

GREATER ATLANTA ADVENTIST ACADEMY



2011-2012 School Year

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Accrediting Association of Seventh-day Adventist, Schools, Colleges and Universities, Inc.
which is a member of the
National Council for Private School Accreditation and
The Georgia Accrediting Commission, Inc
Sacs/ Advanced Ed

"Obedience to God; Service to Man"



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INTRODUCTION/HISTORY

Welcome to Greater Atlanta Adventist Academy.

This handbook has been developed to assist our parents and students in understanding some of the guidelines and procedures at Greater Atlanta Adventist Academy (GAAA), which includes grades 9 through 12.

Berean Jr. Academy was established in 1906 housing grades 1-10. In 1981, Greater Atlanta Adventist Academy was founded adding grades 11 and 12. This school serves as an intricate part of one of the largest world-wide systems of quality Christian Education. Sponsored and accredited by the Accrediting Association of Seventh-day Adventist, Schools, Colleges and Universities, Inc., we are proud to have served the Atlanta Community for so many years.

As you read this handbook, our sincere desire is that you will get acquainted with us. Parents and students are asked to take the time together to familiarize themselves with its contents and to keep it in a place where it can be referred to from time to time throughout the school year.

Spiritual growth, education and citizenship are of paramount concern to us, and we know that all of our parents will cooperate with us to achieve these objectives with our young people.

Here at GAAA we believe that every student is special and that each is filled with great potential, God-given talents and abilities. Our parents are making an extra investment in their children to insure spiritual, mental, physical and social development. It is our firm belief that with the guidance and help of our dedicated Christian teachers and the support of every parent, our goals and objectives will be reached.

It would be impossible to print all of the policies and guidelines used to operate GAAA. This handbook gives a general overview. If there are concerns not addressed in this book, please contact the school office and we will make every attempt to assist you. By working together, we will have a most successful and rewarding school year.



GREATER ATLANTA ADVENTIST ACADEMY



Mission Statement

"Educating Students for Service to God and Man"

Vision

Greater Atlanta Adventist Academy exists to show students Jesus Christ, nurture their love for Him and others, teach them to think critically and analytically, and empower them to serve.

ESLR's (*Expected Student Learning Results*) embrace the comprehensive educational process:

God centered learning is the frame work for true wisdom.

Academically Literate young people emerge who are equipped to analytically handle the communication, corporate, technological, social, emotional, and spiritual challenges, choices and opportunities they face without losing their focus on Christ or Heaven.

Analytical Thinkers are developed and empowered through intentional experiential and expeditionary instructional methods.

Ardent Citizens evolve out of a rich spiritual, educational, social, and fine arts culture.

Our Philosophy

"Seventh-day Adventist Christian Education, in cooperation with divine agencies, is dedicated to the fulfillment of one great purpose; to restore in man the image of his maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of this creation might be realized." *Education, p15, 16.*

Greater Atlanta Adventist Academy operates in harmony with the guidance and direction of the South Atlantic Conference, the Southern Union Conference, and the North American Division of the Seventh-day Adventist Church. (www.gaaaschool.org, www.southatlanticconference.org, www.nadeducaion.org).

ADMISSIONS INFORMATION

Who Should Apply?

The Student Bulletin includes a Statement of Philosophy and Mission which clearly describes what Greater Atlanta Adventist Academy offers its students. When considering enrollment at GAAA, students, with their parents, should carefully study this information to determine if GAAA offers the type of educational experience in which the student is interested. It is our experience that students who do not embrace the philosophy of the school and what it offers do not take full advantage of our school program. Students unwilling to give due respect to these principles, students careless in deportment, and students with little or no desire to study should not apply for admission. Those over the age of 18 must receive approval of admission through the office of Education of South Atlantic Conference.

Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted is required to observe the regulations of the school. Students applying for entrance pledge themselves to maintain Christian standards, to regularly scheduled religious services during the school day and give due respect to spiritual things.

Seventh-day Adventist schools have not been established for the purpose of offering special education, so they are therefore unable to accept students who have serious physical, scholastic, or behavioral problems. GAAA cannot guarantee that there will be no scheduling problems when transferring students from alternate-year classes from a junior academy. Transferring students may need to take summer classes or correspondence courses to fulfill graduation requirements.

All applicants regardless of age or emancipation must have an adult (over 25 years of age) sign them in and be responsible for them. This adult must sign permission slips and excuse attendance and meet with teachers and administration when necessary. There must be an adult (over 25 years of age) sign in to be responsible for paying the bill. No applicant can be responsible by themselves for paying the bill.

Student Pledge

It is understood that the student signature on the application form signifies a pledge to be aware of and abide by all school policies.

How to Apply

- Submit a completed application form and include a non-refundable \$35 application fee.
- Give recommendation forms to those persons providing references and ask them to complete and forward forms to GAAA.

- Complete the medical, immunization and consent to treatment and permission forms to GAAA.
- Provide Grade and Citizenship report cards, school records and/or transcripts of credits earned in other schools.
- Take a placement test (reading and math) to determine the student's academic level of achievement.
- Have a personal interview with the principal (Mr. Jones).
- Registration fee, first month's tuition, books and fees must be paid or arranged before beginning school.

Acceptance is generally based on a student's scholastic ability and previous school citizenship. Students entering GAAA for the first time, regardless of grade, are placed on a nine-week probationary period. At any time during the probationary period, a student may be asked to withdraw if satisfactory conduct or scholastic achievement is not maintained.

Registration Procedures

At the time of registration, one month's tuition and registration fees are required. The registration fees include accident insurance, standardized testing (ITED/COGAT), library fee, activity fee, rental of books, and technology fee. Students must be registered by the Tuesday following Labor Day. After that date, only transfer students are considered for enrollment. Starting with the first day of school a \$25 late fee will be accessed. Returning students may complete the academic portions of registration during the last quarter of the school year, and complete financial arrangements during the summer. New students may register anytime during the summer.

Enrollment Prerequisite

Students must provide evidence of having successfully completed eighth grade before enrolling at GAAA. A copy of the birth certificate is required.

Diplomas

Diplomas are issued when all course work is completed and the student's account is paid in full.

Transcripts

Two transcripts will be sent without charge. Additional transcripts cost \$2.00 each and may be obtained from the Registrar.

Testing

GAAA has been established as a Sunday test center for both the SAT and ACT. The PSAT is also offered to sophomores and juniors. ITED/COGAT achievement tests are administered to students in 9th, 10th, and 11th grades each year. The results of these tests are used to help plan and implement the student's scholastic program.

College Scholarships

Information as to the availability of college scholarships and assistance in applying for them is available through the Registrar's office and in senior Religion class. Although the academy is anxious to assist students in securing scholarships, it is the responsibility of the parents/guardians to make sure all applications and forms are properly submitted by the designated deadlines.

FINANCIAL INFORMATION

Before a student may begin the school year the parent/guardian must accept financial responsibility for the student by signing an agreement stating the account will be paid regularly each installment period. Students having an unpaid account with any school will not be permitted to register until clearance from the previous school has been obtained. Accounts must be kept current. Any student account which is in excess of 30 days past due is considered delinquent. If a student's account is 60 days past due, the student cannot remain in school.

General Fees Grades 9-12

SDA Constituent	\$515.00
Non-Constituency	\$560.00
Non-SDA	\$625.00
Registration fee (9-12)	\$580.00

Class Dues

Grade 9	\$ 25.00
Grade 10	\$ 50.00
Grade 11	\$ 75.00
Grade 12	\$ 100.00

Family Discounts

Granted to families who keep their accounts current and are not receiving help from the student scholarship plan or the 10% church discount.

Two children	2.5%
Three children	5.0%
Four + children	7.5%

Miscellaneous Fees

Aviation.....	\$150.00
A&P Lab	\$30.00
Art.....	\$45.00
Biology Lab	\$30.00
Chemistry Lab	\$30.00
Physics Lab	\$30.00
Band/Choir/Orchestra	\$100.00
Graphic Art	\$50.00
Varsity dues	\$100.00
Locker charge	\$5.00

Tuition Payments and Discounts

The yearly tuition charge can be paid as follows:

- (1.) Paid in full with a 10% discount.
- (2.) Divided into two installments to be paid at the beginning of each semester with a 5% discount.
- (3) Divided into ten installments to be paid at the beginning of each month from August through May.

Payments

Payments of student's accounts should be made at the main office during office hours or can be mailed to the school by the 10th of each month. Statements will be issued on the first day of each calendar month covering the month's expenses and credits. Should a student's account remain unpaid after the 10th of the month, a \$15.00 late fee will be assessed. When the 10th of the month falls on a Saturday or Sunday, late fees will not be assessed until the office closes on Monday.

Methods of Payments

Cash, check, money order or cashier's check is acceptable. Because of the large percentage of "returned checks", checks will not be accepted during the months of December and May without prior approval from the Accountant's office. There will be a \$25.00 additional charge for any returned checks. Because of "insufficient funds", anyone whose check is returned must bring cash or money orders to replace the returned check, and the privilege of paying by personal check is withdrawn. If this is not handled in 3 days, the student will be automatically withdrawn from classes.

Delinquent Accounts

It is not our desire to cause any unpleasant experience for any child; however if a student's account remains unpaid after the last day of the month, the student will be denied from class attendance until the account is made current.

The following financial policies have been adopted in the best interest of parents, students and the school.

1. The account for the previous school year must be paid in full before the student will be permitted for the current school year.
2. Parents should not expect GAAA to permit students to receive educational services with delinquent accounts. The school must pay its bill each month, and it depends upon collections from students' accounts to meet these obligations.
3. Students' accounts must be current before the following can take place:
 - a. Participation in graduation exercises.
 - b. Participation in extracurricular activities, i.e. class trips, overnight trips.
4. A student with an unpaid account with GAAA will not receive a final report card or diploma until the account is paid in full.

Refunds

If it is necessary for a student to withdraw from school, the following refund policy will apply when a properly signed and dated drop slip is on file in the registrar's office:

- a. Admission fees will not be refunded.
- b. Tuition will be charged on a prorated basis.
- c. Full tuition will be charged, if full academic credit is given, even though the student may not be in full attendance.

Withdrawal from School

When a student withdraws during the school term, the parent must notify the school's office. It is necessary to return all school owned books and equipment fill out a withdrawal slip and complete other requirements set forth by the school. No grades will be sent out until the student is properly cleared, this includes financial clearance.

Charges

Field trips, extra-curricular and activity expenses cannot be charged to students' accounts and must be paid on a cash basis only.

Graduation Fee

A graduation fee will be accessed to each senior to help cover the expenses of graduation including the cap, gown, tassel, speaker, flowers, diploma, etc. The fee will be due at the beginning of the school year at registration.

Worthy Student Scholarship Plan

Funds are available for students who are members of, or have immediate family members of, a constituent church and need financial assistance. Requests for these funds must be applied for through the accountant's office.

Recipients of the funds must keep their account current, maintain a C average with no D's or F's each quarter, and not get a D or F in attendance or citizenship.

Social Security Number

GAAA is obligated to make reports of student earnings to the government using social security numbers. A student may not apply for a job at the school unless he/she has an original social security card or proof of having applied for a number.

HEALTH & SAFETY

Your health and safety are extremely important to us. The following information outlines our health service program as well as a number of items dealing with accidents, medical, health and safety items.

Immunizations

The state law requires that each youth, regardless of age, furnish school authorities with a document signed by a physician stating that he/she has met the immunization requirements for Georgia. Forms: 3300 and 3231 are required for registration. The following is a detailed list of required immunizations:

- Poliomyelitis vaccine
- Mumps Vaccine
- DPT-Diphtheria, Tetanus, and Pertussis
- Measles (Rubeola) vaccine
- Rubella vaccine (German Measles)
- Hepatitis B (Series of 3)
- Verification of a negative TB test

A student may be exempt from receiving the required immunizations by submitting either a written statement from a physician stating that the student is medically exempt as a result of having had the disease or a signed statement from the parent stating that the student is exempt because of personal beliefs. Parents/guardians are given thirty (30) days after the student enters to furnish the school with written evidence of the student's immunization. Students can be suspended from school until above stated requirements are met.

Reporting Illness

Please report to school immediately any communicable diseases. The following chart should help parents determine how long a child should be kept out of school:

Chicken Pox - Seven days or longer or until all lesions are dry.

Measles (Rubeola) - Five days after appearance of rash.

Measles (German) - (Rubella) - Four days.

Mumps - Until swelling is gone.

Strep Throat - For duration of illness or until student is on antibiotics for 48 hours or whichever is longer. A physician's statement is required either by phone or in writing.

Illness at School

Should a student become ill during school hours, the student should report to the teacher, and then be sent to the office manager. If the illness appears to be serious, efforts will be made to contact the parents or emergency contact and, if necessary, the school will contact medical authorities. Please do not send a student to school that is sick. (Has a fever, or has been throwing up.)

Physical Examination

A physical examination is required for all ninth grade students and new students. Any students participating in sports, cheerleading, etc. must have a physical each yr.

Health Records

Medical and dental examinations are required of new students and juniors. A copy of the doctor's report should be given to the registrar by registration day but no later than the Tuesday following Labor Day. The state of Georgia requires that all immunization records be up-to-date and on file in the school file.

Student Accident Insurance

Student accident insurance is provided in the registration fee. It covers medical and hospital bills for students injured while engaged in school-sponsored activities. The student is responsible for immediately reporting any injury to a staff or faculty member. Insurance will cover accidents reported within 48 hours. An accident claim form must be completed and presented to the attending physician. This is secondary insurance coverage and each parent/guardian should have a primary insurance coverage policy. A brochure explaining the limits of coverage is available in the main office.

Fire/Code Drills and Fire Alarms

Monthly fire drills and Code drills will be held. Students are expected to exit the building in an orderly fashion, proceed at least a safe distance from the building or drop to the ground, and remain there until the signal is given to return. To comply with Georgia law, fire alarms are not to be tampered with. Anyone who tampers with a fire alarm will be subject to suspension, including up to a 50.00 fine.

GAAA Attendance Grading Policy

A tardy is recorded as 1 point per period/class, and an absence as 3 points per period/class. The attendance grade will be figured each quarter based on the following scale:

- A = 0-6 points
- B = 7-12 points
- C = 13-18 points
- D = 19-24 points
- F = 25 points or more

Clearance for K-12th Excused Absences

In order to be excused, medical, dental, and court appointments must be accounted for by a written verification given to the office manager for high school students within **3 days** of the student's return. The written note must include the following: 1.) First and last name of the student; 2.) Date of Absence; 3.) Reason for Absence; 4.) Authorized Signature.

If this information is not on the note, the absence in question will remain unexcused. **Excuses brought in after the 3-day period will not excuse the absence.** Other absences may be excused via parent/guardian's phone call or note. It is the high school student's responsibility to check their attendance record on a regular basis.

General consequences include: Wednesday After-School Detention. 3:45m – 4:45 p. m.

Any student who receives a grade of:

D will have to schedule a parent/teacher meeting before returning to class. He/She and his/her parents will be asked to sign an Attendance Contract.

F may be dismissed from school and be required to re-apply before returning to class.

See the academic and eligibility sections for other applicable consequences.

High School Results of Unexcused Absences or Tardies

Tardies

Students will serve one Wednesday detention for three unexcused tardies.

Absences

For every unexcused period/class absence (if student is more than 10 minutes late) up to three periods, a student must serve one Wednesday detention.

Detention

Failure to meet a detention appointment will result in a **home suspension**.

Extracurricular Activities

Students who are absent for any reason, excused or unexcused, for more than 3 periods are not eligible to participate in extracurricular activities that day. Extracurricular activities include athletic events, S.A. events, concerts, school-sponsored trips, banquets, etc.

Academic Credit

If a student has **more than 15 days absences for a year round class** in a semester for **any reason**, excused or unexcused, except for school-related field trips and tours, he/she **will not receive credit** in that class. Exceptions may be granted. A Request for Variance may be made by having the Request evaluated by the Academic Standards Committee, and having the student and parent/guardian present.

Forgeries K-12th

If a student is found to have forged a signature, the following steps will be taken for the first offense:

1. The parents will be notified.
2. The student will receive unexcused absences for the periods involved.
3. The student will serve an in-school suspension for one day. In the event of a second offense, the student will be suspended and recommended to the School Board for expulsion.

Notification of School

Parents must call the school by 8:00 a. m. every day that their child is absent. (Speak 404 799-0977 with or email Mrs. Chlora Jones, coozie1951@att.net the Office manager.)

Excused absences accepted by the school are:

- *Medical and Dental Appointments* – The student will need a note from a parent or guardian allowing them to leave campus, or parental contact must be made allowing the student to leave campus. **Medical and dental appointments are excused only by appointment verification that includes the physician’s signature and date.** When leaving campus, students must sign out in the school office and sign in upon returning to school.
- *Personal Illness or injury* – Parents must **call the school office by 8:30 a. m.** with notification that the student is ill.
- *Death in the Immediate Family* – A parent or guardian must **notify the office immediately** if the student is unable to attend class.

Court Appointments – Court appointments are excused **only by appointment verification.** The student will need **a note from a parent** or guardian allowing them to leave campus. When leaving campus, students must sign out in the school office and sign in upon returning to school.

Emergencies – Individual situations that are declared by the administration to be of an emergency nature will be excused.

Pre-arranged Absence

A pre-arranged absence, with a completed **Petition for Absence** form, will be permitted with parental consent and with consent of the Principal.

If a student plans an absence, he/she must fill out a **Petition for Absence Form** and return it to Mrs. Chlora Jones at least **1 day** prior to the absence.

Tardies

High school students must go directly to class. If they arrive after the class bell rings, they will be marked tardy by the teacher. All students who are tardy 2nd period (9:33 a. m.) must stop at the office for admission slips.

Truancy

Truancy is absence from part, or all, of a class without the consent of parents or school personnel. Truancy includes, but is not limited to skipping class; leaving campus without permission; loitering anywhere on campus including the halls, locker area, and parking lot; or leaving class without permission of the teacher. Truancy is a Code of Conduct violation and will result in immediate discipline.

CITIZENSHIP

Basis

Because Greater Atlanta Adventist Academy is a school based on cooperation and commitment to Jesus Christ, we expect every student to abide by the following code:

- I will be respectful, responsible, and prepared.
- I will act in a safe manner.
- I will do all I can to foster an atmosphere of cooperation and trust.
- I will respect myself, others, and the environment.
We are here to learn; therefore I will do nothing to keep the teacher from teaching, and anyone, myself included, learning.
- I will do all I can to treat others the way I would like to be treated.

Code of Behavior

The purpose of the Code of Behavior is to strengthen the basic values and beliefs that our students come to us with. We feel very strongly that one of the greatest services we can provide our student is to send them on from GAAA with a system of values that will put them in good stead for the rest of their lives.

The GAAA Code of Behavior is composed of three points.

- ... I will not lie
- ... I will not cheat
- ... I will not steal

Definitions of lying, cheating, stealing.

- A. Lying (1-8 referral points)
Purposely making a statement with the intent to deceive someone.
- B. Cheating/Dishonesty (7-11 referral points)
 - 1. Dishonesty on homework papers. (Accessory/Accomplice) Allowing another student to copy your homework, etc.
 - 2. Copying or cheating on exams or quizzes.
 - 3. Plagiarism: copying or using someone else's papers or major report (to steal, borrow, copy and use the ideas or writings of another as one's own).
- C. Stealing (12+ referral points)
Taking or borrowing something without permission.

Consequences

- A. Lying
 - 1. Referral
 - 2. Detention, referral, parent conference, possible suspension
 - 3. Suspension, possible withdrawal/expulsion
- B. Cheating
 - 1. Zero for the work, a referral, Detention
 - 2. Zero for the work, suspension, parent conference
 - 3. Withdrawal from school
- C. Stealing
 - 1. Restitution, suspension
 - 2. Restitution, withdrawal from school

Consequences

When students forget or choose not to abide by these basic codes of behavior, it detracts from the spirit of cooperation and trust.

Citizenship Referrals.

Major infractions will be noted with a citizenship referral. These may be completed by any staff member and give directly to the student. Parents and administration will also receive a electronic copy on Ren Web.

High School (9th-12th) Citizenship Grading Policy

A citizenship grade will be recorded every nine weeks based on the following scale:

- A= 1-3 points
- B= 4-6 points
- C= 7-11 points
- D= 12-15 points
- F= 16+ points

Results or Consequences of Points(Per Quarter)

- 1-6 points will result in Parents being notified.
- 7-11 points will result in Parents being notified and the student serving a detention.
- 12-15 points will result in the student serving a one day suspension.
- 16+ points will result in the student serving a two day suspension.
- 24+ points will result in the student being asked to withdraw from GAAA.

A student can only serve two suspensions in the school year.

Discipline

Discipline will be designed not merely as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school field trips, tours, leadership offices, varsity games, and other extracurricular activities.

A student, who accumulates 20 referral points in any quarter, may be asked to withdraw or be recommended to the School Board for dismissal.

Administrative Discipline Step Plan

This plan will be used by the Administration for all students who are referred to the office. Although disciplinary action is outlined in the steps below, the discipline taken may not necessarily follow in the chronological order as listed. The action will be determined by the seriousness of the infraction.

Step 1 Informal Talk

A school official (teacher, administrator), will talk to the student and try to reach an agreement regarding how the student should behave. Parents may be notified if necessary. (FYI, phone call, email.)

Step 2 Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. This action will be recorded in the student's file. Parents will be contacted. (Referral, Contract, in person in the conference.)

Step 3 Administrative Counsel/Detention

The Student must meet with the Principal regarding his/her behavior. Parents will be contacted by telephone, email, letter, or referral. A formal conference may be conducted between the students, his/her parent(s), Administrative Citizenship Committee (Principal, Chaplain, and four teachers.) This action will be recorded in the student's file. A detention will be served and the administration may conduct a follow-up visit with the student if necessary.

Step 4 Suspension

The Administrative Citizenship Committee will meet with the student and parent(s) when he/she has violated school regulations or has been involved in a major discipline or accumulation of infractions, or has failed to uphold commitments, for conduct agreed to any other discipline steps. A short-term suspension shall not exceed five consecutive school days. This action will be recorded in the student's file.

1st Suspension: If suspended, the student in question will be expected to continue with the assigned homework, and to receive new homework from the teachers. The student will however, lose class time work credit, class time participation credit, in class lab credit, and be unable to make up quizzes and tests. The student will not be allowed to return to any sports teams for the remainder of the year, and may not be allowed to participate in extracurricular activities.

2nd Suspension: If suspended a second time, the student will not be able to receive any credit for any work done after the suspension date, including homework, quizzes, and tests.

Step 5 Probation:

A student may be put on Citizenship probation any time when there are a certain accumulation of referrals points, detentions or suspensions.

Expulsion

Expulsion is the removal of a student from the school program. Said student shall not be on campus for any reason, (including school and non-school functions) for at least one year, without the permission of the Principal.

Expulsion Procedures

The Administrative Citizenship Committee will follow the following guidelines in expulsion procedures:

- Removal of student from the mainstream student population.
- Investigation - facts will be gathered, students interviewed, incident reports written and signed.
- Evaluation – review of findings and policy, consultation with Board Chair, Superintendent and legal counsel as merited.
- Parent notification – presentation of findings to the parents and student.
- Disciplinary action – student will be suspended pending an expulsion hearing by the Board.
- Expulsion Hearing – a hearing shall be scheduled within five days of the disciplinary action. The student and his/her parents may be present at this hearing.

Parents will be given the option to withdraw the student from school before the expulsion hearing is held. Such action on the part of the parent will insure that the Board action for expulsion is not recorded in their student's Mandatory Discipline Record. Once expulsion is voted by the Board, the student will not be eligible for re-admission to GAAA for at least a year.

Appeal Process

- The student and/or his parents may appeal the findings of the Administration.
- The appeal must be made in writing and submitted to the Principal.
- The appeal hearing will be scheduled with the Board (within two weeks of the written appeal.)
- The student will remain on suspension until the review is completed.
- A finding in favor of the student will result in the immediate return to full status and the suspension removed from his/her Mandatory Discipline Record.
- A finding in favor of upholding the expulsion will be enforced. Any appeal from this point will be directed to the Superintendent of Education and Board for the South Atlantic Conference.

CITIZENSHIP REFERRAL

Student _____

____ 1-4 Classroom conduct ____ 1-4 Dishonesty/Cheating

____ 1-4 Dress ____ 4 Vandalism

____ 1-4 Social Conduct ____ 1-4 Irreverence

____ 1-4 Unsafe Behavior ____ 4 Fighting, Intimidation

____ 1-4 Language ____ 1-4 Other _____

____ 4 Leaving Campus
W/o permission ____ 1-4 Other _____

____ 1-4 Insubordination/Lack of cooperation

Comments _____

Staff Signature _____ Date _____

***A student can receive numerous points for a single incident, especially if there are several violations on one incident. The referral is used primarily for documentation of incidents.**

F.Y.I.

For Your Information

Student Name _____

Date/Time _____

Concerns/Comments _____

GOOD CITIZENSHIP REFERRAL

Student Name _____

Thank you for:

Teacher Signature

Date

SUSPENSION/CAMPUS BEAUTIFICATION

Suspension. Suspension is removal of a student from classes or school activities for disciplinary reasons. Suspensions will be off campus. The following behaviors may result in suspension:

- Threatened, attempted, and or caused physical injury to another person
- Committed or attempted to commit theft or burglary or knowingly received stolen property
- Committed an obscene act or engaged in profanity or vulgarity
- Disrupted school activities or willfully defied the authority of school personnel (Insubordination)
- Engaged in excessive contact or other activities with sexual intent
- Caused to attempt to cause damage to school or private property
- Repeated failure to abide by school policies
- Dishonesty, including but not limited to, forgery, plagiarism, and cheating on academic work
- Practice of occult or satanic rituals
- Intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs
- Participation in gang activities (including wearing of gang symbols, tagging)
- Leaving campus without permission
- Smoking or drinking of alcoholic beverages
- Insubordination/lack of cooperation

Suspensions will not exceed five (5) consecutive school days. A student will not be suspended for a total of more than ten (10) days during a school year. A student will not be suspended more than twice in the year.

EXPULSIONS

Expulsions. Expulsion is removal of a student from the school program for at least one semester for disciplinary reasons. Students will be recommended for expulsion for any of the following behaviors:

- causing serious physical injury to another person, except in self-defense.
- possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity.
- possession, use of unlawful sale or distribution of any controlled substance including alcohol, illegal drugs, or tobacco.
- Burglary or extortion.
- leaving campus without permission (continual violation)

Administration may, in consultation with the Office of Education, choose not to recommend expulsion when the overall program of the student indicates continued success at GAAA. In addition, a student may also be recommended for expulsion when:

- other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- due to the nature of the circumstances, the presence of the student causes a continuing danger to the physical safety of the pupil or others.

Procedures/Appeals

When administration believes suspension or expulsion is warranted, an investigation will take place. Students involved will be given the opportunity to tell their account of the incident. After the facts have been gathered, if the behavior warrants suspension or expulsion, the parents will be notified and asked to remove the student from the campus immediately. In the case of expulsion, the student will be suspended until the school board can be convened for the hearing.

Parents will have the option to withdraw a student from school before the expulsion hearing is held. The student and his/her parents may be present at the expulsion hearing.

Suspension may be appealed to the administration for review. Generally the student will remain suspended until the review is conducted. If the suspension is not upheld, the remainder of the suspension is removed and all records of the suspension shall be removed. If expulsion is voted by the Board, the student will not be eligible for re-admission to GAAA for at least one year.

Governance Policy

By registering at GAAA, the student and his parents or guardians agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year, both on and off the campus.

Grievance Policy

When a situation arises that needs clarification or resolution, the following steps are recommended:

First: Address the situation the Teacher/Staff member.

Second: Address the situation with the Teacher and the Principal.

Third: Address the situation with the Board of Trustees.

Fourth: Address the SAC (South Atlantic Conference) K-12 Education Board

Fifth: Address the SAC (South Atlantic Conference) Executive Committee

These steps are important and are to be followed in order outlined above. Honest resolution will be sought at each level in an effort to avoid appealing to the next stage.

In the event that a problem arises in school involving your child, there is an established protocol to follow — starting with the classroom teacher. Unless it is an emergency, please make an appointment to speak with the teacher or principal about a concern before visiting the school.

Teacher

If you have concern about your child's performance in a certain class or with a specific teacher, you should discuss the matter with the teacher first.

Secondary Principal

If you have concerns about your child's performance in a certain class or with specific teacher, and you have discussed the matter with the teacher, you then discuss the concerns with the administrator.

School Board Chairperson

If you have concerns about your child's performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher and the principal, you should then discuss the concerns with the School Board Chairperson.

Executive Committee of the School Board

Problems with a teacher, school or the child's overall performance that cannot be resolved by the teacher, the principal, or the School Board Chairperson should then present the concerns to the Executive Committee of the school board.

Executive Committee and Senior Pastor of Berean

The Executive Committee and the Pastor of Berean SDA Church should address any concerns unresolved at the school.

South Atlantic Conference Administration

Concerns unresolved by the Executive Committee and the Pastor will be referred to the appropriate division of the South Atlantic Conference - the Superintendent of Education.

Zero Tolerance Policy

- **Purpose:** To provide a safe school environment for pupils and staff.
- **The Governing Board of GAAA/BCJA:** declares that a Zero Tolerance policy on sexual battery, assault and battery, possession of a firearm, possession of a knife, possession of a dangerous object, possession of explosive devices, sale of controlled substances, possession of controlled substances, vandalism where property damage exceeds \$100, repeater mutual combat, robbery or extortion, participating in gang motivated intimidation, hate motivated behavior constituting a statutory violation, and assault on or threatening of school staff, and being outright insubordinate to administration and staff.
- **Hereafter, any student who:**
 - commits a sexual battery
 - commits a assault&battery (Hurting someone to the extent of needing medical attention)
 - is found in possession of a firearm
 - is found in possession of a knife
 - is found in possession of a dangerous object
 - is found in possession of explosive devices
 - is found in possession of a controlled substance
 - sells a controlled substance
 - furnishes a controlled substance
 - commits an act of vandalism with property damage in excess of \$100
 - participates repeatedly in mutual combat (Fighting)
 - participates in robbery or extortion
 - participates in gang motivated behavior constituting a statutory violation
 - commits an assault on or threatens school staff
 - threatens to kill or harm someone (joke or not)
 - makes a hit list or journal with the intent to harm someone
 - is being outright insubordinate (refusing to cooperate) with the Administration and staff
- Hereafter, all acts of physical violence, possession or use of weapons, or Health and Safety Code violations will be recorded for each pupil on their Mandatory Interim Record including information on suspensions and expulsions. Such records will be expunged upon graduation or by petition.

- For purposes of this policy, definitions of terms used will be as defined in the Georgia Education Code, Penal Code, Health and Safety Code, and Regulations of the State Fire Marshall where applicable. An object used in a threatening manner shall be considered a weapon even if its normal use is not a weapon.
- Trespassing on school grounds by pupils not enrolled in that school, who has not received clearance by the principal, shall be recorded as a serious violation and the police will be called.
- In every case where a pupil violates a provision of the Penal Code of the Health and Safety Code referenced by this policy, the pupil can be taken into custody by the police.
- The Conference Superintendent is directed to prepare Administrative Regulations to insure the requirements of this policy are properly implemented.
- Such regulations will include procedures to publicize this policy and to ensure that all pupils, grades 3-12, shall have a signed copy of this policy in their file.
- Any violation of the zero tolerance policy will result in automatic suspension, and a possible recommendation of expulsion or withdrawal of the student.

Print names:

<hr/>		
	Parents/Guardian	Student
<hr/>		
Signatures:	Parents/Guardian	Student

Date _____

DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we must also, in the external attire, desire neat, clean and healthful clothing that is appropriate and becoming.

SCHOOL APPEARANCE

All Students are required to be neat and well groomed and in full uniform when they reach the campus at all times except on the regularly scheduled days when students may come out of uniform and for physical education periods. On these occasions they are expected to be neat and well groomed. Please contact the front office for the various places to purchase school uniforms.

UNIFORMITY

Our appearance tends to reflect our behavior, our character, and our seriousness of purpose. Only with parent's cooperation and understanding can we continue to maintain our high standards. **Students must be in full uniform when they reach the campus.** The uniform must be neat, clean and presentable at all times. Violation of the uniform policy will result in the student being disciplined.

UNIFORMS

All students are required to wear their respective uniforms. Uniforms for the various grades are as follows:

Girls - 9 -12 Plaid skirts or kilt (Style #134 - Color #43). Slacks - Khaki tan (**all skirts must come to the top of the knee**) (**No skinny or tight pants**)

Boys - 9 - 12 Pants Khaki, tailored to fit. 12 graders can wear black slacks (No skinny or tight pants)

Shirts/Blouse - Yellow or Burgundy Short or Long Sleeve Knit shirt **with GAAA logo** - At least one Yellow Short or Long Sleeve Oxford Cloth Blouse/Shirt **with GAAA logo to be worn with blazer (Required Monday, Tuesday and Wednesday, and Special Occasions) Black or Gray Short or Long Sleeve Knit Shirt with GAAA logo (12th Grade only) At least one White Short or long Sleeve Oxford Cloth Blouse/Shirt with GAAA logo to be worn with Blazer (Required Monday, Tuesday, Wednesday and Special Occasions) (12th Grade only)**
Blazer - Grades 9 - 12 - Burgundy Blazer **with GAAA Emblem - (Required Monday, Tuesday, Wednesday and Special Occasions)**

Grade - 9 - 12 Burgundy Blazer with GAAA Emblem to be worn with yellow oxford shirt with GAAA Logo and uniform tie on chapel days and special occasions.

Shoes – All Black tennis shoes (no other colors on the shoe) or Non scuff Black Dress shoes

Socks - Grade 9 - 12 Burgundy knee socks (senior girls may wear black knee socks) (Boys) 9-12 Black or Burgundy socks

Sweaters/Vests - Grade 9 - 12 Burgundy Sweater (**Any Style**) **with Embroidered GAAA Monogram**

Outerwear- Only GAAA/Class jackets or BCJA/DAJA jackets are to be worn to school. (These jackets are not to be worn over the blazers in school)

Jackets - **Optional** - Burgundy Full or Half Zip Fleece Vest **with Embroidered GAAA Monogram**

Belts - **For Khaki Slacks** - Black Belt (Belts must be worn at all times)

Girls Tie - Plaid Cross Tie (**Color #43**) **or Plaid Tie (43) (Girls and Boys must**

wear their own ties, not each others) Ties must be tied and collars buttoned at all times.

Boys Tie - Navy and Burgundy Stripe (#8)

P.E. - Grades 9 & 11 - Ash T Shirt **with GAAA logo** - **Shorts** - Burgundy MESH Shorts

The only hoodies allowed are burgundy/black w/ GAAA logo, or senior class hoodies. No hoodies are allowed to be worn under the blazer, only the fleece vest or sweater is allowed.

NOTE: Only plain white T-shirts are allowed beneath shirts/blouses. All undershirt sleeve lengths should not exceed the length of the over shirt sleeve. **NO "DO RAGS," HEADBANDS OR SCARFS ARE ALLOWED. BAGGY PANTS WILL NOT BE TOLERATED.**

Hair Styles-Hair should be neatly combed or brushed. Kool-aid colors, etc., are not allowed. Hair must stay fresh and never look unkept. Hair should not be braided or pressed on school grounds at any time. The Administration reserves the right to define which hair styles and/or colors are acceptable. No student (male or female) are allowed to wear beads or shells. Female students may wear hair accessories that either match or coordinate with the school uniform.

Jeans Day/Special Dress Days Only the 1st and 3rd Friday of the month after Labor Day are dress down days. In order to participate in dress down days the student will need to pay a fee to the seniors. Failure to pay this fee will result in the student losing the privilege of participating in dress down day. The following types of clothes are not acceptable for these days: **NO SHORTS, P.E. clothes, including sweats, stretch pants, skinny jeans or other skin tight pants, undershirts or tank tops or other clothing designed as undergarments, clothing with inappropriate and/or suggestive words, insignias, advertisements or pictures, miniskirts, sleeveless, backless, low cut neckline, or bare midriff tops, see-through clothing, extremely tight or loose fitting clothing, any clothing the school deems provocative or that promotes intemperance and/or non-conservative Christian values. Failure to follow these guidelines will result in losing the privilege of participating in dress down day. SHORTS ARE ONLY ALLOWED FOR ATHLETIC EVENTS. THEY SHOULD NOT BE TIGHT AND SHOULD COME TO THE TOP OF THE KNEE.** *These guidelines are to be used for attire when students attend any school related activities. Shorts are only allowed for picnics or athletics events.*

Procedures and Consequences of the Dress Code

1. Teachers will check for dress code at morning worship and every period at the beginning of class.
2. If a student is in violation of the dress code, he/she will be sent to the office and they will call their parents and not be allowed to go to class until they are properly dressed.

In today's permissive society, we still feel there is a need for decency of dress in certain places, and school is definitely one of them.

MAKE-UP AND JEWELRY

Simplicity of lifestyle and appearance sets Christians in contrast to the materialism and gaudiness of our society where values focus on material things rather than on people. We believe that Christians should maintain a natural healthy appearance and refrain from wearing items that are not in harmony with the simplicity of adornment urged by the Scriptures. Therefore, ornamental jewelry is not to be worn on **school grounds or at school sponsored functions**. **These include rings, earrings, necklaces, chains,**

- I. **Dog tags and bracelets or any type of jewelry that has as its main function display. Colored or decorated nails, eye make-up, blush and lip coloration that is not a natural color or brings undue attention is not allowed.**

BANQUET ATTIRE

During the school year banquets are given for the students. At these events clothing should be modest. This includes style, neckline, sleeve length and skirt length. Sleeveless, backless, strapless, off-the-shoulder or low cut neckline tops must have a covering, e.g. a shawl or jacket are to be worn at all times. Clothes should fit properly. Extremely tight clothing is out of place. Those attending must comply with our regulations, including jewelry and make-up

“Texting” / “Sexting”/”Virtual Bullying”

The use of devices that use any digital technology, or digital platforms including, but not limited to, Facebook and Twitter to send, disseminate, or forward any image or language containing sexually explicit or threatening photos, videos, or other imagery of a person (including ones self), whether or not the person is enrolled at the school, or the distribution by such means of any indecent language or material, is **strictly forbidden**, and once brought to the attention of the administration (regardless of whether or not the incident took place on or off campus) shall be punishable by **suspension or expulsion**.

BULLYING AND INTIMIDATION

Bullying, intimidation, threats and any other forms of verbal or physical abuse will not be tolerated on our campus; students who both engage in such behavior or standby and encourage it, will be guilty. These negative behaviors are antagonistic and dangerous; they oppose the philosophy and mission of our school; students who choose to practice them will forfeit their privilege to remain in this institution.

GENERAL INFORMATION

Restricted Items

Students are not permitted to bring any electronic listening devices to school this year (MP3, iPod, iPads etc.) TV's, laptops, video games (including PSP, Nintendo, game boys, and other video game devices), CD's or tapes, beepers, any sound or electronic equipment (including remote controlled cars, planes, etc.), playing cards, Pokémon paraphernalia, Harry Potter books or paraphernalia, and witchcraft/occult paraphernalia on campus. These items are not permitted on school-sponsored activities unless specific permission is given by school administration.

Skateboards, scooters, rollerblades, and bicycles are not to be used on camp

Students are not permitted to bring to school baseballs, basketballs, footballs, boomerangs, sling shots, knives, machetes, swords, switch blades, fire crackers, fire arms, toy guns, squirt guns, water pistols, paint ball guns, matches, lighters, weapons, or other items of this nature. Any of the items mentioned above will be confiscated and may not be returned. In addition, the administration or teachers have the right to declare other items as contraband if deemed hazardous.

Students must obtain permission from the teacher or Principal before bringing to school such things as toys, special projects, etc.

Unauthorized items must be surrendered when requested by a teacher.

Cell Phones and Miscellaneous Technology

No electronic listening devices are allowed on campus this year!

- 1. Cell phones are outlawed this year.** They are not to be seen or heard or used ever on this campus. If we see or hear any devices this year we will take them and we will not return them until the end of the year. Parents or Guardians please do not ask for them until the end of the year. This also includes any type of headphones. If a parent needs to get in touch with his/her child (for emergencies only), please call the front office.
- 2. Students are not to bring MP3 players, iPod's, iPads, Lap tops, head phones or any listening device, pagers, or any video hand games to school.** They interrupt the education process. (If they are seen or heard they will be confiscation and **GAAA will not be responsible for lost, stolen or damaged items.**

Lost Articles

The school is not responsible for personal items (clothing, purses, etc.) left in the school buildings or on the campus grounds, including lockers and parking lot. Misplaced articles may be found in lost and found in the bins in the gymnasium. There may be a charge to retrieve textbooks or backpacks that are left on campus in non-designated areas.

CLASSROOM VISITATIONS

Parents are always welcome to visit classes and observe our school program. In order to minimize disruptions, the following procedures have been developed and adopted:

1. All visitors must check in at the office upon arriving.
2. When practical, visitations should be by prior arrangement with the teachers. Visitors should inform teachers of the general purpose of the observation or visitation in advance.
3. Teachers shall have the right to reschedule visitors when prior arrangements have not been made.
4. When practical, visitors should arrange a conference time with teachers to discuss observations when class is not in session.
5. Visitors should refrain from taking the teacher's attention away from classroom activities for discussions or conferences.
6. A reasonable time for classroom visitations should be approximately 20-30 minutes.
7. Every effort must be made to minimize the amount of disruption caused by a visit.
8. **GAAA does not allow visitation of students who are not enrolled in our school unless they are prospective students who wish to observe. Arrangements for visitation are to be made in advance.**

Closed Campus Policy

Greater Atlanta Adventist Academy operates a closed campus. Students are not permitted to leave the school grounds, once they arrive, without having made proper arrangements to leave. No student should be taken off campus without making specific arrangements with the teacher and the administration. Parents of elementary students must obtain a pass from the office in order to take a student off campus. If someone other than the parent is taking the student, the office must have permission in writing from the parent or guardian.

Student Vehicles

Student vehicles are permitted on campus provided the student has a valid driver's license, proof of insurance, ***registers the car with the office***, they will receive a parking permit and a parking space and must observe safe driving habits. All students must be parked in their assigned parking space. Students who are permitted to have cars on campus must not leave campus during the school day or carry student passengers without specific prior authorization. In addition, students are not permitted to use their vehicles for eating, visiting, or listening to music. Students will lose campus parking privileges for unsafe driving, disrespect of the parking lot rules or supervisors, operating another student's vehicle, or driving in unauthorized areas.

Parking

Students are assigned parking spaces. Parents and visitors should respect the reserved areas and only use the unmarked parking spaces.

Food on Campus

Food is not allowed in the high school classrooms. (The Music room is the only exception) Food, candy etc. will not be sold during school hours.

COUNSELING SERVICES

Services within the counseling areas include personal counseling, career counseling, academic and college counseling, scholarship services, testing services and referral services to community agencies and/or special education programs. Appointments may be made directly with the Counselor. Students and parents desiring immediate assistance are encouraged to utilize the Counselor on a walk-in basis. Students are encouraged to use the walk-in procedure during non-class time unless he/she has an emergency problem.

The counselor will also use his discretion to talk with students as he perceives the need or as teachers request him to do so.

EARLY DISMISSAL

Normally, students are not dismissed during school hours except in cases of illness or for a doctor's or dental appointment. If at any time it should become necessary for you to take your child from school during school hours, please go to the school office, fill out an early leave form, and then your child will be called from his/her classroom.

EASTSIDE TRANSPORTATION

GAAA offers round trip transportation from the Lithonia Church and The Publix near DAJA to GAAA each day. There is a fee of \$75.00 per month for this service based on the number of students using this service. Those students riding the bus are expected to follow the proper decorum. Students are expected to do the following:

1. Board the bus and remain seated until ready to exit.
2. Talk quietly and avoid excessive noise or loud boisterous behavior, bullying or fighting.
3. Refrain from extending any part of the body out of the bus window.
4. Refrain from spitting or throwing any objects from windows.
5. Respect the driver rules and regulations.
6. Refrain from eating on the bus.
7. Parents or Guardians must pick up their child on time, or a financial penalty will occur.

FIELD TRIPS

When an activity deemed to be a worthwhile educational experience away from the school grounds is taken, arrangements are made by the school administration. Notices regarding each field trip are sent home informing parents and guardians of these planned activities. If it is the desire of the parent/guardian that the child not attend a school-approved activity, written notification must be given to the teacher, and the student will be expected to complete a special report as assigned by the teacher. Field trip attire will always be the school uniform. A written permit will be required. **Any expense incurred for a field trip should be paid in cash.**

FIRE AND TORNADO ALARMS

At the beginning of school, students will be given instructions on evacuating the school building in case of an emergency. Teachers will take charge, and their instructions are to be followed implicitly. When the fire alarm bell rings, students are to be quiet, follow directions, and move orderly. No running, pushing or yelling will be tolerated.

In case of a tornado alert, everyone in the building will move into the hallways and assume the prescribed fetal position. The signal for a tornado alert will be one minute of intermittent ringing of the bell. The all clear will be announced.

INCLEMENT WEATHER

There is no need to contact school officials to ask if school will be closed because of bad weather. If weather conditions warrant the closing of school, an announcement will be made to notify the public by 6:00 a.m. We will contact WSB AM-750, WGST AM 640 radio stations and the 3 major television news networks to make the public announcements. As a **general rule, we follow the same policy as the Fulton County School System.**

INTERNET USAGE

GAAA is pleased to offer students access to a computer network for electronic mail and the Internet. Students may not gain access to e-mail and the Internet unless the office has written permission on file from their parent or guardian. Students may only use computers under the supervision of a faculty or staff member.

LIMITATION OF LIABILITY

Transportation for field trips or other school activities will be arranged by the school administration in cooperation with the various sponsors and must be provided by school bus or automobiles with proper insurance coverage and with approved adult drivers. Students are not allowed to drive.

LOCKERS

Each student in grades 9-12 is assigned a locker fitted with a combination lock. Students are urged to keep their lockers locked at all times. All changes in lockers must be made through and by permission of the Front Office. The school reserves the right to inspect student lockers or backpacks at any time. There will be a \$5.00 refundable deposit due at the beginning of school and will be refunded at the end of the year when the lockers are cleaned out and checked.

LOITERING

There will be no loitering about the campus or school buildings during class, work hours or during any program on campus. When a student's day of study and work is finished, he/she is expected to leave the campus. Students staying on campus after school for a specific activity are expected to stay in the area of the activity or supervision and leave campus when the activity is completed. Any student staying at school after 4:45 p.m. will be charged a fee and restricted to a specific area until they leave.

LUNCH PERIOD AND CAFETERIA DECORUM

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition one would like to live. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria unless they have been granted permission by the administration. Going into areas where classes are being held during lunch hour is not allowed. Students are not to remain in the classrooms or hallways during the lunch hour.

LUNCH PROGRAM

Hot lunch will be available to all students on a cash basis at reasonable prices. Students may purchase meals on a daily, weekly or monthly basis. In conjunction with the health principles of the Seventh-day Adventist Church, **we ask that no meat be brought on campus.** Seniors may gain the privilege of ordering out once a week; however, any food brought back to the campus must fall within our guidelines. **Parents are encouraged not to bring fast food lunches on the campus. GUM SHOULD NOT BE ON CAMPUS. ANY GUM PRODUCTS WILL BE CONFISCATED AND THROWN AWAY.**

LOST AND FOUND

A lost and found is available for the benefit of anyone who has inadvertently misplaced articles. Check with the Front Office and Gym for lost items. It is suggested that clothing and items of value be marked with the student's name. Excessive amounts of money and expensive items should not be brought to school. Unclaimed items are disposed of quarterly.

PERMISSION FOR LEAVING SCHOOL PREMISES

GAAA has a closed-campus policy. Students may not leave campus without signing out during school hours. The reason for this policy not only involves legal responsibilities but also encourages a bonding of our students and improves the spirit on campus. Permission for leaving school must be approved by a parent or the administration for each leave. Leaving school without permission will result in an automatic suspension.

PUBLIC DISPLAY OF AFFECTION PDA

It is very important that our students understand the appropriateness of Public Display of Affection.

Here are a few guidelines for PDA on our campus: (Academy only)

Appropriate

Short hugs (1 sec)

Always in a supervised area

Inappropriate

Kissing, continual, prolonged hugging

Laying all over each other

Being in a unsupervised area

CONSEQUENCES:

1st Offense: The students will be placed on social with no deliberate contact with each other for two weeks.

2nd Offense: The students will be suspended.

3rd Offense: The students will be asked to withdraw from school.

This policy is in effect whether on campus or off campus, (field trips, choir, orchestra, band tours, sports tournaments, or class trips.

SCHOOL DAY

The student's school day begins from the time the student first arrives on campus and ends with the student's last class, study hall. Work other school activity. Monday-Thursday 8:00 am – 3:27 p.m. except for Tuesday school ends at 3:27 p.m. Friday, 8:00 am – 2:14 pm.

Morning supervision begins at 6:45 am. Please do not drop your children off without supervision or before 6:30 p.m. The school day will always begin in the gym for worship. No one should be in the hallways or at their lockers.

Non-Discrimination Policy

As a member of the South Atlantic Conference educational school system, GAAA admits students of any race, color, sex, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate in the administration of its education and admission policies, scholarship programs, extracurricular and other school administered programs. Even though the schools were established primarily for Seventh-day Adventist families, it welcomes all those who are in harmony with its philosophy and objectives of Christian education and who will cheerfully endeavor to live according to its principles.

Student/Faculty and Staff Sexual Harassment Policy

GAAA affirms the Christian dignity of every individual. GAAA will not tolerate the harassment of anyone. It is the policy of GAAA to provide an educational environment in which all students, teachers and staff are treated with respect and dignity. The law prohibits sexual harassment.

Definition: Including, but not limited to, unwelcome sexual advances, requests of sexual or physical conduct of a sexual nature directed towards a student by a teacher or by another student, or by a student toward a teacher under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits or programs sponsored by the school
- Submission to rejection of such conduct is used as a basis for an academic evaluation affecting a student
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning or working environment.

Examples of sexual harassment: Sexual harassment includes, but is not limited to, the following forms:

Verbal: Sexually demeaning comments, sexual statements, questions, slurs or jokes continuing to express sexual interest after being informed that the interest is unwanted

Written: Suggestive or obscene letters, notes, pictures or invitations

Physical: Sexual assault, touching, impeding or blocking movement, making reprisals or threats of reprisal following a negative response to sexual advances or following a sexual harassment complaint

Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters

SOCIAL ACTIVITIES, ATHLETIC EVENTS AND TRIPS

School sponsored activities and trips must be approved by the Principal at least two weeks in advance of the event. When trips are scheduled, the sponsor shall give time of departure, mode of transportation, attending chaperons, approximate return time, and other important details. All students participating in activities sanctioned by the school must abide by all rules and regulations as outlined in this handbook. These include proper dress code, academics, conduct, etc. Students must ride to school activities on school-provided transportation, unless prior arrangements have been made and approved by the Principal.

SOLICITING

There will be no soliciting at school other than that done by school sponsored organizations with projects or activities approved by organization's sponsor and chief administrator. **THERE WILL BE NO SELLING OF CANDY, GUM, DRINKS, ETC., BY INDIVIDUALS DURING THE SCHOOL DAY OR ON SCHOOL PROPERTY.**

STUDENT OFFICES

Any elected officer is required to maintain a GPA of 2.75. Any major officers, SA president, vice presidents, editors, and class presidents, need to maintain a 2.75 GPA during any grading period. If the officer's GPA falls below minimum, the officer may be replaced or put on probation. No student may hold more than one major office.(i.e. Yearbook, President of any class, USM President/Vice President, etc.) If the faculty feels that the student's office or extracurricular activities jeopardize his scholastic standing, he/she may be asked to drop that office or curtail his extracurricular activities. **Any suspensions will cause a student to lose their office at least for a semester or for the year.** A United Student Movement Constitution was ratified by the student body and approved by the GAAA School Board. This process enables students to experience more fully the total experience of government. A Student At-Large Committee meets in the fall and spring to make suggestions and recommendations to make GAAA even better.

STUDY HALLS

Supervised study halls are scheduled. If any student does not have class appointments, the student is assigned to a study hall. Attendance is taken as in any other class period. This time is for study and will be conducted in a manner conducive to studying.

SUMMER SCHOOL/CORRESPONDENCE

The school will implement the following policies concerning summer school, correspondence:

1. Students failing during the school year must make up these classes in summer school.
2. Only ten (20) semester periods or two classes may be earned in one summer period.
3. GAAA accepts credits earned with Home Study Institute, Univ. of Missouri and Cambridge Academy.
4. Correspondence classes and evening classes should be used for remediation and enrichment and to take the place of courses not currently offered. If a student desires to have a class count towards graduation credits, the student must receive written approval from the academic committee.
5. All correspondence classes to be counted for graduation must be completed by April 1 of the graduating year to assure that the student's name is printed in the program and also to assure that the student can play an active part in the graduation program.

TELEPHONE

Office telephones are not to be used except in emergency situations involving the immediate family. Students and/or teachers will not be called out of class to answer the phone. A message will be taken and given to the student and/or teacher as soon as possible. **EMERGENCIES WILL BE HANDLED PROMPTLY.**

TEXTBOOKS AND LIBRARY BOOKS

Rented textbooks will be available to all students. The books should be well cared for by students and turned in at the appropriate time. Students will be expected to pay for all lost, damaged or torn books assigned to or checked out by them.

TRANSFER OF CREDIT

Greater Atlanta Adventist Academy will accept credits from any accredited school upon receipt of transcript and course description. Some courses may not be accepted to fulfill graduation requirements if standards for that class are not on par with course work at GAAA. **All foreign transcripts must have a certified translator.**

VANDALISM AND PROPERTY DAMAGE

Students who damage, destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary.

VARSITY SPORTS ELIGIBILITY POLICY

In order for a student to be a member and participate on any sports team that plays in ACCE the student must:

1. Maintain a "C+" (2.5) average
2. Have no grade lower than a "C" in any class
3. Be in attendance to all classes the day of and the day following a game or tournament.
4. Have no incompletes
5. Have no more than one detention for attendance/citizenship
6. Have no suspensions

There are several checkpoints for eligibility: every mid-term, 1st semester, 3rd quarter, and 2nd semester. Enforcement will occur when the students receive their grades and the principal informs the coaches. If a student receives a mid-term/quarter/semester notice that his/her grades reflect less than a (2.5) or any grades less than a C, he/she will not be eligible to play on the team until the next grading/marking period. He/She will be allowed to practice, but not play in any games. A student's eligibility to remain on a team when receiving a mid-term for reasons other than grades (i.e. behavioral issues, etc.) will be left up to the discretion of the coaches and/ or faculty.

Students will not be allowed to do any make-up work or have any grade changes once the grades have been turned in. The student will have to wait until the next grading/marking period to become eligible to play again. No forms will be circulated from the coaches to the teachers to determine eligibility before the marking period. **A yearly physical is required to play inter-scholastic or varsity sports, and cheerleading.**

VISITORS

Parents of students and members of the Board of Trustees are welcome to visit the school at anytime. Guests are expected to register with the school office upon arrival and obtain a visitor's pass. The school is anxious to make the stay on campus as profitable and pleasant for the visitors as possible. Academy students are not to invite guests to the campus without making arrangements at least a day in advance at the school office. Students are required to inform their guests of the school regulations, including dress policies, to avoid embarrassment. Non-students are not to be on campus at any time unless arrangements have been made with the school office. The visitor's form must be signed by teachers, parents and principal. Visitor's form may be obtained in the office. Arrangements must be made 24 hours in advance of the visitor's arrival at school.

HOME AND SCHOOL

The Home and School Association is comprised of parents, teachers and community leaders. Its main function is to weld a closer relationship between the home and school for the development of our children. The Association promotes educational programs for the parents to ensure an effective program in the home as well as the school.

The Home and School Association serves as a fund raising agency for special projects in the school. It may sponsor programs, social functions, cultural functions, and membership drives to raise funds. Profits are transferred to the school treasury for designated projects.

In general, the Home and School Association promotes Christian education in the community. All parents, church members and others interested in Christian education are invited and encouraged to attend regularly the meetings and programs of the Association. Notice of meetings will be sent home with the students and included in the church bulletins of the constituent Seventh-day Adventist churches.

WHAT PARENTS CAN DO TO HELP

1. Prepare a good breakfast and serve well-balanced meals.
2. See that children have plenty of rest and don't stay up late.
3. Send children to school clean and well groomed.
4. See that proper clothing is worn for the weather conditions.
5. See that children start to school at a reasonable time so they don't arrive too early or too late.

6. Send a note with a child who is tardy or who is returning to school after an absence. (Required by State Law.)
7. See that children have adequate supplies throughout the school year, such as paper and pencils.
8. Encourage proper care of books and school supplies.
9. Teach respect for others and their property.
10. Teach good manners, courtesy, and kindness.
11. Show respect for teachers. Children will do better when they know their parents have respect for teachers and the school.
12. Take an active interest in what the child is doing in school.
13. Give children love and a feeling of security.
14. Help children develop a healthy self-concept. Give praise often.
15. Don't compare children with other members of the family or those in the neighborhood
16. Call the teacher for an appointment whenever it is felt that by working together, better understanding and ways to help the child can be developed.
17. Make your child aware of the safest way to school and what to do in case something unusual happens when going to and from school.
18. Discipline your children starting from infancy; set definite limits for their behavior, enforce them consistently and help your children to take increasing responsibility.

ACADEMIC INFORMATION

At Greater Atlanta Adventist Academy, the student is offered the core subjects of mathematics, language arts, the sciences and business education (which includes the computer sciences), as well as religious instruction. Students may also elect to participate in intramural/interscholastic sports activities or sing in the GAAA Concert Choir, or be in Drama, Hand Bells, Orchestra, Band, Art.

NEW STUDENTS

Students applying for admission to Greater Atlanta Adventist Academy for the first time are subject to final acceptance by the administration and school board. Students registering will be accepted on a probationary/conditional basis for twenty (20) school days or until action is taken on the applicant by the administration and the school board.

ACADEMIC REQUIREMENTS

In keeping with our policy of maintaining academic excellence, the following procedures will be implemented:

1. Students must maintain an over-all grade point average (GPA) of 2.00 © average)
2. Students who fail to maintain a 2.00 after one (1) marking period (nine weeks) will be placed on academic probation for the following marking period. A conference will be held with the counselor, the student and his parents regarding the student's progress. Once a student is placed on probation, the student may no longer hold a school office for the remainder of the school year and may not participate in any school sports or extracurricular activities while on probation. The student will then be required to attend advisory time with the teacher(s) of the subject(s) the student is failing until an acceptable grade is obtained and the GPA returns to 2.00. A student who is on academic probation for two consecutive grading periods will be referred to the academic committee for review.

STUDENT REGISTRATION

GAAA admits students who have completed the work of the eighth grade and have demonstrated the ability to succeed in the courses offered.

Application for admission may be made by completing the required forms provided by the academy, including recommendations from former teachers and transcript or report card from previous school.

Before a student may attend classes, grades, registration & recommendation forms must be on file with the office.

SCHEDULE CHANGES

Students will have two weeks at the beginning of each semester to change their schedules. All changes must be made through the registrar's office by getting a drop/add slip and having it signed by the teacher whose class the students wishes to drop or add. Parent's signature is required.

RESIDENCE REQUIREMENTS

Any student wishing to graduate from Greater Atlanta Adventist Academy must be in attendance during the entire senior year.

GRADING SCALE		Grade Point Average
A	100-94%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	72%	1.7
D	70-71%	1.0
F	69% and below	0

EVALUATIONS

1. Competency testing will be used as a part of evaluation in all math, English, and science classes.
2. Students must maintain a "C" average in Spanish I to be eligible for Spanish.

HONOR ROLL

To make the Principal's List for a grading period, a student must have a 3.75 GPA or above in all academic subjects and no grade below B. To make the High Honors List, a student must have a 3.5 GPA or above in all academic subjects and no grade below C. To make the Honor Roll List, a student must have a 3.0 GPA or above in all academic subjects and no grade below a C. For recognition at honors programs, students must have a cumulative GPA of 3.0 with no grade below a "C" for the first 3 marking periods of the school year.

PROGRESS/DEFICIENCY REPORTS

Reports will be updated on line not less than bi-weekly. Parents must submit their e-mail address at registration. Parents that need assistance in obtaining an e-mail address may see the computer technician. Parents of those students who are doing unsatisfactory work are required to call the office and make an appointment to confer with the teachers about the child's work. Scheduled parent/teacher conferences will also be held. Please check your school calendar for those dates and times. Report cards are issued approximately one week after the close of each nine week period.

COURSE SEQUENCE

FRESHMAN SOPHOMORE JUNIOR SENIOR

Bible I	Bible II	Bible III	Bible IV
English I	English II	English III	English IV
Biology	Chemistry	Ana. & Phy.	Physics
Physical Science	Biology	Amer. Hist.	English Honors
Math 1	Math 2	Math 3	Amer. Govt.
Art	Art	Personal Fin.	Economics
Health	Physical Sci	Chemistry	Problem Solving
Life Skills	World History	Spanish I	Spanish II
Computer App	Music App	Math 3	Math 3.
PE	Choir	P.E.	Calculus
Choir	Orchestra	Art	Anatomy & Physiology
Drama/Bells	Drama/Bells	Choir	Choir
Orchestra		Reading Comp.	Orchestra
		Drama/Bells	Nursing/Finance and Business
		Orchestra	

CLASS STANDING

Freshmen

To be a freshman in regular standing, a student must meet the following requirements:

1. Must be registered for at least 70 semester periods which must include all core * subjects.
2. Must have recorded in the registrar's office all official transcripts of previous work completed in other schools and appropriate health records.
3. Must have completed 8th grade successfully, i.e. having passed all the 8th grade subjects with a cumulative GPA of no lower than 1.5.

NOTE: *Core subjects include Bible, English, math, science and social sciences.

Sophomore

To be a sophomore in regular standing, a student must meet the following requirements:

1. Must have at least 70 semester credits with no failing grades in any core subject and be registered in all core subjects.
2. Must have recorded in the registrar's office all official transcripts of previous work which was completed in other schools.
3. Must have no incompletes.
4. Must have correspondence work completed with transcripts filed in the registrar's office.

Junior

To be a junior in regular standing, a student must meet the following requirements:

1. Must have credit for at least 140 semester credits with not failing grades in any core subject and be registered in all core subjects.
2. Must have recorded in the registrar's office all official transcripts of previous work which was completed in other schools.
3. Must have all correspondence work completed with transcripts filed in the registrar's office.

Senior

To be a senior in regular standing, a student must meet the following requirements:

1. Must have at least 210 semester periods with no failing grades in any core subjects.
2. Must have completed the requirements for graduation as set forth under "Graduation Requirements" by the end of the school year.
3. Must have no incompletes.
4. Must have all correspondence work completed by May 1st with the transcripts filed in the registrar's office.
5. Must have ACT/SAT scores filed in the registrar's office.

NOTE: All students in grades 9-11 must take the PSAT TEST, which is administered in October of each year.

ACCEPTANCE TO COLLEGE

In order for a student to be accepted in most colleges, the student must meet one of the following minimum requirements

1. Adventist and Community Colleges: Graduate with a GPA of at least 2.00 on a 4.00 scale in major subject areas and have a minimum composite score of 18 on the ACT and 850 on SAT.
2. State Colleges and Universities: Graduate with a GPA of at least 3.00 on a 4.00 scale in core subjects. Have a minimum composite score of 19 on the ACT (17 in English, 17 in Math) Have a composite score of 900 on the SAT (450 English, 420 Math)
3. Pass the General Education Development (GED) Test.

General Diploma: 28 units (280 credits) with a GPA of at Least 2.0

Semester Periods and Required Courses:

- 40 - Bible
- 40 - English
- 30 - Science (Must include one lab science)
- 40 - Math (Math 1, Math 2, Math 3, Problem Solving)
- 20 - Vocation (Technology, Nursing, Accounting),
- 20 - Computer Applications I, Personal Finance
- 30 - Social Sciences (World History, Economics, Government, American History)
- 5 - Health
- 20 - Physical Education
- 25 - Fine Arts (Choir, Drama, Art, Orchestra) (Music Appreciation)
- 5 - Life's Skills

College Prep Diploma: 29.5 units (295 Credits) with a GPA of at Least 3.0

Semester Periods and Required Courses:

- 40 - Bible
- 40 - English
- 40 - Science (Biology, Chemistry, Physics, Anatomy & Physiology)
- 40 - Math, (Math 1, Math 2, Math 3, Calculus, Problem Solving)
- 10 - Vocation (Nursing/Technology)
- 20 - Computer Applications & Personal Finance
- 30 - Social Science (World History, Economics, American History, American Government)
- 5 - Health
- 20 - Physical Education
- 25 - Fine Arts, Music appreciation
- 20 - Spanish I&II
- 5 - Life's Skills

GRADUATION REQUIREMENTS

The last year of class work must be taken on campus in order for a student to receive a diploma from GAAA.

Diplomas Offered:

1. General/Career
2. College Prep

Students should be aware of the following stipulations regarding graduation requirements:

1. Only 40 semester periods will be counted towards graduation credits in physical education and fine arts.
2. To graduate with college prep, students must have at least a cumulative GPA of 3.0. (Cumulative GPA means from grades 9 - 12.)

Eighty (80) hours of community service is required. Please contact the registrar for these guidelines.

Valedictorian/Salutatorian

The senior student with the highest GPA in the class will be the valedictorian. The senior student with the second highest GPA in the class will be the salutatorian. All grades received in the 9th-12th grades are calculated to determine cumulative GPA's. Calculations will be carried to the hundredth place (i.e. 3.75) in determining valedictorian and salutatorian. In the event two or more persons attain the same GPA after calculating to the hundredth place, a tie will be declared. To be eligible for the valedictorian or salutatorian position, a student has to be registered at Greater Atlanta Adventist Academy for their last four semesters of high school.

Acceleration Policy

In harmony with the Southern Union's recommendations, Greater Atlanta Adventist Academy's acceleration policy is as follows:

1. Any student who wishes to accelerate and graduate in three years must meet all the four (4) year requirements for graduation.
2. Diplomas will be granted to students only when full graduation requirements are met. The last fifty-five (55) semester periods must be taken in residence.
3. Application must be made in writing during the last nine-week period of the student's freshman year for approval.
4. The student must have a GPA of 3.5 to enter and a GPA of not less than 3.25 must be maintained to remain in the program and student must have scored in the 80th percentile on the Iowa Test of Basic Skills.
5. Initial approval must be made by a faculty committee in writing when the program begins, with final approval for graduation to be made in writing at the beginning of the final year.

Dropping and Adding Classes

Students may not drop or transfer classes without getting permission from the registrar, the principal and parent. The registrar will discuss the change with both the dropping and receiving teacher and the parents.. The student must drop a class within the first month of the class. .

Academic Reports

The school year is divided into two semesters. The grades given at the end of each semester become part of the academic record. We have a modified block schedule. The block classes will receive semester credit at the end of the nine weeks. Credit for each class and grade point average are figured from these grades. Each semester is divided into two periods of approximately nine weeks each. A report card with a nine week grade/semester will be issued. Semester grades are an average of the two nine week's grades. In addition to the nine weeks scholastic reports, parents will receive an interim progress report. Parents will also have the ability to go on Ren Web and see their student's grades and progress anytime.

WHAT DO SEVENTH-DAY ADVENTIST BELIEVE?

If you are not a Seventh-day Adventist and are interested in knowing the beliefs of Seventh-day Adventist, a leaflet outlining such information is included in your registration packet for your information.

SDA CHURCHES

There are several Seventh-day Adventist churches within the greater Atlanta area. These churches can be found in the local directory. Divine worship service for all churches is held on Sabbath (Saturday), beginning at 11:00 AM. Sabbath school for all ages begins at 9:15 AM. The churches which support Greater Atlanta Adventist Academy are as follows:

Berean SDA Church

291 Hamilton E. Holmes Dr., NW
Atlanta, GA 30318
Phone: (404) 799-7288
Dr. Carlton P. Byrd, Pastor

New Hope SDA Church

3939 Panthersville Road
Ellenwood, GA 30294
Phone: (404) 241-3533
Lynwood Stone, Pastor

Boulevard SDA Church

240 Maynard Terrace, SE
Atlanta, GA 30317
Phone: (404) 377-3472
Stephen Ruff, Pastor

New Jerusalem SDA Church

290 Connally Drive
East Point, GA 30016
Phone: (678) 626-8441
Daryl Howard, Pastor

Decatur SDA Church

2365 Candler Rd., SW
Decatur, GA 30032
Phone: (404) 284-6908
Dr. Wesley Knight, Pastor

Shiloh SDA Church

810 Church Street
Smyrna, GA 30080
Phone: (770) 322-1874

Maranatha SDA Church

2730 Browns Mill Road, SE
Atlanta, GA 30354
Phone: (404) 361-0835
Al Freeman, Pastor

West End SDA Church

845 Lawton Street, SW
Atlanta, GA 30310
Phone: (404) 755-5927
Calvin Preston, Pastor

First Lithonia SDA Church

3533 Ragsdale Rd.
Lithonia, GA 30038
Phone: (770) 482-6191
D. M. Jones, Pastor

Tri-City SDA Church

1978 Highway 42 North
McDonough, GA 30252
Phone: (770) 957-5400
, Pastor

Mt. Olive SDA Church

3366 Mt. Olive Road
East Point, GA 30344
Phone: (404) 768-4098
Drake Barber, Pastor

First SDA Church

7161 Old Monticello Street
Covington, GA 30015
Phone: (770) 787-6855
Pastor:

Faculty and Staff

Principal.....	Frank L. Jones III
Registrar and Counselor.....	Helene Harris
Office Manager.....	Chlora Jones
Media Specialist.....	Serita Jones
Reading Specialist.....	Brenda King
Nurse	Lauris Nicholson
Attendance & Office Assistant.....	Kim Butts
IT Coordinator.....	Lennell Hinds
IT Consultant and Athletic Director.....	Demont Davis
Maintenance Specialist.....	LeVern Anderson
Custodians.....	Prism Cleaning
Security.....	David Smith
Before Care.....	Rosann Martin
After Care.....	Future Seekers
Bus Driver.....	Justin Tobias
Cafeteria Manager.....	Judy Wright
School Chaplain.....	Jynean Reid
Art.....	Bret Hupp
Business/Computer.....	Shawanna King
English/Reading Comp.....	Brenda King, Amanda Campbell, Dannyyette Rouse
Foreign Language.....	Kamile Rose
Government/Economics.....	Brenda King
History/Life Skills.....	Margaret Wright
Math.....	William Floyd, Amanda Campbell, Kamile Rose
Music.....	Greg Clemons, Lauris Nicholson, Luther Washington
Physical Education/Health.....	Tunisia Hobbs
Religion.....	Jynean Reid, John Boston
Science.....	Danielle Byrd, Winston Dandy