



# STUDENT HANDBOOK

2022 - 2023

Updated August 15, 2022

## MISSION STATEMENT

To help GAA students to:

*Glorify God in our daily lives,  
Achieve academic excellence with social responsibility, and  
Apply the principles of healthful living diligently.*

## ACCREDITATION

Guam Adventist Academy is an accredited school with the  
**Adventist Accrediting Association (AAA) and the  
Western Association of Schools and Colleges (WASC)**  
<http://www.acswasc.org/directory.htm>

## HOURS OF OPERATION

### Monday - Friday

Office Hours: 7:30 A.M. – 4:00 P.M.

School Hours: 8:00 A.M. – 2:45 P.M.

## CONTACT INFORMATION

Phone: (671) 789-1515

Fax: (671) 789-3547

Web: [www.gaasda.org](http://www.gaasda.org)

### TEACHER LEADERS:

Cynthia Tkalec (Teaching Principal), [ctkalec@gaasda.org](mailto:ctkalec@gaasda.org)

Thomas Hayes (Upper School Lead), [thayes@gaasda.org](mailto:thayes@gaasda.org)

**REGISTRAR:** Joaquina Vega, [jvega@gaasda.org](mailto:jvega@gaasda.org)

**ACCOUNTANT:** Tara Brecht, [tbrecht@gmmsda.org](mailto:tbrecht@gmmsda.org)

### ADDRESS:

1200 Aguilar Road, Yoña GU 96915

### LOCATION:

Cross-Island Road, Route 17, Windward Hills

Across from Windward Hills Golf Course

(2.1 miles from the Route 4 intersection)

## PREFACE

This Handbook is to present the rules, policies, and procedures for students at Guam Adventist Academy (GAA). The information herein is not intended to be exhaustive but to provide an informational resource to address common questions and concerns.

Students and their parents are responsible for being familiar with the contents; therefore, students and parents need to review all the policies and procedures carefully. Although every effort has been made to make this Handbook accurate, the information provided is subject to change and/or addition. Updates and/or corrections, as they occur during the year, will be placed in an addendum at the school's website and/or the newsletter.

## INTRODUCTION

Guam Adventist Academy is a co-educational parochial day school operated by the Seventh-day Adventist churches of Guam and the Guam-Micronesia Mission of Seventh-day Adventists. Classes are offered from pre-kindergarten through grade 12.

Christian education is a foundation of Seventh-day-Adventist historical heritage. The educational philosophy is best described in the book [Education](#) by E.G. White. This book has been read by educators around the world and is available for sale at Simply Food, the Adventist health food/bookstore in Agaña Heights.

Guam Adventist Academy traces its beginning back to the 1949-1950 school year when Pastor Dunton founded what has now become GAA. Maria Ulloa and Magdalena Flores were the first teachers in Dededo Village with twenty-six students. A second school opened in Talofofo in 1951 with Mariano D. Tabali as the teacher. By 1957 the schools had become one at the Agaña Heights location with an elementary through twelfth grade curriculum. The current Windward Hills property was secured in July of 1963. The 1999-2000 school year marked Guam Adventist Academy's 50<sup>th</sup> anniversary. The 2024-2025 school year will be the 75th year of GAA's operation.

# SCHOOL PHILOSOPHY

The philosophy of Christian education at Guam Adventist Academy is contained in the following quote:

*“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” E.G. White, Education (Pacific Press Publishing Association, Mountain View CA), © 1952, p.13*

## **Seventh-day Adventist education goals for students are to:**

1. Learn about God and His character through Bible study, aided by the study of nature and E.G. White’s writings.
2. Develop a personal friendship with Jesus Christ.
3. Recognize for themselves the value of fellowship as a member of God’s family.
4. Develop a Christian character, which is a unique possession for eternity.
5. Learn from teachers who exemplify a Christian character and are companions with the students in work, study, and recreation.
6. Recognize and appreciate the work of the Holy Spirit and the ministry of angels.
7. Learn to communicate with God, to recognize His providential leading, and to cooperate with His power to resist evil and live a Christ-centered life.
8. Learn in a school atmosphere where Christian virtues are valued, practiced, and accepted, and where self-motivation and cooperation are esteemed over competition and rivalry.
9. Acquire the basic academic skills and body of knowledge needed for life, being challenged to develop thought and decision-making processes to the highest level.
10. Learn the physical, mental, spiritual, and social laws, and achieve a balance of their principles.
11. Develop natural talents and accept the value and dignity of labor.
12. Become a productive and worthy citizen of their community and country, respecting the rights and privileges of others.
13. Increase their knowledge and appreciation of different cultures.
14. Accept in a personal sense the mission to participate in giving the Gospel to the world in preparation for the soon return of Jesus.
15. Support in words and actions the mission of Guam Adventist Academy

# GUAM ADVENTIST ACADEMY'S ESLR

(EXPECTED SCHOOL-WIDE LEARNING RESULTS)

## **Glorifying God in Our Personal Lives and Making Socially Responsible Choices**

1. Volunteers to pray in class
2. Seeks God's guidance through the Bible and prayer
3. Exhibits the Fruit of the Spirit (Galatians 5:22-23) in their lives through acts of service contribution of time, skills, and resources to share God's message of love
4. Shows an appreciation and respect for God's creation, for other people and their property
5. Desires to spend time developing a strong, personal relationship with Jesus Christ

## **Achieving Academic Excellence with Social Responsibility**

1. Reads, comprehends, writes, listens, and speaks at or above grade level
2. Uses technology & resources to consistently achieve and submit high quality work
3. Accepts and offers constructive criticism, and revises work to meet or exceed expectations
4. Identifies and assesses academic goals, then actively pursues them
5. Assumes leadership roles and promotes cooperation
6. Demonstrates academic integrity & honesty in all aspects of school life

## **Applying Diligently the Principles of Healthful Living**

1. Demonstrates a commitment to applying the Seventh-day Adventist principles of NEW START
  - **N**utrition
  - **E**xercise
  - **W**ater
  - **S**unlight
  - **T**emperance
  - **A**ir
  - **R**est
  - **T**rust in Divine Power
2. Engages in physical activities to meet physical goals and improve health.

## VISITATION AND COMMUNICATION

GAA desires to provide visitation and communication opportunities with a minimum disruption of the educational process. GAA desires to keep all parties informed to encourage involvement.

We provide a monthly and yearly calendar with periodic updates. Information is added in the school newsletters, emails, and letters from teachers and administration.

### VISITATION

Board members and parents are encouraged to visit the GAA campus. Visitors are expected to make appointments and are required to register at the GAA Office. A Visitor's Pass from the GAA Office is to be worn during visits. Students are not to invite guests to the campus without making arrangements in advance with the principal. Students are to inform their guest of school regulations including the dress policy. School lunch periods are preferred times for student visitors. Parents may deliver lunches and other items for their child to the office to avoid class disruptions.

When a parent picks up a student during school hours for medical appointments or other specified reasons, a parent is to sign the student out with the office staff. (Please refer to ACCIDENT/MEDICAL PROCEDURES section for related detail information.)

Parents may visit for special occasions, but please do not bring other guests. Arrangements must be made in advance with the homeroom teacher and/or teachers involved.

**PHONE MESSAGES** disrupt the educational process for students. Parents are encouraged to send notes of instruction to the homeroom teacher for elementary students. Phone messages to students will be delivered from the office just before dismissal unless the nature of the call indicates the message should be delivered sooner. Students may use the GAA Office phone to call a parent. (Please refer to SCHOOL PROPERTY GUIDELINES, CELL PHONES.)

Parents are encouraged to use email to contact teachers and to allow one day for response. The GAA Office staff will put messages in teachers' office mail boxes for return calls or other messages. GAA will not give out teachers' phone numbers unless authorized by the teacher.

### VISIT WITH PRINCIPAL APPOINTMENT

Do not hesitate to call the GAA Office to make an appointment to speak with the principal at any time. If the principal is available, he/she will immediately respond. If not, the principal will respond at his/her earliest convenience.

## ADMISSION & WITHDRAWAL

Guam Adventist Academy welcomes students without regard to religion, race, or gender. Students seeking a Seventh-day Adventist Christ-centered education that nurtures the development of the whole person will appreciate our philosophy and the school's safe and nurturing environment.

### ENTRANCE REQUIREMENTS

- A child entering the Pre-Kindergarten program must be absolutely unassisted with his/her personal hygiene and pass evaluation by the teacher.
- The required age for a child entering the Kindergarten program is five years of age by September 15 for the current school year.

- The required age for a first-grade student is six years of age by September 15 of the current school year.

A child's behavioral/developmental age, not age in years or IQ, is the more effective criteria of determining school placement. Before registration, kindergarten applicants may be tested for readiness through observation and a testing program. First grade applicants may also be tested for readiness.

### ADMISSION CHECKLIST

A student who presents himself/herself for admission must willingly agree to abide by the principles set forth in the GAA Handbook.

Parents or the responsible party for the student should follow the procedure outlined below:

1. Submit current application form with a fee of \$100/ child on registration. Parents will receive \$100 discount in May, June, and \$50 in July.
2. Received/on file:
  - a. birth certificate
  - b. most recent passport
  - c. most recent visa (if needed)
3. Medical documents:
  - a. Current medical exam form on file
  - b. Physical examinations are required for all new students and students entering grades K3, K4, K5, 1, 4, 7, and 9.
  - c. Students who choose to participate in the interscholastic sports program must obtain a medical sports clearance.
4. Immunization records on file with up-to-date immunizations:
  - a. current PPD (within six months) or
  - b. chest x-rays (within five years)
5. Scholastic records:
  - a. Proof submitted for student's minimum GPA of 2.0. If no proof of at least 2.0 GPA, then the status of the student may be probationary with the permission of the principal and/or the GAA Board.
  - b. New students must provide/demonstrate authorization for release of records from previous school.
  - c. A student may be required to complete placement test(s).
6. Handbook Acknowledgement form (back page):
  - a. signed by student
  - b. signed by primary parent or responsible party
7. Financial contract signed and received by the business office
8. Computer usage agreement:
  - a. signed by student
  - b. signed by primary parent or the responsible party
9. New student and parents/responsible party must visit with principal or his/her representative.

## ITEMS 10 TO 12 APPLY ONLY TO 7-12<sup>TH</sup> GRADERS.

10. Student needs to meet with registrar to discuss class status and schedule classes for the school year.
11. New students in grades 7-12 must submit a one-page essay about himself/herself. (See Essay Guidelines Form)
12. Students driving their own vehicle to and from school must submit:
  - a. a copy of their driver's license,
  - b. a copy of car registration,
  - c. a copy of car insurance coverage,
  - d. parental consent signed and submitted, and
  - e. a signed consent by other parents who agree to allow their child/children to ride as passengers.

## ADMISSION TO ESL/ELL (ENGLISH AS A SECOND LANGUAGE)

ELL students will complete the above ADMISSION CHECK LIST. Other considerations unique for ELL students will be discussed during the visit with the principal/registrar. He/she will assist ELL students to obtain and understand the necessary documents needed. **There is an additional fee for ELL students as they have a special class daily.**

## REGISTRATION

Pre-registration for the next school year is expected at the end of the current school year. Early registration helps GAA anticipate staffing and textbook needs. The actual class schedule for 7<sup>th</sup> to 12<sup>th</sup> graders will not be available until about 2 weeks before school starts. Students in junior high and high school may come in any time during the week before school starts to sign up for classes. **If a student has paid registration fees and the first month's tuition, registration may be completed by email.**

## PROBATIONARY ACCEPTANCE

Any student accepted on a probationary status, whether citizenship or academic (GPA below 2.0), has up to one quarter in which to prove him/herself and submit all documents required to be registered. A student's GPA, citizenship, completion of registration documents, and payment are determining factors for the student's official acceptance. GAA will work with a student and his/her family to help the student succeed and remain in school. Students in this category are responsible to check with their teachers and the principal to ensure that all pertinent material and expectations are followed accordingly.

## WITHDRAWAL FROM GAA

Please notify the GAA office two (2) days in advance of the final date the student will be in class. A parent or responsible party must sign a "Withdrawal Form" and an "Authorization for Release of Records" form to initiate the withdrawal process. If a student withdraws from school, the tuition for any portion of the month is due and nonrefundable. Please note the following:

1. An exit interview with the principal or his/her designee is required.
2. The Withdrawal Form must be completed and a copy returned to the parent or responsible party.

3. The Withdrawal Form assists a student to immediately re-enroll in another school.
4. Final clearance is not complete until any balance due for tuition, fees, and lost/damaged books are paid in full.
5. Then a student's records and/or transcript may be sent as indicated per request of a student (when 18 or older) or the request of a parent/legal responsible party when an authorization for release has been signed. **Parents are responsible for all tuition payments up to the day the withdrawal and the form in support of this, is signed by the parents or the responsible party.**

## FINANCIAL SERVICES

(Please contact the Business Office for current tuition rates)

### POLICIES

It is the purpose of the GAA Board to keep school charges as low as is consistent with good business management. The school reserves the right to change the tuition rates at any time in order to meet changing economic conditions. It has been found that the following policies are in the best interest of the student and the school.

1. The account for the previous year's schooling must be settled before the student is permitted to enter for the current school year.
2. If a student withdraws before the end of the school year, the tuition will be prorated based on the total tuition for the school year and the number of days the student was enrolled in school.
3. Students with a balance at the end of a semester will not be allowed to start the new semester until the account is cleared.
4. The report card, transcripts, and diploma will be released only after the student's account is paid in full.

### PAYMENTS

All payments are due and payable by the last day of the previous month. All payments will be applied to the oldest balance. An automatic late payment fee of \$25.00 per month per student may be charged to each overdue account. If there is a question on when the bill was paid,

the date on the receipt will be the deciding factor. Please keep your receipts until your next statement comes out for proper documentation in case of a billing dispute.

**Application and registration fees are non-refundable.**

### TUITION PAYMENT PLANS

Rather than pay large payments in August, twelve (12) equal payments can be paid monthly starting in June. This payment plan improves GAA's cash flow, provides money to order books, and to make school improvements during the summer. More importantly, the 12-month payment plan lowers the monthly tuition bill and makes the family's monthly budget more predictable and manageable. We also offer a 11 and 10-month billing options.

### MULTIPLE STUDENT FAMILY DISCOUNTS

For families with multiple children the following discounts apply:

1. The oldest child will be charged at the full rate.
2. The second child will have a discount of 10%.
3. The third child will have a discount of 20%.
4. Four or more will receive a discount of 50% each.

### RETURNED CHECK FEE

A \$25.00 fee will be charged for each returned check. If more than two checks are returned by the bank for non-sufficient funds, GAA will require future tuition payments to be made in cash.



## TEXTBOOK

Students will be renting their books and consequently they will be responsible for the damages when they return the books at the end of the school year. Lost and/or severely damaged books will be subject to a replacement fee. Misplaced books that come into the possession of the school may be redeemed by paying \$1.00 per book at the GAA office.

**Students who have lost or misplaced their textbooks are still responsible to submit all assignments on time.**

## AGENCY ACCOUNTS:

Reallocate the seniors' class funds and endowment funds raised by students in clubs and other organizations after six months of graduation or inactivity. The board will direct this action.

# ACADEMICS

## ACADEMIC STANDARDS (K-8)

Students are expected to maintain high standards. Any student **failing three or more academic subjects for the year will be required to repeat the grade** or attend summer school with an approved program. Parent(s) will be notified in writing by the end of the third quarter in the event that there is a question on a student's promotion.

## ACADEMIC STANDARDS (Grades 9-12)

GAA requires a C average or above to be in good and regular standing. If a student falls below a "C"/2.0 average, he/she is put on academic probation. Students with a "D", "F" or "I" in any one class will not be eligible to hold a class or student association office until this is corrected. Failure of a class will require repeating it at an accredited school which must be pre-approved by the GAA principal/registrar. If an "I" (Incomplete) is not replaced by any other letter grade within three weeks after completing the quarter/semester, the grade may become an "F". Students with past due accounts will not be allowed to take semester or final exams, resulting in "I" (incomplete) grades without business office clearance. At the end of 4<sup>th</sup> quarter incompletes will not be issued.

## SCHOLASTIC REPORTS

Academic grades for grades K3-K5 will be as follows:

- I** Works independently
- P** Progressing toward
- NT** Needs more time to complete
- Blank** Not addressed during this period

1<sup>st</sup> / 2<sup>nd</sup> academic grades will be as follows:

- E** Excellent
- S** Satisfactory
- N** Encountering Challenges

3<sup>rd</sup> -12<sup>th</sup> academic grades will be as follows:

<u>Letter</u>	<u>Percent</u>	<u>GPA</u>
A	92 - 100%	4.0
A-	90 - 91%	3.7
B+	88 - 89%	3.3
B	82 - 87%	3.0
B-	80 - 81%	2.7
C+	78 - 79%	2.3
C	72 - 77%	2.0
C-	70 - 71%	1.7
D+	68 - 69%	1.3
D	62 - 67%	1.0
D-	60 - 61%	0.7
F	0 - 59%	0.0

- NC** No Credit does not affect GPA
- P** Passing grade
- CS** Community Service

## MID-TERM REPORTS

A mid-term report will be sent home at the middle of each nine (9) week period. Parent or legal guardian signature is required on the returned document.

## GRADES

Quarter Grades: Grades earned at the mid-semester (9-week grades)

Semester Grades: Grades earned at the end of the semester. These grades are recorded on the student's permanent record. Citizenship grades may be given by the teacher on the mid-term and semester reports.

**ACCELERATION (GRADES 1-8) (Not Recommended) (GMM Education Code)**

Students in grades 1-8 who show academic, chronological, social, and emotionally readiness, may be considered for acceleration to a higher grade.

The student must score at the 90<sup>th</sup> percentile or above on a nationally recognized test (e.g. SRA, Iowa Assessments, or Stanford SAT-10) and must be evaluated by the teacher, principal and the Guam-Micronesia Mission Superintendent of Education. Students approved for acceleration will have a trial period. Qualified elementary students may register and receive high school credit at GAA. Please contact the GAA Office for details.

**8TH GRADE PROMOTION REQUIREMENT (GMM Education Code)**

To be promoted from 8th grade to 9th grade, students must pass all classes in 7th and 8th grade. (Including Art, Music, and other electives)

**8<sup>TH</sup> GRADE HONOR CORDS**

Honor Cords will be given according to the following criteria:

1. Promoted with High Honors (Gold Cords) - 3.75-4.00 GPA
2. Promoted with Honors (Silver Cords) - 3.50-3.74 GPA
3. Must be a student of high Christian moral character, exhibiting the principles of Guam Adventist Academy
4. Any student who has disciplinary action taken against him/her for infractions denoted with a diamond on the White Card, will be disqualified from Honor Cords.

**ACCELERATION (GRADES 9-12) (Not Recommended) (GMM Education Code 1499 B-E)**

Students who wish to graduate in three years must submit a written application signed by their parent(s) no later than the end of their tenth grade, but preferably during the ninth grade. To be eligible for acceleration, the student must be able to meet minimum graduation requirements.

**GRADUATION REQUIREMENTS**

<u>Subject</u>	<u>Credits</u>
Religion/Bible (Less .5 credits for each semester attending a non-SDA secondary school)	4 credits
English	4 credits
Science	3 credits

(2 credits must be laboratory sciences)	
Social Studies	3 credits
(1 credit - United States History, .5 credit - United States Government, and .5 credit - Guam Island History required)	
Mathematics	3 credits
(Pre-Algebra and Business Math not included)	
Vocational Education	2 credits
(1 credit practical arts and .5 credit computers required, keyboarding not included but must be taken each semester until at least 30 wpm achieved. Other electives areas include Business, and Foreign Language)	
Health	.5 credits
Physical Education	2 credits
Fine Arts	.5 credits

With electives to total at least 22 credits for graduation. All school work must be satisfactorily completed before the student may receive a diploma.

**12<sup>TH</sup> GRADE HONORS DIPLOMA**

Adds:

Mathematics	1 credit
Science	1 credit
Social Studies	1 credit
Foreign Language	2 credit

Electives to total at least 28 credits for graduation

**HONORS DIPLOMA (CORDS)**

Honors Diplomas and academic awards will be given according to the following criteria:

1. Completed all Guam Adventist Academy graduation requirements
2. Graduating with High Honors (Gold Cords) - 3.75 - 4.00 GPA
3. Graduating with Honors (Silver Cords) - 3.50 - 3.74 GPA
4. Enrolled in Guam Adventist Academy the entire junior and senior years
5. A student exhibiting a high Christian moral character and the principles of Guam Adventist Academy
6. Any student who has disciplinary action taken against him or her for infractions denoted with a diamond on the White Card will be disqualified from Honors Diplomas
7. Passing Grades "P" are not counted.

# HIGH SCHOOL ACADEMIC ISSUES

## CLASS LOAD

Students are expected to enroll in a minimum of seven subjects. Exceptions will be addressed on an individual basis. For permission to enroll in additional subjects, excluding music and physical education, a student must have the signature of their parent(s), the principal, and the registrar.

## EXTRA-CURRICULAR LOAD

In order to provide as many students as possible the opportunity to hold office in the various classes and student organizations, no student may hold more than one major office such as president or editor in any given school year.

## ACADEMIC INTERVENTION (GRADES 9 - 12)

Students with specific class grades below a "C" will be required to drop unnecessary classes and add a study hall. Students with "D" or "F" grades are encouraged to attend after-school tutoring specific to their need. Parents must make arrangements for transportation to accommodate after-school hours.

## PROGRAM CHANGES

To add or drop classes, the signature of the parent(s), teacher, principal, and registrar must be obtained and presented to the GAA office. No class may be added or dropped after the first week of the semester.

## CREDIT TRANSFER

Credits may be obtained for outside work, such as summer school and college work. Permission must be obtained prior to taking the course in order to receive GAA credit. Request for credit from an outside source is to be submitted to the Academic Standards Committee by contacting the GAA office. **These credits are to be completed by the start of the second semester of the senior year.**

## CLASS STANDING

A student will be considered to be a member of a class by having on file the records showing completion of the minimum semester credits for the previous class plus enrollment in classes providing a minimum number of semester credits required for the current class as follows:

- Freshman (9<sup>th</sup>) - Completed 8<sup>th</sup> grade and enrolled for at least 6 semester credits
- Sophomore (10<sup>th</sup>) - Earned at least 6 credits

and enrolled in classes so the total number earned credits will be at least 12 semester credits

- Junior (11<sup>th</sup>) - Earned at least 12 credits and enrolled so the total number earned will be at least 18 semester credits
- Senior (12<sup>th</sup>) - Earned at least 18 credits and enrolled so the total number earned will be at least 22 semester credits

## 12<sup>TH</sup> GRADE GRADUATION REQUIREMENTS

A diploma is granted to a student:

- Who has been in attendance at GAA for at least the entire final semester of his/her senior year,
- Whose conduct and attendance comply with GAA guidelines and regulations,
- Who has completed in a satisfactory manner a minimum of 22 semester credits, and
- Who has completed at least 160 hours of community service.

Students transferring from another school are to meet the graduation requirements set by GAA. One-half credit of Bible is required for each semester in a Seventh-day Adventist school. (See Appendix A and B)

## TRANSCRIPTS AND DIPLOMAS

One transcript will be issued without charge. A fee of \$10.00 will be charged for each additional official transcript or diploma requested. A fee of \$5.00 will be charged for each unofficial transcript issued.

- A. An official transcript will not be issued for a student with an unpaid school account except by the authorization of the school board. Remember that students who have unpaid school accounts will not be allowed to take any exams including mid-quarter, quarter, semester, or final exams. This will result in incomplete grades and GPA calculations cannot be made or updated.
- B. Colleges accept transcripts as valid when marked "Official" and sent from the GAA office to the Registrar or Admissions office of the college. Students requesting a transcript must submit the request in writing, providing the address to which the transcript is to be sent. "Authorization to Release School Records" is a

form available at the GAA office for this process. The parent(s) must sign if the student is under the age of eighteen years.

- C. Guam Adventist Academy will accept transcripts from other accredited schools. The credits and grades will be translated for GAA records/transcripts according to GAA standards and practices. Only semester grades are recorded on the transcript as credit received. Grades for a partial semester are recorded on the nine-week grade reports and retained in the student's cumulative file, but not on the transcript.

### **SCHOLARSHIPS**

In order to be eligible for the National Merit Scholarship Award a student must meet all Merit Scholarship requirements as indicated by the Government of Guam. Scholarships are also available for 12<sup>th</sup> grade class president, SA president, SA religious vice president, and yearbook editor.

### **GRADUATION CREDIT ANALYSIS**

Refer to Appendix A.

### **HIGH SCHOOL COURSE SEQUENCE**

Refer to Appendix B.

### **HIGHER EDUCATION - UOG/GCC ADVANTAGE**

Seniors may attend University of Guam or Guam Community College while attending GAA if authorized by GAA administration. A student may be able to obtain high school credit or college credit from these educational institutions only after the student has completed most of their credits for graduation and are on target to complete all required classes before the end of their senior year. The student must also have time in their schedule to attend without conflict with their required program. GAA seniors taking approved classes will be allowed flexibility on/off campus leaves with special permission from the Principal. (Refer to the **Flexible Schedule** policy in the section **Student Vehicles**)

## **COMMUNITY SERVICE**

**Community Service Definition: "Community service is work done by a person or group of people that benefits others. You (Student) do not get paid to perform community service."** - Christine Sarikas

### **COMMUNITY SERVICE**

GAA grants Community Service hours only for work completed when in direct contact with the community for which the work is being done, (excluding traveling time).

Community Service hours are required of all junior high and high school students registered at Guam Adventist Academy. The 7<sup>th</sup> and 8<sup>th</sup> graders are required to complete 20 hours of community service each year in order to be promoted to 9<sup>th</sup> grade. The 9<sup>th</sup> through 12<sup>th</sup>

grade students are required to complete 40 hours per year while in attendance at Guam Adventist Academy prior to graduation. All community service must be approved by the principal and/or the registrar before the student starts his/her community service. (See Appendix E)

### **CARING HEART AWARD**

The Caring Heart Award will be awarded each year to the student who best exemplifies a personal commitment to making the world a better place and sharing the love of God.

## **ATTENDANCE**

### **ATTENDANCE IMPORTANCE**

Attendance information becomes part of the student's permanent record. School recommendations are sought when former students apply for employment. Almost without exception, these forms request the attendance record of that individual. Each student should strive to have a good record. GAA considers it of great importance to be punctual to school and to all classes. Any student missing more than ten (10) days a semester will be referred to the Disciplinary and/or Academic Standards Committee.

### **ATTENDANCE POLICIES**

The GAA office needs to be notified the morning a student does not attend classes (for any reason). Following are the attendance regulations:

1. Three (3) unexcused tardies equal one unexcused absence. Three (3) unexcused tardies will result in a white card and 3 demerit points.
2. Tardies due to late arrival of buses and pre-arranged medical appointments are excused tardies. A student

who is tardy to a class may have his/her tardy excused at the discretion of the office staff or the teacher who detained the student making them late for his/her next class. Tardies will not be excused for loitering in the hall between classes. Students who are late arriving to school due to poor planning will not have their tardy excused.

3. Absences may be excused or allowed for:
  - a. Sickness of the student (After the 3<sup>rd</sup> day of absence, the student needs a doctor's letter.),
  - b. Death in the immediate family (within family unit - grandparents, parents, siblings, uncles, aunts, or first cousins), and/or
  - c. Unavoidable circumstances such as medical, dental, driving test, court issues, visa, and passport appointments. **Appointments are to be arranged for times outside of school hours whenever possible.**
4. All other requests for absences such as scholastic athletic or other educational activities, will be decided on a case-by-case basis by the Academic Standards Committee which is composed of the principal, registrar, one 7<sup>th</sup> - 12<sup>th</sup> teacher (elected by staff), and an elementary teacher (elected by staff). Other teachers wishing to speak to the Academic Standards Committee on behalf of a student are welcome to do so.
5. **A parent or responsible party is expected to call the GAA office as soon as possible and not later than the same day of a student's unexpected absence.**
6. Upon return to school after an absence, students must report to the GAA office with a written excuse signed by a parent and/or doctor. This excuse is attached to the GAA EXCUSED ABSENCE REPORT form. The student receives the form, takes it to their teachers for signature of acknowledgement, and then returns it to the GAA office. In addition, the student must make arrangements with their teachers to

complete all assignments missed during their absence. This is the parent/student's responsibility and not the teachers'. Make up time allowed is equal to time missed, i.e. if a student is absent one day, he/she has one day to make up work and turn it in to the teacher.

7. Parents requesting pre-arranged absences must submit the ARRANGED ABSENCE FORM (Appendix D) to the principal or GAA office **no later than two (2) weeks before a planned absence.** Pre-arranged absences should not be for more than 2 weeks while school is in session. Parents taking vacations during the school year can affect their child's academic progress. This should be avoided to not jeopardize a student's academic standing and/or the necessity to repeat a class or grade level.
8. A \$25.00 fee will be charged for each rescheduled semester exam for 7<sup>th</sup> and 8<sup>th</sup> grade; \$50.00 for 9<sup>th</sup> through 12<sup>th</sup> grade for any reason other than the student's sickness or a death in the immediate family.

**The provision is not intended to condone or encourage unnecessary absences on days in which school is in session. Board policy, in compliance with Guam law, discourages any unnecessary absence for any reason.**

#### **EXCUSED EARLY PICK-UP DISMISSAL**

When parents pick up students early from school for medical appointments, illness, injury, or other reason; please send a note the day prior to the early dismissal when possible.

When you pick up your child, come to the office, and we will send for them. Parents must sign the student out in the school's log-book at the GAA office.

High school students need to be instructed to meet their parent at the GAA office.

When the GAA office calls a parent and makes arrangement for early pick up due to illness or injury, the child will be waiting in the sick room for the parent's arrival.

# ACCIDENTS/MEDICAL PROCEDURES

**GAA Office must be kept updated with current contact information for situations of emergency.  
Parents please come to the office when picking up your child.**

## ACCIDENT PROCEDURE

In case of an accident at school, the following procedure will be followed for the injured student:

1. First aid will be administered.
2. If the injury is serious the parent will be notified as the student is being transported to the nearest medical facility.
3. Parents will be notified of all serious or potentially serious incidents.
4. An accident report will be submitted by the teacher and filed in the GAA office.
5. A medical log is kept of interventions for the students including the phone call to parents regarding students' well-being.

Please make sure that all telephone number changes are reported to the GAA office for updating in case of an emergency.

## ADMINISTRATION OF MEDICATION

Parents are to provide appropriate medical information for their student(s) to GAA. Only medication, which has been ordered by a physician, is permitted at GAA. This medication, in its official container, should be taken to the GAA office prior to going to the first class of the day. Teachers and staff are not allowed by law to dispense medicine. Your child must be old enough to understand your and the doctor's instructions so that they can administer the medication themselves in accordance with the physician's instructions.

A child with any serious medical condition that could be life threatening, is required to wear a medical alert ID bracelet.

**NO STUDENT SHOULD CARRY MEDICATION DURING THE SCHOOL DAY  
UNLESS MEDICALLY APPROVED IN ADVANCE BY PHYSICIAN'S NOTE**

## ALLERGIES

Parents will inform the office of a student with severe allergies and teachers will be trained accordingly.

## LICE (Pediculosis)

A student who is found to have lice/nits will not be allowed to return to school until his/her hair is cleaned thoroughly. "A student will (be) excluded from school until ALL LICE and NITS (eggs) are removed." (See Department of Education Guidelines for Control of Communicable Disease board policy 336.3.

See: [http://www.gdoe.net/gepb/policy/GEPBPolicy\\_300/GEPB\\_336.3.pdf](http://www.gdoe.net/gepb/policy/GEPBPolicy_300/GEPB_336.3.pdf).

If your child does not return to school after two calendar days, subsequent absences will be marked unexcused. Upon returning to school the student and one of his guardians/parents must report to the office to be cleared. Students should not ride the bus until cleared.

## MEDICAL CLEARANCE AND CONSENT FORMS

Parents are asked to provide medical information on the student's registration form. Parents need to alert staff about allergies or specific concerns, and to sign medical clearance and consent forms so that any necessary treatment can be administered appropriately and promptly.

## RELIGIOUS ACCOMMODATIONS

In cases of religious beliefs exemption requests, we need the parent needs to supply a written letter to the school principal explaining restrictions on medical assistance for the child. A medical alert ID bracelet would be appropriate if the parent does not allow blood products to be given to the child in an unforeseen injury that could involve medical emergency intervention.

## STUDENT ACCIDENT INSURANCE

The school offers student accident insurance at a very reasonable cost. Please see the GAA business manager, for more information on this.

# PROHIBITED ITEMS

## **PURPOSE**

Guam Adventist Academy (GAA) recognizes that it is important to protect the health and safety of its students by promoting a drug-free and weapon-free environment. To assist us in achieving this objective, GAA has adopted the following substance abuse program (for tobacco, vaping, beetle nut, alcohol, and other controlled substances) to achieve a drug-free school community. The goals of this program are to educate students about the problems of substance abuse and addiction, to assist students in overcoming such problems, and to provide fair treatment of students who are substance abusers and desire to change and be a part of the GAA family. Accordingly, GAA adopts the following policy:

Any student who is on school property or at a school sponsored activity under the influence of alcohol, drugs, or any mood-altering substances and/or who possess, uses, dispenses, sells, or aids in the procurement of tobacco, alcohol, or any mood-altering substances shall be subject to suspension or expulsion pursuant to the provisions and procedures outlined in this policy. The rehabilitation portion of this policy does not apply to those caught distributing—they will be suspended and/or expelled.

## **EDUCATION**

GAA maintains a substance abuse prevention program aimed at educating students on the harmful effects of drugs, tobacco, and alcohol. In addition, teachers and administrators receive training to assist them in identifying and addressing substance abuse by students.

## **ASSISTANCE REFERRAL PROGRAM**

A student with a substance abuse problem who desires to overcome such difficulty, will be referred to an assistance program for help in overcoming the problem. (Not seeking help is grounds for dismissal.)

## **STUDENT SUSPECTED**

When a school administrator or teacher determines there is reasonable cause to believe or reasonable suspicion to conclude that substance abuse is taking place, the student suspected of being under the influence of alcohol and/or drugs will be asked to voluntarily submit to testing for the purpose of determining the presence of such illegal substances. Factors which may be considered in determining reasonable cause include, but are not limited to: odors,

papillary changes, slurred speech, lack of normal coordination, or observable behavior that is an indication of being under the influence. In addition, the discovery of drugs or drug paraphernalia in the student's possession or control will necessitate drug testing.

## **ADMINISTRATION RESPONSE**

The principal (or school official acting in the principal's place) will inform the student's parent/responsible party as to why reasonable cause exists. The principal shall request that the student and parent/legal responsible party review and sign the voluntary consent form for testing and a waiver for the release of the test results to the principal and the Discipline Committee for resolution and disciplinary action. The attitudes of the student and parents/legal responsible party are very important to a redemptive solution to the problem.

## **TESTING**

After consent is obtained, the school will transport the student to the testing site agreed upon in collaboration with parents/legal responsible party and will oversee testing and evaluation.

## **SITUATIONS OF REFUSAL**

If the student and the parent/legal responsible party refuse consent to testing or refuse to release the results of such tests, the student will be suspended and/or expelled.

## **POSITIVE READING**

Parent/legal responsible party will receive test results from physician and/or testing center. When the parent/legal responsible party and principal are notified of the results, further action will proceed as determined by the committee for resolution and disciplinary action.

## **CONFIDENTIALITY**

Records on all test results are confidential and will not be disclosed unless required by law or authorized, in writing, by the parent/legal responsible party of the student tested.

## **PAYMENT**

The cost of the testing will be paid by the parent/legal responsible party when there is a positive outcome. GAA will assume expense of negative outcomes.

## **SITUATIONS OF SEARCH**

GAA reserves the right, where there is a reasonable cause to believe or reasonable suspicion to conclude

that contraband (including but not limited to tobacco, alcohol, drugs, drug and vaping paraphernalia) may be present, to search students' personal property including, but not limited to, lunch boxes, purses, bags, lockers, desks, clothing, and/or automobiles on GAA's premises without prior warning.

**CONTRABAND**

Any contraband or suspected contraband will be impounded and turned over to authorities for examination and/or analysis.

**SUBSTANCE ABUSE DISCIPLINARY POLICY**

When a student meets criteria for reasonable cause drug testing, based on the strength of the physical evidence as outlined as reasonable cause, the Disciplinary Committee will seek for resolution and will suspend the student for up to ten (10) school days pending test results.

**POSITIVE TEST RESULTS**

Refer to Disciplinary Action below:

**DISCIPLINARY ACTION**

**Any offence forbidden by Guam law will be referred immediately to local authorities.**

A student found with the following Prohibited Item(s) will be referred to the Disciplinary Committee and will receive the following action:

Level 1 Offense	Level 2 Offense	Level 3 Offense
*Alcohol *Vape *Tobacco or Cigarettes Beetle Nut Fireworks Lighter or matches Fake Gun Bullet(s) Knife Laser *Possession or being under the influence of them	Marijuana Heroine Cocaine Meth Other illicit drugs	Firearms Other deadly weapons Distribution of illicit drugs
A Level 1 Offense will incur a minimum 3-day suspension, to be determined by the Disciplinary Committee	A Level 2 Offense will incur a minimum 10-day suspension, to be determined by the Disciplinary Committee	A Level 3 Offense will result in immediate expulsion.

A repeat offense will result in the student at minimum moving to the next level, but can result in expulsion at any time depending of the decision of the Disciplinary Committee. Due to the seriousness of these offenses, the student's record will not reset at any time during his/her time at GAA. For any infraction not specifically listed above, the Disciplinary Committee will determine an appropriate consequence.

**GOLD CARD**

Students who exhibit exemplary behavior above and beyond the normal expected behavior, will be issued a gold card.

Examples of "golden behavior" include:

1. Demonstrating exceptional leadership
2. Helping others/volunteering (not for community service)
3. Showing exceptional responsibility in class
4. Proper/respectful attitude

5. Encouraging others
6. Being a peacemaker
7. Demonstrating a positive school spirit
8. Being a witness for Jesus

Gold cards are presented to students during weekly chapel assemblies.



# DISCIPLINE PROCEDURES AND POLICIES

## GRIEVANCE AND CONFLICT RESOLUTION

In a school setting there are many opportunities for conflicts between any combination of parents, students, teachers, and administration. People are sensitive to protecting individual rights and choices. Men and women die on battlefields to preserve the right to freedom of choice. Jesus, God of the universe, hung upon a cross to preserve freedom of choice. In Matthew 18, Jesus gives us useful guidelines on how to resolve a conflict and protect individual rights.

*"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. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"*

The first step taken should be between the individuals directly involved in the incident or conflict. The efforts to achieve resolution should be documented by all parties involved. If a resolution is not achieved at the first step, for any conflict not involving the principal, the principal is to hear the grievance and work towards reaching resolution with the parties. This step will be documented.

If resolution is still not reached, the final level of appeal will be to a three-member panel including the current Guam-Micronesia Mission of SDA Education Director, GAA School Board chairperson, and the Principal (if not directly involved). The ruling of this panel is final. When the Principal is involved, the GAA School Board Personnel committee functions as the mediator.

## CONFLICT RESOLUTION COMMITTEE

The principal or his/her designee will chair this committee. The committee will also include the school counselor and GAA chaplain. Others may be added as needed.

## GUIDANCE IN CONFLICT RESOLUTION

Pre-K-12 student issues are handled by the individual teacher. When there is a repeated offense, the principal, parents, and teacher will conference. Students who have a continued difficulty in maintaining a positive attitude toward learning and/or difficulty with peer relations may be referred to the Conflict Resolution Committee.

**IF A STUDENT RECEIVES A THIRD DETENTION, HE WILL RECEIVE A WHITE CARD INSTEAD OF A FOURTH DETENTION. THIS WHITE CARD CAN BE EXPUNGED LIKE ALL OTHER WHITE CARDS SO THAT THEY DO NOT ACCUMULATE AND POSSIBLY CAUSE SUSPENSION.**

## DISRUPTIONS DURING CLASS

Teachers are responsible for their individual rooms and the conduct of students they are supervising at any time. Each teacher establishes the rules for his/her classroom within the overall guidelines of the school.

The school provides assistance for conflict resolution as a support system for the teachers in order to minimize classroom disruption, and to allow the teacher to continue classroom activity.

When a student disrupts the learning environment, the teacher has the responsibility to correct the situation. If it is not resolved immediately, the teacher may send the student to the Principal to immediately intervene in resolving the issue.

Other disruptive or conflict issues may be addressed by use of detention referrals.

## PUBLIC DISPLAY OF AFFECTION

An important part of Christian education is that of cultivating social skills. Knowing appropriate social behavior and developing skill in relationships with others help to bring greater success in life. Students are expected to uphold and encourage good reputations for themselves, others, and the school. In cases of inappropriate social relationships or physical contact, students will be counseled and parents may be called.

## DETENTION

Detention is provided during the noon time period to address minor "issues." Students serving detention are allowed to eat their lunch during the first 20 minutes of lunch break and then must report directly to the detention room. The detention supervisor will receive the detention slip from the teacher and be prepared to deal with the situation. No talking is allowed during detention, except after the students raise their hand and receive permission to speak with the staff member in charge. If students skip detention, they will be given a two-day detention. If the student skips again, they will get a three-day detention and a "White Card." The Detention officer will give a report through the Detention form to the teacher issuing the detention.

# CITIZENSHIP REFERRAL POLICY

When students receive White Cards, they may be sent to the office to meet with the principal or designee. At that time, students will call their parents. Note: Infractions marked with diamonds (♦) are illegal (forbidden by Guam law) offenses and are immediately referred to the principal and to the Disciplinary Committee to determine consequences, with a report to local authorities (police).

Collaborative effort will be made to best determine an appropriate redemptive approach, determined by severity, nature of the issues involved, and/or the attitude of the student. The White Card Policy is designed specifically so that conflict resolution is redemptive.

Upon receiving a maximum number of 15 demerits accumulated from various white cards, the student's citizenship status will become unsatisfactory, and the student will immediately be referred to the Disciplinary Committee. The student will not be able to return to the classroom setting until this meeting takes place. The student will receive homework assignments and will be expected to maintain educational responsibilities outside the classroom while seeking a satisfactory resolution.

White Cards may be redeemable. See Appendix I for more details.

In cases of insubordination, there is an automatic suspension. The duration is determined by the Disciplinary Committee. See sample of a White Card in Appendix H

## DRESS AND PERSONAL APPEARANCE

### GENERAL DRESS CODE

The overall dress for GAA students should always reflect the Christian principles of modesty in style, cost, and presentation. Standards of good grooming are established upon the basic principles of modesty, safety, cleanliness, neatness, and appropriateness for the occasion and place. The GAA students' appearance should reflect Christian values. Logos, graphics, and/or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics are not allowed. Anything that is in any way offensive according to Seventh-day Adventist Christian standards and practices should not be associated with GAA students. When the appropriateness or modesty of a student's personal appearance is in question, the administration's interpretation will be the determining factor. There will be consequences for non-compliance.

### SCHOOL UNIFORMS

All students in pre-kindergarten through twelfth grade are required to wear the standard GAA uniform. The uniforms must be worn in the prescribed manner. All uniforms must be clean and in good condition (no stains, no tears, nor discoloration). Clothing should never be too tight and sizing should be appropriate. Growth should be planned in purchasing uniforms.

### BOYS

**Shirts:** GAA approved uniform shirts may be purchased at [www.landsend.com](http://www.landsend.com) (school code - 900181397). Shirts must be tucked in at all times. Undershirts of a solid light color that does not have patterns or design that can be seen through

the uniform shirt may be worn.

**Pants:** GAA approved uniform pants are available at [www.landsend.com](http://www.landsend.com). Pants must not be rolled up and should be the appropriate size and length.

**Shorts** (Grades Pre-K - 6<sup>th</sup>): GAA approved uniform shorts are available at [www.landsend.com](http://www.landsend.com)

**Jacket:** Optional, available only through [www.landsend.com](http://www.landsend.com)

**Ties** are available at GAA and must be pulled up and worn all day until PE.

**Belts** must be solid black with a simple buckle and no embellishments.

**Socks** must be a solid black or navy blue

**Shoes:** Black (or mostly black), sports shoes are preferred. No wheels are allowed. All shoes must be closed toed.

**P.E. Uniforms:** Available only at GAA

Here are pictures of some acceptable shoes. Regular tie shoes or slip-ons are acceptable.



## GIRLS

**Blouses:** GAA approved uniform blouses may be purchased [www.landsend.com](http://www.landsend.com) (school code - 900181397). Bras must not be visible through blouses. Camisoles that are plain in color and as nearly non-visible as possible with NO print or design that can be seen through the uniform blouse may be worn.

**Skirts:** GAA approved uniform skirts are available at [www.landsend.com](http://www.landsend.com) and should not be shorter than 2" above the knee (when kneeling).

**Jumpers:** GAA approved uniform jumpers are available at [www.landsend.com](http://www.landsend.com).

**Shorts** (Grades Pre-K - 6<sup>th</sup>): Are worn under skirt/jumper, must not be longer than the jumper/skirt. They are available at [www.landsend.com](http://www.landsend.com).

**Jacket:** Optional, available only through [www.landsend.com](http://www.landsend.com)

**Ties** are available at GAA and must be pulled up and worn all day until PE

**Socks** must be solid black or navy blue

**Shoes:** Black (or mostly black), sports shoes are preferred. No wheels are allowed. All shoes must be closed toed.

**P.E. Uniforms:** Available only at GAA

Here are pictures of some acceptable shoes. Regular shoes are also acceptable.

## PHYSICAL EDUCATION UNIFORMS

Students are expected to wear the GAA PE shirts and shorts with appropriate socks and sports shoes during PE class.

## ACCESSORIES

Functional jewelry, such as a watch or medic-alert insignia, is permitted. Any other jewelry is not to be worn at school, school-sponsored events, or while under direct staff supervision, even though the item may have religious or sentimental significance. Students are advised not to get their ears pierced just before school starts or at any time during the school year. Students will not be allowed to wear "stoppers" to keep ear holes open. Studs in any part of the body are not acceptable. Body piercings and tattoos are not allowed.

Hats, sunglasses, and bandanas are only to be worn during appropriate activities and not indoors.

## COSMETICS AND HAIR STYLES

Any make-up and nail polish must look natural and not excessive. Decal tattoos are not permitted. Non-compliance may result in dismissal.

Hair should be neat and clean while avoiding fads or unnatural shades/colors. Hair should be cut and styled to keep it out of the eyes at all times.

## SPECIAL OCCASIONS

Students must wear the attire designated by the school for the specific occasion and must be modest.

1. When school activities involve swimwear, conservative one-piece bathing suits should be worn; shorts must be mid-thigh length or longer, and t-shirt/rash guards must be worn.

2. Dresses should not be shorter than 2" above the knee (when kneeling) and this applies to slits in dresses as well. Dress straps should be at least 2 inches wide. Undergarments, cleavage, midriffs, or backs must not be showing. High heels should be close-toed and not more than two inches high.
3. On dress-down days, Spirit Days, or GAA special events days students do not have to wear school uniforms but all clothing must adhere to the school special occasion dress code policy. Pants should not fit too tightly and shirts must be appropriate. The theme and appropriate attire will be announced.

### **Graduation/Promotion Dress Code**

Girls shall wear clothing in accordance with the dress standards contained in the Student Handbook. Additionally, dresses shall not extend beyond the length of the robe, and dark-colored dress, closed-toed shoes shall be worn.

Boys shall dress in accordance with the dress code standards as contained in the Student Handbook. Additionally, boys shall wear a collared dress shirt, dress slacks, and dark-colored dress shoes.

Non-functional jewelry shall not be worn.

### **CONSEQUENCES OF DRESS CODE VIOLATIONS**

Students that are not dressed in proper uniform will not be allowed into class. Students must report to the office to call home. Parents will be given the choice of delivering the proper uniform to the student to wear, or the student may rent the needed uniform pieces if they are available. Prices for renting uniform pieces are as follows:

Shirt - \$5.00 per day

Pants or Shorts - \$5.00 per day

Tie - \$2.00 per day

Rented pieces are expected to be cleaned and returned to the office by the following day.

A student who has on a full uniform but is not wearing it properly will receive a white card. This includes shirts being untucked, ties being worn incorrectly, and pants sagging down.

## **SCHOOL SUPERVISION**

**The school day ends at 2:45 p.m. Parents must make prior arrangements for children when a child cannot be picked up from school by 3:00 p.m.**

### **AFTER-SCHOOL SUPERVISION**

Students not involved in a GAA-sponsored after-school activity should leave the school premises by 3:00 pm. Parents are expected to ensure that their children are picked up promptly at the close of the school day or after school activities. All students are expected to wait for their rides in the front entrance lobby of the school. Children remaining after 3:00 pm and not participating in an after-school activity are to wait in the GAA office. There will be a fee of \$5.00 per 30 minutes, except for students waiting for the bus, for after-school supervision starting at 3:15 pm. The charge will be applied to the monthly school bill. After 5:00 pm the price doubles. Sign out sheets are to be signed and time verified by the parent when picking up the student.

Students are not allowed to play in the gym or PE area, nor are they to work in the shop, laboratory areas, or computer lab if faculty supervision is not present.

Student meetings of any kind are not allowed if an authorized sponsor is not present.

No student should remain in a classroom without a teacher or staff member present.

Students are not allowed in the Teachers' Workroom without supervision.

### **THE EARLY CHILDHOOD PROGRAM**

The early childhood program has an optional half-day program that ends at 11:00 a.m. Students are sent to the GAA office after 11:15 a.m. It is important for children to be picked up on time. A grace period of 15 minutes is allowed before the \$5.00 charge, per 30 minutes, begins. The first \$5.00 charge will apply at 11:15 a.m. Parents are not to go to the classroom to pick up their child.

**Please do not park your car behind the classroom. Park your car in front of the school and pick up your child in the entrance lobby or the GAA office lobby.**

### **TUTORING**

Tutoring may be offered by individual teachers after school. The days and times vary from one to two hours after school. There may be a nominal fee for tutoring, which should be paid to the GAA office.

Parents must always sign a student out when picking them up before 2:45 PM or after 3:00 PM. Students enrolled in tutoring or after school activities are dismissed from their classroom by the staff member in charge of the activity. The sign-out log book is at the GAA office.

## LUNCH PROGRAM AND ON CAMPUS FOODS

Parents should provide nutritious lunches for their children. Fresh fruit juice and water are encouraged instead of high sugar content drinks. Soda pop, tea, and caffeinated drinks are not allowed.

### SCHOOL HOT LUNCH PROGRAM

A hot lunch program is provided. Menus are sent on the monthly bases by Jupiter Ed.

Food is only to be eaten at lunch times, except for special occasions as noted in approved class minutes. Students are allowed to eat only in the designated eating areas as advised by the supervising staff member.

## GAA FOOD SALES

### GAA SCHOOL STORE

The school store has healthy food snacks available to encourage nutritional eating.

### FOOD FUNDRAISERS

Food fundraisers are frequently sponsored during the school year. Food fundraisers may be scheduled before school begins from 7:15 to 7:45 am or after school from 2:45 to 3:00 pm. Noon fundraisers are only by special permission through the principal's office. Fundraisers may

also be held off campus. All fundraisers must be submitted for approval to the office with the principal's signature. This request must come in the form of minutes from the organization (class or SA) and the minutes must indicate what the money is for. All proceeds must be turned into the GAA office at the end of the fundraiser. Each organization must also keep its own set of books independently of the school office. This is the job of the organization treasurer and their sponsor. See school organization guidelines available at the GAA office.

## LIBRARY USE AND LOAN POLICY

The library is a place for research, study, and individual work. A quiet atmosphere is expected at all times.

Books or magazines must not be taken from the library without proper arrangements in order to ensure availability for other students as needed. The loan period for books is two weeks. Reference materials, periodicals, and videos are for library use only. Elementary and middle school students are permitted to have one book on loan at any

given time. Junior high and high school students are permitted to have two books at any given time. Library fines will be imposed for late returns. Lost or damaged books are the sole responsibility of the student checking out the books and the cost of these will be charged accordingly. The fine will not exceed book replacement cost and shipping. Detailed library rules and regulations are published and displayed in the library.

# SCHOOL PROPERTY GUIDELINES

## COMPUTER SERVICES

Students may request copy services through the GAA office. Planning ahead will avoid delay for a 24-hour turn around.

There is a fee of 20 cents per page to cover the cost of toner and the maintenance on the printer. A student must pre-pay at the GAA office to access the student printers at school. Credit deduction from pre-paid student's account is automatic. You may deposit \$5.00 on account for these services. We do not refund left over credit at the end of the year, but it will carry over to the next school year. Students in the fifth grade through twelfth grade will be required to sign a "Computer Use Agreement" which informs the student that the use of technology is a privilege at GAA—**not a right**. Students who abuse our network will lose access to it.(Appendix J)

**GAA office staff reserve the right to inspect students' lockers and book bags at any time and will put padlocks on unlocked lockers after 3:00 pm. To unlock the locker will cost the student \$1.00. Students should not give out their locker combination to anyone. The best policy is to always lock the locker when not in use.**

Personal laptop usage is only allowed in the computer lab and in the library unless otherwise authorized by individual teachers.

## STUDENT LOCKERS

A locker and lock are assigned at registration for seventh through twelfth grade students. Defacing lockers or attaching stickers will result in charges added to the student's account. Lost padlocks will be replaced for a cost of \$25.00. Only school-issued locks may be used.

Students should not give out their combination to anyone. All changes in locks and lockers should be made through the GAA Office. The school does not assume responsibility for damage to or loss of personal property brought to school. When it is necessary to bring valuables to school, they should be deposited in the GAA Office.

## ELECTRONIC DEVICES

### CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

The use of cell phones and other personal electronic devices are not permitted during class time. All devices need to be powered down. They are not to be displayed nor activated during class. In addition, students are not allowed to wear earbuds or headphones at any time. The school will also not be responsible for the loss, theft, or damage of any electronic device/cell phone brought to school. School personnel may ask a student to surrender a device if the device rings, vibrates, or is visible.

Students may use their device for academic purposes if allowed by the teacher and under their direct supervision. During these times, students must abide by the Acceptable Usage Policy as set forth by GAA.

Students may check for messages from their parents or make necessary phone calls during the first 15 minutes of their lunch period. Emergency phone calls from parents should/will be directed to the office. At no time during the school day should a student use their phone for video games, social media, or for watching videos.

### ELECTRONIC DEVICES INFRACTIONS

Any violation of the above policy will result in the confiscation of the device. The device will then be taken to the office to be held until the end of the school day. The student may then come to the office to retrieve the device.

A second offense will result in the confiscation of the device and it will be held securely in the office until the parents come to meet with the school official to retrieve the device. A white card will be issued.

The third offense will result in the confiscation of the device and it will be held securely in the office until the parents come to meet with the school official to retrieve the device. The student will no longer be allowed to bring the device to the school for the remainder of the school year.

A fourth offense will result in a referral to the Disciplinary Committee and the parent.

**Sending inappropriate pictures is illegal and a phone or other device used for this purpose will be turned over to authorities to be held as evidence.**

## ARTICLES PROHIBITED IN SCHOOL

Items that may be hazardous to the safety of the students or others, possibly interfere with school procedures, or potentially hinder the learning process are not to be brought to school.

Prohibited items will be confiscated and held in the office for pick-up by parents or authorities. The school will not be responsible for any theft, damage, or loss as a result of the student's or another student's possession of these items. Students in possession of these items violate established school policies and will be subject to disciplinary actions.

Items that are prohibited include but are not limited to:

1. **Illegal items/drugs** such as alcohol, controlled substances, drug paraphernalia, inhalants, butane, tobacco products, cigarettes, etc.

2. **Dangerous Items** such as guns (real or fake), bullets, fireworks, lighters, matches or other flame producing items, knives, lasers, etc.
3. **Electronic Devices** including any type of electronic games, media players, MP3s, CD/DVD players, smart devices including Bluetooth watches, etc.
4. **Gum** - For health, safety, and sanitary reasons, gum chewing is not allowed on campus and is a violation of school rules. When a student has been discovered chewing gum on the GAA campus he/she will receive a White Card and must pay a fee of \$15.00.

Only personal water bottles may be brought into classrooms or used in hallways. Drinking water is encouraged.

## TRANSPORTATION

The academic calendar has been planned to minimize public busing problems. On any scheduled GAA school days that the public buses are not running, parents are responsible for the transportation of their children.

### PUBLIC BUSSING

Guam Department of Public Works offers free bussing to GAA. Various buses pick up children and take them to the Hagatña interchange (next to Chamorro Village). These buses are scheduled to arrive at the interchange no later than 7:30 A.M. From there all students get on the designated bus that brings them to GAA. We have been assured that all will be done in their power for buses to arrive before 8:00 A.M. An excused tardy will be issued to late bus commuters.

The bus schedule is posted on the PDN website [www.guamPDN.com](http://www.guamPDN.com) in early August. A parent may contact the DPW busing superintendent's office at 646-3208/3166 or the GPW dispatch at 646-3122 for exact times, updates, or for complaints.

### CONDUCT AND BEHAVIOR

Students riding buses are under the direct authority and responsibility of the bus drivers. **Students represent**

**their home and GAA to those with whom they ride.** Behavior problems and serious misconduct may be reported and may result in a loss of bus privileges, suspension, or dismissal from school. The driver is expected to transport students from the point of pick-up to the school and from the school to the point of pickup. Students may not eat while on the bus. (See school bus rules issued by the Director of Public Works).

### STUDENT DRIVING PRIVILEGES

Student drivers are expected to follow the transportation/vehicle policies of the school:

1. **DOCUMENTS REQUIRED**

Students who drive must have a copy of their driver's license, registration and auto insurance on file at the GAA office.

2. **STUDENT DRIVERS/ PASSENGERS**

Student drivers must complete and have on file the "STUDENT DRIVERS" form. This form includes parental consent for the student to drive and also lists any passengers they approve of to ride with the student. The parents of all passengers listed to ride with the student must also sign the form. NO student may be in another student's vehicle before, during, or after school unless the required consents have been acquired.

3. **FLEXIBLE SCHEDULES**  
Seniors may leave campus before the end of the school day after their last class. They must sign out in the GAA Log Book at the GAA office. They must leave campus, but they may return for after-school extra-curricular or athletic activities.
4. **REMOVE ALL ITEMS FROM CAR**  
When a student arrives to school it is important to remove all items from the car that the student will need for the school day. Please plan ahead. The student may not return to his/her car during the school day without obtaining a hall pass from the GAA office. Obtaining a hall pass is considered a privilege and not a usual procedure.
5. **PARKING**  
Student-driven vehicles are to be parked only in the front parking area on campus and are to remain there throughout the school hours. Students are not to go to the vehicles during

school hours except by permission of the GAA office with a hall pass. The administration reserves the right to inspect on-campus vehicles.

6. **DRIVING INFRACTIONS**  
Students who fail to follow these guidelines may lose their driving privileges. The following procedures will be implemented:
  1. **First offense:** Student will be required to turn their car keys into the office each morning upon arriving to school. The student may receive keys from the GAA office at the end of the school day.
  2. **Second offense:** Student loses their driving privilege for one week.
  3. **Third offense:** Student loses their driving privilege for two weeks.
  4. **Fourth offense:** Student will be referred to the Conflict Resolution Committee.

#### TRANSPORTATION ARRANGEMENTS

Students must ride to and from school in the vehicle approved at registration. Any changes in these arrangements must be made in writing with the consent and signature of the involved parents.

## EXTRACURRICULAR ACTIVITIES

All extra-curricular activities and organizations must have sponsors who are staff members of GAA or persons who have been approved by the Administrative Council. These sponsors must be present at all meetings. Information may be obtained from Administration for guidelines for student organizations and various extracurricular activities.

GAA team sports offer students valuable experience to learn cooperation, team spirit, and spiritual witness. Emphasis is placed on self-discipline, personal responsibility, and witnessing. One half (.5) sports elective credits may be added to the credits required for graduation for every sport participated in during the school year.

#### INTRAMURAL

Intramural sports are organized and run by GAA staff during the second half of the lunch hour. An elective credit of 0.25 may be earned for each type of intramural sport.

#### INTERSCHOLASTIC SPORTS

GAA is involved in interscholastic high-school sports. Our involvement is subject to change on a year-by-year basis and dependent on variables such as adequate participation/qualification and game time scheduling. Currently, we are with IIAAG (Independent Interscholastic Athletic Association of Guam) and ISA (Interscholastic Sports Association). A fee of \$70.00 is

charged to each participating student for each type of sport joined. Interscholastic sports are 0.25 elective credits for each sport per year.

#### ACB (ACADEMIC CHALLENGE BOWL)

The Academic Challenge Bowl is a GATE program of Guam's Gifted and Talented Education service of Guam's Department of Education. Participation is by invitation. GAA has teams from grades 6-8 representing the Middle School and grades 9-12 students representing the high school.

#### ART & ESSAY ISLAND CONTESTS

The Guam education community offers a vast array of opportunities in varied areas for student involvement. GAA encourages and supports student interest in the arts and writing.

#### STUDENT ASSOCIATION

The Student Association offers leadership experience for students. Positions include president, religious vice president, social vice president, secretary, and treasurer. Other student body activities include news reporting and writing for various student projects. All students participating in student government must support and adhere to the mission and standards of GAA as a Seventh-day Adventist institution.



### **CLUBS AND ORGANIZATIONS**

Students can choose to participate in different clubs and organizations at GAA such as the Medical Club, Yearbook Club, Green Dream Team. Eligible students will receive an invitation to apply for membership to the

National Honor Society and the National Junior Honor Society.

### **CLASS OFFICERS**

(See Appendix P.)

## **SUPPORTING GAA**

### **ALUMNI ASSOCIATION OF GAA**

Guam Adventist Academy has an active Alumni Association. Anyone who has attended or taught at GAA is part of our family.

We invite you to contact the GAA office to ensure you are on the Alumni Association mailing and email lists and help us maintain our mailing lists of all alumni. You will receive:

1. Newsletter updates about GAA and former students.
2. An invitation to the next GAA Alumni Reunion.
3. Special messages as may be designated by the Alumni Association periodically.

### **HOME AND SCHOOL ASSOCIATION**

GAA also receives support from the HSA, the school's Home and School Association, and encourages parental and staff input, involvement, and support.

### **FRIENDS OF GAA**

Friends of GAA provide valuable resources and support to GAA. They offer leadership in committees, work on school fundraising projects, and assist with student enrichment programs. Parents and interested individuals are invited and encouraged to become involved. If you are interested in making a difference at GAA, contact the office.

**Keeping in touch keeps friendships alive.**

## APPENDIX A

### GUAM ADVENTIST ACADEMY - GRADUATION CREDIT ANALYSIS

Name \_\_\_\_\_ Grade \_\_\_\_\_

All 9th to 12th graders are required to fulfill a requisite of 40 hours of community service each year. The principal or registrar must approve all requests before the student volunteers.

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Basic Requirements to Graduate
1	1	1	1	<b>Bible</b> - 4 credits (1/2 credits for every semester in an Adventist School or Home Study International)
1	1	1	1	<b>English - 4 credits</b>
			.5	<b>Health - .5 credit</b>
1	1	1		<b>Mathematics</b> - 3 credits (Alg. I, Alg. II, Geometry, Advanced Math/Pre-Calculus, and Calculus)
1	1			<b>Physical Education</b> - 2 credits
1	1	1	1	<b>Science</b> - 3 credits (Physical Science, Biology, Chemistry, Anatomy & Physiology, or Physics)
1	1	1	1	<b>Social Studies</b> - 3 credits (Geography, US Government., Guam History, & US History,)
1				<b>Computer</b> - 1 credit
				<b>Basic Requirements - 20.5+ credits</b>
9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Support Areas of Emphasis
1	1	1	1	<b>General Studies - up to 7 credits</b> <ul style="list-style-type: none"> <li>• 2 credits of Math or Science (Alg. II is a prerequisite for Physics)</li> <li>• 2 credits - <u>Strongly recommended are two years of foreign language</u></li> <li>• 1 semester periods of Family Science when is offered</li> <li>• 2 credits of Business (Gen Business or Accounting)</li> </ul>
1	1	1	1	<b>Fine Arts - up to 4 credits</b> <ul style="list-style-type: none"> <li>• 1 credits minimum (Art, Music, Drama, etc.)</li> </ul>
	1			<b>Practical Arts - 1 credit</b> <ul style="list-style-type: none"> <li>• 1 credits minimum (Industrial Education, Home arts, computers (excluding keyboard and computer literacy).</li> </ul>
		2	1	<b>Electives - up to 5 credits</b> <ul style="list-style-type: none"> <li>• <u>Strongly recommended for college preparation are Calculus, A&amp;P, Physics</u></li> <li>• Music, computer, foreign language, art, PE</li> </ul>
40	40	40	40	<b>Community Service - 40 hours per year are required.</b>
				<b>Support Areas Requirements - .5 + credits</b>
7	6	5+	5+	<b>Total Credits = 22 +</b>

## APPENDIX B

### HIGH SCHOOL COURSE SEQUENCE

A one-semester course is equivalent to .5 credit. A two-semester course is equivalent to 1 credit. Elective classes that have fewer than 5 students may be canceled. Math and Science courses may require the consent of the teacher, a pre-requisite course, or an entrance test. Courses listed in sequence (I, II, etc.) must be taken in sequence or out of sequence by special permission from the Administration. Interscholastic varsity sports when approved may receive an additional of up to 1.5 credits of PE.

Suggested Schedule of Core Classes			
Grade 9	Grade 10	Grade 11	Grade 12
Bible I	Bible II	Bible III	Bible IV
English I	English II	English III	English IV
Physical Science	Biology	Chemistry	A&P/Physics
Algebra I	Algebra II / Geometry	Advanced Mathematics/Pre-Calculus	Calculus
World Geography	World History	US History	US Government/Guam History
Computer I		Practical Arts	
P.E.	P.E.		Health
Community Service	Community Service	Community Service	Community Service
Electives (when offered)			
English	Math	Science	Fine Arts
	Pre-Calculus	Physics	Piano / Violin / Orchestra
	Calculus	Advanced Biology	Hand Bells
		Anatomy and Physiology	Choir
			Art Appreciation
			Music Lessons
Practical Arts	Languages	Computer Science	Sports
Work Study	Spanish I	Programming I	Volleyball
Home Economics	Spanish II	Programming II	Basketball
Intro to: Construction, Plumbing, Electrical, auto mechanics		Web Design	Soccer
Gardening			

## APPENDIX C

### **EMERGENCY PROCEDURES**

Please be aware of the following procedures for different types of emergencies:

#### **FIRE**

- Leave the building in a quick, quiet, and orderly manner. Teachers will take a red/green sign with the student roster.
- Line up at the evacuation area. Teachers will take attendance.
- Alert others as you leave and provide assistance if you can.

#### **EARTHQUAKE**

- DROP - Your head should not be the tallest thing in the room.
- COVER - Get under a desk or anything hard for protection from falling objects.
- HOLD ON - Hold on to whatever you are under until shaking stops.
- Evacuate building after shaking stops and go to designated open area.

#### **BOMB THREAT**

- Don't touch any suspicious object.
- Instead, move away from it and alert 911 and/or a faculty/staff member.
- Evacuate the building, avoiding windows.

#### **ACTIVE SHOOTER/INTRUDER**

- RUN - Leave the building if safe to do so.
- HIDE - If you can't evacuate the building, lock down in a room or secure area: turn off lights, barricade the doors, stay away from windows/doors, remain calm and quiet, and silence your phones.
- FIGHT - Do your best to wrest the firearm from the shooter and tackle him/her. Ambush the shooter with your classmates. Subdue the shooter until police take control of situation.

#### **Sources:**

<https://documents.highline.edu/safety/Highline-College-Emergency-Procedures.pdf>

<http://emergency.tufts.edu/guide/fire-safety/>

<http://www.getprepared.gc.ca/cnt/hzd/bmbthrts-en.aspx>

<http://earthquakecountry.org/sevensteps/>

APPENDIX D

**ARRANGED ABSENCE FORM**

Guam Adventist Academy

\_\_\_\_\_ will be absent on the following date(s).  
Student Name \_\_\_\_\_

\_\_\_\_\_ .  
Please enter the dates on this line

A total of 10 school days may be missed. Additional days will be referred to the Academic Standards Committee. (See Attendance Policy)

Student will be absent for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Parents/guardians: Please understand that students are still responsible for the work assigned and the quizzes/tests given during the date/s indicated. It is your responsibility to make sure that the assignments are gathered by the student and that the assigned work gets done. Make-up time allowed is equal to the time missed and all quizzes/tests must be made up within 1 week of return. If possible, please have them do the work ahead of time. Students may correspond with teachers by email.

_____ Parent/Guardian's signature	_____ Date
_____ Principal's Signature	_____ Date
_____ HS 1st Period teacher or Elementary Home room teacher	_____ Date
_____ HS 2nd Period teacher or Elementary Computer teacher	_____ Date
_____ HS 3rd Period teacher or Elementary Music teacher	_____ Date
_____ HS 4th Period teacher or Elementary PE teacher	_____ Date
_____ HS 5th Period teacher or Foreign Language teacher	_____ Date
_____ HS 6th Period teacher	_____ Date
_____ HS 7th Period teacher	_____ Date
_____ HS 8th Period teacher	_____ Date
_____ Intramural Coach (If applicable)	_____ Date

**NOTE: A student's absence will not be excused unless the completed "GAA EXCUSED ABSENCE REPORT" is received by the GAA Office the next school day after the child returns.**

APPENDIX E

GUAM ADVENTIST ACADEMY  
**Community Service Pre-Approval Form**

Phone (671) 789-1515/2020 Fax (671) 789-3547  
[registrar@gaasda.org](mailto:registrar@gaasda.org) [www.GAAsda.org](http://www.GAAsda.org)



Department or Organization where the work will be done:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Description of work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Supervisor' Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Pre-approved Project Date

# Community Service Completion Form

Total number of hours worked \_\_\_\_\_

Department or Organization where work was done:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

## Work Log:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Service: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Service: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Service: \_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that the work as described above has been satisfactorily and fully completed and that no monetary remuneration was paid to

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Supervisor' Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***NOTE: All off-campus community service projects must be PRE-APPROVED by the GAA administration. No parents/guardians or family members of the student are authorized to sign this form. It is student's responsibility to ensure this form is submitted to the registrar at the school office, within 30 DAYS of project completion, or service hours will be invalid.***

## APPENDIX F

# CLASS OFFICERS AND STUDENT LEADERS

### **Class Officers**

President, Vice President, Secretary, Treasurer, Prayer Leader, Senator

To be a leader one must understand what leadership entails. A leader is someone who cares about those they are charged with leading and who wants to see them succeed. At GAA, student leaders are expected to lead by Christ's example in a loving and compassionate way.

### **Great leaders:**

1. Are humble, as Christ was humble,
2. Keep their promises,
3. Lead by example,
4. Are open and honest,
5. Take responsibility, and
6. Exceed their expectations

Student leaders will be asked to perform a variety of tasks. It is the responsibility of student leaders to manage their time in a way which will permit them to accomplish those tasks while also fulfilling their primary function, which is as a student. Self-pride should play no role in the desire to be a leader. Being elected to a leadership position should be a humbling experience rather than a source of self-importance. Real leaders experience satisfaction only when those they are leading succeed.

Student leaders must seek to motivate others, respect their peers, and demonstrate service through example. They must be punctual to all meetings, come prepared with ideas and suggestions, and be willing to entertain the suggestions of others. Student leaders must dedicate themselves to working diligently toward the development of plans for events and functions, while keeping in mind that their primary responsibility is that of being a student.

### **REQUIREMENTS**

Student leaders must be good examples of spiritual, academic, physical and social development. They must in deed and action live in accordance to the standards of GAA and the Seventh-day Adventist Church. Presidents and Spiritual Vice Presidents should be members of the Seventh-day Adventist Church. They must all be respectful to the school administration as well as the student body, and they must adhere to the Student Handbook in all respects at all times.

#### **1. Academics**

Students must maintain a **GPA of 3.0 or higher** in order to hold a student office. Student officers whose GPA falls below 3.0 will be brought before the Academic Committee, which has the authority to determine whether or not the student officer can continue holding his/her office.

#### **2. Behavior**

Student officers must be respectful to all with whom they come in contact in the same way Christ values everyone. Student officers have the responsibility to set a higher standard and to live the example set forth by Christ. They must follow the dictates of the Student Handbook, including the dress code. Behavior which results in the accumulation of three White Cards will result in being brought before the Discipline Committee and possibly losing the office.

#### **3. Performance**

All student officers have the responsibility of attending meetings and participating in events with an energetic and helpful attitude. They must be present both before events to help with setup, and after events to help with cleanup. Leaders should not shoulder the full workload themselves; they should lead by example while directing others to do their part as well. The attitude of student officers toward these responsibilities will affect the overall school spirit.



**SUBMITTING REQUESTS**

Requests to run for office must be submitted through the sponsor to the GAA faculty and staff for review and approval. Event requests must be type-written and accompanied by a copy of the meeting minutes in which an outline of the activity is clearly delineated. All requests must be turned in to the school office no later than two days prior to a staff meeting in order to be included on the agenda. All requests must conform to the dictates of the Student Handbook, reflect the goals and values of GAA, and include proof that there will be adequate and proper supervision. The faculty and staff have the final responsibility for approving or denying activities or functions.

**EVENTS INVOLVING MONEY**

In no instance shall a single person be charged with counting and guarding funds collected in support of or as part of an event. No fewer than two student officers must count the funds and provide a written and signed record of all transactions; the record must also be signed by the class advisor. Money must be turned in to the office as soon as it is collected to be accounted for.

## APPENDIX G

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

**Parents/guardians or eligible students who do not wish to have their "directory" information disclosed, must notify the school in writing no later than thirty calendar days from the beginning of the school year, or within thirty (30) calendar days of enrollment.**

If a student was claimed as a dependent on the parent's most recent income tax statement (as defined in section 152 of the Internal Revenue Code), the school does not have to secure the student's permission to release school records to the parents.

APPENDIX H

**WHITE CARD**

<p>Citizenship Referral  <b>GUAM ADVENTIST ACADEMY</b>                  Phone: (671) 789 1515 Fax: (671) 789 3547                  Email: office@gasda.org</p>	Student Name _____ Date of Incident _____ Grade <b>1 2 3 4 5 6 7 8 9 10 11 12</b> _____ Period/Time of Incident _____ Faculty Reporting _____ Date of Report _____ Location: 1. Classroom 2. Campus 3. Cafeteria 4. Chapel 5. Off Campus	
<b>Major Offenses</b>	<b>Poor Social Choices</b>	<b>Poor Personal Choices</b>
<input type="checkbox"/> Drugs, alcohol, or tobacco * 15/_____ <input type="checkbox"/> Weapons or incendiary devices * 15/_____ <input type="checkbox"/> Fighting/harassment of any kind * 15/_____ <input type="checkbox"/> Vandalism * 15/_____ <input type="checkbox"/> Theft/Tampering * 15/_____ <input type="checkbox"/> Insubordination/defiance 15/_____ <input type="checkbox"/> Dishonesty/cheating 15/_____ <input type="checkbox"/> Undermining Christian Values 15/_____	<input type="checkbox"/> Disrespect to Faculty/Staff 1-10 <input type="checkbox"/> Disruptive/uncooperative 1-10 <input type="checkbox"/> Poor sportsmanship/attitude 1-10 <input type="checkbox"/> Vehicle use policy violation 1-10 <input type="checkbox"/> Unacceptable language/graphics 1-5 <input type="checkbox"/> Disrespect of personal space 1-5 <input type="checkbox"/> Inappropriate conduct (PDA) 1-5 <input type="checkbox"/> Littering 1-5	<input type="checkbox"/> Leaving campus without pass 1-10 <input type="checkbox"/> Dress Code violation 1-5 <input type="checkbox"/> Skipping class, (\$15 fine) etc 1-5 <input type="checkbox"/> Poorly prepared for class 1-5 <input type="checkbox"/> Loitering on campus after school hours 1-5 <input type="checkbox"/> Electronic devices use at school 1-5 <input type="checkbox"/> Gum (\$15 fine), food, drink violation 1-5 <input type="checkbox"/> Others _____
<b>Actions needed prior to this notice:</b>		<b>Action from the Office</b>
Reviewed student file on _____ Consulted Advisor on _____ Notified Parents/Guardian on _____ <input type="checkbox"/> By Phone <input type="checkbox"/> In person <input type="checkbox"/> By Email Conference with Student on _____ Conference with Parent on _____		<input type="checkbox"/> Met with Student <input type="checkbox"/> Contacted family <input type="checkbox"/> Sent copy of this form <input type="checkbox"/> Letter to family <input type="checkbox"/> \$15 Gum fine: pay tomorrow <input type="checkbox"/> \$25 Phone fine: pay tomorrow <input type="checkbox"/> Conference with family <input type="checkbox"/> Detained <input type="checkbox"/> Suspended <input type="checkbox"/> Dismissed <input type="checkbox"/> See note
<b>Present Action by Teacher:</b>	<b>Teacher Recommendation</b>	<b>Conditions to redeem white card</b>
<input type="checkbox"/> Student Reprimanded <input type="checkbox"/> Parent Conference Required <input type="checkbox"/> Confiscated item: _____ <input type="checkbox"/> Referred to: _____	<input type="checkbox"/> Probation <input type="checkbox"/> Suspension <input type="checkbox"/> Expulsion/Withdrawal	<input type="checkbox"/> Serve _____ lunch detentions <input type="checkbox"/> Receive no white cards for _____ weeks <input type="checkbox"/> _____ hours of community service beyond requirement <input type="checkbox"/> _____
<b>Brief description of the incident</b>	<b>Brief Description of the resolution plan</b>	
<p><b>NOTICE TO PARENTS</b> The purpose of this notice is to inform you of a citizenship reaction involving the student. Please note the action taken by the faculty and the corrective action taken today.</p> <p><b>NOTICE TO STUDENTS</b> Major offenses are top-level infraction and will cause a student to be placed on citizenship probation immediately. Offenses marked with * are non-redeemable. Three referrals for any reason will result in citizenship probation. Students who do not respond positively to guidance and counsel will jeopardize enrollment. See Handbook.</p>		Total points lost: _____ Action taken by: _____ Student Signature: _____ Date: ____/____/____ Parent Signature: _____ Date: ____/____/____

**Original Copy** - student will not be allowed in class the following day without parent's signature    **Duplicate** - turn in completed form to the office immediately.

## APPENDIX I

### **GUAM ADVENTIST ACADEMY**

#### Expectations for GAA Students

1. Students are expected to bring required materials to class each day.
2. Students are expected to be quiet and respectful as they enter the classroom, and continue to be courteous, cooperative, and respectful to classmates and teachers.
3. Students are to avoid talking or interrupting during class. Raise your hand and wait to be called on if there is a question, allowing others to learn, and the teacher to teach.
4. Be respectful of everyone, in attitudes, actions, and speech. Avoid using idle words and inappropriate displays of affection.
5. Students are encouraged to eat a well-balanced meal daily and get at least eight hours of sleep each night.
6. Consumption of food and drink must take place only in designated areas and at scheduled times.
7. Chewing gum is not permitted.
8. Be on time to all classes. Anyone entering the classroom after the bell rings without an excused note from the GAA office is tardy. Three (3) tardies equal one (1) absence.
9. Students must follow all school dress code policies while at school or in attendance at all school-sponsored activities.
10. Students are encouraged to develop a habit of using the restroom and drinking fountains during non-classroom periods, unless absolutely necessary.

#### **Suggestions for Parents**

1. Tired children cannot do their best in school; at least eight hours of sleep is important.
2. Breakfast is extremely important.
3. Talk to your child about the school day. Take time to listen to your child.
4. Set aside a regular time and place to review homework with your child.
5. Limit tardiness and absences from school; your child misses out.
6. Encourage your child to have a positive attitude about school.
7. Establish family educational goals and objectives for your child.

## APPENDIX J

# **GAA COMPUTER LAB/INTERNET ACCEPTABLE USE POLICY**

### **RIGHTS AND PRIVILEGES**

Internet access is provided for education related communication, research and other class-related activities. Internet access will be provided to students who agree to act in a considerate and responsible manner.

Internet access is a privilege, not a right. Access entails the following responsibilities:

1. Students' internet access shall be for educational purposes only.
2. Students may not use the internet without a teacher present in the classroom.
3. Students are responsible for good behavior on school computer networks, just as in classrooms and other areas of the school.
4. Students shall report any inappropriate materials they accidentally access or any discovery of inappropriate activity by other students to a teacher.
5. Students shall not personalize the computers (install screen savers, change desktop background, change video or audio settings, add, change, or move icons on the desktop, etc.).

### **SAFETY AND INTEGRITY**

1. Maintain Personal Safety and Privacy
  - a. Students should not post personal contact information about themselves or others.
  - b. Students should not meet with people encountered online.
  - c. Students should disclose to teachers or other school personnel any inappropriate message received online.
2. Comply with Fair Use Laws and Other Copyright Regulations
  - a. Students should seek permission from the copyright owner when they intend to use the materials for entertainment and personal use.
  - b. Students should properly cite the sources when using the materials for schoolwork.

### **UNACCEPTABLE USES**

The following uses of school provided internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
2. To transmit obscene, abusive, rude, defamatory, sexually explicit, threatening language, or harassment
3. To cyber bully another individual, or engage in personal attacks
4. To communicate through "text messages" for an inappropriate or gang activities
5. To violate any local, state, or federal statute
6. To vandalize, damage, or disable the property of another individual or organization through hacking and illegal tampering
7. To debilitate or disrupt computers, systems or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files or storage devices
8. To provide, offer, or purchase products or services
9. To lobby politically
10. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
11. Students will keep their technology devices put away and will not use them during class unless directed to do so by a teacher.

### CONSEQUENCES OF VIOLATING THE AUP

Any violation of the Acceptable Use Policy may result in loss of access to the internet and/or suspension. Disciplinary action will be taken depending on the severity of the violation; based on policy and guidelines. Any violation of the local or federal laws will be dealt with by law enforcement agencies.

### ELECTRONIC DEVICES INFRACTIONS

Any violation of the above policy will result in the confiscation of the device. The device will then be taken to the office to be held until the end of the school day. The student may then come to the office to retrieve the device.

A second offense will result in the confiscation of the device and it will be held securely in the office until the parents come to meet with the school official to retrieve the device. A white card will be issued.

The third offense will result in the confiscation of the device and it will be held securely in the office until the parents come to meet with the school official to retrieve the device. The student will no longer be allowed to bring the device to the school for the remainder of the school year.

A fourth offense will result in a referral to the Disciplinary Committee and the parent.

**Sending inappropriate pictures is illegal and a phone or other device used for this purpose will be turned over to authorities to be held as evidence.**

### DISCLAIMER

Guam Adventist Academy makes no warranties of any kind, either expressed or implied, for the internet access being provided.

1. The school or its representatives are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruptions in service, for the loss of data stored on computers, or for personal property used to access the internet.
2. The school will not be responsible for the accuracy, nature, or quality of information online.
3. The school will not be responsible for unauthorized financial obligations resulting from use of the internet.
4. The school may use technical or manual means to regulate access and information, but these methods do not provide a foolproof means for enforcing the provisions of this policy.

Note: This Acceptable Use Policy and all its provisions are in compliance with local, state, and federal rules and regulations. Please fill in and return the signed agreement to the school on the next page.

### STUDENT USER AGREEMENT

I hereby voluntarily agree to comply with the statements and expectations outlined in this Acceptable Use Policy and to honor all relevant laws and restrictions.

(Initial all items that apply)

\_\_\_\_\_ I have read and understood the Acceptable Use Policy

\_\_\_\_\_ I agree to use the network responsibly

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ I have a signed Parent Permission Form to Internet Access (for students under 18 years of age)

## APPENDIX K

### **Guam Adventist Academy**

1200 Aguilar Road Yona, Guam 96915

#### **Covid-19 Protocol Plan SY 2022-2023**

#### **Re-entry Face to Face In-Person Instruction**

September 10, 2021 (updated January 25, 2022)

GMM Education Director: Mr. Churchill Edward

Contact Person: Mrs. Joaquina Vega -[jvega@gaasda.org](mailto:jvega@gaasda.org) (671) 789-1515

Alternate Contact Person: Mrs. Gina Oh -[goh@gaasda.org](mailto:goh@gaasda.org) (671) 482-0330

#### **School Policy Plan for Reopening Guam Adventist Academy**

The Administration, faculty, and staff of Guam Adventist Academy in compliance with the laws of Guam during this COVID-19 Crisis have met to develop the following plan to reopen for the school year 2021-2022.

Our purpose in this plan is to promote an educational environment that is safe, minimizing the risk of the COVID-19 disease for our students, teachers, and staff. All students, parents, teachers and staff are to review the plan and understand the safety measures they must take to protect themselves and others from the spread of this disease.

**General Rule:** To keep our students, faculty, and staff safe with limited physical contact and proactive hygiene measures.

## **What is COVID-19?**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. It is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

COVID-19 affects people in different ways. Infected people have a wide range of symptoms that range from mild to severe. Some infected people may be asymptomatic (not show any symptoms).

- Symptoms may appear 2 to 14 days after exposure to the virus. People with COVID-19 may show the following symptoms:
- Fever or chills, Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **How do we prevent the spread of the virus?**

We use the guidelines from the Centers for Disease Control and Prevention for social distancing, sanitizing, disinfecting, and other protective measures such as approved face masks that stop the virus droplets from spreading.



Signs will be posted at the entrance of each room, in the halls and around the campus, reminding students, employees and visitors on how to limit the spread of COVID-19

- Proper washing of hands
- Staying home if sick

Guam Adventist Academy will follow established protocols in the event anyone on campus is suspected of having the virus or confirmed to be positive for the virus, as set forth by the CDC and Department of Public Health and Social Services (DPHSS).

### **Vaccination and Testing**

The School encourages student, teachers, staff and volunteers to receive the COVID-19 vaccine for their safety and wellbeing. Vaccination can easily be done at various sites on island.

The school has 3 staff members trained to give the ABBOTT Binax Now for rapid test results. They are also trained by public health to take the PCR Target tests and deliver the test to the GPLH (Guam Public Health Lab) directly if the rapid test results are positive. All bio-hazardous material will be disposed properly at GPLH or the SDA Clinic on Ypao Road, Guam.

Student and faculty tests records will be documented by the person in charge Joaquina Vega or alternate Gina Oh. These test results positive or negative will be recorded to public health and held in confidence between the DPHSS, Guam Adventist Academy and individuals tested.

Screening tests and Diagnostic tests for COVID per Public Health Policy. Consent forms must be filled out before testing can occur. These tests are to help limit the spread of COVID. Cleaning will be done after each individual test. Diagnostic testing will be done to identify if individuals with flu-like symptoms are positive. These are done only with parental consent and by appointment.

## **Water Fountains**

1. Water fountains will not be available for use.
2. All are to keep their own personal water bottles.
3. All are encouraged to use the water bottle filling station when available.

## **Room 110/Isolation Room**

1. Room 110 will be designated as an isolation room for students not feeling well.
2. Students exhibiting Covid symptoms or not feeling well will be escorted to the isolation room and supervised until parents pick them up within 30-40 minutes.
3. All who enter the isolation room will use hand sanitizer upon entering. CDC social/physical distance guidelines keeping 3-6 feet apart will still be observed.
4. Isolation events will be logged on a record sheet to include name, date, time, temperature, and any other symptoms.
5. Parents of the isolated student will be notified immediately if an isolation event occurs. Parents will be expected to pick up the isolated student as soon as possible within 30-40 minutes.
6. Students in isolation will not be permitted to touch any resources in the room.

## **After School Program and Extra-Curricular Protocols**

1. Sports and other after-school programs will be allowed within the provisions of COVID-19 regulations and the COR stage the island is in at the time.
2. Students will be allowed to participate with permission from their parents or guardians.

## **Hygiene Responsibilities for Everyone to Follow Keep those hands clean**

1. Wash hands frequently.
2. Avoid touching eyes, nose or mouth, especially with unwashed hands.
3. The school will provide paper towels for hand drying. The use of personal towels to dry hands will be prohibited.

## **Cover those noses and mouths when coughing and sneezing**

1. If you are in a private setting and do not have your mask, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water are not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

## **Monitor Your Health**

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

## **Monitoring/Isolation Room Protocols**

Students:

1. Any student with symptoms related to COVID-19 will be brought to the isolation room for further screening and monitoring.

2. If there is a fever reading above 100.4 Fahrenheit the student will be brought to a designated isolation room and will sit for five minutes.
3. The student's temperature will be re-checked. If found to be above
4. 100.4 degrees Fahrenheit the student's parent or other pre- authorized adult will be contacted and advised of the situation.
5. The student will be required to leave the campus and the adult will be required to have the child evaluated by his or her usual health care provider that same day. The same action will be taken if the student has any other signs or symptoms related to COVID-19.
6. A doctor's clearance must be submitted upon return to school.

### **Return to Campus Protocol**

1. Students, who are asked to leave the campus or those who develop a fever or have any of the symptoms related to COVID-19 while they are on campus must follow the self-quarantine protocol outlined below by current Public Health Policy for the period of 7-10 days and may return to school when they are fever and symptom free.
2. The school will make efforts to remotely engage students and teachers during the days they are at home and are capable of joining their classrooms via Zoom or other remote communication link.

### **Self-Quarantine Protocols**

The measures outlined below are meant to keep all of us, students, faculty and staff, as well as our families as safe as possible. We thank you for your patience and welcome your suggestions.

**Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps to prevent the spread of disease that can occur before persons know they are sick or if they are infected with the virus without feeling symptoms.

## **Criteria for Self-Quarantine**

Students, faculty, and staff who must go into quarantine will generally fall into one of the following categories:

- Individuals identified with symptoms
- Individuals who have tested positive

## **Overview of School Protocol and Communication Should a Student Test Positive for COVID-19 follow current policy**

Once Guam Adventist Academy receives notice of a student or employee with a confirmed positive COVID-19 diagnosis, the following steps will be followed:

- 1) GAA will immediately coordinate with the Department of Public Health and Social Services (DPHSS).
- 2) Notification will be provided to employees and students of the specific division of the school exposed as “Close Contact.”
- 3) A COVID-19 investigation will be conducted by DPHSS to determine which employees and students have been exposed to the index case as “Close Contact” based on the following:
  - Class Rosters
  - Bus Schedule
  - Employees and Visitor Listings
- 4) Employees and students who have been identified as contacts to the confirmed case of COVID-19 will be excluded from work and school for 7-10 days and must present a clearance letter issued by DPHSS before they can come back to school.
- 5) The division or classes affected will be closed for 2-5 days according to CDC guidelines for cleaning and disinfecting.



## We Hereby Acknowledge

That on this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_,  
in the year 2022,  
we the undersigned have read  
the GAA Student Handbook that is found on  
the GAA website  
for the 2022-2023 school year  
and we understand it and are willing to follow the  
guidelines and policies.

Student: \_\_\_\_\_

By signing on this line, I agree to follow the Handbook.

Parent: \_\_\_\_\_ (witness)