

Greeneville Adventist Academy 2017-2018 Calendar & Bulletin

Accreditation

**North American Division Commission on Accreditation,
Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities,
National Council for Private School Accreditation, and
The Commission on International and Trans-Regional Accreditation, June 2020
Middle States Association of Colleges and Schools Commissions on Elementary and
Secondary Schools, December 2020**

Greeneville Adventist Academy Board of Trustees

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Dr. Brad Emde, Greeneville SDA Church (2016-2019)
Amanda Robinson, Greeneville SDA Church (2017-2020)
Dr. Arvo Kanna, Greeneville SDA Church (2017-2020)**

Greeneville Adventist Academy Faculty & Staff

**Randy Nomura – Principal
L. Homer Ramsay – Grades 7-8 & Senior Academy
Kim Shumaker – Grades 5-8 & Junior Academy
Kristine Greene – Grades 5-8
Angela Emde – Grades 3-4 & Senior Academy
Laura Wensell – Grades 1-2
Kathy Seeley – Kindergarten
Karyn Felan – Administrative Assistant**

PHILOSOPHY OF SEVENTH-DAY ADVENTIST EDUCATION

The Seventh-day Adventist Church desires through all of its educational programs to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the new earth.

The Educational program of the church gives primary emphasis to character building and to the spiritual foundation in the life of its children and youth.

Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

OUR MISSION STATEMENT

To deliver “GREAT” education that is God centered, Results oriented in an Environment that nurtures, Aligned with Adventist standards with a Team effort.

OUR VISION

Lighting the Way to Spiritual Growth and Academic Excellence.

OUR OBJECTIVES

- To love and accept Christ as their personal Savior and to grow in His faith.
- To encourage students to commit their lives to God’s plan; to inspire loyalty to their church and Christian love for their fellow man.
- To maintain a spiritual atmosphere in which prayer, worship, and doing the will of God will hold top priority and become the accepted pattern of living.
- To make Christ, as revealed through the Scriptures and the Spirit of Prophecy, the center of the teaching process.
- To help the students achieve a philosophy for life, and acquire the attitudes, knowledge, and skill necessary for developing a mature Christian character.
- To inspire the student to the highest possible academic achievement, and practical successful application of such learning.
- To direct and encourage students in learning the basic health laws, industry, promptness, reliability, accuracy, thoroughness, and self-reliance.
- To promote emotional maturity, social graces, and a healthy cultural integration.
- To encourage the cooperative effort of the school and church in promoting and upholding the standards of the Seventh-day Adventist Church.

EDUCATION COUNSEL

“In planning for the education of their children outside the home, parents should realize that it is no longer safe to send them to public school, and should endeavor to send them to schools where they can obtain an education based on a Scriptural foundation that will lead them to gain a knowledge of the Lord, and to become partakers of the divine nature through obedience to God’s will and way.” *Child Guidance, pg. 304*

PURPOSE OF SCHOOL

The primary purpose of Greeneville Adventist Academy is to provide a Christian education for the children of the Seventh-day Adventist Church. Children of other faiths may be accepted with the understanding that they will be expected to uphold the standards and participate in the religious activities of the school. Greeneville Adventist Academy is neither designed nor equipped for special education. Neither is it prepared to admit students experiencing discipline and/or academic problems in other schools.

ADMISSION PROCEDURE

1. **Application Form:** Must be filled out and signed by both the parent and the student.
2. **Medical Records:**
 - a. **Physical Exam:** Students entering Greeneville Adventist Academy from outside the Southern Union or from the public school system will need a certificate showing a physical exam within the past six months. Forms will be provided by the school or your physician.
 - b. **Immunization Forms:** The State of Tennessee requires a certificate of immunization for all students. All students will need a certificate showing proof of all required immunizations. Students entering Kindergarten, 7th grade or any new student must show proof of having met Tennessee Immunization requirements. You may obtain a certificate from your physician’s office or the school office.
3. **Birth Certificate:** A copy of the state issued birth certificate (not the copy that the mother receives upon birth of the child or the hospital issued certificate) must be on file.
4. **Transcripts:** New students must present a copy of their transcript and will be required to take a placement assessment.
5. **Financial Agreement Forms:** Must be filled out for each student enrolling in school. Financial assistance forms are available from our office.
6. **Recommendations:** New students are required to submit 3 references: Most recent principal, teacher, and pastor or someone (not an immediate relative) who is knowledgeable of the student.

NON-DISCRIMINATION STATEMENT

Greeneville Adventist Academy accepts students, regardless of race, sex, religion or national origin and makes available to them any and all programs.

ADMISSION POLICY

All students who present themselves for admission to Greeneville Adventist Academy pledge to observe willingly all its regulations, to uphold the Christian principles upon which the school is operated and to do their best at the duties assigned to them.

Greeneville Adventist Academy is not staffed to help learning disabled children. However the City of Greeneville works with our students in the area of testing and special educational needs.

FINANCIAL POLICIES

The Greeneville Seventh-day Adventist Church and the Riverview Community SDA Church are the constituent churches for Greeneville Adventist Academy and each subsidize a portion above and beyond the registration fees and tuition. The non-constituent tuition reflects this difference.

Tuition is based on 10 monthly payments - August through May. The first month's tuition, along with the registration fee is due on registration day. A \$5.00 discount will be deducted if the amount is paid on or before the 15th of each month. Payments may be mailed or brought to the school office. All families with more than one child attending GAA will receive a thirty dollar (\$30.00) discount per child (starting with the second child) on their monthly tuition fees.

Outstanding accounts from previous years must be paid before registration or satisfactory arrangements made and approved by the GAA School Board.

Any student who withdraws or is dismissed during a month will have the tuition prorated for that month and will be refunded after the close of the next billing cycle. Registration fees are non-refundable. A student entering after school is in session must still pay the full registration fee. Tuition will be prorated. Students entering school second semester pay half the registration fee.

REGISTRATION FEES, TECHNOLOGY FEES & TUITION

<u>GRADE</u>	<u>REGISTRATION FEE</u>	<u>TECHNOLOGY FEE</u>	<u>MONTHLY TUITION</u>
Kindergarten	\$480.00/year	\$100.00/year	\$400.00 for 10 months
Grades 1-6	\$480.00/year	\$100.00/year	\$420.00 for 10 months
Grades 7-8	\$585.00/year	\$100.00/year	\$485.00 for 10 months
Grades 9-10	\$585.00/year	\$100.00/year	\$695.00 for 10 months
Grade 11-12	\$585.00/year	\$200.00/year	\$695.00 for 10 months

Constituent SDA students (Greeneville and Riverview) receive a discount of \$30.00 per month.

CONTRACTUAL AGREEMENT

Parents who enroll their students in Greeneville Adventist Academy have entered into a contractual agreement with the school and are expected to live up to their commitment. Monthly balances according to approved financial agreements must be paid on time. If the current balance becomes two months behind and no arrangements have been made, the student may be suspended until payment is made.

School records are the property of the school and will not be released until all obligations, financial and otherwise, have been satisfied.

SCHOOL HOURS

School hours are from 8:00am to 3:00pm Monday through Friday. Children are not to be on the school grounds earlier than **15 minutes** before school starts, nor longer than **10 minutes** after school is dismissed. Families will be assessed an afterschool charge of \$1.00/minute for students still at school 15 minutes past dismissal time. Students who walk home, to the hospital, or elsewhere to wait for their rides must leave the grounds immediately. Playing and/or loitering on the school grounds after school is **not permitted**. Please be respectful of the time when calling staff at home.

SECONDARY ACADEMICS

Freshmen/Sophomore Subjects

<u>Subjects for Odd Years</u>	<u>Credit</u>	<u>Subjects for Even Years</u>	<u>Credit</u>
Religion II	1	Religion I	1
English I	1	English II	1
Algebra I	1	Geometry	1
Physical Science	1	Biology	1
World Geography	1	World History	1
Physical Education I	1	Physical Education II	1
Health	½	Personal Finance/Living Skills	1
Choir/Music	½	Choir/Music	½

Grades 7-10 also have the opportunity to join elective classes at the discretion of the instructor. Some electives may require dues or additional fees.

ALTERNATION SCHEDULE

In August of 1997, Greeneville Adventist Academy went to an Alternation Schedule for grades nine and ten. An Alternation Schedule means that all students in grades nine and ten will take the same subjects for that particular year. The following year all students in grades nine and ten will take the alternate subjects. The grade nine subjects will be taught on the odd years (when the school year ends in an odd number) and the grade ten subjects will be taught on the even years.

MUSIC

Music is an integral part of Greeneville Adventist Academy's program. For this reason, all students K-12 will be enrolled in the music program. Attendance is expected by all K-12 students at public performances. Performance dates will be given well in advance. Grades may be affected if performances are missed or appropriate dress is not worn.

- **K-2** grade students are required to participate in Cherub Choir.
- **3-6** grade students are required to participate in Junior Choir.
- **7-12** students are required to participate in Senior Choir or some other music class.
- Band is available for grades 5-12. Students in grades 3 & 4 may join the band with special permission from the director. Due to limited practice time, all band members are expected to take music lessons for their instrument and come to practice prepared to play their music.

HOME SCHOOL TRANSFERS

G.A.A. accepts students transferring from State-registered and approved home school programs. Placement tests will be given and academic credit may be considered upon proof of equal instruction.

KINDERGARTEN

The Kindergarten is designed to meet the children's needs at their developmental level. It takes into consideration that children develop readiness for physical, social and academic skills at different ages. We consider the physical and the social as equally important as the academic. In the Kindergarten, some children will be developmentally ready to move on to the first grade in two years. The children will be evaluated on their physical, social and academic skills.

Any child entering Greeneville Adventist Academy must be at least 5 years old by August 15 of the enrolling year.

HOMEWORK

Each year that goes by, your student(s) will be given greater assignments to complete each day. It is expected that holidays and weekends will be free of planned homework unless a student has put off doing a project. Some students will need to take work home because they have not completed it during the school that day. Please speak to your child's teacher for details.

- **Grades K-8**
Homework should not be assigned nor expected to be completed over weekends, holidays, or vacation days.
- **Grades 1 thru 4**
Homework should be informal and primarily consist of reading with parents/guardians. It may be appropriate to do some practice of math facts, spelling words, or memory verses at home, but most of this learning should be done at school. An occasional project may be completed at home, but the bulk of the work on such projects should also be completed at school during the day.
 - Total time should not exceed **20 minutes per night**, not including unfinished classwork.
- **Grades 5 & 6**
Home reading should be encouraged at this level, but requirements should have some flexibility. In addition, occasional classwork, projects, or reviewing for tests is permissible.
 - Total time should not exceed **30 minutes per night**, not including unfinished classwork,
- **Grades 7 & 8**
It may be necessary for students to complete some classwork at home in addition to home reading. Reviewing for tests, working on projects, etc. are appropriate at this level as well.
 - Total time should not exceed **45 minutes per night**, not including unfinished classwork.
- **Grades 9-12 - Academy Students**
Students should plan on **1-2 hours of homework per school night**. Projects are assigned by teachers with a suitable timeline for completion. Homework and projects both help develop skills in time management and an aptitude in prioritizing work. Students having more than 3(three) tests scheduled on one day may appeal to administration to have the excess test(s) appropriately rescheduled. Requests must be made at least 2(two) days prior to the test day.

ATTENDANCE POLICY

Punctuality and regular attendance are character traits we wish to develop in each student at Greeneville Adventist Academy. If a student missed school due to sickness or any other excused absence, that child will have the same number of days to make up their work as they were absent from school. (Example: Two days sick, two school days to make-up work.)

- It is the student's/parent's responsibility to contact teachers or check RenWeb for missing work/assignments. Assignments are to be completed and submitted to the teacher within the same number of days after the absence as the number of days approved (i.e. two (2) days absent, assignments are due the second day of return).
- Students will **not** be allowed to make up work for unexcused absences.
- No prearranged absences will be granted during test time or finals.
- Legally excused absences are those allowed by the state for illness, death of immediate family member, or medical/dental appointments which **cannot** be arranged outside of school day.
- Truancy is defined as an absence for an entire school day, a major portion of the school day for which the student is scheduled.
- Parental written notes (hand-delivered or emailed) shall be required for G.A.A. students to be readmitted to class regardless of whether the absence is excused or un-excused.
- A student who has accumulated more than three (3) un-excused absences during a 9-week grading period may be reported to the Greeneville City truancy officer.

Excused absences shall be defined to include:

1. Personal illness
2. Death in the family
3. Extreme weather conditions
4. Religious observances
5. Pathfinder sponsored events/activities. (Non-pathfinder siblings are not automatically excused-parents must submit a preapproved absence request form prior to absence)
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.
7. Circumstances which are approved by the principal and teacher(s) through a pre-arranged request by the parent.

CLOSINGS & BAD WEATHER DELAYS

On occasion, it may be necessary to close school or delay the school day opening time. GAA will follow the same schedule as Greene County Public School System and the Greeneville City School District for weather-related school closings, delays and early dismissals. If the county or city schools delay opening, GAA will typically call for a **2-hour delay**. If you are experiencing dangerous driving weather and we have not cancelled or delayed-please call the office to have our children excused. GAA will notify parents of school closings, delays and early dismissals by our all-call phone message system (OneCallNow) as soon the city and/or county school systems make a decision. Your caller ID will show 877-698-3261. Enter this number as a contact with the name "GAA AllCall". If you miss the call, redial the number and it will play our latest message.

DRESS CODE

The Administration and faculty of GAA desire to promote a spirit of responsibility in students and consequently strive to teach them to choose to dress and behave in a neat, clean, modest, non-provocative manner. The following guidelines govern students attending GAA when on campus or attending a school function. Greeneville Adventist Academy requires that all students attending either full time or for specific classes be dressed in the school-coordinated clothing. When a student is out of dress code during scheduled school hours or any other required school event, the student's teacher will provide an opportunity to correct the violation. Students who repeatedly violate the dress code policy will be subject to discipline.

General Guidelines:

- All clothing must be modest, clean, neat and appropriate.
- Tight, form-fitting apparel may not be worn as an outer garment.
- Clothing designed as undergarments are not to be visible.
- Garments with low-cut necklines and backs, bare midriffs or sheer fabrics are not to be worn.
- Garments must be appropriate size and length.
- Pants and shorts are to be worn at the waistline.
- Hair should be **natural** in color; style, should be clean, neat, and above the eyebrows for guys.
- Head apparel, hats, or hoods may not be worn in the school building.
- Any writing or pictures on clothing must be in harmony with the school philosophy; objectionable material is not allowed.
- Earrings, necklaces, rings, bracelets, ID bracelets, and non-functional jewelry are not allowed.
- Clear nail polish and makeup that is not excessive or unnatural may be worn.
- Specific approval must be given for banquet apparel by the school prior to the banquet.

Tops:

- Polo style shirts must be solid and any color. No stripes, patterns, or designs are allowed.
- Polo shirts may include a small logo; however, the logo must be small and appropriate.
- A long-sleeve undershirt may be worn underneath the polo shirt.

Bottoms (female):

- Slacks, capris, shorts, skorts, or skirts must be navy or khaki. Denim is not allowed.
- Plaid is also allowed for skorts or skirts but is not allowed in slacks, capris, or shorts.
- Pockets should be finished with no side pockets, e.g. no cargo style pants.
- Shorts, skorts, or skirts should have a minimum 6" inseam.
- Dresses and jumpers must have a minimum 6" inseam.
- Tights may be worn under capris, skorts, shorts, polo dresses, or jumpers.
- Shorts, leggings, or tights must be worn underneath skirts.
- Polo style dresses in any solid color and khaki, navy, or plaid uniform jumpers may be worn.
- Grade 7-10 students may wear cargo shorts.

Bottoms (male):

- Slacks and shorts must be navy or khaki only (no denim allowed).
- Any pockets should be finished with no side pockets (e.g. no cargo style pants).
- Grade 7-10 students may wear cargo shorts.

DRESS CODE (continued)

Foot Wear:

- Tennis shoes or dress-type shoes are appropriate for school wear.
- Boots and snow boots are not recommended for school wear due to student safety. Boots may be worn to school but students must change into approved foot wear after arriving at school.
- Shoes must have heel strap or covering.
- Sandals, flip-flops, five-finger toe running shoes, and crocs are not approved for school wear.
- Appropriate shoes must be worn for each activity.

Outerwear (clothing worn inside building):

- Sweaters and jackets with small logos and no negative emblems or words.
- **Only GAA produced hoodies (sweatshirts with hoods) may be worn.**
- Sweatshirts must be solid in color.
- Sweatshirts may have a small logo.(one that can be covered by student's palm)
- Sweatshirts may not have large lettering, large logos or graphics
- Sweatshirts that have patterns, stripes or multi-colored are not allowed.
- Non-conforming outerwear must be stored in the student's locker during the school day.
- Please be sure to send appropriate wear for your child on cold and rainy days.

P.E./Gymnastics/Recreation:

- Tennis shoes or athletic-type shoes must be worn. No boots or
- Appropriately fitting T-shirts, sweat shirts, sweat pants, and workout clothes are acceptable.
- Athletic/Basketball shorts with at least a 6" inseam, that are not tight fitting, may be worn.
- Yoga pants may only be worn with shorts.
- Tank tops/spaghetti-strap tops/ large open-sleeve tops are not allowed

Swimming:

- All female students participating in swimming must wear a one-piece modest swimsuit.
- Female students may wear two-piece bathing suits with a dark colored T-shirt. The T-shirt must cover past the lower piece of the suit.
- Male students must wear modest swimsuit/shorts. Speedo-style swimsuits are not allowed.

Some organizations of Greeneville Adventist Academy may have specific dress code requirements when performing and/or traveling. Students must abide by those announced dress codes. Each staff member has the right to evaluate a student's compliance with the dress code and take action accordingly. These rules also apply at school-related functions

SCHOOL TELEPHONE

The school telephone is used for school business and may **not** be used by the students except in emergencies and with permission from the office. Parents and others finding it necessary to call the school for either the child or the teacher should try to do so before or after school. Arrangements for rides or after school activities should be cared for outside school hours.

GUIDELINES FOR SCHOOL ACTIVITIES

At Greeneville Adventist Academy our education takes on many different forms - use of textbooks, videos, field trips, music, to mention a few. We are pleased to have all of our students and we try to give them a balanced education. To enhance and reward student's work, field trips are taken, and each student in that class has the privilege of going on the field trip.

Any student who joins Greeneville Adventist Academy as a full-time student may participate in all of our activities. The faculty and School Board have set these guidelines:

1. Full-time Greeneville Adventist Academy registered students/families and School Board approved sponsors may participate in Greeneville Adventist field trips. Overnight trips are limited to space and availability.
2. Any parent who wishes for their child/children to not go on a field trip will be responsible for making certain that their child/children complete all alternate assignments.
3. Students must maintain eligibility requirements to participate in activity trips. Students with 2 Ds or 1 F, or have missing assignments one week prior to the event, will be ineligible to participate in off-campus activities, field trips and class trips.

GENERAL REGULATIONS

Teachers and parents work together for the development of Christian character and, to this end, teachers will counsel with parents. When proper conduct is not achieved by other means, suspension or dismissal from school may result.

1. Students are expected to show proper respect at all times for God, for their teachers, and for the rights of others. Students are expected to conduct themselves in harmony with the standards and spirit of the school at all times.
2. Students are expected to respect school property as well as the personal property of others. Damages to school property will be assessed to those responsible. The school is not responsible for personal property brought to or left on the school premises.
3. Public display of affection such as physical contact is inappropriate behavior.
4. Listening devices, CD's, electronic games, and weapons of any kind, are not permitted on the school grounds, and will be confiscated with no assurance that they will be returned. Insurance prohibits the use of skateboards, roller skates, and in-line skates on campus. Cell phones are not allowed for students unless left in the care of a staff member during school.
5. Inappropriate and profane language is not permitted at school.
6. Gum in any form is not allowed.
7. Participation in certain forms of amusement not in harmony with a Christian lifestyle is discouraged, and should not be topics of conversation at school. Items such as notebooks, lunch boxes, clothing, etc. should not promote these activities.
8. No student may engage in the selling of any service or product as an individual; any sales will be via a member of the student body in an approved school project.
9. Student Association officers must maintain eligibility in order to retain their position. S.A. officers subject to discipline, downgrades (2Ds or 1F), behavior issues, or attitudes unbecoming a student leader should lose their office.

DISCIPLINE POLICY

Greeneville Adventist Academy administration & staff hope that all students will choose to do what is correct and good all the time, but if that assumption fails to hold true, then G.A.A. will use the following guidelines in disciplining students:

- Step 1. The teacher of the student needing disciplinary action will talk with the child in private in order to seek a solution to the problem.
- Step 2. The student may be sent to the principal and the parent will likely be notified.
- Step 3. The principal and teacher will allow the student and/or parent to be heard. If the student wishes to remain enrolled in school, then he or she will be expected to follow the recommendations of the principal. The principal may utilize any of the following corrective measures or suggest a specific redemptive course of action. In each case, a period of probation may be implemented. If a student must appear before the principal again during a probation period for any reason, they may be referred to the final process mentioned below.

- An in-school suspension and the student will be obligated to make sure all of his/her assignments are done for the next day.
- An out-of-school suspension and sent home. The parents will be responsible for the welfare of their child and make sure that all assignments are completed before he/she comes back to the classroom.
- To avoid expulsion, the student and the parents may meet with the teacher and the School Board and show the Board how the problem will be solved. At this time the Board will entertain a motion to either accept the parent's solution or ask that the child be withdrawn from G.A.A. If there is no satisfactory solution offered by the parents, and the child is not withdrawn, then the School Board may expel the child from G.A.A.

SUSPENSION: A temporary removal of a student from his/her regular classroom.

EXPULSION: A permanent dismissal from school. Only the School Board may expel a student from school. The parents may petition the School Board to re-enroll their child.

DISCIPLINARY MEASURES WHICH MAY BE TAKEN

Confiscation (see General Regulations number 4)

Counseling (minor infractions)

Service Projects

Sent to Principal's Office (parents generally notified)

Suspension (major infractions in or out of school)

Dismissal/Expulsion (by action of the School Board only)

Loss of privileges such as: free time, recess, field trips, overnight trips, class trips, etc.

At any level a fine may be imposed as punishment and/or replacement of some property.

Parents/students have the right to appear before the School Board to appeal disciplinary actions after having met with administration.

NOTE: All policies or regulations announced during the school year have the same authority as those published in this bulletin.

GUIDELINES FOR HANDLING PARENTAL CONCERNS

These guidelines are based on counsel given Christian believers in Matthew 18. It is the conviction of Georgia-Cumberland Conference that a strict adherence to these Biblical principles will advance general goodwill and will also safeguard relationships in our schools, churches, and community. The numbering of items listed below represents progressive steps leading up to resolution when parents or guardians feel they have a concern on behalf of their child or charge.

1. Meet the teacher alone or as a family before discussing the problem with any other individual. At no time should parents talk to others before addressing the problem with the teacher! This is unscriptural.
2. If there is no resolution, take the unresolved complaints to Greeneville Adventist Academy Principal requesting assistance in resolving the problem by meeting together with the teacher. Please Note: Assurance must be given that step one has been followed.
3. Unresolved complaints, as expressed to the principal, will then be referred to the G.A.A. School Board by the Principal or Board Chairperson.
4. If necessary, the Board Chairperson will refer the complaint to the Georgia-Cumberland Conference Superintendent of Education for assistance in determining a course of action.
5. Final appeal will be made to the G.A.A. School Board

PARENT/PRINCIPAL COMPLAINT PROCEDURE

1. Meet with the principal alone or as a family before discussing the problem with any other individual. At no time should parents talk to others before addressing the problem with the principal! This is unscriptural.
2. If there is not resolution, take the unresolved complaint to the G.A.A. School Board Chairperson requesting assistance in resolving the problem by meeting with the principal. Please Note: Assurance must be given that step one has been followed.
3. The Board Chairperson or the Pastor of the concerned parent or person will then mediate by meeting with the parties involved.

NOTE: All meetings must be by appointment and timely for all. Parents or G.A.A. board members who do not follow the correct course of action may have their due process voided or jeopardize their student's enrollment.

GENERAL HARASSMENT

Harassment, intimidating or offensive conduct will be subject to discipline up to and including suspension or expulsion. Harassing, intimidating or offensive conduct includes, but is not limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings or offensive conduct. Students who have experienced harassment should tell the offender if possible and report the incident to a teacher or principal as soon as possible. The incident(s) will be investigated and the administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken and will encourage the victim to report any further events. Greeneville Adventist Academy prohibits retaliation against those reporting incidents of harassment.

SEXUAL HARASSMENT

No individual should ever be placed in a position of embarrassment, harassed because of gender, or subjected to sexually harassing behavior. Sexual harassment of any student by another student or any employee, or other person under the supervision of Greeneville Adventist Academy is unlawful and is prohibited. Sexual harassment involves such conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment. Improper conduct includes, but not limited to: Unwelcome or offensive sex-oriented comments (e.g. kidding, teasing, joking, making degrading or offensive sexual comments), requests or pressure for sexual activity, unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, repeated brushing against another person's body...), displays of sexually suggestive pictures, drawings, or objects; suggestions, threats, or demands for sexual favors; or making submission to sexual conduct a condition of academic status, progress, services, benefits, honors, or activities.

GAA HARASSMENT POLICY

Greeneville Adventist Academy encourages respect for the individual. Words, looks or actions that devalue another person are detrimental to supporting the mission of the school. First time offenders will be warned, second time offenders will be disciplined, third offenders will be sent to a larger committee for action provided each offense was not unique.

COMPLAINTS OF HARASSMENT OR OFFENSIVE CONDUCT

Those who believe that they have been harassed should immediately take the following steps:

- Make it clear that such conduct is offensive and should be stopped immediately.
- Report the incident to a teacher or the principal as soon as possible.
- Keep the complaint in confidence except for correction and prevention.

All complaints of harassment will be taken seriously and investigated promptly. If necessary, immediate actions shall be taken to protect the safety of students. Instances of child abuse shall be reported to the proper authorities in accordance with state laws. Administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken. The investigation and response should be age appropriate. The victim will be encouraged to report any further events. The administration will prepare the investigation report to document the incident, make conclusions and outline appropriate disciplinary actions.

Greeneville Adventist Academy will not tolerate retaliation against those reporting harassment or offensive conduct. Anyone who believes they have been subjected to retaliation should report the incident to the administration (principal or Georgia-Cumberland Conference Education Superintendent).

HAZING/INITIATIONS

Students have the right to feel safe from demeaning and degrading treatment which is or is deemed to be hazing or initiation. Involvement in any such conduct is unacceptable and will be subject to the GAA Discipline Policy.

BULLY PREVENTION POLICY

Greeneville Adventist Academy provides a safe, secure, and respectful environment for learning. It is the School's policy to expect and maintain an environment free of bullying, verbal, and physical misconduct that infringe on the safety or educational experience of any individual in our community.

GAA's Bullying Prevention and Intervention Plan and Policy complies with current federal and state laws against bullying for the purpose of preventing behaviors that will impede learning or interfere with the safety or well-being of our students, employees and volunteers. Our plan is consistent with all Adventist School disciplinary policies that appear in our bulletin and are consistent with our policies concerning the prevention of discrimination and harassment that appear in our Employee Handbook.

Stricter standards of behavior may apply under our general policies, ethical guidelines and beliefs as a community of faith. Our goal is to prevent inappropriate verbal and physical conduct before any student becomes a subject to bullying. We rely on a definition of bullying that is based on scientific evidence and as defined in federal and state law. Even though these definitions refer to patterns of conduct, the school reserves the right to apply disciplinary measures and other corrective action in the case of a single expression, act, or gesture.

It is important that all members of our school community understand this policy. We ask you to direct your questions or concerns about this policy to the Principal and to the Chair of our Bullying Prevention Coordinating Committee. These individuals are responsible for coordinating our School's response to conduct that infringes on the safety and well-being of students, employees and volunteers.

Our school prohibits student-to-student behaviors characterized as bullying, as well as situations where an adult staff member bullies a student or another staff member, or a student bullies an adult staff member.

Bullying and cyber-bullying are prohibited on school grounds, at school-sponsored events, activities, programs, and on school buses and at school bus stops. Bullying and cyber-bullying are prohibited through the use of technology or an electronic device owned, leased, or used by our school. In addition bullying and cyber-bullying are prohibited at any location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying behavior contributes to creating a hostile environment at school for a targeted student or students.

GAA will not tolerate any form of bullying nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, witnesses, or has reliable information about a bullying incident.

We believe that bullying behaviors are harmful to students' physical, emotional, social, psychological, and academic experiences. These behaviors negatively impact the victims, bystanders, and bullies and create a negative school climate.

This Bullying Prevention and Intervention Plan and Policy will be communicated to families, students, teachers and administrators, and others in the school community. It will be included in the bulletin and consistently reinforced in all classrooms and throughout our school.

DEFINITION OF BULLYING

"Bullying" is the repeated use of an intentionally aggressive or hostile behavior that involves an imbalance of power between the person who is bullied and the bully.

Bullying takes many forms, including but not limited to physical or verbal assaults, intimidation or non-verbal threats, social exclusion or isolation, or the use of technology or writing to convey embarrassing, slanderous, threatening, or intimidating messages. Bullying can include social exclusion or actions by more than one perpetrator, as well as harassing or intimidating behavior in person or via social media, including texting, phone voice mail, and on-line websites.

Bullying can be categorized by but is not defined by teasing, put-downs, name-calling, or false accusations, which are repeated continuously. Bullying behaviors cause emotional or physical harm to the targeted student or his/her property. These behaviors places the targeted student in reasonable fear of harm to him or his properties, creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student, and/or substantially disrupts the learning process or orderly operation of the school.

"Cyber-bullying" is bullying through the use of technology or electronic devices such as cell phones, computers, or the internet. It includes but is not limited to email, instant messages, text messages, and internet postings, whether on a webpage, blog, or otherwise.

A "hostile environment" is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe to alter a student's educational experience.

"Retaliation" is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during a bullying investigation, or witnesses bullying.

"Rough and tumble play" is physical interaction between two individuals who have agreed to engage in such activity for fun or sport but because of its physicality can lead to injury, or where the roughness exceeds the expectations of one or more of the participants, can lead to a fight. Rough and tumble play poses a risk of harm to the participants and is conduct not allowed under the policy of the school.

"Fighting" is a physical interaction between individuals where anger and fear and a need for retaliation are also involved. Fighting poses a risk of harm to the participants and is conduct not allowed under the policy of the school.

REPORTING OF BULLYING/CYBER-BULLYING

Any person who is the recipient of bullying behavior in any form or has witnessed an incident of bullying or has relevant information about any form of bullying prohibited by the School's policy is urged to promptly report the matter orally or in writing to the Principal or any staff member with whom the individual is comfortable. Any person who is subject to retaliation in violation of this policy or knows of such an incident is encouraged to make a report. Any parent of a student who is the recipient of or who witnesses or has relevant information about bullying is strongly urged to make a report or notify the Principal.

Faculty and administration are required to report an incident of bullying immediately and may not make reports under this policy anonymously. There are to be no exceptions.

While the School cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

PREVENTION OF BULLYING/CYBER-BULLYING

As responsible members of our GAA school community, all children learn that they are expected to treat others with respect and compassion. We design our curriculum to reflect the school's values and beliefs in social justice with respect for differences. Students, along with their parents, learn to reinforce our standards, policies, ethics and beliefs regarding appropriate conduct for Christians.

Administrators and teachers provide strong, consistent direction to students, taking time as appropriate to discuss issues and respond to student communication.

Our school provides teacher training in techniques for intervention in bullying and in the development of social skills; teachers are consistent in their expectation of high behavioral standards, and recognize that these expectations pertain to hallways, transportation, playground, dismissal, and the like. In a classroom and/or group environment, we strive to ensure substantial teacher supervision in every educational setting.

Bullying Prevention programming takes many forms, and includes classroom activities, instruction, and a mission-based ethics and our beliefs as a community of faith. We also subscribe to an implement the Olweus Bullying Prevention Program, one of the most researched programs for prevention of bullying and school violence in the world. The faculty and administration design programs that instill positive social behaviors and promote attitudes of social justice throughout the school and in relation to others.

Problem solving, strategizing, and communication skills are central to this work. Teachers will stop classroom activities and learning in order to directly address bullying behaviors, as appropriate. Role-playing, modeling, literature, and student challenges that address issues related to bullying are part of class meetings and routine learning experiences.

Teachers and administrators will be trained, resources will be provided for staff members and students, and bullying prevention strategies will be implemented as part of regular school and professional development programming.

Students at our school are dependent upon the adults in their community to ensure a safe environment in which they can thrive intellectually, socially, and emotionally. We believe that teachers, administrators, and parents must model positive, pro-social behaviors, take steps to become aware of hurtful or bullying behaviors, and hold the line against student-to-student bullying.

WEAPONS POLICY

It is an offense to have in one's possession, or to use a dangerous instrument or weapon on school property, en route to or from school or at any school function or activity or on or off campus. The weapon will be confiscated and further actions may include:

- Meeting with the administrative council
- Notification of authorities
- Notification of parents
- Suspension
- Possible dismissal from G.A.A.

Examples of weapons include, but are not limited to: handguns, rifles, bows, sling shots, throwing weaponry, and knives of any kind or size.

G.A.A. reserves the right to define a weapon.

SOCIAL RELATIONSHIPS

In order to help students form healthy friendships, the following guidelines have been established:

- Students are expected to abide by a “hands off” policy (No PDA policy)
- Students who do not follow these guidelines or whose relationship seems unhealthy or inappropriate may be placed on social restriction for a period of time determined by Administration. Social restriction means that students may not interact with each other by talking, writing notes, or by intentionally being around each other except when dictated by work or class appointments.
- All communication is off-limits, and is effective immediately when implemented by any faculty or staff member and it is effective immediately.
- If a non-student is socially involved with a student, the non-student is subject to school policy when on campus or at school events.
- Students in mixed company may be placed on social restriction for being in unsupervised areas.

CONFIDENTIALITY

Greeneville Adventist Academy administration, staff, students, parents and board members wish to provide an opportunity for individuals to seek assistance in a safe, non-threatening and confidential setting. However, under certain circumstances, the school is required by law to report information without consent. They are:

- When a student is engaged in or threatens to engage in an activity that may maim or kill. (Including themselves).
- When a student is engaged in or threatens to engage in a criminal act.
- When there is reasonable suspicion of child abuse.

Drug Testing: G.A.A. reserves the right to ask any student who is suspected of drug or alcohol use to submit to a blood, urine, or other test appropriate to the substance suspected. Specimens for such tests will be collected by professionals trained in appropriate procedures. Testing will be through a certified lab. The cost of such testing will be borne by G.A.A. if the test is negative. If the test is positive, the parent is responsible for expenses incurred in collecting and testing.

CHILD ABUSE

Child abuse is a criminal offense and will be dealt with as such. If any child is suspected of being abused, it is the teacher’s/principal’s obligation to report his/her suspicion to the local Child Protection Services Division.

DISPENSING MEDICATION

The teachers of Greeneville Adventist Academy do not dispense any medications (prescription, aspirin, Tylenol, etc.) to any student. The secretary may keep some medicine locked up in case of emergency and by direction from the parent and in some cases, a physician.

SCHOOL LUNCHES

Because there is a direct relationship between nutrition, the proper functioning of the body, and school performance, we recommend a wholesome, well-rounded diet. Students should eat a well-balanced breakfast, and be provided with a healthful lunch consistent with Seventh-day Adventist health standards. The school recommends a vegetarian diet. Neither caffeinated drinks nor pork/pork products are to be brought to the school.

Students are not allowed to leave campus unaccompanied during the school day for lunch or errands. This includes trips to local food establishments or the hospital cafeteria.

Parents, however, are allowed to sign-out their child for lunch, appointments or errands.

CLASS TRIPS & MISSION TRIPS

Each year the 8th grade class and their teacher may select a location for an educational class trip. Grades 9 and 10 may do a class trip or Biology field trip on alternating years. Grades 5-12 participate in Outdoor Education annually. The academy plans a mission trip each year for grades 9-12 students. Mission trips may involve travel beyond and outside: Greene County, the state of Tennessee, the Georgia-Cumberland Conference, the Southern Union Conference or the North American Division. Some additional fees are required for these trips.

CHAPERONES' GUIDE

Chaperones play an important part in our field trips. You help ensure an enjoyable and safe visit for our students. The following guidelines will assist you during your visit.

- Dress comfortably according to our dress policy as it appears in our handbook and be prepared for changing weather. Comfortable appropriate walking shoes are a must. If you need a handbook, they are available in the office.
 - Chaperones must stay with their groups as they are an active participant in the field trip. Students will look to you to answer questions and give support.
 - Parents and guardians are welcomed as chaperones. Bringing non-school age children is discouraged. The time and attention required to attend to these children takes away from the students' experiences. If pre-school attendance is unavoidable, you will be responsible for the admission fee, if there is one.
 - Encourage students to be respectful to the persons presenting the field trip experience as well as to the other students and chaperoning adults. If there are other persons in the place being visited, respect should be shown to them as well. Please prevent students from touching exhibits or bringing food or drink, including candy and gum into the building, except when appropriate for lunch. We must remember that we are not only a school representative but also a Christian example.
 - Make an extra effort to keep your group together. Students must follow the presenter's guidance to ensure a safe and enjoyable trip.
- Thank you for volunteering your time to assist with our students' field trips.

MEDIA RELEASE FORM

All registered students and their parents are required to sign a Media Release Form each year.

HOME AND SCHOOL ASSOCIATION

All families are asked to support the scheduled Home and School meetings. The Home and School Association provides opportunities for parents and teachers to work together for enrichment of the educational program.

VERIFIED VOLUNTEERS

The Greeneville Adventist Academy understands the work of volunteers is essential to successful ministry in our church and school. GAA is responsible to select, screen and manage trustworthy individuals to fill volunteer positions in ministry for school activities.

The Georgia-Cumberland Conference of Seventh-day Adventists has implemented a screening process for all volunteers for our schools and church organizations. All volunteers (chaperones, drivers, teachers' assistants, food servers, coaches, music directors, etc) and paid employees must pass a **Verified Volunteer** background screening **prior** to serving and ministering our students. Application forms can be obtained on our website or from our school office.

STUDENT VEHICLES

When a student drives a vehicle to Greeneville Adventist Academy, they are to park the vehicle on school property when they arrive, and not go back to the vehicle until school is dismissed. When school is dismissed, the driver and any passengers must leave the school grounds in a timely manner so as to prevent congregating at the vehicle. The vehicle must remain locked at all times. The driver of the vehicle is not allowed to let anyone ride with him/her unless the principal has permission letters written by the parents of the children involved. Students may not loiter or gather around vehicles during school hours.

TRANSCRIPTS

Requests for transcripts should be sent to the school office at least ten days before they are needed. If an account is past due, allow time for personal checks to clear before a transcript will be issued. Transcripts are the property of the school and will not be released until all obligations have been met (see "Contractual Agreement").

VISITING THE SCHOOL

Parents are invited to visit the school. Please arrange with the principal and the teacher at least one day in advance of your visit. Remember that during school hours the teacher's responsibility is to teach the children. It should also be noted that students find visitors to be a distraction to the customary routine.

Parents bringing items such as books, lunches, musical instruments, etc. should leave these at the office to be delivered to the student at class break time in order to avoid disrupting classes. Please do not disturb classes or music lessons; the teachers will be glad to talk with you at another time by appointment. The principal also teaches, but will be happy to return your call. The school secretary will be available to take messages.

VOLUNTEER DRIVERS

REQUIREMENTS FOR ALL DRIVERS

1. In an effort to alert volunteer, for hire, and employee drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference Office of Education has developed a “Driver Questionnaire.” (See www.gccsda.com education forms). ALL drivers must complete the questionnaire before being approved as a designated driver. The school has an obligation to know if a driver has a good driving record before they are allowed to drive students on school functions. The completed forms are to be kept on file. In the event of an accident that results in litigation, the school will then be able to prove that it did ask for driver information indicating the driver’s safety record. Each driver must have an acceptable record of not more than two traffic citations and no fault accidents in the last three (3) years.
2. Drivers must be at least twenty-one (21) years of age, have a properly credentialed driver’s license, and be in good health.
3. No vehicle is to carry more than the officially rated passenger and load capacity.
4. Written parent consent must be obtained before students can be transported.
5. All students must wear appropriate seat belts as provided by the vehicle manufacturer. Under no circumstances shall students share restraints. Violations of this policy would result in insurance refusing to pay claims.

PRIVATELY OWNED VEHICLES

6. Per school policy students may be transported using insured privately owned and properly maintained passenger vehicles when authorized by local school administration.
7. Adventist Risk Management recommends that volunteers using privately owned vehicles have at least \$100k/\$300k (thousand) liability coverage. Schools must satisfy themselves that drivers have at least state mandated minimum automobile liability and medical payment insurance. If an accident occurs, the volunteer’s insurance will be considered the primary coverage and ARM will be secondary up to \$1 million. Schools should send a letter to parents who are interested in participating in driving students to activities requesting a copy of proof of insurance and a copy of their driver’s license so at the time of the trip the paperwork is already completed and on file.

WITHDRAWN STATUS

Students who have withdrawn from school, whether by their own choice or at the request of administration, immediately cease to have student privileges. This includes, but is not limited to, attending classes, receiving homework or assignments, submitting homework or assignments, attending school-sponsored functions, and participating in sports, music or other school-sponsored organizations and programs.

YEARLY ASBESTOS NOTIFICATION

Greeneville Adventist Academy has no asbestos in the school building, or anywhere on campus.

ADMINISTRATIVE RIGHTS

The GAA Administration reserves, without parental consent, the right to:

- Question a student about his/her behavior or program
- Inspect bags, backpacks, vehicles, lockers and desks.
- Conduct random alcohol/drug/tobacco testing
- Require counseling, education, or treatment programs as deemed necessary for continued enrollment
- Ask a student to withdraw from school if, at any time, the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Greeneville Adventist Academy
- Define what constitutes a weapon
- Announce and enforce additional policies and regulations adopted by Greeneville Adventist Academy during the school year
- Make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intentions

