

2025 - 2026

# *Student Handbook*

## *Valley Christian Academy*

“Committed to Bible Centered  
Education”



Valley Christian Academy  
Box 279 Osler, SK S0K 3A0  
Phone: 306-239-2196  
office@vcalions.ca

website: <https://valleychristianacademy.ca>

## TABLE OF CONTENTS

Introduction	1
Mission Statement	1
Statement of Faith	2
Guidelines for Students	3
Guidelines for Parents	4
Extra-Curricular Activities	5
Eligibility	5
Student Representative Council (SRC)	5
School Sports Program	6
Choir	6
Yearbook	6
General Information	7
Attendance	7
Truancy	7
Punctuality	8
Leaving School	8
Announcements	8
School Equipment and Property	8
Intramurals	9
Resource Centre (Library)	9
Newsletters	10
Special Education	10
Spares	10
Telephone	11
Bus Transportation Cancellations	12
School Admission Policy	12
Reporting Periods	13
Tuition Fees	13
Student Fees	14
Course Selection	19
Awards and Ceremonies	22
Graduation	23
School Rules	24
School Bus Rules	26

## Introduction

Valley Christian Academy (VCA) first opened its doors in 1986 and has since grown and flourished through its partnership with the Prairie Spirit School Division and the Bergthaler Mennonite Church. In September 2024, VCA became a Certified Independent School. As such, we proudly serve both the educational goals set by the Ministry of Education and the spiritual direction provided by the Bergthaler Mennonite Church.

Our school program follows the provincial curriculum, integrated with a Christian perspective. Students who meet the credit requirements of the core curriculum will graduate with a full Grade 12 standing from the Saskatchewan Ministry of Education. We offer a broad spectrum of classes, allowing students to take all necessary courses to be eligible for acceptance into the post-secondary institution of their choice.

At VCA, we are committed to providing a Christ-centred education. Students receive formal instruction in Christian Ethics from Kindergarten (K) through Grade 12, and we strive to integrate Biblical principles and perspectives across all subjects and grade levels. All VCA teachers are provincially certified, and we take great care in hiring staff who are committed Christians and passionate about supporting the mission of our school.

## Mission Statement

At Valley Christian Academy we strive to teach and train students to become disciples of Jesus Christ so "...that in all things He (Christ) might have pre-eminence. (Col. 1:18). As such we purpose to provide a positive environment and a high-quality program which facilitates:

- ✪ spiritual growth
- ✪ physical wellness
- ✪ social development
- ✪ academic excellence

## Statement of Faith

- WE BELIEVE in the one living, eternal and true God who is the Creator of all things.
- WE BELIEVE in the deity of Jesus Christ who became the propitiation for all sinners.
- WE BELIEVE in the person of the Holy Spirit, sent from God and indwelling all believers.
- WE BELIEVE in the Trinity of the Godhead - God the Father, God the Son, and God the Holy Spirit.
- WE BELIEVE in the virgin birth of Jesus Christ.
- WE BELIEVE that the Scriptures of the Old and New Testaments are wholly inspired by God and are infallible and the final authority in faith and life.
- WE BELIEVE that man is a sinner by nature.
- WE BELIEVE that man is a free moral agent.
- WE BELIEVE in the Church as the body of Christ and its mission is to fulfil the Great Commission of preaching, teaching, and discipling.
- WE BELIEVE that every repentant sinner should be baptized with water upon confession of his/her faith.
- WE BELIEVE that the Lord instituted the ordinance of communion as a remembrance of his suffering.
- WE BELIEVE that the church has the obligation to keep pure the Body of Christ by discipline those who have fallen into sin.
- WE BELIEVE that believers are to walk in love towards God and man, refraining from carnal strife and contentions in all areas of life.
- WE BELIEVE that God instituted marriage as a permanent bond between male and female of the same faith.
- WE BELIEVE that all governments are instituted by God and therefore are to be respected as such.

- WE BELIEVE in the literal resurrection of the body, both of the just, and the unjust.
- WE BELIEVE in the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- WE BELIEVE in the personal and bodily return of the Lord Jesus Christ as King of Kings and Lord of Lords.
- Valley Christian Academy has also adopted the Nashville Statement which is an Evangelical Christian statement of faith relating to human sexuality and gender roles authored by the Council on Biblical Manhood and Womanhood.  
<https://cbmw.org> Nashville statement

### **Guidelines for Students**

The underlying principle for all guidelines that follow is found in Mark 12:30,31. *"And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment. And the second is like, namely this, Thou shalt love thy neighbour as thyself. There is no other commandment greater than these."*

At VCA we seek to honour the Lord and honour one another. Below is the VCA honour code:

- Be respectful - the Bible commands us to honour and respect those in authority over us (1 Peter 2:13-18) and to respect peers (Col. 3:12-13)
- Be courteous - courtesy and a display of good manners is showing Christian love in practical relations with others (Eph. 5:1)
- Be honest and controlled in speech - profanity, lying and stealing are clearly destructive and ungodly characteristics (Eph.4:25-29; Eph. 5:4)
- Take care of the school - the school is a facility that is on loan to us from the Lord. You can keep it a pleasant place by exercising good stewardship. Avoid such things as littering, marking or breaking furniture, wearing dirty footwear in school, or any other such inconsiderate behaviour.
- Be diligent in your studies - do your best in your studies and know that it is God, not man, that you are serving (Eph. 6:7). Homework should be carefully and thoroughly done and preparation for exams should be conscientiously undertaken.
- Be a forward thinker – education is a student's responsibility. Let teachers know if you'll be away. Find out what you missed, catch up, and be pro-active.

## **Guidelines for Parents**

Valley Christian Academy exists to primarily educate the children of Christian parents.

It is of prime importance that Christian values based on Biblical truth are taught and reinforced in the home. The foundations of a strong Christian home are the diligent study of the Bible and constant attention to prayer. These values need to be both taught and modelled for children.

Strong parental support and communication between the home, school, and the VCA Board is essential in order to ensure that the Christian education received at school is as meaningful and effective as possible.

The Bible states that what enters the mind through sight and sound has a tremendous impact on the spiritual well-being of the child. Therefore, we strongly recommend that the use of the television, internet, mobile devices, and other media reflect the Biblical directive to think on those things that are pure, virtuous, etc. (Phil. 4:8)

The use of alcoholic beverages in the home is discouraged. Our bodies are the temple of the Holy Spirit (1 Cor. 6:19,20). The Bible clearly states that "*wine is a mocker, strong drink is raging: and whoever is deceived thereby is not wise*" (Prov. 20:1). We are also admonished not to be "*drunk with wine but filled with the Spirit*" (Eph. 5:18).

## **Extra-Curricular Activities**

### **Eligibility**

If a student is to be eligible for participation in an extra-curricular program then he/she should exhibit a positive attitude, be academically responsible (fulfil requirements for each as set down by the subject teacher) and exhibit the kinds of behaviour which would bring honour to the school and glory to God.

### **Student Representative Council (SRC)**

The SRC's purpose is to develop student leadership skills and to allow students the opportunity to have input in the activities and operations in school.

The SRC organizes various events during the course of the year and is responsible for student centred projects such as purchasing team uniforms, microwave ovens, trophies, etc.

## **School Sports Program**

VCA competes with other schools in the Central Valley Athletic Conference in soccer, volleyball, basketball, badminton, track & field, golf and cross country. We also compete provincially in these athletic endeavours. We are happy to offer these programs but appreciate when parents are respectful of coaches and caretakers' time and pick up their children in a timely manner, or plan/organize rides for their children after games and practices.

Recreational activities are offered for students of all ages during the noon hour and at recess times.

## **Choir**

VCA offers Choral 10, 20, 30 as a credit class to students in grades 10-12. Students who take this class are expected to participate in local church concerts, school chapel programs, retirement home visits and other events as arranged during the year

## **Yearbook**

Yearbooks serve one major purpose; to communicate what is going on in the school, the community, and the world, as it affects the school. The yearbook is a history of the year at our school as seen through the eyes of our students.

The other function of the yearbook is to provide an educational experience for all the members of the yearbook staff. Some members of the staff will gain more experience in business by selling ads, dealing with businesspeople and setting up their own financial structure. Others will gain experience in photography, design, or perhaps the technique of writing. The yearbook cannot exist without the dedication of the yearbook staff. At VCA we rely on students to volunteer their time and efforts to this project.

<b>General Information</b>
----------------------------

## **Attendance**

Regular school attendance is the responsibility of the parent and the pupil and is required by the Education Act (Government of Saskatchewan).

Regular attendance and prompt arrival to class are necessary to ensure the continuity of the educational process. Time lost from class is irretrievable and absences tend to disrupt the flow of the instructional program. Student success is the ultimate goal of a school attendance policy and procedure.

Attendance will be taken by subject teachers in each class during the school day.

To notify the office of an absence, parents should log into the EDSBY app and enter planned or unplanned absences for the children. In the event the EDSBY app cannot be accessed we ask that the parent/guardian either phone or email the school directly. An email or phone call from a parent/guardian is required for each absence. The parent/guardian must also contact the school if the student is required to leave the school at some time during the school day. Under no circumstances is a student to leave the school without first checking out at the office.

While it is understandable that some absences must occur due to illness and emergencies, it is also true that some absences can be avoided. Try to schedule family trips during the holidays, dental appointments after school hours, etc.

### **Truancy**

A student will be considered truant when he/she is absent without the knowledge or consent of the parent/guardian and school officials. The parent or guardian of any truant student will be notified by the school (via the EDSBY app). When a student accumulates absences without parental permission the student will be disciplined for the truancy. If the truant behaviour continues, the student risks the chance of more severe action. A guideline for skipped classes is 2 hours of detention will be served for every 1 hour of **skipped** class time.

### **Punctuality**

Students are expected to be on time for each class. Students should be seated in their desks prior to 8:45 AM and 12:45 PM in preparation for announcements and PM classes respectively. Students are expected to be seated promptly after the bell indicating the beginning of each class. When students frequently arrive late for school in the morning, a phone call home will be made by administration. If the problem continues, students will be asked to make up for missed time in detention.

### **Leaving School**

Students who wish to be excused from school during the day should check out at the office. A student who is ill and wishes to leave the school should come to the office. An attempt will be made to notify parents before the student is allowed to go home. Parents should call or email the school and give permission for the student to leave.

Only students in grades eleven (11) and twelve (12) are permitted to leave the school grounds at noon. If a student younger than grade 11 wants to leave at lunch, a parent must either email or phone the office giving permission.

## **Announcements**

Announcements will be made at the beginning of period one each morning. Each Tuesday announcements are made via the audiovisual production of VCA Echo.

Announcements are also communicated through the two TV monitors in the hallway all day long.

## **School Equipment and Property**

A student will be charged for the cost of repair or replacement of any items or property which are damaged, lost or destroyed by that individual, if the cause of that loss is determined to be the fault of the student. Please note, this does include the replacement cost of a student Chromebook in the event of student fault.

## **Noon Hour House League (Intramural) Program**

VCA offers a recreational intramural program at noon hour, for students in grades 1-6. Participation is optional and activities vary throughout the year. High School intramurals are organized when student interest grants it.

## **Resource Centre (Library)**

The school Resource Centre is basic to, and supportive of, the entire educational program. To facilitate maximum student usage of the facility, students are given a great deal of freedom with a minimum of restrictions. However, to ensure this freedom of use to everyone and to keep the library central to the educational program, the following regulations apply.

Students using the Resource Centre must remember that:

- The library is to be a quiet place at all times.
- The library is used for student research and project work as well as for finding research books and supplementary reading materials.

- Books must be signed out following proper sign out procedures.
- Current issues of periodicals are to be used in the library.
- Students with overdue books will not be allowed to borrow any new books until all overdue books are returned.
- If a book is not returned within a designated time it will be considered lost and the defaulter may be asked to pay the replacement cost of the book which will be assessed by the vice principal.
- Food is not permitted in the library.
- Pictures, etc. should not be cut from periodicals or books.
- A breach of library rules may result in suspension from the library.
- The library will be locked outside of school hours. Students may be accompanied to the library by their classroom teacher in such cases.

## **Newsletters**

VCA publishes a newsletter each month. This is intended to provide important and current information concerning school activities. Newsletters are delivered electronically via email.

## **Special Education**

We realize that all students are uniquely fashioned by God. We all grow, develop, and learn at an individual pace.

Valley Christian Academy offers individualized and small group instruction to the students who are referred to the special education teacher. Teachers refer students who can benefit from a more structured or individualized approach. Students may require only short, designated periods in order to develop specific skills or they may require assistance for daily instruction for extended periods.

Teachers may request the assistance of the special education teacher(s) in material selection, teaching strategies, students' assessments and programming.

Presently, the primary objectives of the special education department are to facilitate some of the specific needs of students and to serve as an in-school resource for teachers.

## **Spares**

At VCA spares are not encouraged. A spare is considered a one class length period of time (usually 60 minutes) in which the student is not registered in a formal class.

Spares may be taken under the following conditions:

- The student must be in grade 11 or 12 – No spares for students in grade 10 or lower.
- A student may only have one spare per semester and that time should be used for homework, studying or other schoolwork.
- Students who are on a spare should work in the commons area. Computer labs and libraries are considered classrooms and may not be supervised at all times; nor should it be the role of a teacher in that room to supervise students other than their own.
- A student in grade 12 who finishes their required course work to satisfy Ministry of Education requirements for graduation before the end of the school day may leave school for the rest of the day. This is not considered a spare(s) as the student is not in school. It would be our hope that students leaving school before the end of the school day would use their time beneficially i.e. working at a job.
- The principal may, at his or her discretion, grant exceptions to these rules under special circumstances. The principal has the final word on all matters to do with spares.

## **Online Classes**

Students in grade 10 -12 may express interest in taking online classes. Students who display evidence of academic strength coupled with an ability to work independently and with limited supervision are eligible to explore online classes. Permission for online classes needs to be granted by the principal and is limited to two classes per academic year. Online classes are provided with an additional charge of \$500 per class.

## **Telephone**

There is a phone adjacent to the office which is available for student use. However, use of this phone is restricted to noon hour, breaks, and recesses except in case of emergency. Use of the phone during instructional time requires permission from a teacher.

Phone conversations should be kept to a maximum of five (5) minutes duration to enable others to make use of the phone.

Parents who wish to contact a student or teacher during the school day will be asked to leave a message with the secretary who will deliver it to that individual. Students and teachers may also be contacted during recesses, breaks, and noon hours.

## **Bus Transportation Cancellations**

In the event that school transportation must be cancelled due to inclement weather conditions or due to another emergency, drivers should contact their parents via text message. All updates are posted via Bus Planner Web which can be found under the Transportation Tab on the PSSD website and selecting "View Alerts."

## **School Admission Policy**

Admission is available to all students of parents who are supportive of the vision, mission guidelines, purposes, rules and policies of the school.

Kindergarten enrolment will take place in November. Applications that are submitted after the enrolment decision is made, will not be considered for the upcoming school year.

Enrolment for Grades 1-12 typically take place in March.

Approval of applications occur on the following basis:

1. Children of Bergthaler Mennonite Church members
2. Children of VCA staff
3. Others

Preference will be given for siblings of existing students subject to the enrolment procedure above. Special consideration will also be given to alumni of VCA where possible.

The School Committee may at its discretion, interview parents and prospective students prior to enrolment. However, the child may be conditionally enrolled by the principal prior to the interview.

The School Committee may, at its discretion, limit enrolment.

A new application must be filled out each year if a student desires to be kept on the waiting list.

## Reporting Periods

Students in grades 7-12 inclusive, receive report cards quarterly in November, February, April, and June.

Copies of the Unofficial Transcript will be available to students at the school. Official copies to use for post-secondary requirements need to be requested through the Ministry website (saskatchewan.ca).

Students in grades 1-6 inclusive, receive written report cards in November, March and June. Oral reports are given to the parents twice annually at parent/teacher interviews.

Students in kindergarten receive report cards in January and June.

## Tuition Fees (Cost per month)

Bergthaler Church Members	Non-Bergthaler
1st child - \$125.00	1st child - \$135.00
2nd child - 95.00	2nd child - 105.00
3rd child - 85.00	3rd child - 95.00
4th child - 65.00	4th child - 75.00
remaining - 65.00	remaining 75.00

Kindergarten children are charged ½ of whatever category they fall under.

Tuition is expected to be paid by the first of each month at the latest. Automatic Debit is the anticipated for of payment by the Board as it is an an easy and consistent form of paying.

## Student Fees

The fees for students of VCA are listed below. Some of the fees are compulsory and some are optional. A summary of the fees follows:

### I. Compulsory Fees

#### 1. Student Fees:

Kindergarten

SRC Fee  
\$ 5.00

Gr. 1-12

SRC Fee  
\$10.00

Offset Fees:  
 Kindergarten (\$25/student)  
 Grades 1 – 12 (\$50/student)

2.Phys.Ed. Clothing (Required for Gr.5-12)

T-Shirts	\$20.00
Shorts	\$20.00

**II. Optional Fees**

1.Yearbook	\$40.00
------------	---------

**Daily Time Schedule**

**Kindergarten to Grade 12**

**Course Selection**

All students in Grades 10-11 are required to take a minimum of 10 classes per year. Alternative arrangements can be made only through the administration.

**HIGH SCHOOL SUBJECTS 2024 - 2025**

GRADE 10	GRADE 11	GRADE 12
Finance 10	Drama	Drama
Christian Ethics	Choir	Choir
Choir	Home Ec	Home Ec
	Shop	Shop
ELA 10	Art	Art
Science	Psychology 20	ELA A30
Wellness	History 20	Forensic Science

Foundations 10	ELA 20	History 30
Information Processing 10	Health Science 20	Pre Calc 30
History 10	Entrepreneurship 30	Foundations 30
Life Transitions	Media Studies 20	Chemistry 30
Industrial Arts	Foundations 20	Physics 30
Home Ec.	Christian Ethics 20	ELA B30
Workplace & Apprentice 10	Phys Ed 20	Calc 30
Accounting 10	Accounting 20	Robotics
	Information Processing 20	Christian Ethics
GRADE 10	GRADE 11	GRADE 12
	Robotics	
	Workplace & Apprenticeship 20	Phys Ed 30
	Physical Science 20	Photography
	Environmental Science 20	
	Biology 30	
	Law 30	
	Pre Calc 20	
	Forensic Science 30	

## Core Curriculum - Div.4 Requirements

### I. Required Courses of Study

Grade 10	Grade 11	Grade 12
Eng.10 or 11 Finance 10 Science10 or 11 History10 or 11 Math10 or 11 or Math Foundations & Pre-Calculus10 or Math Workplace & Apprent.10 Wellness 10	English L.A.20 Math20 Workplace & Apprent. or Found. Pre-Calculus20 Hist.20/Psych.20 One Science at the 20 Level	Eng.A30 or 31 Eng.B30 or 31 Hist.30 or 31  2 credits of PAA or Fine Arts

## **II. Other Electives**

In addition to the above required areas of study, additional credits are required to bring the total number to 24 (5 must be 30-level credits.).

### **Minimum Credit Requirements:**

Grade 10 standing - 8 credits  
Grade 11 standing - 16 credits  
Grade 12 standing - 24 credits

Please note that these are minimum requirements and certain post-secondary educational institutions may have more specific and rigorous requirements. Check with the office if more information is required.

### **Changing Classes**

Class changes may be allowed subject to restrictions on class enrolment. The deadlines are set and communicated to the students at the beginning of each semester. Typically students can change classes within the first week of a given class.

Changes can be made only in consultation with the Principal or Vice-principal.

Dropping of classes is not permitted except by special permission from the Principal.

### **Assignments and Examinations**

Students are expected to submit assignments by the due date specified.

Students are expected to submit high quality work which meets the standards established by the classroom teacher. At the discretion of the teacher, poorly done assignments will be redone by the student.

Students who fail to complete homework or an assignment will attend Lunch Lab until such a time when the assignment is deemed complete.

Late, poorly done, or incomplete assignments may result in a loss of extra-curricular privileges.

Students are expected to write exams at the time and date scheduled by the teacher. If missing a test is unavoidable, parents must phone the school prior to the writing time indicating the reason. Parents are to avoid booking holidays over final exam weeks.

## **Awards and Ceremonies**

### **Awards**

#### **Academic Awards:**

The awards ceremony on the last day of high school classes each year at VCA, is intended to celebrate students who have made exceptional achievements in a wide variety of areas of life and school including spiritual, academic, artistic and athletic.

While all students should be celebrated throughout the year whenever possible, this ceremony is for those who have risen above. Not all students will receive an award at this ceremony. It is the intent to not have one student dominate the awards except when that student is the clear choice and to give it to a less deserving student would be obvious. Students who are in grade 12 and receiving an award will have it presented at the evening graduation ceremony. The approval of all awards shall be granted at the discretion of the principal.

#### **The following is a list of Awards:**

Division I Class Awards – Sonshine, Little Engine, Golden Sneaker, Einstein Jr., Bible Memory

Division II Class Awards – Academic Achievement, Leadership, Fruits of the Spirit, Bible Memory

Div. I & II Awards – 3C Award (Citizenship, Courtesy, and Consideration - given to one student in each Division). Athletic Award (given to a male & female in Division II). Art Award. Track & Field (Division I & II)

Division III Awards – \*Academic Achievement (class & overall), Leadership (class & overall), Merit Award, Athletic (Male & Female), Spiritual Servanthood (class award), Student Involvement, Art Award, Bible Memory (class)

Division IV Awards – \*Academic Excellence (Gr.10 & 11), \*Governor General (Gr.12), \*Academic Achievement Overall (Division IV), Bible Memory (class), Merit Award, Student Leadership, Drama, Music, Yearbook, Spirit, Individual Sport, Athletic (Male & Female), General Proficiency (Male & Female).

\*No student will receive two academic achievement awards in any given year.

## **Graduation**

A minimum of 24 credits is required for a complete Grade 12 standing.

Grade 12 students who are unable to meet core curriculum requirements by June 30 of the graduating year will not be permitted to participate in the graduation exercises.

## **School Rules**

Alcohol, electronic cigarettes, vape pens, tobacco, non-prescription drugs - the use, possession, or being under the influence of these substances during school hours is prohibited. Students who break this rule will be suspended.

Weapons such as firearms, pocketknives, hunting knives, etc. are not allowed at school.

Swearing - swearing is a very serious breach of school policy and is strictly forbidden by Scripture (Exodus 20:7). Under regulations of the Education Act, students who swear may be suspended for a period of up to three (3) days.

Fighting - when conflicts arise between students, we encourage the conflicting parties to either seek assistance from the administration or staff supervisors. Students who deliberately provoke other students into physical conflict risk suspension from school.

Instructional time - students are expected to be in classes for the entire class period rather than in the hallways, washrooms or outdoors when classes are in session. Use of washrooms and drinking fountains should normally be restricted to breaks and noon hours.

Recesses and noon hours – elementary students are expected to be outdoors during recess and noon hour when weather permits unless alternate activities in the gym have been arranged by supervising teachers. High school students are permitted to remain inside during breaks and lunch.

Motor vehicles - motor vehicles brought to school are to be parked near the big gym and if wanting to plug in over winter, a \$30.00 fee is charged. If driving to school results in students arriving late, driving privileges will be removed.

Personal Electronic Devices– Devices are not allowed to be used during class time, but may be used on buses and at lunch hour. Parents are responsible for the music their child is listening to.

Lunchtime – Elementary students are expected to eat lunches in their classrooms and High School students in the commons area.

Cell phones – cell phones are allowed at school but are not needed in class. Their use is allowed during breaks and lunch. Please refer to the cell phone policy on the website for more details.

Footwear - students shall have an indoor pair of shoes and an outdoor pair of shoes. Outside footwear must be removed at the entrance and left on the boot racks throughout the day when wet and/or dirty.

Dress code – We believe that how we dress affects our attitude and our behaviour. Students should dress appropriately for school and school sponsored functions with an emphasis on neatness and cleanliness. We try to encourage good sense of school clothing that shows respect and decorum. We have the following expectations for the dress of our students and staff:

- Clothing with logos or messages that include racial or sexual comments, advertise alcohol, tobacco or drugs, or use vulgar language will not be tolerated.
- Midriffs, cleavage and underwear should not be exposed.
- Tank tops must not be revealing.
- Hats, caps, toques and hoods are not worn in the school.
- The wearing of earrings, body piercing jewellery, and the use of excessive cosmetic makeup is not allowed. Body modifications are discouraged.
- Boy's hair should be neatly combed and should be cut above the top of dress shirt collar and should be cut above the ears and eyebrows. Ostentatious (excessive, extravagant, overdone, over-the-top) hair as well as hair accessories, buns or ponytails will not be allowed.
- Girl's hair should be demure in style. Hair color should be a natural tone and not unnatural in color.
- Shorts and skirts must reach the kneecap while in a standing position. Jeans shall not have rips or holes above the knee.

\*\*\* Please note that any intentional breach of the school rules above may lead to disciplinary action which may include suspension or expulsion.

Visitors - visitors are not allowed to accompany students to class and are not permitted to loiter in the school or on the school grounds.

## Antibullying Policy

Valley Christian Academy is committed to providing students with a safe learning environment that is free from bullying and harassment. We believe that through prayer and speaking the truth in love, we will not conform to this policy as an act of compliance, but rather respond out of desire to please God and show evidence of inner transformation (2 Cor. 5:17). To meet this goal, VCA has adopted the following policy:

### Definitions:

**Bullying** – the repeated use of unwanted comments or behavior by an individual toward another which is perceived to be and/or intended to be hurtful, intimidating, or alienating.

Bullying can manifest itself in various forms:

**Physical** – Intentionally endangering the welfare of others. This may include, but is not limited to: hitting, pushing, kicking, throwing things, unwanted touching, rude gestures, damaging another's property, etc. (Luke 6:31)

**Verbal** – using words to attack threaten or insult another. This may include, but is not limited to: name-calling, spreading rumours, making fun of a person's appearance, intelligence, physical characteristics, cultural background, race or ethnicity, etc. (Ephesians 4:29; Psalm 34:13)

**Cyber-bullying** – The use of electronic communication to cause hurt, intimidate, or alienate another. This could include, but is not limited to: sending inappropriate messages, creating or posting inappropriate or threatening information or pictures. (1 John 2:9)

**Sexual** – Initiating unwanted physical contact or comments of a sexual nature. This may include, but is not limited to: unwanted touching or using derogatory language. (Galatians 5:19)

**Psychological** – Acts that instill a sense of fear or anxiety. This may include, but is not limited to: shunning, excluding, judging or causing someone to be left out of a game or activity, blaming, making threats or gestures, using bodily/facial expressions to cause someone harm, etc. This could also include indirect bullying which involves someone coercing another to do something that will harm themselves or others. (Romans 2:1)

### Reporting:

1. It is the responsibility of students to report all bullying incidents to a staff member. If a staff member witnesses an act of bullying it is their responsibility to intervene.
2. Staff members will record all reported incidents that meet the bullying criteria and all such reports will be signed by an in-school administrator.
3. The incident will be investigated immediately.
4. If it is established that bullying has occurred, the administrator or designated staff member will meet with the perpetrator to administer appropriate correction which will include notifying parents. (i.e. depending on the ages of the students)

involved, the circumstances or the severity of the incident, and the respective response(s) of the perpetrator(s).)

### **School Bus Rules**

In order to ensure safe and efficient transportation students must:

1. Be ready to board the bus five (5) minutes before the designated departure time.
2. Stand back away from the bus when it is approaching the bus-stop.
3. Sit in the seat the driver has assigned you.
4. Remain seated facing forward when the bus is in motion.
5. Be quiet and orderly at all times while the bus is in motion.
6. Not use profane language on the bus.
7. Not place arms or head out the windows of the bus.
8. Not smoke, drink, or eat on the bus.
9. Assist the driver in keeping the bus clean.
10. Keep the bus aisles and doorways clear of any obstructions.
11. Not damage the bus seats or walls.
12. Not use the emergency exits except in emergency situations or during evacuation drills.
13. Board the bus within eight (8) minutes after class dismissal.

14. Report to the principal's office if left at the school.
15. Upon leaving the bus cross the road in front of the bus, the driver will keep the alternating flashing lights as well as the stop arm displayed until you are safely across the road. Make sure you look both ways before you cross.

Students are not to take the following articles on the bus.

1. Firearms/knives. 2. Pets
3. Skates and Ski Boots without protective bags.
4. Hockey sticks, unless they are put on the floor on the right-hand side of the bus.
5. Skis and Ski Poles
6. Any article which may endanger the other students during transportation.

Students will keep the following articles with them while travelling on the bus:

1. Lunch Kits
2. Backpacks
3. Musical instruments which are small enough to be kept with the student.
4. Skates and Ski Boots in protective bags.

Parents must:

1. Notify the driver when their child will not be on the bus.
2. Let the driver know if they are going to pick up their children at the school.
3. Contact the driver if their child has not been picked up or dropped-off to find out why.
4. Make certain someone is home during the drop-off time.
5. Notify the driver and this office of any changes in address or phone number.
6. In the morning, instruct their children to return to their home if their bus is more than 10 minutes late, watch for the bus and call parents ahead on the route to see where the bus is.
7. If the bus is late in the afternoon, call ahead on the route to see where the bus is, and if you know that the bus is stuck or has mechanical problems, please help to see that information is sent to our office as well as the nearest home so that someone will get to the bus with help.

Driver must:

1. Notify this office immediately if there are any additions, deletions, or changes to the route, this office will then send an updated route sheet to the parents and schools.
2. Not leave the pick-up point before the designated time.
3. Make certain that all students are seated and quiet before preceding to drive.
4. Not leave the bus with students on it.
5. In the event of mechanical or other problem, if the bus cannot proceed on the route, call the bus office on UHF radio for instructions then activate hazard lights, try stopping passing motorists, and if there is no traffic determine if it is safe to send a student for help. Make sure the student is dressed properly and knows where he or she is going for help. The driver must not leave the bus unattended.
6. Notify our service depot, the school and parents if you are going to be late, or if you will be unable to make your run.
7. Be at the School five (5) minutes before the designated dismissal time.
8. Not allow students who are not on the bus route to ride the bus unless special permission has been granted.

Drivers have the right to:

1. Not proceed down any road or driveway that is unsafe or may damage the bus in any way.
2. Not drive any day or half day that is unsafe due to weather, road conditions or on days where the combined temperature fall to -45 degrees Celsius.

When storms or inclement weather make it difficult for buses to run, the following guidelines shall be used:

Buses shall not make the morning run if the weather poses a significant hazard due to impassable roads or severe wind-chill factors. Wind chill factors are now measured in degrees Celsius. Therefore, buses will not run when the wind-chill is minus 45 degrees Celsius, or colder, according to Environment Canada forecast for Saskatoon at 6:00 a.m. It is at the driver's discretion to decide to not make their run when road conditions have deteriorated with snow, ice and blowing snow to the point where the driver feels student safety will be jeopardized.

A bus route that is cancelled in the morning due to extreme cold will run in the afternoon, **if conditions have improved.**

In the event that school transportation must be cancelled due to inclement weather conditions or due to another emergency, drivers should contact their parents via text message. All updates are posted via Bus Planner Web which can be found under the Transportation Tab on the PSSD website and selecting "View Alerts."