

Reading Junior Academy
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Hampden Heights Pastor	Pastor Ron Hoffecker
School Board Chair	Barbara Snyder
Teachers	Carlos Moya Karla Moya Eunice Rodriguez Amanda Binow Jennifer Pettengill Nicole Nase
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Train a child in the way he should go,
and when he is old
he will not turn from it.
Proverbs 22:6

HISTORY

Seventh-day Adventists in the Reading area recognized early the need for Christian education. The first Adventist church school started in 1898. After that year, the school was closed and not reopened until the 1914-1915 school year. As early as 1928, there were two schools operating in the immediate Reading area. As the Adventist congregation grew, the need for a new school plant was seen. Construction began at the corner of Kenhorst Boulevard and Liggett Avenue in the early 1940's and continued until following World War II. The academic year 1949-1950 was the first year the school opened at its current location, and has continued operate as a consolidated school by the Fleetwood, Hampden Heights, and Kenhorst Boulevard Seventh-day Adventist churches. Additions were made to the building around 1963 (upper west end) and 1973 (lower east end). Reading Junior Academy is proud of the part it has had in preparing many young people for Christian leadership positions; it is in this tradition that go forward.

PHILOSOPHY

"True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." E.G. White, Education, p. 13

The above statement is foundational to understanding the objectives of Reading Junior Academy. It is the purpose of our school to do the following:

- Present Jesus Christ as Lord and Savior and encourage students to accept Him as their personal Savior and Friend.
- Help students develop a positive sense of self-worth as children of God.
- Provide a place of learning that is physically and emotionally safe, and where students are challenged to develop their full academic potential.
- Prepare students for success in their future educational experience.
- Enable students to become productive workers and responsible citizens.
- Treat all individuals with courtesy and respect.
- Help students establish wholesome relationships, demonstrating concern and care for others.
- Involve students in community service activities.
- Promote overall spiritual, mental, and physical health.

OUR MISSION

It is our mission to develop our students' full potential spiritually, academically, socially, and physically; to prepare our students for life today, and for life eternal.

Hence our motto:

Educating Today and for Eternity!

ACCREDITATION

Reading SDA Junior Academy operates under the auspices of the Pennsylvania Conference of Seventh-day Adventists, Department of Education, 720 Museum Road, Reading, PA 19611.

Accreditation status includes:

- ^a Accredited by the Accrediting Association of 7th-day Adventist Schools
- ^a Member of National Council for Private Schools Accreditation
- ^a Approved by Pennsylvania Department of Education

ADMISSIONS POLICIES

Reading Junior Academy is a private K-10 Christian school that upholds the standards of the Seventh-day Adventist Church. We follow a policy of non-discrimination concerning race or creed in admission of students. We welcome students of different ethnic and cultural backgrounds. Any qualified boy or girl of school age, regardless of his/her religious or racial background who desires a character-building education and who is willing to support the principles and comply with the regulations of the school is welcome.

Attendance at the Reading Junior Academy should be regarded as a privilege and not as a right. Our school board maintains the right to screen applicants and if we feel we cannot meet the child's spiritual, social, academic or physical needs, we reserve the right to refuse admission. Additionally, all students upon their initial entry into Reading Junior Academy are considered to be on probation status for their first 10 weeks of school. This means that administration can terminate enrollment without due process if they believe the student's academic or behavior needs are too challenging for our school.

STUDENTS WITH IEPs

RJA will accept students with an IEP provided that the administration believes that the school has the necessary resources to meet the accommodations and/or modifications of the IEP. Additionally, parents should be comfortable with the level of resources that our school can provide. A student can be withdrawn if the either administration or the parents determines the amount of resources are insufficient to meet the child academic or behavior needs.

AGE REQUIREMENTS

Children who enroll in the *kindergarten program must be five years old by September 1. Students who enroll in the first grade must reach the age of six years by September 1.

* Depending upon current enrollment, our school offers a pre-kindergarten program for children who are 4 years of age by September 1; however, priority is first given to children age 5 and older. NOTE: All students must be potty trained before attending school.

ENTRANCE TESTS

Each new student may be tested regardless of grade level or time of the year when enrolling. This will help in grade placement and in determining the individual needs of each student. Typically, testing is performed on students entering kindergarten or first grade.

TRANSFERRING STUDENTS

Parent(s) or legal guardians of any applicant transferring to Reading Junior Academy must release academic transcripts, psychological reports, discipline records, and medical records prior to the applicant being accepted. A School Records Request form, listing your child's last school, must be completed to allow all records to be released to us.

HEALTH REGULATIONS

- All students must have documentation of immunizations as required by PA Department of Health before entering school. A complete list is available at school or with your child's physician. A student may be excluded from school until proof of immunization is available.
- All new students and students entering kindergarten, sixth, and tenth grade must have a Physician's Examination form submitted before entering school or an appointment date on record within 3 months of entering.
- All new students and students entering kindergarten, third, and seventh grade must have a Dental Examination form submitted before entering school.
- All forms are available from the school. Any question regarding these requirements may be addressed with the school nurse.
- A School Health record will be compiled for your child to include these forms. Additional forms may need to be updated yearly for your child's safety. This record will follow your child through his or her school career. Health screenings as mandated by the PA Department of Education will be done for students during the school year. These routinely include height, weight, vision for all grades; hearing for grades K-3 and 7; and scoliosis screening for grades 6 and 7. Parents will be notified of any screening concerns that may require further evaluation regarding their child. A Growth Screening letter regarding Body Mass Index (BMI) is now required for students whose height/weight ratio puts them at risk of being either underweight or overweight.

STUDENT/PARENT PLEDGE

As part of the registration process the student and parent(s) will sign a statement to the effect that they have received and read the school handbook and agree to the terms contained therein. It is mutually agreed that every student who presents him/herself for admission to the school thereby pledges to observe willingly all its regulations and to uphold the Christian principles upon which the school operates. If a student or parent shows an unwillingness to cooperate with the expectations as outlined in this handbook or as

announced by the faculty during the year, the student and parent(s) are assumed to have canceled their pledge, therefore disqualifying the student to continue attending our school.

ADMISSION FORMS

The following forms are to be completed and submitted for each child:

1. Application Form
2. Health Room/Emergency Card
3. Immunization Card
4. Physical and Dental Examination forms (for first-time students)
5. Act 372 form (for students requesting bussing)
6. School Records Request form (for transferring students)
7. Copy of previous Report Card and Birth Certificate may be requested.

ADMISSION PROCEDURE

1. Parent(s) must submit or have made arrangements to submit each of the following forms listed above.
2. Parent(s) must submit the required registration fee (see financial policies).
3. Upon the completion of steps 1 and 2, an admissions committee will review the submitted documents and make a conditional decision to either recommend or not recommend admission. Either way the final decision will be made at the next appointed school board meeting.
 - If the admissions committee's decision is to recommend admission to the board, then the student(s) may begin attending school on the conditional status that the board will accept the recommendation.
 - If the admissions committee's decision is not to recommend admission, then:
 1. The student(s) may not attend school until the board votes to over turn the admissions committee's decision.
 2. The registration fee will be returned if the school board rejects the student's application.

NOTE: Registration fee is NOT REFUNDABLE if the student is accepted for admission, but the parent(s) change their mind about enrolling the student.

FINANCIAL POLICIES

The school budget is solely supported by parents, church members and friends. Efforts are made to keep costs at a minimum while at the same time providing a quality education. The school is dependent upon the receipt of all tuition monies on a timely basis to cover its operational expenses. Parents are expected to make all payments on time. If a parent is unable to make a payment by the appointed time please contact the school treasurer immediately in order to make an alternative payment schedule. **Communication is vital!**

REGISTRATION FEE

All parents must pay a registration fee for each child at the time application or before the student starts school. This fee is non-refundable unless the school board does not accept the student for enrollment. Currently, this fee is set at \$400 per student. Parents, who pay their registration fee before June 30 for the next school year, will receive a \$50 discount per student on the registration fee.

TUITION

Parents should enroll their children in Reading Junior Academy with the intent of leaving them there for the entire school year. If parents choose not to pay the entire year's tuition when enrolling their child, a nine-month payment plan is available from September-May. A 3% discount on tuition is available for any student's tuition paid in full prior to their first day of enrollment.

Monthly tuition is due by the 15th day of each month. Each family will be billed accordingly on or about the first of each month.

All monies should be mailed to the school or handed directly to the school treasurer (Mrs. Edris). Currently, payments can also be made using **MasterCard, Visa, or Discover.** *Please do not send in money with students, or lay money on office desk. We can not guarantee it will be credited to your account! Keep your receipts!*

Tuition fees may change each school year. Contact the school office for current fees.

CONSTITUENT/NON-CONSTITUENT RATES

Constituent members of Reading Junior Academy receive a reduced tuition rate for being a member of a supporting constituent church. Any student, parent, or guardian who is a member of one of the two constituent churches (Hampden Heights or Kenhorst Boulevard) is considered a constituent member.

Such persons who are not members of one of these churches are considered non-constituent and will need to pay the higher tuition rate.

REFUNDS

If a student withdraws from school on or before the 15th of the month, 50 per cent of the tuition for that month will be refunded. If a student withdraws from school after the 15th of the month, no refund will be made. No refunds on registration fee, unless otherwise noted!

PAST DUE ACCOUNTS

Any payments not received by the end of the month will be assessed a \$20 late fee. Accounts that are more than 45 days past due will be reviewed by the school's finance committee/school board, and may require parents meeting directly with the finance committee. Appointments may be scheduled through the Treasurer. Efforts will be made to work with families having difficulty meeting their financial responsibilities. Alternative payment schedules may be made available, but open communication by the parents is vital to any process.

Likewise, it is important that parents follow through on any new agreements. At any time the board may terminate the student(s) enrollment and/or register outstanding accounts with the District Justice or to a collection agency.

Students will not be able to begin 2nd semester unless 1st semester charges are paid or an approved written agreement is in place. All academic transcripts, final report cards, diplomas will not be issued until all student accounts are paid in full.

Students may not be enrolled for next school year unless their previous year's account is paid in full or a financial agreement is made with the school board and approved by them. Students owing an account to another Adventist school can not be admitted to RJA until that account has been paid or permission is granted from the other school.

RETURNED CHECKS

A \$25 service charge plus any back charges incurred as a result of a returned check will be applied to the account. Additionally, it may be necessary to ask that future payments be made by certified check, money order, cash, or credit card.

OTHER COSTS

- Field trips and/or assemblies
- Lunches and/or drinks
- School pictures
- Student supplies such as: paper, pencils, erasers, notebooks, etc.
- Lab fee for 9th and 10th grade science classes ~ **\$25.00**

FINANCIAL AID

There is a limited amount of financial aid available each year. Financial aid is granted based upon the family's ability to pay and availability of funds. Parents requesting financial assistance must obtain a financial aid application from the school and submit the completed form and attachments by the end of July. Receipt of aid one year does not guarantee that aid will be granted the next school year. A new application must be submitted before each school year. Financial assistance may also be available from special grants or your local church.

CARE OF TEXTBOOKS

The school supplies textbooks. It is the child's responsibility to take good care of the textbooks. At the end of the school year, teachers will check all books for damage. A report of each book's condition will be kept at the beginning of each school year. Parents will have to pay for the replacement of any lost books, supplies, or any excessive damage to books during that school year. No charge will be made for normal wear.

INSURANCE

All students enrolled at Reading Junior Academy are covered by a

supplementary accident insurance policy. Each student is covered during school hours, and while on school sponsored activities. This policy only covers costs not paid by other insurance policies. A portion of the registration fee helps cover this cost.

Insurance Contact: **Relation Insurance Services 800-995-1991**

SCHOLASTIC POLICIES

CURRICULUM IN GENERAL

Although the curriculum at Reading Junior Academy is similar to that offered at public schools, religious emphasis is placed in all subject areas. Because some classrooms are organized in a multi-grade setting, some subjects are taught in cycles by pairing grades together. Subjects taught in this format tend to be non sequential by nature and include Bible, Science, Social Studies, Art, Music, Physical Education, and some Language. Subjects such as Reading and Math are always taught sequentially to students at the appropriate grade level.

KINDERGARTEN CURRICULUM

Students receive instruction in Personal Development, Spiritual Development, Social Development, Language Development, Math Development, Science, Social Studies, Health, Art, Music, and Physical Education.

GRADES 1-8 CURRICULUM

Students receive instruction in Bible, Math, Reading (phonics is also included for grades 1 and 2), Language (written and oral), Spelling, Social Studies, Science (Health is included in Science), Art, Music, Physical Education, Handwriting (grades 1-6), Keyboarding (grades 7-8).

GRADES 9-10 CURRICULUM

Students receive instruction in Bible, English, Computer Applications, Physical Education, Algebra 1 (9th grade), Geometry (10th grade). Students also alternate years between Physical Science and Biology, Art and Health, Civics and World History.

PHYSICAL EDUCATION POLICY

It is the philosophy of this school that physical education is an integral part of a student's growth. Sports and regulated physical education instruction enable the students to develop both necessary skills and a team spirit, working in cooperation with one's classmates. Any sense of competitiveness that leads to aggressive behavior among the students will not be permitted. The teachers will encourage Christian courtesy and consideration among the students at all times.

Any child temporarily unable for any reason to take part in the P.E. program must bring a written note from a parent requesting he/she be excused from the P.E. class. In some cases the teacher may request a written doctor's excuse indicating the limitations of the student and the time frame during which the student should be excused.

GRADING SYSTEM

Kindergarten Skills Grading System

I	Achieves objectives and performs skills <u>independently</u>
P	<u>Progressing</u> towards achieving objectives and skills
NT	<u>Needs more time</u> to develop

Grades 1 & 2 Grading System

I	Achieves objectives and performs skills <u>independently</u>
P	<u>Progressing</u> towards achieving objectives and skills
NT	<u>Needs more time</u> to develop

Grades 3 - 10 Grading System

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Below Passing
I	Incomplete

Note: Teachers may use +/- to help indicate where within a range a student is achieving.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued every nine weeks. Report cards will either be emailed to the parents or will be mailed to their home address. Additionally, notifications of weekly progress reports are emailed, and parents can check their child's progress on Jupiter Ed. login.jupitered.com

PARENT CONFERENCES

Parents are **encouraged** to attend a parent/teacher conference with their child's teacher(s) following the first and third marking periods. The school calendar should be consulted for dates. Time schedules will be sent home by the child's teacher or principal. During these conferences the child's progress and any potential problem areas are discussed.

Since it is the aim of the principal and teachers to keep the parents well informed of their child's progress, parents or teachers can request additional conferences at any time during the school year.

ACHIEVEMENT TESTS

This year our school will be using MAP Growth Testing. MAP Growth is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level.

GRADE RETENTION/PROMOTION

Each child is considered as an individual, therefore, policies pertaining to promotion/retention are there as guidelines, not as inflexible rules. When considering this area, the teacher and the principal will season their decisions with prayer.

Any student failing two or more major subjects must be considered for retention in his/her current grade. The student can usually complete an approved course of study (i.e., Home Study Course, approved tutoring, etc.) in those subjects failed, during the summer. Successful completion of all major subjects is vital for the student's academic success in the next grade. The teacher and principal are to counsel with parents and the student to ensure understanding and cooperation in his/her placement.

GENERAL POLICIES AND INFORMATION

SCHOOL HOURS

The hours of operation at Reading Junior Academy are as follows:

Monday – Friday: 8:00 AM to 2:50 PM

Students are expected to arrive no earlier than 30 minutes prior to the start of school and should be picked-up no later than 30 minutes after the end of school. Any exceptions should be made in advance with the principal. Once a student arrives at school they should not leave the campus unless they have permission from a teacher or principal.

AFTER-SCHOOL CARE

The After-School Care Program at Reading Junior Academy is designed to provide child-care for those families who are unable to pick-up their child at school before 3:20 PM on school days. Students, who are not being bussed in the afternoon or picked up by 3:20 PM on a regular basis, are to be placed in the After-School Care Program unless other agreed upon arrangements have been made. We want you to know that this service is self-supporting and will be provided as long as there is sufficient support. Contact the school for additional information and fees.

ATTENDANCE POLICY

The attendance policy of Reading Junior Academy is designed to encourage all students to develop habits of punctuality and responsibility. Often it is the parent(s) that have the significant role in developing this concept in their child (ren). A pattern of poor attendance can limit academic achievement, which results in lower grades.

The Pennsylvania Conference education system and its schools are classified by the Pennsylvania Department of Education as nonpublic schools. Each nonpublic school must adopt a written attendance policy that applies to both day schools and boarding schools. This policy may differ from the policy of the school district in which the child resides but must comply with compulsory attendance laws. Please see RJAschoolnet to read entire policy.

Pennsylvania Compulsory Attendance Statutes require that every teacher or principal must report to the superintendent or school board when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively respond to habitual truancy in an appropriate manner. The need for early intervention is crucial to truancy issues. Research demonstrates that a comprehensive approach that brings together the family, child, and other interested parties to create specific intervention strategies and plans is typically most effective. This comprehensive approach will include a Student Attendance Improvement Conference (SAIC) with the student's parents/guardians, the student, other interested parties, and the principal to determine the student's academic status and develop a Student Attendance Improvement Plan (SAIP). See addendum for SAIP form.

EXCUSED ABSENCES

Excused (Lawful) Absences • Excused (lawful) absences include illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and court appointments that involve the child. • Written documentation is required within 3 days of the student's return to school, or the absence will remain unexcused regardless of the reason. • 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan of the PA Department of Education allows for a maximum of 10 days of cumulative lawful absences, verified by parental notification during a school year. • A maximum of 5 days of pre-planned absences can be considered excused but are included in the maximum number of lawful absences. Additional days over the 5 maximum days will be recorded as unexcused (unlawful) absences. Written requests for pre-planned absences (see addendums for form) must be completed a minimum of 5 school days in advance and require principal pre-approval. Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion. • Inclement weather-related absences that do not allow the student to be brought to school safely or public school closures due to inclement weather that affect the student's transportation to and from school will be excused with written documentation. Student Attendance Policy Page 2 of 10 Voted and approved by PA Conference Board of Education 3/27/2023 • In the case of documented chronic medical conditions, illnesses reported by parents with doctors note do not count towards 10 days of excused absence mentioned above. • It is understood that a one-time, unforeseen emergency may occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the Pennsylvania Conference education administration. Details about the nature of the emergency must be included in the written communication to the school.

UNEXCUSED ABSENCES

Absences that do not qualify for one of the reasons above will be recorded as unexcused (unlawful). Examples may include but are not limited to:

- o No parent/guardian written communication about the student's absence
- o Students kept out of school to support the needs of parents/guardians or other family members (i.e. babysitting, doing errands, chores, convenience of picking up early, appointments for siblings or parents, etc.)
- o Oversleeping or not sleeping well (student or parent/guardian)
- o Missing the bus
- o Birthday celebrations
- o Staying home to finish school work
- o Family coming to visit, out late the night before, special occasions
- o Work or job hunting
- o Not reporting pre-planned absence within required time

o Unexcused (unlawful) absences include

- o Absences without prior approval or more than 5 days of preplanned absences
- o More than 3 days of absence without physician's note

- It is recommended that the teacher or principal notify the parents/guardians after every incident of an unexcused absence (see addendums for letter to parents/guardians).
- Students who are absent from the school for 10 consecutive school days shall be dropped from the active enrollment unless the school is provided with evidence the absence is lawful.
- As a general policy, unexcused/unlawful absences will not permit make-up work privileges; however, administration may give consideration to extenuating circumstances beyond the student's control.

PARTIAL DAY ATTENDANCE AND EARLY DISMISSAL

Partial Day Attendance and Early Dismissal

- Students who arrive after 9:45 am will be marked as half-day absent.
- Students who arrive after 11:45 am will be marked as full day absent and will not be allowed to participate in any extra-curricular activities or field trips for that day.
- Students dismissed prior to 11:45 am will be marked as full day absent.
- Students dismissed between 11:45 am and 1:30 pm will be marked as half-day absent.
- Students dismissed after 1:30 pm will be marked as an early dismissal.

• For students dismissed mid-school day and returned to school: Students missing more than 2 hours will be marked as half-day absent; 3.5 hours or more will be marked as full-day absent.

- A note from the doctor or dentist must accompany the student back to school in order for the absence to be recorded as excused. If a student must be excused from school prior to the end of the school day, the request must be completed via email to the teacher or principal. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. Permission will generally not be granted for early Student Attendance Policy Page 4 of 10 Voted and approved by PA Conference Board of Education 3/27/2023 dismissal in order for a student to attend private instructional lessons, tutoring, and/or non-medical appointment, etc. A note from the doctor or dentist office must accompany the student back to school upon return to school.

EXCESSIVE ABSENCES

A doctor's note is required if the student is absent longer than 3 days due to any illness. Students may not be permitted to attend school until a doctor's note is received. If the student is absent due to illness and visited the doctor, a note should be turned in to the office so proper documentation of the absence as "excused by doctor's note" is recorded. Absences excused by a doctor's note are recorded differently and are not calculated into the 10 day threshold of absences allowed per school year. • Pennsylvania Compulsory Attendance Statutes require that every teacher or principal must report to the superintendent or school board when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively respond to habitual truancy in an appropriate manner. The need for early intervention is crucial to truancy issues. Research demonstrates that a comprehensive approach that brings together the family, child, and other interested parties to create specific intervention strategies and plans is typically most effective. This comprehensive approach will include a Student Attendance Improvement Conference (SAIC) with the student's parents/guardians, the student, other interested parties, and the principal to determine the student's academic status and develop a Student Attendance Improvement Plan (SAIP). See addendum for SAIP form. o The purpose of the SAIC is to discuss the root cause(s) of non-attendance and to develop a mutually agreed upon plan to facilitate regular school attendance. The SAIC provides all parties with the opportunity to identify, understand, and explore all issues contributing to the student's non-attending behavior. o The following individuals are to be invited to the conference: - Student - Student's parent or person in parental relation - Individuals identified by the person in parental relation who may be a resource - Appropriate school personnel - Recommended service providers o An SAIC may be held even if parents/guardians decline to attend o Issues to be addressed at the SAIC should include but are not limited to: - Appropriateness of the student's educational environment - Possible elements of the school environment that inhibit student success - Student's current academic level and needs - Social, emotional, physical, mental, and behavioral health issues - Issues concerning family and home environment - Any other issues affecting the student's attendance o The participants in the SAIC should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in, and responsibility for, determining an appropriate plan to assist the student toward success both socially and academically. This SAIC also provides an opportunity to ensure that both the student and Student Attendance Policy Page 5 of 10 Voted and approved by PA Conference Board of Education 3/27/2023 the family clearly understand the legal ramifications of not adhering to compulsory attendance requirements. o The primary goal of the SAIC is the development of a comprehensive School Attendance Improvement Plan (SAIP) that is understood by, agreed upon, and supported by the student, parent, or person in parental relation, school representatives, and all other conference participants. o The SAIP substantiates efforts made by the school, the family, and other vested parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services

provides documentation of the “good faith” effort between the school and the student’s family should future action be required (e.g., citation to the magisterial district judge and referral to the county children and youth agency upon the sixth unexcused absence.) • Students having more than 3 unexcused absences are considered truant per the PA Compulsory School Attendance statutes and the school is to report these students to their local school district. Records of the SAIC and SAIP will be given to the local school district. • If the student is subsequently, unlawfully absent at any point within the school year after the SAIP is in place, an official notice of the unexcused absence will be sent to the parents/guardians to inform them that the SAIP has been violated and that further action will be initiated by the local school district. • Absences of 15 or more days within a school year may affect promotion to the next grade level. Habitual truancy negatively impacts a child’s school performance and increases the likelihood of juvenile delinquency. An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. The local school district is required by Pennsylvania Compulsory Attendance Statutes to follow a reporting procedure that includes the local magisterial district judge. Parents/guardians who fail to comply with the provisions of the compulsory attendance law may be required to pay a fine plus court costs. Where it is evident that a parent’s actions or inactions directly impact their child’s attendance, a referral to the county children and youth agency may be considered when exhaustive efforts to engage a habitually truant child and family have failed. Educational success for the student can only be achieved when there is mutual cooperation with parents/guardians and the school. “No other work committed to us is so important as the training of the youth, and every outlay demanded for its right accomplishment is means well spent.” – Education, page 218.

VISITATION

Any parent, school board member, or student may make a request with a teacher/principal to visit the school. The request should indicate the purpose of the visit, and upon approval an appointment will be made in order to minimize disruption of the learning environment. *Additionally, all visitations must be in compliance with PA Conference K-12 Educational Policies**.

* See principal for details of visitation policy adopted by PA Conference K-12 Board.

TRANSPORTATION/BUSSING

Reading Junior Academy in and of itself does not provide transportation for its students. However, most if not all school districts within 10 miles of our school are required to provide bussing to and from our school. Parents interested in bussing for their child(ren) should complete the request for transportation form at time of registration. Please note that this service is not always without flaws. Some districts will not provide transportation on days that they are not in school or on days that we have an early dismissal. You will want to check with your school district’s transportation director for their specific bussing policies.

SCHOOL BUS CONDUCT

Children riding on public school busses must obey the rules as outlined by their bus driver and/or school district. Any misbehavior may result in a student being suspended from bussing privileges. The child's behavior on the bus should reflect the Christian principles that are encouraged at our school.

BAD WEATHER POLICY

If there is a school closing or delay due to bad weather conditions, an email message will be sent out as well as a message posted on NBC 10 and WFMZ 69 TV stations. Additionally, you may visit www.wfmz.com and look for "School and Business Closings" under the WEATHER tab. Look or listen for closing/delays under the heading of "*READING SDA JUNIOR ACADEMY*".

Students who are bussed will be excused for absences or tardies when their busses are not running or running late. Students who are transported by their parents will be excused for the absences or tardies (due to bad road conditions) IF the school is contacted before noon on the day in question. Please leave a message on the machine if no one answers the telephone. Remember, all students are encouraged to be at school when school is open. Students are responsible for any missed assignments!

SNOW EMERGENCY

In the event of heavy snowfall or icy conditions occurring during the school day, the parents or school districts responsible for transportation may pickup their child(ren) earlier to minimize a potentially hazardous situation. Credit for a full day will be given, but assignments or missed work is expected to be completed.

EMERGENCY DRILLS

Emergency drills are conducted monthly in accordance with state regulations. During fire drills, students are expected to exit the building to the designated area in an orderly fashion. Other emergency drills include tornado and intruder drills. In both cases students should practice being calm and following the directions of their teacher.

FIELD TRIPS

Field trips are for educational reasons and not solely for entertainment. All field trips are approved by the school board. Parents will be notified in advance of any field trip scheduled. **Parental permission is initially given to all field trips as part of the registration form.** However, as noted on the registration form, parents may rescind their permission to any field trip by notifying their child(ren)'s teacher.

There may be a **small fee charged per student** to help defray costs associated with a field trip.

COMMUNITY SERVICE

RJA promotes community service and at different times will take students off campus to engage in various community service projects. Parents are usually

notified these activities. A parent permission form will be provided at the beginning of the school year.

ELECTRONIC DEVICE USAGE

The Board understands that many forms of communication and other electronic devices are now part of the daily lives and culture of students. The Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that any presence of mobile phones and/or electronic devices has the potential to distract students from their education and developmental growth.

Definitions

Electronic devices are all communication devices, including, but not limited to, (1) cell phones; (2) smart phones; (3) any device that can capture photos, videos, or voice recordings; (4) Smart watches capable of item 3; (4) personal laptops; (5) personal tablets; (6) personal gaming systems.

School Phone and Electronic Device Usage

Students are not permitted to use the school telephone unless given permission by a staff member. In order to discourage telephone use, a teacher may request from the student an explanation of the nature of the call to determine whether the call is necessary or if it can wait. Parents are discouraged from calling their children during school operating hours unless it is urgent. This policy also pertains to personal cell phones which should not be in use during school hours. Teachers may confiscate any electronic devices that have the appearance of being used during school hours. Such devices may be held until the parent retrieves it in person.

Cell Phones

- a. Cell phones should be turned off and out-of-sight when a student enters the school building. Cell phones may not remain on the person's body.
- b. Use of cell phones or any electronic device, such as a smart watch, may not be used.
- c. Use of cell phones may be permitted at the end of the school day with permission from a staff member. However, they may not be used to listen to music, play games, or view websites, etc. Until all busses have left for the day. Additionally, contents of phones or other similar device may require a student to daily hand their phone to their teacher upon entering the school and waiting until they leave to retrieve it. Repeat offenders may also be subject to additional disciplinary action.

The Board prohibits all students from any use of electronic devices at lockers, bathrooms, and other charging areas.

Exceptions are made to students with prior permission of the teacher and building administrator .

CARE OF PROPERTY

Students are responsible for any personal property brought to school or property assigned to them by school faculty. The school has no financial responsibility for items that have been lost, stolen, or damaged. However, teachers/principal may conduct an investigation to see if any wrongful conduct has occurred and take appropriate action.

DESTRUCTION OF PROPERTY

The parent(s)/guardian(s) of any student who intentionally or recklessly* damages school property will be responsible to pay the school the fair replacement value of the damages.

The parent(s)/guardian(s) of any student who intentionally or recklessly* damages the property of others should recognize their responsibility to pay the owner(s) the fair replacement value of the damages. The school may help facilitate this action, but has no legal authority to its enforcement.

*recklessly is defined in both statements above as a behavior that has a recognized potential to do harm even though harm may have not been intended.

LUNCHES

After the first week of school hot lunches are normally made available to students for a small fee. A menu of lunches are sent home monthly. The school provides meals that are all vegetarian. Items such as hot dogs, burgers, chicken nuggets, etc. are all made from vegetarian products that are also available for purchase in our Nature's Cupboard food store.

Student may also bring their own sack lunches to school. We ask that lunches do not include caffeinated drinks and meat or meat products that are classified as "unclean" according to the Bible (see Leviticus 11). *Some examples include: pork, ham, bacon, shell fish, pepperoni, & sausage.* Students should not be exchanging lunch items with other students. Students should bring proper eating utensils for their lunch—DO NOT BRING CUTTING KNIVES!

Microwaves may be available for use provided that students use them only to warm up food already prepared and is brought in a microwave-safe container from home. Teachers may limit the use of the microwave or ban its use altogether.

HOME & SCHOOL ASSOCIATION

To ensure the success of the school and the best welfare of every individual child enrolled, it is important that the parents, teachers and school board work closely together. The Home & School Association's purpose is:

- To improve communication between the home and the school.
- To uplift family life by sponsoring educational programs for parents, teachers, children, and school constituency.
- To support the school through the raising of funds for special school projects.
- To assist teachers in the coordination of school programs, field trips, assemblies, etc.

All parents of students enrolled at Reading Junior Academy are members of the Home & School Association regardless of church membership. It is the responsibility of each parent to attend and support all Home & School functions to ensure a spirit of togetherness.

FUNDRAISERS

At different times throughout the school year the school may participate in various fundraisers to support special class projects, field trips, mission projects, school projects, etc. or to provide additional operating revenue for the school. While students and families are not required to participate in fundraisers we encourage their participation.

STUDENT SALES

Students are not permitted to sell items at school without direct permission from the principal.

DRESS CODE

Since Reading Junior Academy wishes its students to exemplify high Christian principles, and in recognition of the importance which good appearance has in communicating these principles to others, RJA has adopted a dress code in alignment with the Pennsylvania Conference guidelines.

Polos

Polo shirts from Schoolbelles with the RJA logo are the required school shirts and must be worn as the outer layer. They are available in a variety of colors in short or long sleeves. Colors are assigned according to grade level/section. A plain long-sleeve shirt may be worn underneath.

Defined Dress Code (DDC), which applies to RJA during school hours on school days. During classes and while in RJA, students are required to be in DDC. DDC includes short and/or long-sleeve polo shirts in a variety of colors,

Jackets and Sweaters

Jackets/V-Neck Sweaters/Vests from Schoolbelles with the RJA logo can be worn over DDC Polo Shirts and are acceptable in inside the building as the outer layer. Hoodies, sweatshirts, and non-Schoolbelles jackets/coats are not acceptable as school dress.

Pants, Shorts, Skirts

These items from Schoolbelles are acceptable in the ad building. Jeans, sweatpants, cargo pants, leggings, and pajamas are not considered school dress. All these items are embroidered with the RJA logo. DDC also includes pants, skirts, and shorts. **Shorts may only be worn during the months of August, September, May, and June.**

Shoes

Acceptable shoe styles for school dress are casual dress shoes, and tennis

shoes. (no flip flops or slides, or Crocs).

DDC can be purchased on www.Schoolbelles.com
Our School Code is S3151

Shoes

DO'S	DON'TS
Shoes with soft, non-marking soles. Sneakers. Ladies may wear flats. Shoes should be close-toed shoes.	High heels, Platform shoes. Flip flops, Beach shoes, Slippers. Shoes with pop-out wheels, or crocs.

Physical Education

Students may change into athletic pants, athletic shorts (knee length, not tight), or T-shirts. Athletic shoes must be worn! Sleeveless shirts are not permitted.

ADORNMENT

The following items should not be worn or brought to any school functions -- this includes school sponsored church programs and school portraits: jewelry, unnatural-looking makeup, body or hair sparkles, temporary body tattoos or stickers. Jewelry includes, but is not limited to: rings, earrings, bracelets, chains, necklaces, body piercings, bands: plastic, rubber, leather, or cloth. The only exception provided will allow students to wear one small studded earring per ear due to the requirements for newly pierced ears.

Head coverings, which include but not limited to hats, hoods, and bandanas should not be worn inside the school. Exceptions can be made for religious or medical reasons.

Hair should be clean, neatly combed and styled so that it doesn't obstruct the student's vision.

NOTE: The faculty reserves the right to address on any item pertaining to the dress code. This policy maybe added to as necessary during the school year.

ITEMS NOT PERMITTED AT SCHOOL

In addition to items mentioned in other sections of this handbook, students should not bring any of the following items to school without direct permission from their teacher: chewing gum, glue, paint, toys, electronic games, video or musical devices, laser pointers, skate boards, roller blades, scooters, magazines, animals, cards, or games.

Teachers may add other items to this list at any time should they perceive a potential problem with that item. The teacher will confiscate any inappropriate items brought to school. Parents may be notified, and the item may or may not

be returned. *If there is to be an exception on any item listed, the parent(s)*

STUDENT ILLNESS/INJURIES

Students that are running a fever or show symptoms of illness should be kept home! We are very concerned about keeping your child healthy and in school. A letter regarding guidelines to follow with sick children is available. In the event a student becomes ill or injured while at school, the school nurse, principal, or designee will determine how to proceed following health room guidelines. Minor first aid may be used per standing order of Reading School District. A parent or emergency contact will be called if the child's condition warrants he/she should not stay in school. It is most important to keep the office updated in changes of phone numbers and emergency contacts for the safety of your child. In emergency situations, EMS will be called and your child will be transported to the nearest hospital. We will attempt to contact you prior to this situation.

MEDICINE DISBURSEMENT

No student is permitted to carry medication, prescription or non-prescription, with him/her in school at any time. Teachers are not required to dispense medication, prescription or non-prescription. In the absence of a school nurse, no personnel or teacher are permitted to dispense of prescription or non-prescription drugs. Parents are always invited to dispense meds to their own children if needed during school hours.

COMPUTER ACCEPTABLE USE POLICY

All students are encouraged to use computers to develop skills and improve learning through research, collaboration, and dissemination of successful educational, methods, and materials available through the use of the computer. Reading Junior Academy's (RJA) network is to be protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. Students are expected to abide by all the rules established for computer use as listed below:

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable (ex. making online purchases). Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. Privileges – The use of RJA's computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the guidelines of this Acceptable Use Policy the principal/teacher will determine when an inappropriate use has occurred and to what extent privileges will be revoked. Should a student lose his/her computer privileges, the student must find other sources or avenues to complete the required class work assignment(s) or risk failure on the

assignment(s). The loss of privileges may not be used as an excuse for not completing assignments.

3. Reliability – RJA makes no warranties of any kind, whether expressed or implied, for the service it is providing. RJA will not be responsible for any damages one may suffer. This includes (but not limited to) loss of data, service interruptions, virus infections, etc. Use of any information obtained via the Internet is at ones own risk.
4. Vandalism – Vandalism will result in cancellation of privileges. For this policy vandalism is defined as any malicious attempt to harm, disrupt, or destroy data, computers, or the network. This includes (but is not limited to) the uploading or creation of computer viruses or worms. Fines for vandalism will be determined according to the destruction of the property.
5. Installation Restrictions – No software of any kind is to be loaded or downloaded on a computer’s hard drive without prior approval from a teacher.
6. Accessibility Restrictions – Students have limited accessibility to files, folders, programs, or contents contained on any computer or network. Students should not attempt to access or alter any areas on a computer or network without specific permission from a teacher. Students who inappropriately access or alter any contents on a computer or network risk loss of computer privileges and will be subject to additional disciplinary action. This also includes students who attempt to access inappropriate sites on the Internet.
7. Confidentiality – Students are not to reveal any personal passwords to anyone (even their best friend) other than to their teachers/parents. Likewise, students are not permitted to reveal names, addresses, or phone numbers of any student, parent, or faculty to anyone on the Internet. This includes submitting this information onto any web page without permission from their teacher/parent.
8. Netiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language – no swearing or use of vulgarities.
 - Notify the teacher if any bad language or pictures on a computer are seen.
 - Do not claim material found online as ones own.
 - Do not use the network in such a way that would disrupt the use of the network by other users. (ex. Downloading large files or printing large documents during periods of high usage)

DISCIPLINE CODE

A **Discipline Code** identifying rules and structure are essential to a productive and successful school operation. Rules provide the order and structure so the school can maximize its potential. Rules do not dictate the purpose of the school but rather solidify expectations within the school. Students should *“set their mark high and be determined to reach it. When asked to go contrary to the rules of the school, let them (students) answer with a decided No!”* EGW, Counsels to Parents, Teachers, and Students, p. 265.

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural consequences instead of punishment, whenever possible.

RULES OF CONDUCT

Reading Junior Academy is dedicated to the development of student conduct that will exemplify Christian virtues. Students, by virtue of their enrollment, agree to live within the framework of the school's standard of conduct as described in this handbook. It is the parents' and the student's responsibility to get acquainted with the contents of this handbook, school policies and procedures.

Reading SDA Junior Academy (RJA), as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Church on sexual orientation and behavior. RJA does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct, or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of RJA and the Seventh-day Adventist Church.

It is the philosophy of Reading Junior Academy that students **should:**

1. Show respect for the religious tenets of the Seventh-day Adventist Church.
2. Speak and behave in a way that is consistent with Christian ideals.
3. Understand and accept God's plan of social responsibilities toward one another, showing kindness and consideration.
4. Practice honesty and integrity in all things.
5. Obey and be respectful to all staff members of the school.
6. Be respectful of all property and including their own, properly using items as they were originally intended.
7. Obey all school policies and all classroom rules established by their teacher.
8. Seek permission whenever they are in doubt.
9. Be courteous and respectful to all others at all times.
10. Be reverent and attentive during times of worship.

Students, on the other hand, **should not:**

1. Use or possess alcoholic beverages, tobacco, vaping equipment such as e-cigarettes and/or other harmful drugs.
2. Intentionally cause damage to school property, including textbooks, furniture, and play ground equipment.
3. Steal, break into locked areas, or be in an unauthorized area.
4. Enter or leave school by any means other than the regular entrance.
5. Leave school property without permission.
6. Use profane or indecent language.
7. Engage in any sexual conduct or inappropriate displays of affection.
8. Possess any reading/visual materials or audio/video recordings that are not in harmony with Christian standards.
9. Undermine the religious beliefs and ideals of the school.
10. Create an unsafe environment.

DISCIPLINARY OPTIONS

The following range of options listed to each authority is by no means limited by the examples given. The examples are provided to help parents and students comprehend potential consequences to inappropriate behavior. ***Corporal punishment will not be used as a disciplinary measure!***

Teachers and Teacher's Aides may utilize verbal warnings, apologies, time-outs, recess privileges, temporary removal from classroom, writing assignments, parental notification, and/or any of their combinations. Teachers may also request parent conferences.

The Principal may utilize any above actions and has the additional authority to suspend students for a period not to exceed three school days. Suspension beyond three days requires the action of the Discipline Committee or School Board unless the student is pending a recommendation for expulsion, and then can be suspended until the time of the hearing.

- Suspension may be in school or out of school as determined by the

- principal.
- A student may be immediately suspended when he/she presents a continuing danger to persons, property, or is perceived to be an ongoing threat by disrupting the academic process.
- Students shall be responsible for completion of all work during the period of suspension.

The Discipline Committee based upon evidence presented may:

- Recommend a student to return to class.
- Recommend appropriate consequences.
- Suspend a student or increase number of days of suspension.
- Identify terms/length of probation.
- Recommend counseling in a problem area.
- Recommend expulsion of a student to the School Board.

The School Board may act in place of the Discipline Committee and has the final authority over the decision to expel a student from the school based upon flagrant violations, chronic violations of a particular rule, or any act that seriously jeopardizes the safety or learning of other students.

DUE PROCESS

In cases of **serious disciplinary action** the student is entitled to:

- An oral and written notice of the charges.
- If the student denies the charges, he/she will be informed of the nature of the evidence against him/her and given an opportunity to respond to the charges.
- A hearing with the Discipline Committee/School Board in which the student and parent(s) may be present.
- If the Discipline Committee recommends expulsion, the student has the right to withdraw from school before such action is recorded in the student's cumulative folder.

PROBATION

Reading Junior Academy maintains the right to terminate enrollment for any student while on probation without following Due Process as listed above.

- All students upon their initial entry into Reading Junior Academy are considered to be on probation status for their first 10 weeks of school.
- Students may also be placed on probation by the Discipline Committee or School Board for a designated time period which will be noted in writing.

WEAPONS POLICY

Any student in possession of or using instruments considered useful for self harm or injury to others has violated the Weapons Policy. These instruments are not to be: on the grounds, in the buildings, or in any conveyance that provides transportation to and from school.

A **weapon** is any instrument useful for self-harm or injury to others. Some

obvious examples include but are not limited to: guns, knives, explosives, martial arts weapons, etc. Possession or use of these instruments will be considered a major infraction of school rules. Additionally, items that resemble weapons (toys, etc.) are also included in these guidelines.

Acts of violence are any deliberate act, serving no legitimate purpose, which causes injury or which could reasonably be expected to cause injury to another person.

To be considered reportable, the conduct should be either intentional or reckless in nature. Many factors may be considered before deciding whether it is appropriate to notify law enforcement, including: motivation, actor, victim, potential for or actual injury, and potential for escalation.

Disciplinary action involves immediate suspension of the student(s) in violation of the weapons policy until a School Disciplinary Committee has conferred and has either voted for reinstatement or expulsion. Students referred to the police because of Weapons Violations are to be suspended until the police have finished their investigation and provide a written report.

If students are allowed to return to school they may be assigned counseling or a personality assessment to help guarantee their safety and that of others. Additionally, they will be placed on probation of not less than 120 days or the remainder of the school year.

BULLYING/HARASSMENT INTERVENTION POLICY

Intervention is needed in any case of perceived bullying, harassment, and intimidation. All forms of intimidations are precursors to bigger conflicts. The purpose of this policy is to defuse issues before they get too big or become violent, and to get to the bottom of disputes and analyze the reason(s) for the conflict as quickly as possible. We want to counsel the victim and the bully as well.

Bullying/harassment is a real perceived power imbalance between a bully and a victim designed to dominate and disturb someone less powerful. Some examples of bullying/harassment are as follows:

- Physical punching, poking, hair pulling, beating, biting, etc.
- Verbal name-calling, teasing, gossip, etc.
- Emotional rejecting, humiliating, ostracizing, etc.
- Sexual harassment, inappropriate touching, innuendoes, etc.

Interventions such as personal counseling, parent conferencing, professional counseling, suspension, expulsion, or others identified as accepted under the disciplinary code may be utilized.

PARENT-TEACHER CONCILIATION PROCEDURE*

*From the Columbia Union Education Code, Policy #1750

PURPOSE

On occasion, problems can arise between parents and teachers. The following conciliation procedure based on Matthew 18 and 1 Corinthians 6 is suggested for resolving these problems. It is understood that the objective of both parent and teacher is to resolve the problem on an informal basis and then on a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work in the school.

PROCEDURES

Step 1 The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step 2 If the problem is not resolved, the parent then asks the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)

Step 3 If the problem is not resolved on the school level, the parent then contacts the school board chairperson who will attempt to resolve the problem on an informal basis.

Step 4 If the problem is still not resolved, the school board chairperson will convene a formal meeting of the school board to help resolve the issue. When such a meeting takes place, the conference superintendent of schools must be informed of a potential problem.

Step 5 If the problem is not resolved by the school board, the parent then may contact the conference superintendent of schools and explain the problem in writing. The superintendent of schools attempts to resolve the problem by meeting with the parent, teacher, principal, and school board chairperson.

Step 6 If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the conference K-12 administrative body or its duly appointed committee which deals with such matters. Their decision shall be considered to be final.

SCHOOL BOARD MEETINGS

All Reading Junior Academy school board meetings are open to any adult constituent* who desires to attend, or to any non-constituent through invitation by the chairperson. The exception will be when the board goes into Executive Session**. The board normally meets the fourth Monday of each month.

1. Any individual wishing to present an agenda item must submit it to the board chairperson at least one week prior to the scheduled board meeting.
2. Individuals may speak only to agenda items when recognized by the chairperson.

Visitors not in compliance with the above guidelines will be considered out of order and may be requested to leave the meeting.

*A **constituent** is currently any person who is an official member of the Fleetwood, Hampden Heights, and Kenhorst Blvd. Seventh-day Adventist Churches.

****Executive Sessions** may be called when personnel issues or sensitive personal areas are discussed. This is to protect the individual's privacy.

WAYS PARENTS CAN HELP TEACHERS

1. Be prompt in meeting appointments and arrive within established drop-off

2. When possible, arrange for dental and medical appointments for children outside of school hours.

Attempt to give your child sufficient rest (between 9-11 hours) each night.

3. Sufficient rest is one of the greatest aids in learning.
4. Since breakfast is the most important meal of the day, it is strongly suggested each child have a good breakfast.
5. Recent studies have indicated that electronic media is detrimental to the learning process. It is urged that parents be very discriminating in the amount of time and programs their children watch on TV. (The same could be said of computerized games!)
6. Please keep children who are noticeably ill with high fever or nausea at home.
7. Please make phone calls to staff members before or after school to avoid disrupting the classroom activities.
8. Schedule family vacations when school is not in session. Even though arrangements can be made to make up most schoolwork, most students' grades still suffer when they miss school.
9. Interact with your children and their schoolwork. Check that they are completing assignments, and assist them in studying for tests.
10. Don't ever discuss problems that you may be having with a teacher or the school to others when around children. Students who *sense* that their parent doesn't respect a teacher or institution will often respond in a like manner, creating only more problems.

SEVENTH-DAY ADVENTISTS BELIEVE:

That both the Old and New Testaments of the Bible are the Word of God, inspired by the Holy Spirit, and the basis for Christian faith and practice (Sola Scriptura). *II Timothy 3:16,17; II Peter 1:21; Isaiah 8:20; Revelation 22:18,19*

In the Godhead (Trinity): Father, Jesus Christ the Son, and Holy Spirit, and unchanging unity of three co-eternal persons who were present at Earth's creation and who are personally interested in our lives and salvation. *Malachi 3:6; Genesis 1:1,26; Hebrews 1:1-3; John 1:1-3,14; 3:16,17; 14:16,26; 15:26; Matthew 10:29-31; 28:19*

That Christ became human flesh, lived, died, and was resurrected for all humanity so that we may choose life eternally with Him in heaven, where He now continues to minister as our High Priest in the heavenly sanctuary. *Matthew 1:21; John 1:14; Luke 24:46,47; Romans 5:8-21; Revelation 3:5; 22:14; Hebrews 4:14-16; 9:1-28; I John 2:1,2*

That the world must know that Christ's Second Coming is very near, literal, visible to all living, and will come unexpectedly. *Matthew 24:30-33; John 14:1-3; Acts 1:11; I Thessalonians 4:16,17; Revelation 1:7; II Peter 3:10*

That Christ's followers will receive immortality and be taken to Heaven at His Second Coming where they will live and reign with Him a thousand years, after which the new Jerusalem shall descend upon the earth made new. *Job 4:17; John 3:16; Romans 6:23; I Corinthians 15:51-54; I Timothy 6:15,16; I Thessalonians 4:17; John 14:2,3; Revelation 20:4; 21:1-22:5; Isaiah 65:17; II Peter 3:13*

That the dead are in an unconscious state (sleep) and will be resurrected to eternal life or eternal destruction. *Genesis 3:19,22-23; Job 14:10-15,21; Ecclesiastes 9:5,6,10; Psalms 6:5; 13:3; 21:8,9; 37:20,38; 49:15; 145:20; Isaiah 26:14,19; Ezekiel 18:20; Daniel 12:2; Malachi 4:1-3; John 3:16; 5:28,29; 11:11-14,23-26; Romans 6:23; Acts 24:15; I Thessalonians 4:13-18; II Thessalonians 1:9; II Peter 3:10; Revelation 20:4-6,9-10,12-15; Hebrews 2:14; Compare Luke 23:43 with John 20:17*

In practicing two ordinances established by Christ to remind us of His life, death, and resurrection: immersion baptism, which also represents new birth and acceptance of the Gospel; and the Lord's Supper with footwashing. *Matthew 3:16; 28:19,20; Acts 2:38; 8:12,38; Romans 6:3-6; Colossians 2:12; John 3:1-8; 13:1-17; I Corinthians 11:23-29*

That righteousness comes by faith in Christ and that all Ten Commandments are the standard of righteousness by which mankind will be judged and which Christians desire to obey. *Romans 3:20-31; 4:3-5; 6:1,2,14,15; 7:7; Ephesians 2:8,9; Exodus 20:3-17; Matthew 5:17-19; 19:17; 22:37-40; John 14:15; James 2:10-26; I John 2:3-6*

That the seventh-day Sabbath remains the sign of God as Creator and is to be kept holy. *Genesis 2:3; Exodus 20:8-11; Nehemiah 13:15-22; Isaiah 58:13; 66:22,23; Luke 4:16; 6:5; 23:54-56; Acts 16:13; 17:2; 18:4; Hebrews 4:3-11; Revelation 14:7*

In the gifts of the Spirit, including the spirit of prophecy. *Ephesians 4:8,11; Revelation 12:17; 19:10*
In support of the gospel through our time, tithes, and offerings. *Colossians 3:23,24; Matthew 6:19-21; 25:34-40; 23:23; Genesis 28:22; Leviticus 27:30,32; Malachi 3:8-12; I Corinthians 9: 11-14; 16:1,2; Hebrews 7:1-22; I Timothy 6:17-19*

