

# HANDBOOK

2023-2024



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

# Who We Are

## Mission

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

## Vision

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

## School Objectives

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

## Student Objectives

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

## Philosophy

Gem State Adventist Academy recognizes God as the ultimate source of existence and truth. In the beginning God created perfect humanity in His image, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible and Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and inspiration, point to the redemptive aim of true education to restore human beings into the image of their Maker. While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God, its time dimensions span eternity. Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than reflectors of others' thought; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and the world to come. (Portions paraphrased from the book *Education* by Ellen G. White, pp. 13–17).

# Financial Information

## Additional Charges

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

- Varsity Sports TBA (Check, Cash, or Credit card)
- Laundry for Dorm Students (Charged to the bill at \$7.50/month)
- Mission Trips TBA (Check, Cash, or Credit card)
- Class Extra Expenses (Check, Cash, or Credit card)
- Academic Field Trips TBA (Check, Cash, or Credit card)
- Extracurricular Activities TBA (Check, Cash, or Credit card)
- Testing Fees—PSAT, SAT, ACT (Check, Cash, or Credit card)
- PE Uniforms TBA (Charged to Bill)
- Banquets and Other Special Events TBA (Check, Cash, or Credit card)
- Art & Intro to Engineering Supplies
- Music Charges: Choir, Band, and Bells members are responsible for the cost of performance attire and cannot be charged to the student's account. There is also an instrument rental fee.
- \$25 for replacement of a Key Fob

## Textbooks

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

## Cafeteria

Lunch on school days is provided for all students. Breakfast, supper and weekend meals may be purchased by day students for \$8.25. The cafeteria serves guest meals on a pre-purchased basis for \$8.75. Meals cannot be charged to student accounts. Because the cafeteria charges a flat fee, food may not be taken from the cafeteria without permission from the cafeteria supervisor.

## Student Bank

GSAA provides a student bank in the Business Office. Money may be withdrawn only under the signature of the depositor. **The school does not**

**assume responsibility for lost or stolen money. Do not keep large amounts of money in your room.**

## Check Cashing

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

## Semester Exams

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

In order to help preserve the published final exam schedule, the integrity of final exams, and the academic performance of students, exams are not moveable except under certain circumstances. In some cases, moving an exam may be approved but will be subject to an exam charge fee of \$35 per exam that must be paid before exams can be taken and may not be applied to student accounts. If you have an important need to move an exam, the Administration office must be contacted **two weeks** before your first exam. Upon approval, exams must be taken before leaving.

## Student Aid

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

# Academics

## Grading Periods and Reports

The academic year is divided into two semesters. The first semester closes in December and the second semester closes just prior to graduation weekend.

Only semester grades are added to the student's permanent transcript. Students and parents will be given login credentials for accessing their grades at any time through Jupiter Ed.

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

## Grading System

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

## Incompletes

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

## Adding and Dropping Classes

Students may change their registered class schedules by adding classes only during the first two weeks of each semester and by dropping classes during the first seven weeks of each semester. Classes dropped after the seven-week deadline will appear on the transcript with the appropriate notation of WP (Withdrawal Passing), WF (Withdrawal Failing), or WA (Withdrawal Attendance). No student will be considered officially registered for or withdrawn from a class until a completed Change of Registered Class Schedule form has been processed through the registrar’s office. When

dropping a class, the student must continue to attend until signatures from the teacher, parent, and registrar are obtained and the registrar notifies the teacher that the process is complete.

## Online Classes

Online classes, that are offered in our regular class schedule, are not permitted. Exceptions will be made only if the offered class does not fit into a student’s schedule.

## DFI List

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

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

- Town Trips
- Senior Privileges
- The ability to transport other GSAA students to and from Campus for leisure trips.
- Day students are not permitted in the dorm in the afternoon.
- Day students must be picked up after their last appointment of the day.
- Athletic practice, games, and tournaments as a participant.
- GSAA extras are subject to ADCO approval. A request must be submitted. Students are not restricted from religious activities.

## Part-time Students

If a student would like to participate in a GSAA elective class such as Choir, Band, Ripples, Soundwave, Art, Worship Leadership 1 & 2, Intro to Engineering or Publications they must also be enrolled in one core class at GSAA. A part-time student may only be enrolled in two classes. GSAA full-time students will be given priority for elective and core classes that have a limited class size. There is a monthly fee of \$255 per class (does not include meals). Part-time students are not eligible for the following:

- Scholarships or financial aid
- Class or SA offices

- School trips or outings (they may attend field trips pertaining to the elective or core class)
- Sports program

## Co-Curricular Activities

### Spiritual Activities

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

- Friday Evening Vespers—A weekly worship and praise service designed to welcome the Sabbath.
- Sabbath Morning Services—Our Sabbath school time and morning worship service.
- Outreach—Various activities, both on and off campus, designed to engage students by serving the needs of others in the community. This is one of our designated ways of making faith relevant to our daily lives.
- Spiritual Emphasis Week—Special weeks offered two times each school year. During these weeks, class schedules are adjusted to provide time for guest speakers, organizations, students, and staff to present programs aimed at maintaining and elevating the campus' spiritual atmosphere.
- Bible Study & Prayer Groups—Small groups organized by students or staff to develop personal and corporate spiritual growth.
- Spiritual Leadership positions--- Each year students are elected to lead each of the classes and the Student Association in a spiritual capacity. As the Spiritual Vice, these students lead out in prayer at class meetings, prepare worship services for special events and organize Friday Vespers and Sabbath school programs periodically. Each is not only encouraged to use their talents in this area of leadership, but also to help their classmates use their talents and gifts as well.
- Mission Trips—Annual or Bi-Annual short-term mission trips are offered either within the United States or abroad. Students are responsible for the funds required for these trips, which they may attain through fundraising or other means. These trips provide students the opportunity to meet and spend time with people whose

life is very different than theirs. These trips are often the source of life long change.

### Music Activities

Private lessons in instrument, voice and piano are offered on a space available basis.

### Athletics

The mission of the athletic program is to provide a setting in which students can experience the joy of movement through the medium of sport in a Seventh-day Adventist, Christ-centered environment as they engage in activities that promote the development of the whole person physically, mentally, spiritually, emotionally, and socially.

Gem State Adventist Academy competes in the Idaho High School Activities Association. District 3 Division 1A. GSAA currently competes in the following sports. Girls Volleyball, Boys and Girls Cross Country, Basketball and Golf. Boys Baseball, Girls softball, Track and Field and Boys Football.

### Statement of Objectives

- **To provide a positive image** of school athletics at Gem State Adventist Academy High School.
- **To strive always** for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.
- **To ensure growth** and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.
- **To provide opportunities** that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - 1) Physical, mental and emotional growth and development.
  - 2) Acquisition and development of special skills in activities of each student's choice.
  - 3) Development of commitments such as loyalty, cooperation, fair play and other desirable social traits.
  - 4) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.

- 5) A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
- 6) Achievement of initial goals as set by the school in general and the student as an individual.
- 7) Provisions for worthy use of leisure time in later life, either as a participant or spectator.
- 8) Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.

- **To provide a superior program** of student activities that includes appropriate activities for every participant.
- **To provide an opportunity** for students to experience success in those activities he or she selects.
- **To provide sufficient** activities to respond to a wide variety of student interests and abilities.
- **To provide student activities** which offer the greatest benefits for the greatest number of students.
- **To create a desire** to succeed and excel.
- **To provide for the students'** worthy use of leisure time now and in the future.
- **To develop high ideals** of fairness in all human relationships.
- **To practice self-discipline** and emotional maturity in learning to make decisions under pressure.
- **To be socially competent** and operate within a set of rules, thus gaining a respect for the rights of others.
- **To develop an understanding** of the value of activities in a balanced educational process.

## Community Service Requirements

### Community Service Form (CSF)

A Community Service Form (CSF) is required when reporting community service hours obtained through a self-directed service activity (see below). All self-directed service activities must be reviewed and approved by the Administrative Committee for service hours to count towards the required community service hours. To ensure that service hours will be approved, a completed CSF should be submitted to the Registrar's office prior to participating in a self-directed service activity. Each CSF will be reviewed by the GSAA Administrative Committee, which may approve, modify or deny the self-directed service activity. **CSFs submitted after participating in an**

**activity may be denied.** A CSF can be obtained from the GSAA website or the .

### Community Service Hours

In keeping with our mission statement, "Engaging in Service," each school year GSAA requires every student to complete eighteen hours of community service. Our goal is to encourage our staff and students to engage in service-oriented activities to acquire skills, values, and attitudes that foster a lifelong commitment to serving others. *"Use whatever spiritual gift you've received for the good of others so that you can show yourselves to be good stewards of God's grace."* – 1 Peter 4:10.

### School Provided Service Activities: (No CSF required)

- Adopt A Highway (*Juniors & Seniors*)
- Blue Jean Sabbaths
- Camp Ida-Haven Service Project
- School Appreciation Days
- Others that may become available

\*List is not comprehensive

### Possible Self-Directed Service Activities: (CSF required)

- Blood Drive
- GSAA Departmental Projects (*No more than 20% of service hours per department*)
- Mission Trip (*No more than 50% of service hours*)
- Volunteering:

Assisting a Neighbor  
Church  
Community Shelters  
Elementary School  
Nursing home  
Vacation Bible School

\*List is not comprehensive

Community service hours are recorded by the GSAA Registrar and will be listed on student's GSAA transcript. Hours obtained from school provided service activities will be reported by the GSAA staff coordinating the event. Community service hours obtained from self-directed service activities must be reported to the Registrar's office using a Community Service Form (CSF). All community service hours are logged in Jupiter Ed and may be reviewed at

any time by those who have access to student's Jupiter Ed account.

GSAA encourages students to complete community service hours during the academic school year. However, students may collect community service hours through self-directed service activities during the summer.

**Community service hours obtained during the summer may account for no more than 50% of the required service hours per academic year.** This may be petitioned through Administrative Council.

Returning students who do not complete their community service hours before the start of a new academic year may not be eligible to return to GSAA as a student until the required hours are completed. **Students who are Seniors are required to have their community service hours approved and completed before the first Monday of May in their graduation year in order to receive their diploma.**

## Student Organizations

### The Student Association (SA)

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

### Class Organizations

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

### Campus Clubs

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

### Qualifications to Hold Class or Student Association (SA) Office

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

- For all class and SA offices, the student must have an initial minimum cumulative GPA of 2.5 and maintain a semester GPA of 2.5 (Freshmen are exempt from the initial cumulative requirements).

- Prospective officers must secure approval to run for office through the class and SA Officer Application process.
- Officer eligibility will be reviewed at the end of first semester. Should an officer's GPA, or attendance fall below the minimum requirement, the office will be forfeited for the remainder of the school year.
- A student who is suspended from school for any reason will lose his/her office and will not be eligible to hold an office for the remainder of the school year. Students that are suspended 2<sup>nd</sup> semester and wish to run for office the following year must petition Administrative Council.
- Students may hold only one major office at a time. Major offices include the president and vice president of any organization.

## Services

### Library

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

### Guidance Services

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

### Medical Services

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

### Doctors' Appointments

In the event of illness or accident, dormitory students should make all

arrangements for off campus care and transportation with their dean.

**Routine medical appointments should be scheduled during home leaves or outside of school hours.**

## **Accidents**

Accidents and emergencies should be reported immediately to the nearest staff member and appropriate medical personnel will be contacted.

Accident report forms, available in the Business Office, should be completed as soon as possible. Student employees of Gem State Adventist Academy are covered by Worker's Compensation. To receive the benefits of this coverage, it is important that an accident report be filed as soon as possible after an on- the-job accident.

## **Accident Insurance**

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

If an accident occurs, Gem State Adventist Academy will complete part A of the claim form then send it to the parent for completion. It is the parents' responsibility to attach the medical bills to the claim form and mail it to the insurance company. More details are available at the Business Office.

## **Lockers**

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

## **Personal Property**

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

# **Policies & Standards**

## **Announced Rules**

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

## **Gem State Adventist Academy Expectations**

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

GAAA has chosen to adopt certain rules that will contribute to the environment and are appropriate to its aims and goals. These standards are not set forth as absolutes or as an index of Christian spirituality but rather as expectations of the GSAA community.

Because of the importance of trust and mutual responsibility toward others, violations of the following standards, whether occurring at school or away from the campus, are regarded as a serious breach of integrity within the academy community.

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

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

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

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



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

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

- Plagiarism, use of another student's class work, any form of online resources such as Chat GPT, Photo Math, and any form of AI, will not be permitted.
- Possession and use of unauthorized keys.
- Entry or presence in unauthorized student or school areas.
- Providing food for non-paying persons in the cafeteria.
- Willful undermining of the ideals and policies of the school by word, pen, influence, or disseminating of atheistic ideas
- Engaging in gambling.
- Attendance at places of questionable amusement may adversely affect the school community.

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

## **Unacceptable Behaviors**

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

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

## **Administration Building**

Loitering is not allowed in the upstairs area of the administration building. This area is closed during lunch and students are not permitted here until 5 minutes before class.

Hallways are to remain clear of books, backpacks and personal belongings at the end of the school day.

## **Social Conduct**

Rationale: We believe that our bodies are "God's temple"— 1 Cor. 6:19.

Students are encouraged to develop social interactions appropriate for Christian young people, which will honor God. We believe He created us for relationships, which calls us to a higher standard than what society and culture may emulate. Developing exclusive relationships at a young age can be detrimental and diminishes broader social development. Because GSA is a co-educational boarding school, specific limits are placed on the physical interaction between students. Non-physical relationships between students are emphasized. Non-intimate hugging (short duration) is allowed when students show maturity in their respect for time, place and appropriateness.

Associations with students of the opposite sex should be in public areas at designated times.

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

Consequences: Students who engage in inappropriate physical contact will be addressed by staff members, who are given discretion to determine violations of the social policy. Students who violate this policy will be placed "on social," a restriction of contact and any interaction for an amount of time that will be determined by Admin Committee. During this time, students are not to have contact or communicate with each other. This includes face to face contact or written, electronic or verbal communication. Student cell phones may be confiscated during this time. Being placed on "social" also warrants parental notification. Due to the nature of an offense, Admin Committee may impose other restrictions.

## Appeal of Decision

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

## Attendance Policy

Gem State Adventist Academy is an active learning environment. Every day teachers provide activities, labs, tests, and or quizzes that enhance and measure the learning experience of their students. Teachers do their best to work with students who are sick or gone for emergencies to help them make up the work they missed and recover as much of the learning experience as possible. Even in the best circumstances, there are labs and other learning experiences that cannot be made up when a student misses class for any reason. Home leaves and vacations should be utilized for such things as medical appointments, senior pictures and family trips. Travel is to be scheduled so that students do not miss classes. Students are expected to make every effort to attend all classes. Parents should communicate with a dean or the administrative office about emergency events.

## School Attendance Plan

**Level 1** – 3 absences – Parents receive an email.

**Level 2** – 6 absences – Parents receive a phone call.

**Level 3** – 9 absences – Student & Parents meet with Administrative Council.

**Level 4** – 12 absences – Student & Parents meet with Discipline Committee.

**Level 5** – 13 absences – Student loses credit for class. May be asked to withdraw from school.

## Absences

- To receive semester credit, a student's absences must not equal more than **13 Class Periods per individual class**.
  - **2 Class Periods** = 86 and 92 minute Block classes meeting Monday - Thursday
    - Recorded in Jupiter Ed as **A**
  - **1 Class Period** = 45 minute Daily classes meeting Monday – Thursday and all Friday classes
    - Recorded in Jupiter Ed as **AH**
  - **0 Class Period** = Students who miss class because of school related activities such as tours, trips, mission trips, and school functions
    - Recorded in Jupiter Ed as **AS**
- **1 absence** is recorded if a student misses more than 10 minutes of a 45-minute class period or between 11 to 20 minutes of an 86 minute block class period. **2 absences** are recorded after 20 minutes of an 86 minute block class period.
- Students absent due to school related activities are not counted as absent from any class periods they miss. They are technically *at school*. All other absences, such as doctor's appointments, illness, or family vacations, will count towards the **13 Class Periods**.
- A loss of semester credit in an individual class may occur if more than **13 Class Periods** are missed the classroom teacher, in conjunction with the Curriculum Committee, will make the final determination.
- **A Parent must call or email the administrative office in the event of illness or emergency. A Parent or Dean must also notify the school office two weeks in advance of planned absences. In addition, students** are expected to notify teachers and work supervisors **in advance of planned absences**, including both school related absences and all other absences as listed above.
- Attendance may be factored into the class grade as

determined by the individual teacher; students and parents are encouraged to check *Jupiter Ed* to keep updated on current grades and attendance.

- Make-up work for missed classes is at the discretion of and according to the policy of each teacher.

## Tardies

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

## College/University Visitation Policy

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

## Mission Trip Policy

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

## Dress Code Policy

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

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

## Classroom and General Campus

- Modest pants (no leggings) and shorts that are neat and clean with no holes or frayed edges. Bottoms should fit appropriately and not sag from, or cling to, the body. Shorts should be nearer to the knee in length.

Modest tops that are neat, clean, with no holes and sleeves that come to the edge of the shoulders. Shirts should refrain from identifying with any group/subcultures that are not in harmony with GSAA's Christian principles. Undergarments, midriffs, rib cage, back, and cleavage are not to be exposed.

- Shoes or sandals must be worn.
- Jewelry, such as rings, bracelets, necklaces, earrings, chokers and gauges are not appropriate GSAA attire.
- Body art such as: Tattoos, brands, shaved designs and writing on one's clothes or body are not appropriate for GSAA.
- Head covering, and hoods of any kind are not permitted in the administration building during school hours.
- No athletic wear in the classrooms during school hours.

## Recreational

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

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

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

## Church

GSAA asks that you wear the best that you have to bring to the Lord. "So, whether you eat or drink, or whatever you do, do all to the glory of God" 1 Timothy 1:7

## Formal

### Girls

- Dresses or formal gowns are to be modest and in good taste. They should have modest front and back necklines and be of appropriate length.
- All banquet attire will be screened by the Banquet Dress Committee prior to each banquet.

### Boys

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

### Work

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

### Hair

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

### Consequences for violating this policy:

#### First Violation

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

#### Second Violation

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

#### Third Violation

Student will be sent to the administration office where the violation is logged, and attire is confiscated. The student will be confined to the administration

office and parents will be notified to bring appropriate attire. The third violation will be considered insubordination and will be referred to Administrative Committee for further disciplinary measures.

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

## Day Student Guidelines

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

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

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

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

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

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

## Closed Campus Policy

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

## Dormitory Policy for Campus Leave

### Day Leaves

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

Dormitory students may leave campus for the day with an individual other than parent/legal guardian only with a written invitation from the individual transporting the student and direct communication (a note or phone call) from the parent to the dean. If the individual transporting the student is under the age of 21, written and verbal confirmation is required. (Written approval may be left on file in the dean's office.) The dean will specify the return time and the student will sign out. At no time is a dormitory student to leave campus with a day student for a day leave. Dormitory students may go home for the day by themselves after personally contacting the dean. The dean must have written permission from the parent. (A phone call from the parent may substitute, with a note accompanying the student upon return.) The day trip ends at the scheduled starting time for the evening program or 7:45 p.m., whichever comes first. Students wishing to stay later should take an overnight leave.

### Overnight Leaves

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

- **Overnight Leaves to Home -**

The student must submit to the dean's office, by 10 p.m. Thursday evening, a completed overnight leave slip. The dean may contact the parents for verification. After 10 p.m. on Thursday, leave slips must be given to the dean personally and parents must contact the dean personally or by phone. Upon leaving, the student must sign out at

the desk.

- **Overnight Leaves to Other Than Home -**

A written invitation from the inviting parents must accompany the leave slip by Thursday at 10 p.m. Both sets of parents may be contacted by the dean. A call from the parents will be accepted for leave with a close relative: grandparents, uncle/aunt, brother/sister over 21 years of age. Parents may leave on file in the dean's office the names of individuals with whom their child has permission to stay overnight in case they cannot be reached. If there is no permission on file in the dean's office for requests received after 10 p.m. on Thursday, leave slips must be given to the dean personally and both sets of parents must be contacted for the overnight leave to be granted.

## Medications

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

## Counseling Services

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

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

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

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

Recurrence of initial behavior may warrant a student's required withdrawal from school.

The above guidelines must be met to maintain satisfactory citizenship and attendance at Gem State Adventist Academy. The evaluator must keep the administrator and the deans informed concerning all significant developments in relation to the student's progress.

## Substance Abuse Policy

### **A Statement of Policy**

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

### **Students Involved with Substance Abuse**

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

### **Students Associated with Drug Abuse Involvement**

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

### **Failure to Submit to Testing**

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

### **Nature and Results of Testing**

A student may be retained at GSAA following an approved counseling

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

### **Over-the-Counter Drugs**

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

## Harassment & Offensive Conduct

GSAA promotes a school climate that encourages respect for each person. Mutual respect is essential to promote a sense of community and to encourage one another. Words, looks, or acts that devalue another are detrimental to achieving the mission of the school. Harassment, intimidating, or offensive conduct will be subject to discipline up to and including suspension or expulsion. Harassing, intimidating, or offensive conduct includes, but is not limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings, or offensive conduct which is or can be interpreted to be of a sexual nature. Involvement in any such conduct is prohibited.

### **Hazing/Initiations**

Students have the right to feel safe from demeaning and degrading treatment which is or is deemed to be hazing or initiation. Involvement in any such conduct is unacceptable and will be subject to discipline up to and including suspension or expulsion.

### **Sexual Harassment**

No one should be placed in a position of embarrassment, harassed because of gender, or subjected to sexually harassing behavior. Sexual harassment of any student by another student or any employee, or other person under the supervision of Gem State Adventist Academy is unlawful and is prohibited. Sexual harassment involves such conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment. Improper conduct includes, but is not limited to: unwelcome or offensive sex oriented comments (e.g., kidding, teasing, joking, degrading, or sexual comments); requests or pressure for sexual activity; unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.); displays of sexually

suggestive pictures, drawings, or objects; suggestions, threats, or demands for sexual favors; or making submission to sexual conduct a condition of academic status, progress, services, benefits, honors, or activities.

Involvement in any such conduct is prohibited. Students who sexually harass others are subject to discipline up to and including expulsion. Employees who engage in sexual harassment are subject to discipline up to and including termination. Discipline shall fit the conduct and age of the offender.

Progressive discipline shall be used unless the first offense is of a more serious nature.

### **Complaints of Harassment or Offensive Conduct**

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

- Make it clear that such conduct is offensive and should be stopped immediately.
- Report the incident to a teacher, principal, or dormitory dean as soon as possible.
- The harassment complaint will be kept in confidence, except as necessary to investigate or rectify the matter.

All complaints of harassment will be taken seriously and investigated promptly. If necessary, immediate actions shall be taken to protect the safety of students. Instances of child abuse shall be immediately reported to the proper authorities in accordance with law.

Administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken. The investigation and response should be age appropriate. The victim will be encouraged to report any further events. The Administration will prepare the investigation report to document the incident, conclusions, and appropriate disciplinary actions, if any.

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

## **Electronic Devices**

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

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

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

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

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

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

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

## Headphones/Earphones/Earbuds

Unless otherwise instructed, headphones are not to be worn in the administration building during academic hours (see “Electronic Devices” for approved exceptions).

### Films & Videos

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

### Transportation Seating

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

## Announcements & Notifications

### Weather Related School Closure

In the event of severe winter weather conditions, GSAA will issue an email and text message communicating any closure or delayed start. Day students should follow all reasonable precautions and not drive to school on unsafe roads. Any change from this policy or for any non-weather-related emergencies and announcements, parents and students will receive messages on their cell phones and emails stating modified start times or school closures. This information is distributed through our automated notification system.

## Web Based Communication

The school’s website is regularly updated to communicate general school information, announcements, and calendar changes as well as with pictures of school activities. The website is: [www.gemstate.org](http://www.gemstate.org). Gem State Adventist Academy has contracted with the web-based SIS (School Information System), Jupiter Ed. At the beginning of the school year, parents will be provided login & password access to view student grades. Teachers will update grades at least once each week.