to appreciate the undesirable effects of the behaviour), and to learn appropriate means of changing behaviour.
7. The bully may be asked to genuinely apologize to the victim either in person or in writing.
8. There may be a range of punitive responses up to suspension for the perpetrator.
9. After the incident has been thoroughly investigated and dealt with, staff will monitor both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

Responding to Complaints of Bullying

Staff is aware that consequences must fit with the age of the student, his/her social development, and the situation. Staff apply rising expectations as students enter higher grades. In addition, staff will consider whether the bullying incident was a repeat or copy of earlier incidents. Staff apply rising consequences if a student repeats a previously addressed behaviour. Natural consequences go hand-in-hand with teaching acceptable behavior and working to assist the child who bullied to replace negative behaviours with positive. The school’s first response always is to teach.

Responses may include, but are not limited to:

- Referral to a school chaplain
- Reflection sheet/discussion
- Written or verbal apologies (if appropriate for the situation)
- Relevant learning task (e.g. writing in response to a posed scenario)
- Parent conferences
- Loss of privileges
- Loss of access
- Being placed under specific supervision
- Restorative justice
- Involvement of the Discipline Committee
- Involvement of a Peace Officer
- In-school loss of time
- In-school suspension
- Out-of-school suspension
- Referral to a community program or services
- Transfer to another school
- Expulsion (the principal does not have the authority to expel a student, this must be an action of the School Board)

Student Sexual Harassment

Sexual Harassment is any repeated, unwanted, unwelcome, or offensive behaviour of a sexual nature. Students who engage in sexual harassment are subject to discipline, up to, and including, dismissal. Employees who engage in sexual harassment are subject to discipline, and possible termination. Students who experience sexual harassment must report the incident as soon as possible to the principal or any teacher. PVCA is committed to providing a school environment that is safe!

Reporting Child Abuse

Children are entitled to be protected from abuse, neglect, harm or threat of harm. It is the legal duty of all PVCA staff who have concerns that a child is being or is likely to be abused or neglected to report to the appropriate authorities, who will assess the report and, if appropriate, investigate. Abuse can be recognized as: physical abuse, sexual abuse, neglect, emotional abuse, or sexual exploitation.

EMERGENCY PREPAREDNESS

Weather – School Closure

In the event of snow, power outages or other major storms, PVCA will provide information to parents immediately. We will only close the school when police and/or Vernon School District Transportation Department indicate that the roads are unsafe for travel. Please ensure the school is open prior to dropping off children in very poor weather conditions. We will contact you to let you know if the school is opening late, closed, or open for supervision only.

Fire/Evacuation Drills

Fire/Evacuation drills are scheduled regularly as the Ministry of Education requires. Teachers and Staff are responsible to escort their classes out of the building as quickly as possible in an orderly fashion.

Earthquake Drills

There are three areas in our school which would require different earthquake safety procedures: the classroom, the gymnasium, and the field. We spend the month of November familiarizing and drilling the students in how they would protect themselves in the event of an earthquake in each of these three areas.

Lockdown Drills

Lockdown drills are held a few times a year at PVCA. Staff must lock the classroom door, turn out the lights and guide students toward a hiding place that is not visible from windows and doorways. All staff and students must remain silent through the entire lockdown drill.

In the event of an actual emergency and the students are waiting outside, they will be grouped in family groups waiting for their parents/guardians to pick them up. Once the parent/guardian arrives, the parent/guardian **MUST** go to the “Check In” person (the Grades 4-5 teacher) The “Check In” person will send a runner to get your child/ren.



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

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