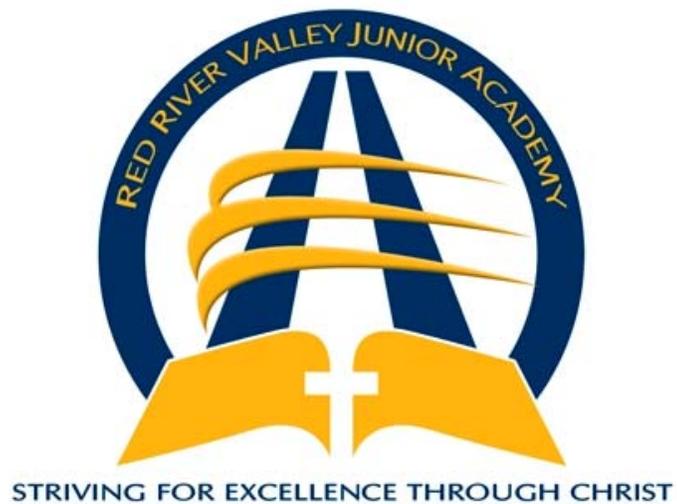


Red River Valley Junior Academy

A Service of the Seventh-day Adventist Church since 1924



**Parent/Student Handbook
2016 - 2017**



RRVJA PLEDGE SYSTEM

AIM: *"Striving for Excellence Through Christ."*

MOTTO: "I can do all things through Christ who strengthens me." (Phil. 4:13)

PLEDGE: "Loving the Lord Jesus, I promise, through active service, to represent Christ, stand for right and help further the gospel in all the world in this generation."

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SCHOOL PERSONNEL

Nu/Manitoba/Saskatchewan Conference of SDA

Education Director Mr. Shad Lehmann

School Board: These officers are appointed by and from the Board members at the September meeting of each year, and hold office for twenty four months.

Chairperson	Dr. Crispin Ntungo	Member	Mrs. Fay Martin
Vice Chairperson	Pr. Petar Djkov	Member	Mr. Collin Akre
Treasurer	Mr. Karl Hergenroeder	Member	Mrs. Mira Djakov
Executive Secretary	Mr. Ian Mighty	Member	Mrs. Neva Pieper
Recording Secretary		Member	Mr. Ifeanyi Nwachukwu
		Member	Ms. Irma Sarrondo
Member	Pr. Herbert Oliphant	Member	Mrs. Divina Remocal
Member	Pr. Niel Tagarao	Member	Mr. Russell Reyes
Member	Pr. Roger Biscaro	Member	Mrs. Pwe Pah Lehr
Member	Pr. Elmer Manzanares		
Member	Pr. Alex Portillo		
Member	Pr. Yong bum Park		

Home & School Association: These officers are appointed by and from each of the Constituent Churches. The role of Home and School at all levels is to work together, connecting the Home and School and community in matters relating to the education and welfare of children.

Pat Forteau Carey Hendricks Evelyn Mallorca Francene Gautron Lori Forteau Lethoya Oliphant

Donor Relations: TBD

Administration:

Principal	Mr. Ian Mighty, M.A., B.Ed., P.B.C.E.
Administrative Assistant	Mrs. Evelyn Mallorca
Chaplain	Pastor Alex Portillo
Accountant	Mr. Daniel Takwa

Instructional Staff:

Kindergarten	Mrs. Charmaine Mitchell, BA, B. Ed.
Grade 1-2	Mrs. Hye Young Lee, B.Ed
Grade 1-2	Mrs. Rubylyn Tagarao, B.Ed
Grade 3-4	Mr. Alvin Waite, B.Ed
Grade 5-6	Mr. Dan McGuire B.Ed
Grade 7-8	Mrs. Lana Landry B.H.Ec, B.Ed., P.B.C.E
Grades 9-10	Mrs. Aartee Rycha-Yagambrun B. Ed., B.Sc.
Resource	Ms. Wendy Sampson, B.Ed.
Resource	Mr. Mervyn prime
K-4 Music, 5-10 Band	Mr. Krishna Yagambrun
Teacher's Assistant	Mrs. Irina Ott
Teacher's Assistant	Mr. Bryce Kraushar

Support Staff:

Custodial	Mr. Noel and Mrs. Letty Vedoya
Maintenance	Mr. Melvin Arcon
Transportation	Mr. Douglas Firth

HISTORY OF SCHOOL

The first official church school in Winnipeg was started in 1924 in the old English congregation church at 290 Bannerman Avenue. The old church was converted into a two-room school with a “gymnasium” downstairs (the basement) and the vacant lot next door as a playground. When baseball was played, the street and boulevards had to be used as the outfield. The school carried the name of The Winnipeg Seventh-day Adventist Junior Academy. The school relocated to 56 Grey Street in 1961

During the 1973-74 school year, the school name was changed to Red River Valley Junior Academy. A building committee was formed in 1984 to plan for the new expansion. The new plans expanded the school from a three-room school to six classrooms, a library, and kitchen.

With the generous donations of Misses Mary and Georgia Neithercut and the support of the local Adventist community the project was successfully completed. In 1985, the newly expanded and comprehensively renovated school opened its doors.

ACCREDITATION:

The School is accredited by the Accrediting Association of Seventh Day Adventist Schools, colleges and Universities. It is also supervised by the Manitoba-Saskatchewan Conference and the Seventh-day Adventist Church in Canada. *The School is also recognized and approved by the Manitoba Department of Education.* A transcript of grades from the school is recognized and accepted, wherever Seventh-day Adventist and/or Manitoba educational standards are accepted.

MISSION STATEMENT:

We are committed to develop and nurture in all our students a love for Christ and humanity by providing a Christ-centred and Bible-based education. Our learning environment will encourage the students to pursue excellence in moral character, academic achievement and service to others.

PHILOSOPHY:

The philosophy of Christian education among Seventh Day Adventist is based on the belief that all Holy Scriptures are the perfect standard of truth, and thus should be given the highest place in education for the wholistic development of the learner.

GOALS

Acceptance of God: Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.

- Accept God as the Creator and the Redeemer.
- Have a growing knowledge of God's Word and enjoyment in its study.
- Embrace God's gift of grace by accepting Christ as one's personal Savior.
- Discover the importance and power of prayer and faith in one's relationship with Jesus.
- Value God's revelation of Himself through inspired writings and creation.
- Respond to God's love by using one's spiritual gifts to serve others.
- Recognize God gave the Ten Commandments to show us how to love Him & each other.
- Value and participate in worship alone and with others.

Commitment to the Church: Desire to know, live and share the message and mission of the Seventh-day Adventist Church.

- Be an active participant in one's local church.
- Understand how the organization of the Adventist Church facilitates its mission.
- Become involved in spreading the gospel throughout the world.
- Accept the fundamental beliefs of the Seventh-day Adventist Church.
- Appreciate the heritage of the Seventh-day Adventist Church.
- Relate to lifestyle choices and cultural issues based on biblical principles.

Interpersonal Relationships: Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.

- Recognize that God's ideal for the basic unit of society is the family.
- Develop an appreciation for the diversity of individuals.
- Acquire knowledge, attitudes and skills essential to meeting family responsibilities, whether living alone or with others.
- Recognize that God's unconditional love gives one self-worth.
- Value sexuality in the context of God's ideal.

Responsible Citizenship: Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.

- Exhibit concern and sensitivity for other peoples and cultures.
- Participate actively in local, national and global communities.
- Understand the functions of governments and their impact on individuals and society.
- Use a biblical perspective to analyze history and current events.
- Assume an active role in nurturing and preserving God's creation.

Healthy Balanced Living: Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.

- Recognize that God's ideal for quality living includes a healthy lifestyle.
- Incorporate into one's lifestyle the principles that promote health: nutrition, exercise, water, sunlight, temperance, air, rest, and trust in God.
- Avoid at-risk behaviors.
- Apply Christian principles in recreation and sports.
- Achieve a balance in work/leisure; balance physical, mental, social & spiritual activities.
- Recognize the interaction of physical, mental & spiritual health with emotional & social well-being.

Intellectual Development: Adopt a systematic, logical and biblically-based approach to decision-making and problem-solving when applied to the developing body of knowledge.

- Broaden intellectual abilities through the study of God's Word.
- Use critical and creative thinking skills in "real-world" experiences.
- Develop one's intellectual potential in natural sciences and mathematics; arts and humanities; social sciences and applied arts.
- Utilize effective study techniques to locate, organize and learn information.
- Apply the principles of life-long learning.
- Approach all intellectual pursuits from a biblical perspective.

Communication Skill: Recognize the value and importance of effective communication and develop the requisite skills.

- Communicate effectively through the avenues of reading, writing, listening, speaking and non-verbal language.
- Apply a Christ-centered perspective to all forms of personal expression and media.
- Understand how sensitivity to the differences of others affects communication.
- Recognize how media and information technology impact communication.
- Utilize communication skills to enhance one's Christian witness.

Personal Management: Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management.

- Develop responsible decision-making skills.
- Appropriately manage one's personal finances.
- Acquire skill in the use of technologies.
- Develop basic home-management skills.
- Value cooperation and teamwork when interacting in groups.
- Develop conflict resolution skills.
- Manage time effectively.

Aesthetic Appreciation: Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

- View God as the Author of beauty, both in His creation and in human expression.
- Employ biblical principles as the basis for appreciation and expression of creative and performing arts.
- Develop fine art talents through practice, performance and presentation.
- Use aesthetic expression as a means of communication and service.

Career and Service: Develop a Christian work ethic with an appreciation for the dignity of service.

- Develop an awareness of career options and opportunities in a changing world, as well as in the church.
- Recognize the role of useful work in personal development and maintaining self-worth
- Develop skills that will enhance employability.
- Experience the joy of serving others.
- Identify one's interests, abilities and values, understanding their relationship to career options.
- Always put forth one's best effort in every task.

SUMMARY OF SEVENTH-DAY ADVENTIST BELIEFS

The doctrine of Red River Valley Junior Academy is as set forth in the doctrinal Statement of the Seventh-day Adventist Church. The following is a brief summary of our beliefs:

Jesus Christ can be found throughout the entire Word of God. (2 Tim. 3:16-17)

Jesus Christ is the Divine Son of God and our personal Savior from sin. (John 1:1-3, Heb. 7:25)

Jesus Christ offers by reason of His death the free gift of His righteousness to all who accept Him by faith. (Romans 4:3-5)

Jesus Christ is coming back very soon. His coming will be visible and for the purpose of raising the dead, giving the righteous immortality and fulfilling His promise of an eternal home. (1 Thess. 4:16-17, 1 Cor. 15:52)

Jesus Christ is the source of a new birth experience through the power of the Holy Spirit. (John 3:3-5)

Jesus Christ is the Creator of the world and established the Seventh-day Sabbath for His people to remember as a memorial of His creative power. (Heb. 1:1-2, Ex. 20:8-11)

Jesus Christ is our example that the ten commandment law is a reflection of God's perfect character, and through living obedience can be our pattern for a successful, vibrant life. (John 15:10, James 2:8-12)

Jesus Christ, in the Old and New Testaments, outlined the free giving of Tithes and Offerings as a means of curing selfishness and supporting the work of the church. (Mal. 3:10, Matt. 23:23)

Jesus Christ, through His baptism, gave us an example of how His death and resurrection can apply to all mankind. (Mark 1:9-10, Rom. 6:5)

Jesus Christ, through His Spirit, makes us His temple and invites us to follow sound principles of healthful living. (1 Cor. 3:16-17)

Jesus Christ gives His church the gifts of apostles, prophets, evangelists, pastors, and teachers to equip believers for ministry, and build up the church. (Eph. 4:8-11)

Jesus Christ longs for the principles of modesty and simplicity to be recognized in His followers. (1 Tim. 2:9-10)

Jesus Christ is now active as our heavenly Priest and His last message for all mankind is that "the hour of God's judgment is come." (Rev. 14:7, Heb 8:1-6)

PRIVACY OF INFORMATION

The Personal Information Protections Act (PIPA) protects the personal information of the public and employees of private sector organizations operating in Manitoba. It governs the collections, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of individuals to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable.

RRVJA is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions. Parents will be requested to sign a permission form for their child(ren) at registration time.

Please be advised that personal information of students will be shared with the North American Division for the purposes of furthering and improving administration of education in the Seventh-day Adventist Church. This sharing is not in violation of any Canadian privacy legislation as the Seventh-day Adventist Church in Canada is a division of the North American Division of Seventh-day Adventists. However, parents or students who wish for an exemption should provide this request in writing to the school administration.

CHILD ABUSE REPORTING POLICY:

Under the Child and Family Services Act, the best interests of children are the paramount consideration. For professionals, especially those in positions of trust, there are higher expectations surrounding their behavior with children, as well as, their obligations to report children who may be in need of protection.

Any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect, is required by law to report to an agency or to a parent/guardian of the child (limitations applying). "Abuse" means infliction, by other than accidental means, of physical or mental harm upon a child.

"Neglect" means the failure to provide necessary food, care, clothing, shelter or medical attention for a child.

It is **not** the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Failure to report by any professional could have three serious consequences:

- a. The child will not receive the protection required and/or may sustain further abuse.
- b. The family situation is likely to continue to deteriorate, putting the child (and any siblings) at further risk.
- c. The educator could face both legal and professional penalties.

PEANUT/NUT- FREE ENVIRONMENT

RRVJA is a peanut/nut-free school due to the severe health threats of several students and staff. **We ask that no peanut/nut products be brought to the school.** We appreciate your support as we attempt to make the school environment safe for all students and staff.

School Facilities and Equipment

- Six classrooms, each with at least one computer and one with science laboratory facilities.
- Two additional portable classrooms.
- Home Economics room (three cooking centers, microwave, fridge and sewing machines).
- Resource Library and a Portable Computer lab.
- Auditorium/Gymnasium (suitable for badminton, volleyball and basketball and floor games).
- Sports facilities (Football field, outdoor basketball and large playground structure)
- Physical Education change rooms with showers and lockers.

Bus Routes to School

The School is easily accessible by bus routes 44, 45 and 47 with connections to all parts of the city. Information regarding schedules and connecting bus routes can be obtained from the City Transit System, 421 Osborne Street - **phone 986-5700/311.**

Before and After School Supervision

Students arriving before 8:35 a.m. must be supervised by an adult. Students who are not picked up by 3:45 p.m. must go to supervision unless they are part of an extra-curricular activity. Students in supervision (either before and/or after school) are to remain in the supervision room unless they have permission from the supervisor to go elsewhere. School rules and regulations apply to all students while they are in supervision.

RRVJA Academic Calendar for 2016 – 2017 (Please Note that this Calendar is Subject to Change)

August	August 29-September 02		Teacher Preparation Days
FIRST TERM: September 6, 2016 – November 13, 2016 - 47 School Days and 43.7 Student Days			
Sept	6	Day 1	Administration Day – NO SCHOOL
Sept	7	Day 2	Professional Development Day – NO SCHOOL
Sept	8	Day 3	First day of school for students
Sept	9	Day 4	Entertainment Book Fundraiser Kickoff
Sept	15	Day 2	Corn Boil/ Open House/Parent Advisory – 6:00 p.m.
Sept	16	Day 3	School Spirit Day
Sept	12-16	Day 5-3	CAT 4 Testing Begins
Sept	19	Day 4	School Board Meeting @ 6:30 pm
Sept	30	Day 1	Annual Terry Fox Run Event
Oct	4*	Day 3	Staff Meeting - Early dismissal (2:45 p.m.)*
Oct	10	Day 1	Thanksgiving Day - NO SCHOOL
Oct	17	Day 5	School Board Meeting @ 6:30 pm
Oct	21	Day 3	Tchers' In Service -SAGE Conference - MB Teachers' Convntion - NO SCHOOL
Oct	28	Day 3	LIFETOUCH PICTURE DAY @ 9 am
Nov	1*	Day 3	Staff Meeting – Early dismissal (2:45 p.m.)*
Nov	10		Last day of first term
Nov	11		Remembrance Day – NO SCHOOL
Nov	14	Day 6	First day of second term
Nov	15	Day 1	PICTURE RETAKE DAY
Nov	21-25	Day 5-3	Week In Spiritual Emphasis (WISE) Guest Speaker
Nov	21	Day 5	School Board Meeting 6:30 pm
Nov	24	Day 2	Parent/Teacher Interviews, dismiss at 1:00 p.m., 1-7 pm, ½ day Admin Day
Nov	28-29	Day 4-5	Tchers/staff In Service - - NO SCHOOL
SECOND TERM: November 14, 2016–February 28, 2017 - 65 School Days and 61.7 Student days			
Dec	06*	Day 4	Staff Meeting – Early dismissal (2:45 p.m.)*
Dec	13	Day 3	Fall Concert at RRVJA – 7 pm
Dec	19	Day 1	School Board Meeting 6:30 pm
Dec	21	Day 3	Student Council Christmas Banquet
Dec	22	Day 4	School dismissed at 1:00 p.m. for Christmas Holiday**
Dec	22-Jan 8		Christmas Holidays (inclusive) – NO SCHOOL
Jan	9- 2017	Day 5	First day back after holidays
Jan	10*	Day 6	Staff Meeting – Early dismissal (2:45 p.m.)* .
Jan	19	Day 1	School Board Meeting 6:30 pm
Jan	31	Day 3	Principal's Reading Challenge Kickoff
Feb	7	Day 2	Staff Meeting – Early dismissal (2:45 p.m.)*
Feb	9-10	Day 4-5	Ski Day/Winter Fun Day
Feb	2-4	Day 4-6	Gr. 7-10 Interim Evaluations
Feb	13-17	Day 6-4	Teacher Appreciation Week
Feb	14-17	Day 1-4	Grade 7-10 Mid-Term Exams
Feb	17	Day 4	Agape Feast
Feb	20		Louis Riel Day– NO SCHOOL
Feb	21	Day 5	School Board Meeting 6:30 pm
Feb	22-26	Day 6-2	DAA Band Trip
Feb	28	Day 4	Last day of Second Term
THIRD TERM: March 01, 2017- June 30, 2017 – 81 School Days and 77.6 Student days			
Mar	01	Day 5	First day of third term
Mar	07*	Day 3	Staff Meeting – Early dismissal (2:45 p.m.)*
Mar	09	Day 5	Parent/Teacher Interviews, dismiss at 1:00 p.m., 1-7 pm, ½ day Admin Day
Mar	10	Day 6	Tchers/staff In Service - - NO SCHOOL
Mar	13-17	Day 1-5	Registration 2016-17 for <i>new</i> students
Mar	20	Day 6	School Board Meeting 6:30 pm
Mar	20-23	Day 6-4	Week In Spiritual Emphasis (WISE) – student led
Mar	23-Apr 2		Spring Break/Good Friday (inclusive) – no school
Apr	3	Day 5	First day back after Spring break
Apr	4*	Day 6	Staff Meeting – Early dismissal (2:45 p.m.)*
Apr	10–13	Day 4-1	Re- Registration begins for school year 2017
Apr	11	Day 5	RRVJA Science Fair/Heritage Fair
Apr	14		Good Friday – No School
April	17	Day 2	School Board Meeting 6:30 pm
Apr	20-23	Day 5-6	University of Manitoba Science Symposium
May	2*	Day 1	Staff Meeting – Early dismissal (2:45 p.m.)*
May	15	Day 4	School Board Meeting 6:30 pm
May	22		Victoria Day - no school
May	30	Day 2	Grad Planning Meeting 6:00 pm
May 31 – June 3	1	Day 3-5	Man/Sask Music Festival
Jun	6*	Day 1	Staff Meeting – Early dismissal (2:45 p.m.)* *Early dismissal-Staff Meetings
Jun	13-16	Day 6-3	Gr. 7-10 Final Exams
Jun	19	Day 4	School Board Meeting 6:30 pm
Jun	20/21	Day 5/6	Sports Day
Jun	19-23	Day 4-2	School Outings/Clean-up/Grad Preparation/Practice
Jun	27	Day 4	Graduation Awards Night – 6 pm (Dismiss at 1:00 p.m.**)
Jun	29	Day 6	Last day of school for students
Jun	30	Day 1	Administration Days– No School
183 Instructional Days and + 10 Non-Instructional School Days			
School Board Meeting Dates: Sept. 19th, Oct. 17th, Nov. 21st, Dec. 19th, Jan 19th, Feb 21st, March 20th, April 17th, May 15th, June 19th			

Daily Schedule

7:30	Before and After Program begins
8:35	School and classrooms are opened
8:45	Students must be in the classroom
8:50	Classes begin
3:30	School dismissal (Early dismissal @ 2:45 pm – First Tuesday of each month)
3:45	Students will leave the building
4:00	School is closed (unless special activities are planned or students are in a B&A Program)
Chapel	8:50 a.m. every Friday
Assemblies	As required

School Closing (Weather Related)

In case of inclement weather, the school will be closed when the Winnipeg public schools are closed. Parents can be informed of closing by listening to their local radio station (CJOB or CHVN). RRVJA will also make every effort to contact parents in a timely fashion.

School Program

RRVJA emphasizes that students be provided with a solid foundation in Language Arts, Mathematics, Science and Social Studies. When students master the basic skills in Language and Math in the early years of schooling they will possess the tools of success and enjoyment as they proceed through to higher grade levels.

1. Kindergarten:

Kindergarten addresses all dimensions of a child's development, building upon the knowledge children have already acquired in their home and community settings. **A Pre-Kindergarten program for four year olds (mirroring the kindergarten program) may be offered if there is adequate enrollment.**

2. Grades 1 to 8:

Exact combinations may vary from year to year based on enrolment. It is common to have two grades in a classroom at these grade levels.

3. Grades 9 & 10: Here students complete a core academic program for 16 credits towards Manitoba Education requirements for Grade 12 graduation (30 credits). The core subject areas are supplemented with a variety of subject options. The senior students play a significant role in leadership at RRVJA. Bible is a *required* option of the program.

Students at this level are prepared to handle advanced courses at the high school level in preparation for university/college entrance.

4. Selection and Review of Instructional Materials: The selection and review of instructional materials, seeks to ensure that the materials chosen will:

- a. Enrich and support the curricular protocols established by the Manitoba Department of Education and the North American Division Adventist Education Department.
- b. Enhance the teaching/learning process.
- c. Provide a wide range of learning resources at varying levels of difficulty, with a diversity of appeal and presentation of different points of views.
- d. Be consistent with the goals and objectives of the school.

5. Library Policy: The school library policy outlines the criteria used for selecting materials for the library and details the procedures to be followed in the event that materials are challenged as to their appropriateness. All library books are the property of the school and are not to be misused. The students assume responsibility for the books they check out. The charge for lost books will be the cost of replacement for the same, or a comparable book.

6. Computer Technology Policy: The school computer policy outlines the procedures for acceptable use of information/technology use at RRVJA. Parents and students are required to review and sign the policy each school year.

7. Orientation: There will be a teacher/parent orientation session early in the school year at which time details of coursework and classroom procedures will be presented.

8. Remedial Instruction: A very small percentage of our students come to us with specific learning needs that require special attention. Resource programming has been established with a co-coordinator who is in charge of working with teachers in assessing learning needs, coordinating resource materials, training and scheduling volunteer help and working in association with the clinicians from Education Support Services.

9. Special Needs Programming: At this point, while RRVJA has accepted a few students, on case by case basis, with special needs (needs which require more than the remedial education programming identified in # 8 above), the School has not had the resources available to develop a full Special Education program.

10. Educational Support Services: Students who are accepted with learning disabilities can obtain limited assistance through the divisional Child Guidance Clinic. This includes the services of an Educational Psychologist, Speech and Language Specialist and a Social Worker. The parent or teacher may make referral but in any event the parent must be in agreement with the referral and sign any referral made to the clinic. All information relating to the referral, as well as assessments and reports on the student given by the clinician will be kept in strict confidence.

11. Applying as a Home-schooler: Red River Valley Junior Academy provides limited services to home-schooled students. The school offers standardized testing and text-book loan use. School pictures and textbooks can be ordered through the school. Home-schooled students may also be included throughout the school year in other events at the school such as interscholastic sports, band/music excursions and local field trips. These activities will be made available to the home-schooler by the Principal. To apply as a home-schooler, RRVJA registration forms need to be submitted and applicable fees paid to the registrar.

ADMISSION PROCEDURE

General Admission Statement:

Red River Valley Junior Academy welcomes to its school family any student who wishes to obtain a quality education in a Christian environment and who is committed to upholding the rules and philosophy of the School. The School does not discriminate on the basis of sex, race, color, national and/or ethnic origin in the admissions, educational, financial and student life programs and policies.

Admission to Pre-Kindergarten:

Students **entering pre-kindergarten should be four years of age by September 30** of the school year in which they are applying. A copy of their birth certificate is required for verification of age and proof of citizenship or landed immigrant status. Special age exceptions may be made upon request.

Admission to Kindergarten:

Students entering kindergarten should be five years of age by December 31 of the school year in which they are applying. A copy of their birth certificate is required for verification of age and proof of citizenship or landed immigrant status.

Admission to Grade One:

Students entering grade one should be six years of age by December 31 of the school year in which they are applying. A copy of their birth certificate is required for verification of age and proof of citizenship or landed immigrant status.

Admission to Grade Two through Ten:

New students transferring into the school are required to present a birth certificate and proof of citizenship or landed immigrant status, and a report card or other official record of past academic attainment together with a completed application for admission.

Parents are requested to make an appointment with the principal for an interview for an admission evaluation of their child before June 15.

Foreign Student Admission Procedure:

Foreign non-resident fees (grant replacement fee) for 2014-2015 are \$4,700.00, plus tuition. This amount is pro-rated based on the actual months of attendance at our school with two months (first and last) being non-refundable, consistent with the school tuition policy. Foreign non-resident fees must be paid in full at time of registration.

- I) Student must complete application form
- II) Students must submit transcripts from last school (for the last two years)
- III) Written recommendations from principal, teacher or clergyman.
- IV) Students must provide a copy of birth certificates, student visa & picture.
- V) As condition of acceptance, students must provide proof that they have student health insurance coverage comparable to Manitoba Health Services Commission.
- VI) Transcript is assessed and a letter is issued containing:
 - a) acceptance
 - b) grade placement
 - c) effective date
- VII) Fees must be paid before commencing school, by cash, certified cheque or money order.

Admission Procedure

-Formal application for admission to the school is required on a form supplied by the principal's office. Completed applications, when signed by the principal, will be presented to the Admissions Committee for approval. The School Board will decide on all special cases and conditions for admission to the School.

-A health record form, provided by the principal's office, must be completed and forwarded to the school by the students entering pre-kindergarten, kindergarten and all new students. **Please provide the school with a copy of your child's immunizations record/certificate.**

-Return the completed application packet (Application, Pastoral Reference Form, Student Academic Report, Personal Reference Form) with a \$50.00 application fee to the School Office (the fee is non-refundable).

-Interview with the Principal and or prospective classroom teacher. (Second interviews may be needed.)

- Administering of student skills test(s) if deemed necessary.

-The school will notify the parent/guardian that the student has met qualifications of RRVJA and will be admitted or if classes are full, placed in a wait pool pending an opening.

-Registration fee is due within five (5) working days after notification of available space is made to the parent/guardian.

-Space is secured upon receipt of full registration payment.

- New students may be enrolled on probationary status.

A student seeking admission must interview with the administration. Both parents are encouraged to attend these interviews. The student and parents are asked to give their Christian testimony during the interview. Students applying to RRVJA for entry in traditional courses must be academically capable of being educated at RRVJA.

They must show through formal testing, previous grades, or teacher recommendations that they can perform within the acceptable range determined by RRVJA resources. If it is determined through testing that the student's academic and behavioural abilities are below those needed to be successful at RRVJA, admission may be denied. While striving to broaden the range of students RRVJA can minister to, we are unable to enrol students with severe learning or social difficulties.

After completing the application process as explained above, students are placed in a grade-level waiting pool. When an opening occurs, qualified students are taken out of the waiting pool and placed on a class list. Class lists are determined with boy/girl ratios, new/returning students, academic and social needs, and other factors in mind.

ADMITTANCE POLICY

Students are qualified for enrolment based upon a variety of criteria including the following:

- Academic, pastoral, and personal references
- Academic abilities/needs
- Previous school history
- Previous behavioural history
- Parents' spiritual, academic, and disciplinary support
- Student's personal desire to be at RRVJA

All other factors being equal, some of the following priorities may be attributed to a student's application:

- Date of application
- Member of a currently enrolled family
- Returning student to RRVJA

New Student Probationary Period:

Acceptance to Red River Valley Junior Academy is a privilege, not a right. The School reserves the authority to interpret and apply all admissions criteria. If, upon receipt of the student's cumulative file, previously undisclosed information is found that may have had a bearing on the student's admission to RRVJA, the parents may be asked to withdraw the student.

RRVJA is committed to meeting the educational needs of each student that we accept. We therefore regard each student's first year as a probationary year. The behaviour and academic performance of each new student will be assessed and discussed with parents/guardians to determine the long-term viability of the student continuing at Red River Valley Junior Academy.

The first quarter of a new student's enrolment is considered a probationary period.

Currently enrolled students, who intend to return to the school for the next academic year, are to apply for ***re-admission*** on the registration days specified in the yearly calendar.

It is necessary for a parent or guardian to complete and sign each child's registration form.

Custody Issues:

Only the residence of the parent with the legal custody may be used for registration.

In cases where parents have joint custody, only the address of the parent with physical custody or with primary care and control of the student(s) or designated with primary responsibility to determine educational issues, may be used for the registration.

FINANCIAL INFORMATION

General Information

The operating costs of Red River Valley Junior Academy are paid for with Manitoba Provincial Government grants, subsidies from constituent Winnipeg Seventh-day Adventist Churches and the Manitoba-Saskatchewan Conference of the Seventh-day Adventist Church and student tuition charges.

Tuition Fees – 2016-2017

Constituent Members:

(A member of a Seventh-day Adventist church contributing funds towards the operation of the school.)

	Level 1	Level 2	Kindergarten/Junior
	(Grades 1-8)	(Grades 9-10)	(Full-time)*
1 st Child	\$185.00/month	\$225.00/month	\$185.00/\$305.00/month
2 nd Child	\$165.00/month	\$205.00/month	\$185.00/\$305.00/month
3 rd Child or more	No Charge	No Charge	\$185.00/\$305.00/month

Children in excess of two from the same family will not be required to pay tuition in Levels 1 & 2. Kindergarten pays tuition regardless of the number of students enrolled. *A half-time kindergarten program is one-half of full-time tuition.

Non-Constituent Members:

(Not a member of a Seventh-day Adventist Church contributing funds towards the operation of the school.)

	Level 1	Level 2	Kindergarten/Junior
	(Grades 1-8)	(Grades 9-10)	(Full-time)*
1 st Child	\$225.00/month	\$265.00/month	\$325.00/month
2 nd Child	\$205.00/month	\$245.00/month	\$325.00/month
3 rd Child or more	No Charge	No Charge	\$325.00/month

Children in excess of two from the same family will not be required to pay tuition in Levels 1 & 2. Kindergarten pays tuition regardless of the number of students enrolled. *A half-time kindergarten program is one-half of full-time tuition.

Registration Fees and Student Insurance

Registration Fees are \$50.00 per student. These fees are waived for returning students who are registered in May of the preceding school year. Student insurance is required for all students at a cost of \$10.00 per student, including students who are not required to pay tuition. (e.g. in excess of two per family)

FINANCIAL INFORMATION

Other Fees – 2016-2017 (Costs are under review for 2016-2017 and are subject to change)

Band (Grades 5-10) - \$25.00 per month (\$250 per year)

Music Fee (K-4) – to be determined

Student Insurance - \$10.00/year per student (including those not required to pay tuition e.g. in excess of two per family).

Registration Fee - \$50.00 non-refundable per new student or late registering returning students.

Home Economics/Art/Industrial Art/Electronics/Driver's Ed/PE/Intramural – monthly fee or registration fee as applicable.

Bus Fee - \$80/first child, \$60/second child

Shared Services Transportation Fee - \$20.00 per month (Grades 9&10) (\$200 per year)

Yearbook Fee - \$10.00/year per student

Math Lab Fee - \$12.00/year per student

PE Shirt - \$12.00 each

Agenda- \$5.00

Capital Development (New)- \$50.00/year per family

Home School-ers Membership Fee: Standardized testing, Music, Band, P.E., Textbook Loan, Library book loan, field trips and parent workshops and or Teacher Professional Development Opportunities.

Payment Plans

The following payment plan options are available to those responsible for student accounts of Red River Valley Junior Academy:

- 1) Prepay annual tuition and fees at application for registration with one cheque dated September 1.
- 2) Prepay annual tuition and fees at application for registration with two equal cheques dated September 1 and January 1.
- 3) Tuition and other fees are to be paid with ten post-date cheques dated September 1 through June 1. These cheques are to be provided to the school within one week of application for registration being accepted, in order to attend school.

All payments should be properly identified with students' names to ensure credit is applied to the proper account.

Statements of Account

Statements of account will be provided to the persons responsible for the students account on September 1 & June 1.

For October 1 through April 1 statements will only be sent to those whose accounts are delinquent. Statements will be given personally to the person responsible for the account or mailed.

Delinquent Accounts

The following policy schedule shall apply to the payment of student accounts:

- 1) First of each month – payment is due.
- 2) First of following month and payment still not made – account is delinquent – notice of overdue account will be made on monthly statement and contact via telephone or in person will be made during month.
- 3) Two months overdue – person responsible for student account will be contacted via telephone or in person and asked to respond to the Red River Valley Junior Academy Finance Committee in writing with a financial plan to correct account arrears.
- 4) **Please note:** A charge of \$25 will be charged to your account for each NSF cheque returned to the school.
- 5) RRVJA reserves the right to not accept payment by cheque after two NSF cheques.

FINANCIAL INFORMATION

New Student Referral Incentive Program (for current RRVJA families)

A new Student Referral Incentive Program awards a referring RRVJA family with a tuition credit of 75% of one month's tuition for each new student that is referred and who actually enrolls after being admitted. (Example: Tuition costs: \$185.00=credit of \$138.75; Tuition cost: \$225.00= credit of \$168.75). Refer a family that enrolls two students and double your tuition credit, refer a family that enrolls three students and triple your tuition credit, etc.

Qualifying: In order to qualify for the incentive program, the new student/family referred has to be a brand new name, not yet in RRVJA's Admission database. The referring family will be notified if the referral qualifies for the program. New Student Referral Incentive Program forms are available at the office and completed forms should be returned along with your other financial forms. A signed New Student Referral Incentive Program form must be on file and must indicate a name match on the new student's Admissions Application.

Scholarships and Bursaries

Each year an amount of funds, if available, will be set aside by constituent churches and Red River Valley Junior Academy to provide financial assistance to worthy students. Application for these funds must be made by completing the Scholarship/Bursary Application, which is available from the school administration office.

Registered Charity

Red River Valley Junior Academy is registered with Canada Revenue Agency (CRA) as a charitable organization and can issue charitable donation receipts which are tax deductible. Please remember the needs of Red River Valley Junior Academy when supporting your annual charities and consider giving a donation to help support our school.

Red River Valley Junior Academy is not authorized by the Canada Revenue Agency (CRA) to issue charitable donation receipts for student tuition, regardless of who is making payment. (direct family member or sponsor of a child at our school) This is presently being reviewed by the Seventh-day Adventist Church in Canada.

CURRICULUM INFORMATION

Elementary School Level Curriculum

Grades One through Six

Bible
 Language Arts
 Mathematics
 Social Studies
 French
 Science
 Physical Education/Health
 Music (Choir (Gr 1-4), Band (Gr 5&6)
 Computer Integration and Art

Grades Seven and Eight

Bible
 Language Arts
 Mathematics
 Social Studies
 Computer Integration
 Science
 Physical Education/Health
 Band
 Two Electives (Art and Home Ec. Or Art)

High School Level Curriculum

Senior 1 (Grade 9)

Senior 2 (Grade 10)

Subject	Code	Gr. Level	Credit		Subject	code	Gr. Level	Credit
Bible	7850	11G	1.00		Bible	7850	21G	1.00
Mathematics	0080	10F	1.00		Pre Calculus Math	3939	20S	1.00
Social Studies	0101	10F	1.00		Social Studies	1180	20F	1.00
Physical Education	0169	10F	1.00		Physical Education	0169	20F	1.00
English Language Arts	0001	10F	1.00		English Language Arts	0001	20F	1.00
Science	0120	10F	1.00		Science	0120	20F	1.00

Possible Electives

Computer Science (Distance Ed.)	3910	20S	1.00
Keyboarding (Distance Ed.)	1271	25G	0.50
Future in Business (Distance Ed.)	1224	15G	0.50
Retailing (Business) (Distance Ed.)	1273	20S	1.00
Start your Own Business (Distance Ed.)	1225	25G	0.50
Music: 8A	0272	10S/20S	1.00
Skills for Ind. Living (Distance Ed.)	0026	20G	1.00
Dramatic Arts	0322	20G	1.00
Peer Assistance	9991	11G	0.50
Other-Home Economics (Churchill HS)	0482	15G/25G	0.50
Other-Graphic Com. Tech. (Churchill HS)	7959	15G/25G	0.50
Visual Arts 8B	0296	15S/25S	0.50

According to the *Provincial requirements*, a student who fails a course in the Senior levels must repeat that course before taking the next level or graduating from Senior 4 (grade twelve). A student must complete eight (8) credits upon completion of each of Senior 1 and Senior 2. A course may be retaken by correspondence or summer school. Summer school is available for grades 7 to Sr. 4. Information and locations for summer schools are available in the spring. EAL summer courses are also available for all levels. A minimum of 30 credits is required to graduate Senior 4.

Course Numbering

The present course numbering system comprises a 3-character, alpha-numeric code. The first and second characters are numerals, while the third is a letter.

*** First Character**

- 1 - for courses developed for Senior 1
- 2 - for courses developed for Senior 2

*** Second Character**

- 0 - developed or approved by Manitoba Ed. & Training for 1 credit.
- 5 - developed or approved by Manitoba Ed. & Training for ½ credit.
- 1 - developed by schools or school divisions and approved or registered by Manitoba Ed. And Training (includes SICs and SIPS)
- 2 - developed elsewhere and approved or registered by Manitoba Ed. & Training.

*** Third Character**

- G - General
- F - Foundation
- S - Specialized

Standardized Tests

1. Canadian Aptitude Test (CAT) (for grades three to ten)
2. Metropolitan Readiness Test for prospective Kindergarten and Grade one students.
3. Canadian Test of Basic Skills for grades three to ten. (optional)
Dept. of Manitoba Ed. & Training Standard tests, Grade six and Senior 1. (optional)

Grades (Marks)

All students are assigned letter grades which reflect the amount of course work completed and the excellence of their work. Letter grades and percentages for grades three to ten are as follows:

Grades 3 - 8

<u>A+</u>	Superior	95 - 100%
<u>A</u>	Excellent	86 - 94%
<u>B+</u>	Very Good	80 - 85%
<u>B</u>	Good	70 - 79%
<u>C</u>	Satisfactory	60 - 69%
<u>D</u>	Below Average	50 - 59%
<u>F</u>	Failure	49% or less

Grades 9 - 10

<u>A+</u>	95 - 100%	<u>C</u>	62 - 64%
<u>A</u>	86 - 94%	<u>C-</u>	59 - 61%
<u>A-</u>	80 - 85%	<u>D+</u>	56 - 58%
<u>B+</u>	76 - 79%	<u>D</u>	53 - 55%
<u>B</u>	72 - 75%	<u>D-</u>	50 - 52%
<u>B-</u>	68 - 71%	<u>F</u>	49% or less
<u>C+</u>	65 - 67%		

Where letter or percentage grades are inappropriate, and in grades one and two, the following will be used.

Kindergarten, Grades 1 - 2

E	-	Excellent
VG	-	Very Good
G	-	Good
S	-	Satisfactory
N	-	Needs Improvement
BG	-	Below Grade

REPORT CARDS

Kindergarten and grades one through Senior 2 students will receive a grade for each term's work and a final grade for the year (November, March and June).

Report Cards and Parent-Teacher Conferences

Teachers monitor, assess and evaluate student's work and conduct on a daily basis.

Individual student progress reports are issued during the academic year. The calendar for the school gives the specific dates when the report cards are issued.

Reports for the first and second terms are given to the parent(s) upon attending the Parent-Teacher Conferences or mailed if parents are not able to attend. The third term and final report will be mailed to the parents at the end of the school year. Transcripts will be issued to Senior I and Senior II students at the end of the year as well.

Promotion and Retention: Students who meet the basic grade level requirements will be promoted to the next grade at the end of the school year.

Students will not be permitted to skip a grade. Exceptions to this will be considered only after progress reports, psychological testing and qualified recommendations are made by the teacher instructing the child in the previous year.

Students who do not meet the grade level requirements may be kept back to repeat a year in order to acquire the necessary skills and knowledge to succeed at the next grade level. A student who consistently lives with failure and frustration because of the difficulty of work may benefit greatly by repeating a year. Factors such as age, social maturity, work habits and ability will be considered before a decision is made.

Retention decision, K-8, will be made after consultation by a team consisting of a school administrator, resource teacher, and classroom teacher(s). The school will seek to inform parents of the advisability of retention as early as possible and will encourage parents' views in planning a course of action that will be in the best interest of the child.

Writing Exams

If a student is absent during regular class quizzes and exams a note from the parent must be presented in order to write the quiz or exam. If a student is absent during midterms or final exams a doctor's note must be presented.

AWARDS

Principal's Honour Roll:

Each term, students with high average marks in grades one through ten are recognized on the principal's Honour Roll. When letter grades are used points will be assigned. For example:

E	=	5
VG	=	4
G	=	3
S	=	2
N	=	1

There are three categories based on the quarterly average of all subjects for a student.

95 - 100 % - GOLD

88 - 94 % - SILVER

80 - 87 % - BRONZE

End of Year Awards/Scholarships:

There will be an **Awards Ceremony** for individual students with high academic achievement at the end of the school year. For grades one through ten the awards are based on the same criteria as the Principal's Honour Roll.

Principal's Honour Roll: Awarded to students whose academic average qualifies them for Gold, Silver and Bronze standings.

Male and Female Athletes of the Year – Awarded to students with good attitude, sportsmanship and all around good athlete.

Student of the Year: Awarded to students who display helpful, polite attitudes; who work hard, follows direction and is respected by peers and teachers.

Christian Citizenship Award: Awarded to students who displays Christian leadership and example.

Band Award: Awarded to a band student who has shown musical ability and growth.

Scholastic Challenge Award: Awarded to a grade 7/8 student who achieves the highest scores at RRVJA in the yearly Scholastic Challenge.

Jennifer Pieper Memorial Scholarship: Awarded to a student who displays the characteristics that Jennifer Pieper demonstrated in her young life.

RRVJA Scholarship: Awarded to returning students whose parents sacrifice to have them attend RRVJA.

Love Scholarship: Awarded to each of two students in Grade 9 with the highest and second highest academic standing in their class.

Health Care Achievement Award: \$1,000.00 split evenly between two Grade 10 students who are among the highest achievers in Mathematics, Health and Science subjects and who is considered a leader in overall school life, and supports other students in achieving their best.

Honour Roll Scholarship: Awarded to Grade 9 students based on their Honor Roll achievement throughout the school year.

Gem Gazan Grade 10 Attendance Scholarship: Cash award to the students who has attended RRVAJ the most number of years in their graduating class.

Dr. Sudesh Ebenezer Scholarship: A \$1000.00 cash scholarship awarded to the student with the highest academic standing in the graduating class.

RRVJA SDA Leadership Award: A \$1000.00 cash scholarship awarded by the Manitoba Saskatchewan Conference to a student who:

- A student who displays strong Adventist leadership qualities
- A student who best exemplifies the Seventh-day Adventist Faith and Adventist School philosophy
- A student who has a strong family commitment
- A student who can relate well to fellow students and teachers.
- A student who is involved in school affairs and activities e.g. Athletics, Student Council, etc.
- A student who is involved in Community activities
- A student who demonstrates a commitment to a difficult situation, task, problem, etc, by having the courage and ambition to follow it through

INFORMATION FOR PARENTS

If the school is to function smoothly so that our young people can develop the right attitudes and benefit from Christian education, it is absolutely ***essential that parents and teachers co-operate*** with each other to the fullest extent.

Here are a few ways in which you can contribute to the success of your child's school experience:

- ***Have daily prayer and family worships at home.***
- ***Students should have regular and punctual attendance.***
- ***Students should have eight to ten hours sleep every night.***
- ***Parents and students show a positive attitude toward church and school.***
- ***If there is a problem***, consult with the teacher concerned first. If further satisfaction becomes necessary, please contact the principal. If the problem is still not resolved, please consult with the School Board through the Chairperson.
- ***Refrain from making critical remarks about the school, its' program and teachers*** in the presence of any of it's' students at any time. This will avoid damaging church, school and teacher-pupil relationships and make school experiences more pleasant for everyone.
- ***Attend all Parent-Teacher Conferences.*** The teachers look forward to speaking with every parent, not just to those whose children may be experiencing difficulties. The teachers wish to establish and strengthen communication with all parents.
- ***Support the Home and School Association*** of the sponsoring churches. Your participation will further the two-fold purposes of the Association in providing home education for both parents and children and in uniting the home and the school in their endeavours to provide all-round Christian education.
- ***Ensure that your child has an adequate, nutritious breakfast and lunch each day.*** If a child has not had a proper breakfast before coming to school he/she will not be able to do their school work well.

School Lunches

We encourage parents to provide healthy, nutritious lunches each day. (In harmony with biblical health principals, we encourage parents ***not*** to include excessive sugary treats, caffeine drinks & pork products.) ***RRVJA is a nut-free school.*** **Children are requested not to bring food items with nuts or share their lunches with one another.**

Birthday Invitations

When your child celebrates a birthday, parents are invited to make it a class celebration by providing a treat for all those in the class. Please check with your child's teacher for the proper time, place and any classroom allergies. Unless party invitations include ALL the boys or ALL the girls, or ALL the class, PARTY INVITATIONS are NOT to be distributed at school, as it makes it very difficult for those students who do not receive an invitation. Your support is appreciated in this matter.

Emergency Response Drills:

During the school year we will conduct a number of fire and disaster drills in order to train students how to respond in a real emergency situation. During these drills, all visitors are expected to evacuate the building along with the students.

Homework Policy:

Research from a variety of educational sources supports the importance of students doing homework. Parents are expected to assist their child(ren) at home and by asking children for the homework..

K-10 will have homework regularly. It is recommended that Early Year students will have homework that will take them approximately 15 to 20 minutes. The older students should have about 30 minutes to one hour of regular homework. The Senior 1 and 2 students will have homework nearly everyday if they wish to keep up with the pace of their studies.

ATTENDANCE POLICY

General Attendance Information

Students should attend school regularly and be on time. Good attendance and punctuality are valuable life skill assets and can be achieved by every student. Classes start at 8:50 each morning. The doors will open to admit students at 8:35 a.m. and closed or locked at 3:45 P.M. Monday –Friday.

Teacher supervision begins and ends at these hours. Children should not arrive earlier than stated, and should be picked up promptly at 3:30.

All students are expected to be seated inside the classroom by 8:50. Students who arrive after the 8:50 bell will be marked tardy.

There are several extended vacation periods during the school year. All parents are requested to plan their vacations to coincide with these holiday times. Family vacations during the school year are ***strongly*** discouraged. Pleasure trips during regular school time are considered unexcused absences. Sudden unscheduled trips for emergency purposes will be considered excused absences. In either case, all parents are asked to inform the office of any trip which involves the student being out of the classroom for any period of time. **Students accept responsibility for missed learning.**

Dental and medical appointments should be requested for outside school hours. When this is not possible, parents should notify the office and teacher(s). Administration's permission must be obtained before a student leaves campus during the school day

PARENTS, PLEASE CONTACT THE SCHOOL AS SOON AS POSSIBLE (no later than 8:45 a.m.) IF YOUR CHILD IS SICK OR WILL BE TARDY ON A SCHOOL DAY!

When a student does not arrive on time to school, the secretary will contact the parents by 9:30 a.m. if the school has not heard from parents. Any absence for which a note has not been submitted or a telephone call received, within 72 hours (3 days) of the absence, will be considered unexcused. It is the responsibility of the student/parent/guardian to ensure that the notes are submitted to the office upon their return to school.

Excused Absences

In general, absences may be excused due to illness, extenuating circumstances or a death in the family. Students must bring a note from a parent/guardian, or a parent/guardian may telephone the office to clear the absence. Regular assignments due on the day of an absence must be handed in immediately upon the students return to class. It is the students/parents responsibility to obtain missed assignments from the teacher(s) and to have them completed within two school days.

School or Tour Excused Absences

Absences that are a result of school-sponsored activities are excused, however students must complete any missed assignments. Tour absences will be granted on an individual basis taking into consideration satisfactory grades, attendance and any disciplinary action taken. All students wanting to participate in a school trip need to have prior approval from secondary staff.

Unexcused Absences

An unexcused absence is one in which a student is absent without a legitimate reason. These include non-legitimate reasons for absence such as oversleeping, hair appointment, babysitting, student pictures, working, vacations, and leaving school without receiving permission from the office.

The teacher may issue an unexcused absence to a student who is dismissed from class for disciplinary reasons.

Grade 9-10 students may not normally miss more than 20 per cent of class time (30 classes/year or 15 classes/semester) if they want to receive credit for the course. The school will use discretion in enforcement of this policy.

Tardies

Students are considered tardy if entering the room after the bell rings. Three (3) lates will be treated as the equivalent of one absence. Students missing half or more of a class will have an absence recorded.

Unexcused Absences/Tardies K-10 - Process:

1 unexcused absence (or three unexcused tardies per quarter):

Teacher and or administrator warning given to student

2 unexcused absences (or six unexcused tardies per quarter):

Teacher and or administrator will notify parents and students by telephone or by letter when the student has accumulated two unexcused absences (or equivalent tardies).

3 unexcused absences (or nine excused tardies per quarter):

Parents/guardians and student will be notified by phone and letter when the student has accumulated three unexcused absences (taking into account equivalent tardies). In addition, a student/parent/guardian/Principal conference will be arranged to discuss the student's program and intentions as well as determine options to remedy the behavior.

4 unexcused absences (or 12 tardies per quarter):

Parents/guardians and student will be notified by phone and letter when the student has accumulated four unexcused absences (taking into account equivalent tardies). In addition, a referral will be made to the Child Guidance Clinic Social Worker and or the School Chaplain/Pastor for counseling.

5 unexcused absences (or 15 tardies per quarter):

Parents/guardians and student will be notified by phone and letter when the student has accumulated five unexcused absences (taking into account equivalent tardies). In addition, a student/parent/guardian/ Discipline Committee conference will be arranged. The onus will be on the parent and child to present options they will take to address the problem.

If the student accumulates two additional unexcused absences or equivalent tardies in any one class after counseling, the student will be required to withdraw from the class. (Applies to grades 9 & 10 only)

Leaving School Grounds – Closed Campus

Due to liability, RRVJA operates a closed campus. Students are to remain on the school grounds and facilities from the time they arrive at school until they are dismissed. Students are to be in designated and supervised areas at all times, including before and after school.

Parents who desire for their child to return home, or go elsewhere for lunch, must pick up their child during the lunch hour and *ensure they are back before classes resume (Gr. K-8)*. The parents are responsible for their child during the time they leave school until they return. Each year the **grade 9 and 10** class may petition for special permission to leave school grounds during lunch hour. This is a privilege, not a right – any tardiness returning to the school will revoke this privilege. Parents must give written consent.

Outdoor Education and Field Trips

Outdoor education and field trips are an integral part of the school curriculum and we strongly encourage every student to participate. **Parents are encouraged to budget for a minimum of 5 school field trips per year.**

SCHOOL PROPERTY

Textbooks

Textbooks are issued at the beginning of each year to each student and are to be returned at the end of each course. If textbooks are not returned or are returned in a damaged state, the replacement cost will be charged to the student's account.

Lockers and Locks

Lockers will be made available to each student at the discretion of the teacher. Combination locks will be provided by the school at no charge. Students must use only the locks provided by the school. If the lock is lost or damaged, a charge of \$5.00 will be charged to the student's account. All locks are to be returned by the last day of classes at the end of the school year.

School Liability for Lost Articles

The school holds no responsibility for items left in lockers or elsewhere on the school premises.

Label Personal Items

Please be sure to label ALL clothing, shoes or personal items, as well as school supplies, which are intended for regular school use. This prevents a lot of misunderstandings when similar items are purchased by different students. Please be sure to mark your child's name in their P.E. shirt to ensure that the shirt is returned if misplaced or lost.

School Access to Lockers

Teachers reserve the right to access lockers, school bags and desks at any time, subject, as far as possible, to notification of the student concerned and to the student being present.

MEDICATION AND SICKNESS

Administering Medication

Teachers should not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement:

Any student who is required to take medication prescribed for him by a physician during the regular school day may be assisted by a member of staff or designated school staff member if the school receives:

- (a) A written statement from such physician detailing the time schedules, amount, and method by which such medications are to be taken, and
- (b) A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.
- (c) The school may administer regular strength Tylenol or children's Tylenol only if the parent has signed the appropriate request on the registration form.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

Please note in the above statement that we need **TWO WRITTEN STATEMENTS**, one from the physician (**usually the label on the medicine will suffice**), the other is from the parents. This should express the desire of the parent for the school to assist the child in taking the prescribed medicine. **Please note that this cannot be done by phone.** It must be in writing.

Students Becoming Sick at School

The school does not have the proper facilities to provide adequate medical care for students becoming sick while in school. Therefore, they are sent home. **If your child is sick, please keep them home until they are well enough to participate in the full school program. If, however, you do send them and ask that they be excused from the regular school program — this includes PE and/or recess — please provide the school with a medical certificate (note from doctor) stating the medical reason and the doctor's recommendation. If a child is that sick then it probably would be wiser for them to stay at home under parental and/or care of a doctor.**

Medical Information

Please complete the medical questionnaire on the student's registration form. This medical information is being collected in case of medical emergencies and so that appropriate health care plans can be developed for each student. This information will only be shared with appropriate individuals. This information is protected by the Personal Health Information Act and the Freedom of Information and Protection of Privacy Act. Please provide the school with any changes in medical information throughout the school year.

Accidents

In case of an accident where a student is severely injured, the parents will be notified and an ambulance called. Please be sure to provide your child's personal seven digit Manitoba medical number to the school on the application form, as well as a complete list of current medications your child is taking. **Please provide the school with any changes of where you may be reached during the day or people to be notified in case of emergency.** This is important to ensure that you are notified as quickly as possible in an emergency.

VISITORS

All visitors to the school are requested to contact the office immediately upon arrival in the school. We request that the parents do not go to the classrooms when school is in session. If you need to see your child, please contact the office staff who can then call the student from the classroom. **A Visitor's Policy/Agreement is available from the office.** If parents wish to visit the classroom, please contact the principal at least one week in advance to obtain and review a copy of the visitor's policy and complete a Visitor's Agreement.

Telephone

Phone Lines

Line one	<u>(204) 667-2383</u>
Line two	<u>(204) 661-2408</u>
Fax	<u>(204) 667-1396</u>

Parents Calling Students

The parents are requested not to phone their children during school hours, ***unless it is an emergency.*** If you need to leave a message for your child, please contact the secretary who will then forward the message.

Non-family Calls to Students

The students are not allowed to receive personal calls from non-family members during school hours.

Student Use of School Telephone

During school hours the students may use the telephone in the hall for ***emergency calls only.*** They need to ask permission from the teacher and the office and state the reason before they use the phone. To discourage overuse of the phone, **after school phone calls will be assessed a 25 c charge per call.** If it is an emergency, please inform the office personnel for assistance. Funds will be used for special projects.

Cell Phones

The use of student cell phones during school hours is not permitted unless specified by the instructing teacher.

Standards and Discipline

Objectives

It is an objective of the school to develop the students' physical and mental abilities in a wide range of wholesome, creative activities and productive pursuits, appropriate for a Christian young person, and that will fill life with an interest and a purpose.

A second but no less important objective of the school is to help students become good and useful citizens in the school community, by ***developing qualities of respect, responsibility and loyalty;*** respect for all those in positions of authority and for the property, privacy and time of others; responsibility for personal decisions, conduct and their consequences; loyalty to God, their parents, the school and their fellow students.

The positive reinforcement of good habits and attitudes and the application of disciplinary measures are seen as constructive means of achieving these objectives.

Entertainment and Recreation

Students are encouraged not to watch television, or attend movie theaters, or live performances in which negative, destructive or immoral values are upheld. A large proportion of radio and television programming, including videos, DVDs and much reading material does not promote Christian values and should be avoided.

At school and during school-related activities, wherever and whenever they may take place, the following directives are to be observed:

The personal use of *radios, hand-held computer games, mp3's, iPods, PDAs, cameras, personal laptop computers, etc. and CD players* by students are not permitted during school hours unless specified by a teacher for instructional purposes. RRVJA is not responsible for any damage and/or theft of such items.

DRESS CODE POLICY

Philosophy

Clothing is important in providing, to the community at large, a message about what is important to a company or organization. The clothing worn by the employees in a company gives status to the company and sends a message to the public about that company's professionalism, pride and dedication to their organization.

These concepts also apply in a school setting, which is the preparatory environment for a successful work experience after school. It helps the students feel that school is important business. It also emphasizes the worth of the school as a higher priority over individual taste.

In today's society, clothing has become a means of calling attention to ones self. Immodest or inappropriate clothing is often a major stumbling block to students whose major focus should be on their academic performance and spiritual growth.

Feelings about clothing run high and create an unusual amount of discussion among all levels of society. In a Christian context, the Bible does not specify types of clothing to be worn, but it does give guidelines on modesty and simplicity. The goal, therefore, for RRVJA, is to establish a dress code policy which will reflect the high standards of the Bible while also allowing students the opportunity to be fashionable within guidelines that will send a positive message to our community of what it means to be truly Christian.

Principles

1. Modest dress refers not only to avoiding that which is sensual, but also to avoiding that which calls attention to ones self.
2. The Bible teaches that we should recognize and honor the created differences between male and females.
3. Clothing should be appropriate for promoting the goal of academic excellence, and will therefore be comfortable to the wearer and not distracting to others.
4. Good stewardship requires that clothing be practical and affordable.
5. An effective dress code will be easily interpreted by parents, students and teachers.
6. Clothing for school or work should be distinct from clothing for play or recreation.

Guidelines for Dress

Cleanliness:

- An acceptable standard of cleanliness will be maintained by personal grooming and hygiene.

Modesty:

- Students will select modest clothing that is suited to their body type.
- Modest clothing does not accentuate or expose one's body inappropriately by being too tight or too revealing.
- Pants should fit so that undergarments or bare skin are not evident. *Low-rise pants are not permitted.*
- Shirts/t-shirts should cover midriffs and top of hips at all times. ***The shirt must meet the bottoms when seated and the hand is raised.*** Sleeveless or shoulder-less clothing are not allowed in the classroom. Shoulders must be covered.
- **PANTS:** Pants shall be worn securely at the waist. ***Excessively worn and frayed clothing are prohibited.*** Clothes for P.E. are to be worn for P.E. classes or recreation only.
- Dresses, skirts and shorts must be no shorter than just above the knee. (Capri shorts and split skirts will be treated as skirts if they look primarily like skirts as opposed to shorts). Slits in skirts must adhere to the principle of modesty.
- **SHIRTS:** Will comprise of polo shirts, t-shirts, long or short sleeved oxford style dress shirts, turtlenecks, sweaters and sweatshirts (with or without a hood). These are to be of a solid or patterned color. Christian, athletic or designer logos are permitted. Rock band and derogatory or inappropriate logos/slogans are ***not permitted.*** (RRVJA appreciates the discretion of parents when selecting appropriate logos/apparel.)
- Shorts for P.E. should be at least mid-thigh length.

Appropriateness:

- Dress is semi-casual, allowing a wide range of clothing choices.
- Clothing that is ripped, torn, with holes, cut off or not hemmed is inappropriate.
- As a matter of respect, jackets, coats, hats, hoods and bandanas are not to be worn in classrooms during school hours.
- Bare feet are unacceptable for health and safety regulations. Footwear will be worn at all times.
- Athletic dress will be worn as needed for sporting activities.
- Any special considerations on dress appropriateness will be posted or announced for specific occasions/locations.
- Body painting and temporary tattoos are not allowed. Any existing tattoos must be covered.
- Students are encouraged to dress appropriately for School Spirit Days, as approved by staff.
- **Jewellery** – **The dress code at RRVJA excludes jewellery.** This is understood to mean that the wearing of rings, earrings, necklaces, bracelets (except medical alert bracelets), chokers and anything that has display as its main function is unnecessary and not in harmony with appropriate dress at our school. Body piercing is not allowed.
- **Make-up/Nail Polish** – Make-up will be tasteful and will be applied in a manner that is not distracting. Nail polish will be clear only.
- **Hair** – Hair will be of natural colors. (I.e. no blue, green, etc.)

THE ABOVE EXPECTATIONS WILL APPLY TO ALL SCHOOL EVENTS, INCLUDING YEARBOOK PICTURES AND GRADUATION.

Outdoor Clothing

Elementary students, in particular, need to be dressed appropriately according to the weather. They do spend some time outside each day, and so when it is cold they need to have warm clothing. (I.e. boots, hats, gloves, snow pants, etc.) Elementary students are expected to be outside during morning & afternoon recess and at lunch time.

Physical Education

Physical Education clothes for boys and girls include T-shirts (no slogans, save for RRVJA logo), approved shorts in dark colours (navy blue, black or gray) with running shoes and white socks. P.E. clothes and other sweat clothes (sweat pants) are to be worn for P.E. classes or recreation only. **We encourage parents to send an extra set of PE clothes. This will help to ensure a clean and ready supply of clothes.** (Grades PK-K are not required to have special physical education clothes, but we encourage an extra set of clothing – i.e. undergarments, pants and socks be kept at school in case of unexpected accidents.)

Footwear Policy

Outdoor shoes are to be removed at the door when students enter the school and be carried to their designated storage place. Gym shoes or indoor footwear should be worn in the school during school hours. Please be sure that these are NONMARKING shoes.

Graduation

Due to changes in styles, graduation students are expected to wear a graduation gown; colors to be determined by the graduating planning team.

Band/Choral Performances: Unless otherwise stated, performers will be attired in standard black and white dress apparel.

Accountability

The Principal will ensure that this policy is distributed to parents, teachers and students and take appropriate disciplinary measures for repeat offenders. While it is inevitable that there will be differences of opinion as to the appropriateness of dress and grooming, the final determination will be in the judgment of the building principal.

Parents are to ensure that their children understand and abide by the Dress Code and that they leave home suitably dressed.

Teachers are to check throughout the day that students are dressed properly and inform the office of those who are not. Teachers have the right to warn students who are not following the Dress Code (or the spirit of the Code) and to take appropriate disciplinary action, including, in the case of repeat offenders, sending students to the principal. Parents may also be asked to bring appropriate clothing to school for their child to change into, in which case the student would be out of class until appropriate clothing is obtained and worn.

ENFORCEMENT

In those instances where a student does not abide by the dress code policy, s/he will be subject to the process detailed below. Infractions are accumulated within each semester; they are not carried over to subsequent semesters.

First Infraction:

The student will be spoken to regarding the infraction, and the school will contact the student's parent/guardian to inform them of the infraction and remind them of the dress code policy.

Second Infraction:

The student will be spoken to regarding the infraction, and receive a detention. The school will contact the student's parent/guardian to inform them of the infraction and remind them of the dress code policy as well as, to pick the child up from school.

Third Infraction:

The student will be spoken to regarding the infraction and will receive an in-school suspension. The school will contact the student's parent/guardian to schedule an appointment to meet with the principal to discuss the student's behavior.

Subsequent Infraction:

The student will be spoken to regarding the infraction, and will receive an in-school suspension. The student's behavior will be referred to the Discipline Committee for review. The school will contact the student's parent/guardian to schedule an appointment to meet with the principal to discuss the results of the Discipline Committee review.

A review of dress and grooming policies will be made periodically and changes will be made as needed.

CONDUCT & DISCIPLINE

- A. It is to be emphasized that the Principal and teachers are authorized by the School Board to exercise their own discretion and judgment in all disciplinary matters. Students will be taught and expected to practice rules of courtesy and good sportsmanship in their relationships with each other, teachers and with visitors who come to the school.

It is essential that the parents uphold disciplinary measures taken by the school with their children so that together we can modify unacceptable behavior.

- B. At Red River Valley Junior Academy we emphasize honesty, courtesy, reverence, obedience and Christian morality. It is the aim of this Academy to adhere to the Christian principles of this institution. The following practices will not be permitted:

1. Undermining the standards and religious ideals of the school and church.
2. The use of swearing and slang languages.
3. The possession or accessing of any obscene material.
4. The possession and/or use of alcohol, tobacco, drugs, guns (even toy), knives, and/or any dangerous materials are not permitted in the school or on the property.
5. Stealing, lying, cheating, or any forms of dishonesty.
6. Tampering with fire alarms or any electrical systems.
7. Leaving the school grounds without permission.
8. Public displays of affection. It is expected that our students will exercise moral purity in their conduct.
9. Damaging, destroying and/or defacing school property. Payment of repairs will be billed to the student and his/her parents.
10. Willful disrespect and disobedience to staff members.
11. Entering locked facilities or gaining entrance with unauthorized keys.
12. Conspiracy to perform or participate in any act that may injure, degrade, or disgrace another person.

- C. Misconduct as outlined above may result in discipline, suspension or dismissal.

- D. **RRVJA Code of Conduct** is outlined in the following two pages.

RED RIVER VALLEY JUNIOR ACADEMY
Code of Conduct

CONDUCT	EXPECTATIONS	REPONSIBILITY OF THE SCHOOL	INDICATIONS OF APPROPRIATE CONDUCT	RECOGNITION OF APPROPRIATE CONDUCT	CONSEQUENCES FOR INAPPROPRIATE CONDUCT
RESPECT FOR GOD	Students are expected to show respect for and be mindful of God in all school and classroom activities	<ul style="list-style-type: none"> -Act as appropriate role models. -Communicate Christian rationale for this type of conduct 	<ul style="list-style-type: none"> -Students will not use God's name in vain in any school activities. -Students will display a positive attitude toward RRVJA'S Christian Philosophy and the teachings and philosophy of the Seventh-day Adventist church. 	<p>One or more of the following to reward students for appropriate conduct:</p> <ul style="list-style-type: none"> -Verbal/written approval -Parent/Guardian contact -Tokens -Public approval/recognition 	<p>Any combination of the following will be taken if student fails to meet these expectations:</p> <ul style="list-style-type: none"> -Interview with student by teacher/supervisor. -Removal of privileges. -Parent/Guardian contact or meeting -Contract for improvement -Temporary removal from class -Written assignments -In-school suspension/detention (Length of suspension/detention to be determined by administration)
RESPECT FOR AUTHORITY	Students are expected to respect all school staff , volunteers and all school policies.	<ul style="list-style-type: none"> -Act as appropriate role models. -Teach each student with respect, care and dignity. -Communicate school policy regarding respect for authority. 	<p>Students will:</p> <ul style="list-style-type: none"> -demonstrate a cooperative attitude towards staff members. -use appropriate oral, written and body language -be respectful in physical and verbal interaction with peers, staff and others adults in the building 	See the above series of consequences.	See the above series of consequences.
RESPECT FOR OTHERS	Students will treat each other with respect and courtesy. They will respect the rights of fellow students and maintain a school environment free from fear, prejudice and distractions	<ul style="list-style-type: none"> -Act as appropriate role models. -Communicate school policy regarding respect for others. -Provide supplementary programs to enhance respect for others. (Assemblies, vespers, devotions, guest speakers) 	<p>In addition to the above, students will:</p> <ul style="list-style-type: none"> -Respect the rights of others to learn without disruption/distraction. -Students will value the multicultural make-up of their schools and respect the individual differences in each other. -Students will practice respect in all communication with others including facebook, e-mails, etc 	See the above series of consequences.	See the above series of consequences.

CONDUCT	EXPECTATIONS	RESPONSIBILITY OF THE SCHOOL	INDICATIONS OF APPROPRIATE CONDUCT	RECOGNITION OF APPROPRIATE CONDUCT	CONSEQUENCES FOR INAPPROPRIATE CONDUCT
RESPECT FOR PROPERTY	Students are expected to show respect for personal property, school property and the property of others.	<ul style="list-style-type: none"> -Act as appropriate role models in the care of property. -Encourage students to take responsibility for protecting property. -Discuss the ramifications of theft and vandalism. -Utilize community police services to provide information sessions on crime prevention. 	<ul style="list-style-type: none"> -Students will show respect for school, staff and student property -Ask before you borrow or use other's property -Return item to it's rightful place and owner in good working condition -Do not deface property in any way 	<p>One or more of the following to reward students for appropriate conduct:</p> <ul style="list-style-type: none"> -Verbal/written approval -Parent/Guardian Contact -Tokens -Public approval/recognition 	<ul style="list-style-type: none"> -Interview with students by teacher/supervisor. -Removal of privileges. -Parent/Guardian contact or meeting -Contract for improvement -Temporary removal from class -Written assignments -In-school suspension/detention (Length of suspension/detention to be determined by administration)
PUNCTUALITY	Students are expected be punctual for classes and all school related activities. (e.g. vespers, recesses, field trips)	<ul style="list-style-type: none"> -Act as appropriate role models. -Communicate school policy regarding attendance. 	<p>Students will:</p> <ul style="list-style-type: none"> -arrive on time for classes. -communicate reason for being late/absent to their teacher. <p>Parents/Guardians: Please inform school when a student is going to be late, absent or has an appointment during class times, field trips or other school activities.</p> <p>You may call or send a note</p>	See the above series of consequences.	See the above series of consequences.
SUBSTANCE ABUSE	The use of alcohol, tobacco, non-medicinal drugs and energy/cafeinated drinks within the school, on school grounds or within the context of school initiated activities is not permitted!	<ul style="list-style-type: none"> -Act as appropriate role models. -Provide supplementary programs to enhance and promote a healthy lifestyle. 	<p>Students will:</p> <ul style="list-style-type: none"> -not bring substances onto the school property and to school initiated functions. 	See the above series of consequences.	<p>In addition to the above, one or more of the following will result if a student fails to comply:</p> <ul style="list-style-type: none"> -Confiscation of substances. -Suspension/Expulsion from school. -Referral to administration. -Police may be contacted
POSSESSION OF A WEAPON	Students are expected to not be in possession of an object that may constitute a weapon. (Pocket knives, box-cutters, matches, etc.)	Teachers will discuss the issue of weapon possession and what may be considered a weapon.	<p>Students will not:</p> <ul style="list-style-type: none"> -bring a weapon to school -use any instrument as a weapon. 	See the above series of consequences.	<p>In addition to the above, one or more of the following will result if a student fails to comply:</p> <ul style="list-style-type: none"> -The weapon will be seized. -Parents/Guardians will be contacted. -Suspension from school. -Police contacted

RRVJA BEHAVIOUR ROUTINES/EXPECTATIONS

Hallways	<ul style="list-style-type: none"> • <i>The hallway is a quiet zone during school hours</i> • <i>Speak softly when classes are in progress</i> • <i>Walk without pushing</i> 	<ul style="list-style-type: none"> • <i>Walk without loitering</i> • <i>At all times wear indoor shoes inside/wear outdoor shoes outside</i> • <i>Handle the lockers with care and respect</i> • <i>Keep your feet and hands to yourself</i> 	
Announcements	<ul style="list-style-type: none"> • <i>Stop!</i> • <i>Be quiet</i> • <i>Wait and listen for the announcements</i> 	<ul style="list-style-type: none"> • <i>Sing/Participate - 'O Canada'</i> • <i>Repeat the Aim, Motto & Pledge</i> 	
Chapel	<ul style="list-style-type: none"> • <i>Be consistent - arrive on time</i> • <i>Bring a positive attitude to Vespers</i> • <i>Pray before arriving for vespers</i> • <i>Walk together with your teacher to Vespers</i> 	<ul style="list-style-type: none"> • <i>Participate with a respectful tone and reverence for God</i> • <i>Sing songs which are spiritual and inspirational</i> • <i>Be quiet and listen to the speaker</i> • <i>Stand and leave the room only when dismissed by the Sargent@Arms</i> 	
Playground/Recess	Indoor	Outdoor	Other Playground Safety Routines
	<ul style="list-style-type: none"> • <i>Quietly and orderly line up by Gym door before entering</i> • <i>Do not enter the ballroom unless supervised by an adult</i> • <i>Use the equipment only for what it is intended</i> • <i>Respect the Gym and the equipment</i> • <i>Quietly and orderly line up to exit the gym</i> 	<ul style="list-style-type: none"> • <i>Change into outdoor shoes</i> • <i>The slide is for sliding not for climbing</i> • <i>Slide down one at a time</i> • <i>Quietly and orderly line up outside at the back doors</i> • <i>Pushing is not allowed on the play structure.</i> • <i>Slide along the full length of the slide</i> • <i>Standing on the swings is dangerous.</i> • <i>Only one student is allowed per swing.</i> • <i>Use outdoor equipment only for what it is intended</i> • <i>Quietly and orderly line up outside at the back doors when the bell is rung</i> • <i>Change into indoor shoes</i> 	<ul style="list-style-type: none"> • <i>Do not jump from the swings</i> • <i>No hitting, punching or fighting of any kind</i> • <i>Do not climb the fence or trees</i> • <i>Play touch football only, NO TACKLE</i> • <i>Stay inside the school yard</i> • <i>Do not throw anything such as stones, sticks, garbage, and woodchips at other students or the buildings</i> • <i>Keep the woodchips in the play area and the sand/gravel in the swing area</i> • <i>Walking or running between the swings is not safe</i> • <i>Climbing on the swing poles or on the top of the play structure is not safe</i> • <i>When lining up do not push, shove, trip, bump or run into other students</i> • <i>Respond promptly when the bell is rung</i> • <i>Do not play on the ramp</i>
School Bus	<ul style="list-style-type: none"> • <i>Remain seated at all times facing forward.</i> • <i>Keep hands and heads inside the windows at all times.</i> • <i>Immediately stop talking any time the bus stops.</i> • <i>Speak only in a soft voice when talking is allowed.</i> 	<ul style="list-style-type: none"> • <i>Radios / CD / MP3 Players, iPods etc. may not be brought on the bus.</i> • <i>Never enter or exit the bus unless directed to do so by an adult in charge.</i> • <i>Always step carefully when entering or exiting the bus.</i> • <i>Immediately follow the direction of the driver or any adult in charge.</i> • <i>Each passenger is responsible to keep his or her area of the bus clean. This includes the floor and seat, and is especially important at the end of a trip.</i> <p style="text-align: center;"><u>All other school rules of behavior also apply while riding the bus.</u></p>	
Washroom	<ul style="list-style-type: none"> • <i>One person in a stall at a time</i> • <i>Flush the toilet</i> • <i>Wash your hands</i> • <i>Wipe up any drips</i> 	<ul style="list-style-type: none"> • <i>Clean up any spills</i> • <i>Conserve - use only what supplies you need</i> • <i>Place your garbage in the bin</i> • <i>Take all your belongings when you leave</i> • <i>Call a staff member if there is a problem</i> 	

GUIDELINES FOLLOWED TO ENSURE PROCEDURAL FAIRNESS

Students will be treated with respect and dignity. The school administration will endeavor to clearly communicate the rules and codes of conduct enacted by the school.

Procedural fairness is by no means intended to doubt the word of any individual. It points to our school being sensitive to the rights of individual students and supports the philosophy of being a fair and just school.

- A student accused of breaching a rule will be notified of that breach, with the essential facts of what he/she is alleged to have done.
- The principal and or Administrative Committee intending to consider a matter which may affect a person rights, will inform that person regarding that intention to do so.
- The person will be given reasonable opportunity to make oral or written submission to the decision maker on the matter being considered.
- Opportunity will be given by the student to present witnesses.
- The person will be informed of, and be given the opportunity to respond to all information submitted which might influence a decision, prior to the decision being made.
- There will be a hearing at which the student will be given the opportunity to present reasons why the proposed action should not be taken.
- The decision and the reason for the decision will be conveyed to the person concerned.
- The decision maker will at all times act in a manner, which is unbiased, fair and open- minded.
- The mind of the decision maker will not be predisposed to a particular result or be closed to particular issues so as to be lacking impartiality or neutrality.
- Persons selected to hear a case or an appeal of a decision, will not have a close, out of school relationship, family ties, or adversarial relationship with the student or student's family, or staff member closely involved in the incident.
- A person involved in a previous decision of the same case, or a member of a committee that has made a previous decision that is now under appeal, will not participate in the decision-making at the appeal levels. However, such a person could only participate in the appeal for the purpose of providing testimony.
- The appeal hearing committee will not hear or receive evidence that will not be shared with the other party in the dispute. The appeal-hearing committee will not receive evidence or representations from other administrators of staff in the absence of the person appealing and avoid the appearance of doing so.

GRIEVANCE PROCESURES FOR STUDENTS AND PARENTS

Informal Procedure: A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate school personnel.

If the grievance involves discrimination on the basis of sex, race, or handicap, then the grievant shall go to the school principal for an oral discussion of the grievance.

Students:

Step 1: If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor.

Step 2: If this procedure offers no solution, then the student shall request and receive an appointment with the school principal and chaplain.

Step 3: If the grievance is not resolved at this level, then and only then can formal proceedings be initiated.

Parents of Students:

All complaints and grievances by a parent shall begin with the principal.

The principal, on receiving grievances presented by a student or parent, will advise the parties of her/his disposition within five days of the conclusion of the conference.

For both students and parents, this remedy shall be exhausted and only then can formal procedures commence.

Formal Procedure for Grievances: All formal procedures shall be initiated by a written grievance presented to the principal within five school days following the disposition of the last information conference.

Each formal statement must contain the following:

1. The statement of facts;
2. The specific policy or policies violated or a general statement of grievance that is in contention; and
3. The names and addresses of all parties to be present at the hearing as witnesses or representatives of the aggrieved party; all grievances thus formally initiated must bear the signature of the aggrieved party; no evidence shall be introduced other than evidence relevant to the facts and issues formally presented and contained in the written application for formal hearing.

All formal grievances must be transmitted by the Canadian Postal Service, Certified Mail, return receipt requested. Once a formal grievance has been filed, the institution, the grievant, and the person against whom the grievance has been filed, and all other legal parties involved shall have the right of representation. All parties, upon mutual agreement, may extend the deadlines herein set.

The principal may refer the formal application to a grievance committee for hearing and recommendation. After the hearing, he or she will inform the grievant of her/his findings not later than ten school days after the findings of the grievance committee are submitted. The grievant shall have thirty (30) days after receipt of the written disposition from the principal to appeal the disposition to the Red River Valley Junior Academy School Board. All documents and copies will be forwarded simultaneously to the Principal involved and to the Red River Valley Junior Academy School Board through its Chairperson via certified mail.

The School Board will convene to hold a meeting in relation to the findings of the grievance committee. The school board will review the decision of the grievance committee. At the School Board's discretion, both parties (the grievant and the respondent) will be given an opportunity to make their submissions with or without their legal counsel present.

The School Board will then make a decision, which will be rendered in writing, to both parties within (7) seven days. The School Board's decision is final.

HARASSMENT POLICY:

Red River Valley Jr. Academy is committed to providing a school environment free from harassment (Sexual, Racial & Color, National origin, disability) for all students. Incidents of harassment should be promptly reported in so school authorities may take appropriate action. Students who harass others are subject to discipline up to and including dismissal. Employees who engage in harassment are subject to discipline up to and including termination.

Definition:

Racial and Color Harassment:

Racial or color harassment can include unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment:

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti.

National Origin Harassment:

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Sexual Harassment:

Harassment on the basis of unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sex.

Disability Harassment:

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as limiting manner of speech or movement, or interference with necessary equipment.

SCHOOL ORGANIZATION

School Board Members

The School Board consists of appointees from the sponsoring churches in the ratio of one board member for each fifty church members or portion thereof, and two appointees from a church having one hundred members or less. Each appointee serves as a Board member for twenty-four months commencing in September of the year of appointment. In addition, the ministers of the sponsoring churches and the School Principal are ex-officio members. Appointment and reappointment of members is left to the discretion of the local churches and is to be done before the end of June of the previous school year.

CONSTITUENCY MEETING

An annual (biannual) constituency meeting is held to give all constituents (members of the six constituent churches) an opportunity to discuss matters pertaining to the school. This meeting will be advertised for 3 weeks prior to the meeting.

Administrative Council

The members of the Administrative Council of the School consist of:

The principal of RRVJA	-	chairperson
One teacher	-	appointed by the teaching staff
One board member	-	appointed from and by the School Board and attending alternates
One parent	-	not on the School Board

The Administrative Council has been authorized by the School Board to make decisions regarding student discipline including the expulsion of a student from the school. Parents have the right to appeal directly to the School Board regarding any decision made by the Administrative Council.

The responsibilities of the Administrative Council also include the provision of administrative assistance whenever required by the principal, as defined by the principal and the Administrative Council, in accordance with the Manitoba-Saskatchewan Conference educational policy manual.

Staff:

RRVJA has brought together both a skilled and experienced teaching staff. All are certified by the Manitoba Department of Education. All teachers are required by the Seventh Day Adventist Church of Canada to take professional development courses to qualify for denominational certification. This also ensures that Seventh Day Adventist School's continue their tradition of providing a high quality of education. Our teachers bring personal specialties in Art, Music, primary/elementary/middle years/senior years, second language and religious instruction. Individual attention and a warm relationship with the teacher is important in a child's growth. We, therefore endeavor to maintain a low student/teacher ratio.

Home & School Association

RRVJA values the high parent involvement in the school. Parents are involved in all aspects of school life. The committee meets regularly to co-ordinate parent-related activities, co-ordinate the hot lunch program, respond to specific school needs and act as a support group for the school.

Student Council

The RRVJA Student Council is a body of students elected by the school population. The council consists of a President, Vice-President, Treasurer, Secretary, Pastor, Sergeant of Arms, Year-book Editor and classroom representatives. The Student Council meets several times per year with the staff advisor and plans various school activities and fundraisers.

RRVJA SCHOOL SUPPLIES LIST 2016-2017

Please ensure you have sufficient supplies to last the year, thank you!	K	GRADES 1-2	GRADES 3-4	GRADES 5-6	GRADES 7-8	GRADES 9-10
HB black lead pencil	3	3 pkgs	4 pkgs	2 pkgs.	Always 2 pencils	2
Primary pencil (Ticonderoga- for kindergarten)	3 pkgs	6 pkgs	0	0	0	0
Blue ink ball point pen	0	0	0	1 pkg.	2	2
Red ink ball point pen	0	0	0	1 pkg.	1	2
Highlighter	0	0	0	0	1	2
Dry erase markers (non-toxic)	12	2 pkgs	0	0	0	0
Pencil sharpener	1	2	1	2	1	1
Pencil eraser	1	3 (white)	3 (white)	2 white	1	2
Pencil case / Marker case (1 for supplies & 1 for markers -Gr. 3-4 only) (cloth-kindergarten)	2	1 for supplies 1 for markers	2	1	1	1
Crayola crayons	Pkg 24	1 pkg (24)	1 pkg 12	1 large pkg	1	0
Coloured felt markers (washable and non-toxic)	fat ones	1 pkg (8)	0	1 large pkg	1 pkg	1 set
Pencil crayons	Pkg 12	1 pkg (24)	1 pkg 12	1 pkg	1 pkg	0
Glue stick	6 large	3 large	2	4 & 3 clear tape	1	0
Good pair of scissors	1	round tip	1 round tip	1	1	1
Metric ruler (30 cm) (flexible for Kindergarten)(clear plastic for Gr. 5 +)	1	1	1	1	1	1
Complete geometry set (easy to read protractor, compass, right angle triangle)	0	0	0	1	1	1
calculator	0	0	0	1	scientific	scientific
Package of ruled loose leaf 250 sheets	0	1 pkg	0	500 sheets	1	1
Package of graph paper	0	0	0	0	1 small pkg	1
Package of construction paper	3 pads	1 pkg	1 pkg	1 lrg. pkg	1	0
½ page blank notebook (Gr 1 interline)	1	1	0	0	0	1
Subject note books 40 page Hilroy type (orange, red, green, blue, black, yellow and purple for Gades 3-4)	0	6	10	20	12 + replacements	5
Art sketch pad	0	1	1	0	1	0
Three ring binder	1-3"	1	0	0	11/2- 2' daily work 1- 3" or folders	1
Clip board	1	0	0	1	0	1
Scotch tape	0	0	0	0	1	0
Correction Fluid (non-liquid)	0	0	0	0	1	0
USB Drive	0	0	0	0	1	0
Double pocket portfolio duotang folders (orange, red green, blue, black, yellow and purple for Grades 3-4)	4	6	5	12	3 or more	1 set
Subject dividers (for binder)	0	0	0	0	10	1 set
Bible	children's Bible(opt)	0	0	New King James	1	1 - English
Student Planner -to be purchased from RRVJA in September	0	1	1	1	1	1
Indoor running shoes (non-marking)	1 pair	1 pair	1 pair	1 pair	1 pair	1 pair
appropriate gym clothes knee length shorts or grey jogging pants & a T-shirt	0	0	1	1	1	1 set
1 box of facial tissue	1	1	4	2	1	0
Inexpensive earphones in Ziploc	1	1	1	1	1	1
Notebook-tablet (optional)	0	0	0	1	1	1
P.E. clothes (if possible 2 P.E. shirts)	0	1	1	1	1	1
Word Search Book (any type)	0	0	1	0	0	0
Student dictionary	0	0	1	0	0	0
Toothbrush and Toothpaste	1	1	1	1	1	1

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