

Gem State Adventist Academy

Student Handbook

2019-2020



Mission

Engaging in Service. Training in Leadership. Preparing for Eternity.

Vision

To sustain a culture and environment that results in servant leaders who emanate spiritual commitment, personal integrity, academic rigor, and lifelong success.

School Objectives

- Sustain a culture that is distinctly Seventh-day Adventist in values and beliefs, recognizing God as the ultimate source of existence and truth.
- Cultivate an atmosphere that promotes self-worth and healthy relationships.
- Uphold a Christ-centered environment that is safe spiritually, emotionally, socially, academically, and physically.

Student Objectives

- Choose a Christ-like lifestyle.
- Choose service as a way of life.
- Become decisive thinkers and not mere reflectors of others' thoughts.
- Acquire skills and knowledge to be successful in relationships, parenting, trades, professions, or whatever they choose to do.

Philosophy

Gem State Adventist Academy recognizes God as the ultimate source of existence and truth. In the beginning God created perfect humanity in His image, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible and Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and inspiration, point to the redemptive aim of true education to restore human beings into the image of their Maker. While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God, its time dimensions span eternity. Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than reflectors of others' thought; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true,

good, and beautiful. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and the world to come. (Portions paraphrased from Education, pp. 13–17)

Financial Information

Additional Charges

Some additional charges and cash needs can be expected if you choose to take advantage of the following:

- Varsity Sports TBA (Check, Cash, or Credit card)
- Laundry for Dorm Students (Charged to the bill at \$7.50/month)
- Mission Trips TBA (Check, Cash, or Credit card)
- Senior Year Extra Expenses (Check, Cash, or Credit card)
- Certain Field Trips TBA (Check, Cash, or Credit card)
- Extracurricular Activities TBA (Check, Cash, or Credit card)
- Testing Fees—PSAT, SAT, ACT (Check, Cash, or Credit card)
- PE Uniforms TBA (Charged to Bill)
- Banquets and Other Special Events TBA (Check, Cash, or Credit card)
- Art Supplies
- Music Charges: Choir, Band, and Bells members are responsible for the cost of dresses and tuxedos and cannot be charged to the student's account.
- \$5 for replacement of a Key Card/Fob

Textbooks

Students are furnished with textbooks for each class. The rental fee is included in the annual tuition fees. Unreturned or damaged textbooks will be charged to the student's account at a "new book" rate.

Cafeteria

Lunch on school days is provided for all students. Breakfast, supper and weekend meals may be purchased by day students for seven dollars (\$7.00) on a cash basis. Payment is made in the cafeteria at meal time. The cafeteria serves guest meals on a cash basis for seven dollars and fifty cents (\$7.50). Meals cannot be charged to student

accounts. Because the cafeteria charges a flat fee, food may not be taken from the cafeteria without permission from the cafeteria supervisor.

Student Bank

GSAA provides a student bank in the Business Office. Money may be withdrawn only under the signature of the depositor. **The school does not assume responsibility for lost or stolen money. Do not keep large amounts of money in your room.**

Check Cashing

Dorm and village students may cash checks for modest amounts in the Business Office during regular business hours. The checks should be made out to “Cash” or to the student. Checks made out to Gem State Adventist Academy must be deposited.

Semester Exam Permits

Student accounts must be current or appropriate arrangements made with the Vice Principal for Finance prior to taking semester tests. All fines or items to be returned to a department must be cared for prior to receiving a test permit. See collection of accounts section for the definition of current.

Student Aid

Students receiving student aid are expected to work each day according to their work schedule in order to continue to receive student aid.

Academics

Honor Points & Grading System

Grade	Meaning	Honor Points
A	Superior	4 Points
B	Above Average	3 Points
C	Average	2 Points
D	Passing	1 Point
F	No Credit	0 Points
I	Incomplete	Not Counted
P	Passing—Credit Given	Not Counted
WP	Withdrawal—Passing	Not Counted
WF	Withdrawal—Not Passing	Counted
WA	Withdrawal—Excessive Absences	Not Counted
Audit	No Credit Given	Not Counted
NG	No Grade	Not Counted

Grading Periods and Reports

The academic year is divided into two semesters. The first semester closes in January and the second semester closes just prior to graduation weekend. Report cards will be mailed at the end of each semester. Only semester grades are added to the student's permanent transcript. Students and parents will be given login credentials for accessing their grades at any time through Jupiter Ed.

Each teacher follows an approved grading plan that is given to each student at the beginning of each academic year. This includes information regarding the grading plan, make-up work, extra credit, tests and quizzes for a given class.

Incompletes

A grade of "I" (incomplete) may be given when, for legitimate extenuating circumstances, such as illness, the student is unable to complete sufficient work for the grading period. All work for incompletes must be made up by the close of the following nine-week grading period. Any grade of "Incomplete" not changed by this time automatically becomes an F.

Adding and Dropping Classes

Students may change their registered class schedules by adding classes only during the first two weeks of each semester and by dropping classes during the first seven weeks of each semester. Classes dropped after the seven week deadline will appear on the transcript with the appropriate notation of WP (Withdrawal Passing), WF (Withdrawal Failing), or WA (Withdrawal Attendance).

No student will be considered officially registered for or withdrawn from a class until a completed Change of Registered Class Schedule form has been processed through the registrar's office. When dropping a class the student must continue to attend until signatures from the teacher, parent, and registrar are obtained and the registrar notifies the teacher that the process is complete.

DFI List

GSAA has a strong desire for all of our students to be successful in their academic experience. To support our students in being academically successful, GSAA chooses to monitor our students' academic progress and intercede when students obtain an unsatisfactory academic standing.

If a student has a current grade of F in any class, more than one class with a current grade of D, or an incomplete, they will be placed on the GSAA DFI List. As a result, students on the DFI List will forfeit their ability to participate in athletics, extracurricular activities, and activities considered to be a privilege, for one week (Sunday to Saturday). These activities include, but are not limited to:

- Town Trips
- Senior Privileges
- The ability to transport other GSAA students to and from campus for leisure trips.
- Leisure activities in the Student Residence after the academic day is complete (4:18pm).
- Athletic practices, games, and tournaments as a spectator or participant.
- GSAA evening recreation.
- GSAA extras (i.e. Winter Jam, Jump Time)

Each Thursday a DFI List will be generated, based on students' current academic progress, to determine if a student has obtained an unsatisfactory academic standing. Students on the DFI List and their parents will receive written notification of their standing and GSAA Staff/GSAA athletic coaches will receive a copy of the new DFI List. Additionally, all concerned parties will be notified of the forfeited activities for the effected week.

Co-Curricular Activities

Spiritual Activities

Campus Ministries exists to provide opportunities that we hope will lead to spiritual commitment and growth in Jesus for our students. Each of these opportunities is tailored to the needs of our student body and offers a place to begin or continue to grow in ministry service for Jesus. Some of these are:

- Friday Evening Vespers—A weekly worship and praise service designed to welcome the Sabbath.
- Sabbath Morning Services—Our Sabbath school time and morning worship service.
- Outreach—Various activities, both on and off campus, designed to engage students by serving the needs of others in the community. This is one of our designated ways of making faith relevant to our daily lives.

- Weeks of Prayer—Special weeks offered two times each school year. During these weeks, class schedules are adjusted to provide time for guest speakers, organizations, students, and staff to present programs aimed at maintaining and elevating the campus' spiritual atmosphere.
- Bible Study & Prayer Groups—Small groups organized by students or staff to develop personal and corporate spiritual growth.
- Spiritual Leadership positions--- Each year students are elected to lead each of the classes and the Student Association in a spiritual capacity. As the Spiritual Vice, these students lead out in prayer at class meetings, prepare worships for special events and organize Friday Vespers and Sabbath school programs periodically. Each is not only encouraged to use their talents in this area of leadership, but also to help their classmates use their talents and gifts as well.
- Mission Trips—Annual or Bi-Annual short-term mission trips are offered either within the United States or abroad. Students are responsible for the funds required for these trips, which they may attain through fundraising or other means. These trips provide students the opportunity to meet and spend time with people whose life is very different than theirs. These trips are often the source of life long change.

Music Activities

Private lessons in instrumental and voice lessons are offered on a space-available basis. Piano and guitar lessons are available through contract teachers.

Athletic Activities

Interscholastic athletics consists of the following for the fall season: Boys' soccer, Co-ed cross country, girls' volleyball. For the winter season: We participate in girls' and boys' basketball. For spring season : We are looking to add girls fast pitch softball in Spring 2020 along with Co-ed golf and tennis if there is enough interest. Freshmen through seniors may participate in the Varsity program. There is a minimum grade point average requirement and a participation fee is charged at the start of each sport. Refer to GSAA's website and online calendar for sports practice times and game schedules. GSAA is a member of the Christian Schools Athletic Association and an associate member of the Idaho High School Activities Association. GSAA competes with both public and private schools. GSAA also competes at Adventist Academy national tournaments hosted at a SDA University.

Student Organizations

The Student Association (SA)

SA is made up of the student body and faculty with the objective of fostering the general interests, ideals, and goals of Gem State Adventist Academy. SA provides opportunities for students to be involved in leadership and citizenship activities as SA officers. The goal of the SA is to further awaken students' knowledge, responsibility and common interest in student life at GSAA.

Class Organizations

Class Organizations offer opportunities for developing leadership skills and planning religious and social activities for their class.

Campus Clubs

Campus Clubs may be formed with administration approval and faculty sponsorship to meet the interests and enthusiasm of any approved student group.

Syringa

Students produce Syringa, the GSAA yearbook. The yearbook staff learn principles of artistic layout, copy writing, graphic design, editing and photography.

Qualifications to Hold Class Office

The following are required for a student to serve as a class officer:

- For President, Social Vice-President, or Religious Vice-President, the student must have an initial minimum cumulative GPA of 2.5 and maintain a semester GPA of 2.5, and a C in citizenship. For Secretary, Treasurer, or Historian, the student must have an initial minimum cumulative GPA of 2.25 and maintain a semester GPA of 2.5 and a C in citizenship. (Freshmen are exempt from the initial cumulative requirements.)
- Prospective officers must secure approval to run for office through the class Officer Application process.
- Officer eligibility will be reviewed at the end of first semester. Should an officer's GPA, citizenship or attendance fall below the minimum requirement, the office will be forfeited for the remainder of the school year.
- A student who is suspended from school for any reason will lose his/her office and will not be eligible to hold an office for the remainder of the school year. A student who receives an unsatisfactory grade in citizenship for the

second semester will not be eligible to run for an office the following school year. The student may petition the Curriculum Committee for an exception to this policy.

- Students may hold only one major office at a time. Major offices include the president and vice president of any organization.

Qualifications to Hold Student Association (SA) Office

The following are required for a student to serve as an SA officer:

- For President, Social Vice-President, or Religious Vice-President, the student must have an initial minimum cumulative GPA of 3.0 and maintain a semester 3.0 GPA. For Secretary, Treasurer, and Historian the student must have an initial minimum cumulative GPA of 2.5 and maintain a semester 2.5 GPA.
- Prospective officers must secure approval to run for office through the SA Officer Application process.
- Officer eligibility will be reviewed at the end of first semester. Should an officer's GPA fall below the minimum requirement, the office will be forfeited for the remainder of the school year.
- A student who is suspended from school for any reason will lose his/her office and will not be eligible to hold an office for the remainder of the school year. The student may petition the Curriculum Committee for an exception to this policy.
- Students may hold only one major office at a time. Major offices include the president and vice president of any organization.

Services

Media Center

Students are encouraged to become acquainted with the library and its material. The library provides a number of daily and weekly papers, monthly and annual periodicals, books, and Internet access which can make research and casual reading time more profitable. Since the library is designed to be a productive place, all who enter must be committed to the idea of protecting the right of those who wish to study and concentrate, or read and meditate.

Guidance Services

One of the advantages of life at Gem State Adventist Academy is the presence of a caring staff of Christian adults who are deeply concerned for the welfare of students. Students are encouraged to share problems and concerns with any GSAA staff member. When it is in the best interest of the student, the guidance committee may request that a student be referred to services of various agencies in the local community or the student's home community.

Medical Services

Medical care will be obtained for serious illnesses or accidents. Medical procedures and appointments will be billed to the student or parent, not the school. Dormitory students needing to go on sick list must contact the dean on duty. Day students who become ill should report to the Administration Office.

Doctors' Appointments

In the event of illness or accident, dormitory students should make all arrangements for off campus care and transportation with their dean. Routine medical appointments should be scheduled during home leaves.

Accidents

Accidents and emergencies should be reported immediately to the nearest staff member and appropriate medical personnel will be contacted. Accident report forms, available in the Business Office, should be completed as soon as possible if a student wishes coverage benefits. Student employees of Gem State Adventist Academy are covered by Worker's Compensation. To receive the benefits of this coverage, it is important that an accident report be filed as soon as possible after an on-the-job accident.

Accident Insurance

Secondary coverage accident insurance is provided for students at Gem State Adventist Academy. **Parent's insurance is the primary coverage.** Student accident insurance will reimburse parents for those covered medical expenses which are not covered under the parent's primary insurance resulting from an accident at GSAA occurring during the hours and days when school is in session, and while the student is attending school sponsored and supervised activities.

If an accident occurs, Gem State Adventist Academy will complete part A of the claim form then send it to the parent for completion. It is the parents' responsibility to attach

the medical bills to the claim form and mail it to the insurance company. More details are available at the Business Office.

Lockers

Lockers are available in the administration building. Personal locks may not be used. The Administration Office assigns lockers and provides combinations to the locks. Lockers are the property of the school and may be accessed by the school administration at any time.

Personal Property

The school is not responsible for money or other valuables belonging to a student. To ensure safety, the deans and administration ask that students do not keep money in their lockers or rooms. Please use the student bank in the business office. The academy is not responsible for property left by a student who withdraws from school.

Policies & Standards

Announced Rules

Announced and stated rules during the school year are as binding as written rules. The rules in this handbook are not exhaustive and are subject to modification at any time during the school year. GSAA will strive to communicate any new rule or modification in writing prior to it going into effect.

Gem State Adventist Academy Expectations

GSAA recognizes that while the Scriptures do not provide specific teachings (rules and regulations) regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others.

GAAA has chosen to adopt certain rules that will contribute to the environment and are appropriate to its aims and goals. These standards are not set forth as absolutes or as an index of Christian spirituality but rather as expectations of the GSAA community. Because of the importance of trust and mutual responsibility toward others, violations of the following standards, whether occurring at school or away from the campus, are regarded as a serious breach of integrity within the academy community.

GSAA recognizes the danger to one's physical and psychological well-being in the use of harmful substances. Therefore, members of the GSAA community are to refrain from using, possessing, or distributing tobacco, alcoholic beverages, and illegal substances.

GSAA cannot tolerate any kind of demeaning gesture, threat of violence, or physical attack directed toward another person. This includes hazing or other initiations or actions hazardous, dehumanizing, or humiliating to students; the use of profane or vulgar language; vandalism; possession of firearms or explosives; and unauthorized use of fire safety equipment.

The pornography industry exploits people in addition to being immoral. Therefore, pornographic materials are not to be used, possessed, or distributed.

Discrimination against others on the basis of race, national origin, religion, gender, or handicap is not acceptable because of our concern for the worth and dignity of others. Consideration for others and standards of good taste are important to our academy community, therefore all activities should be guided by this principle.

Compliance with day-to-day policies, procedures, and the program of the GSAA community, including those related to entry of facilities and use of GSAA equipment and facilities, is expected from members.

Honesty is expected of all members of the GSAA community. Examples of dishonest behavior are:

- Plagiarism or use of another student's class work.
- Possession and use of unauthorized keys.
- Entry or presence in unauthorized student or school areas.
- Providing food for non-paying persons in the cafeteria.
- Willful undermining of the ideals and policies of the school by word, pen, influence, or disseminating of atheistic ideas.
- Engaging in gambling.
- Attendance at places of questionable amusement may adversely affect the school community.

A student whose progress or conduct is unsatisfactory, or whose spirit is manifestly out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be dismissed at any time. Students who have been dismissed are required to make advance arrangements with the principal to visit the campus within the current school year.

Unacceptable Behaviors

The following behaviors will be considered most serious. Involvement in any such conduct will be subject to discipline up to and including suspension or expulsion:

- Unauthorized presence in areas designated for the opposite sex
- Use of drugs and alcohol
- Stealing
- Leaving campus without permission
- Transporting students without permission
- Sexual conduct or Inappropriate activity
- Possessing weapons, firearms, or explosives
- Being in unsupervised areas without permission
- Bullying
- Fighting

Social Conduct

Rationale: We believe that our bodies are “God’s temple”— 1 Cor. 6:19. Students are encouraged to develop social interactions appropriate for Christian young people, which will honor God. We believe He created us for relationships, which calls us to a higher standard than what society and culture may emulate. Developing exclusive relationships at a young age can be detrimental and diminishes broader social development. Because GSAA is a co-educational boarding school, specific limits are placed on the physical interaction between students. Non-physical relationships between students are emphasized. Non-intimate hugging (short duration) is allowed when students show maturity in their respect for time, place and appropriateness. Associations with students of the opposite sex should be in public areas at designated times.

The following guidelines are set forth to provide students and faculty with an understanding of what constitutes appropriate and inappropriate social behavior. Inappropriate public displays of affection include, but are not limited to: Students walking or sitting with arm(s) around each other; hand-holding; kissing; wrestling; cuddling; embracing; heads in laps; laying heads on another person’s shoulder or chest; caressing or massaging another person; running fingers through another person’s hair; hands touching other parts of the body or being concealed; being in the wrong place at the wrong time together. This is campus-wide and on all school trips.

Consequences: Students who engage in inappropriate physical contact will be addressed by staff members, who are given discretion to determine violations of the social policy. Students who violate this policy will be placed “on social,” a restriction of contact and any interaction for a period of one week (first offense). During this time, students are not to have contact or communicate with each other. This includes face to

face contact or written, electronic or verbal communication. Student cell phones may be confiscated during this time. Being placed on “social” also warrants parental notification. Due to the nature of an offense, Discipline Committee may impose other restrictions. Second offenses generally place a two week restriction of contact and interaction.

Appeal of Decision

Decisions made on campus are available for appeal and review. Appeals should be initiated by students to the principal in writing. Decisions will be reviewed by the school administration committee, on-campus committees, the Gem State Adventist Academy Operating Board, and the Idaho Conference administration. It is your right to appeal decisions. In the case of a decision made by an individual teacher, the decision may be appealed in person to the principal. In the case of policies or judgments rendered by a committee, an appeal may be made in person to the chairman of the committee or to the committee as a whole in writing. In the event that the conflict cannot be resolved at these levels, the issue may be appealed to the GSAA Operating Board. Every effort will be made by the GSAA administration to resolve conflicts at the lowest possible level.

Attendance Policy

Students are expected to make every effort to attend all classes.

Absences

- To receive semester credit, a student’s absences must not equal more than **13 Class Periods per individual class.**
 - **2 Class Periods** = 86 and 92 minute Block classes meeting Monday - Thursday
 - Recorded in Jupiter Ed as **A**
 - **1 Class Period** = 45 minute Daily classes meeting Monday – Thursday and all Friday classes
 - Recorded in Jupiter Ed as **AH**
 - **0 Class Period** = Students who miss class because of school related activities such as tours, trips, mission trips, and school functions
 - Recorded in Jupiter Ed as **AS**
- **1 absence** is recorded if a student misses more than 10 minutes of a 45-minute class period or between 11 to 20 minutes of an 86 or 92 minute block class period. **2 absences** are recorded after 20 minutes of an 86 minute block class period.
- Students absent due to school related activities are not counted as absent from any class periods they miss. They are technically *at school*. All other absences, such as a doctor’s appointments, illness, or family vacations, will count towards the **13 Class Periods**.

- A loss of semester credit in an individual class may occur if more than **13 Class Periods** are missed. The classroom teacher, in conjunction with the Curriculum Committee, will make the final determination.
- Students are expected to notify teachers and work supervisors in advance of planned absences including both school related absences and all other absences as listed above.
- A parent or dean must report unplanned absences to the school as early as possible.
- Attendance may be factored into the class grade as determined by the individual teacher; students and parents are encouraged to check *Jupiter Ed* to keep updated on current grades and attendance.
- Make-up work for missed classes is at the discretion of and according to the policy of each teacher.

Tardies

- A **Tardy** is recorded when a student arrives to class up to 10 minutes late, or has to leave class up to 10 minutes early.
- **Tardies** caused by staff members will not be recorded, but the student should bring a signed note for the next teacher from the teacher who caused the delay.
- **3 Tardies** in any one class = 1 absence; **6 Tardies** in any one class will be counted as **2 absences**. **Tardies** are counted toward the **13** absence limit for the semester.

College/University Visitation Policy

In addition to the University Days at Walla Walla University, GSAA students will be allowed two school days, during either the junior or senior year, without attendance penalty, to attend another college or university visitation event.

Mission Trip Policy

GSAA students will be allowed five school days (NPUC policy), without attendance penalty, to participate in a GSAA/Idaho Conference sponsored mission trip. Requests for other mission trips will be considered on a case-by-case basis.

Dress

Gem State Adventist Academy's dress code emphasizes Biblical standards of modesty (1 Timothy 2:9-10: "not chasing the latest fashions but doing something beautiful for God.", Romans 12:1-2: "Don't become so well-adjusted to your culture that you fit into it without even thinking"). Attire should be modest, clean, neat, non-distracting and appropriate for the setting and occasion. The design of the dress code is to teach grooming and wardrobe habits that contribute to good taste, natural attractiveness and the avoidance of undue attention.

These guidelines are applicable for both dormitory and community students. They will be enforced while the student is on campus, traveling in school transportation, or participating in any off campus school functions.

Classroom and General Campus

- Modest pants (no leggings) and shorts that are neat and clean with no holes or frayed edges. Bottoms should fit appropriately and not sag from, or cling to, the body. Shorts should be nearer to the knee in length.
- Modest tops that are neat, clean, with no holes and sleeves that come to the edge of the shoulders. Shirts should refrain from identifying with any group/subcultures that are not in harmony with GSAA's Christian principles or with any music group. Undergarments, midriiffs, rib cage, back, and cleavage are not to be exposed.
- Shoes or sandals must be worn.
- Jewelry, such as rings, bracelets, necklaces, earrings, chokers and gauges are not appropriate GSAA attire.
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- Jewelry, such as rings, bracelets, necklaces, earrings, chokers and gauges are not appropriate GSAA attire.
- Body art such as: Tattoos, brands, shaved designs and writing on one's clothes or body are not appropriate for GSAA.
- Head covering and hoods of any kind are not permitted in the administration building during school hours.
- No athletic wear in the classrooms during school hours.

Recreational

- Modest sportswear, appropriate support garments and athletic footwear. Sportswear should cover undergarments, midriiffs, rib cage, back and cleavage. Shorts should
- be nearer to mid-thigh in length. Spandex shorts or tights must be covered by school approved shorts. Non-marking athletic shoes are required in the gym at all times.
- Modest swimsuits with adequate lining and support are required when swimming.

***Boys:** Shorts that are nearer to knee in length and do not cling to the body.

***Girls:** One-piece swim suit or tankini that does not expose midriff when arms are raised.

Church

Girls

- A modest dress top paired with skirt/dress slacks or a dress. Dress shoes or dress sandals
- Slits and splits should be only two inches above the knee.
- Dresses and skirts should be nearer to knee in length.
- Sleeves should come to the edge of the shoulders.

Boys

- A modest suit or dress top paired with dress slacks/khakis. Dress shoes with dress socks.
- Dress tops can be a dress polo, dress shirt or dress sweater.
- Dress jeans with button down dress shirt and tie.

Formal

Girls

- Dresses or formal gowns are to be modest and in good taste. They should have modest front and back necklines and be of appropriate length.
- All banquet attire will be screened by the Banquet Dress Committee prior to each banquet.
- No sweetheart necklines.

Boys

- A modest suit or dress shirt and tie paired with dress slacks, dress socks and dress shoes.
- Suit jacket and sweaters are based on occasion.

Work

Each work supervisor will identify appropriate clothing to meet job specific conditions and safety requirements. OSHA requires that closed-toed shoes be worn during work hours in the areas of custodial, grounds, or food service.

Hair

Hair is to be well-groomed, clean, and styled in such a manner that it is out of the eyes and does not attract undue attention. Hair should be of a natural color and any highlights should be subtle.

Consequences for violating this policy:

First Violation

Student will be sent to the administration office, where the violation is logged and attire is changed immediately. If unable to change attire, student will be confined to the administration office and parents will be notified to bring appropriate attire or authorize student to go home to change.

Second Violation

Student will be sent to the administration office where the violation is logged and attire is confiscated. The student will be confined to the administration office and parents will be notified to bring appropriate attire or authorize student to go home to change.

Third Violation

Student will be sent to the administration office where the violation is logged and attire is confiscated. The student will be confined to the administration office and parents will be notified to bring appropriate attire. The third violation will be considered insubordination and will be referred to Administrative Committee for further disciplinary measures.

Unexcused tardies or absences will be recorded for time missed from class for any violation.

Day Student Guidelines

Day students must reside with a parent or legal guardian. Any exceptions must be approved by the GSAA Administration and renewed each year.

Students not residing in the dormitories are urged to take full advantage of all the opportunities provided by the school and to project an image consistent with the standards and principles of GSAA and the Seventh-day Adventist Church.

Day students occasionally wishing to stay overnight in the dorm must make arrangements with the appropriate dean. The overnight guest fee is \$30.00 per night and includes meals in the cafeteria.

Day students that drive to school must complete the Driver and Vehicle Registration form before they initially begin driving to school. A certificate of liability insurance must be presented showing that the student is insured. Cars are to be parked only in the North parking lot.

When an off-campus school activity takes place closer to the day student's home than to the school, the student may obtain permission to drive to the activity. A permission form, which is available on the GSAA website, or in the administrative office, must be signed by the parents, approved by administration, and handed in prior to the activity.

Day students that transport dormitory residents on or off campus without permission will forfeit driving privileges and be subject to serious disciplinary action. All student vehicles should be locked and unattended while on campus. GSAA motorized vehicle policies apply year round including the weekends. Vehicles are not to be driven on the lawns, playing fields, sidewalks, farm land, etc. without permission. GSAA cannot accept responsibility for liability damage to vehicles while on campus or traveling to or from campus. Careless driving or disregarding policies concerning student vehicles may bring withdrawal of driving privileges.

In compliance with NPUC policy GSAA is considered a Closed Campus. Should students need to leave campus during their academic day, parental permission and prior notification must be made to the Administrative Office. Students will then be allowed to leave and return to campus during the school day without additional passengers. A student may leave campus alone and in his own vehicle when his academic day is finished.

Dormitory Policy for Campus Leave

Day Leaves

Dormitory students may leave campus for the day with a parent. Both the student and the parent must personally contact the dean before the student leaves campus.

Dormitory students may leave campus for the day with an individual other than parent/legal guardian only with a written invitation from the individual transporting the student and direct communication (a note or phone call) from the parent to the dean. If the individual transporting the student is under the age of 21, written and verbal confirmation is required. (Written approval may be left on file in the dean's office.) The dean will specify the return time and the student will sign out. At no time is a dormitory student to leave campus with a day student for a day leave. Dormitory students may go home for the day by themselves after personally contacting the dean. The dean must have written permission from the parent. (A phone call from the parent may substitute, with a note accompanying the student upon return.) The day trip ends at the

scheduled starting time for the evening program or 7:45 p.m., whichever comes first. Students wishing to stay later should take an overnight leave.

Overnight Leaves

Dormitory students planning to be out of the dorm overnight for any reason must complete the following before leaving:

- **Overnight Leaves to Home -**
The student must submit to the dean's office, by 10 p.m. Thursday evening, a completed overnight leave slip. The dean may contact the parents for verification. After 10 p.m. on Thursday, leave slips must be given to the dean personally and parents must contact the dean personally or by phone. Upon leaving, the student must sign out at the desk.
- **Overnight Leaves to Other Than Home -**
A written invitation from the inviting parents must accompany the leave slip by Thursday at 10 p.m. Both sets of parents may be contacted by the dean. A call from the parents will be accepted for leave with a close relative: grandparents, uncle/aunt, brother/sister over 21 years of age. Parents may leave on file in the dean's office the names of individuals with whom their child has permission to stay overnight in case they cannot be reached. If there is no permission on file in the dean's office for requests received after 10 p.m. on Thursday, leave slips must be given to the dean personally and both sets of parents must be contacted for the overnight leave to be granted.

Medications

Parents/guardians may grant permission for and authorize school personnel to administer non-prescription and/or prescription medication during school hours, while the student is engaged in school activities, or is a resident on campus. Parent/guardian permission is specified on the **Medication Consent** form which is a required document to be completed through the online admission/registration process.

Counseling Services

In order to maximize personal, emotional, psychological, and spiritual well-being of students, the Gem State Adventist Academy Operating Board has adopted the following policy to assist with the positive development of student interaction on the GSAA campus.

Display of aggressive behavior, injury to others, or self-harm may result in suspension of the student from the school until a counselor or trained professional has made an appropriate evaluation that has been accepted by the administration.

A professionally administered evaluation with a suggested follow-up program must be obtained by the parent(s) of the student. This evaluation must be undertaken with the knowledge of the school administration, student, and family.

The evaluator must be given full cooperation in order to establish a positive program for the student.

Recurrence of initial behavior may warrant a student's required withdrawal from school. The above guidelines must be met in order to maintain satisfactory citizenship and attendance at Gem State Adventist Academy. The evaluator must keep the administrator and the deans informed concerning all significant developments in relation to the student's progress.

Substance Abuse Policy

A Statement of Policy

Gem State Adventist Academy considers a student's participation in or involvement with drugs or substance abuse an extremely serious matter. In order to protect students, their reputations, and their welfare, the following guidelines will be applied when questions concerning drug and substance abuse arise.

Students Involved with Substance Abuse

Students who have been involved with illegal drugs or substance abuse within the preceding 12 months shall be subject to random drug screening as deemed necessary by the school administration. The cost for such screening will be the responsibility of the student or his/her parent(s).

Students Associated with Drug Abuse Involvement

Students who are present when drug or substance abuse takes place shall be subject to drug screening as deemed necessary by the school administration. The cost for such screening shall be the responsibility of the student or his/her parent(s) when the results prove positive. The cost for such screening will be the responsibility of the school when the results prove negative.

Failure to Submit to Testing

A student's failure or refusal to take a required drug screening test within 1–2 hours of request will result in the assumption of a positive test. This can result in dismissal from school.

Nature and Results of Testing

A student may be retained at GSAA following an approved counseling evaluation from an approved agency provided all parties agree to follow the suggested treatment program. As long as the student maintains the program, his/her enrollment will continue. Should the student choose to terminate treatment, he/she will be dismissed from school.

Over-the-Counter Drugs

Abuse of over-the-counter drugs and prescription drugs, as well as inhalants, shall be subject to testing and/or discipline.

Harassment & Offensive Conduct

GSAA promotes a school climate that encourages respect for each person. Mutual respect is essential to promote a sense of community and to encourage one another. Words, looks, or acts that devalue another are detrimental to achieving the mission of the school. 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 which is or can be interpreted to be of a sexual nature. Involvement in any such conduct is prohibited.

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 discipline up to and including suspension or expulsion.

Sexual Harassment

No one should 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 Gem State 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 is not limited to: unwelcome or offensive sex oriented comments (e.g., kidding, teasing, joking, degrading, or sexual comments); requests or pressure for sexual activity; unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.); 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.

Involvement in any such conduct is prohibited. Students who sexually harass others are subject to discipline up to and including expulsion. Employees who engage in sexual harassment are subject to discipline up to and including termination. Discipline shall fit the conduct and age of the offender. Progressive discipline shall be used unless the first offense is of a more serious nature.

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, principal, or dormitory dean as soon as possible.
- The harassment complaint will be kept in confidence, except as necessary to investigate or rectify the matter.

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 immediately reported to the proper authorities in accordance with law.

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, conclusions, and appropriate disciplinary actions, if any.

GSAA prohibits retaliation against those reporting harassment or offensive conduct. Anyone who believes they have been subjected to retaliation should report the conduct to the principal, vice-principal or Idaho Conference Education Superintendent.

Electronic Devices

Gem State Adventist Academy recognizes that electronic devices are an important part of our everyday world and are increasingly being used. The GSAA electronic devices policy encourages a balanced use of technology and emphasizes responsibility, personal integrity, etiquette, and common courtesy. Access and use of electronic devices is a privilege, not a right. GSAA allows the use of personal and school devices in the following contexts:

- **Educational:**
Devices are to be used to enhance the educational experience. If a device is used to hinder the education or worship process, such as texting, watching videos, gaming, etc.; then the device may be confiscated and/or access to school devices restricted. Use of devices in the classroom is at the discretion of the teacher.
- **Moral:** Devices are to be used in accordance with Christian morals and values. Device content and usage should be in harmony with Philippians 4:8 which directs us to fill our minds with things that are true, honest, noble, pure, lovely, virtuous and worthy of respect. If a device is used to bully or haze, download or upload unethical/inappropriate content (i.e. sexting, pirating), view/play inappropriate content (i.e. vulgar/explicit media), or if use is out of control (i.e. excessive gaming, binge watching), then the device may be confiscated and/or access to school devices restricted.
- **Legal:** Devices are to be used in accordance with all laws and school rules. Use of a device in an illegal manner may result in the confiscation of the device and/or restricted access to school devices, and law enforcement may become involved.
- **Location:** Devices are to be used in accordance with the concept of appropriate time and place. The following describes appropriate and inappropriate times and places of use:
 - Electronic devices may be used on school sponsored trips at the discretion of the sponsor.
 - Electronic devices may be used in the dormitory in accordance with dormitory policies and at the discretion of the Dean.
 - Electronic devices may be used during work within compliance of all OSHA requirements and at the discretion of the work supervisor.

- Electronic devices may be used in the GSAA fitness center when headphones are utilized.
- Electronic devices may be used in the library in accordance with library policies.
- Inside the Administration building during the academic day, devices should be silenced and stored. (i.e. pocket, backpack)

When a breach of this policy results in a confiscation the following will occur:

Every Violation: Device will be confiscated and student will be notified that its use was out of harmony with GSAA policy. An email will be sent to student, parents/guardians and GSAA staff to log and/or communicate the incident. Device will be given to the Dean on duty.

1st Violation: Confiscation of the device(s) until the end of the academic day, or until the student returns home, whichever comes first.

2nd Violation: Confiscation of the device(s) for two days. Student may collect the device(s) when the second academic day is complete, or when student returns home, whichever comes first.

3rd Violation: Confiscation of the device(s) and the length of confiscation will be determined by the Administrative Committee. A \$25 fine may be imposed.

Headphones/Earphones/Earbuds

Headphones must be used for all audio, unless otherwise instructed. Headphones are not to be worn in the administration building during academic hours (see “Electronic Devices” for approved exceptions).

Films & Videos

All entertainment films, videos, and DVDs must be approved by the GSAA event sponsor prior to showing. Educational films, videos, and DVDs shown in the class are the responsibility of the classroom teacher.

Transportation Seating

During all school transportation, students and guests will ride in same sex seating. While genders may be interspersed throughout the vehicle, seats and benches are to be shared by same gender.

Announcements & Notifications

Weather Related School Closure

In the event of severe winter weather conditions, day students should follow all reasonable precautions and not drive to school on unsafe roads. Parents and students will receive messages on their cell phones and emails stating modified start times or school closures, should this occur. This information is distributed through our automated notification system.

Web Based Communication

The school's website is regularly updated to communicate general school information, announcements, and calendar changes as well as with pictures of school activities.

The website is: www.gemstate.org.

Gem State Adventist Academy has contracted with the web-based SIS (School Information System), Jupiter Ed. At the beginning of the school year, parents will be provided login & password access to view student grades. Teachers will update grades at least once each week.