



WELCOME TO GREAVES ADVENTIST ACADEMY

Our school is a Kindergarten to Grade 11 private school that is owned and operated by the Quebec Conference with 100% approval from the Ministry of Education, Quebec. Seventh-day Adventist Education has served the province of Quebec since 1899. All our teachers are qualified as required by the Ministry of Education, as well as the North American Division. Admission and retention in this school is a privilege and not a right. Therefore, every student is required to abide by all the rules and regulations.

As part of a system of Seventh-day Adventist schools, we are committed to excellence; hence, our North-American system-wide motto states that we are on "a journey to excellence." At Greaves Adventist Academy, we believe that each student is unique and is of inestimable value. Working in a family-oriented Christian environment, we prayerfully aim to systematically develop the intellectual, spiritual, physical, and social needs of all our students.

This handbook has been prepared for your use. Read it carefully and know its contents as you are responsible for the rules and regulations outlined in it. Please note that information in this handbook may change without notice. Each parent or guardian is required to sign the first two pages as indicated. The first page is to be removed and sent to the Secretary-Registrar's office at least three days after you begin classes.

Please be advised that Greaves Adventist Academy has an anti-bullying policy that all students, employees, parents, school guests, and other stakeholders are required to adhere to. Regardless of race, skin colour, religion, nationality, size, gender, social status, and other differences or similarities, we believe that everyone has the right to be safe and secure in this learning environment. By law all incidents of bullying will be reported to the Ministry of Education, Recreation and Sports. In addition, wrongdoers will face disciplinary consequences including dismissal from Greaves Adventist Academy.

Students, the administration and staff of this school are here to help you. Several programs are provided for your academic, spiritual, social, and physical growth. Be sure to have a pleasant year at Greaves Adventist Academy by providing yourself with time to think, time to study, and time to interact with each other so that you will be successful.

MISSION

GREAVES ADVENTIST ACADEMY, a Seventh-day Adventist institution, has for its mission the harmonious development of the mental, physical, social and spiritual faculties of the student in preparation for a life of service now and for eternity. Through a Christ-centered education, it strives to achieve academic excellence.

VISION

GREAVES ADVENTIST ACADEMY fosters an environment of learning that challenges the students to reach their God-given potential, thus maintaining a superior standard of Christian education, which would serve as a model for other schools.

CHRISTIAN ENVIRONMENT

Greaves Adventist Academy is a Christ-centered school where students have the opportunity to develop a personal relationship with God. Our religious instruction facilitates this transformational process through the working of the Holy Spirit.

Our religious classes are Bible-based and cover Protestant Morals and Ethics. Our Bible program is called Encounter which encourages students to think deeply and respond for themselves rather than "being a mere reflector of other people's thoughts" (White, *Education*, p. 17-18).

OUR



SCHOOL LOGO OUR



SCHOOL SYSTEM LOGO

Our logo is based on Revelation 14:6-12 which defines our responsibility as a Seventh-day Adventist School to preach the everlasting gospel to all the world in the context of the three angels' message. Our schoolwide North American Division Logo has a letter "A" branding to demonstrate our system of schools. Most schools use this logo for system branding while using school crest branding for local use.

ADMISSION REQUIREMENTS

- Willingness and ability to uphold our school Christian, Bible-based beliefs and values
- To be eligible for **Kindergarten**, your child must be five years old on or before **September 30**.
- To be eligible for **Grade 1**, your child should be six years old on or before **September 30**.
- To be eligible for high school, your child must be 12 years old by September 30.
- After applying to GAA, parents must provide the proper immigration papers. After this has been completed successfully, then your child can register.
- An entrance English and Mathematics examination are required to enroll in Greaves Adventist Academy a mark of 60% or above must be achieved for placement purposes. (Secondary)

ANTI-BULLYING AND VIOLENCE PLAN

Our school has an anti-bullying and violence plan. The school is expected to be a safe place for all students and school personnel. Please see the Appendices for more information.

Parents' Role in Anti-bullying

Parents' foremost important role in anti-bullying is to model a good example when interacting with school personnel and others. In addition, it is important for parents to train their child/ren to immediately report acts of bullying themselves to teachers while at school rather than waiting to take the complaint home. Immediate action is best and it trains students to take a role in the process and report for themselves to the teacher.

APPLICATION

Application forms (which are available from the office and www.greavesadventistacademy.com) are to be completed for all students applying for admission. Students applying for Kindergarten and Grade 1 are required to present a valid birth certificate, proof of status in Canada, and pay an application fee. Academic records are not required for Kindergarten students.

For all other categories of students, all relevant records and documents (original citizenship or landed immigrant document; Medicare Card; cumulative school year report card for the past two years; and all report cards received during the academic year) are required with your application.

It is understood that in the application process for admission, the student indicates his/her willingness to accept the regulations of the school as his/her standard of conduct. The school reserves the right to place students in grades deemed appropriate for them. Admission to this school is a privilege, not a right.

CERTIFICATE OF ELIGIBILITY

Greaves Adventist Academy is a private non-subsidized school, therefore not requiring an Eligibility Certificate for English Language Instruction in accordance with Bill 101.

ATTENDANCE

Control of Absenteeism Policy

Everyone is required to enter school daily at 8:25 a.m. Lateness is not tolerated without a valid reason **provided by the parent by a note, email or phone call to the office**. In the case of illness, the student should present **a medical note if absent for three days or more**. It is important that the home and the school cooperate in teaching our youth the essential work skill of respecting time. See our CONTROL OF ABSENTEEISM POLICY on our school website.

Procedure after Absences

If a student is absent from school, he/she must, upon returning to school, present a written excuse signed by a parent/guardian or a medical personnel. Parents can also indicate reason via e-mail (cfeijoo@greavesadac.com).

Excused Absences

Illness is a valid reason for being absent. Emergency absences will be considered on an individual basis. Students are allowed to make up all work missed. However, it is the students' responsibility to contact their teachers for assignments through teacher's e-mails.

Lateness

Students are required to arrive to school on time to ensure they receive all teacher instruction and to avoid disrupting the learning process for themselves and their classmates. We do understand an occasional lateness due to transport. In such a case, parents are to contact the school office to report lateness and the reason for being late. Late students must report to the office to receive a late pass to attend class in the morning, after 9:00 a.m. Timeliness and regular school presence are linked to student success. When students are chronically late, disciplinary action will result in an effort to curb the poor habits.

Holiday/Travel Time

Students are required to be in school every school day and may not take extended vacations. However, in extreme cases, if extra time is required, the parents or legal guardian should send a request in writing at least two weeks before the anticipated absence. While these absences are still considered as unexcused, the teachers may assist in providing make-up work or study packages. School fees must be paid as usual.

AWARDS

Greaves seeks every opportunity to congratulate students for diligence in their studies. At the end of the academic year, the school hosts an awards' ceremony that honours students.

CAR PICK UP AND PARKING

If a child is being picked-up by someone other than their parents, parents should notify the school beforehand. Additionally, for the safety of the children and the accommodation of the school bus, parents with cars are requested to avoid parking their vehicles immediately in front of the school as this is a city requirement. Failure to comply could result in a violation ticket or towing. Greaves Adventist Academy declines all responsibility in case of accidents. The church's parking lot across from the school is reserved only for school staff. Parents and other guests are kindly asked not to park there.

COLLECTION OF FEES

School fees are due on the **first day of each month** or the next workday when the first is a holiday. Parents are requested to keep their accounts up-to-date so that the school will be able to pay its bills on time. It is the policy of the school that if a student's account is more than **five (5)** days in arrears, the student is sent home until the payment is brought up-to-date. An additional one percent (1%) will be added to any late fees.

Before a student is admitted, the following payments are mandatory: At least the first month's tuition of the current school year

- Registration fee
- Workbook fees
- Yearbook cost
- Graduation fee (Kindergarten, Grade 6 and Grade 11 only)
- Graduation party or dinner (Grade 6 and Grade 11 only)

Methods of payment: Interact, Visa, Mastercard and E-Transfer.

Final Examinations: Students cannot take final examinations if their accounts are not up-to date. Overdue accounts cannot be accommodated, with **major delinquent accounts referred to a collection agency.**

COMMUNICATION

It is essential that there is effective communication between home and school. Please make sure our school has your updated phone number, e-mails and mailing address.

CODE FOR CONDUCT FOR PARENTS POLICY

The intention of the Code of Conduct is to clearly define the expected conduct for all Parents/Guardians/Visitors when they are at Greaves Adventist Academy School. At Greaves Adventist Academy, we believe students, staff and parents (or guardians) are entitled to a safe and caring environment in which to learn and work. Central to the Code of Conduct for Parents/Guardians/Visitors is the understanding by each member of the school community of the behavioural expectations established by Greaves Adventist Academy. A willingness to accept responsibility for one's actions will enable us to continue to flourish and succeed in an atmosphere of mutual respect. To see CODE OF CONDUCT FOR PARENTS POLICY visit our website.

CONTINUOUS DISCIPLINARY PROBLEMS

Students with continuous disciplinary problems will be referred to the administrative committee/school board. A student who is found to be out of harmony with the policies of the school, uncooperative and/or whose attitude gives evidence of an uncontrolled nature may be advised, by administration, to withdraw from the school.

CURRICULUM

Because we are a Seventh-day Adventist School, we follow our North American Division Curriculum along with our Quebec Curriculum as we hold a Ministry of Education school permit. We integrate faith into all subject areas.

Textbooks

Student textbooks are school property. Students are responsible for the proper use of the textbooks assigned to them. Books that become damaged, lost or vandalized remain the responsibility of the student assigned the book, so it is important for students to keep their books safe and secure. If a student loses or damages a textbook, they will have to pay the cost of the textbook according to the prescribed deadline.

DAMAGE TO SCHOOL PROPERTY

Damage to school property including books and equipment, resulting from the action of a student, will be the responsibility of the parents.

DETENTIONS

Students may be required to do school detention. Parents will be informed by letter sending by e-mail to the detention of any student. Detention will be given for the violation of one or more school rules including lateness and unexcused absences. If a student chooses not to serve his or her detention, this student will receive a one-day suspension.

DISCIPLINE CODE

It is the chief aim of Greaves Adventist Academy to help students to develop high standards which will provide a firm foundation for good character-building. In keeping with this aim, the school offers the students definite principles and ideals. In the process of character development, there are times when it will be necessary to take disciplinary action, and the most effective discipline is formed through a cooperative venture between the home and the school.

DISPENSING MEDICATION

If a child is on medication that must be given during the school day, a parent or guardian must deliver the medication in person to the office with a written request for dispensing that medication. The container shall be the original one dispensed by the pharmacist with the child's name and instructions for dispensing it. The medication will be kept in a safe space and only one adult--the homeroom teacher or the registrar--will be responsible for dispensing it to the child.

DRESS CODE

The uniform, including the gym uniform, must be purchased at **TOP MARKS** and should be worn neatly at all times. On dress-down days, students are to dress appropriately, refraining from wearing jewelry, ripped jeans, tops with thin straps, or any other clothing that inappropriately reveals skin.

Boys – FALL-WINTER: As of November 1, navy pants, plain black belt, blue oxford shirt, tie, completely black shoes, navy or black socks.

SPRING-SUMMER: As of April 1, blue polo shirt is worn instead of the oxford shirt and tie. This shirt should not be tucked in the pants. **No substitute uniform is allowed.**

Girls – FALL-WINTER: As of November 1, navy pants or knee-length skirt, blue oxford shirt, tie, completely black shoes, navy, or black socks or tights. Decorative tights are not allowed.

SPRING-SUMMER: As of April 1, blue polo shirt is worn instead of the oxford shirt and tie. This shirt should be worn out and not tucked. **No substitute uniform is allowed.**

Gym uniform: Navy jogging pants or shorts, GAA t- shirt with the school's logo, any sneakers. The sneakers must not leave markings on any surface. **No substitute uniform is allowed.**

It is mandatory that students wear their uniform to and from school. No substitute is allowed. Working students are to change at their workplaces—not in the school. Those who fail to comply will not be admitted in the school or the gym. As well, students' uniform should be clean and well pressed; they should wear it well.

School sweatshirts will be created by school administration only. Students and graduates wanting to purchase these items, must do so through the school office or website. Students are prohibited from producing any items bearing the school's name or logo.

Playground Attire

We encourage students to change into a plain T- shirt during the lunch play period to avoid getting the uniform shirt dirty. However, when the first bell rings to end lunch, students must immediately change into the regular school uniform to ensure timeliness for class. Frequent lateness will result in a loss of privileges.

ELECTRONICS

No electronic games should be brought to school or on school trips.

Cell phones and headsets are not to be used by students from **8.00 am to 5.00 pm** at the school or travelling on our school bus to gym etc. unless a teacher requires for a specific lesson in advance. Students who are seen breaking this school rule will have their cell phones confiscated by staff for a period of one week – no exceptions made.

EVALUATIONS Missing Examinations or Tests

Students are required to be on time for all school appointments including exams. No additional time is allotted for lateness more than 15 minutes. Missed examinations or tests may be rescheduled on a case by case basis.

Provincial Examinations

Provincial examinations are mandatory for students in Primary 6, Secondary 4 and Secondary 5. Late arrivals risk non-eligibility for the examination; however, the government makes allowance for valid absences such as illness, death, and civic duties provided official proof is presented.

EXPULSION

Expulsion is the permanent dismissal of a student from attending Greaves Adventist Academy. Should a student show unwillingness to comply with the safe, behavioural, or academic codes of the school, a recommendation for expulsion will be made by the disciplinary/administrative/ committees, to the GAA School Board.

FAMILY PARTICIPATION

In order for Greaves to operate at optimum effectiveness, the school must have the cooperation of the parents. Parents are therefore asked to abide by the following regulations:

1. Communicate in a pleasant and cooperative manner in support and promotion of the school both on the school premises and in other settings.

2. Parents who intend to retain their children at Greaves Adventist Academy must complete a Re-registration form between the months of April 30 and pay the required fee. Enrolment cannot be assured unless this is done early.
3. Parents should ensure that their children adhere to the STM and/or private bus regulations of safety and conduct.
4. Parents are requested to make personal visits to the school at least two (2) times per year for conferences with school personnel. Parents are expected to attend interviews, when requested by the teacher and/or principal, regarding a student's academic and/or behavioural progress.
5. A parent or another responsible adult should be accessible by telephone in the case of an emergency. If there is a change in a student's telephone number and/or address during the school year, parents are responsible for notifying the school.
6. Parents are encouraged to become involved in other school-related activities such as: Home and School Association meetings, recreational events, and field trips. Children's academic success is greatly influenced by parental involvement in school activities.
7. Parents are expected to supervise their children thus ensuring that they pay attention to their studies and also be on good behaviour in and out of the school.
8. Ensure that the children follow a healthy diet and get adequate rest.

FIELD TRIPS

Permission slips must be signed by parents/guardians before children are allowed to go on field trips. No child will be allowed to attend an off-campus activity if a permission slip has not been signed and returned to the school on the required date. Educational trips are an integral part of the curriculum. Consequently, every student is expected to attend so as to receive the exposure and marks assigned for related activities.

FIRE DRILL

Organized fire drills are conducted for the safety of students. All students must leave the building quietly using the closest exit as identified in each room. Fire directions will be posted in an appropriate place (beside the door used to enter the room) and should be followed. In case the regular route is blocked, the alternate route must be used. Everyone is expected to treat a fire drill as a potential fire by moving quickly and quietly to the safe areas. No one should stop to collect anything such as jackets and bags.

FIRST AID PLAN – MINOR INJURIES

Children who are known to be ill should be kept at home. The staff of the school will respond to non-emergency types of injuries. If a child is injured and requires first aid, as far as possible, the parents will be notified of the procedure followed and the type of first aid applied.

FIRST-AID TO STUDENTS—MINOR INJURIES

The health care service is located in the school's office. If symptoms of any communicable disease are observed, the child will be quarantined, and the parent/guardian notified. If necessary, proof to the contrary from medical personnel will be required. No child with any form of diagnosed communicable disease will be allowed to attend school during the contagious period.

GAMES

All games and entertainment in the school must be in harmony with biblical values. Therefore, there should be nothing reflecting gambling, witchcraft, rivalry and other such vices. Clean, honest sportsmanship is required.

GRADUATION

All the Kindergarten, Grade 6, and Grade 11 students may participate in the formal commencement ceremony nearing the end of June. The student's actual diploma will be issued once it has been confirmed that the graduate has successfully completed the requirements set by the Ministry of Education and Higher Education, as well as the North American Division of Education. Seniors are required to pass all of their provincial exams, local school exams, and have no outstanding balance.

Students who do not attend classes regularly or timely in the last weeks of school or who demonstrate a non-compliant attitude, may have their privilege of participating in the graduation procession and/or graduation dinner revoked without refund.

GRIEVANCE PROCEDURES

Parents wishing to express a concern must first speak to the child's teacher. If there is no satisfactory conclusion, the principal should be consulted. If after the administrator has investigated the matter and has held a conference with all parties concerned, and there is no mutually agreeable solution, the parents can present their grievance, **in writing, to the school administrative committee. If it is still unresolved it may be presented in writing to the school board for a final decision.**

Should a parent have a grievance with a member of the staff, he or she is encouraged to discuss the problem with the staff member involved based on the Matthew 18 principle. If there is no satisfaction, the grievance should be taken to the school's administrative committee. If needs be a final decision will be made by the school board.

Grievances should not break these procedures to directly contact the Quebec Conference, Canadian Union or North American Division. Violation of grievance procedures may result in you being ineligible for registration at the school.

GUESTS / VISITORS

As a safety precaution, no one is allowed to enter the school beyond the office without authorization. Parents and other guests should not try to see a teacher during teaching hours. Instead, please schedule an appointment with the teacher in advance.

HAIR

Students are to maintain neat hairstyles, avoiding lines, designs, bright-coloured hair and hair ornaments. Boys are required to trim their hair low, having it no longer than 3 inches in length. The school reserves the right to refuse a student admission to class if the hairstyle conflicts with this school rule. In addition, no one having lines in their eyebrows is allowed in the school.

HEAD DRESS

While inside the school, students will not wear hats, scarves or head coverings with the following exception: the students who practice a religion that requires a head dress. Everyone in the school is required to be respectful of each other as well as their religion. There should be no touching of religious emblems.

HOME AND SCHOOL ASSOCIATION

The Home and School is a vital part of our school community. This association is designed as an opportunity for a cooperative discussion centered around improvements that can make our Christian school learning environment stronger for learning and growing in faith.

INSURANCE

Each child will be insured through the school's group policy. This coverage is required to provide for accidental injuries during school-related activities. Parents are asked to have their own private coverage for further coverage of their children.

JEWELLERY

The wearing of jewellery (rings, nose rings, earrings, chains, bracelets, anklets, hair beads or decorations in braids, etcetera) on the school grounds during school sessions, before or after school, or during school functions is not allowed. Jewellery worn to school, by students, will be confiscated. The school declines all responsibility in the case of lost jewellery and other items. Students who wish to pierce their ears should do so during a long school vacation as no exception will be made to the jewellery policy.

LOCK DOWN PROCEDURE

Lockdown drills will also be done throughout the year. For more information, see LOCK DOWN PROCEDURE on our school website: www.greavesadventistacademy.com.

MAKE-UP

Students are not permitted to wear noticeable lipstick, coloured nail polish, or other obvious make-up to school or school functions, including school and graduation photos. Our emphasis is on the development of inner beauty.

MULTICULTURAL EDUCATION POLICY

The Greaves Adventist Academy School Board believes that one of its essential roles is to promote multicultural education that reflects the values of its respective communities and its Christian faith. The School Board believes that all students should receive an education in democratic values as legislated by a democratic Canadian society and the Quebec Charter of Human Rights and Freedoms. See MULTICULTURAL EDUCATION POLICY on our school website for more information.

NUTRITION POLICY

The Greaves Adventist Academy Nutrition's Policy aims at promoting health-enhancing attitudes and behaviours among all students (elementary and high school) by teaching the essential knowledge and skills they need to make nutritious food choices and by providing an environment encouraging healthy eating habits. For more information, see our NUTRITION POLICY on the school website: www.greavesadventistacademy.com.

PARENT/TEACHER CONSULTATION

Parents wishing to meet a teacher or administrator are required make an appointment with the Registrar before coming to the school. At the end of the first and second terms, parents are requested to meet with each teacher to monitor and support the progress of their children. Also, the school sends home a progress report during the first term. Other communication is sent home as needed. Monitoring of the students' progress can be made through the management system Edvance. Parents are encouraged to keep in touch with the school.

PARENTAL RIGHT TO APPEAL

Any disciplinary action may be appealed by a parent, sponsor, or guardian through written contact with the school principal. If satisfaction does not result, the parent, sponsor, or guardian may request a further appeal to the School Board through its chairperson. All decisions of the School Board at this point are final.

PARENTS' INFORMATION EVENING

An important information session is held at the beginning of the school year in an effort to engage and inform parents of the vision and direction of the school for the coming year. This meeting is also an opportunity for teachers and parents to connect, and as such, all parents are encouraged to be in attendance.

PROBATION BEHAVIOURAL

A student may be put on probation, and thus, under close scrutiny as a result of violating school policies, rules or regulations. After a designated period of time, if the student's behaviour has not improved, stronger measures will be recommended. A student on probation may be denied participation in certain regular and or extra-curricular activities.

Academic

If a student is not meeting the required competencies in one or more subject area, they may be put on a term-based academic probationary period to monitor progress.

REGISTRATION POLICY

In order to guarantee that all enrolled students will be guaranteed a place within the school before new students, currently enrolled students must register by **April 30 of each year**.

See our REGISTRATION POLICY on our website at www.greavesadventistacademy.com

RE-REGISTRATION CRITERIA

While it is our desire to re-register all students, only students meeting the reregistration criteria are eligible:

1. Students must demonstrate academic effort.
2. Students and parents should respect the biblical beliefs of the Seventh-Day Adventist Church while on school site (www.adventist.org/en/beliefs).
3. Student behaviour must be satisfactory according to the school handbook.
4. Parents must have an up-to-date financial account at the school.
5. Parents need to have a cooperative and respectful relationship with school staff.

SCHOOL ANNUAL CALENDAR

Our school calendar will be posted on our website under the calendar tab.

SCHOOL CANCELLATION

Cancellation of school sessions at **Greaves Adventist Academy** due to storms or other emergencies will be on our website.

SCHOOL CROSSING

A school crossing guard is stationed at the corner of Sherbrooke and West Hill to assist students who must cross the street in the morning and at dismissal after school. Students must obey the guard at all times.

SCHOOL HOURS ELEMENTARY:

The school day begins with worship (all students are expected to be present in the class) at **8:25 a.m.** and ends at **3:35 p.m., Mondays to Thursdays**. On **Friday** school begins at **8:25 a.m.** and ends at **11:55 a.m.**

SCHOOL HOURS SECONDARY:

The school day begins with worship (all students are expected to be present in the class) at **8:25 a.m.** and ends at **4:05 p.m., Monday through Thursday.** On **Friday,** school begins at **8:25 a.m.** and ends at **11:55 a.m.** Students should leave the premises by **4:10 p.m. sharp, Monday through Thursday.** However, if students are participating in a school activity such as tutoring, sports, and music, they are allowed to stay until 5:00 p.m. with the supervision of a teacher. Before and after-school supervision is also available at a fee (read below for details).

BEFORE AND AFTER SCHOOL SUPERVISION PROGRAM

Official supervision begins at 8:10 a.m. and ends at 4:30 p.m. However, if the school recognizes a need for extending the Before-and-After-School Supervision Program, the details will be communicated to parents. For additional information, see MORNING AND AFTERNOON PROGRAM on our website.

NOTE: The students who are not picked up on time will be automatically enrolled in the supervision program.

SCHOOL LUNCH

Lunch for the elementary school is at 11:55-12:45 p.m.; whereas high school students lunch from 13:05-13:55 p.m. Students are required to stay on school premises during lunch and may not order nor purchase lunch elsewhere. The school has a food machine to purchase drinks and food items to supplement lunches. Students may purchase water, fruit juice, muffins, veggie chips, oatmeal cookies, etc. for a reasonable price. Those who leave school grounds may face a school suspension. Notes from parents cannot be accepted.

Because this school is operated by the Seventh-day Adventist Church, parents are expected to cooperate by not putting pork, pork products, caffeinated drinks, power drinks, or intoxicating beverages in the children's lunch boxes. Also, no nuts or nut products should be sent to school in consideration of students who have allergies.

SMOKING/DRUGS

No smoking or vaping is allowed on the premises. Alcoholic beverages and non-prescribed drugs are not permitted either. In the case of illegal substances, the police will be notified.

Cannabis in any form is not permitted on school grounds. Use, possession or promotion of any forms of the substances above may result in immediate expulsion.

The Ministry of Education in conjunction with the Quebec Police, expect that the school administration will proceed with a search of the student's locker, school bag or handbag, or wallet if

- the administration has reasonable motive that a school rule has been violated or is being violated by a student,
- the administration has reasonable motive to believe that the proof of violation is in the possession of the student.

The lockers are school property and can be searched by the administration without notice.

SPECIAL EDUCATION

Greaves Adventist Academy strives to implement inclusive practice. Our Admissions Committee, in consultation with teachers, evaluates the needs of students who register for our school. Students with diagnosed special needs will need a shadow and a professional recommendation in order to attend Greaves Adventist Academy. Anyone invited to shadow a student must allow Greaves Adventist Academy to complete his or her police verification. We look forward to being able to offer an inclusive practice.

SUSPENSION

Suspension is the temporary prohibition of a student from attending class or school functions for a designated period of time. Generally, the student serves the suspension at home, but he or she may also serve an in-school suspension. An in-school suspension means the student remains out of class under the supervision of an administrator or teacher. They will also have separate breaks from their peers. The duration of a suspension varies from one day to 2 weeks depending on the circumstances.

SUSPECTED CHILD ABUSE AND NEGLECT POLICY

In compliance with Section 39 of the revised Youth Protection Act (1989), in the event that an employee of Greaves Adventist Academy is of the opinion that, at the moment of the suspicion, there are reasonable grounds to believe that the security or development of a child is in danger (Sections 38 and 38.1 of the Youth Protection Act), the employee shall report the incident directly to the Department of Youth Protection.

All School employees shall be expected to be familiar with current Board policy and procedures regarding their obligations under the Youth Protection Act.

For more information, see SUSPECTED CHILD ABUSE AND NEGLECT POLICY on our website.

TECHNOLOGIES POLICY

Greaves Adventist Academy (GAA) shall make innovative, creative and responsible use of digital technology to enhance the learning and working environment of all users and will continually re-examine and adapt this policy in order to make appropriate use of constantly changing digital technology.

All employees, commissioners, parents, students or others (users) who have access to electronic system or devices belonging to the School Board, or personal devices used on GAA Board properties or network, agree to respect the rules as established in this policy.

Please see the TECHNOLOGY POLICY on our website.

TELEPHONE

The school's telephone is for school business. Students should not be called out of class except in cases of emergency. The use of student cell phones is not permitted on school premises. If there is a need, students are free to use the school's telephone.

TEMPORARY WITHDRAWALS

No child will be allowed to withdraw from school on a temporary basis without prior written requisition from the parent/guardian. This request must contain the reason for withdrawal, length of absence, and the proposed date of return. The school discourages temporary withdrawals because absences from school impede the academic progress of our children.

TESTING – REFERRALS

If observations indicate a need for academic or psychological testing, the principal will make a request for the appropriate test to be completed by the parents.

TRANSFERS/REFERRALS

All children transferring from Greaves Adventist Academy must submit a written request to the principal. Unsettled accounts will be sent to Collection.

TRANSPORTATION

The STM provides a bus specifically for GAA students (parked where the 105 bus is parked) from VENDOME METRO that transports our students directly to school. The bus will leave Vendome around 8:00 a.m. Please take this bus so that you will arrive on time—8:25 a.m. for school. At 4:05 p.m. – Monday to Thursday, the bus will pick up students from Greaves Academy and take them to Vendome.

On Fridays, the bus will leave the school at 12:10 p.m. for Vendome. Students are expected to behave appropriately at all times.

UNUSED SNOW DAYS

Scheduled snow days that were not used may be incorporated as school days or be given as days off as the administration sees fit.

USE OF SCHOOL FACILITIES POLICY

Outside Organizations – For information on the Rental and Rate Structure for the use of our school facilities, see USE OF SCHOOL FACILITIES POLICY on our school website.

VOLUNTEERS

Volunteers are welcome since this gives meaning to the concept of “the community school.” All prospective volunteers are requested to complete an application form and also give their consent for Greaves Adventist Academy to verify their police record. Potential volunteers who are found to have a criminal record will not be eligible to volunteer our the school. There is no charge to the parents for this service and parent-volunteers are not normally assigned to serve in the classroom where their child/ren are enrolled. The Principal will consider all exceptions.

Information in this Handbook may be changed by the administration of Greaves Adventist Academy without notice.
All other pieces of information distributed by school authorities must be adhered to.
No portion of this document may be duplicated or removed without permission.
Revised June 2021.

**Bullying Report Form**

Please review the general description of bullying before you continue:

1. It is repeated;
2. There is an imbalance of power; and
3. The person is being hurtful.

This is a serious document, and as such, individuals are prohibited from knowingly falsely accusing another of bullying. Disciplinary action will be taken if this occurs.

Name of victim (optional): _____ Date of report: _____

**Please note that, without the victim's identification, we may not be able to give you personalized support. All reports of this nature will remain confidential.*

1. What type of bullying is being experienced (please circle)?

Physical Verbal Relational Cyber

2. Where does this happen (please circle)?

In class Outdoor school grounds Gym Washroom Hallway Online Other: _____

Check all that apply to this specific incident:

PHYSICAL - Harm to another's body or property

- | | | | |
|--|-----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Threatening physical harm | <input type="checkbox"/> Pinching | <input type="checkbox"/> Tripping | <input type="checkbox"/> Scratching- |
| <input type="checkbox"/> Making threatening gestures | <input type="checkbox"/> Biting | <input type="checkbox"/> Extortion | <input type="checkbox"/> Hair pulling |
| <input type="checkbox"/> Hitting | <input type="checkbox"/> Spitting | <input type="checkbox"/> Punching | <input type="checkbox"/> Slapping |
| <input type="checkbox"/> Cornering/blocking | <input type="checkbox"/> Kicking | <input type="checkbox"/> Theft | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Destroying or defacing property | | | |

VERBAL/EMOTIONAL CONDUCT - Harm to another's self-worth

- | | |
|---|---|
| <input type="checkbox"/> Threatening to secure silence | <input type="checkbox"/> Name calling |
| <input type="checkbox"/> Challenging in public | <input type="checkbox"/> Insulting gestures |
| <input type="checkbox"/> Racial, Ethnic or Religious slurs or epithets | <input type="checkbox"/> Taunting |
| <input type="checkbox"/> Defacing or falsifying schoolwork | <input type="checkbox"/> Insulting remarks |
| <input type="checkbox"/> Insulting/degrading graffiti | |
| <input type="checkbox"/> Harassing and/or frightening phone calls, emails, text or phone messages | |
| <input type="checkbox"/> Unwanted sexually suggestive remarks, images or gestures | |

RELATIONAL CONDUCT - Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion

- | | |
|--|--|
| <input type="checkbox"/> Using negative body language or facial expressions | <input type="checkbox"/> Threatening to end a relationship |
| <input type="checkbox"/> Gossiping-Starting/spreading rumors | <input type="checkbox"/> Playing mean tricks- |
| <input type="checkbox"/> Arranging public humiliation | <input type="checkbox"/> Ostracizing/total group rejection |
| <input type="checkbox"/> Insulting publicly-Ignoring someone to punish or coerce | |
| <input type="checkbox"/> Exclusion-Undermining other relationships | |

3. When does this happen (please circle)?

Before worship During class time Breaks Lunch After school Randomly

Other: _____ (ex. Day 1, Period 2)

4. How often does it occur (please circle)?

Daily or almost daily Weekly or almost weekly Monthly Once

5. Who is doing the bullying? **Name:** _____ **Grade:** _____

6. When did the individual begin the bullying act(s)? **Month:** _____ **Year:** _____

7. Did you tell an adult (please circle)? → **Yes** **No**

If yes, who? (optional) _____

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity):

Describe the incident(s) in more detail:

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with an investigation regarding bullying shall be subject to appropriate disciplinary action. Greaves Adventist Academy prohibits retaliation (i.e. threats, spreading rumors, ostracism, assault, destruction of property, etc.) by a student or Greaves employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report

Date

-----DO NOT WRITE BELOW THIS LINE-----

Received by _____ Position _____ Date _____



How to Submit an Anonymous Bullying Report

Victims of bullying are encouraged to report their concerns to school officials immediately.

If a student feels uncomfortable sharing his/her concerns openly, he/she is able to submit an anonymous report through the Greaves Adventist Academy website.

Here are the instructions:

1. Visit the Greaves Adventist Academy website at <https://www.greavesadventistacademy.com/>
2. Click on the "Contact Us" tab at the top right corner of the screen if on a desktop computer
OR
Click on the ☰ Menu tab and then select "Contact Us" if on a mobile device.
3. At the bottom of the "Contact Us" page, you will find a set of boxes wherein you can write your message. To preserve your confidentiality, fill in the boxes with the **boldened** words below:

First name: **BULLYING**

Last name: **CONFIDENTIAL**

Email: **Confidential@greavesadac.com**

*This email address cannot receive emails. Only use it while completing this form in order to remain anonymous.

Message:

Here, please write about the bullying incident. Include information similar to what is requested in the "Bullying Report Form" in Appendix A. Remember, without your identification, we will indeed investigate your concerns; however, we may not be able to give personalized support that may be of benefit to you. If you do submit a report to the office, school administrators will know, but it will otherwise remain confidential.