

2024-2025



NOJA SCHOOL HANDBOOK



NOJA School Handbook 2024-2025

Revised January 30, 2024

GENERAL INFORMATION

North Okanagan Junior Academy
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Telephone (250) 546-8330
Website www.noja.ca
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North Okanagan Junior Academy is accredited by the Board of the General Conference of the Seventh-day Adventist church and approved by the Ministry of Education of British Columbia as a Class 1 funded Independent School.

SCHOOL TIMES

Staff Devotions	8:00 am
School Doors Open to Students:	8:20 am
Classes Begin	8:30 am
School Dismissal	3:15 pm (Friday/Early Dismissal days 12:00 pm)

Note: Kindergarten runs on Monday, Wednesday, and Friday only.

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I. INTRODUCTION TO NOJA

SCHOOL HISTORY AND GOVERNANCE

Grandview Seventh-day Adventist Church was built in 1910 on land donated by Dan Reiswig and Dan Hirschhorn. The academy began modestly in the church annex, but by 1914, the dedicated pioneers had built a separate church school. This school held classes in both English and German and served the Grandview Church for 50 years before the current building was built in 1964. Expansions were made in 1975 to include a home economics room, woodworking facilities, as well as the gymnasium. "North Okanagan Seventh-day Adventist Church School" became the first consolidated Seventh-day Adventist Church School in British Columbia. It was later renamed to North Okanagan Junior Academy (NOJA) in 1978.

NOJA is recognized by the British Columbia Ministry of Education as a Class 1 Independent School and by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. NOJA is governed by an Operating Board made up of representatives from the three Seventh-day Adventist constituent churches of Armstrong, Grandview, and Enderby. It is supervised by the British Columbia Conference of Seventh-day Adventists Office of Education. NOJA is part of the Seventh-day Adventist educational system, which operates 9,500 schools worldwide with a total enrolment of over 2 million students.

SCHOOL MISSION, PHILOSOPHY, AND VALUES

MISSION STATEMENT: Every child is unique and of inestimable value in God's sight. We are committed to providing a balanced program integrating the four dimensions of Christian education: academic, spiritual, physical and social growth while developing in students an inquiring mind, a respect for others and the desire to have a personal relationship with Jesus.

"It is the work of true education...to train the youth to be thinkers, and not mere reflectors of other mens' thought... 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." - Education, p. 13-17.

North Okanagan Junior Academy shares many objectives in common with public education and has, in addition, certain distinctive principles:

1. **SPRITIUAL:** To lead students to the realization of their need for an ongoing and personal relationship with Jesus Christ, recognizing him as their Savior.
2. **PHYSICAL:** To teach that life and health are God-given and that it is our responsibility to preserve and maintain both as an integral part of overall development for service to others.
3. **ACADEMIC:** To provide an academic program designed to equip students with intellectual training and practical skills; enabling them to become efficient, effective workers as they find of their place of service.
4. **SOCIAL:** to encourage students to develop a personal concern for their fellowmen, recognizing the intrinsic value of every individual and providing opportunities for positive interaction while preserving respect for individuality.

II. ADMISSION AND FINANCIAL INFORMATION

ADMISSION PROCESS

While NOJA is a Seventh-day Adventist school and is supported by the members of the Seventh-day Adventist churches of Armstrong/Grandview and Enderby, NOJA welcomes families of all faiths to seek application at our school. No specific religious affiliation is required for admission. Any family who desires a Christian education for their child(ren) and whom agrees to support and uphold the standards and regulations of NOJA is eligible to apply. Admission to NOJA will be determined on based on the following:

- Parent/guardian must support NOJA’s mission and philosophy.
- Submission of non-refundable application fee and completed application package which include
 - a. proof of grade and copy of birth certificate and BC Care Card
 - b. proof of parent(s) legal status in Canada as well as proof of residency in BC
- Submission of all related psycho-educational assessments and previous IEPs.
- Review of past academic records, aptitude, behavior and citizenship qualities.
- The age requirement for Kindergarten is 5 years by December 31 of the current school year.
- Whether or not there is space available in desired grade placement

Students will not be admitted unless properly registered and only after the application has been approved by the Enrollment Committee and/or the School Board. **All new students are accepted on a 3-month probationary period.**

TUITION AND REGISTRATION FEES

It is the goal of NOJA and its constituent churches that all families that desire to send their children to NOJA would be able to without cost being a barrier. If there is enough funding and financial support, the school may be able to operate without charging a tuition for any given school year. NOJA has been able to operate tuition-free since 2019. **It has been determined that NOJA will remain TUITION-FREE for the 2024-2025 school year.** (This is subject to change for future school years.) Registration fees will be collected at the beginning of each year and those amounts are as follows.

Registration Fees for 24/25	Date	Fee
Early Bird Registration	Until end of February	Discounted fee of \$250/student
Regular Registration (\$350)	Until end of March	\$350/student Discounted rates for families of 3+ children: 3 students \$332.50/student (5% discount) 4 students \$315/student (10% discount) 5 students \$297.50/student (15%+ discount)
Late Registration (Subject to availability)	April and beyond	\$400/student (no discounts)

Other school-related costs not included in the registration include (but is not limited to):

- *NEW* Activity Fee: \$100/student - This will cover all mandatory field trips and swimming lessons.
- Bus fees (see below)
- School Uniforms: cost dependent on student selection
- Hot Lunch \$3.50/lunch or \$70 per student for the year.
- Special Fieldtrips and Extracurricular activities (such as skiing/snowboarding, Tube Town, camping, canoeing, Canadian Adventist Student Athletes (CASA) sports tournaments, etc. in which the cost of participation is dependent on the venue and number of participants.)

SCHOOL BUS FEES

Bus services is provided and operated by the local constituent Seventh-day Adventist churches. All cheques for service need to be made to **Grandview Seventh-day Adventist Church**.

Fees due each month:

1 rider	2 riders	3 riders	4+ riders
\$95	\$160	\$195	\$200
Rider = Student in Gr. 1-9. Kindergarten students ride free if already on bus route, therefore aren't included in fees above.			

Bus fees are collected at the beginning of each month. Families must have their bus fees from the previous month paid in full by the 1st of the following month. If the fees are not paid in full by the first of the following month, the ridership of their children may be cancelled by the 7th of the month.

METHOD OF PAYMENT: All school-related fees can be paid for by any of the following methods

- Cash
- Cheque (made out to "North Okanagan Junior Academy" – except bus fees. See above)
- Email money transfer sent to payment@noja.ca
- Debit/Interac via Square (no credit cards)

III. ACADEMIC INFORMATION

CURRICULUM - All courses offered at NOJA follow the BC Ministry of Education Curriculum and the Seventh-day Adventist North-American Division (NAD) Curriculum Guides. For information about BC Education go to <https://curriculum.gov.bc.ca/> and for more information about the NAD Curriculum Guides go to <https://curriculum.adventisteducation.org/>. All classes are taught from a Seventh-day Adventist perspective with course materials provided by the Seventh-day Adventist Education Department.

SPIRITUAL COMPONENT- along with our regular academic curriculum (including Religion/Bible class) being taught from a Seventh-day Adventist Christian perspective, NOJA also offers the following spiritual components to our program.

DAILY CLASS WORSHIP (MORNING DEVOTIONS) - We are privileged to begin each teaching day with prayer and devotions in class each morning.

WEEKLY ASSEMBLY/WHOLE-SCHOOL WORSHIP – Once a week, generally Wednesday mornings, we have a whole-school assembly that involves worship in song and a devotional thought/story presented by our District Pastor, a staff member or other special speaker.

SEMI-ANNUAL WEEK IN SPIRITUAL EMPHASIS (W.I.S.E.) – Also known as "Week of Prayer," these weeks in spiritual emphasis happen twice a year – one in the fall, and one in the spring. During these weeks, we meet as a school every morning to engage in whole-school worship and receive a set of presentations/messages/sermons from a special guest speaker.

FIELD TRIPS - NOJA is pleased to offer its students numerous field trip opportunities. Field trips allow students to be presented with experiences not available in the regular classroom. Careful planning goes into every field trip or off-campus activity. Each one is chosen to support and enhance the School Curriculum and is therefore not optional. Digressions from the itinerary, choice of activities, and any other privileges which may be requested are subject to teacher discretion and approval.

EXAMPLES - Examples of curriculum-based and enrichment field trips for NOJA students in the past include: BC Wildlife Park, Okanagan Science Centre, Allan Brooks Nature Centre, Haney House Museum, Okeefe Ranch, Barkerville, Nor-Val Arena (skating), Silver Star Ski Resort (skiing, snowboarding, tubing), Memorial Park and Vernon Recreation Centre (swimming), etc.

STUDENT BEHAVIOUR – Field trips and school outings are a privilege and subject to school board approval. Therefore, rules of conduct, appearance, and expectations are the same on trips and outings as at school. Misconduct or any other non-compliance while on a school outing may result in a disciplinary action of both immediate and long-range nature. That is, the disruptive student may be put under discipline at the time of the offense and this may also result in further disciplinary action upon return to the school.

TRANSPORTATION - As much as possible, NOJA will ensure students are transported to/from field trip destination by our school bus. However, in the event that field trips require parent/volunteer drivers, NOJA will seek only those drivers who meet the following conditions:

- Supervising drivers must be 21 years of age or older and have Criminal Record Check on file.
- Supervising drivers must submit proof of at least \$2,000,000 liability insurance.
- Supervising driver vehicles must have seat belts available for each student assigned to the vehicle. (Children 12 and under are not permitted to sit in the front seat.)
- All other stipulations and requirements as determined by the policies of the BC Conference, Office of Education

PLANNING - Field trips will be planned at the beginning of the year and parents will be informed in a timely fashion. Parent consent forms will be sent home at least one week prior to the field trip. All consent forms must be signed and returned by the date stipulated on the form.

SCHOOL SPONSORED PROGRAMS – Throughout the school year students will be involved in community activities and programs. Events that students are expected to participate in include the annual Christmas concert, Church visitations, and other scheduled outreach and/or other community activities as communicated by teachers. Parent involvement is appreciated and encouraged.

STUDENT ASSESSMENT AND REPORTING

REPORT CARDS - Report Cards are issued at the completion of each term. (December, March, June).

Students will be assessed using the British Columbia Provincial Proficiency Scale. The four points on the scale include Emerging, Developing, Proficient, and Extending. (This scale has been implemented province-wide for all public schools and most independent schools since the 2023/2024 school year. For more information, please see the "K-12 Student Reporting Policy" on the BC Government website.)

	Emerging	Developing	Proficient (GOAL)	Extending
Proficiency Scale	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

STANDARDIZED TESTS - Students in Grades 3-9 write the Canadian Achievement Test each winter. Students in Grades 4 and 7 write the FSA (Foundation Skills Assessments) which is administered to all 4th and 7th graders across British Columbia to assess basic skills in reading, writing, and numeracy. Test results will be made available to parents. Writing this standardized test allows our teachers to have a tangible frame of reference for our students, which in turn will allow us to make decisions regarding programming and curriculum at all levels.

IV. PARENT COMMUNICATION AND INVOLVEMENT

At NOJA we are committed to open and honest communication with our parents. We strive to supply timely and accurate information to our families. The following describe the methods in which NOJA will use to communicate with parents.

COMMUNICATION:

SCHOOL NEWSLETTER – “NOJA NOTES” is an electronic weekly publication distributed to families every Friday that school is in session or on the last day of the school week if there is a long weekend. This is the official communique between the school and the home. Parents are expected to check their email each week and be aware of all information and announcements in each week’s NOJA Note.

SCHOOL WEBSITE AND EMAIL – The official website of the school can be found at www.noja.ca. Teachers can be communicated with via email. Email addresses of staff are generally the first initial followed by their last name @noja.ca (ie. John Doe’s email would be jdoe@noja.ca). General emails to the office can be made to office@noja.ca.

PAPER NOTICES - Occasionally, NOJA will send a notice home with students as need dictates. Please check with your child on a daily basis to ensure that all notices are delivered. For families with more than one child attending, NOJA will send home one notice per family (with the eldest child).

YEARLY CALENDAR – A yearly calendar outlining most of the major school events and holidays is distributed to the families upon registration. Any changes to the calendar will be noted in the NOJA Notes and will take precedence over the calendar.

INVOLVEMENT:

VOLUNTEER PROGRAM - Volunteers compliment, assist and partner with our staff in virtually all aspects of NOJA. We value this contribution greatly and strive to offer our volunteers a productive and rewarding experience. It is our desire that all our families participate in some form of volunteering throughout the year. Volunteers are expected to have submitted a current (within the last five years) CRC (Criminal Record Check) prior to volunteering and sign a statute of declaration. All information is kept strictly confidential and will be used only for the purposes of this volunteer application. For more information on how to complete or share a CRC, visit www.noja.ca/volunteer.

CONSTITUENCY MEETING - An annual constituency meeting is held to give all constituents (members of the constituent SDA churches) an opportunity to discuss matters pertaining to the school. Families that are not members of the constituent churches are welcome at this meeting but have no voting rights. This meeting will be advertised for 2 weeks prior to the meeting.

V. POLICIES AND PROCEDURES

A) DAILY SCHOOL ROUTINES

MORNING DROP-OFF - The doors at the south entrance (closest to field) open for students at 8:20 am. Students are required to change their shoes and place their outside shoes in their assigned cubby hole before going to their respective classrooms. The south entrance doors remain open until 8:30 am. If students arrive after the start time of 8:30 am, parents are requested to sign their students in at the office.

AFTERNOON PICK-UP - Parents are encouraged to pick up their children within 15 minutes of the school day ending. If a student needs to be picked up during the school day for any reason, a parent must come to the office to sign them out. Students will only be released to their parents or an authorized, pre-approved person as designated on the registration forms. Authorized persons may be required to show I.D. if unknown to the staff.

Note: The front doors remain locked at all times and you will need to be let in by a staff member. There is a doorbell in the upper right corner that can be pressed to alert the office to let you in.

SNACKS AND LUNCH TIME - In order to learn at our best, it is important that we keep our brains powered with healthy food! To facilitate optimal learning, it is requested that parents send healthy, nutritious snacks with their child(ren) each day. Candy and junk food during snack time is discouraged.

Each classroom is equipped with a microwave for students that need to heat their lunch. However, in order to ensure that all students have the opportunity to eat, we want to encourage families to pack lunches that do not require reheating (or if reheating is required, only for a short amount of time.)

Students are required to bring their own individual water bottle in their classrooms which can be refilled throughout the day at the water refill station.

B) SCHOOL DECORUM - The primary reason for being at school is to gain an education. This is best facilitated when our surroundings are neat, orderly, and reasonably quiet. For this reason, we ask that students take pride in their surroundings by:

1. keeping their personal space such as desks, lockers and shoe cubbies neat and clean at all times.
2. using trash cans for their intended use.
3. walking in halls and classrooms.
4. speaking softly when you are inside the school building.
5. changing to your indoor shoes when inside the school building.
6. helping maintain the general appearance of the school by participating in daily school chores as assigned by the teachers.

C) ATTENDANCE POLICY - All pupils enrolled are expected to be punctual and regular in attendance at all school activities including field trips or other school related events. Valid excuses for non-attendance include: verified student illness, bereavement, medical appointments, quarantine, etc. Every effort should be made to schedule appointments during non-school hours or vacations so that the school program and the students learning will not be disrupted. Prior written notification must be received by the teacher if no alternative time for appointments is available. Students are expected to remain in the classroom until arrival of parents and are dismissed by the teacher.

PUNCTUALITY – All late students must sign in at the office prior to entering their classroom. Each tardy will be recorded on MyEd. Consistent tardiness and/or absenteeism may lead to discussions concerning a more suitable educational setting for the student.

ABSENCES - Parents are asked to contact the office in advance of an absence where possible. If no communication is given to the staff regarding an absence, it will be marked as "unexcused" on MyEd.

EXTENDED ABSENCES - In cases of planned absences (3 or more school days), students are required to make arrangements with their teachers prior to the absence. It is the responsibility of the student to make up work that is missed while absent.

D) MEDICAL POLICIES

Parents are required to provide NOJA with updated written medical information regarding their child's medical problems or medication requirements. Parents are also required to inform their child's classroom teacher of any health concerns. Parents authorize NOJA to provide emergency medical treatment to my child for mild medical concerns.

STUDENT INJURY OR ILLNESS DURING SCHOOL - In the event of illness or injury, students should inform a staff member. Parents will be notified as soon as possible. If the medical concern cannot be handled by the school, an ambulance will be called and the parents will be contacted as soon as possible. The responsibility of NOJA ends as soon as the child enters into the care of qualified medical personnel and the remaining duty is to continue efforts to contact a parent/guardian or caregiver. An accident report will be completed and kept on file at the school for all major injuries. When a parent picks up their child from school due to illness, they must sign their children out in the office prior to leaving the school building. *(Parents are asked to keep sick children home until symptoms have been resolved.)*

MEDICATION - Staff do not diagnose health conditions or give any internal medication, including Aspirin or Tylenol, to any student except as follows:

Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the designated teacher IF the school receives:

- A. a written statement from the child's physician detailing the time schedules, amount, and method by which such medication is to be taken.
- B. a written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

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

LIFE-THREATENING ALLERGIES

- **PARENT RESPONSIBILITY** - If a child has a life-threatening allergy, parents are required to provide NOJA with detailed information regarding the type of allergy, symptoms and emergency measures required to treat the allergy. The parent is required to ensure the child carries at least one EpiPen®. Parents are highly recommended to provide the office with an additional EpiPen® as an emergency backup.
- **STUDENT RESPONSIBILITY** - The student is expected to take personal responsibility for their allergy by checking labels, carefully washing hands before and after meals, always keeping their EpiPen® available and know how to use it, wear a Medic-Alert tag, inform an adult ASAP when experiencing an allergic reaction.
- **SCHOOL RESPONSIBILITY** - The school will ensure all staff is properly informed of any life-threatening allergies and trained to recognize the symptoms of severe allergic reactions and to provide emergency measures.

E) EMERGENCY AND SAFETY PROCEDURES

EMERGENCY DRILLS

FIRE DRILLS - Fire drills will be conducted regularly throughout the school year (minimum of 6 per year). Whenever the fire alarm rings, everyone in the building must leave through the designated doors and meet in assigned areas. Teachers will stay with their classes at all times while outside. The signal to re-enter will be given by a member of the administrative team.

LOCKDOWN DRILLS - A lockdown is an emergency procedure where students, teachers, and faculty are confined to their rooms due to a perceived or real threat either outside or inside the school. Throughout the school year, a minimum of two lockdown drills will be practiced. A lockdown drill is much like a fire drill in that it is a drill or practice to help students be prepared and not to panic if a real threat were to occur. Teachers will educate their students on the specific procedures required for a lockdown. Drills can be scary and students may feel threatened, however, because safety is our number one priority, they are necessary.

EARTHQUAKE DRILLS - Earthquake drills will be conducted up to three times per school year. Upon announcement of earthquake drill, students will take cover under a desk or a table, assume the "crash position" - on knees, head down (facing away from windows) and hands clasped at the back of the neck. Students will continue to follow teacher instructions.

In the event of a real emergency or natural disaster, students will remain at the school until local authorities have given an "all clear." We ask that parents do not call the school - phone lines must be open for emergency calls. Students will only be released to a parent, guardian, adult designated as the emergency contact person, or individual having written permission from parent/guardian to pick up the student.

VISITORS - Doors remain locked throughout the school day. Anyone visiting the school will need to be let in by a staff member and then complete the sign-in process at the office.

F) STUDENT ISSUES

LOCKERS & PERSONAL BELONGINGS - Students should keep their locker clean, free of objectionable material. Students are expected to show respect for their own property as well as that of other students. It should be noted that lockers are the property of NOJA and the school reserves the right to search individual lockers at any time if necessary. The school does not accept responsibility for items lost or stolen from lockers.

STUDENT PERSONAL ELECTRONIC DEVICE POLICY - All personal electronic devices are to be turned off and placed into backpacks, lockers, or out of view and shall not be accessible to student during the school day. This includes during recess and lunch. The school office phone is available during the day if it is necessary for parents to contact a student or a student to contact a parent. NOJA will not be responsible for lost, damaged, or stolen personal electronic devices.

LOST AND FOUND - Unclaimed uniform items, school supplies and any other personal items will be placed in the lost and found bins. Students will be notified of the location of the lost and found boxes. Lost and found items will be put periodically on display and unclaimed items will be donated to charity at the end of each school term. Students are responsible for all of their personal belongings. The school is not responsible for lost items.

STUDENT AGENDA PLANNERS - Each student receives a school agenda/planner at the beginning of the year. This planner has many purposes. It is to keep track of daily homework and forthcoming tests, school events and notices. It is also a communication tool for teachers and parents, and either party may write notes to the other. All students are encouraged to develop the habit of using the agenda effectively.

HANDS OFF, FEET OFF – At NOJA, we want to strongly enforce a “hands off, feet off” policy among students. The Hands Off, Feet Off Rule means respecting other people and their property. This includes refraining from fighting, playfighting, pushing, shoving, deliberately hurting others, invading someone’s personal space without consent, damaging other people’s property or touching other people’s property without permission.

ITEMS TO LEAVE AT HOME - There are a number of items that the students are respectfully requested NOT to bring onto school property either on their person or in their personal belongings. We appreciate the following items remaining off our school campus:

1. Guns, knives, swords, or any other fighting weapons including those in the form of toys - out of respect for our Christian values and the perceived threat these items give to others.
2. Gum - out of respect to our custodial staff and school property.
3. Any form of alcohol, tobacco, drugs, or caffeinated drinks - out of respect for our bodies and health principles.
4. Faddish items that may distract from our academics and values or that may cause unnecessary rivalry among students. e.g. trading cards, electronic games, personal listening devices, etc.
5. Entertainment such as books, magazines, music, or pictures not consistent with our Christian values at NOJA.
6. Any form of fireworks, explosives, or ammunition (including caps).

Other items may be included in this list if staff deem it necessary or appropriate.

Please note that bringing any of the above-mentioned items to school may result in confiscation of the item(s) and/or appropriate disciplinary action.

G) SCHOOL UNIFORM POLICY

Uniforms sets the tone for a proper work attitude in the classroom and allows the community at large to recognize our students as a group of young people who share a common educational goal. Students are required to be in uniform during school hours, at designated field trips and/or related activities (unless special permission is granted by the teacher and/or administration) and at all performances presented by the school. See the table below for what constitutes everyday and formal uniform.

For EVERYDAY M-Th uniform (Students are permitted to wear casual clothes on Fridays in exchange for a non-perishable food bank item.)	
GIRLS	BOYS
<ul style="list-style-type: none"> ● Navy Logo polo shirt (required) ● White logo polo shirt (optional) ● Navy or khaki uniform-style pants/shorts*/skirt* ● Polo dress with logo* (optional) ● Jumper with logo* (with white-collared shirt underneath) (optional) ● Black indoor shoes with black/white/navy socks (required) ● Outdoor shoes/boots (required) <p>*shorts and skirts need to be of modest length. If wearing a skirt/dress/jumper, tights/shorts must be worn underneath.</p>	<ul style="list-style-type: none"> ● Navy Logo polo shirt (required) ● White Logo polo shirt (optional) ● Navy, khaki, or gray uniform-style pants/shorts ● Navy pullover v-neck sweater with logo^ (optional) ● Navy sweater vest with logo^ (optional) ● Black indoor shoes with black/white/navy socks (required) ● Outdoor shoes/boots required <p>^ white collared shirt must be worn underneath</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ● One item in your complete attire MUST have current NOJA logo visible. ● For added warmth, students can wear a long-sleeve navy/white shirt underneath polo. ● Jeans, sweat pants/athletic pants are not appropriate uniform attire. ● If a younger student is unable to tie shoes independently, shoes must be velcro or slip-on. <p>Gym strip required for upper grades - modest loose-fitting t-shirt (no sleeveless) and athletic shorts/pants and athletic shoes</p>	
FOR FORMAL UNIFORM (performances and special occasions):	<ul style="list-style-type: none"> ● white collared dress shirt ● school-provided tie ● all black bottoms (dress pants or skirt with tights) ● black dress shoes

UNIFORM AND DRESS GUIDELINES

- Uniform items must be clean, appropriately fitted, and in good repair
- Each uniform item should be marked with the student's name. The school is not responsible for lost clothing
- Items worn underneath uniforms, such as long sleeve shirts, tights or leggings must be in white, navy, or gray.
- Undergarments are not to be visible
- Shoes must be worn at all times
- Hair should be clean and neat. No dramatic hairstyles and/or hair colors are permitted
- Make-up and nail polish must be natural in appearance
- Jewelry is not permitted. Clear hole savers or simple ear studs may be worn in place of earrings.
- Body piercing and tattoos must not be visible.
- Students must make certain that the shoes they wear in the school building are clean and non-marking. Students must have a clean pair of shoes to wear inside the school building so they do not track in mud/snow
- Hats, toques, and sunglasses are for outdoor use only and are not permitted indoors
- Head coverings, which have a cultural or religious significance, are permitted and may be worn

CASUAL/FORMAL CLOTHING - On Fridays, students are permitted to wear non-uniform clothes in exchange for a non-perishable food item for our food bank program.

Students are expected to wear appropriate, modest dress both for an academic and Christian atmosphere. **The following consist of inappropriate clothing items for casual days. The dress guidelines above also apply on casual days.**

- clothing that advertises anything contrary to a Christian lifestyle
- short dresses or skirts (length must be approaching the knee)
- see-through or sheer material
- clothes that show bare midriff or cleavage
- sleeveless shirts
- tight or ripped clothing
- hats, toques, bandanas, etc.
- other items as deemed inappropriate by administration.

PARENT/STUDENT RESPONSIBILITY - It is the responsibility of the student and parents that the proper uniform is worn. Parents must plan ahead for their child's uniform needs. NOJA staff shall ensure that the uniform/dress policy is enforced in a consistent manner and will require the student and parent/guardian to take appropriate action to remedy situations determined to be in conflict with the uniform/dress policy. Students who are not wearing appropriate uniform attire may be asked to change.

H) SCHOOL BUS POLICY

- The bus route is established by the School Board in consultation with the bus driver and bus committee and any requests for route change must be Board approved.
- Students will leave the bus only at their regular stop unless they have been provided written permission from parents or guardians and this has been given to the bus driver.
- Written permission from a parent/guardian granting permission to accept alternate rides must be presented to the teacher before students will be allowed to accept rides with others.
- The Bus Driver as well as the Principal has the authority to suspend any student from riding the bus for failure to comply with bus regulations either printed in the handbook or as requested by the driver.

STUDENT BEHAVIOR - It is a privilege and a convenience for students to ride the school bus. Safety is the number one factor to consider when riding the bus and all students **MUST** follow the instructions of the bus driver as well as the guidelines listed in this handbook. Failure to do so may result in loss of bus riding privileges.

EXPECTATION OF STUDENTS

1. Students will stay seated at all times when the bus is in motion and will keep arms, legs, heads, and all objects inside the bus.
2. Students will ride the bus quietly, speaking softly only to those sitting next to them.
3. All food brought on the bus is to remain in lunch kits, backpacks, etc. and is not to be eaten on the bus.
4. As elsewhere on school property, students will show respect to one another and will follow the "Hands-Off" Policy when on the bus or at the bus stops.

I) SUBSTANCE USE POLICY

Approved by K-12 Board Action #22-06, February 9, 2022

NOJA is committed to the health and safety of its students and anyone attending NOJA. NOJA recognizes that the use of drugs, tobacco, vapour products, alcohol, and certain medications, can have serious effects on students and the learning environment. Accordingly, NOJA is committed to preventing substance use and impairment on school property, and at all times during school hours.

NOJA strictly prohibits students from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs, tobacco, vapour products, or alcohol during school hours and at school events, whether on or off school property.

J) **VANDALISM** - Breaking and entering, or any form of vandalism is a civil offense, and will be treated as such. Vandalism may result in suspension and/or parents being billed for labour and materials for damaged property or equipment due to deliberate or careless behaviour of their child.

K) **RESPONSIBLE TECHNOLOGY USE AGREEMENT** - Students use the school's network/internet resources and its devices and applications for the purpose of experiencing learning and sharing/communicating with teachers and other students relating to school activities. Parents will be responsible for the cost of any repairs/ replacements in the event of a student's actions or negligence that results in destruction of school property. Students are expected to:

- respect school property including technology and devices.
- not change school/classroom computer settings or installing applications on school computers.
- not use someone else's login account or share passwords that do not belong to them.
- not use NOJA computers and internet to transmit or receive information that is: threatening, obscene, unethical, disruptive, sexually explicit, causing harassment or disparagement of others, encouraging the use of drugs, tobacco or alcohol, or any other activity that is prohibited by law or school policy.

L) **STUDENT CODE OF CONDUCT** - Students who attend NOJA are expected to support the school and its philosophy of providing a quality and wholesome Christian education to its students in a safe learning environment where students live by the principle Jesus taught in Matthew 7:12 "Treat other people the way you would like them to treat you." Every student at NOJA is part of a team that will work together, learn together, play together, and together develop a healthy respect for God, His Word, teachers, staff, fellow students, visitors, and for his/herself. Students are to measure and make their choices based on the virtues of Philippians 4:8. Students will sign a Commitment to the Student Code of Conduct at the beginning of each school year which reads:

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

M) HARASSMENT AND BULLYING PREVENTION POLICY

Approved by K-12 Board Action #16-28, May 29, 2016; revised by Action #16-21E, September 13, 2-16; amended by Action #1811 on February 18, 2018.

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

SDABC 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.

Any student engaging in activities of promoting hatred, intolerance, aggression, or hostility, including bullying, cyberbullying, harassment, intimidation, threatening or violent behavior against any individual or group because of their gender, race, culture, religion, sexual orientation or gender identity and expression threatens the safety and wellbeing of students.

These behaviours may occur at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school environment. These aforementioned activities will immediately become subject to disciplinary review which may include consultation with parents and legal authorities. A student's age, unique needs and mitigating circumstances will be considered in such a review, and every sensible option to educate and remediate will be explored. However, the protection of every student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, will carry the highest priority. Major behavioural infractions such as these may result in removal from enrollment and/or referral to law enforcement.

SDABC schools and the authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint concerning a breach of this policy.

DEFINITION OF HARASSMENT: Harassment occurs when an individual is subjected to unwelcome verbal, visual or physical conduct. If the harassment is insulting or intimidating, it is discrimination. Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, stereotypes, source of income or gender. NOJA also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. All harassment is offensive, and in many cases, it intimidates others. It will not be tolerated at NOJA.

DEFINITION OF SEXUAL HARASSMENT: Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment. All harassment is offensive and, in many cases, it intimidates others. It will not be tolerated at NOJA.

STUDENT SEXUAL HARASSMENT: NOJA is committed to providing a school environment free from sexual-harassment for all students. Incidence of harassment should be reported to school authority so that they 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 of employment. Sexual harassment of any student by another student, or any employee, or other person under the supervision of the school is unlawful and his prohibited.

BULLYING - NOJA is committed to providing students and staff with a positive and caring school environment where all students feel safe and respected and learning can take place. Therefore, bullying is unacceptable at any time and in any situation and will not be tolerated at NOJA.

WHAT IS BULLYING - Bullying is a persistent pattern of unwelcome or aggressive behaviour that hurts others physically and/or emotionally. or a situation to be considered a bullying incident, three indicators are usually present: Power – children who bully acquire their power through physical size and strength, by status within the peer group, and by recruiting support of the group

1. Frequency – bullying is not a random act. It is this factor that brings about the anticipatory terror in the mind of the child being bullied that can be so detrimental and have the most debilitating long-term effects
2. Intent to harm – children who bully generally do so with the intent to either physically or emotionally harm the other child
3. A person who shows bullying behaviour says or does something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse – even when it's obvious that they've hurt a person or when they're asked to stop.

<https://www2.gov.bc.ca/gov/content/erase/bullying>

FOUR MOST COMMON TYPES OF BULLYING

1. **VERBAL BULLYING**—name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
2. **SOCIAL BULLYING**—mobbing, scapegoating, shunning and exclusion, humiliating others, gestures or graffiti intended to put others down.
3. **PHYSICAL BULLYING**—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
4. **CYBER BULLYING**—using the Internet (Social Networks such as Instagram, Snapchat) or text messaging to intimidate, put down or spread rumors about someone. *(Note: The school has a right to apply school discipline measures to any student whose behavior on the Internet or hand-held devices detrimentally affects the personal safety and well-being of individuals or in which detrimentally influences the environment at school.)*

WHY BULLYING HAPPENS - Many students who have been bullied do talk to their teachers or parents about the problem; yet, many students downplay or hide bullying incidents, often, because they fear retaliation, feel pressure to deal with their own problems or feel that adults are unable to protect them from future bullying. *Parents and teachers are generally unaware of the extent of bullying among children.*

WHAT SHOULD NOJA DO FOR THE TARGET? Since most bullying is hidden from adults, NOJA is reliant on students or parents to report the unobserved bullying incidents. When NOJA is made aware of a bullying incident, the following response will be taken to *help the student, to reduce the chance of further bullying and to maintain a safe and caring school culture:*

- o acknowledge the incident and the student's feelings
- o gather information about what happened and who was involved
- o assure the student that there will be consequences for the student(s) who bullied
- o help the student create a plan for preventing future bullying
- o contact the student's parents regarding the incident and the school's plan for responding
- o follow up with the student to determine the success of the plan, the student's feelings and the risk of further bullying
- o track the incident using a form or other method.

WHAT SHOULD NOJA DO FOR THE BULLY? When dealing with a student who has bullied, the first priority will be to maintain the safety and security of the student who has been bullied to prevent further bullying incidents. In dealing with the student who has bullied, the following guidelines will be followed:

- ensure the safety of other students
- help the student who bullied to change his or her behaviors and attitudes
- take immediate action to stop the behavior (e.g., sending the student to the office or another predetermined location)
- identify and apply the appropriate level of intervention depending on the nature, degree and duration of bullying behaviors, for example:
 - pointing out the impact on the student who was bullied and any observers
 - reminding the student of the school's rules or behavioral expectations
 - imposing a school sanction
 - assigning a social learning intervention
 - reporting or referring to police, counselor or other professionals
 - creating an individual safety and support plan
 - contacting the student's parents regarding the incident and the school's response
 - tracking the incident using a form or other method.

N) SCHOOL DISCIPLINE POLICY

RATIONALE – NOJA's, Discipline Policy and disciplinary procedures are designed to develop responsibility and self-discipline among students, aiming to promote a sense of well-being, and the effective operation of the school community. The discipline policy lays out guidelines for acceptable student behaviour that is directly related to the principles and values of the golden rule, and to the school's commitment to promoting a respectful, secure, and healthy environment in which all students can prosper.

It is the responsibility of teachers, principal and staff to model the parameters of appropriate behaviour for students. Positive behaviour will be recognized and supported just as inappropriate behaviour will not be accepted, and support will be given to help the student display more acceptable behavior. Particular attention will be given to developing each student a sense of purpose, accomplishment, and identity as a valued and worthwhile individual.

Rights and Responsibilities

Each MEMBER of the NOJA community has the right to...

- Learn and work in a disruption – free environment.
- Have his or her positive behaviour recognized
- Be protected from physical harm and verbal abuse
- Have his or her personal property protected
- Be treated with kindness and care
- Be provided with the best learning and work opportunities possible

Therefore, each TEACHER has the responsibility to...

- Provide a safe, Christian and supportive environment
- Treat students with respect and consideration
- Provide quality curriculum that reaches students
- Nurture, a positive relationship with students and their parents
- Understand, support and follow the goals and procedures of the discipline policy

Therefore, each STUDENT has the responsibility to...

- Understand, support and obey, all school, rules, graciously, submitting to any correction
- show respect to all members of the school community, (i.e., teachers, adults, and fellow students)
- Take responsibility for their own actions
- Care for one another, and refrain from hurting each other by actions or words
- Actively engage in the learning process

- Demonstrate fairness and sportsmanship
- Show care for school property, and the property of other
- Maintain a clean, neat environment
- Complete daily class requirements/assignments

Therefore, each PARENT, has the responsibility to...

- Ensure that their child is on time for school and extracurricular activities
- Provide a home environment that is supportive of the school goals
- Nurture a positive relationship with your child's teacher or teachers
- Understand and support the school discipline policy, publicly, and privately
- Discuss any concerns regarding specific disciplinary measure with the staff member involved
- Support the schools, learning and teaching philosophy

DISCIPLINE PROCESS

When responding to unacceptable student behavior, a teacher or the Principal must consider:

- the effect of the student's behavior upon other students, the staff, the school, and the community;
- the nature of the action or incident that calls for disciplinary or alternative measures;
- the student's previous conduct and previous interventions;
- the student's age, maturity, and abilities;
- the impact of proposed action on the student's future behavior;
- the student's learning needs, and
- any other information that the teacher or principal considers appropriate or relevant.

MINOR BEHAVIORAL PROBLEMS - In the event of minor behavioral problems (disobeying class rules, incomplete homework/assignments, attendance problems, etc.), the following steps should be taken:

- The teacher will address the student privately and come up with a reasonable strategy for the student to change their behavior in a timely fashion (may use lunch detention, removal from class to an alternate supervised location, short term removal of privileges, community service, or other activity/duty as deemed appropriate by the teacher). All disciplinary action must be documented.
- If the behavior persists, the teacher will call the parent to meet with them and discuss the problem and possible solutions (the student should be present).
- If the behavior persists after the student has been addressed and after the parent has been called, then the teacher must inform Administration and together the teacher and administrator will identify a discipline strategy.
- If a resolution is not achieved the behavior will be considered a Major Behavioral Problem.

MAJOR BEHAVIORAL PROBLEMS - Administration will intervene in incidences where major behavioral problems occur (physical aggression, bullying, consistent non-compliance, etc.).

- The teacher will inform Administration of the incident and the Administration will investigate the incident fully. Behavioral incident must be documented.
- Administration will determine a suitable consequence (behavioral or probationary contract, in-school or out-of school suspension, or expulsion).
- All disciplinary action must be documented and Administration will communicate the incident and action to the parent.

BEHAVIOURAL CONTRACTS - Behavioral Contracts are used to carefully outline a behavioral problem that has been identified and give the student an opportunity to modify (improve) specific behavior in a specific time frame. The duration of contract varies but typically ranges from one month to one school year.

The reasons for Behavioral Contracts include:

- Poor academic progress/habits or pattern of poor attendance.

- Continued, deliberate disobedience or disrespect.
- Committing a breach of conduct inside or outside the school.
- Failure of the parents to assist the school or comply with the disciplinary procedures of the school.
- The Principal shall request a meeting with the parents to clearly communicate the behavioral problem and the modified behaviors expected. A letter will be provided to the parent, which must be signed and returned (by both student and parent) to the school within two school days.

CHOOSING TO BE SUSPENDED – By deliberately choosing to act in ways not acceptable to the Code of Conduct of NOJA, students choose to suspend themselves from school. To suspend means to remove a student from classes or school for a determined period of time.

- A suspension may be issued by the Principal for a repeated offence or a serious offence.
- The suspension begins with the first full day the student is out of class/school. This is typically the school day following the suspension decision.
- The Principal will provide a dated letter to the parent that will include all circumstances respecting the suspension (date suspension begins and ends, when the student returns to class, student action that resulted in the suspension and recommendations upon re-enrollment). The Principal will meet with the parents to discuss the details of the suspension.
- A record of the incident will be placed in the student's file for the duration of their time at NOJA, and may be included in the student's permanent record, which is sent on to the receiving school, should the student leave NOJA.
- A student's re-instatement from a suspension may include recommendations for:
 - medical consultation;
 - enrolment by the student or the student's family in a treatment or counseling program designed to address the behavior for which the student was suspended or expelled;
 - alternative interventions such as community conferencing and other restorative practices; or
 - any other action which the Principal and/or school board considers appropriate.
- Recommendations established as a part of a student's re-instatement or re-enrollment must be included in the student's file and provided to the parents and the student.
- Prior to the student returning to class, a meeting should take place between Administration and the parent and student.
- During in-school suspensions, students will be assigned to a room designated by the Principal.

OFFENCES THAT COULD RESULT IN SUSPENSION (INCLUDE BUT NOT LIMITED TO):

- Physical aggression towards peers or staff members (deliberate and willful acts of violence either on school property or off school property);
- possessing, using, consuming and/or distributing drugs, tobacco, vapour products, and/or alcohol
- Theft of private or public property (including identity theft);
- Defiance or non-participation in the activities of school;
- Vandalism or willful destruction of property including tampering with fire alarms and safety equipment (Cost of damage or replacement may be required);
- Cheating/plagiarism;
- Inappropriate use of technology
- Bullying and/or harassment.
- Leaving school grounds without permission;
- Involvement in blatantly immoral or socially offensive acts;

CHOOSING TO BE EXPELLED – By deliberately choosing to act in ways not acceptable to the Code of Conduct of NOJA, students choose to expel themselves from our school.

- Expulsion of a student is the most serious consequence possible. The school board may expel a student in the event of persistent and repeated offences or very serious offences.

- While an expulsion decision is being considered, the student will be suspended immediately until the expulsion process is completed.
- The Principal will provide a dated letter to the parent that will include all circumstances respecting the suspension and recommended expulsion including the date the suspension begins, all the student's actions that led to the expulsion).
- The school may make recommendations about an alternate education program for the duration of the school year. The parent may wish to receive the alternate education program or register their child in another school; at which time NOJA will no longer be responsible for the student's education.

OFFENSES THAT COULD RESULT IN EXPULSION (INCLUDE BUT NOT LIMITED TO)

- Being under the influence, use, possession, distribution, or collection of money for illicit drugs, cannabis, cannabis-infused products, tobacco, vaping, alcohol, or inhalants in school, on school board property or in the context of any school-related activity.
- The use or possession of weapons (any object which is either designed, intended, or used to intimidate, to threaten or to inflict bodily harm on a person - including an object which imitates a weapon) on NOJA property;
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse directed at students, staff or others;
- Hazing
- Chronic or severe bullying (both verbal and physical) directed at students, staff or others;
- Cheating/plagiarism;
- Theft of private or public property (depending on the severity of the act);
- Vandalism of private, public or school property (depending on the severity of the act) (cost of damage or replacement may be required);
- Inappropriate use of technology
- Involvement in blatantly immoral or socially offensive acts.

O) CONFLICT RESOLUTION PROCESS

"If criticism or suggestions in regard to the teachers' work becomes necessary, it should be made to him/her in private. If this proves ineffective, let the matter be referred to those responsible for the management of the school. Nothing should be said or done to weaken the children's respect for the one upon whom their wellbeing in so great degree depends." – E. G. White, Education, p. 284

Because Biblical principles are foundational in our school, we would like to express appreciation to both parents and students who have graciously followed the principles outline in Matthew 18:15-19 when they perceived a problem developing around a teacher. We encourage you to continue this practice and try to resolve the problem at the appropriate level as authority as outlined below.

1. First, arrange to talk privately and confidentially with the teacher involved in a kind, Christ-like manner and share your honest concerns and work together to resolve the situation.
2. If the issue remains unsolved, then it becomes appropriate to share your concerns sequentially at the next level until the problem is resolved.
 - a. The School Principal 250-546-8330 or principal@noja.ca
 - b. The School Board Chair-person boardchair@noja.ca
 - c. Full Board disclosure.
 - d. Superintendent of Education, BC Conference of Seventh-day Adventists 604-853-5451 cdomke@bcadventist.ca

Parents are asked to never approach a student at NOJA with whom they have a concern. Instead, they must take the concern to the Principal or Vice-Principal directly.

P) APPEALS

K-12 Board Action #18-12, February 18, 2018; Revised #21-38 June 3, 2021.

A parent may appeal a decision made by an employee of the school where such decision significantly affects the education, health, or safety of the student. Before filing an appeal, the appellant must first attempt to resolve the matter using the Conflict Resolution process.

FILING AN APPEAL - A parent who wishes to appeal a decision that significantly affects the education of a student must file an appeal in writing within a reasonable timeframe - depending on when the decision being appealed was communicated - to the school Principal or to the School Board Chair. The following information must be included in the appeal:

1. Name, address, email address (if applicable), and telephone number of parent filing appeal,
2. Student's name, grade level, and teacher
3. a description of the decision that is being appealed and its effect on the education, health or safety of the student;
4. the steps that the appellant has taken to discuss the matter directly with the person who made the decision and with the Principal (as part of Conflict Resolution process)
5. if the appellant is seeking an extension of time in which to file the notice of appeal, a complete explanation of the reasons for the delay and why it would be just and appropriate for the school board to accept the late filing;
6. copies of all documents and correspondence that support the appellant's position on the appeal.

VI. BRIEF SUMMARY OF WHAT SEVENTH-DAY ADVENTISTS BELIEVE

Seventh-day Adventists believe in Salvation by faith alone through our Lord and Savior, Jesus Christ. God, through His infinite grace, has given this gift of salvation freely to all who believe in Jesus. It is the purpose of the Seventh-day Adventist church to encourage all to accept Jesus as their Lord and Savior, and to proclaim the hope of His soon return. Specifically, Adventists believe that:

1. We believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian.
2. We believe there is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons.
3. We accept the death of Jesus Christ on Calvary as the atoning sacrifice for our sins and believe that through faith in His blood we are saved from sin and its penalty.
4. We accept by faith the righteousness of Christ, our Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving Christ-centered life in our homes and before the world.
5. We believe that the Ten Commandments are a transcript of the character of God and a revelation of His will. It is our purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires observance of the seventh day of the week (Saturday) as the Sabbath of the Lord and the memorial of Creation.
6. We believe in the Biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church.
7. We believe that our bodies are the temple of the Holy Spirit; and will honor God by caring for them, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture or sale of tobacco, cannabis or alcoholic beverages; and from the misuse of or trafficking in narcotics or other drugs.
8. We believe in the New Testament teaching of baptism by immersion.
9. We believe in church organization to promote the gospel and that it is our privilege to support the church by our tithes and offerings and by our personal influence.
10. We look forward to the soon coming of Jesus and the blessed hope when "this mortal shall put on immortality". As we prepare to meet the Lord, we are witnesses to His loving salvation, and by life and word help others to be ready for His glorious appearing.

VII. CLOSING REMARKS

All administrative and/or disciplinary regulations and policies adopted and announced have the same authority as those published in the school handbook. As time passes and experience indicates, regulations may be revised. Any given alteration will take precedence over previously published or announced regulations. We will inform students, parents and staff when changes occur in our policies.