

GRAND RAPIDS



ADVENTIST ACADEMY

STUDENT HANDBOOK

Educating for Life and Eternity

2018-2019

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Grand Rapids, MI 49546

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ABOUT US

School History

Christian education has been important to the Adventists of Grand Rapids since 1904 when Cyrus Clark set up a tent in his backyard to serve as the first school that is now known as GRAND RAPIDS ADVENTIST ACADEMY.

Over the years, the Lord blessed the commitment of these dedicated Christians by leading them to a new location each time they outgrew the previous one.



The Lord has continued to bless His school as the Grand Rapids Adventists have continued to be faithful to Him and the children entrusted to them.

In 1980 when they outgrew the Alger school, the faithful leaders bought an old public school building on Oakleigh, the school's current location. Some felt it was too big at the time, but the price was right; and there was property to expand if needed, and that it did. The faithful Christians started envisioning a full day academy in Grand Rapids. That dream took 50 years to realize, but since the turn of the century things have taken place to make it happen:

- 2003:** K-10 Grand Rapids Junior Academy (GRJA) added 11th grade using Griggs University as registrar.
- 2004:** GRJA added 12th grade using Battle Creek as its registrar, while going through the process of becoming a full NAD approved senior academy.
- 2005:** GRJA changed its name to GRAND RAPIDS ADVENTIST ACADEMY (GRAA).
- 2008 Spring:** GRAND RAPIDS ADVENTIST ACADEMY broke ground on the High School addition to the original building.
- 2008 Fall:** Students and high school staff moved into the new building.
- 2009:** GRAND RAPIDS ADVENTIST ACADEMY received NAD approval.
- 2009-2010:** GRAND RAPIDS ADVENTIST ACADEMY enjoyed its first school year operating as a fully accredited senior day academy.
- 2011:** GRAND RAPIDS ADVENTIST ACADEMY graduated its first senior class under the new Michigan state graduation requirements as well as the NAD denominational requirements.
- 2013:** GRAND RAPIDS ADVENTIST ACADEMY had its first full-scale NAD accreditation evaluation as a 12 grade school.

ABOUT US

Our Mission Statement

GRAND RAPIDS ADVENTIST ACADEMY is a K-12 day academy that serves the greater West Michigan area. By integrating historic Adventist Bible teachings into all academic areas, the staff endeavors to lead young people into a personal relationship with Jesus Christ while instilling an appreciation of the Adventist lifestyle and preparing them for a life of service here on earth.

The mission is summed up by the motto that appears in the official seal of the academy: **“Educating for Life and Eternity.”**

Our Authorization

GRAND RAPIDS ADVENTIST ACADEMY is accredited by the Lake Union Conference and North American Division of SDA, a member of the National Council for Private School Accreditation, Middle States Association of Colleges and Schools, and approved by the State of Michigan.

GRAND RAPIDS ADVENTIST ACADEMY’S teaching staff is required to meet NAD Denominational Certification and State Teacher Certification Requirements.

GRAND RAPIDS ADVENTIST ACADEMY is operated by the authority of the Michigan Conference of Seventh-day Adventists and sponsored by the following four (4) Grand Rapids Constituent SDA churches:

Grand Rapids Central SDA Church.....	100 Sheldon Blvd SE, Grand Rapids
Grand Rapids Spanish Maranatha	168 Banner SW, Grand Rapids
Rogers Heights Spanish SDA Church.....	3025 Michael Ave SW, Wyoming
Wyoming SDA Church	2580 44th Street SW, Wyoming
Three Angels Fellowship.....	5439 Kies St NE, Rockford

Our Spiritual Goals

- To present Jesus Christ as a personal Savior whom youth can know and relate to on a personal level
- To teach values such as honesty, forgiveness, kindness, respect, and cooperation
- To foster a desire to serve others
- To teach Bible truths such as:

⌘ *Sabbath*

⌘ *Redeeming Grace*

⌘ *Gospel Commission*

⌘ *Creation Week*

⌘ *Healthful Living*

⌘ *Stewardship*

⌘ *Jesus, Divine Son of God*

⌘ *Atonement*

⌘ *Resurrection*

⌘ *Prophetic Guidance*

⌘ *Jesus’ Second Coming*

ADMISSIONS

GRAND RAPIDS ADVENTIST ACADEMY welcomes young people who desire a Christian education and agree to abide by guidelines set by the school. GRAA has a non-discrimination policy for admittance. Students are formally accepted by action of the school board.

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs.

- **Students must reside with one or both parents or a legal guardian.**
- **Online (through RenWeb) or Written Application** is required by the school board for each new student.
- **All Applicants** must be of sufficient mental maturity to adjust to the demands of school life.
- **Kindergarten Applicants** must be five (5) years of age by December 1 of the year enrolling. For the child's success, it is recommended that parents consider waiting a year to enroll their child if the child's fifth birthday is not before August 1.
- **New First Grade Applicants** must be six (6) years of age by December 1 of the year enrolling.
- **Grade Placement for New Students** will be based on the child's achievement tests and report cards in their cumulative record folder from the previous school. If records are not received by Friday before school begins, the student will have to take an achievement test administered by the GRAA before the first day of school. Home School students will also be required to take the school test. The school will determine placement of the student based on the testing before the student is allowed to attend class.
- **New students unable to speak English** will be required to enroll in the grade they have just finished. An official record of age must be submitted to GRAA before the student may attend classes. Once the student has demonstrated sufficient understanding to be able to succeed, he/she may be allowed to advance to the next grade.
- **GRAA has limited access to special education support.** For the success of the student with extreme special needs, the school will recommend the student attend a school with those services so he/she may succeed.
- **Online (through RenWeb) or Written Enrollment** is required by the school board for **all new and returning students** before they are considered registered for the year. Forms for written enrollment are available in the office or online.
- **Enrollment status** will be determined by the completion of all necessary forms, or appropriate arrangements made. All students are under probationary status until the enrollment and financial process is complete, which includes the \$100 per family enrollment fee; and until the school board accepts them as fully enrolled as regular students.

Health Requirements

Physicals and Updated Immunization Records are required for

1. Kindergarten Eye exam and hearing screening are also required
2. Grade 1 Students entering school for the first time
3. Grade 7 Immunization records will also be reviewed

ADMISSIONS

Physical health forms need to be completed by the family physician and returned to the school office. Parents are advised to care for this during the summer. Those who are not up-to-date on their immunizations by November of the current school year, are subject to exclusion from school.

State of Michigan Health Department Regulations

- **New students** must have original (not a copy) immunization records or a doctor verified schedule **before entering school.**
- **All student** immunizations must be up-to-date and verified by the Kent County Public Health Department or your family doctor.
- If immunization is against your beliefs, you may sign an exemption waiver form.

Required Immunizations

Immunization requirements change regularly, so please check with your doctor for the latest requirements. At the printing of this handbook, the required immunizations are as follows:

- Diphtheria
- Tetanus
- Pertussin
- Polio
- Measles Mumps Rubella
- Hepatitis B
- Meningococcal
- Varicella



Communicable Diseases

Exclusion from school is required by the Michigan Department of Health for the following communicable & infectious skin diseases:

- Chicken Pox
- Diphtheria
- German measles
- Head Lice
- Impetigo
- Mono
- Mumps
- Pinkeye
- Polio
- Red Measles
- Ringworm
- Scabies
- Scarletina
- Scarlet Fever
- Strep
- Tuberculosis
- Whooping Cough

ADMISSIONS

Please report these illnesses to the school immediately so we can alert other families in your child's class to watch for that communicable disease.

Pediculosis (Head Lice)

Students who are found to have head lice will be sent home. They will not be allowed to return until they have been properly treated and a school representative finds him/her to be free of all nits and head lice.

Illness with Fever

Since fever is usually an indication a child is contagious, he/she should be kept home from school. To prevent spreading the infection to others, the school will call you to pick up your child if he/she develops a fever while at school.

Accident or Illness

At enrollment, parents will sign a **Medical Release Form** to authorize emergency care if delay in treatment would cause further harm to the child while attempting to reach the parents.

Accident Insurance

An accident insurance policy is provided for all students. This coverage provides **secondary medical coverage** for accidents occurring while in attendance at all school functions on or off campus.

Medication at School

The office personnel will administer prescription and nonprescription medications under the following conditions:

- **Written Instructions** by the parent or doctor must accompany the medication. Medication name, dosage, and time to be administered must be included in the written instructions.
- The school will supply non-prescription medication only if the student has a signed permission slip from the parent on file to do so.
- **All medication** sent to school with a child must be turned in at the office unless there are specific doctor written and signed instructions stating otherwise. This includes prescription and non-prescription taken by mouth or applied to the skin, inhalers, injectables (epi pens), eye drops, nose drops, and cough drops.
- Secondary students may keep their inhalers with them for their own use.



Student & Parents' BILL OF RIGHTS

GRAND RAPIDS ADVENTIST ACADEMY **STUDENTS** should expect to

- Receive Christian, professional instruction each school day.
- Be challenged and encouraged to achieve their best.
- Receive encouragement to participate in a variety of extracurricular and leadership activities.
- Be safe from harassment and harm.
- Receive equitable treatment and be treated respectably and courteously by all school personnel.

GRAND RAPIDS ADVENTIST ACADEMY **PARENTS** can expect to

- Receive regular, accurate reports of their child's achievements.
- Receive open honest explanations of school policies, practices, and decisions.
- Receive practical advice in helping their child make choices regarding educational futures.
- Know that their views and suggestions will be promptly and thoughtfully considered by school personnel.

STATEMENT OF SURVEILLANCE

GRAA maintains security monitoring cameras throughout the campus for the protection of our students, staff, and facilities. Privacy and respect are of primary concern for the Academy. Therefore, cameras are not located in bathrooms, locker rooms, changing/dressing rooms, and other areas where a person should expect a high level of personal privacy. These cameras observe, capture, transmit, photograph and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offence. By enrolling in and attending GRAA, the student and parent give consent to such audio and video recordings and their stated use.

FINANCIAL INFORMATION

The school board recommends tuition rates each year based upon projected enrollment and estimated costs of operation. The board strives to keep the charges as low as possible without sacrificing the quality of education.



Tuition Rates

Constituent churches in the Grand Rapids area financially support the school with subsidy. If a student or one of their parents is a member of a constituent church, they will receive the constituent rate.

Grade Level	Constituent Tuition Rate	Non-Constituent Tuition Rate
Family Enrollment Fee	\$100	\$100
Grades K-8	\$4,900	\$6,620
Grade 9-12	\$8,540	\$11,530

Application and Enrollment Fees

The new student application fee is \$25. The enrollment fee is \$100/family to be paid at time of new enrollment or reenrollment. Until the enrollment fee is received, students are not considered enrolled for the new school year.

Constituency Family Discount

Student discounts are available for constituent families with multiple students enrolled at GRAA. The discount rates are as follows:

- 1st child full constituent rate for oldest child
- 2nd child 10% off constituent tuition rate for 2nd oldest child
- 3rd child 20% off constituent tuition rate for 3rd oldest child
- 4th child 30% off constituent tuition rate for 4th oldest child
- 5th child free tuition

Prepayment Discount

A discount of 3% is applied when an entire annual tuition amount is paid by the first day of school.

FINANCIAL INFORMATION

Magabook Program Discount

Students working full time in the summer Magabook program will receive a discount/scholarship of 25% of their earnings, as reported by the Michigan Conference.

Smart Tuition

GRAND RAPIDS ADVENTIST ACADEMY partners with SMART TUITION for the processing and collection of our families' tuition. By utilizing a tuition management system like many other private schools, GRAND RAPIDS ADVENTIST ACADEMY is better able to serve families while also improving the school's cash flow.



SMART TUITION offers:

- Flexible monthly payment options
- Multiple payment choices
- Online account information
- Mobile app for apple and android devices
- Detailed invoices
- Email and text message reminders
- 24 Hour parent help center
- English/Spanish phone support
- Live chat from your online account
- Cash payment acceptance at 7-eleven, Family Dollar, and Ace Cash Express
- Credit card payments via MasterCard, Discover, American Express and Visa

Billing Information

- Returning families' Smart Tuition agreement is automatically rolled over to the next year. Adjustments can be made online at smarttuition.com.
- New families must complete the Smart Tuition agreement and pay the \$100 per family enrollment fee at the time of enrollment through Renweb or directly at
 - <https://enrollwithsmart.com/#/enroll/36093>.
- Your SMART TUITION account will not be activated until your enrollment fee is received at GRAA.
- A \$40 fee will be charged if payment is not received or if there is an outstanding balance on the account by the requested due date.
- A \$30 fee will be charged if there is a failed electronic transaction or dishonored check.
- Contact SMART TUITION at **www.smarttuition.com** or 888-868-8828.

FINANCIAL INFORMATION

- We encourage you to make your payments through SMART TUITION, but will still accept payment through GRAA's Financial Manager's office.
- Checks sent to the school must be made payable to GRAA and will not be applied to your account until the next regular working hours of the Financial Manager.
- Contact GRAA's Financial Manager at 616-791-9797 extension 1207 with any questions

Financial Agreement Required

Before a student is enrolled in school, the parent/guardian must accept financial responsibility for the student by signing an agreement on the application form stating that the account will be paid regularly. **Previous year accounts must be PAID IN FULL before a student will be allowed to attend the coming year.**

Annual tuition is divided into 10 equal payments due September-June. Monthly billing is for the previous month. A full month will be billed for any month with even partial enrollment. A full year's tuition will be billed for students enrolled by September 30. Arrangements can be made for 12 equal payments if enrollment/reenrollment is completed prior to July 1 and the parent requests to have 12 month billing.

Tuition Assistance

To request financial assistance, please fill out the financial assistance form and return it to your **local church**. Your church will review it and forward it to GRAA.

Students, who are old enough to work, are encouraged to find a job that will allow them to defray part of the cost of their education.

When you enroll, you will be billed and responsible for the full tuition amount. Any additional assistance will be shown as a credit when acceptance and the amount of assistance is forwarded to the school Financial Manager's office. Please contact us at 616-791-9797, extension #1207 if you have any questions or concerns.

Early Withdrawal

Tuition for a student who does not attend the entire school year will be adjusted to the last month in attendance.

FINANCIAL INFORMATION

Delinquent Account Policy

Students will not be allowed to begin school for a new year if there is an outstanding balance from the previous year.

- A family would need to be current on their SMART account before student(s) can begin second semester. Student will not be allowed to attend classes until all delinquent tuition is paid.
- A family would need to be current on their SMART account before student(s) can begin school the Monday after spring break. Student will not be allowed to attend classes until all delinquent tuition is paid.
- A family needs to be current on their SMART account for student to attend mission trips.
- Official transcripts/diploma will not be released until student account is paid in full.
- Returned checks are subject to bank fees.

Additional Fees	Fee	Comments
Application Fee	\$25/student	Each new student
Enrollment Fee	\$100/family	Due at the time of enrollment
SMART Tuition Late Fee	\$40/per occurrence	Whenever there is an outstanding balance on your due date
SMART Tuition Failed Payment	\$30/per occurrence	Electronic or check failure
School Instrument Rental	\$70/instrument as available	Billed \$10 monthly (Nov. – May)
Company Instrument Rental	Varies by instrument	Paid to rental company
Witness/ Band Uniform	\$100/student	Fee not billed
Private Music Lessons	\$15/lesson	Billed monthly
Lost/Damaged Library Book	\$15	Billed end of year
Lost/Damaged Textbook	\$25 - \$100	Billed end of year
First official Transcript	Free	
Additional Mailed Transcript	\$5/transcript	Fee must be paid before transcript will be sent. Request form online.
Unofficial E-mail Transcript	Free	
Extended Mission/Music Tours	Additional charges may be incurred	

FINANCIAL INFORMATION

High School Scholarships

Michigan Community Blood

High School seniors may apply for this scholarship grant based on the following criteria:

- Full-time high school senior
- Registered donor with MI Community Blood
- Donated blood or attempted to donate blood at least six (6) times

Merit-Based Scholarship Endowment Fund

This merit-based scholarship endowment fund was created for high school students. The endowment is held at the Grand Rapids Community Foundation. Distribution amounts will vary each year. Students are encouraged to apply for this scholarship at the end of the first quarter. Eligibility and selection requirements will be indicated on the Merit-Based Scholarship application. Eighth graders entering into the academy may apply for this scholarship.

Donations

Contributions for Worthy Student tuition are a real blessing when a school family faces serious financial setbacks. Contributions to this fund are tax-deductible if given to the fund, but not if given for a specific student.

SCHOLASTIC INFORMATION

National Honor Society (NHS)

GRAND RAPIDS ADVENTIST ACADEMY (GRAA) maintains *National Honor Society (NHS)* chapter membership. A student's membership to *NHS* is granted at the invitation of the faculty. A description of the eligibility requirements, examples of selection criteria, and the selection process follows.

Eligibility Requirements

- Sophomores, juniors, and seniors are eligible to be members of the *National Honor Society*.
- Students must have and maintain a grade point average (GPA) of 3.500 or above. This must include a minimum of one semester at GRAA with a GPA of at least 3.500.
- Students must have attended GRAA for a minimum of one semester prior to selection.
 - I. Students who meet these criteria will be invited to complete a Student Activity Information Form, and supply information regarding leadership, character, and service.

- II. Eligible students are required to return the completed Student Activity Information Form by the announced date. Parent signatures will be required indicating they have reviewed the data and verified its accuracy.

Criteria for Selection

- All GRAA faculty and staff have the opportunity to evaluate eligible candidates. This information is used by the *NHS* Faculty Council for input about each candidate. Attendance and tardiness, as well as discipline issues, may be taken into account.
- The *NHS* Faculty Council makes the actual selections after reviewing the Student Activity Information Form.

Leadership: The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community will be examined. Leadership characteristics include:

- Resourceful in proposing new solutions, applying principles, and making suggestions.
- Promotes school activities:
 - Contributes ideas that improve the civic life of the school
 - Ability to delegate responsibilities
 - Exemplifies positive qualities
 - Inspires positive behavior in others
 - Demonstrates academic initiative
 - Successfully hold school offices or positions of responsibility
 - Is reliable and dependable
 - Demonstrates leadership in the classroom, at school activities, at work

Service: Service is considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to the school, student body, and community, as well as that individual's attitude toward service will be reviewed. Aspects of service may include:

- Willingness to uphold scholarship and maintain a loyal school attitude
- Participation in service activities outside of school, such as church-sponsored groups; volunteer services for the aged, poor, disadvantaged; family duties
- Offers dependable and useful assistance
- Works well with others
- Willingness to take on difficult or inconspicuous responsibilities
- Engages service activities cheerfully and enthusiastically, both inside and outside of school
- Demonstrates courteous behavior
- Recognizes a need and provides timely help, without being asked

SCHOLASTIC INFORMATION

Character: Desirable character traits include the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Exhibiting good character may include:

- Willingly receives constructive criticism and accepts recommendations graciously
- Consistently exemplifies desirable qualities of personality: cheerfulness, friendliness, poise, stability
- Upholds principles of morality and ethics
- Cooperation by complying with school regulations
- Demonstration of the highest standards of honesty, reliability, and truthfulness
- Shows courtesy, concern, and respect for others
- Exhibits perseverance and application to studies
- Shows respect for authority
- Encourages others to do their best

Procedures for Selection

- The *NHS* Evaluation Rubric will be used by each member of the Faculty Council to rate a candidate in the areas of leadership, service, and character. A scale range of 1-4 points will be used. Candidates must achieve a total score of at least 13 points in each of the three areas in order to merit selection to the *NHS*.
- When a student is selected, a letter of confirmation will be sent to the parents informing them of their student's selection and the time of the induction ceremony.
- A formal induction ceremony will be held during the Second Semester.
- A student becomes a member of *NHS* at induction.
- If a student is not selected, the *NHS* chapter advisor will counsel the student regarding an area or areas for improvement, such as more attention to indications of leadership, more attention to indications of service, or more attention to indications of character. A student and their parents may discuss the selection process, as it applies to all students, with the Principal and *NHS* chapter advisor.

Retention, Discipline, Dismissal, and Resignation

- Induction ceremony attendance is required for current members.
- Membership maintenance includes participation in annual *NHS* activities.
- Members are subject to discipline or dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. When a member falls below the standards by which they were selected, the *NHS* chapter advisor will inform the member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement.

SCHOLASTIC INFORMATION

- A member is never automatically dismissed for failing to maintain standards. A written notification and pre-dismissal hearing is called for and must be conducted by the Faculty Council to dismiss the member.
- The member is allowed to be present at their pre-dismissal hearing; however, final determination will be made by the Faculty Council subsequent to the hearing. If a member is dismissed, written notice of the decision will be sent to the member, their parents, and the principal.
- If a student resigns from the *National Honor Society*, they will never again be eligible for membership or its benefits. Resignation from *NHS* requires a written statement that is dated and signed by both the student and their parent(s).

Off Campus Curricular Activities

Off campus activities are partially funded by the budget. Individual classrooms will raise funds to minimize charges to each family.

- **Swimming Lessons:** Grades 3-4 take lessons in the winter or spring.
- **Outdoor Ed:** Grade 5-6 goes to Camp Au Sable.
- **LIFT:** Grade 7 goes to Camp Au Sable for four days.
- **Teen Bible Camp:** Grade 8 goes to Camp Au Sable.
- **High School Bible Camp:** A special time to reflect on the blessings of God in an off-campus setting. Because we would like all students to attend, there is no charge to the student for this special weekend. Bible Camp is generally in January or February.
- **Blood Drives:** Three (3) times each year the school sponsors Blood Drives for the Michigan Community Blood Centers. Students may donate blood if they are at least 16. Seniors who have been active in this program are eligible to apply for a scholarship from the Blood Center.
- **Vine (Friday Night Vespers)** is held regularly during the school year.
- **Leadership Retreat:** Up to 11 student leaders will be chosen to attend this spiritually designed fall weekend retreat hosted by the Lake Union.

College Visits

GRAND RAPIDS ADVENTIST ACADEMY will take junior students to Junior Preview at Andrews University because it is within our union. Seniors will be allowed to attend Senior Preview at Andrews but are responsible for their own arrangements. Parents are welcome to arrange visits with other colleges and provide transportation to and from those colleges. The school will excuse one additional trip for a visit.

Secondary Academic Acceleration

The general policy of the Lake Union Conference is to require four years of education on the secondary level for graduation. However, to accommodate the student who demonstrates exceptional ability and purpose in the learning experience, an acceleration policy is provided to allow for appropriate placement. The principal and faculty may approve a student's request for completion of the secondary curriculum in less than four years if the student has given evidence of exceptional academic ability, as well as social and spiritual maturity.

SCHOLASTIC INFORMATION

The student must:

- Present a written application to academy principal, with parental consent by the first semester of sophomore year.
- Have ITBS and ACT composite scores that rank the student in at least the 85th percentile.
- Have and maintain a cumulative 3.5 GPA.
- Have established a satisfactory citizenship program.
- Have projected program approved by the senior academy faculty and made a matter of record at the time the program is initiated.
- Be credited with no more than 25% of graduation requirements from outside the academy of attendance.
- Take the ACT test the fall of 3rd year.
- Meet the academic and Michigan state diploma requirements for graduation by the end of 3rd year (basic diploma not acceptable).
- Complete all curriculum requirements prior to receiving a diploma.

Auditing Classes

Auditing a class is not permitted.

Grade Reports

Grades Online

Grades are available online through Renweb, our online grading software. Returning families may use their existing user name and password. New families will use the email address you used when enrolling your child. Go to www.renweb.com and click on parent login. Type in the district code (GR-MI) and the email on file; click new account. You will be prompted to pick a password. If you are unable to access your child's records, contact the office for help

Report Cards

Report cards are issued four times a year to inform parents of their student's progress. Non-custodial parents may receive a copy of the report card if they submit a written request to the office.

Parent/Teacher Conferences

Conferences will be set up at the end of the first and second periods for Grades K-8. At that time, the report cards will be presented to the parents and the progress of the student discussed. All parents are required to attend the conferences. Parents are welcome to check with the teachers periodically outside of instructional time (after school) to find out how their child is progressing. Teachers for Grades 9-12 will be available to talk with parents right after dismissal both days in the classrooms and in the gym the first night of the conferences.

Final High School Grade Reports

The school year is divided into two (2) terms (semesters) each consisting of two (2) periods of approximately nine (9) weeks. While reports will be sent at the end of each period, the semester grades are the only ones that become permanent record for credit on the transcript and for calculating the GPA.

SCHOLASTIC INFORMATION

Elementary End of Year Report Cards

At the end of quarter four, grades are averaged for a final grade on the elementary level. The teacher will do one of the following:

- **Promote** a student to the next grade because he/she has achieved expectations to move to the next grade.
- **Place** the student in the next grade although he/she did not achieve as expected.
- **Retain** a student. Retention of a student will only be considered by the conference if the parent and teacher are in agreement.

Transcripts for Incoming Students

An official transcript is required from all transferring students before enrollment will be considered complete. The academy reserves the right to refuse credit for substandard work done outside of regular organized classes or through an unapproved correspondence school program.

Transcripts for Outgoing Students

- Requesting Transcript to Be Sent: GRAA will only send an official transcript if the student's bill is current.
- The first request for a transcript for an 11th or 12th grader is sent free of charge.
- Additional requests for a transcript cost \$5 to be paid before the transcript will be sent.
- Official transcripts are those that include ALL TERMS a student has been in attendance.

Homework

Secondary students are expected to keep their work up to-date, do it themselves, and have it turned in as scheduled by each individual instructor. Each teacher's classroom policy will be communicated clearly and often to the students (and parents when necessary) throughout the school year. It is school policy that all assignments be completed by the end of the nine week grading period in which they were assigned. Exceptions are allowed only for situations as stated under the "Incomplete Work" policy.

Incomplete Work

When illness, death in family, or emergency makes it impossible to complete required classwork within the normal time frame, the student must request an extension of time from the individual teacher (and registrar when appropriate). Incompletes are not intended to allow a student extra time to complete neglected class work. **If an incomplete is approved, the work must be completed and the incomplete removed within two weeks after the close of that grading period.** The student and parent will be informed by the teacher or registrar of the deadline date. After the deadline, missing work will become a zero.

Repeating a Class

If a student does not pass a required class for graduation, he/she must retake the class at a later time. It may or may not be possible to work it into the schedule. Every core class must be passed in high school. Graduation requirements are only considered completed if there is a passing grade for the class. While a "D" is technically passing, GRAA strongly recommends a student have at least a "C" in every class – in order to minimize the possibility of repeating the class in college. In addition, the Lake Union requires a minimum 2.5 GPA for an academic diploma and a 2.0 GPA for a general diploma.

SCHOLASTIC INFORMATION

Correspondence Work

- Correspondence is only permitted for courses not offered at GRAA, if the student needs to repeat a course, or if there is a scheduling conflict. A maximum of 6 units of correspondence credit may be applied toward graduation.
- All correspondence courses must be completed by the end of the first semester of the senior year if the student plans to participate in senior activities graduation weekend.
- Final grades for courses taken by correspondence must be in the school office before a student will be permitted to participate in graduation activities.
- A student's name will not be printed in the graduation program if grades are not in the office at the time the program is sent to press.
- Exceptions to this policy must be requested in writing and submitted to the administration and staff for their consideration by the end of 3rd term.

Dual Credit Classes

Some colleges and universities offer dual enrollment courses for junior and senior high school students. Students are encouraged to explore these options by contacting the college for details. The college will make arrangements with Grand Rapids Adventist Academy. It is the student's responsibility to initiate the process.

Dual Credit Courses offered through Andrews University may include:

- ENGL 115 College Writing I 950(3 credits); also counts for 4th year high school English
- HIST 117 Civilization and Ideas 950 (3 credits); also counts for high school elective
- PSYC 101 Introduction to Psychology 950 (3 credits); also counts for high school elective
- RELT 225 Doctrines of the Adventist Faith 950 (3 credits); also counts as high school elective
- MATH 168 Pre-calculus 950 (4 credits); also counts for 4th year of high school math
- HORT 150 Home Horticulture (3credits); also counts for high school elective
- ENGL 115 College Writing I 950 (3 credits); also counts for 4th year high school English
- ENGL 215 College Writing II 950 (3 credits); also counts as high school elective
- MATH 191 Calculus I* 950 (4 credits); also counts for 4th year of high school math
- FDNT 230 Nutrition 950 (3 credits); also counts as high school elective
- PSYC 101 Introduction to Psychology 950 (3 credits); also counts as high school elective

Tuition cost is \$130 per credit and \$55 general fee per semester.

*Submit recent qualifying ACT or SAT math scores or take the Math Placement Exam at least one month before class starts, to meet the prerequisite skill level for MATH 169 and MATH 191. Email sdeexams@andrews.edu to request the MPE Form.

SCHOLASTIC INFORMATION

High School Suggested Course of Study

Freshman	Sophomore	Junior	Senior
Bible 1/2	Bible ½	Bible 3	Bible 4
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Statistics or Physics
Physical Science	Biology	Chemistry	Anatomy and Physiology
Applied Arts/Health	World History	American History	Economics/Government
Physical Education 1/2	Physical Education 1/2	Spanish 1	Spanish 2
Computer Tech 1/2	Computer Tech ½		
Music	Music	Music	Music

Grading System

According to Michigan Conference Education Policies, students' grades are as follows:

Grades K-2 Grading Scale

Grade	Description
I	Independent and doing outstanding work
P	Progressing at level
NT	Needs more time for understanding concept

Grades 3-12 Grading Scale

Grade	Percentage
A	93 – 100%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	00 – 59%

High School Class Standing

Freshman Standing

A student who has **finished the 8th grade**. If the student is transferring from another school, he/she must provide the office with a certificate or completed report card to verify completion.

Sophomore Standing

A student must have **completed 5 credits**. Official transcripts from the freshman year must be recorded in the office.

Junior Standing

A student must have **completed 11 credits**. Official transcripts from previous high school studies must be recorded in the office and available to GRAA's registrar's office.

Senior Standing

A student will have **completed 18 credits** before becoming a senior. By the end of the senior year, all seniors will have completed the requirements for graduation. All seniors must take a minimum of 4 credits, whether they need the credits or not. In order to take part in graduation activities and receive a diploma, the following must be true:

SCHOLASTIC INFORMATION

- Official transcripts from previous schools must be in the office
- All incompletes must be removed
- Required courses, which a student has failed earlier, must be successfully completed
- Must have **completed 25 hours** of community service **per year** for a **total of 100 hours**. Any exceptions to policy must be requested in writing and submitted to the administration and staff for consideration by the end of Term 3. **Seniors who have not completed their community service hours will not be allowed to march for graduation.**

High School Residency Requirement

- Candidates for graduation who have been enrolled in a Lake Union Conference academy are expected to be in residence during the second semester of their senior year in order to participate in the commencement exercises. Exceptions to this policy are to be based on a planned program worked out between the school and the student, in consultation with the parents, prior to a student's leaving school.
- Candidates for graduation from a Lake Union Conference academy who are transferring in during the senior year must be in attendance during the entire second semester in order to participate in the commencement exercises.

TESTING

Each year national testing takes place at GRAND RAPIDS ADVENTIST ACADEMY. On the following pages you will find a list of the various tests that students will be taking, what time of year, and whether there is a cost for the test.

IAT

Grades 3-9 take the Iowa Assessment Test each fall. There is no cost to the student to take this test.

PSAT /SAT

The PSAT test is to pre-qualify for SAT scholarships. **Juniors** take it in the fall of the year. The school registers the students and covers the cost. The state of Michigan now utilizes the SAT Suite for all Michigan schools. The PSAT will be administered free of charge for the academy level students.

TESTING

ACT

The ACT test is one of two tests used by colleges to measure a student's readiness for college. It is used by many colleges and other organizations in determining scholarships as well. Most colleges will accept a student who receives at least a composite score of 20 on the test; however, to receive a scholarship based on the score, a student would need a score in the mid-20s. Students may take this test multiple times. There is a cost to the student for taking it as a standalone test.

Students must register for this test themselves. It is a Saturday test so students have to **request a Sunday test site** and have a letter from a pastor stating the student's need to take the test on Sunday for religious reasons. Andrews University, Battle Creek Academy, Great Lakes Adventist Academy, and GRAA are all Sunday test sites at least once during the year. GRAA is a Sunday test site in February each year. Go online at <http://www.actstudent.org> to find out when and where it is offered. The student must pay the fee for the test him/herself at the time of registration. GRAA recommends seniors retake this test only if they need to improve their earlier test score. A student does not have to take both the ACT and SAT.

The ACT Sunday Test Date	The ACT Registration Deadline	The ACT Late Fee Required
September 9, 2018	August 10, 2018	August 26, 2018
October 28, 2018	September 28, 2018	October 14, 2018
December 9, 2018	November 2, 2017	November 19, 2018
February 10, 2019	January 11, 2019	January 18, 2019
April 14, 2019	March 8, 2019	March 25, 2019
June 9, 2019	May 3, 2019	May 20, 2019
July 14, 2019	June 14, 2019	June 24, 2019

MUSIC PROGRAMS



All elementary is required to have a music class each year. Secondary students need 1 credit of visual/performing/applied arts, which includes music. GRAA offers both vocal and instrumental music programs that the student might choose. Dates for performances are announced far enough in advance for planning to be there. The programs include, but are not limited to:

- K-12 Christmas Concerts on a day in December
- K-8 Spring Music Program: on a weekday evening in May
- 9-12 Spring Music Program: on a weekday evening in May
- Once a month programs at churches on Sabbath

Performance/Program Attendance

Programs and performances are an integral part of the GRAA curriculum, and so it is very important that students give their loyal support to their school and classmates by participating in what they have rehearsed. All dress and behavior rules apply at such programs. If a child must be absent from such an event, parents need to notify the office in writing at least one week before the scheduled event. This does not mean that the student's absence will be excused.

Dress Requirements for Church Performances

- Elementary Girls: church dress or skirt and blouse, dress shoes (no flip flops or tennis shoes)
- Elementary Boys: church shirt, slacks, tie, shoes (no flip flops or tennis shoes)
- Secondary: uniform for group, black dress shoes (no flip flops or tennis shoes)
- Witness, Advanced Band, and Choir will need to purchase the required formal uniform

Dress Requirements for Other Performances

The uniform will vary to fit the program. The instructor will determine the uniform for the occasion.

ACADEMY COURSES

BUSINESS..... ½ credit required

Economics½ credit

A one-semester course studying supply and demand laws, family economics and management, organization and factors for production, marketing and distribution, agriculture and labor markets, taxation, international trade, distribution theories, product, and inflation and recession. Seniors only.

ENGLISH..... 1 credit per year required

English I.....1 credit

A two-semester course covering different literary styles, literary terminology figurative language, creative writing, research writing, and structured composition. The course also covers spelling improvement and vocabulary development; reading for comprehension, pleasure, and analysis; and practice with public speaking.

English II1 credit

A two-semester course designed to continue the development of skills in various modes of composition and reading analysis, inferential thinking, and reasoning skills. Research skills, documentation, report writing, and term papers will be covered as well as a study of literature, and continued oral presentations. Extensive vocabulary development, and practice with parts of speech, the sentence, and standard conventions of composition will be emphasized.

English III: American Literature1 credit

A two-semester course covering the study of American Literature; reading for pleasure, analysis, and inferential thinking; a thorough study of basic and creative essay writing; practice with standard and formal English usage within a wide variety of composition modes; continued vocabulary development; and a final documented term paper.

English IV: College Prep1 credit

A two-semester college preparatory class that includes advanced composition and writing a research paper using MLA or APA documentation. A part of the year includes practical writing skills such as preparing a resume, cover letters, essays for college admissions, and other business writing. Also included will be a study of the origins of the English language, Biblical Literature, as well as reading for pleasure, comprehension, and analysis in preparation for college-level studies.

English IV: College Writing1 credit

A one-semester dual credit online college course through Distance Learning Online at Andrews. The student signs up for and pays Andrews University for a 3-credit course. The same course will count for 1-credit senior English. The cost is \$125/credit + \$50 administrative cost + cost of book. If you are interested, you must be signed up before Andrew's first day of classes. Principal permission is necessary in order to take this course.

ACADEMY COURSES

FINE ARTS1 credit required

Concert Band½ credit

A two-semester course designed for the student to develop instrumental skills. All performances and traveling are obligatory if accepted into the course. Uniform fees apply.

Choir½ credit

A two-semester course covering basic vocal productions. Students will be part of the touring choir. All performances and traveling are obligatory. Uniform fees apply.

Witness½ credit

A two-semester course covering a more advanced vocal productions. Students will be part of a smaller touring group. All performances and traveling are obligatory. Uniform fees apply.

HISTORY2 ½ credits required

U.S. History1 credit

A two semester class covering American History from pre-colonial times to the present. Aspects of political, cultural, economical, religious, and diplomatic history will be examined.

U.S. Government½ credit

A one-semester course in which students explore the fundamental principles and structures of the government of the United States. This course will also investigate elements of current issues and economics that impact the function of government. Seniors only.

World History1 credit

A two-semester course which examines the history of the world from early civilizations to the present. The emphasis of the course will be on Western civilization. Aspects and trends in culture, religious, political, and diplomatic history will be covered. Taught alternate years with Technology and Health.

LANGUAGE2 credits required

Spanish I1 credit

A two-semester introductory course emphasizing speaking, listening, reading, and writing in traditional Spanish with a general overview of Spanish grammar.

Spanish II1 credit

A two-semester proficiency-oriented intermediate course emphasizing the past and future tenses. Greater emphasis is placed on speaking and writing skills. Prerequisite: Spanish I with at least a grade of C, or consent of the instructor. Waiver of Requirement: A student may be granted a waiver when proficiency/competency is verified in a specific subject matter area, such as a foreign language, by the criteria set by Andrews University. The student must demonstrate ability in speaking and writing in the language by taking both a written and oral exam.

ACADEMY COURSES

MATHEMATICS.....4 credits required

Algebra I1 credit

A brief review of mathematical concepts and formulas. Basic properties of real numbers, equations, and applications are studied along with graphing relations and functions, systems of equations inequalities, factoring, rational expressions, exponents, radicals, and quadratic equations. A student must pass first semester in order to continue in the class for a second semester.

Algebra II1 credit

A two-semester course in higher level math covering real numbers, equations, and inequalities, graphing, polynomials, and factoring. Prerequisite: C- or better in Algebra I. Recommended: Geometry.

Geometry1 credit

A two-semester course designed to introduce the student to logical reasoning. This is accomplished by a study of points, lines, planes, angles, triangles, polygons, circles, area, and volume. Prerequisite: C- or better in Algebra 1.

Physics1 credit

A two-semester course studying the physics of motion, sound, light, energy, magnetism, electricity, and gravity. This upperclassman course requires competence utilizing and generalizing mathematical concepts previously learned in other math courses. Prerequisites: C- or better in Algebra I, Geometry. Recommended: Algebra II, Pre-Calculus, Physical Science. Physics can count as a science or a math, but not both. It may not be taught every year.

Statistics.....1 credit

A two-semester course introducing students to descriptive and inferential statistics. This course counts as the 4th math class required for graduation.

PHYSICAL EDUCATION.....1 ½ credit required

Physical Education1 credit

A two-semester course designed to provide continual development of physical skills and personal fitness. Required for freshmen and sophomores.

Health½ credit

A one-semester course designed to explore the Biblical principles of personal health. Required for freshmen and/or sophomores. Offered alternate years with World History.

ACADEMY COURSES

PRACTICAL ARTS..... 1 credit required

Practical Arts.....1 credit

A two-semester course that is designed to expose students to the various aspects of technology and practical life skills. There is a \$30 fee for supplies that the student will use and keep.

RELIGION1 each year in SDA School

Religion I1 credit

A two-semester course using the Encounter Bible Curriculum, which is designed to help build a lifelong relationship with Jesus Christ by using the Bible as the one and only source of truth. The curriculum explores and develops the character of God, the life of Jesus, creation and the Sabbath, and the gift of grace.

Religion I.....1 credit

A two-semester course using the Encounter Bible Curriculum, which is designed to help build a lifelong relationship with Jesus Christ by using the Bible as the one and only source of truth. The curriculum explores and develops the Bible, the story of David, the Gospel of John and servant leadership.

Religion III1 credit

A two-semester course with emphasis on developing healthy relationships, Seventh-day Adventist Bible doctrines, and a general study of the book of Romans, Daniel, and Revelation.

Religion IV1 credit

A two-semester senior-level course which assists students in exploring how their commitment to Christ can be applied through decision-making to such areas as: Personal Spiritual growth, developing a world view and philosophy of life, career development, world views and religion, marriage and family. Study from the books of Hebrews and John.

SCIENCE3 credits required

Anatomy & Physiology.....1 credit

A two-semester course of fundamental studies of the body. Lab fees may apply.

Biology/AP Biology.....1 credit

A two-semester course of fundamental studies in the chemical, structural, and physiological diversity of life. This course will cover such subjects as botany, zoology, entomology, systematic, genetics/heredity, origins, along with the study of life from the chemical design and heredity of ecosystems.

Forensic Science.....1 credit

A two-semester course of fundamental studies of the forensic science. Lab fees may apply.

General Chemistry/AP Chemistry.....1 credit
 A two-semester course covering the chemical world from the atomic structure of atoms to the formation of macromolecules necessary to sustain life. Prerequisite: Algebra I and Biology. Recommended: Algebra II.

ACADEMY COURSES

Physical Science.....1 credit
 A two-semester introductory course covering the basics of chemistry and physics. The course is designed to help prepare students to be successful in other science course work.

TECHNOLOGY1 credit required

Computers Technology1 credit
 A two-semester, two-year course which introduces the student to the world of computers. Students will be introduced to word processing, spreadsheets, databases, power point, and web design. Required for freshmen and sophomores.

GRADUATION REQUIREMENTS



The Academic Diploma at GRAND RAPIDS ADVENTIST ACADEMY meets all denominational and state of Michigan requirements for graduation. The Basic Diploma does not fulfill state requirements and so the school does not recommend a student be satisfied with a basic diploma, especially if he/she plans to go to college as the basic does not prepare a student for most colleges.

- Graduation from GRAA requires 8 semesters over 4 years. Academic acceleration is an option, but not recommended.
- In keeping with GRAA's mission, each student is required to perform **20 hours of community service for each year in attendance at GRAA**. Seniors who have not completed their community service hours will not be allowed to march for graduation.
- One credit of Bible is required for each year in a SDA academy.
- College entrance requirements are generally met by our academic diploma; however, the student should always check on the requirements of the college curriculum they plan to attend. The staff is available to assist students in their choices.

GRADUATION REQUIREMENTS

Graduation is granted when the student has completed the following:

Course Category	Academic Diploma	Basic Diploma
Business	½ credit	½ credit
English	4 credits	3 credits
Fine Arts	1 credit	1 credit
History	2 ½ credits	1 ½ credits
Health	½ credit	½ credit
Language	2 credits	0 credits
Mathematics	4 credits	1 credit
Physical Education	1 credit	1 credit
Practical Arts	1 credit	1 credit
Religion **	4 credits	4 credits
Science	3 credits	1 credit
Technology	1 credit	1 credit
Electives	½ credit	6 ½ credits
Online Learning Experience (Course, Learning or Integrated Learning Experience)	Required	Required
Lake Union Cumulative GPA Requirement	2.5	2.0
Community Service Hours	80	80
TOTAL CREDITS	25 credits	22 credits

ATTENDANCE POLICY

The 2018-2019 school calendar of 180 days and 1100 hours of instruction meets Michigan Conference Board of Education and Michigan State guidelines. School hours are from 7:45 AM to 2:30 PM. In addition, **Michigan law requires that all children ages 6-16 be in regular school attendance.** Parents are expected to ensure that their children attend regularly and on time.

ABSENCES

When a student is absent, parents are asked to contact the school office by 8:15 AM on the day of the absence. This is for child safety and required state reporting. Parents are encouraged to contact the teacher during school hours to make arrangements to pick up assignments immediately after dismissal time.

Excused Absences

Absences are excused for the following reasons: illness, unavoidable medical appointments, or a death in the family. Michigan Conference and Lake Union approved activities (Pathfinder Fair, Camporee, Bible Achievement, etc.) count as excused absences. Unless a parent calls the office with an appropriate excuse, all absences are considered unexcused. See teacher's syllabus for information on turning in homework.

In cases of illness, the school is required to report symptoms to the health department, so please include that information in your call.

Unexcused Absences

Unexcused Absences are those other than illness, medical appointments, or death in the family. Vacations other than those in the school calendar are unexcused. Teachers may allow the student to make up most assignments if arranged before the vacation, but some things cannot be made up because of the nature of the work. For such assignments, the student will not receive a grade. A written request signed by the parent must be submitted to the office at least one week in advance of an unexcused vacation absence to arrange for assignments. The child is requested to make every effort to complete any work by his/her return according to school policy.

Excessive Absences

If a student is absent in excess of 15 percent of classes (13/semester), whether excused or unexcused, he/she is subject to a grade of Failure due to Absence (F/A). Students will be referred to the school board for a decision.

ATTENDANCE POLICY

TARDIES

Being tardy is harmful to the overall class program and to the student. Strive to keep these to a minimum as only medical and severe weather conditions are excusable reasons for being tardy.

Truancy Reporting

Students with excessive absences (4 absences in one quarter) may be reported to the local truancy officer. Once reported to the state, the truancy officer takes over checking on validity of excessive absences or tardies.

STUDENT ORGANIZATION

Class/Student Association Office Guidelines

Students must meet the requirements for holding an office as well as not exceeding four(4) points on the point table below. Points are assigned to offices on the basis of the office and the work involved. Officers plan activities for their class/organization.

High School Point System

- Student leaders may hold offices that do not add up to more than four (4) points.
- Students may not hold more than one office in the same organization or hold the same office in two or more organizations.

Class/SA Office	SA	Senior	Junior	Sophomore	Freshman
President	4	4	4	1	1
Vice-President	4	4	4	1	1
Religious Vice-President	NA	2	2	1	1
Public Relations	2	NA	NA	NA	NA
Secretary/Treasurer	2	2	2	1	1

The positions of Yearbook Editor and Campus Ministries Pastor are a 4 point position. Both positions are faculty appointed.

STUDENT ORGANIZATION

Requirements for Holding SA/Class Office

In order to hold an SA or Class Office, the student must

- Maintain a “B” average (3.0) for previous two semesters.
- Have an acceptable attendance record from the past year.
- Maintain a “B” average during the time in office. If a student falls below a “B” average at mid-term or at the term/semester, he/she will have one month to return his/her grades to a 3.0 average. If he/she fails to return his/her grades to a 3.0 within the one month probationary period he/she will lose his/her office at the end of said month.
- Maintain an acceptable attendance record during the time serving in order to continue serving.
- Be a positive role model.
- Obey rules on cell phones, dress, standards, social conduct, behavior (no disruptive or disrespectful behavior), driving, etc.
- Maintain an exemplary citizenship record to continue to serve.
- Have no loss of driving privileges or computer use violations.
- Have a positive attitude about the school, the staff, and the position holding.

Any officer who receives a “D” or “F” at the term/semester will immediately lose his/her office.

Student Association

Elementary: K-8 activities planned throughout the year.

Secondary: High school activities planned throughout the year, including one banquet.



GENERAL GUIDELINES

Arrival/Departure Procedures



Access to the Building for the School Day

- 7:00 AM– 7:35 AM: The Connector
- 7:35 AM – 3:00 PM: Main Entrance using the buzzer system
- 3:00 PM: Building locked for the day; buzzer system is not activated after 3:00.

Early Arrival

Before 7:00 am, students will not be under the direct supervision of school personnel.

Regular Arrival

Morning supervision begins at 7:15 AM in the gymnasium and high school commons. Since classes begin at 7:45 AM, students arriving before 7:35 AM need to go directly to the gym or commons. The staff on duty will dismiss them around 7:40 AM to their lockers and/or classrooms.

Late Arrival

Students arriving at 7:45 AM or later will need to use the main entrance and must sign in at the office before going to class. After 9 late arrivals in one quarter, a conference will be required.

Early Departure

Parents picking up their children before 2:30 must come to the office to sign them out. Classroom teachers will not dismiss your children until they have heard from the office that they have been signed out.

The school must have an accurate count of which students are in attendance at all times. If the student returns before the day is over, he/she should sign in at the office.

The school must have an accurate account of which students are in attendance at all times. If the student returns before the day is over, he/she should sign in at the office.

Late Departure

Parents are responsible to provide transportation for their children to leave the school grounds no later than one half hour after dismissal (3:00 PM on full days; 12:30 PM on half days). **This includes siblings of secondary students involved in after school activities** as supervision is not provided for siblings. Parents of both elementary and secondary students are welcome to supervise their own elementary student while waiting for the secondary student.

GENERAL GUIDELINES

Visitors to Campus

Before entering either building, all visitors must sign in at the office upon arrival and sign out at the office when leaving. Please make arrangements ahead of your visit. Visitors are defined as anyone who is not a paid staff member or enrolled student. The office will issue a “Visitor’s Pass” for the duration of a person’s stay, to be returned to the office when leaving the building. Visitors who are disruptive or uncooperative may be asked to leave the building.

- Parents, please make arrangements ahead of time if you plan to visit a classroom during school hours. If you need to talk to the teacher, we ask you to limit those times to before or after school hours as not to disturb the process of learning in the classroom.
- Students and former student visitors must make arrangements in advance so the principal can check with the teacher to see if it is a good time to visit. Drop-in students will not be allowed to stay if arrangements have not been made in advance. Lunchtime visits or before and after school are the best time to visit.
- Minors visiting the school must have written permission and contact information from their parents if they are going to be on campus.
- All visitors whether on campus or at a school sponsored off-campus activity, are asked to conduct themselves in the same manner as that expected of our students.

Gym/School Rental

The school gym is available for rent by churches and individuals upon WRITTEN APPLICATION. Fill out a request form and leave it at office to be approved by the principal.

Supervision by Parents

- **Children must always be supervised** when on school property, whether enrolled or not.
- **Teacher Supervision:** during school hours, the teachers supervise all activities of the students, whether in the classroom, lunchroom, gym, or outside.
- **Parental Supervision:** before and after school parents are responsible for supervising their children, whether on the playground or in the school building, including during parent/teacher conference.
- **Parental Supervision:** when students attend or are involved at a school sponsored program, on or off campus, the parent is responsible for the student’s supervision.

Storage and Gym Closets

Students are not to be in any storage area unless directed to do so by a staff member. The gym closet is for school use only. **Therefore, only school personnel are allowed in the closet. Staff will hand out equipment from the closet only for their classes during the school day.**

GENERAL GUIDELINES

Lockers

Each student is responsible for the contents and neatness of his/her locker. Do not leave bags, books, food, jackets, and other items hanging on the outside of the locker or on the floor. The school reserves the right to inspect any locker whenever it is deemed necessary. Lockers must be left clean at the end of the year or when a student leaves school. Do not leave money or valuables in the locker, especially if it is unlocked. The school does not assume responsibility for items left in the locker; however, if items are missing, the student is urged to immediately report the loss. Students may not expand the number of lockers in use without permission from the teacher who assigns them.



Plants, Animals and Pets

Animals and pets are not permitted on the premises without the permission of the teacher and principal. The school is not responsible for personal animals or plants left in the building. The owner is responsible to care for and clean up after them. Health and safety regulations will apply. The administration may revoke permission for them to be on the property at any time.

Public School Busing Availability



Busing is only available for the elementary students that live within the Grand Rapids Public School District. If you are unsure, we can check for you. **You must fill out a request form from the office to obtain busing for your children.** Any time you move, you need to request a stop change. It can take two weeks to make the change, so please let the office know of any changes as soon as possible. Because it is part of the public school busing, there are a few days each year that busing is not available to our students. There will be no busing available until after Labor Day. Other days with no busing will be announced at the beginning of the school year.

School Bus Regulations

In order to use this service, the following is expected of the students riding the bus:

- Students will be under the authority and supervision of the bus driver. Students are expected to obey the request of the driver in charge at all times.
- Students may be required to sit in designated seats, with seat belts secured when available.
- Students are to remain quietly seated while the bus is in motion.
- Nothing is to be thrown in or from the bus or van at any time.

GENERAL GUIDELINES

- Students are not to place objects over the windows that may obscure the driver's vision.
- Any student who jeopardizes the safety of another passenger will lose the privilege of riding the bus.
- Students are not to transport large items on the bus: sleeping bags, suitcases, sleds, skis, etc.
- Students are required to have a written note if they are not going to ride the bus home.

Volunteers

Statistics show that the more involved parents are with the school and their child's education, the better their child does in school. Therefore, Home and School and the Board are requesting that **each family volunteer 10 hours per year for the school**. Students like it when they see their parents involved in what is going on at their school. Parents feel more a part of what happens when they are involved. Volunteer hours may include, but are not limited to, Home and School or Board Meetings, driving for field trips, helping in the classroom, helping with hot lunches, taking things home to cut out for a teacher, listening to students read, etc. Contact the classroom teachers to set up volunteering opportunities. All volunteers are required to complete volunteer forms, shield the vulnerable and a background check before helping at GRAA.

Home and School

Grand Rapids Adventist Academy encourages parents to get involved in their child's education by participating in the Home and School Association. This provides parents and teachers an avenue for working together to enrich the school's program. All families are encouraged to participate because their input is vital to the success of the organization. Home and School determines which fund raisers will raise money to most benefit the students directly. It also organizes school picnics and an open house.

Driving on Campus

Grand Rapids Adventist Academy supports safety while driving on campus. The following regulations apply to all motorized vehicles, including scooters and motorcycles. Driving safely and following the regulations will help ensure student driving privileges:

- ⊗ Students are required to register their vehicle with the office.
- ⊗ Students are required to have a copy of their driver's license registered with the office.
- ⊗ Students may not use vehicles for eating in, visiting, or sitting during school hours.
- ⊗ Students may not borrow another student's vehicle.
- ⊗ In order to transport other students to and from school, the student will need written permission from
 - The principal
 - The driver's parent/guardian
 - The rider's parent/guardian



GENERAL GUIDELINES

- ⊗ ALL students must ride in school-provided transportation to all school activities, which begin and/or end at school.
- ⊗ The loss of driving privileges on campus may be assessed when a student: drives recklessly or too fast (over 5 mph) or puts the safety of anyone at risk or who drives off campus during school hours without permission. In addition, driving privileges may be suspended for two weeks and a one-day suspension may be given as well.

Leaving Campus During the School Day

The Academy operates a closed campus during the school day. Closed campus means a student may not use his/her car from the time he/she arrives until he/she leaves for the day. All exceptions must be cleared with the administration even if the parent has given permission.

Phone Use

- ☎ Students must have faculty permission to use a school phone.
- ☎ Students may not have or use cell phones during the school day; this is from the time the student arrives until dismissal at 2:30. Students may communicate with parents using the office phone or with their cell phone with appropriate permission.
- ☎ High school students may keep a cellular or Internet device in their locker, but it must be turned off for the entire school day and may not be used on campus without the permission of a teacher.
- ☎ No headphones or audio use while at school except with permission from a teacher.
- ☎ Teachers are requested to collect any phone, iPod, Nano, or similar device if it is misused. It will be taken to the office and only returned after a conference with the principal and a parent.
- ☎ **Repeat offenders will check their phones at the office** when they arrive at school and may only pick them up at the end of the day when they are ready to leave.
- ☎ Elementary students who must have a device for use *outside of school hours* for safety reasons **MUST** check the device in with the classroom teacher at arrival.
- ☎ If a cell phone is brought to school it **MUST BE TURNED OFF BEFORE** class begins and kept in the student locker or with the classroom teacher until dismissal.
- ☎ For high school field trips, the teacher in charge will determine if phones and other hand held devices will be permitted.



GENERAL GUIDELINES

Computer/Internet Use



The Seventh-day Adventist educational system offers their students access to a computer network for file storage and internet usage. To gain access to these, the legal parent/ guardian and student sign the Computer Use Contract. High school students and parent/guardian will also have to sign the Chromebook contract before being issued a Chromebook. School computers are for educational purposes only. Since the network is provided for students to conduct research and complete academic work, access is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. School staff may review any and all student files and internet access histories to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will

1. be responsible and courteous in all computer use.
2. be responsible with all computer hardware and software.
3. keep their passwords to themselves.
4. respect the confidentiality of folders, work, and files of others.
5. learn about and observe copyright laws.
6. comply with the GRAA Computer Use Policy.
7. not attempt to access or alter unauthorized areas of any computer system.
8. use Chromebook at school for academic use only.
9. not be allowed use of school computers or computer lab under direct staff supervision.
10. not be allowed to use any type smart device at school.

Any activity not in compliance with these rules may result in restriction of access as well as other disciplinary or legal action. Damage to Chromebook will be charged back to the students account.

High School Mission Trip/Music Tour

Each year a mission trip may be planned which all high school students are encouraged to participate. On-campus service and outreach activities may be planned during Mission Week for those who do not go on the mission trip.

Student Protective Services

As mandated by the Michigan Department of Social Services, administrators and teachers who have reasonable cause to suspect child abuse or neglect are required by law to report immediately to the Child Protective Services Unit. According to state law, school personnel are not to investigate nor notify parents.

GENERAL GUIDELINES

Communications from the School

Weekly Newsletter:

On Thursdays, the office publishes and emails a newsletter containing past, current, and future events; it is emailed to parents. This communication is also sent to area churches monthly. The newsletter can also be found on our website.

School Website: *www.graa.com* provides information including communication from each classroom, the weekly newsletter, the school calendar, and much more.



Facebook: IT maintains a Facebook page for the school. “Like” us to keep informed.

School Yearbook: The secondary students produce a yearbook for the entire school each year. Opportunities are given for advertising and sponsoring pages in the book.

One Call Now: When the school needs to get a message to parents quickly, the automated phone system is used to contact everyone with the same message within a matter of minutes. This system is used for notifying parents about snow days, your child’s field trip, fruit sales, important meetings, etc. If your phone number or e-mail address changes, please notify the office.

School Lunches

Limited hot lunches will be available for students to purchase. School policy prohibits serving or selling meat items at lunch or at any school function.

Lunches Sent from Home

The school encourages parents to send a healthy lunch including nutritious vegetarian foods that have low sugar content. **Beverages with caffeine are never to be sent.** Parents should provide all utensils and other items needed for students who bring their own lunch. No sharp knives should be sent.

School Closing Procedure

Severe weather may require the closing of school. The announcement will be made by 6:00 AM through **One Call Now**, which is an automated phone service, and through the **GRAIL** System, which includes all major radio and television stations. Please do not call the principal, faculty, or the school. **Channels 8 and 13** are generally the first to list our closings. You may also sign up for text alerts from your local TV stations.

Inclement weather may be more severe in certain areas; so if the school does not close; but you as a parent feel it is not wise to come, please let the school know by 8:00 AM. These absences will be considered excused.

GENERAL GUIDELINES

Emergency Procedures

Fire Drills and/or Intruder Drills are conducted randomly during the school year.

Tornado Drills are conducted twice/year, once in the fall and once in the spring.

Tornado Watch: If students are in school when a tornado watch is issued, students will remain in class until the regular dismissal time.

Tornado Warning: If students are in school when a tornado warning is issued, students will be retained in school where precautionary measures will be taken. **Students will not be released until an “all clear” has been received.** Parents may pick up their children at their own risk. **Please do not phone the school when a tornado warning is in effect.**

Terror Alert: In the event of a terror alert, students will remain at the school until the normal dismissal time. Safety precautions will be taken. If the alert is still in effect the following day, school will be cancelled.



STUDENT BEHAVIOR GUIDELINES

Christian Values and Character Building

Grand Rapids Adventist Academy promotes Christian values and character building and does not approve and will not retain students who do not wish to maintain these standards. **Both printed and stated regulations hold equal value.** The school board has designated the principal as the final word on all school regulations:

Respect for the spiritual ideals of the Seventh-day Adventist Church.

- Show respect to and cooperate with all school personnel and volunteers.
- Show respect for and protect school property and the rights of others.
- Abstain from those activities that inhibit or destroy the development of the physical, mental, or spiritual life.
- **Obey any regulations adopted and announced during the school year.**

Unacceptable Behavior

The church, state, insurance, and common ethical code of right living and Christian principles dictate that some practices should not be permitted at GRAA or during any school-sponsored off-campus activity. Participation in any of the following areas may forfeit membership as a student at GRAA or involve other disciplinary action as deemed necessary.

STUDENT BEHAVIOR GUIDELINES

Regulations adopted by the school administration, published or announced during the school year, will carry the same force as if printed in this bulletin. The School Board has adopted the following guidelines as behavior not acceptable on the campus of GRAA. Such behavior includes, but is not limited to:

- showing attitudes of insubordination toward a person in authority
- swearing or using negative and/or offensive language
- gambling
- possessing or distributing alcoholic or caffeinated beverages, tobacco, or illegal drugs
- sexual harassment or any form of bullying
- cheating or other forms of dishonesty
- physical injury to others or threatening injury to others
- degrading others by verbal abuse
- possession of firearms, explosives, or fireworks
- possessing unauthorized replicas of firearms, explosives, or fireworks
- indifference to GRAA dress policy
- vandalism to school or someone's personal property
- being in unauthorized areas without permission
- tampering with fire alarms, fire extinguishers, or other safety equipment
- public display of affection (hands-off policy)
- sexual activity of any kind
- use of electronic devices at school, including cell phones, smart devices, gaming devices, and music devices during school hours

Due to allergies, please do not bring sprays or aerosol products to school.

Zero Tolerance Behavior

In keeping with Michigan state law, possession, buying, or selling of any of the following may result in the notification of law enforcement authorities and expulsion from GRAA:

- alcoholic beverages
- illegal drugs
- weapons
- explosives

Discipline Procedures

Order of Discipline Resolution

- Teacher will handle discipline.
- Teacher will handle discipline and parent will be notified.
- Principal gets involved and parents will be notified.
- Student and parents must meet with the Board Discipline Committee to discuss student's future at GRAA.



STUDENT BEHAVIOR GUIDELINES

Cheating and Plagiarism = Academic Dishonesty

Plagiarism is defined as copying the works of others including published works without giving proper citation. Plagiarism is considered academic dishonesty and the consequences are the same as those for cheating. Copying someone else's homework and plagiarism are cheating just as much as copying someone's quiz/test answers or getting answers by text messaging or some other electronic, human, or written method. Consequences vary according to the degree of cheating, but at the very least, both individuals involved will receive no credit for the work/test. A student in National Honor Society or holding a leadership position may lose his/her membership/office. Continued cheating may result in the student and his/her parents appearing before the discipline committee.

Grievance Policy

From time to time questions arise from misunderstandings of classroom practices and procedures, differences of opinions, lack of information, and genuine concerns about school processes. These questions, if not resolved in a responsible manner, could undermine the effectiveness of the educational endeavor by causing disunity and interfering with the harmony that is so essential to the success of the school. They effectively compromise the spirit of Christian love and foster personal animosities.

“If your brother sins against you, go and show him his fault, just between the two of you.

If he listens to you, you have won your brother over.”

-- Matthew 18:15 NIV

In the interest of preserving unity and harmony among the members of the school family, and promoting an effective teaching/learning environment for the students, the following policy, based on the principles found in **Matthew 18:15**, has been adopted by the school board.

When concerns about school personnel or procedures arise, please abide by the following guidelines:

1. Consult with the school employee or board member directly involved. Share your concerns, observations, questions, suggestions or objections with him/her with a genuine desire to solve the problem in a manner that will serve the best interest of the individual and the total school program. Follow the Golden Rule, and most problems will be resolved at this stage.
2. If no satisfaction can be obtained by talking to the individual concerned, the matter needs to be discussed by the concerned party, the person who the concern is about, and the school principal.
3. If steps one and two do not yield a satisfactory solution, the board chairperson needs to be brought into the consultative process. The board chairperson will arrange for a meeting with the school administration and the parties in conflict.

STUDENT BEHAVIOR GUIDELINES

Grievance Policy continued:

4. Should an acceptable solution still not materialize, the matter may be presented to the school board. The school board will honor a request for a hearing when the board chairperson receives a letter to that effect, submitted at least one week prior to the regularly scheduled board meeting, provided the first three steps have been adequately pursued. Special board meetings to resolve conflicts may be called at the discretion of the board chairperson.
5. Typically, the board's decision will be considered final. However, should the party with the complaint find the board's decision unacceptable, he/she can appeal to the Michigan Conference Superintendent of Education. Conference personnel are willing to entertain a grievance only when they are satisfied that Steps 1-4 have been exhausted. The Conference retains the privilege of serving, first as mediators, and if mutual satisfaction is not arrived at, as final arbiters.

While it is best to deal with the issue on a one-on-one, individual basis as the process begins, the party with the grievance may choose to include a person, such as a church elder, pastor or another member of the school family, who enjoys the respect and confidence of both parties, in the first step or at any stage of this grievance procedure. It is expected that consultation at each stage of this process will conclude with a mutually acceptable plan to resolve the conflict.

Discussing the issue with those not directly involved, at any stage of these proceedings, can only exacerbate the situation and make finding a solution that much more difficult. The ethics of such a practice is also questionable.

Should it become necessary at any stage to write letters or send e-mail messages to any of the parties concerned, copies of the letters or e-mail messages sent to the board chairperson would facilitate a more transparent process and could increase the potential for a quick and easy resolution. The more respectful and factual these communications are, the greater their effectiveness.

Concerns can be addressed, problems can be resolved, difficult hurdles can be overcome, when all parties are engaged in the process without rancor or malice and without compromising the Christian principles of mutual respect and genuine love.

STUDENT BEHAVIOR GUIDELINES

Discipline Committee

Discipline Committee is the last step in the discipline process. It is a committee made up of the school board chair, one board member, the student's pastor, the principal, and the teachers involved with the discipline situation. A student appearing before the discipline committee has gone through all other discipline without changing their behavior and generally must convince the committee that they should continue to be a student at GRAA.

Public Display of Affections (PDA)

Grand Rapids Adventist Academy has a hands-off policy, which means no handholding, no hugging, no kissing, NO TOUCHING. Students who feel they must do these things will be put on social restriction. **Social restriction** means the students involved will not be allowed any contact with each other while at school for a week: no talking, no sitting near, no note passing through a friend, no riding in the same car for field trips, NO CONTACT at all. Contact while on social restriction or repeatedly being put on social restriction may result in the students appearing before the discipline committee.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests, and/or other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes. Harassment should be reported to the classroom teacher or the principal. Provision is made for female students to confer with a female staff member.

DRESS CODE STANDARDS



The dress code policy of GRAND RAPIDS ADVENTIST ACADEMY is designed to promote Christian values and project a Christian image on campus and in the community. The principles which guide the dress policy are the standards of excellence, which encourage modesty, simplicity, cleanliness, safety, and health.

We require our students to adhere to the dress code guidelines while on campus and on school sponsored trips unless specific instructions are given to indicate an exception. Students will be excluded from class or school functions until their attire meets expectations.

We have partnered with a uniform company that will take your shirt order at any time and deliver it to your home. School shirts may be ordered from www.frenchtoast.com using GRAA's code (QS4553N) or purchased from a local store. Pants and shorts must be blue, black or khaki and be

DRESS CODE STANDARDS

of a school uniform style which adheres to the modesty standards below. Cargo pants and shorts are not approved uniform styles. All Jackets, sweaters, and high school class apparel will be available for order in August and September. An approved uniform fleece is available through the office and may be worn over the uniform in the classrooms. Otherwise, students must select uniform clothing from www.frenchtoast.com. All school shirts must have the approved GRAA embroidery.

MODESTY

- ✎ Excessively tight clothing are not be worn. The student's pants should be able to pinch at least one inch of material without stretching the clothing.
- ✎ Jogging type khaki pants are not allowed. (pegged at the bottom)
- ✎ Clothing with a low neckline (below the top of the armpit), made of sheer fabric, or showing a bare midriff or underarms when hands are raised are not be worn.
- ✎ Polo shirts must have 2-3 buttons.
- ✎ Only the top button on a shirt may be worn unbuttoned.
- ✎ Shorts and skirts must be within 2 inches of the floor when kneeling.
- ✎ Pants cannot hang below the waist and undergarments should never be visible.
- ✎ Pants must not be tight around the ankle, but should be of a straight cut design.

SIMPLICITY

- ✎ Any non-functional accessories, including jewelry, scarves, and hair ties on the wrist, are not be worn.
- ✎ Excessive makeup, unnatural lip color, colored finger or toe nail polish are not be worn. Only clear nail polish and French tips are acceptable.
- ✎ Unnatural hair colors and unusual hair styles are also not acceptable.
- ✎ Tattoos and body writings are not acceptable.

CLEANLINESS

- ✎ All clothing must be clean and in good repair.
- ✎ Stained, ripped, torn, or frayed clothing is not permitted.



SAFETY

- ✎ Closed toed shoes that attach at the heel are required to be worn at all times.
- ✎ If shoes have laces, they must be laced up and tied.
- ✎ All students must wear athletic shoes in the gym. We recommend the student have a pair of athletic shoes to leave at school.
- ✎ Hats are not allowed in any building.
- ✎ Eating food is not permitted in the classrooms except during teacher-planned events.

DRESS CODE STANDARDS

PE/Intramurals

Students in Grades 7-12 are required to wear the physical education uniform during PE activities and intramurals. Uniforms must be purchased from GRAA.

Friday Dress

Students may wear approved GRAA apparel. P.E. shirts and college T-shirts are not acceptable as classroom attire. Pants and skirts must meet dress code guidelines.

Graduation/Banquet Dress

All modesty standards apply to formal occasions such as banquets, senior graduation, and 8th grade graduation. All banquet dresses and graduation dresses of seniors, junior escorts, 8th graders, and 7th grade escorts must be modeled for and approved by the administration **at least one week prior** to the event. Sleeveless and strapless dresses must be covered with a closed sleeve jacket or sweater; shawls will not be allowed for covering sleeveless or strapless dresses. Low cut, too tight, or too short will not be approved. Students arriving at the activity dressed in something that has not been approved may be asked to leave and not allowed to take part in the activity.

Acceptable banquet footwear for students: dress shoes; no tennis shoes; no flip flop style shoes.

Swimwear

On school outings where swimming is part of the activity or for swimming lessons, students must dress to maintain a high standard of modesty. Boys are to wear board shorts and girls are to wear board shorts over a modest one-piece swimsuit.



SCHOOL BOARD

Nereida MartinezChair Person
Charlotte Green.....Principal/Secretary

More school board information can be found on the school website www.graa.com under the School Board tab. To contact one of the board members, please email nereida196930@aol.com.

FACULTY/STAFF 2018-2019

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