

Glenview Adventist Academy Handbook

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Faculty

| | | | |
|-----------------------|---------------------|--|--|
| Principal | Brian Allison, BS | 6 th -8 th Grade | Ed Eberhardt, BS History, Science, STEM |
| Kindergarten/TK | Andrea Howard, MA | | Cody Blake, BS Math, Language Arts |
| 1 st Grade | Susana Alderete, BA | | Eddie Turner, MA Religion/Campus Chaplain |
| 2 nd Grade | Arlene Merginio, BS | School Board Chair | Gary Venden |
| 3 rd Grade | Karen Romero, MA | | |
| 4 th Grade | Kelle Leach, BA | | |
| 5 th Grade | Sheri Lire, MA | | |

Support Staff

| | |
|-----------------|---|
| Office Manager | Bassty Mota |
| STO/Development | Carol Ramirez |
| Accountant | Rebeca Lopez |
| Teacher Aides | Erica Vance (grades 6-8) Jessica Gastelum (TK) |

Mission Statement

Honoring our rich and diverse community, developing independent learners into Christ-centered leaders.

GAA History

Glenview Adventist Academy (GAA) opened its doors in 1936, as an eight-grade elementary school.

The purpose of the school has always been to offer the highest quality education possible to the young people who attend GAA, training and encouraging them to become church and community leaders.

Throughout GAA's history, it has continued to improve the quality of the education it provides. In recent years, instruction has begun in new areas, while emphasis has continued to be strong in the core subjects. Underlying all

learning is a strong emphasis on Bible study, Christian growth and character development.

Among the graduates and former students of GAA are numerous successful ministers, doctors, teachers, dentists, nurses, businessmen and women and many outstanding leaders in all walks of life.

Accessibility

Because GAA does not have the resources (e.g., personnel, facilities, equipment) to meet the needs of some disabled children, consultation among parents, teachers and the principal must occur prior to admittance. Within its ability to serve, the school will cooperate with parents and other agencies in seeking to provide solutions for the specific needs of all children.

Accreditation

GAA is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, which is a recognized member of the National Council of Private School Accreditation.

Non-Discrimination

GAA admits students of any race, sex, handicap and national or ethnic origin to all the rights, privileges,

programs and activities generally accorded to students in GAA. It does not discriminate in the administration of its educational policies, its student programs or any other of its GAA-administered activities except as specified in the “accessibility” previously stated.

Objectives

Academic:

1. To foster high standards of academic achievement while still considering the individual.
2. To make learning meaningful and practical while pointing to our Creator as the source of wisdom and knowledge.
3. To provide a rigorous and relevant curriculum.
4. To develop habits of accuracy, critical thinking, resourcefulness and a practical application of knowledge.
5. To personalize the teaching/learning environment in a manner designed to help each student maximize his/her spiritual, mental, physical, social and cultural talents.

Balance:

1. To maintain appropriate spiritual, mental, physical and social balance in curricular and extracurricular endeavors, and to teach students the importance of such balance in their own lives.

Civic:

1. To inspire love and loyalty for their country and respect for recognized authority.
2. To nurture cooperation and interaction with the local community and/or civic agencies.

Communication:

1. To keep parents and area SDA churches informed of current events and programs at GAA.
2. To keep parents and area SDA churches informed of current research in education and educational trends.

Cultural:

1. To encourage appreciation, acceptance and respect for all people groups.

Financial:

1. To continue to nurture a fund to help students in need of financial assistance.
2. To operate with a balanced budget.

Integrate Home, School and Church:

1. To promote and develop the family atmosphere of GAA.
2. To promote and develop opportunities for parental contact.
3. To encourage involvement of parents and area SDA church members.
4. To encourage and cultivate involvement of the GAA students in the Adventist Church.

- a. To integrate the services of the pastoral staff
- b. To cultivate and communicate a genuine “church school” environment
- c. To provide opportunities for students to develop leadership skills and encourage their use in the church

Physical:

1. To learn to live healthy lives, remembering that our bodies are the temples of God.
2. To promote the understanding and practice of the principles of healthful living.

Physical Plant:

1. To have a safe, attractive physical plant.

Service:

1. To provide opportunity for service.
2. To share in the development of young people who will be dedicated to serving their God and their fellow men.
3. To teach the pleasures, privileges and blessing of service to others, and engage in activities designed to foster acceptance of these principles, i.e.:
 - a. Bible Labs (community service)
 - b. Programs (musical and other types of presentations for the community)
4. To continue to evaluate ways of providing services and programs sensitive to the needs of the church family and the community.

Social:

1. To practice the golden rule in our interactions with others.
2. To develop in our student’s thoughtfulness, kindness and the ability to think of others first.
3. To develop a well-rounded personality and refined social skills.

Spiritual:

1. To show students that the best way to lead is by example, as Jesus did.
2. To lead students to develop a relationship with Christ.
3. To lead students to a knowledge and love of God.
4. To develop respect and reverence for the Bible.
5. To assist parents in the formation of Christ-like characters in their children.
6. To foster qualities of Christian character: respect, reverence, responsibility, commitment, integrity and concern for others.
7. To assist parents and the church in their work of guiding a student into an active Christian experience.
8. To invite students, on a personal basis, to experience conversion and the growing relationship with Jesus Christ that such conversion entails and provide opportunities for students to individually and

collectively reaffirm and strengthen their commitments to Christ.

9. To promote, via all aspects of the school program, the unique “way of life” espoused by the Seventh-day Adventist church, including its philosophy, mission, doctrines, structure and fellowship.

Summary:

To enlist and encourage the full support and cooperation of all church and school constituents in development and maintenance of a school program designed to effectively achieve the preceding objectives.

Admissions

Academic Records

The parent/guardian will be expected to give approval for the pupil’s cumulative records to be transferred from the previously attended school to GAA. The appropriate form is provided in the registration packet and is also available on the school’s web site.

Admission Committee

An admission committee, comprised of staff and administration, will meet to review applicants. Early application is recommended. Acceptance is communicated when you receive a letter of acceptance.

Admission Status

New students admitted are on new-student probation for their initial nine weeks. At the conclusion of the nine

weeks, the student attains regular enrollment status unless otherwise notified.

Grade Placement

The school reserves the right to give entrance and qualifying (grade placement) tests to any student. The results of such tests, along with the student’s former school records, will help to provide the information needed to place the student in the grade where they will have the greatest opportunity for success.

Pupils presenting credit from a non-accredited school or home school may be admitted, subject to the successful completion of a placement examination.

1. Kindergarten students must be five years of age on or before September 1.
2. First Grade students must be six years of age on or before September 1 or have finished a full year of kindergarten at an accredited school.
3. All new students entering Kindergarten or First Grade may be given an assessment test.

Qualifications

GAA is open to young people who desire a Christian education. Students who apply for admission are expected to support the unique purposes, philosophy and objectives of the school and live in harmony with its principles.

Requirements

All grades:

- All new students must submit:
 - a. Birth certificate
 - b. Proof of physical examination
 - c. Certificate of immunizations
 - d. Official transcript from previous school
- All returning applicants will be given consideration first; all other applicants will be taken on a first-come basis.

Kindergarten

- Kindergarten students must be five years of age on or before September 1.
- All new students entering Kindergarten may be given an assessment test.

First Grade

- First Grade students must be six years of age on or before September 1.
- All new students entering the first grade may be given an assessment test.

Seventh-day Adventist Church Standards

Basic to all the above admission requirements is that pupils respect the Word of God, maintain a reverent attitude toward that which is spiritual and conduct themselves in harmony with the standards of the Seventh-day Adventist Church.

Unpaid Accounts

Students having an unpaid account at GAA or another school are not admitted until a letter of financial clearance from the other school or an agreed upon payment plan with GAA takes place.

Attendance Policy

GAA is bound by the laws of Arizona to maintain regular class attendance records. Every absence requires a note from the parents the day the student returns to school. Excuses must contain the student name, date and reason for absence and parent/guardian signature.

Medical appointments, illness or death in the immediate family are considered excused absences. Other emergency reasons may be acceptable if a note of explanation is submitted to the office. Five or more unexcused absences are considered truant according to state law and may be reported to the local Board of Education. Students with excessive absences may be hindered in their educational experience.

No student will be allowed to leave the school grounds without the expressed written consent from their parent/guardian.

Tardiness

School begins promptly at 8:00 am, at which time attendance will be taken in each classroom. Tardiness will be excused for the following reasons:

1. Medical reasons (i.e., doctor's appointment)

2. Severe weather/traffic conditions

When a student accumulates excessive (10 or more) unexcused tardies in a quarter, a notification will be sent to the parents.

Pre-arranged Absences

The pre-arranged absence process is as follows:

1. Parents/Guardians must provide to the office a signed request in writing explaining why classes will be missed and the date/time for leaving and returning to school.
2. All requests should be submitted two weeks prior to the anticipated absence.
3. All requests must be approved by the principal BEFORE going to teacher(s) for assignments.
4. Teachers must see signed approval before they will give any assignments ahead of time.

Before-/After-School Care

Students can be dropped off at school no earlier than 7:00 am for early morning supervision.

Students not picked up by 3:30 pm will be checked in with the After-school-care Supervisor.

Charges for After-school Care for Monday–Thursday are as follows:

- 3:30 pm – 6:00 pm - \$1.25 for every ¼ hour increment, or any part thereof

- 6:00 pm or later - \$2.50 for every ¼ hour increment, or any part thereof

Charges for After-school Care for Friday or ½ days are as follows:

- 12:30 pm – 4:30 pm – \$1:25 for every ¼ hour increment, or any part thereof
- 4:30 pm or later - \$2:50 for every ¼ hour increment, or any part thereof

Dress Code

School uniforms must be worn unless specified by the school administration.

GAA expectations in student dress and appearance apply to all on- and off-campus school-sponsored events, including before- and/or after-school care.

Guidelines:

1. Pants must fit properly at the waist, not be saggy in the seat and not dragging on the floor.
2. Shirts must be long enough to be tucked in.
3. Shorts, skirts and skorts are to be modest while sitting and should be not shorter than 2 inches above the knee.
4. Shoes are always to be worn. Sandals and flip-flops are not acceptable.
5. Hair should be well groomed and neatly styled. Refrain from extremes in style trends. Coloring

of hair should be limited and should be a natural color.

6. Hats, bandanas, scarves and other head coverings are not to be worn in the school building.
7. Friday dress may be jeans and a school or AZ conference-issued t-shirt.
8. Any clothing, jewelry, word/graphics on clothing, unwashed clothing or grooming that may threaten the health or safety of students and/or interfere with the learning process or school climate or others is not allowed.
9. Enforcement of the dress code is left to the interpretation and discretion of the administration. Exceptions to the policy may be requested from the administration for certain occasions.

Field Trips

Field trips are part of the educational experience at GAA.

All field trips will require a specific permission slip for the student that needs to be signed before the trip takes place. Students without specific permission slips will not be permitted to accompany the class on these field trips. Signed permission slips may be faxed or scanned to the office; the school cannot accept telephoned permission. The teacher will provide advance notice of all field trips to parents/guardians. Field trips for students are covered by their tuition. Parents/guardians acting as chaperones will need to pay the field trip cost. The teacher will notify the

parent/guardian in advance so that they can plan and facilitate.

Additional adult supervision may be needed on field trips. If you would be able to accompany your child's class on trips and serve as a chaperone, please let the classroom teacher know. Chaperones must have a current certificate from "Verified Volunteers" on file at the office. **It is a voted action by the GAA school board that parent chaperones do not bring other children on field trips.** Chaperones serve best when their focus is on the classroom students.

Financial

Discipline Charges

Damage to School Property

Normal wear is expected on library books, school textbooks, PE equipment, restroom stalls, desks, lockers etc. that are provided for the students' use. Students damaging school property due to carelessness, neglect or vandalism will be charged for the replacement and/or repairs.

Fire Safety Violation

Any violation of fire safety (such as but not limited to setting off fire alarms, discharging fire extinguishers or tampering with smoke or heat detectors) will result in a minimum fine of \$100 and could result in additional discipline.

Grades, Diplomas and Transfer of Records

Accounts must be paid in full for students to receive report cards, have their records sent to another school or receive their diploma. The GAA Finance Committee will address any exceptions to this policy on an individual basis.

Withdrawing Students

Students who withdraw during the school year will be charged according to the number of days they were enrolled.

Please notify the office several days before the actual withdrawal date. There is a withdrawal form that must be completed, and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of records and grades.

Tuition

Cost of attending GAA: grades TK–4 \$5200 per school year, grades 5–8 \$5300 per school year. This is broken down into 10 equal monthly payments. There are numerous scholarships available, as well as worthy student funds. **There is never a reason for finances to be a hindrance in attending GAA.** Please check with the principal to discuss your options.

Fees

Field Trip Fees

Field trip fees for students is covered in their tuition cost. Parents who wish to accompany us must pay the cost for the field trip. Teachers will provide this information for each field trip.

Registration Fee

Each student is required to pay a registration fee (covers book rental, insurance and misc. school and classroom supplies). The registration fee is due at or before the time the student registers.

The registration fee will be returned only if enrollment in GAA is denied.

Glenview Select

Glenview Select is a special group of 5th through 8th graders that represent GAA as a traveling voice and bell choir. The fee for Select is \$150 per year.

School Supplies

Bibles

Students will be using Bibles for Bible classes. 1st–4th grades use the Student New Living Translation; these will be provided by the school. All students grade 5–8 will need to have their own Bible. The NLT is recommended to match our Bible curriculum.

Supply Lists

GAA provides items for the classroom as part of your registration fee. Items like tissue, hand sanitizer and Lysol wipes are requested from each family for the year. A good rule of thumb is to bring 2 of each of these items to the classroom at “Get to Know the Teacher Night.”

Financial Assistance

There are numerous scholarships available to our families, as well as worthy student funds for those who do not

qualify. Please check with the principal to find out your options.

Graduation and Accounts

Eighth-grade students must have their accounts cleared by the school Finance Committee before receiving diplomas and final grades. Records are not issued or released until all school expenses are paid in full.

Late Registrants

Students entering at any time during the first charge period will pay tuition for the full period.

Students transferring from another school will be charged according to the number of days left in the school year.

Late registrants must pay a full registration fee.

Past Due Procedures

If a student's account becomes past due:

1. Anticipating that a student's account may become thirty days past due, it is the parent/guardian's responsibility to contact the Business Office and suggest suitable financial arrangements. The GAA Finance Committee will consider these arrangements. The treasurer or principal will communicate the decision of the Finance Committee to the parent/guardian.
2. If a student's account is 45 days or more past due and no satisfactory arrangements have been made, the Finance Committee, with prior authorization by

the GAA Board, may send the parent/guardian notice that the student will be suspended from school on a given date. If the parent/guardian's response or lack of response is unacceptable, the matter will be brought to the next GAA Board meeting to consider the student's dismissal from school.

Previous Balances

Previous balances from GAA must be cleared prior to the opening of school unless prior arrangements have been made and approved by the principal.

Previous balances from other schools must be paid or satisfactory payment arrangements made and communicated to GAA.

Payment Schedule

| | |
|-------------------|------------------|
| #1 August 15th | #6 January 15th |
| #2 September 15th | #7 February 15th |
| #3 October 15th | #8 March 15th |
| #4 November 15th | #9 April 15th |
| #5 December 15th | #10 May 15th |

If dates fall during the weekend, payment is due the following Monday.

Discounts

Family Discounts (for parents not receiving any scholarships or worthy student funds)

Families living under the same roof who have two or more children at the school are entitled to a 5% tuition discount for each student after the first.

Full-year Payments (for parents not receiving any scholarships or worthy student funds)

5% discount for full-year payment for each student.

Recruitment Incentive Discount (for parents not receiving full scholarship)

Recruiting students helps you and the school. For every new or former student (2 or more years removed) you recruit in grades K–8, your account for your currently enrolled student will be credited the last \$150 you owe the school for that school year.

Former student: means any student with a lapse of two or more years' attendance at GAA.

- Each recruited student must begin the school year in August and remain in attendance the entire year.
- Guardians of enrolling recruited students must declare recruiter's name at application time for the recruiter to be eligible for this credit. (Obtain a "Recruitment Incentive Discount" form from the GAA office or on our website.)

Academics

GAA is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, which is a recognized member of the National Council for Private School Accreditation.

The curriculum at GAA is developed by the North American Division of Seventh-day Adventists and implemented by the Education Departments of the Pacific Union Conference and the Arizona Conference of Seventh-day Adventists.

Acceleration/Retention

GAA considers acceleration or retention of a student on an individual basis according to the Arizona Conference Education Policy. The final decision will be made cooperatively by GAA, the parent/guardian and the Arizona Conference Department of Education.

Communication

Parent/Teacher Conferences

The faculty and administration welcome the opportunity to confer with parents concerning their student's welfare and progress. Parent teacher conferences take place at the end of the first. This allows parents to see progress that has been made during the first quarter of the year and gives opportunity to set individual goals for the second quarter. The second parent/teacher conference is scheduled in February on a "as-needed" basis. Parents are urged to meet these purposefully scheduled appointments.

GAA uses a SIS program for parents. This program is called Jupiter. As a parent, you will be sent an invitation from the school and will be able to set up an account. This will allow you to keep track of your child's progress as well as any communication from the school.

Grades K–5 also use a system we refer to as “Tuesday Folders,” which contain all the past work from your student as well as any announcements from your teachers.

Scheduling Appointments

If the need arises, parents may schedule appointments with their child’s teacher. Teachers are not available to counsel with parents between 7:30 am and 3:30 pm M–TH and 7:30 am and 12:45 pm on Fridays. Appointments must be scheduled outside of school hours. Please follow this procedure. If an appointment is needed with the principal, please call the office and make an appointment through the front office staff.

Curricular Objective

Aesthetic Development

Students are encouraged to develop appreciation and skills in the study of fine arts.

Basic Communication Skills

To serve God effectively in today’s world, there are certain essential skills to be gained in reading, speaking, writing, spelling, language and arithmetic. These fundamentals will be thoroughly taught to the students, giving them ample opportunity to apply these skills in active practice.

Balanced Education

In all the activities of the school curriculum, careful attention will be given to providing a balanced education.

Character Development

The development of the character is to be the central focus of all curriculum experiences. These experiences should inspire the student toward higher Christian living.

Concern for the Individual Student

Each student is a unique individual with God-given talents and capabilities that await development. Development of the full potential of each student, preparing them for a life of service to God and mankind, is the immediate challenge of the school. The individuality and creativity of each student will be protected within the framework of a well-organized and balanced curriculum.

Nature Study

Next to the study of the Bible is the study of the book of nature. Science, properly investigated, reveals a Master Designer who is constantly alert to our needs and happiness. As much as possible, the study of nature will be pursued in the living laboratory of the great outdoors.

Physical Education

Physical development will be obtained in work experiences, exercises and recreation. We do not encourage selfish rivalry or fierce competitive strife. A regular and adequate schedule of physical culture will be offered to provide for students’ optimum health and physical development.

Self-control and Self-reliance

Daily experiences in school should teach the students to think for themselves. They are presented with activities that encourage the development of self-control and self-reliance.

Student Assisting Student

Students are encouraged to assist each other in achieving educational excellence – the older students helping the

younger students and peers helping peers. A spirit of cooperation will be encouraged among the students rather than a spirit of competition.

Trust and Respect

Students and teachers will work and study in an atmosphere of mutual trust and respect. In such an atmosphere, students will be encouraged to reach their fullest potential.

Academic Probation

A student will be placed on academic probation when they receive an “F” on a report card or mid-term report. The student and their parent/guardian will be required to meet with the teacher(s) to develop an academic plan for grade improvement.

If the grade(s) is improved by the next grade report (grade card or mid-term), the student will be removed from academic probation.

Students on academic probation may not participate in non-academic field trips or extracurricular activities. Students on academic probation may not hold a class or other office.

Eighth Grade

The Arizona Conference Department of Education issues Diplomas or Certificates of Completion as recommended by GAA based on the academic achievement of the individual student.

Students on academic probation may not participate in the eighth-grade class trip.

Kindergarten/Transitional Kindergarten (TK)

GAA follows a curriculum developed by the North American Division of Seventh-day Adventists Education Department. This incorporates classroom activities and learning centers that help students develop physically, mentally, socially and spiritually and nurtures their natural curiosity and desire to learn.

Grades 1–8

Instructional course work is provided in the following areas:

| | |
|-----------------------------|----------------|
| Bible | Language Arts: |
| Mathematics | Reading |
| Science & Health | English |
| Social Studies | Spelling |
| Physical Education | Handwriting |
| Computer | |
| STEM (8 th only) | Music |

Homework and Daily Assignments

Most schoolwork is completed under the supervision of the teacher during school hours. Teachers, however, assign additional work to be done outside of school. Homework is viewed as one part of the teaching/learning process.

Homework provides an opportunity for students to practice good work habits and to learn to use time productively.

Internet

GAA is pleased to offer students access to a computer and the Internet. Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory or potentially offensive to some people. Access to the Internet and the World Wide Web is available as a privilege to students who accept the requirements of the Acceptable Use Policy.

To gain access, the legal parent/guardian and the student must sign the Acceptable Use Policy and return it to the office.

Report Cards

Report Cards are issued quarterly, and interim reports are sent as needed. Parents will be able to access their student's progress online using Jupiter. Information will be made available at the time of registration. Parent-Teacher-Student conferences are held at the end of the first and third quarters (as needed). Parents wishing to speak to their student's teacher during a non-scheduled time need to make arrangements with the individual teacher.

Promotion

A child will be promoted to the next grade if he/she has successfully completed the work necessary to continue into the next level.

If a student has not successfully completed the requirements for promotion to the next grade level based on performance in class and testing, a conference will be

held with the parent/guardian to determine what plans would be in the best interest of the student.

Standard and Specialized Testing

1. Certain standardized tests are given to all students enrolled at GAA without special permission from parents. These tests help the educators assess academic progress.
 - a. Iowa Test of Basic Skills (ITBS) is administered to students in grades 3–8
2. Teachers and/or parents may wish to seek individualized testing to determine whether additional services are needed to meet a child's educational needs. Teachers, in consultation with the parents and school administration, will send written assessments to the local ISD, and they will in turn contact the parent to proceed with the testing.

Student Records

1. Student cumulative records from previously attended schools will be sent to GAA upon the written request of the parent/guardian. The request form is a part of the registration packet and is available in the GAA office or online. Per Arizona state laws, schools must send records via fax or mail (either regular or Email). Records cannot be accepted or picked up by the parent/guardian.

2. Student records may be sent from GAA to another school if the student account is paid in full.
3. Those who have the right of access to the student cumulative record:
 - a. The administration
 - b. The teacher
 - c. The parent/guardian
 - d. Those assigned by the administration to keep the records

Glenview Select

Glenview Select is a special voice and bell choir comprised of 5th–8th grade students. They travel to area churches and take a weekend trip to California in the spring. Students involved in Select are expected to follow all school regulations. Grades and behavior will be monitored by the music director and the principal. Students not following the criteria will be removed from Select.

Student Conduct

Cell Phones

Cell phones are to remain off and keep put away while at school.

If cell phones (electronic equipment) are used without permission, the following steps will be taken:

The first offense: The electronic device will be confiscated by the teacher and may be returned at the end of the school day.

The second offense: The electronic device will be confiscated by the principal and the student will need to pick it up from the principal at the end of the school day.

The third offense: The electronic device will be confiscated by the principal; a parent will need to pick it up from the principal and the student will be placed on a behavioral probation that may result in removal from all extracurricular school activities.

Desks

Students are assigned a desk/locker. It is the student's responsibility to keep their desk/locker clean and orderly. The school is not responsible for money or valuable articles kept in desks/lockers.

Distractions

Items brought to school that cause a distraction will be confiscated and returned to the parent/guardian. This could include but is not limited to:

- CD's/DVD's/videos
- Skateboards/rollerblades
- Combat toys
- Electronics (phones, tablets)
- Games/software
- Laser pointers
- Large amounts of money
- Playing cards of any kind

Closed Campus

GAA operates under a closed-campus policy. Once a student arrives on campus, they may not leave unless they are participating in a school-sponsored trip or they are signed out by a previously approved adult.

Drug-Free Campus

GAA works in cooperation with the home, church and other segments of the community to help students remain free of all controlled substances, tobacco and alcohol.

Students are held responsible for thoroughly understanding the following Drug-Free Policy:

- Students who misuse non-prescription drugs will be disciplined and could be asked to withdraw from school.
- Students who possess controlled substances (such as marijuana, acid, speed, hashish, heroin, cocaine, crack etc.), drug paraphernalia, and tobacco in any form will be disciplined and could be asked to withdraw from school.
- Students who inhale the fumes of glue, tire patching compound, chemicals etc. will be disciplined and could be asked to withdraw from school.
- Students, their lockers or their belongings may be searched with at least two same-gender staff members present. If illegal drugs are found, law enforcement will be notified.

Electronic Equipment

Electronic equipment, such as but not limited to computers, tablets and electronic games, should not be brought to school or school functions except by special permission from administration. GAA is not responsible for the replacement of any or all electronic devices brought onto campus.

Field Trips

Parents/guardians sign an approval form that is provided by the teacher. Teachers will announce the field trips in advance.

Only students enrolled in GAA will participate in field trips for their specific grade. Parents that accompany the school group as chaperons may not bring the student's siblings or other children on the trip.

All chaperons must complete and have on file at GAA a certificate from "Verified Volunteers." A link is provided on the school website.

Fire Safety

Any violation of fire safety will result in a minimum fine of \$100 and other discipline.

Lockers Grades 6-8

Each student is responsible for the contents and neatness of their locker. Locks will be assigned by the school and will be the property of GAA.

Nothing is to be put on the outside of the lockers. Inside the lockers, students may hang items that are in good taste and that support the school's philosophy. However, only magnets or wall putty may be used to hang these items.

Teachers will ask students to remove any inappropriate materials. Magnetic locker mirrors or portable shelves are permitted. The school cannot be responsible for money or valuable articles kept in lockers.

The school maintains the right to inspect a student's locker, desk, backpack or other personal items brought to school at any time without prior notice.

Playground Rules

1. Playground supervisors will interpret which are safe and unsafe activities. Students are to obey ALL teachers and designated playground supervisors.
2. Throwing rocks, woodchips etc. is not permitted.
3. Climb only on areas intended for climbing.
4. Do not stand on or jump out of swings.
5. All balls should be used only in the areas designated. Baseballs (hardballs) are not permitted at school.

Programs

School programs provide an opportunity for students to share their talents and develop leadership skills. Programs also provide an opportunity for our school to express appreciation to parents and the community for their faithful support of our school.

During each school year there are a variety of programs offered, including music programs, school-sponsored

events, open house, exhibitions of student work, church services, plays etc.

Programs and performances are a vital part of the GAA curriculum. It is very important that students give their loyal support to their school and classmates by participating in what they have rehearsed. Should the need arise to be absent at such an event, it is expected that the parent will employ the courtesy of notifying the school and teacher in charge at least two weeks before the scheduled event.

Parents and students are encouraged to support the various school programs with their attendance. It means a great deal to the students to have their friends and family see them perform their special part.

Because each child's part is special, care must be taken to ensure that respect is demonstrated for each participant. The school administration reserves the right to take the necessary measures in order to assure that each child has an appropriate performing environment.

Property Rights

Each student is expected to respect the property rights of the school and of every member of the school family. A student is required to pay for damages they have done to the school or to someone else's property. Students should exercise the same care when using school property or supplies as if the article were their own.

The school takes no responsibility for books, clothing, money or other personal property on the school

grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus.

Pyrotechnics

The possession and use of fireworks, matches, lighters or similar materials is not permitted. Any violation of this may subject the student to state and local laws that govern their possession and use.

Recess

Fresh air and exercise are very important to a child's well-being. Therefore, all students will be expected to participate in physical education and recess time. Any request to have your child excused from P.E. or recess must be in writing; excuses for more than two days must be accompanied by a doctor's note.

Students are to play in their designated play areas under direct supervision. A playground supervisor must always be on duty.

Playground equipment is to be used in a safe manner, as determined by the teacher and administration.

Parents should ensure that during cold and rainy weather, their child wears appropriate clothing (coats, hats, gloves, boots etc.) to school. We follow the practice that all pupils go outdoors during recess (weather permitting) and should be clothed accordingly.

Rollerblades, Skates, Skateboards and Scooters

Students are not to use rollerblades, skates, skateboards or scooters on school property.

Telephone Calls

The school telephone is for school business. Student telephone use will be limited to emergency situations.

Students and teachers will not be called from their classes to answer the telephone. Emergency messages will be conveyed. Other messages will be placed in the teacher's mailbox.

Weapons

GAA is committed to maintaining a safe and secure school atmosphere. For this reason, weapons or other dangerous implements (or look-a-likes) may not be brought, retained, exchanged or in any fashion caused to be in the school or on the campus. This policy refers to firearms, any type of knife, explosives, implements of street or gang warfare, or any other items that threaten the school environment. Any items discovered anywhere in school, on school grounds or during any school event are subject to immediate confiscation by school or local law enforcement officers. The responsible individual will be subject to serious discipline and/or expulsion and any other consequences arising from the involvement of law enforcement officers.

Visitors

Adult Visitors

At GAA we purposefully try to create a friendly atmosphere where parents, family and friends can be a part of and, at

the same time, help us maintain an educational atmosphere.

Adult visitors (including parents) arriving during school hours who desire to leave an item or a message for a student should make the request known to the office personnel, who will see that the item or message is delivered properly and in a timely manner.

If you need to see a student face to face, work with the office personnel to minimize classroom interruption. All persons must sign in when entering the school and receive a visitor's pass. Those seen without a visitor's pass will be escorted back to the office to receive one.

Student Guest

Students may bring relatives or friends to school if the principal grants permission. Permission may be granted on a case-by-case basis for a one-day visit if requested, in writing at least 5 days in advance. Student guests will need to bring a lunch or lunch money with them.

Note: Guest passes will not be issued during test week, special events or the final week of classes.

Harassment

General Harassment

Statement

GAA is committed to providing a safe school environment that is free of general harassment for all.

Definition

Harassment is unwelcome written or verbal comments, threats, physical shoving/pushing and any other conduct that is offensive. It includes but is not limited to offensive pictures, graffiti, jokes and gestures, and may or may not be based on age, race, ethnicity, or disability.

Reporting

Anyone who has experienced harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student or adult should report directly to the principal or another responsible adult.

Consequences

Individuals who harass others are subject to discipline up to and including expulsion/termination.

Sexual Harassment

Statement

GAA is committed to providing a school environment free from sexual harassment for all. Incidents of harassment should be reported in accordance with these procedures, so school authorities may take appropriate action.

Definition

Sexual harassment is unwelcome sexual advances or requests and other offensive conduct of a sexual nature. It can be spoken, written or physical behavior. It includes but is not limited to offensive pictures, graffiti, jokes and gestures.

The target of the harassment and the perpetrator do not have to agree about what is happening. Sexual harassment is subjective. Harassment can be a one-time incident, or it may consist of multiple occurrences. Some examples:

Touching or manipulating body parts; being forced to kiss someone or coerced to do something sexual; making suggestive or sexual gestures, looks, comments or other noises; spreading sexual rumors or making sexual propositions and pulling off another's clothes or your own.

It is also sexual harassment if submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student or

adult should report directly to the principal or another responsible adult.

Consequences

Individuals who sexually harass others are subject to discipline up to and including expulsion/termination.

Sexual Relations

GAA will not tolerate any student's involvement in sexual activities. Such activity will be subject to actions of the Administration and board. The student(s) involved will be subject to dismissal.

Parent/Teacher Reconciliation

On occasion problems may arise between parents and teachers. The following reconciliation process is GAA's procedure for handling these issues and is based on Matthew 18 & 1 Corinthians 6:

- Step One: The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.
- Step Two: If the problem is not resolved, the parent should speak with the principal and have the problem expressed in written form.

Step Three: If the problem is still not resolved, the parent may request a meeting to be scheduled with the teacher and principal.

Step Four: If the problem is not yet resolved, the parent may contact the principal to make an appointment to appear before the School Board.

Step Five: If the problem is not resolved by the School Board, the parent may then contact the Arizona Conference of Seventh-day Adventist's Superintendent of Education and explain the problem in writing.

Step Six: If a parent is not satisfied with the results of the preceding steps, the matter may be referred to the AZ Conference K-12 Board of Education.