



Greaves Adventist Academy
Montreal Campus
Training for Time and Eternity

STUDENT HANDBOOK

2018-2019

(School's Copy)

STUDENT IDENTIFICATION

Name: _____ Grade _____

Address: _____

Telephone - Home: _____ Cell: _____

E-mail address: _____

Parent's Email Address: _____

Blood Type: _____ Medical Insurance number: _____

Illnesses or Allergies: _____

In case of emergency, contact: _____

Tel: _____ Relationship to Student: _____

Name of Physician: _____ Tel: _____

I have read and understood the contents of this Handbook. I hereby sign in compliance to the rules and regulations contained in this official document including but not limited to bringing my child or children on time to school and coming on time to pick him/her/them up. I will comply with the school's opening and closing hours knowing that after the school's supervisory hours end, I am totally responsible for the safekeeping of my child or children. (Please see page 3).

Parent/Guardian's Name _____ Date _____ Student's Name _____

THIS PAGE IS TO BE REMOVED AND RETURNED TO THE OFFICE DURING THE FIRST WEEK OF SEPTEMBER. Thank you.

GREAVES ADVENTIST ACADEMY
2330 West Hill Avenue,
Montreal Quebec (QC) H4B 2S4
Telephone: (514) 486-5092; Fax: (514) 486-0515
Email address: info@greavesadac.com
Website: www.greavesadventistacademy.com

Offering quality Seventh-day Adventist Education in Quebec since 1899



Greaves Adventist Academy
Montreal Campus
Training for Time and Eternity

STUDENT HANDBOOK

2018-2019

(Student's Copy)

STUDENT IDENTIFICATION

Name: _____ Grade _____

Address: _____

Telephone - Home: _____ Cell: _____

E-mail Address: _____

Parent's Email _____

Blood Type: _____ Medical Insurance number: _____

Illnesses or Allergies: _____

In case of Emergency, contact: _____

Tel: _____ Relationship to Student: _____

Name of Physician: _____ (Tel.): _____

I have read and understood the contents of this Handbook. I hereby sign in compliance to the rules and regulations contained in this official document including but not limited to bringing my child or children on time to school and coming on time to pick him/her/them up. I will comply with the school's opening and closing hours knowing that after the school's supervisory hours end, I am totally responsible for the safekeeping of my child or children. (Please see page 3).

Parent/Guardian's Name

Date

Student's Name

GREAVES ADVENTIST ACADEMY
2330 West Hill Avenue,
Montreal Quebec (QC) H4B 2S4
Telephone: (514) 486-5092; Fax: (514) 486-0515
Email address: info@greavesadac.com
Website: www.greavesadventistacademy.com

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 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, 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-centred 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 reflector of other people's thoughts.' *Education pp. 17, 18*



OUR SCHOOL 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 angles' messages.



OUR SCHOOL SYSTEM LOGO

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 POLICIES AND 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**. Your child must not be older than five years and nine months.
- 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 17 years old up to September 30.
- After applying to GAA, parents must provide the proper immigration papers. After this has been completed successfully, then a confirmation letter will be sent for your child to registered.

ANTI-BULLYING

Our school has an anti-bullying policy that incorporates Biblical values. The school is expected to be a safe place for all students and school personnel.

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 his/her child 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 AND REGISTRATION DOCUMENTS

Application forms (which are available from the office and www.greavesadventistacademy.com) are to be completed for all students applying for admission. Beginning Kindergarten and Grade 1 students 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 grades deemed appropriate for them. Admission to this school is a privilege, not a right.

ATTENDANCE POLICY

Everyone is required to enter school daily at 8:30 a.m. Lateness is not tolerated without a valid reason **provided by the parent by phone or a note**. In the case of illness, the student should present **a medical note if absent for three days or more**. If this is not done, the student will not be admitted to class. It is important that home and the school cooperate in teaching our youth the essential work skill of respecting time.

When a child is going to be absent, a parent or guardian is required to telephone the secretary to inform the absence. The school will make an effort to contact the home if no information was received regarding the absent student.

Procedure after Absences

If a student is absent from a class, 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 COBA.

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 COBA.

Lateness

Students need to arrive to school on time to ensure they receive all teacher instruction and to avoid disrupting classes and the office. We do understand an occasional lateness due to transport. Parents must contact the school office by COBA or phone to report lateness and reason for being late. Late students must report to the office to receive a late pass to attend class. Lateness and absence are linked to student grades which can lower final marks.

Students who arrive chronically late, may be dismissed from the school as it disrupts the entire school program.

Holiday/Travel Time

Students are required to be in school every school day and 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. They are still considered as unexcused absences. While the teachers will do their best to provide make-up work or study packages, it is done as a courtesy and not as a requirement. 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 first two terms, a list is posted with the names of students who have excelled. There will also be other ways to recognize student success.

Honour Roll

Students whose marks are between 80% and 89%--with no mark being under 60%--are on the Honour Roll.

Principal's List

Those who score 90% to 100% --with no mark being under 80%--are recognized on the Principal's List.

At the end of the academic year, the school hosts an awards' ceremony that honours students who have earned 90% to 100% in their school work. Other categories of awards include most improved in academics, good behaviour, and fitness.

CAR PICK UP AND PARKING

For the safety of the children and the accommodation of the school bus, parents with cars are requested not to park their vehicles immediately in front of the school as this is a city requirement. Failure to comply could end up with 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.

CERTIFICATE OF ELIGIBILITY

Greaves Adventist Academy is a private non-subsidized school and so does not require an Eligibility Certificate for English Language Instruction in accordance with Bill 101.

CHILD ABUSE

All suspected child abuse cases will be reported by the staff, to Youth Protection Service. No one is allowed to interfere with the work of any government agent who needs to work in the school.

Parents who deal harshly with their children while on school grounds may face being reported by other parents or staff.

CLASSROOM GUESTS

No one is allowed to enter the school beyond the office without authorization. Please ask for a "School Pass" from the office. Parents and other guests should not try to see a teacher during periods when the teacher should be focused on supervising and teaching her/his students. Please schedule an appointment with the teacher in advance.

COLLECTION OF FEES

School fees are due on the first day of each month or the next work day 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 **thirty (30)** days in arrears, the student is sent home until the payment is brought up-to-date or arrangements/new contracts are made with the finance officer. No other employee is authorized to make financial arrangements.

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: Cash, Cheque, *Interact*. There is a charge of \$25.00 (subject to change) for an NSF cheque. When payment is made through *Interact*, a small service charge is added.

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

COMMUNICATION

It is essential that there is effective communication between home and school at all times. Please make sure the school has your updated phone numbers. We offer a variety of methods of communication: COBA (preferred method), phone, website, and newsletter which are archived on our school website.

Manner of communication is also important in our Christian school. Parents or visitors who shout, put-down students or school personnel or act aggressively will be required to leave immediately and will be escorted to do so if necessary. You may re-approach the school another time when calm. Remember, forgiveness is an important value and it doesn't hurt to say sorry when any of us have done something wrong.

CONTINUOUS DISCIPLINARY PROBLEMS

Students with continuous disciplinary problems will be referred to the administrative committee/school board. A student, who finds himself or herself out of harmony with the policies of the school, who is 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 our subject areas.

Textbooks

Student textbooks are school property. Students are responsible for the use of the textbooks assigned to them. Misplaced books that become damaged or vandalized remain the responsibility of the student assigned the book so it is important for them to keep them safe and secure. If a student loses or damages a textbook, they will have to pay the cost of the textbook in cash to the teacher at the time of loss/damage. The teacher will then provide a replacement textbook that remains the property of the school.

Band

Band is a mandatory subject for grade 9 to 11 students at GAA. Students are encouraged to rent a musical instrument through Long and McQuade or another company unless they own their own and it is in good working order.

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 remain in school for one hour in order to complete a task that will help them to improve their behaviour. Parents will be informed by email prior to the detention of any student. They are required to cooperate by signing the notice that will be taken home by the student. If the notice is not signed by parent or guardian, another detention will be issued. 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 an additional detention and may face a one-day suspension.

DISCIPLINARY REPORT

Violations of codes of conduct or classroom rules written or unwritten will be reported to Parent/Guardian in writing. Upon receipt of that report, each parent /guardian must communicate immediately with the Principal. Three (3) reported violations constitute an automatic 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. Records and incident reports will be kept and action will be taken. The administration believes that proper and effective discipline is a cooperative venture between the home and the school. When each realizes this important fact, problems will be minimized. Below is the school's disciplinary guide which is divided into three levels with sample consequences:

LEVEL I INFRACTIONS

Teachers' File

- _____ Violating the school uniform code
- _____ Fooling around / wasting school time
- _____ Using cell phone/electronic gadgets without authorization by a teacher
- _____ Talking at inappropriate times during instruction
- _____ Littering the campus
- _____ Misrepresenting the truth
- _____ Failing to complete a required task (example: wrapping textbooks)
- _____ Missing one to three projects or assignments

Other level I infractions

Action taken by the teacher for level I offence(s):

- _____ Counselling student
- _____ Requested student to make an apology
- _____ Denied student a privilege
- _____ Assigned lines / Assigned time-out
- _____ Asked student to write a description of what happened
- _____ Assigned student to complete a chore (cleaning, dusting rearranging et cetera)
- _____ Reported the problem to the student's homeroom teacher, and or parents for action
- Other** _____

LEVEL II INFRACTIONS

Teachers will submit to the office.

- _____ Showing disrespect to a teacher or another adult
- _____ Continually violating the school uniform code
- _____ Being habitually late and or absent /skipping classes
- _____ Not completing a disciplinary activity after being warned
- _____ Leaving school without authorization
- _____ Failing to wrap required textbooks after receiving a warning
- _____ Not completing over three projects and or assignments
- _____ Disturbing the teaching-learning process
- _____ Cheating on a test or assignment / Plagiarizing
- _____ Missing the STM school bus while loitering at the metro
- _____ Misbehaving on the bus or at another location / Playing unsafely / Horsing around
- _____ Using inappropriate language or gesture
- _____ Acting inappropriately during a school activity (evacuation, assembly, outing et cetera)
- _____ Withholding vital information from school authorities / Lying

Other level II infractions

Action taken by school personnel for level II offences

- _____ Invited parents to a conference at the school
- _____ Assigned a manual detention / assigned an academic detention
- _____ Requested the principal or vice principal to give a suspension

Other _____

LEVEL III INFRACTIONS
Office.

Teachers will submit to the Principal's

Students committing these and similar infractions must be referred immediately to the principal or in the absence of the principal, the vice-principal for a conference and referral to the disciplinary committee. Depending on the severity of the case, the school board may also have a hearing.

- _____ Open defiance
- _____ Vandalizing school property
- _____ Behaving inappropriately with a member of the opposite gender
- _____ Putting down / harassing / threatening /
- _____ Aiding or abetting someone / Withholding serious information / lying
- _____ Possessing, selling, or distributing obscene literature
- _____ Involving in assaulting / hitting or fighting
- _____ Engaging in forgery
- _____ Cheating on examinations (a zero is assigned for this infraction)
- _____ Stealing—including school property
- _____ Profanity or obscenity by words or gestures
- _____ Tampering with school safety equipment / Causing a false fire alarm / Arson
- _____ Possessing outlawed materials (examples: knife, fireworks, chemicals, firearm, matches)
- _____ Possessing controlled substance (examples: drugs, alcohol, cigarettes, cannabis, etc.)
- _____ Sexual harassment
- _____ Cyberbullying outside of school that negatively impacts student life
- _____ Circulating indisposed photographs of peers inside or outside of school.
- _____ Withholding cell phones when being confiscated.

Other _____

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 secretary--will be responsible for dispensing it to the child.

DRESS CODE

The uniform, including the gym uniform, must be purchased at **UNIFORM LOFT**, and should be worn neatly at all times. No substitute will be accepted.

Boys – FALL-WINTER: Navy pants, plain black belt, blue Oxford shirt, tie, completely black dress shoes, navy or black socks.

SPRING-SUMMER: As of May 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: Navy pants or knee-length skirt, blue Oxford shirt, tie, completely black dress shoes, navy, or black socks or tights. Decorative tights are not allowed.

SPRING-SUMMER: As of May 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, white Tee shirt with the school's logo, white or navy 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 work places—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. No student groups are to produce any items bearing the school's name or logo. Serious consequences will apply to any students doing so.

Playground Attire

We encourage students to change into a plain Tee shirt during the lunch play period to avoid getting the uniform shirt dirty. At the ringing of the first bell to end lunch, they should leave their games, go to the washroom and change into their school shirt.

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. 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 will be rescheduled only on the following grounds:

- presentation of a medical certificate
- recent death in the immediate family
- court summons

Provincial Examinations

Anyone who arrives for these exams later than fifteen minutes or more will not be admitted. The government makes allowance for valid absences such as illness, death, and civic duties provided official proof is presented. In each case the school must complete a request on behalf of the student who has a valid excuse and forward it to the Ministry of Education. If approved, the education ministry will send a new examination to the school for this student. **Please avoid lateness and absence; no exception to the policy can be made.**

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 March to May, and pay the required fee. Enrolment cannot be assured unless this is done.
3. Parents should ensure that their children adhere to the STM and/or private bus regulations of safety and conduct.
4. Parents are required to make personal visits to the school at least four (4) 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 case of 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: Parent-Teacher Committee 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. Seeing that the children follow a good diet and get adequate rest are also important.

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, at the closest exit. 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 as there is no provision for nursing or babysitting sick children in the school. The staff of the school will respond to non-emergency type 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 a medical personnel will be required. No child with any form of diagnosed communicable disease will be allowed to attend school during the contagious period. No one with head lice is allowed at school until the problem clears up.

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 on the third Sunday in 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, Quebec, as well as the North American Division of Education. Therefore, seniors are required to pass all their provincial exams as well as the local school exams.

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 vice-principal or 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.

HAIR

The school reserves the right to refuse a student admission to class if that student's hair style is regarded as a distraction. As examples: lines, designs, bright coloured hair and braids, hair ornaments. Boys are required to trim their hair low, having it no longer than 4 inches. No one having lines in their eyebrows is allowed in the school.

HEAD DRESS

Students in this school are not allowed to wear hats, scarves or head coverings with the following exception:

The students practise 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 is a time for us to come together peacefully to discuss how we can best make our Christian school learning environment conducive to learning and growing in faith. If you would like more details, please see our school website.

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 case of the loss of 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.

MAKE-UP

Students are not permitted to wear noticeable lipstick, coloured nail polish, or other obvious make-up to school or school functions. The school requires modesty of everyone.

NO-TOUCH POLICY

The school recognizes that there is a vast array of healthy and non-violent contacts among students. However, to promote safety, and avoid misinterpretations and conflicts, students are required to communicate without touching each other.

PARENT/TEACHER CONSULTATION

Parents wishing to meet a teacher or administrator are required make an appointment with the secretary before coming to the school. At the end of the first and second terms, parents are requested to meet with each teacher to check on 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 COBA. 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

A formal convocation is held at the beginning of the school year so that parents, teachers, and administrators will meet. At this time, important information about the school is shared. All parents are required 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 school low in one or more subject area, they may be put on a term-based academic probationary period to monitor progress.

RECORDS REQUESTS

School records will not be given to unauthorized persons. Please allow sufficient time for the preparation of all records. If a replacement copy of your child's report is needed, you will need to pay \$5 per additional copy.

REGISTRATION PROCESS

Be sure that you have first downloaded and completed the application form on our school website. Then send your completed form and pay your application fee to start the admission review process.

If your application has been approved by our Admissions Committee, our school secretary will make an arrangement for you to come to the school for an interview with the principal.

Upon recommendation, you may be directed to the school office to obtain our Registration Form to complete to commence your registration process.

RE-REGISTRATION CRITERIA

While it is our desire to re-register all students; unfortunately, we are not always able to do so. There are some important eligibility criteria regarding for re-registration of your child:

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 ACCESS

Due to recommendations from our local police etc. our school is closed to parents access unless paying bills or making a planned visit. Visitors are not to go to classrooms or staff offices without consent via the office. This applies to after school hours also.

SCHOOL ANNUAL CALENDAR

Our school calendar will be posted on COBA and 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 broadcast over the radio station CJAD 800 AM or on their website www.cjad.com ; our school website under the "news" tab.

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 participate) at **8:30 a.m.** and ends at **3:30 p.m., Mondays to Thursdays**. Supervision is provided by the school for thirty minutes. Students must leave the premises by **4:00 p.m.** On **Fridays**, school begins at **8:25 a.m.** and ends at **11:45 a.m.** No after-school supervision is provided beyond 30 minutes before school so students must leave immediately at **noon**. Supervision of the students will be the responsibility of the school during these hours only. Parents, please make the necessary arrangements for the safety of your children. Be on time.

SCHOOL HOURS SECONDARY:

The school day begins with worship (all students are expected to participate) at **8:30 a.m.** and ends at **4:05 p.m., Monday through Thursday.** On **Friday,** school begins at **8:30 a.m.** and ends at **12:00 p.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. On **Friday,** school ends at **11.45 a.m.** in preparation for the Biblical Sabbath. Students are required to leave the premises no later than **12:00 p.m.**

PARENTS, PLEASE TAKE NOTE: Greaves Adventist Academy takes no responsibility for the supervision of your children earlier than 30 minutes before and later than 30 minutes after school hours. Therefore, you are required to bring your children to school on time, and collect them on time after school so that they will not be unsupervised. Remember, the safety of children is a priority for you and the school.

SUPERVISION

Greaves Staff does its best to ensure the safety of our students. To be more visible, staff wear visibility vests both indoors and outdoors during supervision. All students are expected to respect all supervisors, at all times.

Before and After School Supervision Program

It is up to the school administration to determine the needs of the Before and After School Supervision Program. At times when GAA provides this service, there will be a written agreement to be signed by parents, opting into this program. This program will be at an additional cost to school families at a reasonable price. Please keep current with the school website for details and updates.

SCHOOL LUNCH

Lunch for the Elementary School is at 11:00 a.m.; Grades 7 & 8, 12:00 p.m.; Grades 9 – 11, 1:00 p.m. Students are not allowed to leave the school to purchase lunch. 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. They may purchase their meals at the school's vegetarian cafeteria or bring lunch from home. 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.

Students are not to arrive at school with coffee, hot chocolate or tea.

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,

1. If the administration has reasonable motive that a school rule has been violated or is being violated by a student,
2. If 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. We offer Individual Education Plans (IEPs) to support students in their classrooms. Anyone who is 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 the Vice-Principal. 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.

TELEPHONE

The school's telephone is for school business. Students should not be called out of class except in cases of emergency. Students are not allowed to use cellular phones, on the school premises. Whenever there is a need, they should 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 retard 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 “Special” bus (parked where the 105 bus is parked) from VENDOME METRO, to transport our students directly to the school. The first bus will leave the METRO around 8:10 a.m. Please take this bus so that you will arrive on time—8:25 a.m. for school. The second bus leaves at 8:23 a.m. At 4:05 p.m. – Monday to Thursday, the bus will pick up students from Greaves Academy and take them to the METRO. On Fridays, the bus will leave the school at 12:10 p.m. for the METRO. 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.

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. Volunteers who have a criminal record will not be eligible to volunteer at the school. There is no charge to the parents for this service. Parents are not normally assigned to serve in the classroom where their children 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 the permission.

Revised June 19, 2018