

Greeneville Adventist Academy

2026-2027

Student Handbook

Accreditation

Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities

Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

National Council for Private School Accreditation

HISTORY

Located in Greeneville, Tennessee, Greeneville Adventist Academy (GAA) is a co-educational Seventh-day Adventist Christian school serving students from Kindergarten through 12th grade. Founded in 1935 through the dedicated support of the Greeneville Seventh-day Adventist Church, the Academy is now also supported by the Riverview Community Seventh-day Adventist Church. Together, the constituent churches help GAA deliver a rigorous college-preparatory curriculum rooted in Biblical values.

As a member of the North American Division of Seventh-day Adventists education system, GAA belongs to a North America network of 852 schools instructing nearly 75,000 students from kindergarten through graduate school. Globally, this network spans over 9,500 schools, making it part of the world's second-largest Christian school system, which impacts more than 2.1 million students worldwide.

EDUCATION COUNSEL

“In planning for the education of their children outside the home, parents should realize that it is no longer safe to send them to public school and should endeavor to send them to schools where they can obtain an education based on a Scriptural foundation that will lead them to gain a knowledge of the Lord, and to become partakers of the divine nature through obedience to God’s will and way.” *Child Guidance*, pg. 304

Introduction to GAA

MISSION STATEMENT AND VISION

Delivering “GREAT” education that is:

God-centered

Results oriented

Environment that nurtures

Aligned with Adventist standards

Team effort

Lighting the Way to Spiritual Growth and Academic Excellence.

PHILOSOPHY OF SEVENTH-DAY ADVENTIST EDUCATION

The Seventh-day Adventist Church desires through all its educational programs to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the new earth.

The Educational program of the church gives primary emphasis to character building and to the spiritual foundation in the life of its youth. Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

OBJECTIVES

Embrace Christ: Encourage students to accept Jesus Christ as their personal Savior and to grow in their faith.

Commit to God’s Plan: Inspire students to dedicate their lives to God’s purpose, love for their fellow man, and fostering loyalty to their church.

Cultivate a Spiritual Atmosphere: Maintain an environment where prayer, worship, and adherence to God’s will are prioritized and form the foundation of daily living.

Center Teaching on Christ: Ensure that Christ, as revealed through Scripture and the Spirit of Prophecy, is at the heart of our educational process.

Inspire Academic Excellence: Motivate students to achieve the highest possible academic standards and apply their learning successfully in practical settings.

Promote Essential Life Skills: Guide students in understanding and practicing fundamental health laws, developing qualities such as industry, promptness, reliability, accuracy, thoroughness, and self-reliance.

Encourage Emotional and Social Growth: Support the development of emotional maturity, social graces, and healthy cross-generational and multicultural interaction.

Foster School-Church Collaboration: Promote cooperative efforts between the school and the church to uphold the standards and values of the Seventh-day Adventist Church.

Greeneville Adventist Academy Faculty & Staff

Gary Russell	Principal
Marta Wetmore	Administrative Assistant

Angela Emde	9 - 12 Homeroom
Kim Shumaker	7 - 8 Homeroom
Kirstin Elliott	5 - 6 Homeroom
Caleb Robinson	3 - 4 Homeroom
Laura Wensell	1 - 2 Homeroom
Noah Pierce	Kindergarten Homeroom
Anne Andrus	Music Director
Tom Cushing	Band Director

School Community

Supporting Our Community Together

At Greeneville Adventist Academy, our commitment is to provide a school experience rooted in trust, understanding, and a shared love for our children.

- **Parent Commitment:** Parents may feel confident knowing that our teachers and staff bring a caring, warm professionalism, and a deep sense of responsibility to school each day.
- **Growing Together:** We invite our students to follow GAA guidelines thoughtfully, as these daily habits keep our classrooms safe, positive, and focused on learning.
- **A Supportive Partnership:** We truly appreciate when families walk alongside us, reinforcing these guidelines at home to look out for the safety and well-being of our entire GAA community.
- **Open, Direct Communication:** Healthy relationships grow through clear and gentle conversations. If a question or worry ever arises about a teacher or staff member, please reach out to that GAA team member directly so we can listen, understand, and find a helpful path forward together.

Steps for Resolving Concerns

When challenges or misunderstandings arise, our goal is always to resolve them respectfully, privately, and in a way that strengthens our school family. To protect the relationships within our community, we ask that you follow these helpful steps:

1. **Meet with the Teacher First:** Please schedule a quiet time to meet and speak directly with the specific GAA teacher involved before discussing the matter with any other individual. Out of respect for everyone involved and to prevent misunderstandings, parents should not talk to others about the issue before addressing it one-on-one with the teacher.
2. **Consult the Principal:** If the matter remains unresolved after your conversation with the teacher, the next step is to schedule an appointment to discuss the situation with the GAA principal.
3. **Connect with the School Board:** If further guidance is necessary after meeting with the administration, a final appeal may be submitted to the GAA school board for review.

Admissions

ADMISSION PROCEDURE

1. **Application Form:** Must be filled out and signed by both the parent and the student.
2. **Academic Testing:** New students will be given a WRAT4 assessment. The test measures basic academic skills necessary for effective learning, communication, and thinking.
3. **Applicant Interview:** An interview will be conducted with the new student/parents and the principal or their representative.
4. **Recommendations:** New students need to have 3 references submitted: Most recent principal, teacher, and pastor or non-family member adult who has recently supervised the student.
5. **Financial Agreement Forms:** Must be filled out for each student enrolling in school. Financial assistance forms are available from our office.
6. **Transcripts:** New students must present a copy of their previous school transcript.
7. **Birth Certificate:** A copy of the state issued birth certificate (not the copy that the mother receives upon birth of the child, or the hospital issued certificate) must be on file with the school for each enrolled student. Greeneville Adventist Academy only acknowledges the student's biological sex at birth.
8. **Medical Records:**
 - a. **Physical Exam:** Students entering Greeneville Adventist Academy will need a certificate showing a physical exam within the past six months. Forms will be provided by the school or your physician.
 - b. **Immunization Forms:** The State of Tennessee requires a certificate of immunization for all students. All students will need a certificate showing proof of all required immunizations. The State of Tennessee Department of Health form includes an option for families with children with medical or religious exemption to the state immunization requirements.

Students entering Kindergarten (DTAP), 7th grade (TDAP booster), or any new student must show proof of having met Tennessee Immunization requirements. You may obtain a certificate from your physician's office.

ACCEPTANCE STATEMENT

Greeneville Adventist Academy (GAA) accepts students of any race, biological sex, religion, or national origin.

Our admissions are open to families whose principles and interests align with the mission, ideals, and standard of character expressed in the GAA policy statements.

- **Respecting Our Values:** While families do not need to share our religious affiliation to join our school community, all students are expected to respect and abide by the established standards and behavioral policies of the Academy.
- **Upholding a Biblical Foundation:** As a Seventh-day Adventist school, our foundational principles are anchored in the Bible. To maintain the integrity of our school environment and mission, students who actively identify with or promote alternative views of sexuality that differ from biblical standards will be subject to dismissal.

GENERAL ADMISSION POLICY

The primary purpose of Greeneville Adventist Academy is to provide children a Seventh-day Adventist Christian education for the children of the Seventh-day Adventist Church. Children of other faiths are welcome with the understanding that they will be expected to uphold the Biblical principles and standards upon which the school is operated and participate in the daily religious activities of the school. Students who present themselves for admission to Greeneville Adventist Academy pledge to observe willingly all its regulations, to abide by the policies and standards of the Academy.

The Academy provides a regular college-prep high school academic program which is designed for those students who are able to perform at a standard academic level or above and reserves the right to require non-performing students to withdraw.

The Academy is neither designed or equipped for special education, nor is it prepared to admit students experiencing significant health, discipline and/or academic problems.

HOME SCHOOL TRANSFERS

The Academy welcomes students transferring from state-registered and approved homeschool programs. To ensure proper academic placement and credit evaluation, the enrollment process includes the following steps:

- **Placement Testing:** Mandatory assessments determine appropriate grade and course levels.
- **Credit Evaluation:** Academic credits are considered upon review of documented homeschool records.
- **Transcript Audit:** High school transfers undergo a formal audit to establish their academic status and graduation track.

MEDIA RELEASE

Every academic year, registered students and their parents must sign a Media Release Form. Enrollment at Greeneville Adventist Academy constitutes authorization for the school to use student names, images, and likenesses for promotional and educational purposes without financial compensation.

Scope of Media Use

Authorized materials—including photographs, video recordings, and digital files—remain the exclusive property of Greeneville Adventist Academy. These assets may be featured across various platforms, including but not limited to:

- **Print Publications:** Yearbooks, newspapers, and marketing brochures.
- **Digital Media:** The official school website and managed social media channels.
- **Public Relations:** Denominational publications and external news articles.
- **Live Broadcasts:** Streaming of school events and activities.

Legal Terms

By signing, parents and guardians agree that all media usage is non-compensable and exempt from any punitive damages or future claims.

TUITION & FEES

2026 - 2027

	REGISTRATION FEE	TECHNOLOGY FEE	TUITION (MONTHLY)	TUITION (ACH)*
Kindergarten	\$585.00	\$100.00	\$495.00	\$480.00
Grades 1-6	\$585.00	\$100.00	\$555.00	\$540.00
Grades 7-8	\$585.00	\$100.00	\$635.00	\$620.00
Grades 9-12	\$785.00	\$200.00	\$895.00	\$880.00

* Save \$150 per year when electing to use ACH Auto-draft for tuition payment:

Auto-draft (ACH)	Date	K	1-6	7-8	9 -12
Reg & Tech Payment 1	June 15th	\$300	\$300	\$300	\$450
Reg & Tech Payment 2	July 15th	\$300	\$300	\$300	\$450
Monthly Tuition	5 th Aug - May	\$480	\$540	\$620	\$880
OPTIONAL: Include 1 st Semester Trip Fees in your monthly Auto-draft (Grades 5-12 only).					
Tuition + Fees – 1 st Semester	5 th of Aug - Dec	n/a	\$560	\$640	\$940
Tuition – 2 nd Semester	5 th of Jan - May	n/a	\$540	\$620	\$880

Note: The fees for 1st semester mentioned above include \$100 for Grades 5-8, Outdoor Ed and Grades 9-12, high school trip

Monthly ACH auto-pay amounts will be adjusted for eligible discounts, scholarships, and worthy student. The \$150 Savings is \$15 per month with ACH discount for ten (10) monthly tuition payments. Contact the school office to enroll in ACH.

Payment Deadlines and Fee Policies

- **Registration fee, Technology Fee, & Aug Tuition:** must be paid by August 1 each school year.
- **Monthly Schedule:** Standard monthly tuition installments are due on the 5th day of each month (Sept May).
- **Late Fees:** Payments received after the 15th of the month are considered late and incur a \$5 late fee.
- **Returned Checks/ACH:** A \$30 non-sufficient funds (NSF) fee applies to all returned checks and failed ACH transactions.

Tuition Discounts

- **SDA Member Discount:** \$30 off per month, per child, for Seventh-day Adventist church members.
- **Multi-Child Discount:** \$30 off per month for each additional child after the first student (applies to all families).
- **Auto-Draft Discount:** \$15 off per month, per child, for accounts enrolled in ACH auto-draft.
- **Pre-payment Discount:** \$250 off the total if the entire year is paid in full by August 1. (total includes applicable first-semester trip fees). Online credit or debit card payments do not qualify for this discount.

Scholarship Programs

- **PFE K–8 Scholarship:** Provides \$120 per month.
- **PFE 9–12 Scholarship:** Provides \$800 per semester.

Financial Assistance Applications

- **Priority Deadline:** Submit financial aid requests by May 1 prior to the upcoming school year.
- **Late Submissions:** Applications received after May 1 are evaluated strictly on the availability of remaining funds.
- **Award Criteria:** Financial assistance is need-based, with priority given to families with multiple children enrolled at our school.
- **Required Documents:** Applications must include your most recent Income Tax Return and your two most recent pay stubs.
- **How to Apply:** Pick up an application packet at the school front office, or call the office to request a digital copy via email.

FINANCIAL AGREEMENT

Enrollment at Greeneville Adventist Academy constitutes a binding financial agreement between parents and the school. Families are expected to fulfill their monthly financial obligations fully and on time.

Delinquent Accounts and Suspension

- **Tuition Payment:** A student account balance must be kept current according to the agreed-upon payment plan.
- **Past Due Accounts:** If an account falls two months past due without an approved, written payment arrangement, the student may be suspended from school.

Withholding of School Records

- **Asset Ownership:** All student transcripts, report cards, and official school records remain the exclusive property of GAA.
- **Release Conditions:** The school will not release, transfer, or issue official records until all outstanding financial obligations have been satisfied in full.

FINANCIAL POLICIES

Greeneville Adventist Academy (GAA) is operated and financially subsidized by its two constituent churches: Greeneville Seventh-day Adventist Church and Riverview Community Seventh-day Adventist Church.

Tuition is divided into 10 monthly payments from August through May.

- **Initial Payment:** August tuition and registration fee are due by August 1, each year.
- **Monthly Due Date:** Remaining payments are due on the 5th of each month from September through May.
- **Prior Balances:** All outstanding accounts must be paid in full before a student can register for a new school year, unless an alternative payment arrangement is formally approved by the GAA School Board.

Late Enrollment

- **First Semester:** Students enrolling after the school year has begun must pay the full registration fee. Tuition will be prorated based on their start date.
- **Second Semester:** Students enrolling at the start of the second semester pay half of the registration fee.

Withdrawal and Dismissal

- **Tuition Proration:** If a student withdraws or is dismissed mid-month, tuition for that final month will be prorated.
- **Refund Processing:** Prorated refunds are issued following the next standard billing cycle.
- **Registration Fees:** The registration fee is strictly non-refundable under all circumstances.

STUDENT AND PARENT PLEDGE

Each student who applies for admission to the Academy thereby pledges to willingly observe all its regulations, maintain a positive attitude, and uphold the Biblical principles upon which the school is founded. By enrolling at Greeneville Adventist Academy, students and their parents agree to support all announced and written rules, and policies, including random student drug and/or alcohol testing of the student and searches of lockers and personal belongings.

LOVE YOUR NEIGHBOR

Greeneville Adventist Academy is a safe, respectful place to learn and grow in faith. Scriptural values call us to "love your neighbor as yourself" (Mark 12:31) and treat everyone with the kindness of Christ. Because we value each person as a child of God, we do not tolerate bullying, harassment, shunning, or physical misconduct. Our policies follow federal and state laws, as well as the standards of the Georgia-Cumberland Conference of Seventh-day Adventist education system.

Living out Christ's Love

As a faith community, we hold ourselves to high ethical and spiritual standards. Students must not take part in or allow any behavior that degrades, threatens, or hurts another person. In Ephesians 4:32, we are commanded to "be kind and compassionate to one another." To honor this, we strictly forbid bullying, mean jokes, teasing, gestures, rumors, intimidation, and cyber-attacks. We protect all students, staff, and visitors from harassment based on:

- Race, nationality, or religion
- Age or gender
- Personal possessions
- Abilities or physical appearance

How to Report Bullying

- **Where to report:** Immediately tell a supervising teacher or school administrator.
- **Scope:** Report any incident that happens on campus or during off-campus school events.
- **Privacy:** The school will do everything possible to protect your identity and keep information confidential.
- **Restorative Consequences:** Confirmed bullying will lead directly to disciplinary action, with a focus on accountability and restoring a safe, Christian environment.

Off-Campus and Cyber-Bullying

Our commitment to Christian love does not stop at the school gates. Bullying and cyber-bullying are banned on personal devices and at non-school events. If off-campus digital behavior hurts a classmate and creates a hostile or unsafe environment at school, it will be treated as a violation of our community standards.

CHILD ABUSE REPORTING

Tennessee State Law Mandate

Under *Tennessee Code Annotated* § 37-1-403, **every individual** in Tennessee is a mandatory reporter. If any teacher, staff member, parent, or volunteer has reasonable cause to suspect that a child under 18 is experiencing abuse, neglect, or sexual abuse, they must report it immediately. Absolute proof is not required to file a report.

Reporting Protocol & Protection

- **Reporting:** If you suspect abuse, contact state authorities immediately. School staff must also notify administration, but internal reporting does not replace your personal legal obligation to notify the state.
- **Legal Protection:** Anyone who reports in good faith is legally immune from civil or criminal liability. Reports can be made anonymously.
- **Failure to Report:** Intentionally failing to report suspected child abuse is a criminal offense (Class A misdemeanor).

How to File a Report

- **Emergencies:** Call **911** immediately if a child is in imminent danger.
- **Tennessee Child Abuse Hotline:** Call **1-877-237-0004** (Available 24/7).

Online Portal: Submit non-emergencies at apps.tn.gov/carat

CONFIDENTIALITY

Confidential Assistance

The administration, staff, and board of Greeneville Adventist Academy (GAA) strive to provide a safe, supportive, and confidential environment where students and parents can seek help. We encourage open communication to ensure the well-being of every individual in our school community.

Legal Limits to Confidentiality

While we respect personal privacy, school representatives are mandatory reporters under Tennessee law. By law, school staff must immediately report information to state authorities or law enforcement *without consent* under the following circumstances:

- **Imminent Self-Harm or Violence:** When a student engages in or threatens behavior that could severely injure or kill themselves or others.
- **Criminal Activity:** When a student is engaged in or threatens to engage in an illegal or criminal act.
- **Suspected Child Abuse:** When there is reasonable suspicion of child abuse, neglect, or sexual exploitation under Tennessee Code Annotated § 37-1-403.

STUDENT DISCIPLINE AND CONDUCT POLICY

Greeneville Adventist Academy believes that student discipline should foster self-governance, self-discipline, and self-control. Our school requires a high level of courtesy. Everyone is here to learn, and no student has the right to disrupt another person's education.

Classroom Management & Escalation

- **Teacher Autonomy:** Teachers manage their own classrooms and handle most minor disciplinary issues directly.
- **Administrative Referral:** If a student repeatedly violates policies, the principal will intervene.
- **Communication:** Repeated minor issues and major student misconduct will be documented, and parents will be notified.
- **Property Damage:** Students who deface, damage, or steal school or personal property will be held financially responsible for all repairs or replacement costs.

Disciplinary Actions

Persistent or severe misconduct will be addressed using measures including, but not limited to:

- **Warnings & Counseling:** A verbal or written warning with a plan for behavior correction.
- **Confiscation:** Removal of unauthorized or disruptive items.
- **Office Referral:** Sending the student to the Principal's office.
- **Detention:** Required attendance during designated non-instructional times.
- **Suspension:** Temporary in-school or at-home removal for repeated or serious infractions.
- **Expulsion:** For extreme cases, the administration may recommend expulsion to the GAA School Board for a final decision.

Appeals & Policy Updates

Families may appeal an expulsion by submitting a written request to the school board, whose decision is final. All policies or regulations announced during the school year carry the same authority as this handbook.

SUBSTANCE TESTING

Right to Request Testing

Greeneville Adventist Academy reserves the right to require any student suspected of drug or alcohol use to submit to a drug and alcohol screening. This may include a blood, urine, or other appropriate test based on the suspected substance.

Testing Protocols and Procedures

To ensure accuracy, privacy, and safety, the academy enforces the following protocols:

- **Professional Collection:** All specimens will be collected by trained professionals following standard medical procedures.
- **Certified Laboratory:** All analysis will be performed by an accredited, certified laboratory.

Financial Responsibility

- **Negative Results:** If the test results are negative, GAA will cover all collection and laboratory expenses.
- **Positive Results:** If the test results are positive, the parent or guardian is fully responsible for all expenses incurred during the collection and testing process. Confirmed positive results will lead directly to administrative disciplinary action.

School Life

ASBESTOS NOTIFICATION

Greeneville Adventist Academy has no asbestos in the school building, nor anywhere on campus.

ATTENDANCE POLICY

Greeneville Adventist Academy values punctuality and regular attendance as essential character traits. When a student has an excused absence, they are granted the **same number of days they were absent to make up missing work** (e.g., two days absent equals two days to turn in work).

Parent and Student Responsibilities

- **Notification:** Parents must notify the academy immediately if a child will be absent or tardy for any reason.
- **Tracking Assignments:** It is the direct responsibility of the student and parent to contact teachers or check the **AE-Connect Family Portal** for missing assignments.
- **Physician's Note:** Any absence lasting **more than three consecutive school days** requires a doctor's note to be classified as excused.

Defining Excused Absences

Absences are only excused for reasons permitted by state guidelines, which include:

1. Personal illness or medical/dental appointments
2. Death in the immediate family
3. Extreme weather conditions
4. Religious observances
5. GAA/Pathfinder-sponsored activities (*Note: Non-Pathfinder siblings are not automatically excused; parents must submit a pre-approved absence request form in advance*).
6. Pre-arranged absences requested by a parent or guardian.

Morning and Afternoon Absence Thresholds

Attendance is taken at the beginning of each school day. Students not present in their classroom at that time will be marked tardy.

- **Morning Absence:** Students arriving **after 9:00 A.M.** are marked absent for the morning session.
- **Afternoon Absence:** Students leaving school **before 2:00 P.M.** are marked absent for the afternoon session.

Prearranged Absences

If a student must miss school for a pre-planned event (e.g., a funeral, religious observance, or family days off), they must complete a **Prearranged Absence Form**, available in the school office or on the academy website.

- **The Process:** The form must be completed, signed by a parent, and returned to the office **at least 3 days before the absence**.
- **Final Approval:** A school staff member will notify the parent of the school's decision. Failure to submit this form in advance will result in an unexcused absence.
- **Restrictions:** Prearranged absences **will not be granted** during last week of each semester.
- **Senior College Visits:** High school seniors are allowed **one prearranged college campus visit per year** as an excused absence. The visit must be made with a parent or guardian; non-family students will not be approved for this trip.

Tennessee State Truancy Law Mandate

In compliance with *Tennessee Code Annotated § 49-6-3007*, GAA tracks unexcused absences closely. Any student who accumulates **five (5) or more unexcused absences** within a single 9-week grading period may be reported to the Greeneville City Schools Truancy Officer. This reporting triggers state-mandated progressive truancy interventions.

Withdrawal and Student Privileges

Students who withdraw from GAA—whether by personal/family choice or at the request of the school administration—**immediately lose all student privileges**, campus access, and participation in school events.

ELECTRONIC DEVICE POLICY

Grades K–4 Regulation

Students in grades K–4 are **not permitted** to bring cell phones, smartwatches, or other personal electronic devices to school.

Grades 7–12 Guidelines

Students in grades 7–12 may bring devices to campus subject to the following rules:

- **Daily Storage:** Devices must be turned in to the homeroom teacher upon arrival and collected at dismissal.
- **School Trips:** Cell phones are strictly forbidden on all field trips, overnight trips, class trips, and mission trips.
- **Authorization:** Any device use on campus during school hours requires teacher permission.

Enforcement

Violating this policy will result in **immediate confiscation** of the device. A parent or guardian may be required to meet with administration to retrieve the device.

WEATHER-RELATED CLOSINGS AND DELAYS

Greeneville Adventist Academy generally follows the weather-related closing, delay, and early dismissal events of the Greene County School System or the Greeneville City School System.

A GAA administrator will make the final decision for each weather-related closing or delayed start. During bad weather events, close attention should be given to WhatsApp messages relating to closings or delays.

Parent Discretion and Communication

- **Safety First:** If driving conditions are hazardous in your area but the Academy has not announced a cancellation or delay, please prioritize your safety. Call the school office, and your child's absence or tardiness will be excused.
- **Notifications:** Official emergency updates and scheduling changes will be broadcast directly to parents via **WhatsApp**.

DESS CODE

Greeneville Adventist Academy requires all full-time and part-time students to dress in a neat, clean, modest, and non-provocative manner on campus and at school events.

General Guidelines

- **Fit & Modesty:** Garments must be of appropriate size and length. Undergarments must not be visible. Low-cut necklines, bare midriffs, and sheer fabrics are prohibited. Slogans or symbols must align with Christian principles.
- **Neatness:** Pajama-style clothes, frayed edges, holes, rips, and patches are prohibited.
- **Headwear:** Hats, hoods, and other head apparel may not be worn inside the school building.
- **Jewelry & Nails:** Earrings, necklaces, rings, bracelets, and ornamental keychains are prohibited. Non-functional jewelry will be **confiscated** and returned only to a parent. Only natural nail polish or white French tips are permitted.
- **Cosmetics:** Cosmetics must be neat, understated, and non-distracting to the educational environment. GAA reserves the right to require a student to remove makeup deemed inappropriate for GAA's school environment.
- **Body Art:** Body carving, displayed tattoos, inking, and body piercings are prohibited.
- **Outerwear & Footwear:** Only school-sponsored pullovers are allowed in the classroom. Closed-toe, closed-heel, non-marking shoes must be worn at all times.
- **Shorts** must be no more than 3" above the kneecap

Boys' School Day Guidelines

- **Pants & Shorts:** Khaki, black, or navy blue (no denim).
- **Shirts:** Solid color polo shirts (no stripes or patterns) or white/pale blue button-down Oxford shirts. A small manufacturer logo is allowed. Long-sleeved undershirts may be worn underneath.
- **Hair:** Neat, well-groomed, natural color, and not extreme in style.

Girls' School Day Guidelines

- **Pants & Capris:** Khaki, black, or navy blue (no denim or yoga-style pants).
- **Shorts, Skirts, Skorts, & Jumpers:** Khaki, black, navy blue, or school plaid. Tights, leggings, or privacy shorts **must** be worn underneath.
- **Shirts & Dresses:** Solid color polo shirts, polo dresses, or white/pale blue button-down Oxford shirts/blouses. Polo dresses must be no more than 3" above the kneecap.
- **Hair:** Neat, well-groomed, natural color, and not extreme in style.

Activity-Specific Guidelines

- **Physical Education (PE):** Athletic tennis shoes are required. Properly fitting T-shirts, sweatshirts, and sweatpants are allowed. Yoga pants may only be worn *underneath* athletic shorts. Tank tops and spaghetti straps are prohibited.
- **Swimming:** Females must wear a modest, full-coverage one-piece swimsuit, or a two-piece suit covered by a long, dark-colored T-shirt. Males must wear modest swim shorts.
- **Special Events & Travel:** Performance groups may enforce specific travel dress codes. Formal banquet and graduation guidelines will be distributed separately; banquet dresses **must be pre-approved** by the faculty.

GENERAL REGULATIONS

Student Code of Conduct and Campus Policies

Teachers and parents partner together to develop Christian character. When corrective counseling does not achieve proper conduct, the school may issue a suspension or dismissal.

Core Expectations

- **Respect and Standards:** Students must show constant respect for God, teachers, and the rights of others. Behavior must align with the spirit and Biblical standards of the academy.
- **Appropriate Language:** Profane, vulgar, or inappropriate language is strictly prohibited.
- **Amusements and Media:** Amusements that conflict with a Christian lifestyle are discouraged and must not be discussed at school. Personal items—including backpacks, clothing, lunchboxes, and notebooks—must not promote these secular activities.
- **Legal Minor Status:** For all school purposes, disciplinary actions, and parental notifications, all GAA students are classified as minors, regardless of whether they are 18 or older.

Property, Liability, and Prohibited Items

- **Weapons and Safety:** Knives and weapons of any kind are strictly forbidden on school grounds. Prohibited items will be confiscated without any guarantee of return. The academy reserves the sole right to define what constitutes a weapon.
- **School Property Damage:** Students must respect school grounds and facilities. The cost of any damage to school property will be billed directly to the responsible parties.
- **Campus Transit Restrictions:** For insurance and safety reasons, skateboards, roller skates, and inline skates are prohibited on campus.
- **Personal Property Liability:** The school is not responsible for the loss, theft, or damage of personal items brought to campus, including toys, games, sports equipment, and memorabilia.
- **Commercial Activity:** Students are prohibited from selling any individual products or services on school property.

SCHOOL ACTIVITIES

Field Trip and Extra-Curricular Activity Guidelines

Greeneville Adventist Academy (GAA) enhances and rewards student learning through dynamic educational experiences, including textbooks, videos, musical activities, and field trips. Full-time, registered GAA students have the privilege of participating in all school activities and trips, subject to the following regulations:

Participation and Chaperones

- **Eligibility:** Only registered GAA students, their immediate families, and School Board-approved sponsors may participate in school field trips.

Academic Eligibility

- **Grade Standards:** To participate in off-campus field trips, class trips, or activity trips, students must maintain academic eligibility.
- **Discretionary Ineligibility:** A student may be deemed ineligible if they have two "D" grades, one "F" grade, or any missing coursework. Final participation approval rests at the sole discretion of the classroom teacher, trip sponsor, and principal.

Opt-Out and Alternative Assignments

- **Parental Requests:** Parents who prefer that their child not participate in a scheduled field trip must notify the school.
- **Alternative Work:** The parent is responsible for ensuring the student completes all alternative academic assignments provided in place of the trip.

HOME & SCHOOL ASSOCIATION

The Home & School Association comprises parents of current GAA families and members of the two constituent churches. All current GAA student families are automatically members.

The Home & School Association serves as a collaborative platform to enrich the school environment through the following efforts:

- **Resource Sharing:** Connects parents who are willing to volunteer their unique time, skills, and resources to enhance academy programs.
- **Teacher Collaboration:** Fosters strong partnerships between parents and faculty to enrich the core educational experience.
- **Community Engagement:** Keeps families informed and actively involved in campus events, improving the overall experience for students and faculty.
- **Leadership Appointment:** The Home & School Association Leader is officially appointed by the GAA School Board.
- **Volunteering:** Individuals interested in volunteering their time or donating resources should contact the Home & School Leader or the school front office.
- **Attendance:** All GAA families are expected to attend and actively support scheduled Home & School activities / meetings to maintain a strong school community

HOMEWORK

Academic expectations and assignment workloads increase as a student progresses through each grade level. Students in grades 3 – 12, should expect to complete a portion of their coursework outside of standard school hours. For specific details regarding your child's daily or weekly homework requirements, please consult directly with their classroom teacher.

KINDERGARTEN

The Kindergarten program is designed to support children at their individual developmental levels. Recognizing that physical, social, and academic readiness develops at different rates for every child, our curriculum places equal importance on all three areas of growth.

To enroll in Kindergarten for the upcoming school year, a child must be at least **5 years old on or before August 15**.

Because children mature at varying paces, some students may not be fully prepared to advance to first grade after completing a single year of Kindergarten. Promotion to the first grade is not automatic; instead, teachers will formally evaluate each child's physical, social, and academic skills to determine the best placement for their continued success.

MEDICATION

For the safety of all students, Greeneville Adventist Academy maintains strict guidelines regarding the storage and dispensing of medications on campus.

Prescription Medications

- **Staff Restrictions:** Classroom teachers and general staff are strictly prohibited from dispensing prescription medications to any student.
- **Prescription medication** must be delivered to the school in its original container with the original pharmacy label. The label must clearly state the student's name, date, name of the medication, dosage, and expiration date. Medications arriving in baggies, envelopes, or other types of packaging will not be accepted

Over-the-Counter (OTC) Medications

- **Mandatory Forms:** Parents must complete and sign an Over-the-Counter Medication Permission Form as part of the annual student registration process.
- **Authorization Requirement:** No stock or personal non-prescription medication will be provided to a student unless a signed authorization form is on file.

MUSIC

Music Program and Ensemble Guidelines

Music is an integral part of Greeneville Adventist Academy's core curriculum. To foster a holistic Christian education, participation in the choral program is mandatory for all students in grades K through 10.

Performance Attendance and Grading

- **Attendance:** Performance attendance required for all K–10 students.
- **Schedules:** Event dates are distributed early in the school year and posted on the official school calendar at www.mygaa.org.
- **Academic Impact:** Unexcused absences or failure to wear the mandatory performance dress will lower a student's grade.
- **Family Conflicts:** Known scheduling conflicts require a prearranged absence request form to be submitted to the school office and approved per school policy. Request made less than 2 weeks prior to a performance are not likely to be approved.

Choral Grade Levels

- **Grades K–2:** Required participation in all Cherub music groups.
- **Grades 3–6:** Required participation in all Junior Choir performances.
- **Grades 7–10:** Required participation in all Senior Choir performances.
- **Grades 11–12:** Choral enrollment is optional but requires a full, year-long commitment if chosen.
- **High School Credit:** High school participants receive fine arts credit towards their graduation requirements.

Performing Instrument Ensembles

- **Grade 3/4 Chimes:** Introductory performance class teaching music reading and basic chimes techniques.
- **Beginner Handbells:** Audition-based group focusing on basic ringing form, handbell notation, and foundational literature (Requires strong sight-reading skills and a full-year commitment).
- **Advanced Handbells:** Elite, audition-only group performing advanced handbell literature (Intermediate to advanced sight-reading skills and a full-year commitment).
- **Concert Band:** Instrumental ensemble covering brass, woodwind, and percussion music theory and history (Mandatory attendance at concerts, music festivals, and religious services; membership is at the director's discretion).

Auditioned Vocal Groups

- **Vocal Ensemble:** Select choir focusing on advanced high school choral literature.
- **Prerequisites:** Open by director invitation only following a successful audition.
- **Obligations:** Full academic year commitment with attendance required for all performance appointments. Failing to be at performance appointments may result in dismissal from the group.

OVERNIGHT TRIPS

Greeneville Adventist Academy offers a variety of overnight educational, musical, and spiritual trips.

Annual and Alternating year Overnight Trips

- **8th Grade Class Trip:** An annual culminating experience for graduating eighth-grade students.
- **Senior Class Trip:** An annual milestone trip for the graduating high school senior class.
- **High School Academic Trips:** A History Trip alternating annually with a Science Trip for high school students.
- **Outdoor Education:** A specialized program for students in grades 5–8.
- **Georgia-Cumberland Conference (GCC) Music Festivals:** A rotating schedule provides for Band and Strings Festival to rotate with Choir Festival for grades 7–8.
- **Kentucky/Tennessee Music Festival:** A regional band/choir/strings clinic and performance opportunity for students in grades 6–12.
- **International High School Mission Trip:** A global service opportunity for students in grades 9–12. *Passport Requirement: A valid passport must be submitted to the school a minimum of six months prior to the trip departure date.*

Trip Fees and Mandatory Clearance Requirements

Participation in overnight travel is a privilege. To be eligible, students must clear all of the following criteria:

- **Additional Fees:** Each trip requires individual fees that must be paid according to the trip's specific payment schedule.
- **Financial Clearance:** Family financial accounts must be kept current with the business office.
- **Academic Clearance:** Students must meet minimum grade and coursework standards as determined by their teachers and administration.
- **Attendance Clearance:** Students must demonstrate consistent, punctual school attendance and remain in good behavioral standing.

SCHOOL HOURS

Daily Schedule and Drop-Off/Pick-Up Windows

- **Standard Hours:** School is in session from **8:00 am to 3:00 pm**, Monday through Friday.
- **Supervision Windows:** For safety and proper supervision, students must not arrive on campus earlier than **7:45 am** (15 minutes before school starts) and must be picked up by **3:15 pm** (15 minutes after dismissal).

Late Pick-Up Fees and Unsupervised Campus Rules

- **Late Pick-Up Fee:** Families may be charged an after-school care fee of **\$1.00 per minute** for any student remaining on campus after 3:15 pm.
- **Loitering Restrictions:** Recreational playing or loitering on school grounds after hours is strictly prohibited.
- **After-School Programs:** Students enrolled in authorized after-school activities must remain under the direct supervision of their activity director. Unsupervised, non-participating siblings are not permitted to stay on campus during these programs.

Early Dismissal Procedure

- **Office Sign-Out:** Students who need to leave campus before the standard dismissal time must be signed out in person at the school office by a parent or guardian, or have verifiable parental permission on file.

SCHOOL LUNCHES

Because a direct relationship exists between nutrition, bodily health, and academic performance, Greeneville Adventist Academy promotes a wholesome, well-balanced diet. Students are strongly encouraged to eat a nutritious breakfast and bring healthy lunches that align with Seventh-day Adventist health principles.

- **Hot Lunch option:** A vegetarian hot lunch option is offered several days each week as a fundraiser for various student organizations. Meals typically cost about \$6.00 each.
- **Student Lunches:** The Seventh-day Adventist church promotes a vegetarian diet as a healthy lifestyle. Based on biblical guidelines, foods not considered clean meats (pork, ham, etc) are prohibited on school grounds and must not be brought to the school campus.
- **Caffeine:** *The American Academy of Pediatrics* recommends that children avoid caffeine because it is a powerful stimulant that can negatively impact the child's developing body and brain. Caffeinated drinks are prohibited on school grounds and during school trips.
- **Food Delivery Service Restrictions:** Outside food delivery services (e.g., DoorDash, UberEats) are not permitted on campus at any time. A parent or family member may bring food to their student.
- **Closed Campus:** Students are prohibited from leaving campus unaccompanied during lunch. Parents and guardians are permitted to sign their children out at the school office for lunch during the school day.

SCHOOL TELEPHONE

The school telephone is used for school business and may **not** be used by the students except with permission from the faculty or staff.

SOCIAL RELATIONSHIPS

To support students in forming healthy, wholesome friendships, Greeneville Adventist Academy has established specific behavioral standards for all on-campus and school-sponsored activities.

Core Conduct and Physical Contact Rules

- **Christian Interaction:** Students must interact with one another in a respectful, wholesome Christian manner.
- **"Hands-Off" Policy:** All student interactions are subject to a strict "hands-off" policy.
- **Appropriate Physical Contact:** Acceptable, fully consensual physical contact is limited to professional or encouraging gestures. Examples include handshakes, high-fives, fist bumps, pats on the upper back, brief side hugs, or brief non-sexual hugs.
- **Inappropriate Displays of Affection:** Public displays of affection (PDA) and excessive physical contact are strictly prohibited on campus and during school events. Prohibited behaviors include, but are not limited to:
 - Holding hands or kissing
 - Prolonged hugging of any nature
 - Sexual contact
 - Sharing blankets or lying next to another student
 - Wrestling, roughhousing, or physical horseplay

Supervision and Campus Boundaries

- **Unsupervised Areas:** Students are prohibited from gathering within unsupervised areas of the campus. Violating these boundary lines may result in immediate disciplinary action.
- **Non-Student Visitors:** Visitors are expected to abide by all school conduct policies while on school grounds or attending academy events. Visitors violating school policy may be asked to leave the school property or event.

Disciplinary Actions and Social Restriction

- **Social Restriction:** Students who violate physical boundaries, or whose relationship is deemed unhealthy or disruptive by the administration, will be placed on formal social restriction for a designated timeframe.
- **Restriction Parameters:** While on social restriction, the involved students are strictly forbidden from interacting with each other. This includes speaking, writing notes, or intentionally standing or sitting together, except when absolutely required by direct classroom or work assignments.
- **Human Sexuality Standards:** The academy operates in accordance with biblical standards of biological sex and marriage. Students who identify with, practice, or promote alternative forms of sexuality that conflict with these biblical standards are subject to dismissal from the academy.

STUDENT DRIVER'S LICENSES

As students reach driving age, several mandatory forms are required by the state of Tennessee to secure a learner's permit or permanent driver's license.

Certificate of Compulsory School Attendance

To prove full-time enrollment, Tennessee law requires students to submit an official **Certificate of Compulsory School Attendance**.

- **Eligibility:** To receive this state document, the student must be currently enrolled full-time and making satisfactory academic progress.
- **Processing:** The form takes approximately five minutes to complete, and must be signed by school administration.
- **Availability:** Families can request and pick up this certificate directly from the GAA office.

STUDENT LEADERSHIP

Greeneville Adventist Academy believes student leadership is vital to our school's ministry and the future of the global church. Faculty and staff are dedicated to helping young people cultivate strong leadership qualities and skills.

The eligibility standards apply to all student leadership positions, including:

- **Student Association Officers**
- **Vocal Ensemble Members**
- **Senior Handbell Choir Members**
- **Class and Club Officers**

Eligibility and Removal Criteria

Holding a leadership position is a privilege that requires students to remain in good standing. A student leader may lose their position or group membership if they fail to meet the following expectations:

- **Academic Standards:** Maintaining standard eligibility requirements without academic downgrades (defined as receiving two "D" grades or one "F" grade).
- **Behavioral Expectations:** Remaining free from disciplinary actions or chronic behavioral issues.
- **Character Standards:** Exhibiting attitudes and conduct that positively represent the spirit and Biblical values of the academy.

STUDENT VEHICLES

Driving a vehicle to Greeneville Adventist Academy is a privilege, not a right. The academy maintains strict vehicle regulations to ensure the safety and security of our campus.

Vehicle Operations and Parking Regulations

- **Designated Parking:** Upon arriving at campus, student drivers must immediately park their vehicles in designated student parking areas.
- **Vehicle Restraints:** Students are strictly prohibited from returning to their vehicles during the school day without explicit permission from their teacher, principal, or office assistant.
- **Dismissal Protocol:** At dismissal, student drivers and their approved passengers must exit the school grounds in a timely manner. Loitering in or around vehicles is not permitted.
- **School Travel Restrictions:** Students are never permitted to drive themselves or carry other student passengers to any off-campus, school-sponsored activities or events.

Mandatory Registration and Documentation

Before a student may drive to school, parents must complete and submit the **Student Driver Permission, Agreement and Waiver Form** to the academy office for administrative approval. The form must be accompanied by copies of the following current documents:

1. **Valid Student Driver's License**
2. **Current Vehicle Registration**
3. **Valid Insurance Certificate of Coverage** explicitly listing the student driver

TEXTBOOKS

Textbooks are an essential component of the curriculum at Greeneville Adventist Academy. While selected for academic rigor, some textbooks may contain factual errors, or present varying and controversial viewpoints on significant philosophical or religious topics.

- **SDA Textbook Selection:** Textbooks are primarily selected from the officially approved textbook list provided by the Seventh-day Adventist educational system.
- **Institutional Position:** The use of a specific textbook does not constitute an endorsement or condonement of all its ideas by Greeneville Adventist Academy.
- **Faculty Guidance:** Instructors will provide critical context, necessary clarifications, and biblical framing throughout their lessons.

TRANSCRIPTS

Greeneville Adventist Academy (GAA) maintains strict protocol for the processing and release of official student transcripts and academic records.

Submitting Record Requests

- **Grades K–10:** Requests for academic records must be submitted directly to the GAA office.
- **Grades 11–12 (Juniors & Seniors):** Official transcript requests for high school upperclassmen must be ordered through Griggs International Academy.
- **Processing Timeline:** All requests for student records must be made at least **10 business days** before they are needed.

Financial Clearance and Restrictions

- **Outstanding Balances:** Official transcripts and student records are the property of the school. In alignment with our Contractual Agreement, records will not be released under any circumstances until all family financial obligations have been satisfied.
- **Property Return:** All school-owned resources—including textbooks, library books, and instruments—must be returned in good condition before records are cleared for release.
- **Check Clearance:** If a past-due balance is paid via a personal check, the school will withhold the transcript or records until the funds have completely cleared the bank.

TRIP CHAPERONES GUIDE

Thank you for volunteering. Your presence ensures a safe, enjoyable, and Christ-centered experience for our students. Please review and follow these essential guidelines during the field trip.

- **Follow Dress Policy:** Wear clothing aligned with the GAA Student Handbook guidelines.
- **Check the Weather:** Be prepared for changing weather conditions.
- **Stay Together:** Always remain with your assigned student group.
- **Be Active Participants:** Engage with students, answer questions, and offer support.
- **Cover Extra Costs:** You must pay admission for guests.
- **Encourage Respect:** Remind students to respect presenters, adults, and other patrons.
- **Follow Presenter Rules:** Ensure students listen to instructions for a safe trip.
- **Represent the School:** Model Christian behavior as an official school representative.
- **Protect Exhibits:** Prevent students from touching displays or prohibited areas.
- **Restrict Food & Drink:** No food, drinks, candy, or gum inside buildings except during lunch.
- **Maintain Visual Contact:** Make an extra effort to keep your group unified.
- **Guests:** Bringing guests is only with teacher approval.

Mandatory Certification

- **Training & Background check:** All chaperones, drivers, and volunteers must be Sterling Volunteers certified. Contact the school office for certification process instructions.

TRIP TRANSPORTATION POLICY

To ensure the safety of our students, the Georgia-Cumberland Conference Office of Education policies mandate that all employee, volunteer, and "for-hire" drivers meet the following safety criteria before transporting students.

Driver Qualifications & Paperwork

- **Submit Questionnaire:** Complete the mandatory "Driver Questionnaire" available under education forms at gccsda.com.
- **Provide Credentials:** Supply physical copies of your valid driver's license and proof of auto insurance to be kept on file in the school office.
- **Age Limit:** All designated drivers must be at least twenty-one (21) years of age.
- **Health Status:** Drivers must be in good health and properly licensed.

Driving Record Thresholds

- **Clean Record:** Drivers must have an acceptable record over the past three years.
- **Violation Limits:** Drivers cannot have more than two traffic citations in the trailing three-year period.
- **Accident Limits:** Drivers must have zero at-fault accidents over the last three years.

Vehicle Capacity & Safety Constraints

- **Capacity Limits:** Never exceed the vehicle's officially rated passenger and load capacity.
- **Seat Belt Rule:** Every student must wear an individual, manufacturer-provided seat belt.
- **No Shared Restraints:** Sharing seat belts is strictly forbidden and voids insurance claim payouts.
- **Private Vehicles:** Properly maintained, privately owned vehicles may be used if authorized by the local school administration.

Insurance Policies

- **Recommended Liability:** Adventist Risk Management (ARM) strongly recommends private vehicle owners carry at least \$100k/\$300k in liability coverage.
- **Coverage Order:** In an accident, the volunteer's personal insurance acts as the primary policy. ARM provides secondary coverage.

Parent Authorization

- **Written Consent:** Students cannot be transported without a signed, written parental consent form on file.

CLOSED CAMPUS/VISITOR POLICY

To ensure the safety and security of our students, Greeneville Adventist Academy operates a **closed campus**. All parents, alumni, and guests must adhere to the following visitation protocols.

Arrival & Sign-In Procedures

- **Check In Immediately:** All visitors, guests, and former students must report directly to the school office upon arrival.

Parent Scheduled Visit

- **Classroom:** Parents are always welcome when they have arranged a classroom visit with both the classroom teacher and principal prior to arrival.
- **Teacher & Staff:** Teachers and staff members are available for meetings by appointment only. Please schedule these times in advance.

Item Drop-Off & Deliveries

- **Leave Items at the Office:** If you are bringing books, lunches, musical instruments, or other personal items for your student, leave them at the main office.
- **Class Break Delivery:** Office staff will deliver these items to students during designated class breaks to prevent instructional interruptions.

VOLUNTEER SCREENING & BACKGROUND CHECK

Greeneville Adventist Academy values the essential role volunteers play in our school ministry. To maintain a safe and trustworthy environment, the Georgia-Cumberland Conference mandates that all staff and volunteers pass a background check before working with students.

Who Must Be Screened

The mandatory background check applies to all paid employees and any volunteer including:

- **Trip Personnel:** Chaperones and designated drivers.
- **Classroom Support:** Teacher assistants and project helpers.
- **Campus Services:** Food servers and event volunteers.
- **Extracurricular Leaders:** Sports coaches and music directors.

Screening Mandates

- **Pass Prior to Service:** You must successfully clear the screening before participating in any school activities or ministry.
- **Standard Platform:** All applicants must process their training and background check through the official Sterling Volunteers system.
- **Conference Compliance:** This screening process strictly adheres to Georgia-Cumberland Conference safety regulations.

How to Apply

- **Get Instructions:** Detailed application steps are available directly on the school website or at the school office.

HIGH SCHOOL / GRIGGS

ACADEMIC CREDIT

Greeneville Adventist Academy (GAA) provides a comprehensive, college-preparatory academic curriculum. Academic credits are awarded based on the standard Carnegie Unit system.

Credit Definition & Attendance Requirements

- **Carnegie Unit Standard:** One credit represents a class meeting five times per week for 40 minutes (200 minutes per week) across 36 to 40 school weeks.
- **Absence Credit Threshold:** Students who miss more than 15% of any class risk losing academic credit for that specific course.

Course Failures & Credit Recovery

- **Mandatory Recovery:** Students who fail one or more diploma-required classes must complete summer credit recovery or retake the courses.
- **Transcript Deadline:** Official transcripts showing the recovered passing grades must reach the registrar's office by the first day of school.
- **Progression Restriction:** A student may not be promoted to the next grade level until the correct number of academic credits is earned.

Transfer Students & Scheduling Conflicts

- **Alternation Schedule Note:** GAA operates on an alternating schedule system that may create course conflicts for incoming or outgoing transfer students.
- **Griggs Academy Enrollment:** Schedule conflicts may require transfer students to enroll in supplementary courses through Griggs International Academy.
- **Transcript Evaluation:** The registrar will analyze official transcripts to determine if Griggs courses are needed and if additional tuition fees apply.

ACADEMICS SECONDARY GRADUATION REQUIREMENTS

Freshmen/Sophomore Courses

<u>Odd Years (26-27)</u>	<u>Credit</u>	<u>Even Years (27-28)</u>	<u>Credit</u>
Religion I	1.0	Religion II	1.0
English I	1.0	English II	1.0
Algebra I / Geometry	1.0	Algebra I / Geometry	1.0
Physical Science	1.0	Biology	1.0
PE	0.5	World History	1.0
Health/Personal Finance/Life Skills	1.5	PE	0.5
Senior Choir/Music	0.5	Information Technology	1.0
		Senior Choir/Music	0.5

Junior/Senior Courses

<u>Odd Years (26-27)</u>	<u>Credit</u>	<u>Even Years (27-28)</u>	<u>Credit</u>
Religion III	1.0	Religion IV	1.0
American Literature	1.0	British Literature	1.0
Algebra II (GIA)	1.0	Math (GIA)	1.0
Science Elective (GIA)	1.0	Physics	1.0
U.S. History	1.0	US Government	0.5
Physical Education III (prn)	0.5	History Course	0.5
Spanish I or Spanish II	1.0	Physical Education IV	0.5
Senior Choir/Fine Arts/Music	0.5	Spanish I or Spanish II	1.0
Community Service (20 hrs)	0.0	Senior Choir / Fine Arts	0.5
		Community Service (20 hrs)	0.0

COMMUNITY SERVICE

Performing community service is crucial for character building, keeping physically active, and contributing to positive civic change. Students have the direct power to influence decision-making and support their local communities through service.

Graduation Credit Rules

- **Annual Hourly Minimum:** Students must complete a minimum of **20 hours of community service** during both their junior and senior years.
- **Mission Trip Exemption:** Students who participate in an international school mission trip completely fulfill their community service requirement for that academic year.

Forms & Submission

- **Accessing Documents:** Students can view and download the official **Community Service Form** via the designated resources link at griggs.edu.
- **Verification:** Completed hours must be fully documented on the form to receive proper graduation credit.

DIPLOMA ELIGIBILITY & GRADE PLACEMENT

Greeneville Adventist Academy and Griggs International Academy are dedicated to providing excellent academic opportunities to extend educational and career pathways. Grade placement across all high school levels is strictly credit-based.

Freshman Admission Requirements

- **Eighth Grade Completion:** To be eligible for enrollment in the 9th grade (freshman year), a student must have successfully completed the 8th grade.

Minimum Credit Totals for Grade Progression

To advance to the next high school grade level, a student must earn the following minimum cumulative credits:

- **Sophomore (Grade 10):** 5.5 total units required.
- **Junior (Grade 11):** 10.5 total units required.
- **Senior (Grade 12):** 15.5 total units required.

CREDIT RECOVERY COURSES

Credit recovery is a way for students to get back on the educational track after failure of a course without restructuring the school schedule or loss of time waiting for the next school year. Students may take a condensed version of the course which covers general subject area requirements within a 16-week period of time. All courses are online only at griggs.edu/enrollment/credit-recovery. All costs for credit recovery courses are the responsibility of the parents/guardian.

Recordkeeping: Each school has a different policy regarding the recording of a grade for a recovery course. Greeneville Adventist Academy only offers a "Pass" or "Fail" grade for credit recovery classes.

GRADUATION RECOGNITION AND HONOR ROLL SYSTEM

GAA and Griggs celebrate the academic and service achievements of all students. College Preparatory diploma candidates who meet specific criteria will receive special recognition and regalia upon completion.

- | | |
|---|--------------------------------|
| • Gold Sash & Cords (Highest Honors) | cumulative GPA 4.00 |
| • Gold Sash & Cords (High Honors) | cumulative GPA 3.80 - 3.99 |
| • Gold Sash & Cords (Honors) | cumulative GPA 3.50 - 3.79 |
| • National Honor Society | NHS Pin and Cord |
| • 12 Year GAA Student | School Medallion (K-12 at GAA) |
| • 12 Year SDA Education | Purple Cord |
| • 4 Year Senior | Green Cord (4 years at GAA) |
| • Class Officers | White Cord |
| • Student Association Officer: | Awarded a Baby Blue Cord |

HIGH SCHOOL GRADING SYSTEM & REPORTING

Once a student completes a course, the final grade is recorded on their permanent academic transcript.

Grade Adjustments & Permanence

- **Permanent Records:** All recorded final grades are permanent.
- **Approval Process:** Grades will not be changed without explicit teacher permission and formal action by the Curriculum and Standards Committee.

Incomplete Course Timelines

- **Withdrawal Conversion:** Any incomplete course will automatically be converted to a "W" (Withdrawal) grade.
- **Six-Month Deadline:** This conversion occurs six (6) months past the original course deadline.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes outstanding students by evaluating their total achievements. Membership is a privilege awarded to those who demonstrate excellence in scholarship, leadership, service, and character.

To apply for membership, a student must be at least a sophomore and have successfully completed a minimum of 6.0 Griggs International Academy (GIA) credits. Candidates must excel in four core pillars:

- **Scholarship:** Maintain a cumulative GPA of 3.50 or higher.
- **Leadership:** Hold elected or appointed leadership positions in school, church, or the local community.
- **Service:** Complete unpaid volunteer activities for individuals or organizations outside of your immediate family.
- **Character:** Provide positive character references from four non-relatives (e.g., pastor, teacher, work supervisor, or Pathfinder director).

Selection Process

- **Application Window:** Eligible students receive an official application packet at the end of January.
- **Committee Evaluation:** The selection committee reviews all submissions to determine final acceptance.
- **Monthly Meetings:** Inducted members meet approximately once a month to discuss and plan service projects.

Membership Maintenance & Discipline

- **Maintain Good Standing:** Members must consistently meet chapter standards and actively participate in all scheduled meetings.
- **Behavior Warnings:** Students who fall below chapter standards will receive a warning and a designated timeframe to correct their behavior.
- **Officer Demotion:** Any NHS officer who fails to maintain chapter standards may be stripped of their leadership position.
- **Dismissal Policy:** GIA utilizes a redemptive approach to discipline; however, consistent disregard for chapter standards will result in dismissal from the society.

TRANSFER CREDIT

Students transferring from another institution may submit official transcripts to be evaluated for transfer credit toward their graduation requirements.

Evaluation & Academic Planning

- **Advisor Review:** A Griggs advisor will evaluate incoming transcripts to determine which credits meet acceptance criteria.
- **Plan of Study:** Accepted credits are documented on an individualized plan of study outlining all remaining courses needed for graduation.

Recording & Transcript Permanence

- **Credit Milestone Requirement:** Transfer credits will not be officially recorded on the Griggs International Academy (GIA) transcript until the student successfully completes at least 3.0 GIA credits.
- **Permanent Record Status:** Once transfer credits are officially applied to the Griggs transcript, they become a permanent part of the student's academic record and cannot be removed.