



Greater Fayetteville
Adventist Academy

School Handbook

We Inspire Creativity—Challenge the Mind—Prepare for Service

Greater Fayetteville Adventist Academy

**Accredited
With
The
Board of Regents
Of the
Southern Union Conference
Of
Seventh Day Adventists**

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Welcome GFAA family

“Train up a child in the way he should go: and when he is old, he will not depart from it” Proverbs 22:6

As the new school year starts, we rejoice in God for the opportunity to partner up with you in developing your child’s character to reflect Jesus Christ, and to show them that “The fear of the Lord is the beginning of wisdom...” Psalms 111:10.

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 POLICIES

Please note: All policies noted herein are subject to change, when necessary. This handbook does not address each and every situation that may be encountered.

Criminal Record Check

The Principal and employees of the school must submit to criminal record checks in connection with any application for a license and before a person may become a teacher or an employee in GFAA. No person having an unsatisfactory criminal records check determination may be a teacher or employee of GFAA.

Safe and Drug Free Environment

In an effort to create in our school an environment highly conducive to learning and in compliance with Safe and Drug Free School Acts of 1994 – Title 4, Greater Fayetteville Adventist Academy provides age appropriate, developmentally-based drug abuse and violence prevention education for all students, from pre-school level through eighth grade.

Grievance Procedure

Questions and differences between parents and the school staff should be resolved at the teacher level. **If the problem** is of such a nature that the teacher is unable to resolve it satisfactorily, the **parent should contact the principal**. Whenever a student or parent has a complaint regarding a decision made by a teacher, principal or other school employee which cannot be resolved by the principal at the school, the parent will **provide the complaint in writing** to the chairperson of the school board **no later than fifteen days after the disposition** of the matter by the principal. Appeals of expulsions from the school to the school board **will not be heard** unless such appeals are brought within **15 days** of the mailing of or hand delivery by the school board official of his/her decision.

Admission

GFAA welcomes all children who come for the purpose of doing earnest, faithful work and who have the desire to develop a Christian character by being taught in a totally Christian atmosphere. We not deny admission to the school, or to any privileges, programs and activities generally granted to students at the school base upon gender, race, color, nationality, religious affiliation, or ethnic origin. Seventh-day Adventist Schools have not been established for the purpose of offering special education and are therefore unable to meet the needs of children who have serious behavioral problems or who are mentally or physically challenged. Other admission information follows below.

Students who will cooperate with published and verbal policies of GFAA and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to GFAA is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations. ***All new students are accepted on probation for the first semester of attendance.*** GFAA will accept Kindergarten students that are 5 years old by the 31st of August; however, North Carolina education law states that if the child reaches the age of five years on or before August 31st of the year he is eligible to enroll. Kindergarten students will be admitted on a case by case basis.

Acceptance is only considered when the completed application, financial agreement, and educational background check are approved.

Parents interested in enrolling their child should:

- Fill out an application for admission package; **one** per child.
- Bring in the child's Birth Certificate.
- Bring in a current immunization record and a copy of a current physical examination.

Students will not be accepted if transferring with an outstanding balance at another school.

Applications may be picked up in the school office or requested through the mail. Applications may also be accessed online at GFAANC.ORG. Returning students must have all the previous information updated in their files and complete the re-application procedures.

A prospective student who has been a behavioral problem in another school **will not necessarily be admitted**. When there are moving circumstances, such a student can be admitted on probation. At any time during the probationary period, the principal and teacher can conclude that the school is not equipped to handle the special needs of the student. The principal then has the obligation to request that the student be transferred to a school that can provide him/her the necessary services. This step is to be taken only with the knowledge of the school board.

According to federal guidelines protecting the privacy of students, GFAA **does not release** student records or background information to any school board member or third party.

All admissions are tentative pending the receipt of records from the student's previous school.

Minimum GPA for grades 5-8 is a 2.0

If GPA is less than 2.0, the student **will be on probation for the 1st grading period**.

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. The following policies govern all applying students.

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.**

Tuition and Fees

Regular Registration Fee: \$400.00 K-4th Grade

\$500.00 5th – 8th Grade

Registration Fee Covers:

- Technology Fee
- Application Fee

- Workbooks (consumable and non-consumable)
- Textbook rental fee (textbooks are owned by the school)
- Student accident insurance
- Identification Cards
- 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

The office manager will be in the office on the **1st and 6th of each month**. If the 6th falls on a Saturday, please come to the office on the next business day. On days other than the 1st or the 6th payment is to be dropped off at the school office **in money orders or checks. NO CASH WILL BE ACCEPTED! Any payment received after the 6th of the month will be charged a \$25.00 late fee. In addition if your check should be returned for insufficient funds, you will be charged a \$30.00 return check fee.**

Monthly – first payment made on the opening date for school (August 13). Thereafter payments are due on the 1st of each month.

- GFAA constituency members **10** payments of: **\$330.00**
- Non-constituency members **10** payments of: **\$360.00**

Tuition can be paid in advance by one of the two plans below:

Annually – 10% discount will be given for **payment in full on or before** the opening date for school (August 13)

- GFAA constituency members Total amount due: **\$2,970.00**
- Non-constituency members Total amount due: **\$3,240.00**

Semi-Annually – first payment made on the opening date for school (August 13). Second payment made at the beginning of the second semester (January 4).

- GFAA constituency members **2** payments of: **\$1,650.00**
- Non-constituency members **2** payments of: **\$1,800.00**

Special Charges

- Bus transportation (route restrictions)
\$50.00 per month per child
- Graduation (**paid in full by the last week of March**)
\$100.00 for Kindergarten
\$200.00 Eighth Grade
- Assessment for damaged or lost books (when applicable)
- Assessment for willful destruction of other student's property
- Assessment for willful destruction of school's or church's property.

Scholarship Assistance

GFAA Scholarships come 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.

Student 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 one test, The Iowa Skills Test. The results of these test 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 will not be accepted after the third day, unless under special circumstances notified in advance.

Progress Reports

The school year is divided into four quarters or grading periods. Two quarters make up one semester. Progress reports will be issued at the end of each quarter. In addition, mid-term reports will be sent out, as noted in the school calendar, for students in grades 3-8. Grades will be reported in hard copy or by accessing Renweb.

Grades K-2

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 either or of the below grading systems:

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

- E Excellent
- S Satisfactory
- N Needs work

Grades 3-8

A+	Excellent	92.50-100
A-	Excellent	89.50-92.49
B+	Very Good	86.50-89.49
B	Good	82.50-86.49
B-	Good	79.50-82.49
C+	Average	76.50-79.49
C	Average	72.50-76.49
C-	Average	69.50-72.49
D+	Poor	66.50-69.49
D	Poor	62.50-66.49
D-	Poor	59.50-62.49
F	Failing	0.00-59.49

Honor Roll

Using the percentage of the yearly grades students can track their progress with their profile system. Eligibility for these Honors will be monitored throughout the school year.

Principal's List	95 – 100
A Honors	90 – 94
A B Honors	80 – 89

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

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 and Carolina Office of Education for final consideration.

Insurance

Accident insurance is provided for each student enrolled in our school while on school property. For proper coverage to occur, all accidents must be reported to the teacher, school office, or the principal. Parents should read the insurance brochure carefully, to be delivered in the first week of school.

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

It is recommended that parents **DO NOT SEND A CHILD** to school when they are sick or not feeling well. If your child shows symptoms of illness during the day, the child shall be moved to a quiet area away from the other children where he/she will be supervised and provided the necessary attention until such time as you are notified of the situation and proper arrangements are made. This will assist in preventing the spread of infection and contagious diseases. Medicine **CANNOT** be administered to a child **UNLESS** it is prescribed by a doctor, or a written request from the parent is given for over the counter medicine. If your child will need to take medication during the school day per doctor's orders, please adhere to the following procedures for **the Administration of Medicine:**

Administration of Medicine

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 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 safe keeping. 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.

Attendance

School Attendance and Success in School

Numerous studies link attendance with student achievement, therefore increased student attendance will result in improved student achievement. Given this research we believe that by improving student attendance the following will occur:

- Teach student responsibility and priorities
- Improved student achievement and advance levels
- Improved teacher productivity, which creates an environment conducive to teaching and learning.

Attendance Policy

Students at Greater Fayetteville Adventist Academy are to be present and on time for all classes, activities, and appointments. Regular attendance develops patterns of behavior essential to professional and personal success in life. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Absences

Regular and prompt attendance is essential to success in school. North Carolina school laws place the responsibility on the parent or legal guardian to insure that children are in school. Absences caused by illness, death in the family, court appearances, Pathfinders, Educational Opportunities, and temporary family emergencies are reasons for excused absences. **On the day of the absence, parents should notify the school office between 8:00 a.m. and 9:00 a.m. that their child will not be in school for that day.**

Students who return to school after a 2 sick days should have a doctor's excuse for being absent. When a student returns following an absence from school, a note is required stating the reason for the absence, the date, and include the parent/guardian's signature.

Children will be sent home if they have a fever, injury, or abdominal distress. The student's work should be made up within **three (3) days** of returning to school. **Any work not made up will warrant a zero for the assignment.** When absent, it is the responsibility of the student in collaboration with the teacher to get all missed class assignments.

Pre-arranged Absences

Parents should plan vacations and trips **which do not conflict** with the school's instructional calendar. Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. **These are unexcused absences**; however, students will not be penalized academically or financially. When absences are pre-arranged, all plans for making up school work must be made with the classroom teacher prior to the absence. Students will be allowed to make up school work according to the individual classroom policy. Requests for a longer absence must be notified to the principal in writing at least one week prior to the absence.

Late Arrival and Early Dismissal

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. An important consideration to make in our school setting is the volume of auto traffic and local train schedules. 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.

Late Arrivals

School will begin **promptly at 8:00 a.m.** **Classroom doors will be locked 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.

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

- May have to withdraw from school
- 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.**

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

Early Dismissal

No check-outs will be allowed after 2:30 p.m. Only a parent/legal guardian or emergency contact may check a student out. **Emergency contacts must provide photo ID when checking out students.**

Drop-Off and 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 name tag 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.**

Children must be picked up on time each day. If parents arrive after closing time, you will be given a 5-minute grace period without a late charge. You will be **charged \$1.00** per minute for time over the grace period. **Late charges are payable at the time of your arrival.**

Holidays

The school closes for the following holidays: New Year's Day, Martin Luther King, Jr.'s birthday, Good Friday, Labor Day, Thanksgiving (three days), and Christmas.

Daily Supervision Schedule

Classes begin at 8:00 a.m.

Lunch times begin at 12:00 p.m.

Dismissal is at 3:00 p.m. Monday – Thursday and at 2:00 p.m. on Fridays

*Students remaining after 3:30 Monday-Thursday and 2:30 p.m. on Friday will be charge a fee of \$1.00 per minute.

Students must not arrive before 7:30 a.m. as there is no organized supervision available at the school. Students arriving early must remain under the supervision of the parent

until the teacher on duty arrives. Students should come in and sit quietly in the hall until they are instructed to go to their classroom. They are to be cooperative at all times. Uncooperative students may be asked not to arrive prior to the classrooms being open.

No student should remain on school property without permission. Other students are expected to wait quietly in their classrooms until their names are called. Students picked up will only be released for pick-up to authorized persons. Parents should pick students up promptly at completion of after-school activities.

Parent Involvement

Parental involvement is a very important part of our program. We encourage parents to be involved with their child/children in the school in many different ways. Please communicate with the leader of home and school of your church, or the principal for opportunities to serve our school.

Communication and Parent-Teacher Conferences

Greater Fayetteville Adventist Academy shall communicate to parents/guardians through various means such as e-mails, letters, phone calls, text messages, and memos. Text messages and phone calls to teachers should occur during non-lecture time. Please talk 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 welcoming and warm, but prior to engaging and contributing to our school you have to do a background check. Please contact the office for the website and registration information.

Birthday celebrations are authorized only during lunch time. Please be at the school 10 minutes prior for preparation and sign in procedures.

Emergency School Closings

Weather or other circumstances sometimes dictate the school's dismissing early or closing for the day. Please refer to the **information to Cumberland County Schools** that will be announced by local radio and television stations. **However, you will be notified by One Call** if GFAA **does not follow the same** closing/delayed opening as Cumberland County Schools.

Please make sure to notify the office of a change of address, telephone number, cell phone number, or e-mail address. The office will notify teachers of changes.

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.

Child Abuse/Neglect/Harm

GFAA is bound by federal and state law to report any **suspected or reported** cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals.

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.

Student Disciplinary Plan

Students may find themselves serving the consequences of a disciplinary plan by violating the following rules:

- Poor Attendance – tardies/cutting or skipping school
- Insubordination
- Vandalism of school property
- Profanity/Obscene Gestures/Vulgarity
- Fighting/Physical Misconduct/Assault/Bullying
- Substance Abuse

Students who show a pattern of behavior may receive: removal from the classroom, a one (1) day in or out of school suspension along with a parent conference, and ultimately dismissal from the school.

Bullying and/or Harassment

All students must adhere to the following four anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Incidents of bullying behavior will be addressed through the following interventions:

1. The bullying behavior will be stopped.
2. Support will be given to the student who has been bullied.
3. The student who has demonstrated bullying behavior will be addressed by a staff member by identifying the specific bullying behavior and referring to the four anti-bullying rules.
4. Bystanders to the incident will be affirmed if they were supportive to the student who was bullied, or advised and empowered to intervene in the future.
5. Immediate and appropriate consequences will be imposed for the student(s) who bullied.
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

All bullying incidents and violations will be documented and tracked by school personnel. The method used to restore the safe culture will be Restorative Justice.

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.

Students that do not abide by the school expectations, will first be addressed by the teacher, 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 Inappropriate Behavior

The principal or teacher may take away a student's privileges for participating in any inappropriate behavior. Students will receive demerits when class or school behavior warrants such actions. Demerits can be issued at any school function. An example of an infraction form with specific explanations will be issued during registration.

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

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.**

Dress Code and Uniforms

Philosophy

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:

- | | |
|----------------|------------------|
| 1. Modesty | 4. Neatness |
| 2. Cleanliness | 5. Healthfulness |
| 3. Simplicity | |

Any need to enforce these policies will be at the discretion of the administration. Parental help in monitoring student dress BEFORE arrival at school is anticipated.

General Expectations

School clothing should be chosen to enhance school decorum. Clothing is to fit properly, not tight or loose. Clothing is not to have holes, rips, or tears. Closed toe shoes are recommended. For safety reasons shoes with wheels are not permitted and heels over 2 inches are not permitted. No shower type flip flops are to be worn. Any need to enforce these policies will be at the discretion of the administration and staff.

Hair

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 building (boys and girls).

Make-up and nail polish

Make-up will not be permitted. Lip balm will be permitted for moisture and healing purpose. Nail polish should be well maintained, neat, and have no chips. No artificial nails. Nail color and design will be at the discretion of the administration and staff.

Accessories/Miscellaneous

No themed belt buckles. No skulls or other questionable emblems on anything.

Tights and Socks

Tights and socks must be of solid colors.

Shoes

Closed toed shoes are recommended. Tennis shoes that are appropriately fastened/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.

Girls will wear the following:

- Shirts – Yellow/green/white polo with school logo
- Skirts – Knee length khaki skirt/jumper/skort
- Pants – Loose-fitting knee length khaki shorts or khaki long pants
- Shoes – No characters, no skulls or other questionable emblems.
- Sweaters – No characters, no skulls or other questionable emblems.

Boys will wear the following:

- Shirts – Yellow/green/white polo with school logo
- Pants – Loose-fitting knee length khaki shorts or khaki long pants
- Socks – Solid white or black above ankle
- Shoes – No characters, no skulls or other questionable emblems.
- Sweaters – No characters, no skulls or other questionable emblems.

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

Field Trip Uniform

- T-shirt with stamp logo (purchased from school)
- Jeans

Full Dress Uniform

White oxford shirt (Boys)
White blouse with Peter Pan collar (Girls)
Khaki skirt (Girls)
Khaki Pants (Boys)
White tights or leggings (Girls)
Black casual or dress shoes.
Black socks.

On Sabbath programs or other special days, students are to wear their full dress uniform. Boys & girls ties are to be worn on Sabbath's or when requested.

Property Care

Student's name should be place on items of personal property such as clothing, books, lunch boxes, bags, etc.

Lunch

1. Students will bring lunches from home.
2. Students must bring their own utensils.
3. Students will not share their food with their classmates.
4. We offer a hot lunch every Wednesday, after Labor Day.

* Meat will be allowed on campus, but should adhere to Leviticus 11. **No sodas** will be allowed on campus.

School Bus

GFAA will offer a bus service for all students, for a \$50.00 fee. There are three pick up and drop off locations. This locations are:

- Abney Chapel SDA Church (2996 Rosehill Road, Fayetteville)
- Fayetteville Spanish SDA Church (1044 Strickland Bridge Road, Fayetteville)
- Saint Pauls Spanish SDA Church (421 E Clark Street, Saint Pauls)

To be safe when they travel to and from school, follow these simple safety rules:

General rules:

- 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.

Extracurricular 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

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.

Electronic Devices Policy

Students are responsible for ensuring that their devices are turned off and out of sight during the instructional day.

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.

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.

Computer Use Agreement

GFAA is committed to the use of computer technology as part of our curriculum. Computers are a tool which can help people more fully develop their potential and learning capacities. To aid in this process, we have developed an acceptable use policy to guide in the implementation and usage of computers at our school.

All students, teachers, staff and parents are expected to treat the computers and software with respect. Should a problem arise, the user is to notify the computer instructor or the principal of the problem. Then appropriate steps can be taken to correct the problem.

Computer software is an integral part of the curriculum. Its purpose is either as a primary or reinforcing learning tool. Users are expected to leave all setups, configurations, class rosters

or user statistics as they are. If any changes are necessary, they must be made in the presence of the computer instructor or the principal.

It is important to maintain appropriate copyright standards as well as to avoid possible virus contamination. No software or disks are to be brought from home for use within the school setting. Users are responsible for their actions while using school computers.

Students at GFAA will be accessing the internet. The school's internet provider will filter out most objectionable material. Still, the following uses of the internet **by GFAA Students** are **NOT PERMITTED:**

- Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit or violent materials.
- Vandalizing, damaging, or disabling the property of another person or organization.
- Accessing another person's material, information or files.
- Revealing the address, personal phone number or other personal information of yourself or another student.
- Communicating a credit card, bankcard, or any other financial information.
- Downloading any file without permission from the teacher.

Any violation of the internet policy will result in the loss of computer privileges during the school year.

I have read through this handbook and understand its contents.

Signature

Date

Handbook Acknowledgement

Date _____/_____/_____

I _____ do acknowledge 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 _____