Grandview
Adventist Academy

Student-Parent Handbook

2026-2027

Revised March 2025

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INTRODUCTION

GAA is a private parochial school; therefore, it is religiously oriented and has regulations that direct behavior and conduct.

Parents/Guardians seeking admission for their children into the school thereby place themselves on record as being in harmony with the policies of the school and pledge themselves to assist in everyway possible to uphold the school, teachers, and the education program. Each student enrolled is expected to practice and uphold the established standards of conduct. Any student who disregards the basic principles of the school is subject to disciplinary action or dismissal.

GAA admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs, and activities available to students in the school. GAA does not discriminate based on race, colour, national and ethnic origin in administration of its educational policies or programs. GAA is operated primarily as a service to the members of the Seventh-day Adventist Church. Other students who desire to flourish in this environment, to develop a Christian character, and who can support the philosophy and policies established by this school are welcome. GAA is NOT equipped to meet the needs of students with serious behavioural or academic challenges.

MOTTO

"Educating Now and For Eternity"

STUDENT CODE

Respect for yourself and others. Respect for others' property.
To learn and enjoy the benefits of a positive Christian lifestyle.

OUR MISSION

The Grandview Adventist Academy family exists to show children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

OUR PHILOSOPHY

Grandview Adventist Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student, preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39,
- master the basic academic skills,
- value labour – physical and mental – as the blessing God intended, and
- cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

OUR HISTORY

Grandview Adventist Academy has been in existence since the 1940's. Beginning in the home of the Hamilton Adventist pastor, the school was eventually moved to the newly constructed Hamilton Mountain Seventh-day Adventist church in 1953. Since then, the school has moved three times, with the present location in Mount Hope being purchased in 1981. A full-sized gymnasium was added in 1991.

OUR CONSTITUENT CHURCHES

GAA serves its community through the support of four constituent churches:

- Hamilton East Seventh-day Adventist Church
- Hamilton Mountain Seventh-day Adventist Church
- Heritage Green Seventh-day Adventist Church
- Really Living Seventh-day Adventist Church

ADMISSIONS, RE-REGISTRATION AND RE-ACCEPTANCE

Minimum Age Requirements

Junior Kindergarten – child must be 4 years of age by December 31 of the current school year.

Senior Kindergarten – child must be 5 years of age by December 31 of the current school year.

Admissions

Admission for new students is based on the following:

- Completion and receipt of all registration forms and documents, including verification of status in Canada.
- Processing of application by the Admissions and Review Committee (if necessary).
- A signed Statement of Agreement, indicating full compliance with school policies.
- Placement evaluation and assessment
- Classroom space availability.
- Parental attendance at an orientation session.
- Payment of a non-refundable registration fee.

All new students are welcome to apply any time and accepted on probationary basis and will have their academic performance and/or behaviour reviewed at the end of each term at which time they will be given regular status. If not, they will be asked to withdraw. In addition, acceptance is based on the approval of the student's OSR (Ontario Student Record) file. The school has the right to request withdrawal at any time.

Re-registration

Re-registration will be held during the months of March – May for currently enrolled students. Parents are encouraged to register early to guarantee their child's grade placement.

Re-admittance

Re-admittance is based on the following:

- Completion of re-registration forms and payment of the non-refundable re-registration fee.
- Behavioural/scholastic approval by the Admissions Committee.
- Review and approval of the student's general attitude, and academic and behaviour performance.

The performance and/or behaviour of students who have been placed on probation will be reviewed at the end of each term. Students who fail to comply with school rules and maintain academic standards may be asked to withdraw and may not be considered for re-acceptance for the following term.

In addition, the school reserves the right to refuse admittance at any time.

Please note: priority placement will be given for returning students and their family members.

FINANCIAL INFORMATION

It is the desire of the GAA Board and the constituent churches to keep student costs as low as possible and yet operate the educational program on a secure financial base. The school is subsidized by the Ontario Conference of Seventh-day Adventist Church and by individual churches of the local constituency. Tuition fees account for only a part of the expenses incurred in the daily operation of the school.

There are two different categories of tuition fees – constituent and non-constituent/other. Constituent refers to those who are members of one of our four Constituent Churches that physically and financially support GAA. Non-constituent refers to those who are members of Seventh-day Adventist churches that are not members of the constituency. Others are those of other religious organizations.

Payments are due on the first day of each month. Cheques and money orders should be made payable to Grandview Adventist Academy. An NSF charge will be charged on all NSF cheques. Other payment options are credit and debit payments (in office), e-transfer, and online payments at AdventistSchoolPay.

If you wish to have your tuition automatically charged each month on your credit card, please fill out the Credit Card Pre-authorization Form found in the registration package or the office.

An advance payment discount of 10% is available for those who pay the full yearly school fees by September 26, 2025.

If an account is consistently overdue, the student(s) may be asked to withdraw from school. Tuition rates are set each year by the School Board. Current rates are available from the school office, online at our website, or at the end of this document.

Students with regular admission who enter late or who are absent due to illness but make up work, will receive full credit and will be charged full tuition. Students who transfer from another school will be charged from the day of enrolment, while those who withdraw prior to May 1 will be charged up to the last attendance date. Withdrawals after May 1 will not receive any refunds. No rebates will be granted for truancy or vacations.

Financial Aid

Financial aid may be available, and application must be made through the school. If you wish to apply, please contact the school to make an appointment with the principal.

To receive financial aid, the monthly account must be paid on time each month. Financial aid may be forfeited for any month that the account payment does not arrive by the end of the month.

ATTENDANCE

Regular and punctual school attendance is essential for good scholarship and is required by Ontario education laws. Daily attendance, including absence, tardiness, and early dismissal, is recorded in school registers by the teachers. These legal documents are required

by the Province of Ontario and the Ontario Conference of the Seventh-day Adventist Church.

Students are required to attend school regularly. If a student is to be absent or tardy, a parent/guardian must communicate with the school office and classroom teacher **by 8:45 AM**. A written note signed by the parent/guardian, giving the dates and the reason for the absence must be presented to the teacher in charge upon a student's return to class. Excessive absences or tardiness may result in communication between the teacher, principal, and the parent/guardian.

The school discourages absences for family trips or non-school vacations. However, if a student must be absent for a reason that is not emergency-related, advance notice must be given. This will enable the teacher to provide assignments beforehand and will allow the student the advantage of remaining current with the class. The student is expected to be prepared to write scheduled tests upon his/her return. It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.

School Hours

Students will be admitted into the school beginning at 8:45 am Monday to Friday.

School dismissal is at 3:30 pm Monday to Thursday and 1:30 pm on Friday. Students will not be released until a parent or guardian is present to take them home.

All students are expected to be off school property by 3:40 pm Monday to Thursday and by 1:35 pm on Friday. If you are delayed in picking up your child, they will be placed in the After School Program and the applicable fee will be charged.

These times are subject to change throughout the school year, if needed.

ACADEMIC POLICIES

Curriculum

GAA offers a standard of curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the North American Division of Seventh-day Adventists. GAA is a member of the Ontario Association of Independent Schools.

Junior/Senior Kindergarten is an extension of the Christian home, providing opportunities for children to strengthen habits such as reverence, respect, obedience, self-control, responsibility, and skills in motor development. The aim is towards development and competence in letter and number recognition, writing, and sequencing.

In grades 1-8, GAA provides full-time instruction in the following areas:

- Christian Growth: Bible & Outreach.
- Core: Reading, Mathematics, Science, Social Studies, History & Geography, Language Arts, and French.
- Fine Arts: Arts, Crafts, Drama, and Music
- Physical Education: Individual and team activities and sports.
- Life Skills: Computer Science and Family Studies.

Academic Excellence

Students (grades 4-8) with a minimum of 80% in all subjects qualify for the Principal's List.

Students (grades 3-8) with a minimum 80% overall average qualify for the Honour Roll.

Agenda

Students from Grades 1-8 will be issued an Agenda which is used to facilitate communication between school and home. This also develops organizational skills and teaches children to record their homework, assignments, projects, test dates and special events. A parent should sign or initial the agenda every day.

Computers

Computers are available for student use. Parent(s)/guardian(s) and students must review the Internet Acceptable Use Policy, sign the Parent/Student Agreement Form for Access to Internet, and abide by the computer rules. Failure to abide by the rules may result in the student's account being suspended.

Cheating

Students are expected to complete their own academic work in all aspects including homework, reports, tests, and quizzes. Students may ask for and receive help on some assignments but should never copy another person's work. This is a form of dishonesty, considered cheating and will result in a grade of zero for the assignment.

Examples of cheating include but are not limited to:

- Copying classwork/homework.
- Using notes of any kind during tests or quizzes.
- Communication with another student through any means during tests or quizzes.
- Copying from another student's test paper.
- Claiming papers from another student as your own.
- Plagiarizing any printed material (using printed material without proper documentation).
- Forgery.

Ontario Student Record

The Ontario Student Record (OSR) is a confidential file required by the Ontario Ministry of Education. It consists of photographs, achievement forms, documents, and other relevant information about a student. When a student transfers to another school, the OSR will be forwarded upon written request from that school. The folder cannot be transferred to any school outside of Ontario. Only authorized personnel may have access to the record.

STANDARDS OF APPEARANCE – DRESS CODE POLICY

Overall Expectations

The wearing of the school uniform is a privilege and an honour. In return for this privilege, students are expected to seek modesty in their attire, reflecting the ideals and values of the school, and God. The use of jewelry, body piercing, tattoos and physical accessories are outward expressions of inner attitudes and intentions. As outward expressions of inner

purposes, they influence the environment in which they are used.

A condition of a student's admission or re-admission to Grandview is his/her willingness to wear the uniform orderly, carefully, and modestly while at school. For a repeated violation, students may be sent home and/or asked to withdraw. Students must conform to the Dress Code Expectation throughout the school day and for all school activities. Parents may not excuse their child from compliance with the Grandview Uniform Policies.

Detailed Dress Code Expectations

- All shirts and cardigans must be Grandview uniform wear. Only the top two buttons may be undone on the shirts. A pure white undergarment or t-shirt may be worn under tops.
- All undergarments must be tucked in, with no layers showing.
- Pants, shirts, shorts, and skorts must be worn so that no skin is visible at the waist.
- Belts of a neutral colour (blue, black, brown) may be worn. Belt buckles are to be of a normal size, nothing too large or with questionable images or slogans.
- Pant length may not be altered to a Capri length.
- Students may wear closed toe dress shoes or closed toe running shoes of their choice. Sandals, thongs, flip flops, crocs, slippers etc., are not permitted at any time during the school day.
- Boots may be worn only outside.
- No hats, bandannas or hoods may be worn in the school at any time. Coats, jackets and/or hats are to be kept in your locker throughout the day.
- School uniforms will be worn for school outings, including field trips, unless otherwise notified.
- Tints of dyes used for hair colour must be consistent with natural colour.
- All students are expected to be outside during recess periods, except in very inclement weather, and should be dressed according to the weather (i.e., boots, gloves, winter coats, hats in winter).

Required Uniform

Regular Uniform – to be worn Monday to Thursday

- Polo shirt with school logo (short or long sleeved) – light blue for boys and girls.
- Sweater with school logo – navy blue button-up cardigan for boys and girls.
- Pants/Shorts – navy blue chino style, similar to Old Navy, Children's Place, or The Gap uniform pants (with arms down at the sides, short length must be at fingertips or longer).
- White socks are to be worn with shorts.
- Skorts (for grades 3-8 girls only) – navy blue khaki style, similar to Old Navy, Children's Place or The Gap uniform skorts (fingertip rule applies for length).
- White socks or tights are to be worn with skorts.
- Shoes – fully closed non-marking dress shoes (no indoor boots) or fully closed non-marking running shoes of their choice.
- Two pairs of footwear are required – outside shoes and inside shoes. Inside shoes are to be used exclusively for use inside the school only. Athletic shoes are recommended to double for inside and

gym/P.E. classes. The other pair is to be appropriate for outside recess activities, taking the weather conditions into consideration.

All uniform items must be well-laundered, and shoes must be clean.

Please label all your child(ren)'s clothing.

Dress Uniform

Girls

- White collared shirt with GAA crest
- Navy dress skirt (fingertip rule applies)
- Plain/full black shoes (heels no more than 1 ½ inches)
- White socks
- White blouse with embroidered crest

Boys

- White collared shirt with GAA crest
- Navy dress pants
- Plain/full black shoes
- Navy or black socks
- White shirt with embroidered crest

Casual/Thematic Dress Days

At GAA, Fridays are casual dress days. On occasion, GAA will also have thematic dress days. These special days are a privilege and not a right. To maintain their privilege, students will choose attire that reflects a desire to be respectful of self, others, and God, as becoming of a Christian. The following expectations will be in place for Casual and Thematic Dress Days:

- Attire that is revealing or embarrassing to others is not permissible. Tops that are tight or form fitting are not permitted. Students are expected to exercise discretion in clothing selection.
- Necklines must be modest and not low cut.
- Pants, shirts, and shorts must be worn so that no skin is visible at the waist.
- Clothing may not display statements or groups that show disrespect for self, others, or God.
- Hats, bandannas, or hoods up on hoodies are not permitted as a component of Casual Dress Day attire.
- Pants must be neat and clean with no holes or patches. Pants cannot be torn or frayed.
- Baggy pants (pants that ride low on the hips or have a low crotch) are not permitted.
- Pajamas, flannel/sleepwear are not permitted unless it is for the thematic 'Pajama Day'.
- Cut-offs are not permitted.
- Yoga pants/leggings/jeggings or pants of that sort are not permitted.
- Tank tops, strapless tops, halter tops, and immodest shorts and sheer clothing is not permitted.
- Sandals, thongs, crocs, slippers etc. are not permitted at any time during the school day.

Personal Adornments

- Cosmetics (make-up): Should students decide to wear make-up or nail polish while at school and at all school-related activities, the make-up mut be skin toned and the nail polish must be clear or natural.
- Hair: The school reserves the right to refuse a student admission to class if that student's hairstyle is regarded as unacceptable. Hair should be neat and

well groomed at all times. Head scarves, head ties or wave caps are not to be worn on the school premises or for any school related functions. Any student seen wearing these items on campus and at all school related activities may have them permanently confiscated. Should a student dye his/her hair, the hair should be a natural colour.

Please note: Religious items can be permitted on a case-by-case basis.

- Jewelry: Visible tattoos, body piercing, including lip rings, tongue piercing, eyebrow rings and studs, excessive jewelry and heavy chains are not permitted at Grandview. Permitted piercings must be of a thin post variety. The wearing of jewelry is a safety concern. Therefore, we ask that students not wear hoop earrings, necklaces, rings, or bracelets. Any student seen wearing such jewelry will have it confiscated.

In addition to the items listed above, it is at the discretion of the administration to decide what personal adornment is acceptable.

Uniform Infractions

Infractions will be considered defiance and will be processed accordingly. Items contrary to the uniform policy that are confiscated before December 1 will be returned to the owner, upon request, on the day before Christmas Holidays. Items confiscated after December 1 will be returned to the owner, upon request, at the end of the school year in June.

Students with infractions will be given the following options:

- Change into clothing that complies with the dress code policy,
- Borrow from a friend, or
- Phone home to obtain proper clothing.
- If there is no option that is satisfactory, an in-school suspension will be imposed for the remainder of the day.

For the 2nd infraction, students can expect the following actions:

- Re-reading of Uniform Expectations,
- Re-commitment to compliance of Uniform Expectations
- A permanent record filed,
- A phone call home, and or
- An in-house suspension (completing missed work).

For the 3rd infraction, students can expect the following actions:

- Re-reading of Uniform Expectations,
- A one-day suspension from Grandview.

For repeated violation, students will be suspended and/or asked to withdraw.

GENERAL SCHOOL POLICIES

Opening Exercises

Students are expected to stand respectfully while remaining silent and/or singing during the playing of the national anthem and opening prayer. Parents and visitors must observe the same.

Respect for Authority

In general, the staff expects students to obey instructions immediately while projecting a positive attitude towards authority. Communicating in a manner that could in any

way be construed as disrespectful is forbidden and will not be tolerated.

Address/Phone Number Changes

It is essential that parents notify the office if there is a change of address or phone number during the school year. The school must be kept current with this information, so we are able to contact parents in case of an emergency related to your child.

Birthday Parties

Parent(s)/guardian(s) wishing to bring cake to celebrate a birthday, must first get permission from the class teacher. Please bring cake cut up and ready to serve for easy distribution.

Classroom Supplies

A list of needed classroom supplies will be sent home before or during the first week of school.

Contribution to Classroom Learning Environment

Students using the hallways while classes are in session are forbidden to knock on the doors of classes to accomplish tasks that should be taken care of before or after class.

Electronic Devices

Electronic devices on campus (including but not necessarily limited to music technology, game devices, laser pointers, etc.) should not be visible or used in the school building at any time. Cell phones and/or communicative devices should not be used on the school premises. Cell phones must be turned into the office at the start of the school day and can be collected at the end of the school day. Failure to comply with this rule will result in confiscation of the item regardless of its ownership.

Food Policy

GAA advocates the healthful benefits of a vegetarian diet and asks that lunches do not include any "unclean meat" as stated in Leviticus, Chapter 11 of the *Bible.* This includes ham, pork, bacon, and shellfish of any kind.

GAA also operates a no junk food policy. We are strongly encouraging our parents to send more nutritious meals and to eliminate junk food/excessive sugar (cookies, *chocolate*, candy, chips) from your children's diet, especially during school hours. In addition, send juice boxes and/or water as opposed to cola drinks/pop. Gum chewing is not allowed on the school premises.

To prevent the potential for food allergies:

- Students should not trade or share food.
- Children with food allergies should only eat lunches and snacks that have been prepared at home.
- NUTS in any form, INCLUDING NUT OIL, are NOT to be included in foods brought in for special occasions, and food contents should be labelled.

Due to the increasing occurrence of peanut allergy among our student population, GAA is **nut free**, and students are not allowed to bring any nut products to school. Please keep this in mind when preparing lunches and snacks for consumption at school.

Health Information - Accidents and Illnesses

Children should not be sent to school if there are definite signs of ill health in the morning.

If a child becomes ill or gets injured during class time, the parent(s)/guardian(s)/sponsor(s) will

be notified immediately. Minor bumps and scrapes will be treated at school.

Please inform the school of contagious illnesses such as pink eye, chicken pox, or cases of head lice so that other parents can be alerted to watch for symptoms. Children who have chicken pox, head lice, ringworm or any communicable disease must be kept at home until a doctor's note is obtained. This note must accompany the child on the first day back to school. In the case of head lice/ringworm, students must be kept home 24 hours after medication is applied.

When children return to school after being sick, please make sure they are dressed appropriately for the existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

An accessible number must be listed should it be necessary that contact be made during an emergency. If the child needs emergency medical attention and a parent cannot be reached, he/she will be taken to a hospital. The signed *Statement of Agreement Form* will be accepted as your consent.

Home and School Association

The purpose of the Home and School Association is to build the image of the school. Hot lunch and fundraising are some of the tasks of the Home and School. Parents are encouraged to be actively involved in this association.

Hot Lunch

Students may order Hot Lunch for Friday. The menu will be published with the *Notes & News* and all monies must be paid by the Wednesday before.

Locked Door Policy

At GAA we have a locked door policy. Anyone wishing to enter the school must enter at the door by the office. Please ring the bell and someone will answer the door.

Lockdown Procedure

One method of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

1) Modified Lockdown – The threat is outside of the school building.

2) Full Lockdown – The threat/intruder is inside the building.

Modified Lockdown

- A staff member will notify all teachers of a modified lockdown.
- If students are outside, they will immediately proceed into the building.
- Exterior doors will remain locked.
- All hallways, restrooms and other rooms that cannot be secured will be cleared of students and teachers.
- Blinds will be closed, and students will be kept away from the windows.
- Bells will be disabled but classes will continue. Teachers and students will only respond to announcements by authorized individuals.
- When things have returned to normal, an authorized individual will announce the "all clear".

Full Lockdown (these actions happen rapidly)

- Building administrator or authorized individual will signal a “full lockdown” and contact 911.
- Immediately, all students, staff and visitors will proceed to the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Outside classes should go directly to the north side of the gymnasium.
- All classroom doors will be locked.
- Exterior doors WILL be UNLOCKED if the situation permits to allow emergency personnel into the school.
- Blinds will be closed, and students will be kept away from the windows.
- Lights will be turned off.
- Keep out of sight.
- DO NOT respond to a fire alarm.
- DO NOT respond to anyone at the door until “all clear” is announced by an authorized individual.
- When things have returned to normal, an authorized individual will announce the “all clear”.

Lockers

Lockers are assigned to specific grades. Students are not permitted to permanently affix anything to lockers. Lockers are subject to inspection at any time and are to be kept clean.

Medication for Students

If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, the *Administration of Prescribed Medication* form must be filled out and signed by both the physician and the parent.

The student must bring the medication in its original, identified container, and give it to the school secretary or the teacher for administering.

Students with severe allergies and asthma must have an EPIPEN in the classroom. It is also recommended that an EPIPEN be kept in a pouch on the student at all times.

Parent-Teacher Conferences

All parents are invited to attend the Parent-Teacher Conferences scheduled in November, February, and April. If parent(s)/guardian(s) wish to contact a teacher outside of these times, it is preferred that this communication is done via the agenda, the teacher’s email or at the close of the school day. It is strongly recommended that parents attend the first Parent-Teacher Conference.

Playing Cards

A deck of playing cards is not allowed on the school premises and will be confiscated. Card games, such as Uno, are permitted.

Safety

GAA complies with local Building and Fire Codes. A minimum of 6 fire drills are conducted each school year. The Hamilton Public Health Unit provides immunization checks and regulates GAA in matters of public health concerns. In cases of suspected child abuse, GAA follows the protocol of the Province of Ontario legislation which requires that school staff report concerns immediately to the local Children’s Aid Society.

School Closure

In the event of school closure for any reason, the closure will be announced on your school email, GAA website, and Facebook by 7:00 a.m. No phone calls will be made by the school.

On rare occasions, severe weather or other emergencies may arrive quickly and unexpectedly during the school day. If this should occur, GAA may dismiss early. It is imperative that your personal information is updated to ensure you receive timely notification. It is also important if you work during the day, to have arrangements in place for someone to care for your child(ren) if such a need arises.

Weekly Newsletter

Please read the *Notes & News* to keep abreast of our plans, activities, and changes in dates. This newsletter is emailed home Monday each week.

STUDENT CONDUCT AND DISCIPLINE

Purpose

Grandview Adventist Academy is committed to providing a safe, respectful, and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong well-being.

This *Responsible Behaviour Plan for Students* is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community. Each student is expected to conduct themselves in an orderly fashion while in and out of the classroom, on the playground, and on school outings. Parents will be informed of any serious misconduct and behavioural records will be kept on file.

The following behaviours are considered major infractions:

- Assault i.e., hitting, punching, biting, fighting, slapping, kicking;
- Vandalism or theft of school and/or personal property;
- Persistent opposition of authority;
- Disrespectful abusive language or gestures;
- Disruption of instruction;
- Recklessly or willfully endangering oneself or another;
- Use or possession of tobacco, alcohol, illegal drugs, and other controlled substances;
- Possession of firearms, fireworks, knives, laser pointers, all form of weaponry capable of bodily harm, and obscene literature or objects;
- Violation of internet usage agreement;
- Leaving the school grounds for any reason without permission from a teacher or principal.

Any student who disregards the principles of the school is subject to disciplinary action. These may include, but are not limited to: loss of privilege, detention, writing an evaluative essay related to the misconduct, in-school suspension, out-of-school suspension or expulsion.

Learning and Behaviour Statement

All areas of GAA are learning and teaching environments. We consider behaviour

management to be an opportunity for valuable social learning as well as a means of maximizing the success of academic education programs.

Our school has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be safe.
- Be responsible.
- Be respectful.

Process for Facilitating Standards of Positive Behaviour and Responding to Unacceptable Behaviour

The first step in facilitating standards of positive behaviour is communicating those standards to all students. AT GAA we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support – a strategy directed towards all students designed to prevent problem behaviour and provide a framework for responding to unacceptable behaviour.

These expectations are communicated to students via a number of strategies, including:

- Behaviour lessons conducted by classroom teachers,
- Reinforcement of learning from behaviour lesson on School Assemblies and during active supervision by staff during classroom and non-classroom activities.

Reinforcing Expected School Behaviour

At GAA, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. All staff members are to give consistent and appropriate acknowledgement and rewards.

Re-directing Low-level and Infrequent Problem Behaviour

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask the to change their behaviour so that it aligns with our school's expectations.

Our preferred way of re-directing low-level problem behaviour is to ask them to think of how they might be able to act more safely, more respectfully or more responsible. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

Consequences for Unacceptable Behaviour

GAA makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

Minor and Major Behaviours

When responding to problem behaviour, the staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- Minor problem behaviour is handled by staff members at the time it happens.

- Major problem behaviour is referred directly to the principal.

Minor behaviours are those that:

- are minor breaches of the school rules.
- do not seriously harm others or cause you to suspect that the student may be harmed.
- do not violate the rights of others in any other serious way.

Minor problem behaviours may result in the following consequences:

- a minor consequence logically connected to the problem behaviour, such as complete removal from an activity or event for a specified period of time, partial removal (time away), individual meeting with the student, restitution or detention for work completion.
- a re-direction procedure. The staff member takes the student aside and:
  - names the behaviour that student is displaying;
  - asks the student to name expected school behaviour;
  - states and explains expected school behaviour if necessary;
  - gives positive verbal acknowledgement for expected school behaviour.

Major behaviours are those that:

- significantly violate the rights of others.
- put others / self at risk of harm.
- are denoted in the Safe School's Act.

Major behaviours result in an immediate referral to the principal because of their seriousness. When major problem behaviour occurs, staff members calmly state the major problem behaviour and remind the student of expected school behaviour.

Major problem behaviours may result in the following consequences:

- Level One: Time in office, removal from classroom, alternate loss of privilege, restitution, loss of break times, warning regarding future consequence for repeated offence,

AND/OR

- Level Two: Parent contact, suspension from school
- Level Three: Students who engage in very serious problem behaviours such as major violent physical assault, or the use or supply of weapons or drugs can expect to be recommended for exclusion from school following an immediate period of suspension.

Relating Problem Behaviours to Expected School Behaviours

When responding to problem behaviours, staff members ensure that students understand the relationship of the problem behaviour to expected school behaviour. Methods that staff members might use to achieve this is to have students:

- articulate the relevant expected school behaviour;
- explain how their behaviour differs from expected school behaviour;
- describe the likely consequences if the problem behaviour continues;
- identify what they will do to change their behaviour in line with expected school behaviour.

Please also note the following:

- Damage or loss to school property and schoolbooks is unacceptable.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christion values and ethics.
- Rollerblading and skateboarding are not permitted on school property at any time.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures and furniture.

Additional Definitions and Policy

Bullying and Abuse

Students will not engage in verbal (including swearing and profane language), mental or physical abuse or bullying of another person. Abusive behaviour and physical assault are behaviours that fall under the Criminal Code of Canada.

Damage and Vandalism

Any student found responsible for incidents of damage, abuse or theft of school property or the property of others will be subject to payment of the cost of repairs and/or restitution. If the damage is determined to be willful, the matter will be referred to the principal for disciplinary action.

Drugs and Alcohol

Students will not use, possess or be under the influence of drugs, alcohol, or any other controlled substance on the school campus, during school field trips or athletic outings, excursions or when travelling to or from campus. Trafficking in alcohol, drugs or controlled substances is exploitative and will result in expulsion and criminal prosecution.

Firearms and Weapons

Students will not bring firearms or weapons (knives, clubs or fighting paraphernalia) to the school nor may they be in possession of these items on school property or on outings that are part of the school's program.

Harassment in the Student Environment

Every student has the right to an environment that promotes equal opportunities and prohibits discriminatory practices. Harassment based on race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, age, record of offences, family status, sex or handicap is discriminatory.

Sexual Conduct

While affirming that sexuality is a positive gift of the human condition, a school must temper this affirmation by teaching that sexual activity can also be self-centered and exploitative, that it includes physical and psychological risks, and that intimacy renders people vulnerable to manipulations, real hurt and lasting injury when carried on outside of marriage. The high value and importance that our philosophy places on each individual human being means that the school must be very clear in stating its sexual conduct policy. This stated policy is aimed at protecting all from the unwanted harassment or the inappropriate sexual conduct of others, while recognizing that every person has rights, freedoms, and responsibilities in this area of human life. The policy applies equally to all: to the sexual behaviour of adult students, adult employees, adult volunteers, and adult visitors as well as to the sexual behaviour of minor

students and children for whom the school also has a protective or custodial responsibility.

Sexual Conduct Policy

Any act of sexual intimacy in the buildings, on the grounds of Grandview Adventist Academy (or on outings that are part of the school's program) will be regarded as a breach of the school's sexual conduct policy. Any exploitation of trust, friendship, authority, or power between members of the school community during the school year or holiday periods and in any place on or off the school grounds through sexual activity, or touching for sexual purposes, or the suggestion, proposal, or depiction of any such activity will be regarded as a breach of the school's sexual conduct policy.

Smoking

Tobacco use (smoking or chewing) is not permitted anywhere on the school grounds or on the roadways or the properties adjacent to the school. It is an offence under Ontario law to smoke in school buildings or on school grounds. Similarly, the purchase of cigarettes in Ontario is illegal for persons under 19 years of age. Students may not carry tobacco and related articles into the school building or around campus. Students found smoking, or in the company of smokers, within this area are subject to suspension.

Searches

The school reserves the right to perform searches of study areas and lockers at random without notice. Police assistance may be used from time to time.

RESOLUTION PROCEDURES FOR STUDENTS AND/OR PARENTS AND GUARDIANS

Grandview Adventist Academy seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; base on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is a student, teacher, or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If it is not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference, the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If it is not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and GAA grievance mediator. The principal shall follow up in writing to all parties.
5. If it is not resolved, parent contacts the board chair, in writing, who will see resolution through the appropriate subcommittee on the board.
6. If the school and family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option.

Tips for a good meeting with a teacher:

1. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students and it is in your best interest to have the teacher's full attention as well as there will be fewer restrictions on the amount of time the teacher is able to meet with you.
2. If you are angry or upset about the issue, wait until you have calmed down. "Striking while the iron is hot" may make you feel better, at the time, to get it off your chest, but it could cause more damage and make the situation worse.
3. Come with a positive attitude to help make our school a better place by working with the teacher.
4. Try to treat the other person the way you would like to be treated under similar circumstances. Do not accuse.
5. Be reasonable in your approach and expectations.
6. Try to see the other person's point of view. Listen to them and try to understand. Taking time to walk in the other person's shoes can give us a new perspective on the issue and present new solutions.
7. Avoid the use of generalizations like <u>always or never since</u> they are seldom true.

<u>GUIDELINES FOR PARENTS AND GUARDIANS</u>

Parent(s)/guardian(s) are expected to:

- Support the ideals taught in the school.
- Encourage good health habits.
- Participate in and support school activities.
- Ensure their child is in proper uniform.
- Encourage punctuality.
- Cultivate positive relationships with teachers and administration.
- Fulfill financial obligations promptly.
- Actively participate in their child's education.
- Be responsible for damages to property or equipment caused by their child.
- Ensure that the contractual agreement with the school is maintained.
- Familiarize themselves with the school's handbook and the principles within.

**** This handbook is subject to change as deemed necessary and without due notice. Changes during the school year will be communicated via the school newsletter. ****

Tuition Information and Fees for 2026-2027

2026-2027 Fees (Not Including Registration or Activity Fees)	
Number of Students in Family	Total Tuition (before discounts)
1	$5400
2	$10530
3 or more	$14850

Our constituent churches subsidize the operating costs of our school to make it as affordable as possible for families. As a private school, we do not receive any government funding but rely on our tuition fees and donations for our operating expenses.

There is a registration fee of **$200.00** per child to cover classroom expenses (uniforms must be purchased separately).

Early Registration Fee discount - families who register by the **end of school day (1:30PM) on April 17, 2026,** are eligible for a $100.00 discount on each child's registration fee.

Registration fees are non-refundable.

Discounts Available	
Constituent Church Member Discount [1]	$1000 per student (per year)
Worthy Student Fund[2]	Varies due to need and funds available
Advance Payment Discount [3]	10% discount of tuition

1. Our school is subsidized by the following constituent churches: Hamilton East SDA Church, Hamilton Mountain SDA Church, Heritage Green SDA Church, and Really Living SDA Church. **(Families must be in good and regular standing in their respective churches.)** As a result, families from constituent churches automatically receive a discount on their tuition rates. *No application needed.*

2. Worthy Student - Some additional subsidy is available for constituent, non-constituent and non-SDA families from local churches and other programs. ***Please call the office to schedule an appointment with the principal.***

3. Families who pay the school year in advance ***by September 25, 2026,*** are eligible for a 10% discount on tuition.

Please Note:** **In order to receive the Worthy Student Discount, *the monthly account must be paid on time each month.* Discounts and/or financial assistance may be forfeited for any month that the account payment does not arrive by the first of the month.