



We Inspire Creativity—Challenge the Mind—Prepare for Service

Handbook 2020-2021

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GREATER FAYETTEVILLE ADVENTIST ACADEMY

Expected School-wide Learning Results (ESLR)

Graduates of GFAA will be able to demonstrate (or will have experienced) the following:

Spiritual:

- Base belief system on the word of God
- Become familiar with the Scriptures
- Establish a personal relationship with Jesus Christ
- Encourage and affirm those around them

Technology:

- Demonstrate proficiency in accessing information from a variety of sources
- Demonstrate competence with various technological devices
- Use technology responsibly as an educational tool

Academic:

- Achieve success by enabling students to reach their highest potential
- Understand learning as a life-long process
- Demonstrate competency in reading, writing and mathematics
- Appreciate the value of fine arts, science and physical education

Physical:

- Demonstrate physical, mental and emotional well being
- Understand how healthy habits in hygiene, exercise, and nutrition will develop a more productive individual
- Understand the consequences of destructive lifestyle decisions

Social:

- Demonstrate the ability to work cooperatively with others
- Develop respect for the needs, ideas, and opinions and property of others
- Manage conflicts in positive ways
- Interact positively with others of diverse needs, beliefs, values and cultures

ACCREDITATION

Greater Fayetteville Adventist Academy is accredited by:
Accreditation Association of Seventh-day Adventist Schools, Colleges, and Universities
The National Council for Private School Accreditation
Middle States Association of Colleges and Schools with Commissions on Elementary & Secondary Schools
North Carolina Public Education Department.

Operated By

Greater Fayetteville Adventist Academy is operated by the South Atlantic Conference of Seventh-day Adventists.

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DISCLAIMER

Due to changes that inevitably occur in staffing, state regulations, accrediting organizations, technology and finances; the classes, policies and guidelines within this handbook are subject to changes at the discretion of the school at any time.

SCHOOL PHILOSOPHY

Greater Fayetteville Adventist Academy believes that Jesus should be at the center of all Christian Education. “The Fear of the Lord is the beginning of all wisdom (Psalms 111:10)”. Also, we will focus in academic rigor in an individualized form, decreasing the gap and advancing students in their academic career.

SCHOOL OBJECTIVES

Help the students to know God and develop a Christian philosophy.

- Instill self-respect and respect for others in the hearts and minds of the students.
- Help students to learn the importance of good health and physical fitness.
- Provide a thorough education with emphasis on high academic achievement.
- Instruct each student to use their learning style and the wisdom of God to advance in their academic life by being responsible, persistent, prayerful, and creative into finding the solution for a problem.
- Foster a true Christian environment in which students will respect each other’s opinions, use their differences to achieve a common goal, feel safe to express their ideas, and embrace the ideas presented by others. Above all, love others like Jesus loved.
- Create a parental support culture, in which the school is an extension of our home. A culture where families collaborate and plan to help one another grow in unity for the sake of the education ministry, and to prepare all of our youth for the Heavenly Kingdom.

SCHOOL MISSION STATEMENT

The mission statement of Greater Fayetteville Adventist Academy is to provide a quality Seventh-day Adventist education in a climate that promotes a relationship with Jesus Christ and a desire to fulfill His commission of service.

CONFLICT RESOLUTION

In even the best schools, individuals sometimes have concerns regarding the school’s operation or perhaps some action of a student, parent, an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful visit between the parties involved. (Matthew 18:15-18)

1. If the person with the concern has met with the person or persons, they have concerns with for the purpose of finding a resolution and no resolution was achieved then step #2 is implemented.
2. The school administrator may be requested to serve as a consultant regarding the specific concerns. If the incident cannot be amicable resolved then step #3 is implemented.
3. In the event that the individual’s concern continues after a personal visit and consultation with a school administrator and the school board chairperson, the individual may put into writing a letter expressing his/her concerns, with a requesting in writing to meet with the local school board.

In the event the concern cannot be resolved in steps 1, 2, or 3, then step #4 will be implemented.

4. The chairperson will call a special meeting of the concerned individual, any involved student, parent and/or employee, the head principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution

satisfactory to all. After the concern has been stated and questions asked by board members, the board should go into executive session to complete discussion and determine resolution.

Since such resolutions are sometimes of a sensitive nature, the principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people. There are no appeal levels after this step and the determination is final.

ADMISSIONS

VISITATION DAY

Prospective students and their parents are invited to visit the campus. An official Academy Visitation Day occurs 2nd semester each school year. An appointment to visit on Visitation Day or at any other time may be made by calling the Front Office (910) 484-6091 or by e-mailing us at: secretary.gfaa@outlook.com

EQUALITY

Admission is available to students of any race, color, nationality, and ethnic origin. GFAA does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in our administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs. The academy, however, reserves the right to accept or deny any applicant or re-applicant except as stated above.

Individuals participating with GFAA in the sports program or other limited programs/classes that are not enrolled as full-time students are subject to limitations as determined by the school in terms of their ability to participate in extended activities. For example, field trips, special chapels or similar type programs etc.

No particular religious affiliation is required of any student upon entering GFAA. However, every student who presents him or herself for admission to the Admissions Committee of our school must:

Desire to be a part of and be a positive contributor to the strong Christian atmosphere at GFAA

Pledge to willingly observe all school regulations.

Maintain a positive attitude.

Be open to the exploration of getting to know God.

ADMISSIONS COMMITTEE

All applications are subject to the approval of the GFAA Admissions Committee of our school board. All new students are accepted on a provisional basis for the first nine (9) weeks they are in attendance.

GFAA does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of GFAA and the Seventh-day Adventist Church.

GFAA's goal is to provide student with age-appropriate experiences and Christian and social growth. Because life passages such as marriage and/or pregnancy often distract students from a successful

experience in a traditional Christian school setting, students experiencing such may be asked to find alternate educational settings.

DOCUMENTS REQUIRED FOR ADMISSION – NEW STUDENTS

New students may be accepted after the following documentation has been received and reviewed by the Admissions Committee: A completed and signed application

Home-schooled students may be accepted based upon appropriate age considerations, maturity, and the grade level parents deem them ready. In addition, they may be required to take a national exam in order to help determine grade placement and in particular math ability level.

Eighth graders from an accredited school: A grade card or transcript from an accredited school that certifies that the student has finished eighth grade; a copy of current grades if applying prior to eighth grade graduation; and a signed student records and transcript request form granting GFAA permission to obtain records from previous school.

Three recommendations sent to us from the following:

The student's most recent principal or a recent teacher. Pastor, Head Elder, Head Deacon, Pathfinder/Scout Director or youth leader from the church where you or your parent's membership is held.

NOTE: Completed character reference forms may mail to:

GFAA Admissions Committee, 2601 Lone Pine Dr, Fayetteville NC 28306

DOCUMENTS FOR ADMISSION – RETURNING STUDENTS

Returning students must reapply each school year and may be accepted after all the following documents have been received and reviewed by the Admissions Committee:

Completed application form.

ENTRANCE AGE

Students entering Pre-Kindergarten must be at least 4 years of age on September 1 of the current school year in accordance with North Carolina Statutes.

Students entering Kindergarten must be at least 5 years of age as of September 1 of the current school year in accordance with North Carolina Statutes.

Students entering first grade must be at least 6 years of age as of September 1 of the current school year in accordance with North Carolina Statute

REGISTRATION

Students who have been officially admitted to GFAA and financially cleared by their previous school may register at GFAA. Students must complete registration in order to attend school at GFAA.

DOCUMENTS REQUIRED FOR REGISTRATION

Admitted students will need the following documents completed and on file in order to be officially registered at GFAA:

Certified birth certificate

Proof of Immunization

A record of an annual Sports Physical Examination [every student, every school year]

Student Medical Record Form

Consent to Treatment Form

Completed and signed emergency card

Consent to Off-Campus Trips

Off-Campus Permissions Form

Student Driver Permission Form (High school only) (and Permission to drive others)

Over the Counter (Non-Prescription Drugs) Permission Form

Acceptable Use Policy (for internet and computer use)

Request for Records

Signed form from students, parent or guardian stating that they have read the Handbook and have agreed to abide by the rules and policies of the school.

Home schooled students – see guidelines under Documents Required for New Students.

Students who do not provide these documents at registration will be conditionally registered and will have three weeks from the day school starts to provide the completed documentation. Students will not be allowed to attend after the three-week grace period until the documentation is provided and on file in the office.

IMMUNIZATION

State law requires that all students must have the DPT, TDAP, MMR, HIB, HEPB, polio and Varicella vaccines. A student may not enter classes until his/her immunization record is on file with the school. If a student has not been immunized because of personal convictions, a waiver form must be obtained from the school or county nurse and completed before sending the student to classes. Students with a waiver may be excluded from school in the event of an epidemic. If a required immunization would be detrimental to a student's health, then there must be on file a statement signed by a licensed physician along with a history of required immunizations that have been received.

NOTE: Students must have proof of immunization at registration in order to be officially registered. They will be conditionally registered for three weeks without proof of registration. After the three-week grace period, students will not be allowed to attend GFAA until the proof of immunization or waiver is on file.

OFFICE HOURS

Monday through Thursday 8:00am to 3:30pm, Friday 8:00am to 2:30pm

Students are encouraged to not arrive at school earlier than 15 minutes before the start of school unless they have a class or school activity that starts earlier. Students are to leave school promptly at the end of the school day, as supervision is limited to 15 minutes after the last period of the day. After school child care is available for a fee. School responsibility for supervision does not extend prior to the starting hours as noted or beyond the end of the day except for preplanned and approved school events.

CHAPEL/ASSEMBLY

The Chapel/Assembly time is an important part of a student's total education program. A regular chapel/assembly period is built into the weekly schedule; however, special chapel/assembly periods will be announced if necessary.

ACADEMICS

GFAA offers a well-rounded basic curriculum as well as extra-curricular activities. Specific grade level curriculum summaries are available in the school office.

Excellence and subject mastery are to be strived for in all subject areas. Students and parents will be given information at the beginning of the school year concerning how each course will be evaluated. Evaluation guidelines are determined in accordance with the South Union of Seventh-day Adventists Education Code.

A quarterly Honor Roll is made up of all those students earning a grade point average of 3.0 or above (Kindergarten-eleventh grade). Those students earning 3.75 and above will be on the Principal's List (third grade-eleventh grade)

If a student's teacher and school administration determine that the student is not able to demonstrate mastery of the core subjects, a parent-teacher conference will be arranged to discuss and formulate a plan to ensure the student's scholastic advancement.

ACADEMIC PROBATION

Academic probation will be required if the student shows a lack of effort, or seems unable to make sufficient and/or necessary academic progress, as deemed necessary for his or her particular grade level. Any student with a GPA lower than 2.0 is reviewed by the staff for probationary status. Students placed on academic probation may not participate in any extra-curricular, student government, or sports activities. Students placed on probationary status have 9 weeks to improve their grades. If the grades are still unacceptable, the staff may recommend to the GFAA board that the student be dismissed.

Students on a permanent IEP who do not follow through in the allotted timeframe may be subject to dismissal from GFAA.

How to Apply

Students will be accepted only after completing all forms and requirements in the registration packet.

Kindergarten through tenth grade students entering GFAA for the first time will be tested to determine their level of achievement. Early Literacy, Reading, and Math will be administered to (K-3) students. Students entering grades (4-8), would be tested in Math and Reading. This test procedure costs \$25 and may determine at what grade level the student may be placed for their success. If the testing shows that the student is below grade level, and the student desires admission at the grade level of the previous school, an academic plan will be developed for the student. Satisfactory progress in meeting the goals of this plan must be achieved in order for the student to maintain the grade level at which the student was admitted.

Transfers

Parents who wish to transfer their children from another school to GFAA after the school term has started must have an education consultation with the principal and complete regular registration forms. The school reserves the right to have up to one week after registration has been submitted before permission is granted for the student to begin classes. Students may be allowed to attend classes on a probationary status until the Admissions committee has met. However, there is no assurance of the student's acceptance until notification is received from the Admissions Committee. All new students will be tested to determine final grade placement.

ATTENDANCE

Classroom doors will be closed at 8:00 a.m. Late arrival disrupts instruction and trespasses on the rights of teachers and students. Students who arrive **after 8:00 a.m.** must be signed in at the office by parent or guardian before entering their assign classroom.

Absences

- Students who have been absent for either the morning or for an entire school day must have a note explaining the reason for the absence, signed and dated by the parent or doctor or a call from the parent to the school office no later than 9 am.
- Absences will be considered unexcused until they are justified by the parent or doctor
- **More than 5 unexcused absences in a single quarter or 10 in a single semester** will result in a certified letter being sent home indicating the child is considered "habitually truant." Interventions will be implemented at this time to prevent the parent from being considered in noncompliance with the provisions of the North Carolina Compulsory School Attendance Law

Daily

- Record will be taken in each classroom at the beginning of each school day
- The school secretary may attempt to contact parents of students who are absent

Excused Absences

Any legitimate absence accompanied by a parental note of explanation will be considered excused.

Legitimate absences do not include family vacations. Examples of legitimate absences include.

- Verified illness or quarantine
- Medical and legal appointments
- Funerals

Pre-arranged absences involving more than one school day must be cleared through the homeroom teacher.

- Notify all the teachers in writing
- Teachers will give instructions to the student and parent concerning missed work or work to be completed either prior to or following the planned absence
- Students will be allowed a reasonable amount of time to make up missed work required by the teacher. Reasonableness will be at the discretion of the teacher. This period of time will be discussed with the parent and student prior to the expected absence

Parents should contact the school office as soon as possible on the morning that the student is sick or some other emergency situation has arisen.

Tardiness

- Students arriving after the beginning of the school day must have a note explaining the reason for the tardiness, signed and dated by the parent or a call from the parent to the school office
- **Any tardy will be considered unexcused unless it involves an unforeseeable circumstance and is justified by the parent**

***Perfect attendance is defined as NO tardies, absences or early pickup for the school day.**

Students who are excessively tardy or absent will come under the following consequences:

- May have to withdraw from school
- Conference with parents
- Be reported as habitually tardy to the Cumberland County's Child Protection Services.

Please note: All tardies are considered unexcused except for medical appointments at the beginning of the day.

When students arrive late or leave early, they miss valuable information and instruction, and can be disruptive to other students and to the teacher. Please plan to schedule appointments so they do not conflict with school hours. Parents need to plan their arrival at school between 7:40-7:50 a.m. to ensure their child has time to be ready for the start of school at 8:00 a.m.

AFTER SCHOOL CARE

All students must be supervised while on our school campus. Parents are encouraged to arrange to have their child picked up as soon after school dismisses as possible. GFAA offers an After School program as a service to parents who might need to pick up their child after regular school hours. Parents will be billed for this service on their monthly statements for supervising their child for any amount of time their child is on campus after 15 minutes following school dismissal.

All parents using our After School program must sign out their child daily. Children will only be released to those individuals authorized by the parent(s)/guardian. For the child's safety, ID may be required if After School teacher doesn't know the individual picking up the child.

Charges for this service are published below and are also available from the school office.

After School Service is available from 3:15 pm - 5:30 pm.

Daily Rates	
One Child - \$5.00	Per day
Two Children & more - \$10.00	\$10.00 per day

All admissions are tentative pending the acceptance of the administration. If a prospective student is not accepted, an explanation will be given.

Please Note: Home schooled students must provide proper documentation from state or Griggs Institute approved programs. New students may be tested for grade placement. Prior student academic performance, age, emotional, physical and social development will be used for grade placement. GFAA operates as a nonprofit institution and relies on regular tuition payments for the majority of its daily operations and expenses. Acceptance to GFAA is granted and continued to those families demonstrating financial responsibility to the school in a timely manner.

FINANCIAL

It is the purpose of GFAA to keep the cost of Christian education as low as possible. In order to maintain a high quality of education for your child, it is necessary that tuition payments be kept current while your child is enrolled. The following guidelines outline general financial policies:

- The enrolling individual(s) (parent, custodial parent, guardian, etc.) is fully responsible for the financial obligations of students accepted at GFAA. Such responsibilities include, but are not limited to, payment of the account, damage to property, fines and fees
- Parties who agree to share responsibility for tuition and fees must both (all) sign the financial agreement
- In the case of separation or divorce, the custodial parent is 100% responsible for tuition and fees. The custodial parent is responsible for communication with the non-custodial parent regarding financial matters
- Returning student's account from the previous school year must be settled before the student is permitted to enter for another school year
- Payment of the registration fee reserves student's space for the school year, **the registration fee is non-refundable**. Student is not officially enrolled until the registration fee is paid
- Registration fees cover book fees, lab fees, standardized testing materials, students' insurance, and technology. Due prior to the start of school.
- Tuition is divided into 10 equal monthly payments and is due on the 1st of each month, beginning with the month of August and running through the month of May. Every family is given a ten-day grace period on tuition payments. **Tuition payments are considered late if not in the office on the 10th of the month, at which time a \$25.00 late charge will be**

added to your past due account. Payment sent by the mail must be received by the 10th of the month to avoid the late charge.

- A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the other school is paid in full
- Parents/guardians are expected to be diligent in meeting their financial obligations to the school. If circumstances dictate a change in normal payment procedures, or if you have a financial emergency and is temporarily unable to pay, please contact the office to make alternative payment arrangements before you withdraw or get too far behind in payments
- **A \$25 charge will be made for any check returned for insufficient funds.** After two returned checks in a school year, further payments must be made by cash, cashier's check or money order
- Parents will be asked to withdraw their student(s) from school when the account has become delinquent in excess of 30 days and no acceptable financial arrangements have been made
- In the event that a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially notify the school office in writing a minimum of 2 weeks before the date of withdrawal. Otherwise all charges will continue until proper notification is made
- Participation in graduation ceremonies requires the family's account be paid in full or appropriate financial arrangement made
- Students will not be allowed to take part in extra-curricular activities which cost additional monies if they are not current with their tuition
- Any account not meeting the above expectations will be reviewed by the Finance Committee

Discounts

\$15 discount **after** the second child from the same family

5% discount for paying the entire year tuition and registration in advance (prior to first day of school)

REGISTRATION FEES

Registration (one-time fee)				
PreK	K-4	5-8	9-10	11-12
\$465	\$465	\$565	\$665	\$765

Distribution of Registration Fees

- Technology Fee
- Workbooks (consumable and non-consumable)
- Textbook rental fee (textbooks are owned by the school)
- Student accident insurance
- Students' Activities

- Standardized testing fee

The registration fee is to hold a position for the student in a classroom grade. The fee does not guarantee acceptance into the class position for which application is made. **If the student does not attend GFAA, the fee is not refundable.** (The registration fee demonstrates intent to enroll, and money must be obligated to staffing and the many different costs needed to support the student budget).

TUITION FEES

Tuition (10 equal payments)									
*Constituent (Fayetteville & Abney Only)					Non Constituent (All other churches or Individuals)				
PreK	K-4	5-8	9-10	11-12	PreK	K-4	5-8	9-10	11-12
\$375	\$365	\$365	\$555	\$585	\$405	\$395	\$395	\$585	\$615

***Constituent members are those with membership at Abney Chapel or Fayetteville SDA
 Non-Constituents are those with membership at other churches.
 *Proof of membership is required**

CLOSED CAMPUS

Students are to remain on campus at all times during school hours unless accompanied, or given permission by, a parent or teacher. Once a student arrives on campus, he/she may not leave until the student's classes have been dismissed for the remainder of the day.

Visitors are welcome on campus during regular school hours; however, they must stop by the office and sign in with the secretary and obtain a visitor's pass. Parents are always welcome to visit their child's classroom. We do request, however, that prior arrangements be made with the teacher of the classroom to be visited.

BOOK USE AGREEMENT

GFAA has made every effort to provide books for our students that are uplifting, character building, interesting, and informative. Whenever possible, we have purchased books published by Christian presses to supplement our curriculum. In addition, we have tried to provide books that will capture the interest of our students. Sometimes you might come across a book that you would prefer for your child not to read. This is perfectly acceptable. Please just return the book with a note about your objections, and we will help your child select a new one.

Students will abide by the following guidelines regarding schoolbooks:

- Students are responsible for any damages to the books
- Return all books at the end of the school year
- Return library/classroom resources

It is understood that any and all tablets/computer and/or book use is at the discretion of teachers and staff of GFAA. Any vandalism, violation of the above rules, or other misuse of the school's books and tablets/computers will result in the cancellation of privileges. It is further understood that the loss of said privileges will not be a valid excuse for a student on completing assigned schoolwork in a timely manner. Any damaged or lost books or equipment is the responsibility of the student. All students will be charged for any costs incurred to replace or repair books or tablets/computers.

TECHNOLOGY USE AGREEMENT

Students will act responsibly with all computer hardware and software, exercising responsible behavior at all times while on the network and/or Internet. Students are expected to respect other's passwords, folders and work files. Federal and State copyright laws are to be observed at all times.

Students will immediately tell an adult in charge if they encounter materials that violate these rules of appropriate use.

Students will show responsibility by observing the following guidelines:

- Inappropriate or offensive material on the Internet will not be accessed at any time
- Rebooting computers or setting up passwords on the computers is not allowed without prior permission from the supervising staff member
- Disseminate information about yourself or others on the Internet or through e-mails is not permitted
- Food and drink are not allowed while using tablets/computers
- Downloading any exe. files from the Internet or loading software of any kind onto the computer's files without prior permission from an appropriate staff member is not allowed
- Student will not rename, move, or remove existing computer files without prior permission from an appropriate staff member
- Sending or using abusive messages or inappropriate language on the school computers is not allowed
- School tablets/computers is not allowed for gaming.
- Any violation of the Internet policy or use of school technology devices will result in the loss of technology privileges during the school year.
- Students and parents are required to sign the technology user agreement.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another student. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his own actions and is held accountable.

Examples of bullying are as follows:

- Verbal: name calling, put-downs, threats
- Physical: pushing, hitting
- Social: rumors, trying to isolate and make victim feel rejected
- Psychological: acts that instill a sense of fear or anxiety

All school staff will be trained and watchful for bullying warning signs, closely supervising children at all times and in all areas of the school. Teachers will, on a regular basis, conduct class discussions and do activities to educate the students to respond assertively to the bully.

The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis. The situation will be assessed to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be handled through conflict resolution.

Disciplinary steps may include:

- Exclusion from certain areas or extracurricular activities
- In or out of school suspension
- Expulsion

DISCIPLINE

Standards:

The administration and staff of GFAA believe that the school should have regulations that can be enforced fairly and consistently. The objective of any regulation is to teach the students to become self-disciplined by accepting the responsibility and logical consequences of their actions. The main principle for life at GFAA is:

My behavior, attitude and speech will Enhance learning,
Build people up, Protect property,
Sponsor Christian influence.

We expect students to know what is and what is not acceptable behavior and what the consequences will be for misbehavior.

Only those students wanting to cooperate with the following standards of GFAA need apply for admission:

- Each student is expected to conform to all the regulations of the school with obedience and respectfulness to the directions of any teacher
- Each student is expected to respect the feelings and property of fellow students
- All school regulations apply to any school-sponsored activities
- The relationships between the opposite sexes should be conducted in a dignified and wholesome manner. The “*hands-off*” policy will be enforced
- All eating will be confined only to designated areas and times
- Students may not sell anything on campus without permission from a teacher
- All unauthorized items need to be kept at home such as but not limited to any and all kinds of music and video players, video games, hand-held games, playing cards etc.
- Pictures or stickers are not to be posted on any part of lockers, books, desks, or anywhere on school campus

Inappropriate Behavior

The principal or teacher may take away a student’s privileges for participating in any inappropriate behavior. Students will receive consequences when class or school behavior warrants such actions. Samples of an infraction form with specific explanations will be issued during registration process.

Inappropriate behaviors that warrant discipline:

- Gossiping slander
- Name Calling
- Instigating
- Suggestive or lewd behavior
- Altercations on school activities
- Behavior that disrupt instruction
- Refusal to do homework
- Defiance to authority
- Failure to comply to rules and policies
- Lack of respect and courtesy
- Use unacceptable language, verbal, written, gestures or body form
- Chewing gum
- Throwing objects
- Vandalism, kicking, fighting, rough or horse playing
- Failure to adhere to School Mission
- Disruptive behavior
- Harassment
- Property damage
- Tampering with another student’s property

Vandalism

Vandalism and destruction of school, church, or other students’ property will require restitution and may result in suspension or expulsion.

Suspension

- Fighting
- Abuse toward teachers, staff or students
- Lack of required immunization
- Aggressive behavior
- Bullying
- Communicated threats
- Physical harassment
- Possession of chemical drug paraphernalia
- Theft
- False fire alarm
- Assault in any form
- Tampering with teacher's personal property
- Inappropriate use of technology

Expulsions

- Accumulation of three suspensions
- Arson
- Meeting for the purpose of engaging in sexual acts
- Possession or displaying lewd or obscene material
- Assault and battery of students, faculty or staff
- Use or possession of drugs
- Inappropriate sexual behavior
- Defiance of authority
- Suggestive or lewd behaviors
- Serious threat to kill or harm

Classroom Behavior

As children of God, the expected behavior in class will be up to how Jesus would speak, act, and decide. Children will be guided into peer relationship based on Restorative Justice. Children will be expected to always think about other emotions, believes, understanding their cultural background. As a very cultural diverse school, GFAA students will use this environment to learn more about other cultures, to respect others, as they would like to be respected, and to always evaluate their decisions.

First, the teacher will address students who do not abide by the school expectations. Based on the cause and consequence measures of each classroom, if the behavior is not modified, parents will be contacted by the teacher. Last, if behavior still persists, student will be referred to the principal and parent conference will be requested. At this point disciplinary measures will be taking in account.

Student Citizenship

Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

GFAA's discipline plan is based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct will be documented and parents notified by Student Referral forms or a call from the principal. Unwanted behavior that persist will be dealt with in a number of ways that may include fines, home suspension, detention, or expulsion.

All students are expected to maintain high standards of conduct. Conduct or habits contrary to the standards of GFAA, even those that might take place off campus, may cause the student to be subject to review by the school administration. A student may be suspended or expelled for the following reasons:

Disciplinary Process:

Step One: Daily infractions of classroom behavior will be addressed by the supervising teachers.

Step Two: For repeated infractions the parents, teacher(s) and student(s) will meet. The principal will be notified at that time.

Step Three: If corrective measures have not worked or the offense is severe, the student will be taken to the principal or designee. When a student's behavior becomes disruptive to the learning of others or his own, or threatens the well being of the student or of those around him or her, the principal or designee will notify the parent/guardian that suspension will be assigned.

Suspension consists of the student remaining apart from classmates for a period of 1 to 3 days as deemed necessary. At this time, the student may be placed on disciplinary probation, and a written contract may be made with the student. The teacher, parents, and board chairperson will be made aware of the situation and all actions that might be taken from this point.

Step Four: Continuing or severe infractions will be taken to the School Board. The student and/or parent/guardian will have the right to represent himself or herself to the School Board. The School Board will determine the appropriate action to be taken based on Christian principles. The action may include suspension or expulsion; or the parent/guardian may choose to withdraw the student.

SERIOUS OFFENSES MIGHT REQUIRE THAT A STUDENT WILL GO IMMEDIATELY TO STEP FOUR.

Unauthorized or inappropriate items brought to school will be confiscated.

DRESS CODE POLICY

Students' dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. As a part of the education to be received at Greater Fayetteville Adventist Academy, the correct understanding and practical application of Biblical principles in the choice of clothing size, length, and appearance is intended to emphasize the love of self and preoccupation with conformity to school expectations.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives five broad standards to serve as guidelines for the Christian in their overall appearance. They are modesty, cleanliness, simplicity, neatness, and healthfulness.

Dress Code Violation

Parents are expected to assist in the monitoring of student dress BEFORE arrival at school. If students come to school out of dress code, they will report to the office to call home for a change of clothing. If someone is unable to bring a change of clothes, they will borrow something from the clothing bank. Continuing violations will receive progressive discipline consequences.

Hair should be clean, well-managed, natural color, and non-distracting. Extreme or bizarre hairstyles are not permitted.

Jewelry - No bracelets (this includes plastic or fabric except medical), earrings, necklaces, rings, chains, or studs for initial stage of ear piercing are permitted. Tattoos and body piercings are not allowed.

Hats - No head covering of any kind including hats, cap, bandana, or forehead bands are to be worn in any classroom (boys and girls).

Make-up and nail polish – will not be allowed. Lip balm will be permitted for moisture and healing purpose. Nail polish should be well maintained. No artificial nails. Nail color polish must be in natural colors.

Accessories/Miscellaneous - No themed belt buckles. No skulls or other questionable emblems on anything.

Tights and Socks - Only solid black or solid white tights/socks are allowed.

Shoes- Only solid black closed toed shoes are allowed. Tennis shoes that are appropriately fastened or tied are required for gym use or during PE class. Shoes that are NOT allowed include: flip flops, shoes with wheels, and heels over two inches. Shoes cannot have student handwriting on them or any other questionable emblems.

Uniform Policy

Female Uniform

Shirts – Yellow/hunter green/white polo with school logo

Skirts – Knee length khaki skirt (**finger tip length**)

Pants – Loose-fitting knee length khaki shorts or khaki long pants

Socks/tights - Solid black or white

Shoes – Solid black shoes with no characters, no skulls or other questionable emblems.

Sweaters – School hoodies only

***Shorts and skirts must be the length of the middle fingertip when standing erect**

Male Uniform

Shirts – Yellow/hunter green/white polo with school logo

Pants – No sagging or baggy pants. Knee length khaki shorts or khaki long pants

Socks – Solid black or white

Shoes – Solid black shoes with no characters, no skulls or other questionable emblems.

Sweaters – School hoodies only.

***Shirts must be tucked in. Belts are to be worn if clothing is designed for them**

Fieldtrip Uniform

Field trip t-shirt

Jeans

Sneakers

School Function Uniform

Boys

White buttoned up shirt

Black Pants

Black dress shoes.

Black socks

Black tie

Girls

Black dress or black skirt with white top with sleeves

Black/white tights/stocking/ or black sock

Black dress shoes

DRESS DOWN FRIDAY

Students are allowed to dress down on the **4th Friday of each month** for a cost of \$1.00. All uniform policy guideline applies regarding modesty and decorum. Such as no tear in clothing, dresses with spaghetti straps are not allowed; dresses must maintain the appropriate length.

COMMUNICATION

Greater Fayetteville Adventist Academy shall communicate to parents/guardians through various means such as parent/teacher conference, e-mails, letters, phone calls, text messages, and memos. Text messages and phone calls to teachers should occur during non-teaching time. Please speak with your grade level teacher for their schedule.

Parents/Guardians **are encouraged** to have periodic conferences with teachers. To schedule a conference at any time **other** than on a regularly scheduled school conference date, **Please** e-mail or call the office for arrangements to meet with your child's teacher.

CLASSROOM VISITATION

Our school policy is to welcome all visitors and volunteers. However loitering is the presence of any person on the school campus without the knowledge and consent of the officials of the school. Anyone desiring to visit a classroom at times others than Open House must make prior arrangements with the school office. Guest, visitors and volunteers must report to the office and sign in at the office and then will be allowed to visit the designated area. This requirement is for the safety and security of the student and staff.

Also, any volunteer work is welcome, as we want to make our school to be welcoming and warm. Please note that prior to engaging and contributing to our school parents are required have to do a background check. Please contact the office for the website and registration information.

CELEBRATION

Birthday celebrations are authorized only during lunchtime with prior arrangement made with the classroom teacher. Please be at the school 15 minutes prior for preparation and sign in procedures.

MEDICAL EMERGENCY

All Field Trip Consent Forms also provide a "consent to treat" verification. In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If the contact cannot be made, the school will exercise the authority given to seek proper care for the student. Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling. A written release form a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school. Parents must sign a release of information to the school counselor/principal when undergoing testing/evaluation.

CHEATING/PLAGIARISM

Students are encouraged to commit themselves to academic honesty. Students who are found to be dishonest on academic work will receive a "zero" for the work and will be referred to the school administration. This includes students who give or share their work. Parents will be notified of these occurrences and **a second offense will result in significant disciplinary consequences.**

STUDENT INSURANCE

Limited student insurance (a secondary coverage) is included in the registration fee. This coverage is provided for any accident occurring during school hours on or off school campus, and during school-sponsored activities such as field trips and sporting events.

In case of an accident, if possible, the parent/guardian or any person taking the student for treatment should pick up an insurance form from the school office, have the doctor and/or hospital sign the form, attach statements and forward them to BMI Benefits promptly. It is the responsibility of the parent to see that the form and all statements are forwarded to BMI Benefits within 90 days of the accident in order to meet the deadline of the insuring company.

RE-ADMISSION

Re-Admission will be denied to those whose tuition fee has not been met for the current school year unless special arrangements have been made with the principal, or school board. Families who **have not fulfilled** their financial obligations with the school will be formally notified. In addition **promotion information will be withheld, and no official transcripts will be available until all obligations have been met with the school.**

GENERAL INFORMATION

Lockers

Locker space is provided for students. It is the responsibility of each student to keep his/her locker clean. Money and other valuables should not be stored at school. The school is **not** responsible for articles left in lockers.

Meals/Hot Lunch

Parents are encouraged to provide an adequate breakfast for their children so that the students may function at their best during morning hours.

GFAA encourages students to be healthy, therefore, please provide wholesome and healthy lunches for your child.

The school may sometime provide hot lunch for a cost. Parents will be notified on this in advance.

- Students will bring lunches from home.
- Students must bring their own utensils.
- Students will not share their food with their classmates.
* **No sodas** will be allowed on campus.

Personal Property

All students' belonging must be clearly labeled including clothing, school supplies, and lunch box etc.

Severe Weather

For school closings due to severe weather conditions, an attempt will be broadcast on TV channel 5 WARL, for information concerning school closings. In addition to the One Call Now messaging system.

STUDENT HEALTH

Immunization

North Carolina's Immunization Law requires that parents and guardians present to school authorities a Certificate of Immunization showing that their child(ren) has/have received immunizations. The law requires **that if the immunization certificate is not presented within 30 days after enrollment, the child will be prohibited from attending school** until all immunizations are complete. Parents of rising 6th graders are required to have a booster dose of the TDAP.

Illness

Hearing and vision screening should be done regularly. GFAA reserves the right to require a student to obtain a physical if there is a medical concern. If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be isolated from the other students until arrangements have been made by the parent to pick the child up.

In consideration for the health of all children and staff and to meet state regulations, the school must be informed of any contagious diseases your child might have. These diseases include strep, chickenpox, and pinkeye. If your child has a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

Head lice

A child who is found to have head lice will be sent home for treatment with a head lice-killing product and for the removal of all lice eggs, called nits. The child will not be permitted to return to school until every single nit has been taken out of the child's hair.

Emergencies

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, the Cumberland EMS will be called or the child will be transported to the nearest hospital emergency room. It is imperative for parents to keep the office updated on any changes to emergency contact information including change of address, phone number, or responsible adult.

Medication

Students requiring medication on a daily basis during the school day or taking medication for a period of time **exceeding 20** school days **MUST HAVE AN OFFICIAL PHYSICIAN'S MEDICATION FORM COMPLETED AND ON FILE IN THE SCHOOL OFFICE, SIGNED BY THE ATTENDING PHYSICIAN, AND SHALL FILE WITH THE PRINCIPAL OF THE SCHOOL A MEDICAL AUTHORIZATION SIGNED BY THE PARENTS OR LEGAL GUARDIANS OF THE STUDENT.**

Students cannot transport medication to school. In addition students are NOT to give cough drops or any other over-the-counter medication to their classmates. Over the counter medication has to be given directly to the principal or office manager from the parent with a written description, dosage and time.

Parents are responsible for transporting to and from school all medications to be administered by school. All prescription medications brought to school are to be given to the office manager for safekeeping. They must be in the original container with the student's name, name of medicine, dosage and time for each dose. A completed Medication Administration Form (available in the office) is to accompany all prescribed medications and over-the-counter medications. A physician's signature is required for the prescribe medication.

ELECTRONIC DEVICE POLICY

The computers and technology used in GFAA are intended for educational purposes at all times. Students shall use computers, iPads and tablets in a responsible, efficient, ethical and legal manner.

Communication is a privilege and not a right. Failure to follow the procedures will result in loss of the privilege and may result in disciplinary action. The school may deny, revoke and suspend access to technology at any time.

Use of personal electronic devices is not permitted during school hours. These devices include but are not limited to MP3 players, iPods, and Cellular devices. The school will not be responsible for lost or damaged property while at school. If there is a legitimate need to have one of the items listed above at school, this will need to be approved by administration prior to using them during school hours.

Consequences: Inappropriate use of such devices will warrant confiscation of equipment until a parent comes to the school and picks it up. All staff members have the right to confiscate any electronic item. Any confiscated items will be returned to a parent after a conference.

In second occurrences, devices will be returned at the end of the school year.

Cell phones

Understanding the need for communication and the ever-growing number of youth with cell phones, we are allowing cell phone usage on school grounds under the following policy:

- Phones must be turned off during class times
- Phones must be stored in the student's locker
- Phones may only be used at teacher-designated times
- Cell phone cameras are never to be used
- Cell phone usage may never disrupt the educational environment
- Cell phone usage on field trips will be determined by the teacher

These rules are needed to ensure the learning environment is protected from disruption, and for the privacy of other students.

Please be reminded that emergency information should be called in to the school office, do not depend on cell phone availability during the time your child is on school grounds.

Telephone Usage

Students will not be called from class to answer the phone during school hours. Important messages will be relayed in a timely manner. Students should not ask to use the phone except in an emergency.

GRADE REPORTS

A report card for each student will be issued quarterly following each nine-week grading period. Parent-teacher conferences are held to discuss your child's academic performance. This allows parents and teachers the opportunity to discuss the progress of the student and to be able to address the needs and expectations of all involved.

Parents will also be provided with a progress report every five weeks for Kindergarten through 8th grade. This report will reflect all work currently assigned in a given quarter. Conferences between parents and teachers may take place at any time a need arises.

Grading Policy

Students are expected to do their best in all subject areas. Academic requirements may be adjusted to meet each student's needs. Excellence and subject mastery are to be strived for in all subject areas.

Seventh-day Adventist kindergartens are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being encouraged. Based upon the guidelines of the Southern Union Conference, and the discretion of the Southern Atlantic Conference we will use the grading systems below

Kindergarten

I	Achieves objectives and performs skills independently
NT	Needs more time to develop
P	Progressing toward achieving objectives and skills

Grades 1-2

E	Excellent
S	Satisfactory
N	Needs work

Grades 3-12

A+	100%
A	93.5%
A-	89.5%
B+	87.5%
B	83.5%
B-	79.5%
C+	75%
C	73.5%
C-	69.5%
D+	67.5
D	63.5%
D-	59.5%
F	0.00

Progress reports are given to help the parents be aware of student progress. Each late assignment or paper may be docked points for every day it is late. Assignments not turned in by the end of each week will not receive a grade unless it is make-up work after an excused absence. Parents are asked to monitor the daily assignments are completed in a timely manner.

Large projects that involve more than a week to produce must be turned in on the date the project is due. These projects will be noted well in advance, in the homework planner.

GRADUATION REQUIREMENTS

8th Grade

1. A student who fails two or more core subjects may not be promoted to the ninth grade.
2. Each student must be eligible for promotion to ninth grade in order to participate in graduation services at the end of the year.
3. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.
4. The student's final statement of account must be paid in full before he/she will receive his/her diploma.

Retention

Greater Fayetteville Adventist Academy is pursuing a path for personalized learning format to support each student individually, to ensure that the student understands, masters, and advances in each expose skill as they are presented. If, various interventions and personalized learning strategies are tried and the student continues to lag behind academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- Students in first grade who have not mastered minimum reading or math requirements
- Students who have accumulated excessive absences
- Students who have demonstrated a decided lack of effort and have failing grades.

In certain instances where a student demonstrates severe deficiencies academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional, and/or behavioral disabilities which may affect the student's ability to learn.

ACCELERATION PROCEDURE

Acceleration of course work is governed in accordance with the South Union of Seventh-day Adventists Education Code. Student applying for acceleration must have Iowa Assessment composite scores in the 90th percentile. In most instances students will be offered challenging materials, so that students will not forfeit any of the developmental stages. **Students are discouraged from accelerating the grade placement process.** Students wishing to accelerate must declare those intentions by March 15 of the current school year. Each case will be handled on an individual basis with consideration given to academic ability, social maturity, age, and overall recommendation by GFAA faculty and administration. The request is then submitted to the SAC for final consideration.

12th Grade Graduation Requirement

HIGH SCHOOL COURSE SEQUENCE –REQUIRED

GFAA offers a College Preparatory Diploma (25+ credits) or a Standard Diploma (23 credits)
All graduates must complete in addition to their courses 40 hours of community services.

FRESHMAN (9th)	SOPHOMORE (10th)	JUNIOR (11th)	SENIOR (12th)
Bible I	Bible 11	Bible 111	Bible IV
English 1	English 11	English 111	English 1V
Algebra 1	Geometry	Algebra 11	Pre Calculus
Physical Science	Biology	Chemistry	A&P/Physics
Computer Literacy	World Geography	Modern Language 1	US Gov/Econ
Physical Education	Physical Education	US History	Modern Language 11
Yearbook	Health	Fine Arts/Electives	Fine Arts/Electives
*Fine Arts/Electives	*Fine Arts/Electives	Community Service (20 hrs)	Community Service (20 hrs)

*Fine Arts (Choir, Art, Orchestra, Music Appreciation)

*Electives: (Yearbook, Drama, Photography)

Fayetteville Technical Community College (FTCC)

Students entering grade 11 are eligible to enroll in March for two courses or (6 credits) college hours, during the summer, fall, and spring each semester. Students must have a minimum GPA of 3.00. If a student takes two classes each semester, they should be able to complete the Arts or Science College Transfer pathway, which are 33 and 35 credits hours respectively. All classes are tuition free. There is no cost associated with the classes. Students are responsible to get their own books.

Community Services

As part of the requirement for graduation, each student must complete a minimum of 40 hours of community services before being allowed to receive their high school diploma. Community service encourages students to become willing to help others as Christ did. It provides a service which meet human and community needs without monetary compensation.

INTERPRETATION

GFAA reserves the right to make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intent.

NON-CUSTODIAL PARENTS

Divorced, separated and blended families are realities of contemporary life that affects GFAA's responsibilities to its students. It is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents
- If there is a restraining order in place, the custodial parent is responsible to present the school with a copy of the order along with a picture of the restricted party
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed and verbal notification by the custodial parent permitting such custody
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary actions

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

NON-PUBLISHED POLICY

Every effort is made to make a handbook as complete as possible, however, unforeseen situations arise and the constraints of the time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These additions carry the same weight and are just as binding as the written information in the handbook.

PARENTAL PARTICIPATION

GFAA expects a willingness on the part of the parents to participate with the school in the education of their children. Such involvement includes:

- Regularly monitor homework planners, newsletters and progress reports
- Provide a time and place for the student to do his homework, free of distraction
- Refrain from engaging in conversation that will tend to undermine either the teacher or the school
- Make every effort to have your child in school. Try to plan family vacations around the school calendar

SEARCH AND SEIZURE

GFAA shall maintain a safe, healthy environment of its students, faculty and staff at all times.

School authorities have the right to perform unannounced searches and to seize illegal, unauthorized material to determine whether there exists any danger to the student or the school. A student's personal effects (e.g. locker, backpack, purse, etc.) may be searched whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or unauthorized material is all substances or material prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices.

Students may be asked to empty their pockets, purse, wallet, locker, book bag, etc. without parent's permission or the student's permission. **Registration of the child constitutes parental consent to such searches.**

All student desks, lockers and computers are the property of GFAA and are at all times under the control of the school. School authorities may perform general inspections of desks, lockers and computers at any time without notice, without consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

In the case of possession of illegal drugs or weapons, GFAA will report the student to law enforcement agencies. Parents will be contacted immediately upon verification of the violation.

STUDENT EXPRESSION

We encourage students to express themselves in appropriate and uplifting ways. These expressions are not to disrupt the learning going on in any class. No messages shared by our students are to be vulgar, obscene or mocking of others based on race, origin, color, sex or religion. Insignias, buttons or pamphlets distributed at school must be approved by the administration prior to distribution.

STUDENT RECORDS

As required by the Amended Family Educational Rights and Privacy Act of 1974, Greater Fayetteville Adventist Academy hereby gives public notice to all parents of students in attendance that it is its policy that:

A cumulative folder is kept for every student in the school office. The Southern Union Conference of Seventh-day Adventists Department of Education requires this. This folder will contain academic records, photographs, achievement forms, documents and any other pertinent and relevant information.

The student's folder will be transferred directly to another school at the direct request of that school's assigned registrar when the student's account with GFAA is paid in full. Official transcripts will be released only when satisfactory financial arrangements are made.

Scholarship Assistance

GFAA Scholarship comes from various sources and will be offered to members of the church and community to provide financial assistance for children who might not otherwise receive a Christian

Education and to those students who have displayed academic, music excellence, Christian leadership and hospitality. If you would like more information, please contact the principal or the school board chairperson.

Standardized Testing

The Southern Union Conference sets the policies regarding standardized testing including the choice of test to be used, grade levels to be tested, and time of testing. Currently, the program consists of The Iowa Assessment. The results of these tests will be discussed with parents, guardians and students during parent teacher conferences.

Homework

Homework is given to accomplish the following purposes: (1) target specific area in need, (2) practice life skills within home environment, (3) connection between home and school. Please assign a quiet place for spiritual homework and reading practice. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually.

All work missed due to a lawful/excused absence must be made up upon the students return to school. All assignments that are not made up will be reflected in the student's grade.

Ten points per day will be deducted for late assignments and homework after the second day, unless under special circumstances notified in advance.

DROP OFF/PICK UP POLICY

Parents/Guardians **must provide a list of other persons/Emergency contacts** authorized to pick up and drop off their child. Phone calls will only be for authorizing pick-up of your child when using the nametag provided by the school. The parents **shall** provide the individual's name, and telephone number. **YOUR ALTERNATE PICKUP PERSON MUST PROVIDE PHOTO ID WHEN PICKING UP YOUR CHILD.**

SCHOOL BUS

GFAA will offer a bus service for all students, for \$80.00 a month. Pick up and drop off locations will be announced.

General rules:

For your safety and the safety of others, these rules are required to be followed at all times while onboard the school bus.

- Demonstrate self-restraint, self-discipline and common sense.
- Obey all bus rules, as may be communicated by the driver, other bus company personnel, school personnel, school publications, school assemblies and other means.
- Follow all driver instruction, which may address behavior, seat selection and other safety and welfare matters.
- Demonstrate respect for the driver, fellow riders, bus stop neighbors, the bus, personal property, and overall safety.

At the Bus Stop:

- It is the responsibility of parents/guardians to ensure their students arrive safely at the assigned bus stops.

- It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stops at the end of the day.
- Always walk to the bus stop. Never run.
- Walk on the sidewalk. If there is no sidewalk, walk on the left facing traffic.
- Always go to the bus stop about five minutes before the bus is scheduled to arrive.
- While at the bus stop, wait in a safe place away from the road. Do not run and play while waiting.
- Never speak to strangers at the bus stop and never get into the car with a stranger. Always go straight home and tell you parents if a stranger tries to talk to you or pick you up.

On the Bus:

- Go directly to a seat. Remain seated and facing forward for the entire ride.
- Talk quietly (so the driver will not be distracted).
- If you need to talk to the bus driver: wait for the bus to stop, raise your hand, and call the driver's name.
- Never throw things on the bus or out the windows. Never play with the emergency exits.
- Keep the aisles clear at all times.
- If there is an emergency, listen to the driver and follow instructions.
- Use seat belts, immediately upon taking a seat, throughout the ride, and until the bus has stopped at the destination.
- Remain in your seat, facing forward, for the duration of the trip.
- Keep emergency exits and aisles clear at all times.
- Respect the window boundary: No body parts protruding. No items tossed. Nothing shouted.
- Respect other riders' personal space: No physical or verbal attacks. No taunts. No harassment. No bullying.
- Do not disrupt the driver with your voice or actions.
- Do not tamper with bus controls, emergency exits or safety equipment.
- Do not compromise the safety or well being of others.
- Do not bring hazardous or destructive objects (i.e. firearms, weapons, explosives, sharp or pointed objects, lighters or matches) on the bus.

Exit the Bus:

- When getting off the bus make sure you walk (not run) three more steps away from the door. This is the best place to be around a bus. Stay away from the bus wheels and watch out for moving cars.
- Once you get off the bus, go straight home so an adult will know where you are.
- Only get on and off the bus at your designated stop. If you need to get off the bus somewhere else, you will need to have a note from your parents.
- If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and they may begin moving the bus.

Also, if you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.

EXTRA CURRICULA ACTIVITIES

Student activities are designed to help develop in the student talents other than those categorized as academic/intellectual. Citizenship qualities, leadership, and teamwork are some of the traits brought out in school organizations. Students are required to maintain appropriate Christian conduct, school attendance and satisfactory grades. Students' extracurricular activities include the following:

- Career Day
- School Spirit Week
- Spelling Bee
- Math Fair

- Science Fair
- School Campouts
- Soccer/volleyball/basketball
- Puppet ministry

HOME AND SCHOOL ASSOCIATION

We acknowledge that the parents are an integral part of each student's education. Likewise, the school is an integral part of each student's social and spiritual development. Working together we can develop each student into the person God created them to be.

Home and School is responsible for planning and implementing programs and activities that support the needs of the students, families, and staff. All GFAA parents/guardians are automatic members of the Home and School Association and work in coordination with the GFAA staff and school board. There are regular meetings held each month at the school. And will provide all you with an opportunity to have input in and recommend school activities and educational programs.

The contributions made by the Home and School parents and guardians are readily observed by all the students. Students need your role modeling to take ownership of and pride in their school. A positive, supportive attitude goes a long way in the way they view their life at school. The basic principle of shared responsibility is critical to our mutual success. We want everyone to be involved. We value you and need your time and talents support the advance in learning.

FUNDRAISER PARTICIPATION

Parents are encouraged to participate in all school fundraiser. Those who are not desirous of participate will be required to donate \$500.00 towards fundraiser for the entire school year.

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

**Handbook
Acknowledgement**

Date _____/_____/_____

I _____ acknowledged that I have received a copy of the Student Handbook and will follow the guidelines as set forth by the Greater Fayetteville Adventist Academy and the South Atlantic Conference of Seventh-Day Adventists.

Name of Student _____

Parent's Signature _____