

Robson Valley Jr. Academy

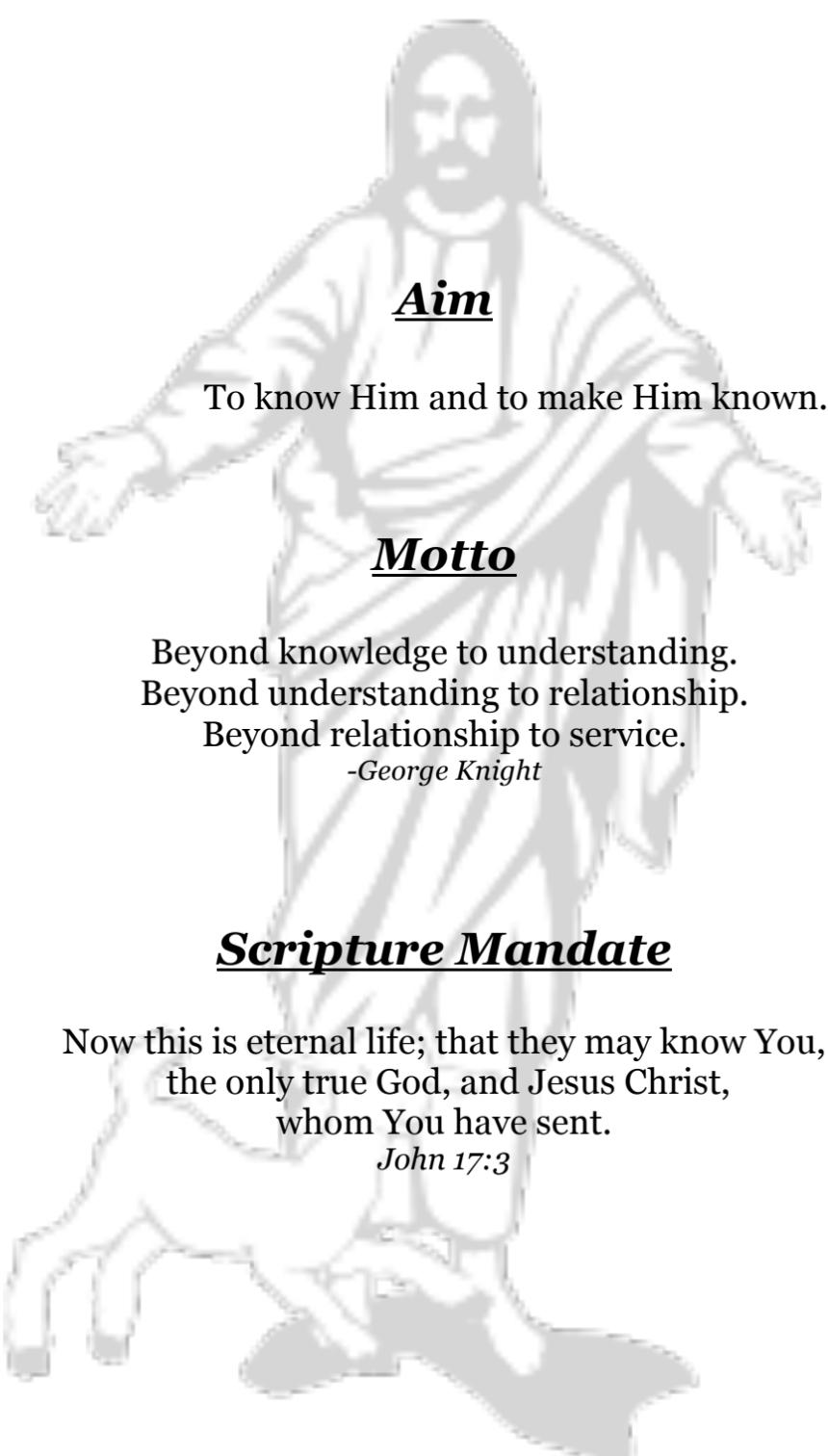
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Aim

To know Him and to make Him known.

Motto

Beyond knowledge to understanding.
Beyond understanding to relationship.
Beyond relationship to service.

-George Knight

Scripture Mandate

Now this is eternal life; that they may know You,
the only true God, and Jesus Christ,
whom You have sent.

John 17:3

2016-2017 School Calendar

September 6	First Term Begins
October 10	Thanksgiving
November 11	Remembrance Day Holiday
December 2	First Term Ends
December 5	Second Term Begins
December 9	Report Cards issued (1 st Term)
December 16	Last day of classes before Christmas Vacation
Dec 19-Jan 2	Christmas Vacation
January 3	School Re-opens
February 13	Family Day
March 17	Last day of classes before Spring Break
March 20-24	Spring Break
March 27	School re-opens
March 31	Second Term Ends
April 3	Third Term Begins
April 7	Report Cards issued (2 nd Term)
April 14-17	Easter Break
May 22	Victoria Day
June 22	Last Day of School – Final Report Cards Issued

****Non-Instructional Days will be saved for possible school closures such as snow days.
Pro D day will be announced.**

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2016-2017 Personnel

Principal/Teacher

Laura Holland	250-569-4059
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Teacher Aide

Cheryl Lipke	250-569-3265
Kristy Warner	250-569-0022

School Board

Chairperson	Pat Andrews
Asst. Chairperson	Courtney Lipke
Principal	Laura Holland
Treasurer	Julie Holland
Asst. Treasurer	Irene Twiss
Home & School Leader	Sabrea Lipke
Members at Large:	Willie Hryhirschuk
	Terri Spangler
	Kristy Warner
	Ayla Will

Statement of Philosophy

Seventh-day Adventist education is dedicated to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized. *Education, p. 15, 16*

A knowledge of God, His plan for our redemption, and the kind of persons men and women may become as they are restored to His likeness is of first importance throughout the total school experience. Students are given opportunities to accept Jesus as their personal Saviour. Each student is challenged to develop a personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus.

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to use fully their intellectual capacities. Physical and health education reflect the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural differences and scientific advances of the age, and to develop positive attitudes toward everyone.



Objectives of the School

According to the Constitution of the Robson Valley Junior Academy, the purpose of the school shall be:

1. To conduct and operate a school on the elementary levels in harmony with Biblical principles and the counsels of the Spirit of Prophecy.
2. To see that the scholastic standards are maintained at the level required by the Department of Education of the General Conference of Seventh-day Adventists and the Ministry of Education of the province of British Columbia.
3. To develop in students the ability to analyze critically, reason and think independently, and to acquire basic learning skills and bodies of knowledge.
4. To develop in students a sense of self-worth, personal well-being, and initiative.
5. To develop a practical witnessing, community service, and outreach program.
6. To develop a sense of social responsibility.
7. To be spiritually sensitive to God and tolerant of the differences of others.



Admission Policies

The admittance of students shall be based on a careful consideration of the following points.

- Adequacy of available school facilities and teaching personnel.
- Character and attitude of the student toward the principles of the church.
- Willingness of the student to abide by the principles outlined in the Student Handbook.

In order to determine a child's social, physical, and emotional adjustment, a transfer folder or report from the previous school attended shall be required. If this is not available, adequate testing will be administered under the supervision of the Conference Education Department.

The admittance of students whose parents or guardians are not members of the McBride Seventh-day Adventist church shall be based on the principles above along with the following considerations:

- Scholastic ability and home background based on an interview with the parents and student by the principal. (The school is not necessarily equipped to accept all special needs students. These will be assessed on an individual basis.)
- Reasons for wanting to attend the school, from both the parents and the student.
- Ability to meet financial responsibilities.
- An application form to be submitted to the Admissions Committee via the principal for all students who have not completed the previous year at Robson Valley Jr. Academy.
- Upon receipt of application, an interview will be granted with the Admissions Committee.
- The Robson Valley Jr. Academy School Board will make all final decisions regarding admission.

For admission of students with special needs, see “Special Needs Policy”.

Entrance Age

It is recommended that the counsel of the Spirit of Prophecy be followed regarding starting age of students but if any parents choose to send their children earlier, they will be accepted provided they are five years old December 31 (Provincial standard). These prospective students will be given a “readiness” assessment by the teacher who will then present the findings of the assessment to the admissions committee for recommendations.

Special Needs Policy

- (a) Students with special needs, whether behavioural or educational, are welcome, provided that their special needs can be adequately met by the school.
- (b) In order to assess the needs of students and the ability of the school to meet those needs, the school will require all relevant documents and information (including that listed below) no later than April 30 in the year prior to the September admission date. Exceptions may be made, including in circumstances of mid-year transfers, on a case-by-case basis involving the Office of Education and depending on how quickly assessments can be completed.
- (c) The school will seek assistance in assessing its ability to meet any special needs. This assistance will include advice from the Conference’s Office of Education and, when appropriate, from treating or consulting physicians, counsellors or others. Parents and guardians are responsible for providing complete information and any necessary consents so that the level of accommodation can be reasonably and efficiently assessed.
- (d) All circumstances will be considered in determining whether special needs can be met. Schools have limited budgets and will access extra government funding whenever reasonably possible when additional services and/or personnel are required to accommodate special needs. The ability of a school to meet special needs may depend on such funding, which the school does not control.
- (e) If the school concludes that it cannot meet a student’s special needs, the parent/guardians may contact the Conference’s Superintendent of Education and ask to have that determination reviewed.

Financial Information

Registration forms must be completed for all students prior to entering class.

Registration fees must be paid at the time of registration, and shall not be refundable.

Grade	K-6	\$100.00
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The Registration Fee will include the basic student accident insurance coverage.

The school is operated as a ministry of the McBride SDA Church and is supported from the Combined Budget. **Every church member is encouraged to support this important ministry by contributing to the Combined Budget at the recommended budget percentage.** Tuition for students whose parents or guardians are members of McBride SDA Church will be paid by the church.

Grades	Per month	Per School Year
K-6	\$100.00	\$1000.00

Tuition rates for families who have more than one student enrolled will be as follows: A 10% discount to the second student enrolled and a 15% discount for the third or more student(s) enrolled. The first child is defined as the oldest student enrolled.

Home School

Home schooled students registering with the school shall pay the Registration fee. This fee covers inclusion in such items as, but is not limited to, the following:

- Standardized testing
- Access to resource materials
- Participation in school programs
- Field trips
- Selected school activities
- Week of Prayer
- Classes as arranged
- Textbooks (as used at RVJA)
- Administrative fees
- School pictures
- Yearbook
- Basic student accident insurance

(Home School students will be charged the same as other students for activities requiring fees.)

It is the responsibility of the parents and students to abide by the policies as outlined in the Student Handbook when involved in any school-sponsored activities or on the school premises.



Attendance Policies

Punctual, regular attendance at all classes is required of all students. School hours are from: 8:15 a.m. – 3.00 p.m. Monday – Thursday and 8:15 a.m. – 12:15 Friday.

Teachers cannot teach students who are not present.

Acceptable excuses for absences include:

- Illness of the student
- Bereavement
- Medical or dental services
- Serious, unavoidable emergencies or situations

If possible, appointments for medical or dental services should be made for other than school time.

Attendance and tardiness are recorded in the Daily Register which is a legal document. In order to have an absence or tardy excused for any of the above reasons a note dated and signed by the parent or guardian documenting the reason for the absence must be submitted to the teacher. This note should be presented the following day.

This excuse note must be on file to satisfy the government audit of school attendance, which determines the amount of grant received per student.

If a student's grant is reduced because of too many unexcused absences the parent may be charged the amount by which the grant has been reduced.

Providing the teacher with these notes is the responsibility of the parent or guardian.

School Closure

The dates given in the School Calendar are prescribed by the Department of Education of the British Columbia Conference of Seventh-day Adventists and the local school board, and must be strictly adhered to unless special permission for a variance is granted, or in the case of emergency. One such 'emergency' would be extreme temperatures such that the local public school suspends bus or class activities, which would automatically force the closure of Robson Valley Jr. Academy. The school will close when temperatures are lower than -35C. **You will be notified of any school closure by the Principal; in the case of power outages closure will be at the discretion of the Principal.**



Principal

The principal is also a full-time teacher. If you desire to meet with the principal and/or teacher, please call and make an appointment. Except for emergencies, please save your phone calls for after school hours.



Testing and Grading

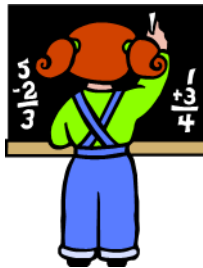
The school follows the grading policy recommended by the British Columbia Ministry of Education. Grades may be earned as follows:

Grades K-3 receive one of four comments: Exceeding Expectations, Meeting Expectations, Approaching Expectations, and Not Yet Meeting Expectations.

Grades 4-9 receive one of the following grades, A, B, C+, C, C-, I (In Progress) or F.

Periodic tests and quizzes may be given either announced or unannounced in any subject at the discretion of the teacher. All major tests will be announced prior to the test date.

It should be noted that work missed due to unexcused absences may earn a score of “Zero”. Work missed due to excused absence may be made up within a reasonable length of time, or may be “averaged in” with the term’s work at the discretion of the teacher.



Homework

One of the objectives of the school is to teach efficiency in the use of time. Generally speaking, the elementary student will find sufficient time during the school day to complete his assignments. Uncompleted assignments, any assigned homework, together with memory work, home reading, occasional research projects, etc. are to be carried as homework.

Failure to have assignments completed on time (except in cases of excused absences) may result in detention after class, at the discretion of the teacher in cooperation with the parents.

It is the responsibility of the student to obtain and complete any assignments missed due to absences.



Parent-Teacher Conferences

Formal parent-teacher conferences are held after the first report card of the school year is issued. However, parents do not have to wait for a formal conference to speak to the teacher. Parents are encouraged to contact the teachers when they have questions or thoughts regarding their children's work.



Conduct of Students

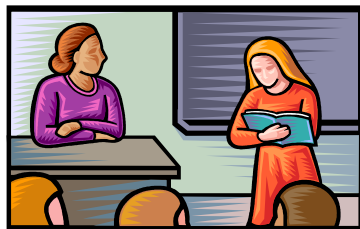
Students are expected to practice principles of Christian morals, ethics, fair play, and courtesy in all relations and activities.

All forms of alcohol, tobacco, and narcotics are inconsistent with Seventh-day Adventist health standards. Their use is unacceptable at any time.

Students must keep their language above reproach, refraining from the use of profanity or vulgar conversation. This would include put-downs, slander, degrading talk, and derogatory comments.

Because our body is the temple of God (1 Cor. 6:19, 20) we should only read, watch, and listen to material that will develop a relationship with Jesus. Any material which uses language or portrays scenes which are not in accordance with the Ten Commandments will not develop this relationship and should be avoided.

Personal tapes, CD's, tape players, radios, cell phones, MP3 players, iPods, iPhones, and electronic equipment are not to be brought to school. If they are found by any staff/faculty, they will be confiscated and returned to the parents/guardians of the student.

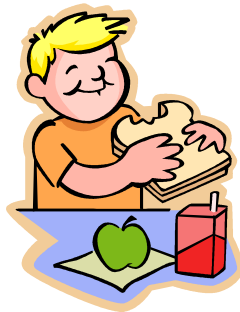


Lunch Time

In order to be consistent with the health principles promoted at Robson Valley Jr. Academy, students are asked to refrain from bringing into the school caffeinated beverages, and other types of food not conducive to healthful living. These health principles also apply to off-campus functions that are school sponsored. We believe that a vegetarian diet has many health advantages, and students are encouraged to eat in a healthy manner. Foods and drinks with excessive amounts of sugar are discouraged.

Allergies

When any student or staff is determined to have nut allergies, Robson Valley Junior Academy will be a NUT FREE facility. This applies to ALL nuts including, but not limited to peanuts, macadamia nuts, Brazil nuts, cashews, almonds, walnuts, pecans, pistachios, chestnuts, beechnuts, hazelnuts, pine nuts, ginkgo nuts and hickory nuts.



Water

Students are required to drink the bottled water supplied by the school or bring their own.

Bullying Behaviours

Bullying behaviours are not acceptable on school grounds or during school hours/school activities. Examples of unacceptable behaviours include the following:

Physical Aggression

- * pushing
- * shoving
- * spitting
- * kicking
- * hitting
- * threatening with a weapon
- * defacing property
- * stealing

Verbal Aggression

- * mocking
- * name-calling
- * giving dirty looks
- * teasing
- * coercion
- * extortion
- * intimidating telephone calls
- * racist, sexist, or homophobic taunting
- * daring another to do something dangerous
- * verbal threats against property
- * verbal threats of violence or inflicting bodily harm

*intimidating and/or threatening voice/text messages via cell phones, internet chat, “tweeting”, internet blogs, social networking services, e-mails, or other electronic communication.

Social Alienation

- * gossiping
- * embarrassing
- * setting up a student to look foolish
- * spreading rumours
- * excluding from group
- * inciting hatred
- * racist, sexist, or homophobic alienation
- * setting up someone to take the blame
- * public humiliation
- * malicious rumour spreading

Taken from *Focus on Bullying*, B. C. Ministry of Education, 1998.

Discrimination Protection Policy

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

Adventist schools will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students’ physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the Seventh-day Adventist faith values, cultural perspective and philosophical values.

Approved by K-12 Board action #16-28, May 29, 2016; revised by action 16-21E, September 13, 2016. Approved by RVJA Board

Dress Standards

Christian standards for dress require that careful consideration be given to economy, simplicity, appropriateness, modesty, masculinity/femininity, neatness, and health.

Shorts may be worn, but they must be modest and not excessively short. Clothing that reveals a bare stomach, shoulders, chest, or back are not appropriate.

Printing and writing on T-shirts should be in harmony with Christian principles.

All clothing that has a shabby, tattered, or worn-out appearance should be avoided.

Since parents largely control the money spent on clothes for their children, the responsibility rests on them to choose wisely. The parent may be contacted if it is felt the student's attire is out of harmony with Christian principles.

Simplicity would exclude the wearing of jewelry and other ornaments, and the applying of conspicuous make-up.

Search & Seizure Policy

School lockers and desks are the property of the school and as such may be searched at any time by the principal or a teacher



Computer and Internet Policy

The following policies must be adhered to by all students and staff at RVJA. Violation of **any** of these standards will result in immediate suspension of computer and / or Internet privileges.

1. Students and staff must have on file a signed Acceptable Use Policy in order to use any network services at RVJA, including e-mail and internet access.
2. Students must have specific permission from their teacher to conduct a search on the internet
3. Students may not use individual e-mail accounts at school. All accounts will be in the teacher's name. (The only exception to this will be the account set up in the student's name for the purposes of French class utilizing Rosetta Stone.)
4. Students may not give the following information out on the internet without prior permission of their teacher.
 - Last name
 - A picture of yourself or any other students
 - Home address
 - Telephone number
 - Any personal information asked for by someone you do not know
5. Students may not add "Bookmarks" or "Favorites" without specific permission from a teacher.
6. If you ever find an inappropriate site or image, immediately hit the back key and contact an adult.
7. If you ever feel uncomfortable about a certain site or message, contact an adult immediately.
8. No chat rooms, social networking (such as Facebook or MySpace).
9. No students shall install any program on any school computer without permission from the teacher.
10. Students may not download/upload any programs without specific permission from a teacher.
11. All programs installed on school computers must be school property and registered under the school name.
12. Any computer printing that is not directly related to a school project will be charged as per photocopying.
13. All software and internet sites must be educational or utilitarian rather than entertainment based in their purpose.
14. All software and internet sites must be consistent with the aim and mission of RVJA.

15. No student may use passwords without a teacher's permission.
16. No student may open or access any file created by another student or teacher without permission of the person who made the file.
17. The following behaviours are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene or racist language in public or private messages.
 - Harassing, insulting, or attacking others.
 - Damaging hardware or software.
 - Violating copyright laws.
 - Using the network to access or distribute illegal or illicit material.



Discipline

Self-control is the object of the system of discipline of the school. By responsible adult example, and by such routine procedures as the teacher may find helpful and appropriate, self-government and self-discipline are to be taught.

Major or very troublesome disciplinary matters may require stronger measures. Parents or guardians will be contacted where possible.

Other Guidelines for Students

- Students are not allowed to leave the school grounds without permission from the teacher during the entire school day, (from arrival at school to dismissal time).
- All arrangements for after school transportation need to be made prior to coming to school.
- The church and wheelchair ramp are off limits without authorization.
- To aid in floor maintenance, students are expected to change outside shoes to a pair of inside shoes or slippers each time they enter the building.
- Snowboards and skateboards are not to be used on the school grounds.
- Bicycles and legally licensed motor vehicles are not to be used on the school grounds except in going directly to and from school. Unlicensed motor vehicles are **prohibited**. Unlicensed drivers are not allowed to operate vehicles on school property.
- Students wishing to bring a visitor to the school are requested to obtain prior permission from the teacher.
- No pupils are allowed to use the telephone except at the discretion of the teacher. Telephone calls to the school should be made at noon hour, **or after school, and otherwise only when absolutely necessary.**
- Textbooks are issued at the beginning of each year to each student. Students or parents will be expected to pay for unnecessary damage or loss.
- Throwing of snowballs is not permitted on school grounds.
- Students are asked to bring money only for school directed activities.
- Personal toys, etc., are not to be brought to the school.

Home & School Association

All parents are members of the Home & School and are expected to take active part in these programs:

- Home & School meetings
- Promote Adventist Education
- Room Mothers/Fathers
- Field trips and other school sponsored outings
- Hot lunches
- Fund raising activities
- Coordinate the parent portion of school janitor program
- Graduation ceremonies of senior class.



School Janitor Program

In keeping with the school's philosophy of practical training, students take responsibility for cleaning and maintaining the school premises. Consequently, a share of the total janitorial responsibility will be assigned to each student.

Parents are required to participate in school cleaning on a regularly scheduled basis. If for any reason they are unable to clean as scheduled, they may choose to trade with another parent or pay a fee sufficient to cover the cost of a janitorial service.



Grievance Appeal Procedure

Robson Valley Jr. Academy is desirous of maintaining open and clear communication among students, families, staff, administration, and the board when conflict arises. From time to time differences will arise between any of the above mentioned groups and this procedure is to be followed in order to resolve any differences. The appeal procedure may be used in, but not limited to, issues such as discipline and grades. *Best Practice Guidelines for Independent Schools regarding Procedural Fairness* as published by FISA will be followed.

In order to enter into the official appeal process of RVJA, the party appealing is to obtain an Appeal Form from the school office or any School Board member, and follow either procedure listed below. The Appeal Procedure is intended to initiate face to face discussion and resolution of an issue between two parties. In order for an official appeal to proceed, the party appealing must complete the required form as well as appear in person at each meeting. The person has the right to have an advocate of their choosing present at the appeal.

A. Grades

Students shall be evaluated academically on the basis of scholastic performance, not on opinions in matters unrelated to the academic standards of the course. If students feel that their academic rights have been violated, they should speak personally with the teacher. If unable to resolve the issue at that level, the student may appeal to the Executive Committee of RVJA. If the parties are unable to resolve the issue at this level, the final level of appeal available is to the Vice-President for Education of the British Columbia Conference of the Seventh-day Adventist Church.

B. Discipline

Students who feel their rights have been violated in a disciplinary action are first to speak directly with the teacher involved. If unable to resolve the issue at that level the student may appeal to the Discipline Committee of RVJA. If the parties are unable to resolve the issue at this level, appeal may be made to the School Board of RVJA. The final level to which an appeal can go is the Vice-President for Education of the British Columbia Conference.

Tips for a Good Meeting with a Teacher

1. If you are angry or upset about the issue, wait until you have calmed down. “Striking while the iron is hot” may make you feel better at the time to get it off your chest, but could also cause more damage and make the situation worse.
2. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher’s full attention, and there will be less restrictions on the amount of time the teacher will be able to meet with you.
3. Do not engage in an argument or shouting match with the teacher. If you feel the teacher is being unreasonable, simply say you are going to speak to the Principal about it. In the reverse situation, where a parent is being unreasonable, the teacher will do the same thing in seeking the Principal to mediate.
4. Try to see the other person’s point of view. Taking some time to walk in the other person’s shoes can give us a new perspective on the issue, and present new solutions.
5. Be reasonable in your approach and expectations.
6. Treat the other person the way you would want to be treated under similar circumstances.
7. Avoid the use of over generalizations like “you always pick on my child” and “you never punish ‘Debbie’”, because they are seldom correct.
8. Don’t accuse.
9. Listen to what the teacher has to say.
10. Try to be understanding.
11. Come with a positive attitude to help make our school a better place by working with the teacher.



Sexual Harassment Policy

RVJA is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination. Sexual harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is prohibited.

Definition of Sexual harassment

Sexual harassment is any unwanted, unwelcome or offensive behaviour of a sexual nature that interferes with one's education or right to participate in school activities.

Examples of sexual harassment include:

- Sexual advances
- Sexual touching
- Touching one's own clothes or body in a sexual way
- Sexual jokes, stories, drawings, or gestures
- Spreading sexual rumours
- Embarrassing whistles
- Insulting remarks about sexual orientation
- Sexually insulting remarks about race, gender, ability or class
- Leering, staring, sexual flirtation, propositioning
- Demeaning nicknames
- Stalking
- Sexually suggestive names written on walls, desks, etc.
- Pressure for sexual activity or dates
- Graphic verbal comments about an individual's body.

Guidelines for Responding to Student Sexual Harassment Complaints

Complaints of sexual harassment will be investigated promptly and confidentially. The following principles will guide the school in appropriately responding to a sexual harassment complaint.

1. The complaint will be taken seriously. It will be investigated privately and notes will be kept.
2. The investigation and response will be age appropriate.
3. Discipline will fit the behaviour and age of the offender.
4. Progressive discipline will be used unless the first offense is of a serious nature.

5. Educating students regarding sexual harassment is the cornerstone of prevention and protection.
6. Provincial guidelines will be followed in all cases of sexual harassment involving school staff.
7. If, however, investigation determines that a false complaint has been made, appropriate action will be taken against the complainant.

After investigation and response, the complainant will be informed that appropriate corrective action has been taken and the victim will be encouraged to report any further events. A written record shall be kept of all investigations.

Child Abuse Policy

Child abuse is a serious problem. It is morally and legally wrong. Its impact can last a lifetime and even extend to future generations. Understanding child abuse and neglect and knowing how to respond are critical.

Section 14 of the *Child, Family and Community Service Act (CFCSA)* requires individuals to report promptly to a child welfare worker if they have reason to believe a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other persons, or needs protection as set out in Section 13 of the *CFCSA*. In British Columbia a child is anyone under the age of 19.

Knowing this, RVJA personnel will follow protocols outlined in the booklet *BC Handbook for Action on Child Abuse and Neglect* when responding to child abuse and / or neglect situations.

As an independent school we are required to have two ‘Appointed School Officials’ who are responsible for working with child care workers to determine whether a child has been harmed by someone who works or volunteers at the school. RVJA’s ‘Appointed School Officials’ are the principal and the chairperson of the school board.

A copy of *BC Handbook for Action on Child Abuse and Neglect* is available for you to read at the school office.

Personal Information Privacy (PIPA) Policy

RVJA is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act (PIPA). Safeguarding your confidentiality and protecting your personal information is of primary importance.

RVJA will collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization information, legal guardianship, court orders if applicable, student behavioral and academic records, health insurance number and parent's occupation, religion, work numbers, home address, and any similar information needed for registration. This information is required in order to register your child at the school and will assist the school in making an informed decision for your child's appropriate placement in the school. The school may prepare a family phone list to be distributed to school staff and parents, for the purpose of contacting you in emergency and non-emergency school related issues.

RVJA acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school. The school will securely store electronic and hard copy parent and student personal information.

A copy of the Personal Information Privacy Act and the School Policies regarding PIPA is located in the school office and are accessible for you to review upon request.

Tips for Parents

- Maintain a regular schedule for getting up, meals, work, study times, worship, and bedtime.
- Control the TV, radio, CD and tape players, and other distracting activities during study time.
- Ensure that your student has a good breakfast before coming to school and pack a nourishing lunch.
- Keep in touch with your student's progress in school. Encourage them to do their best and ask for help when needed.
- You are encouraged to visit the school and become acquainted with the teacher.
- We will be glad to relay important messages. Only in an emergency should the teacher or student be called from the classroom.
- Please clearly mark your student's clothing with their name to avoid loss.
- Sign and return report card envelopes within three days after they have been issued.
- Attend and participate in Home & School meetings and school programs.
- Uphold the school standards in conduct, dress, and ideals.
- Refrain from making critical remarks about the school or teachers in the presence of students
- Appointments with the teacher should be after school hours, not during class or recess time.
- The school needs your support in every way. Remember the school, teachers, and students in family and private prayers.



Booster Seat Policy

All drivers are responsible to comply with all child restraint requirements.

Children at least 40 lbs. are to be secured:

- In a booster seat, in a seating position equipped with a shoulder harness, or;
- In a lap belt, if a seating position equipped with a shoulder harness is not available;
- Up to their 9th birthday or 4'9" tall, whichever comes first.

Tobacco Use Policy

As required by the Tobacco Control Act (Bill 10) of British Columbia, our school grounds are declared tobacco free by all persons at all times. Signs are posted stating this policy. Violators will be asked to refrain from tobacco use on the grounds.

Security

In order to ensure this school is a safe environment for children, RVJA implements the following security measures:

- The main front doors to the Elementary building remain locked during the school day.
- Students waiting for pick up after school hours will wait in the main entrance or in a designated and supervised area.

Possession of Weapons/Explosives

Possession of weapons, potentially dangerous items that might be used as weapons, or items explosive in nature are strictly prohibited. This includes dangerous chemicals, fireworks, hunting knives and pocketknives. We also strongly discourage "war toys", military action figures, martial arts paraphernalia and trendy toys where fighting and conflict is the central theme of play.

Emergency Response Drills

Regular fire and earthquake drills are held each year in order to train students how to respond in a real emergency situation. All parents, volunteers, and visitors are expected to evacuate the buildings with the students and staff. The emergency meeting place is at the satellite dish in front of the school.

Visitors

Any visitors to the school are required to clear their visit with the office.

Emergency

In case of a local emergency, parents are responsible to come and pick up their children

Use of Facilities

All functions, other than Board meetings, if to be held at the school should be cleared with the teachers and/or School Board Chairman. Rooms not in use will be locked.

Amendments to the Handbook

Amendments to this handbook may be found necessary during the course of the school year. Upon approval by the School Board and after formal notification of the patrons of the school, these amendments will be considered to be as binding as if printed in this handbook.

