Greater Miami Adventist Academy
Student Handbook 2023-2024

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Miami, FL 33182

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General Number: 305-220-5955
FAX: 305-220-5970
Information@gma.edu

@gmaasda  @gmaasda  @gmaasda  www.gma.edu

Our Philosophy
“To restore man to the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the divine purpose in His creation might be realized. This is the object of education, the great object of life.” Education pp. 15,16

Our Mission
Mental precision, physical restoration, spiritual redemption; pursuing excellence for the purpose of service.

Our Vision
Greater Miami Adventist Academy seeks to create a positive environment where students are excited, responsible learners, a place where young children begin their discovery of knowledge in a nurturing family environment, develop caring and loving attitudes toward God and their fellowman, and graduate with a strong foundation and high moral values which will enable them to face the challenges and expectations of the 21st century.

Greater Miami Adventist Academy’s commitment to excellence embraces innovative teaching methods and high standards of performance envisioning a learning center open to all wisdom extending beyond the classroom walls, fully relying on the notion that all true knowledge comes from God.

Greater Miami Adventist Academy operates on the Christian ideals and principles set forth in this handbook. Every student makes a commitment to abide by these standards and those enacted during the school year.
Administration
Lorna Leon, M.S. – Principal
Peggy Gonzalez, M.A. – Vice-Principal of Academic Affairs
Veronyka Perez, M.A. – Vice-Principal of Elementary
Oscar M. Rodriguez, M.A. – Vice-Principal of Student Affairs
Maria Leonor, B.S. – Director of Admissions
Cynthia Valdivieso, M.A. – Business Manager

Faculty & Staff
Amalia Abreu – Librarian Assistant
Noel Acosta, B.S. – Physical Education
Jacqueline Amich, M.S. – Middle School Coordinator, Mathematics
Milca Amich, M.S. – English
Tamara Amich-Montero, M.A. – Fourth Grade
Wayne Anderson, M.A. – Director of Music, Band, Computers
Janett Barbuzano – Receptionist
Gabriela Cordoba – Recess, Aftercare
Luis Cortes, Ph.D. – Statistics
Rosie Gomez, M.A. – Counselor, Library Services, Spanish
Jamil Hairston, M.S. – Bible, Chaplain
Delyann Hernandez, M.A. – Language Arts
Juan Leon, M.S. – Athletic Director, Physical Education
Katherine Lopez, B.S. – Accounts Manager
Raquel Lopez, B.A. – Kindergarten
Liset Maceira – Teacher Assistant
Roberto Maceira – Maintenance
Carmen Machado M.S. – Bible, English
Pedro Matamoros – Maintenance
Reinaldo Mesa – Security
Brandon Mowry, M.Mus. – Information Technology, Robotics, Music
Martha Muñoz, B.A. – Third Grade
Abdiel Nieves, A.S. – Science
Delmary Nuñez – Teacher Assistant
Dennis Ortiz – Security
George Ovalle, B.A. – English, Drama
Gisella Ovalle, B.A. – Social Studies
Margarita Ramirez, B.S. – Fifth Grade
Maria Recio, M.A. – Spanish
Sylvia Rivera, A.S. – Accounting Clerk
Oscar M. Rodriguez, M.A. – History
Deborah Russell, M.A. – Elementary Coordinator, Second Grade
Carlos Russi, B.A. – Bible
Lametta Smith, M.S. – Science
David Taylor, A.A. – Art, Yearbook
Jicell Taylor, B.S. – First Grade
Cleopatra Trevilecok, B.A. – Development Coordinator, Music
Paul Trujillo, B.S. – Mathematics

Early Childhood Education (E.C.E.)
Carla Arbuatti, B.S. – Director, Pre-Kindergarten
Giuliana Aciar – Child Development Associate
Mirniudys Alberteris – Child Development Associate
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GREATER MIAMI ADVENTIST ACADEMY
2023-2024

Greater Miami Adventist Academy had its beginning in 1912 when it was known as Greater Miami Elementary School. Classes were held in a tent behind the downtown Seventh-day Adventist Temple Church. In 1960 it expanded into a kindergarten through twelfth grade academy. In 1989 it moved to its present location on the flatlands between Miami and the Everglades at 500 N.W. 122nd Avenue. Today GMAA serves an internationally diverse constituency from early child to young adulthood striving to achieve excellence for the purpose of service.

PHILOSOPHY
GMAA’s philosophy is the reason for its existence. We believe:

1. Man has lost much of his Creator’s image since sin entered the human race.
   a. Spiritually, we need redemption and trust in our Savior.
   b. Physically, our body’s health and strength need restoration.
   c. Mentally, in all subject areas, man’s intelligence is far below its original capabilities
   d. Emotionally, man’s self-esteem affects the way he treats others and desperately needs repairing.
2. All true knowledge comes from God. This includes the knowledge of how to have stronger bodies and minds, a healthy self-image and a caring, loving attitude toward God and our fellow man.
3. This knowledge constitutes the curriculum of true education. Within this curriculum every student needs to be challenged to achieve excellence in every area. This achievement needs to be recognized often and encouraged: “Excellence for the Purpose of Service.”

SCHOOLWIDE OBJECTIVES
GMAA is committed to helping each student:

1. Accept Christ as their Savior. Understand and accept the good news of the gospel – God’s love, acceptance and forgiveness of all His children.
2. Allow the Holy Spirit to transform their lives. Maintain a relationship with God through daily devotional exercise enabling learners to develop a life of faith in God.
3. Understand and adopt principles of truth, obedience, service, self-discipline and Christian love, which affect happiness and success both now and in the future.
4. Develop habits of punctuality, accountability, reliability, neatness, accuracy and sound judgment in decision-making.
5. Develop loyalty towards one’s country and respect for authority.
6. Develop sound habits of healthful living.
7. Be “a thinker and not merely a reflector of other men’s thoughts.” Education p. 17.
8. Achieve excellence in all academic areas and use their knowledge, skills and understanding to serve God and humanity fulfilling the commission of preaching the gospel to all the world.

“But life is worth nothing unless I use it for doing the work assigned me by the Lord Jesus…” Acts 20:24 TLB

ACCREDITATION
GMAA is fully accredited by the Board of Regents of the General Conference of Seventh-day Adventists, the National Council for Private School Accreditation (NCPSA), the Accrediting Association of Seventh-day Adventists Schools, Colleges, and Universities (AAA) and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS). Florida Association of Academic Non-Public Schools (FAANS)
APPLICATION AND ADMISSION PROCEDURES

GMAA welcomes applications from young people of all cultural and religious backgrounds that are willing to conduct themselves in harmony with the ideals and standards expressed in this Handbook. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school.

New applicants requesting admission to GMAA are requested to complete the online application form found at the www.GMA.edu website and submit the following items:

1. An official transcript from their former school. The most recent report card confirming promotion.
2. Proof of 8th grade graduation for students entering the 9th grade.
3. An original and current immunization record and a physical examination record on the forms provided by Florida doctors from the Health Department. These must be on file in the Registrar’s office before the student may attend on the first day of school.
4. Copies of the birth certificate or passport.
5. Three recommendations from non-family members, specifically from a school principal, former or current teacher of the applicant and church minister.
6. Standardized Test Results.
7. Application fee payable online.

Upon receipt of the above information the Admissions Committee will review and determine acceptability for all new applicants. The parents will be notified, and the student becomes eligible to enroll. Once accepted and admitted as a student at GMAA, all new and returning students must complete the enrollment procedure at www.Factsmgmt.com under Parent Login, FACTS Family Portal containing the following documents:

1. Computer Lab Contract – Acceptable Use policy
2. Authorization for Release of Student Records
3. Attendance Policy

Upon completion of the enrollment process, registration will be finalized at the school. The enrollees must settle all financial arrangements and purchase their uniforms. In addition, the students entering grades 6-12 will obtain their assigned lockers from the Receptionist and receive their class schedule from the Registrar.

ENTRANCE AGE

The entrance age for Pre-Kindergarten is four years before September 1st of the current school year. The entrance age for kindergarten is five years before September 1st of the current school year. The age admission into the First grade is six years before September 1st of the current school year. Exceptions to this policy may only be granted by the Florida Conference of SDA Office of Education, which will base its consideration on the following requisites:

1. A letter from the parents requesting that the September 1st date be waived.
2. A high score on the Readiness Test.
3. A doctor’s written statement of the physical and emotional readiness of the child.

STUDENT RECORDS & TRANSCRIPTS

Parents, guardians or eligible students (18 years of age or older) have the right to inspect, review and challenge the information contained in records directly relating to the student. No documents (transcripts, diplomas, report cards, cumulative records, etc.) will be released to parents or other institutions until the balance of their account is paid in full. To request a student record or transcript a Transcript Request Form is accessible at the GMAA website under Resources > Student Resources. There is an $8 fee per transcript and a 48-hour waiting period. A complimentary transcript will be provided after graduation.

ADMISSION RESTRAINT

All new students are systematically placed under academic and disciplinary probation for the first quarter. New applicants with less than a 2.0 GPA may be denied acceptance. Students that are accepted with less than a 2.0 GPA will be placed on academic probation and will be required to attend the Tutoring Intervention Program.
ACADEMICS

As Christians, we look to Christ as an example of excellence in Christian education. It is the goal of this school to provide incentives and recognition for students who are committed to challenging themselves to the highest level of performance in their scholastic endeavors.

ACADEMIC RECOGNITIONS

Awards Ceremony – The outstanding students in each subject, honor students with a GPA of 3.5 and higher, those on the Principal’s List, the top ten students, those with the highest PSAT, SAT and ACT scores and the students acknowledged by the White House will be publicly recognized.

Valedictorian/ Salutatorian – The valedictorian is the student with the highest cumulative GPA and the salutatorian is the student with the second highest cumulative GPA.

Graduation Cords - Seniors and 8th graders with a cumulative GPA of 3.5 to 3.64 will graduate with Honors and receive a white cord. Seniors and 8th graders who maintain a cumulative GPA of 3.65 to 3.79 will graduate with High Honors and will receive a gold cord. Seniors and 8th graders with a cumulative GPA of 3.80 or higher will graduate with Highest Honors and will receive a blue, white, and gold cord. All cords will be worn during commencement.

National Honor Society – NHS is the front-runner of the organizations and societies that promote appropriate recognition for elementary, junior and high school students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Each year elementary, junior high and high school students who meet these requirements, including a cumulative GPA of 3.50 are invited by the school’s chapter to join the National Elementary Honor Society (NEHS), the National Junior Honor Society (NJHS) or the National Honor Society (NHS) accordingly. A distinguished feature of an NHS member is his/her uniform and its yearly Induction Ceremonies.

Principal’s List - Students with a quarter GPA of 3.5 or higher and with no grade lower than a “B” are eligible for the Principal’s List.

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### ACADEMIC GRADING SYSTEM K-8th

<table>
<thead>
<tr>
<th>Kindergarten – 2</th>
<th>Grades 3rd – 8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>A+ 100-99.5%</td>
</tr>
<tr>
<td></td>
<td>A  99.5-93.5%</td>
</tr>
<tr>
<td></td>
<td>A- 93.5-89.5%</td>
</tr>
<tr>
<td>P</td>
<td>B+ 89.5-86.5%</td>
</tr>
<tr>
<td></td>
<td>B  86.5-83.5%</td>
</tr>
<tr>
<td></td>
<td>B- 83.5-79.5%</td>
</tr>
<tr>
<td>NT</td>
<td>C+ 79.5-76.5%</td>
</tr>
<tr>
<td></td>
<td>C  76.5-73.5%</td>
</tr>
<tr>
<td></td>
<td>C- 73.5-69.5%</td>
</tr>
<tr>
<td>[ ]</td>
<td>D+ 69.5-66.5%</td>
</tr>
<tr>
<td></td>
<td>D  66.5-63.5%</td>
</tr>
<tr>
<td></td>
<td>D- 63.5-59.5%</td>
</tr>
<tr>
<td></td>
<td>F  59.5-0.0%</td>
</tr>
</tbody>
</table>

I: Independently achieves objectives and performs skills.
A+: Exceels in understanding content and applying concepts.
P: Progressing toward objectives and performing skills.
B+: Masters most content and skills.
C+: Demonstrates basic understanding of the concepts and skills.
D+: Understanding of concepts and skills is limited and incomplete.
F: Shows an unacceptable level of understanding and/or effort.
GRADE POINT EQUIVALENTS 9th-12th

<table>
<thead>
<tr>
<th>Range</th>
<th>Letter</th>
<th>GPA</th>
<th>Honors</th>
<th>Dual Enrollment &amp; Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-92.5</td>
<td>A</td>
<td>4.00</td>
<td>4.50</td>
<td>5.00</td>
</tr>
<tr>
<td>&lt;92.5-89.5</td>
<td>A-</td>
<td>3.50</td>
<td>4.00</td>
<td>4.70</td>
</tr>
<tr>
<td>&lt;89.5-86.5</td>
<td>B+</td>
<td>3.30</td>
<td>3.75</td>
<td>4.30</td>
</tr>
<tr>
<td>&lt;86.5-82.5</td>
<td>B</td>
<td>3.00</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>&lt;82.5-79.5</td>
<td>B-</td>
<td>2.70</td>
<td>3.00</td>
<td>3.70</td>
</tr>
<tr>
<td>&lt;79.5-76.5</td>
<td>C+</td>
<td>2.30</td>
<td>2.50</td>
<td>3.30</td>
</tr>
<tr>
<td>&lt;76.5-72.5</td>
<td>C</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>&lt;72.5-69.5</td>
<td>C-</td>
<td>1.70</td>
<td>1.70</td>
<td>1.70</td>
</tr>
<tr>
<td>&lt;69.5-66.5</td>
<td>D+</td>
<td>1.30</td>
<td>1.30</td>
<td>1.30</td>
</tr>
<tr>
<td>&lt;66.5-62.5</td>
<td>D</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>&lt;62.5-59.5</td>
<td>D-</td>
<td>0.70</td>
<td>0.70</td>
<td>0.70</td>
</tr>
<tr>
<td>&lt;59.5-0.0</td>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

ADDITIONAL GRADE MARKINGS
- I = Incomplete
- W = Withdraw, not in GPA
- WF = Withdraw failing, counts towards GPA
- P = Passing
- NC = No Credit
- WP = Withdraw Passing

Due to variance in the grading systems of other schools, transfer GPAs will be calculated according to GMAA’s grading system and points.

ACADEMIC INTEGRITY
We expect staff and students to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the others’ ideas and work through proper acknowledgment and referencing. No cheating of any type on schoolwork, tests or quizzes will be tolerated. Academic dishonesty/cheating may include any of the following and may be applied to work in any medium (i.e., written or audio text, film production, photographs, published images, other artist’s work, electronic devices, computer programs, etc.).

- Inappropriate/inadequate acknowledgment- material copied word for word, which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgment of its source.
- Verbatim copying- Material copied word for word or exactly duplicated without any acknowledgment of the source.
- Collusion- Material copied from another student’s assignment, course work or exam with his/her knowledge.
- Stealing- Material copied from another student’s assignment, course work or exam without his/her knowledge.
- Ghost writing- Assignment written or purchased by a third party and represented by a student as his/her own work.
- Consequences- Teachers will follow established classroom policy for dishonesty, see page 27.

ACADEMIC PROBATION
At the start of the school year, all students with a GPA below 2.0 will automatically be placed on academic probation. All students on academic probation may not participate in class trips or other activities that require them to be absent from classes and must attend the tutoring intervention program. Students who fail to meet the conditions of probation could be subject to dismissal. During the school year the Academic Standards Committee will review the records of these students to retain or remove the students from the academic probation status. The status of students on academic probation will be provided to the parents.
**APPEAL PROCESS OF ACADEMIC GRADE**

When a student or parent questions a specific grade, the following steps must be taken:

1. Privately discuss and review the grade with the teacher involved.
2. If a resolution is not reached after meeting with the teacher, a parental conference with the teacher and the Vice-Principal for Academic Affairs may be requested by the parent in writing.
3. After steps 1 and 2 if no resolution has transpired, all parties involved may request a conference with the principal where a final resolution must be reached.

**CANVAS ACCESS**

Parents have continued access to their children’s grades by tapping into flcoe.org/canvas parent log in website. The username and password are the ones created at enrollment. Log in and follow the prompts.

**COURSE OUTLINE/SYLLABUS (6-12)**

Each student will receive a syllabus for every course in which they are enrolled on the first week of class. The syllabus will include teacher expectations and objectives for the course as well as general long-range projects. All syllabi will be in accordance with the format designed by the Academic Standards Committee. Students should make the syllabus available to their parents. The parents should read and sign the parent and student acknowledgement agreement and return the signature page to the corresponding teacher.

**GRADE REPORTS**

A grade report is available for the parents every nine weeks to keep them informed of their child’s academic status. A final grade report will be mailed home at the end of each semester. Student grades are always available online. At the middle school level, the nine-week grades are recorded on the student’s report card and become a permanent grade and part of their cumulative GPA. At the high school level, the semester grades are a permanent grade and part of their cumulative GPA. Behavior and attendance may be considered when evaluating academic performance.

**GRADES AND LATE WORK (6-12)**

All missing work is the responsibility of the student. Any student who is justifiably absent from class on the day the homework is due will be allowed two school days to make up the assigned work unless prior arrangements were made with the teacher. Students who were present and chose not to do nor submit their homework by the due date will receive a permanent zero score on the missing assignment.

**GRADES AND EXTRA-CURRICULAR ACTIVITIES**

Any student who receives an “F” for the previous nine-week period may not miss the failing class for promotional trips (i.e.: choir, band, gymnastics, drama, mission trip, etc.) except for spiritual retreats. To be a member of a sports team the student must have and maintain a quarter GPA of 2.0. To participate in a sporting event, the student must have no missing assignments. All students who are making up a failure may not participate in class trips or other activities that require them to be absent from school until their grade improves to a “C” or above. Repetition of failed classes at the secondary level must be completed within four months of the start date or December 1 and May 1 of each semester accordingly.

**INCOMPLETE GRADES**

A grade of “I” (Incomplete) is assigned by the teacher when, for legitimate reasons, the student is unable to complete sufficient course work in any given semester. Semester incompletes must be removed within two weeks into the next grading period. If the class work remains insufficient two weeks into the next grading A period, then the registrar will request a grade change from the teacher. “Incompletes” should not be assigned to grading periods other than the semester for high school and quarter grades for the middle school.

**PROGRESS REPORTS**

Current grades are always viewable to parents and students on Canvas. In addition, progress reports for each class will be sent home in September, November, February and April for students with low grades. A parent or guardian must review and sign the progress report and return it to the teacher by the next class session.
PROGRAMS OF STUDY

At the High School level GMAA offers three programs of study: a General Diploma, a College Preparatory Diploma, and for highly motivated students an Honors Diploma. To graduate and participate in the graduation ceremony at GMAA, a student must have a cumulative GPA of 3.5 for the Honors Diploma, 2.75 for the College Preparatory Diploma, and 2.0 for the General Diploma. The student needs to be realistic regarding his/her ability, background, interests, and future educational and occupational goals when choosing among diplomas. Staff members and the GMAA Guidance Counselor are available to assist students as they formulate their academic program.

DIPLOMAS

HONORS DIPLOMA 3.5+ GPA

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>(Algebra I, II, Geometry, dual enrollment)</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>(Phys Science, Bio, Chem, Physics or A&amp;P)</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>PE</td>
<td>1.5</td>
</tr>
<tr>
<td>Social Studies/History</td>
<td>3</td>
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<tr>
<td>(World History, US History, Gov/Econ)</td>
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</tr>
<tr>
<td>Financial Literacy</td>
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</tr>
<tr>
<td>Fine Arts</td>
<td>2</td>
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<tr>
<td>Foreign Language/Same Language</td>
<td>2</td>
</tr>
<tr>
<td>Computer</td>
<td>1</td>
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<tr>
<td>Electives</td>
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</tbody>
</table>

TOTAL CREDITS: 28.5

COLLEGE PREP DIPLOMA 2.75+ GPA

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>Religion</td>
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<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>(Algebra I, II, Geometry, other)</td>
<td>3</td>
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<tr>
<td>Science</td>
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</tr>
<tr>
<td>(Physical Science, Biology, Chem or Physics)</td>
<td>3</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>PE</td>
<td>1.5</td>
</tr>
<tr>
<td>Social Studies/History</td>
<td>3</td>
</tr>
<tr>
<td>(World History, US History, Gov/Econ)</td>
<td>3</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>.5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>Computer</td>
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</tr>
<tr>
<td>Electives</td>
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TOTAL CREDITS: 26.5

GENERAL DIPLOMA 2.0+ GPA

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>Religion</td>
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<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<tr>
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<td>Science</td>
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<td>Health</td>
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<tr>
<td>Financial Literacy</td>
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<td>Fine Arts</td>
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<tr>
<td>Computer</td>
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</tr>
<tr>
<td>Electives</td>
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TOTAL CREDITS: 24.5
CLASS STANDING (9-12)
Class standing (freshman, sophomore, junior, and senior) is determined by the satisfactory completion of the credits listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Freshman</td>
<td>First year academy students who have an 8th grade diploma and will have completed a minimum of 6.5 credits by the close of the school year.</td>
</tr>
<tr>
<td>10th</td>
<td>Sophomore</td>
<td>Second-year academy students who will have completed a minimum of 13 credits by the close of the school year.</td>
</tr>
<tr>
<td>11th</td>
<td>Junior</td>
<td>Students who will have completed a minimum of 19.5 credits by the close of the school year.</td>
</tr>
<tr>
<td>12th</td>
<td>Senior</td>
<td>Students whose class loads are such as to allow them to graduate by the close of the school year.</td>
</tr>
</tbody>
</table>

CLASS LOAD
Students in the College Preparatory Diploma Program are expected to be enrolled in and maintain a class program of at least 6.5-unit classes each year. Students in the Honors Diploma are expected to be enrolled and maintain a class program of at least 7-unit classes each year. Every student at Greater Miami Adventist Academy is required to register for a minimum of 5-unit classes each year.

CLASS SCHEDULE CHANGES – ADD/DROP (Grades 9-12)
Students may add or drop classes upon approval through the Registrar’s Office. Classes cannot be added or dropped after the first two weeks of the semester. College classes may be dropped with proper approval during the first two weeks of each semester with a grade of W (Withdrawal). A W on their report card will not affect their GPA. After four weeks the student will receive a WF (Withdrawal Failing), which is considered a failing grade and factors into the GPA as an F. No performance classes such as choir, gymnastics, drama, art, band, etc., may be dropped after the first two weeks of each semester.

An add/drop voucher must be signed initially by the parents and then by the teachers involved in the change. The request form must then be submitted to the Registrar’s Office for approval. No add/drop will be official until approved by the Registrar’s Office. Students must continue to attend the class attempted to be dropped until its withdrawal is officially approved. Any student who stops attending such class without official approval will be considered skipping class and will be subject to disciplinary action. After the two-week period, any withdrawal request must be approved by the Academic Standards Committee.

CLASSES FROM OTHER SCHOOLS
All courses including dual enrollment from correspondence, summer school, virtual school, or otherwise taken for credit at a school other than GMAA requires prior approval from the Academic Standards Committee. Any courses taken without prior approval will not be accepted for graduation. Permission will not be granted to take at another school courses that are offered in our school curriculum unless a scheduling conflict exists. GMAA will only approve taking courses provided at accredited educational institutions.

CORRESPONDENCE/ONLINE AND SUMMER SCHOOL (2017/18-2018/19 SUEC 5276 p. 194)
Students who obtained a final grade of D/F on a class may request to apply.

1. An application for correspondence and virtual classes must be obtained from the Registrar’s Office and approved prior to enrollment. In some cases, approval by the Academic Standards committee may be required.
2. A transcript of the class must be in the Registrar’s Office before any benefits from the class work can be credited to the student.
3. Under normal circumstances it is recommended that no more than three units be taken by correspondence/virtual study for acceptance towards graduation credits. Additional correspondence/virtual study may be taken for enrichment purposes.
4. Any senior that wishes to participate in the senior class trip must have completed all online, correspondence, independent and current semester classes and a transcript must be on file by January 31 of the graduating year. In order to participate in graduation exercises all online, correspondence and independent classes must be completed and a transcript on file at the academy by May 1 of their senior year.

5. All correspondence tests must be taken under supervision at GMAA.

**CREDIT BY CHALLENGE EXAMINATION**

Spanish I may be challenged by taking a content examination and scoring no less than an 80% on the test. A “P” (Passing) will be recorded on the student’s transcript. Credit will be given but no grades or grade points assigned.

**DUAL ENROLLMENT**

The dual enrollment classes that could be offered at GMAA through AdventHealth University (AHU) are Anatomy and Physiology I, II, College English 101 and 102, College Algebra, and Calculus. College credit is issued based on completing the requirements of the course with a passing grade of “C” or higher. These classes must be taken at GMAA, satisfy the high school credit requirement, are taught by teachers who hold a master’s degree or higher and are transferable and valid at the AdventHealth University or any other university upon receipt of an official transcript from AHU.

Dual enrollment classes are open to students who are in their junior or senior year, who have a minimum cumulative unweighted GPA of 3.50 and meet the prerequisites listed under the course description. Quality GPA points are awarded for dual enrollment and Honors courses. Please consult the Grade Point Equivalent chart on page 7. Not all dual enrollment classes listed are offered every year and will depend on the number of students enrolled.

**HONOR CLASSES**

The classes that may carry an honors component offered at GMAA are Anatomy & Physiology, Government, English I, II, III, Pre-Calculus, and second semester Physics.

**ADVANCED PLACEMENT COURSES**

The AP classes are open to students who are in their junior or senior year, who have a minimum cumulative unweighted GPA of 3.50 and meet the prerequisites listed under the course description. These classes include AP Psychology, AP Spanish, AP Statistics, and AP US History. AP is a program that allows high school students to earn college credits by taking higher level classes in various subjects. Colleges and universities may grant placement and course credit to students who obtain qualifying scores on the examinations. AP tests are scores on a 1 to 5 scale as follows: 5-extremely well, 4-well qualified, 3-qualified, 2-possibly qualified, 1-no recommendation.

**POLICY FOR ACCELERATION (2017/18-2018/19 SUEC 5227 p.186)**

Any student who wishes to graduate in three years must apply in writing no later than the 1st of April of their freshman year to the Academic Standards Committee for admission to the accelerated program. The Academic Standards Committee will inform the student of the acceptance and requirements for the program.

**NWEA MAP TESTING**

MAP which stands for Measures of Academic Progress, refers to national standardized tests given during the regular school day at the beginning, middle and end of the school year that measure the student’s growth in reading, language, math and science. It is administered to students in grades K-11.

**REQUIREMENTS FOR GRADUATION**

1. The student must attend GMAA the final semester of their senior year.
2. The student must meet the state of Florida and Southern Union attendance policies.
3. The student must meet the GPA and credit requirements of their selected diploma or program of study.
4. Any senior who has not completed all requirements for at least a general diploma (except ongoing 2nd semester subjects) by January of the year of their graduation will be classified as a junior and cannot participate in any senior activities such as senior class trip, etc.
5. Any senior that wishes to participate in the senior class trip must have completed all credits required for graduation both correspondence and virtual study and a transcript must be on file (except ongoing 2nd semester subjects) by January of the graduating year. Students who do not comply with the required credits by the first Monday of May will not participate in graduation exercises.

6. Every senior must comply with all the requirements for every course by the first Monday of December for first semester courses and the first Monday of May for second semester courses.

7. All financial obligations must have been met.
COURSE OFFERINGS AND DESCRIPTIONS
High School Level

The following high school courses are part of the GMAA curriculum. The yearly schedule may not include all the offerings and may vary according to demand and availability.

COMMUNITY SERVICE
For every year enrolled at GMAA a student must work a minimum of 50 volunteer hours. The placement must be a pre-approved institution as well as here at GMAA. The Chaplain/Bible Teacher of GMAA supervises and compiles the hours served. The number of hours served will be recorded on the student’s transcript for each high school year in attendance at GMAA.

FINE ARTS ELECTIVES

Band
This course is open to any student that has some proficiency in playing a wind or percussion instrument. Proper instrumental technique, sight-reading, and group playing are enhanced. Both sacred and secular pieces compose the repertoire. The band is a performance ensemble in which rehearsals and weekend performances are mandatory. Failure to meet performance requirements will affect the student’s grade.
2 semesters. 1 unit credit.

Choir
This course is a choral experience open to any student who wants to sing. It teaches proper vocal technique, diction, sight-reading, and group singing through a varied repertoire of musical styles. The choir is a performance ensemble in which rehearsals and weekend performances are mandatory. Failure to meet performance requirements will affect the student’s grade. 2 semesters. 1 unit credit.

Creative Art
This course focuses on building fundamental hand-drawn techniques such as shading, controlling tones, and composition. While placing a strong emphasis on drawing assignments, the class seeks to develop in each student the ability to observe with an artist’s eye and capture what they perceive on paper.
2 semesters. 1 unit credit.

Drama
Drama offers the participants the opportunity to perform, inspire and explore boundaries by applying varied aspects of acting. Posture, facial expression, speed of movement, use of voice are among the practical techniques that intensify this unique group experience. The Drama team holds a dual function as an in-reach and out-reach ministry, which includes extended mandatory rehearsals and weekend performances.
2 semesters. 1 unit credit.

Home Economics
Areas covered in this elective class are healthful food preparation and nutrition, clothing and textiles, resource management, housing furnishing and equipment, human development, interpersonal and family relationships, and introduction to the world of work. 2 semesters. 1 unit credit.

Music Technology
This class modifies digital music through computer hardware and software. Creating music through MIDI, combining and editing pre-recorded music loops, digital audio editing, and basic functions of audio and visual equipment. The class material also studies the physics of sound, the history and evolution of digital music, and the business of music production and promotion. The students are expected to have a basic knowledge and skill of operating a computer and understanding of musical styles. 2 semesters. 1 unit credit.
**Yearbook**
In this course students receive training in such journalistic skills as copywriting, layout and design, photography, desktop publishing and financial planning. Students are responsible for producing the school yearbook. Admission is limited and must be approved by the instructor. Students who take this class more than one-year advance in mastery and move into positions which develop organizational and managements skills. **2 semesters. 1 unit credit.**

**FOREIGN LANGUAGE**

**Spanish I**
This course is designed for students with limited Spanish language skills. They will develop a solid basic vocabulary in the Spanish language, enabling them to communicate with others in and out of the classroom, using their reading/writing, listening and verbal skills in the target language (Spanish). **2 semesters. 1 unit credit. This course may be challenged by examination.**

**Spanish II – Non-Spanish Speakers**
This course is an advanced class, designed for non-Spanish speakers, where the student will be able to master the previous knowledge acquired in Spanish I. The student will engage in conversations, provide and obtain information, express feelings and emotions and exchange opinions. The student will also understand written and spoken Spanish language on a variety of topics. **2 semesters. 1 unit credit.**

**Spanish II – Spanish Speakers**
This course is designed for Spanish speakers. The student will be able to master their first language, while gaining a broad knowledge of literature and culture. The student will also master the correct usage of the grammar and accentuation rules of the language in order to produce correct written works. The student will also be able to make proper use of the Spanish language, spoken or written, in daily circumstances, along with the ability to sustain a mature discussion or conversation about literature and culture. **Prerequisite: Score of 80% or above on the Spanish I challenge test. 2 semesters. 1 unit credit.**

**Spanish Advanced Placement**
The AP Spanish Language and Culture course develops language and cultural proficiency at the Intermediate to Advanced level. Students and teacher commit to using Spanish as the language for communicating about the course content as evidence of interpersonal speaking proficiency. The course engages with sources from across the Spanish-speaking world through which students develop the language strategies to interpret the texts and knowledge of the cultural practices underlying them. **Prerequisite: Score of 80% or above on the Spanish I class or challenge test. Open to Juniors and Seniors only.**

**GENERAL STUDIES**

**College Preparation**
The SAT class is a computer-based course that provides thorough preparation for all areas of the new SAT exam. Students strengthen their skills and review content seeking to promote mastery and develop strategies designed to increase their confidence and performance levels. The course instills dedication for their studies and requires students to commit in order to achieve. **½ unit credit per semester.**

**AP Psychology**
This course introduces students to the systematic and scientific study of human behavior and mental processes. While considering the psychologists and studies that have shaped the field, students explore and apply psychological theories, key concepts, and phenomena associated with such topics as the biological basis of behavior, sensation and perception, learning and cognition, motivation, developmental psychology, testing and individual differences, treatments of psychological disorders, and social psychology. **2 Semesters 1 unit credit.**
LANGUAGE ARTS

English I – Beginning English Composition and Literature
This course focuses on the basics of writing and the qualities of major literary genres including short stories, poetry, essays, drama, classic fiction, epics, as well as the elements of oral presentation. Considerable emphasis is placed on reading, writing, speaking, and listening for a variety of purposes. **2 semesters. 1 unit credit.**

English II – World Literature
English II is a course focusing on basic English skills including development of writing, grammar, usage, and public speaking. Emphasis is chronologically placed on the reading and interpretation of short stories, folktales, and poetry from the works of writers from around the world from antiquity to contemporary. **2 semesters. 1 unit credit.**

English III – American Literature
This course emphasizes development of comprehension and vocabulary skills in the reading process, use of correct grammar and organizing, planning and revising compositions. The literary aspect of the class follows a rough chronology of American literature analyzing some of the short stories, folk tales and poetry and other literature of the most significant American authors. **2 semesters. 1 unit credit.**

English IV – Classic and Contemporary British Literature
English IV continues mastery of the writing process, essay forms of discourse and vocabulary development while surveying British Literature beginning with the Anglo-Saxons through the Modern Era and reflecting on the values and attitudes of a different time, place and culture. The composition aspect will cover a large variety of different genres of writing ranging from personal and expository to research and position papers and reports with appropriate use of format and textual references. **2 semesters. 1 unit credit.**

English Composition 101 (ENGL 101)
This dual-enrollment course focuses on writing as a means for authentic expression and exploration. Emphasis is on the writing process, especially revision. Students write several expository essays organized according to prescribed modes and learn specific writing skills and principles which readily apply to most writing tasks. **Prerequisite: Be a senior with a 3.5 cumulative GPA for English on previous English courses. 1 semester. 1 unit credit. 3 hours of college credits through Adventist University of Health Sciences**

English Composition 102 (ENGL 102)
This dual-enrollment course applied the writing skills developed in ENGL 101 while focusing on rhetorical and reasoning skills necessary for various persuasive and research writing activities. Students write several persuasive papers and a major research paper. The course meets the requirement for a written communication course. **Prerequisite: College English 101. Be a senior with 3.5 cumulative GPA for English courses. 1 semester. 1 unit credit. 3 hours of college credit through Adventist University of Health Sciences.**

MATHEMATICS

Algebra I
This course covers operations with positive and negative quantities skills in solving first and second-degree equations. Manipulating algebraic expressions of varying complexities is also stressed. Skills in graphing and problem solving are learned. **2 semesters. 1 unit credit.**

Algebra II
This course emphasizes inequalities, linear functions, systems of equations and inequalities, matrices, polynomials, roots, quadratic equations, exponential and logarithmic functions, and trigonometry. **Prerequisite: An average grade of “C” or higher in Algebra I. 2 semesters. 1 unit credit.**

Geometry
This course builds on the skills learned in Algebra I. The concepts of proof and deductive reasoning are developed. Theorems are proved and special relationships are learned. Volume, area, congruency, similarity and other relationships are introduced. The student’s reasoning ability is developed and strengthened. **Prerequisite: Algebra I. 2 semesters. 1 unit credit.**
Calculus (MATH 181)  
This dual-enrollment course is a study of the mathematics of motion and change. Topics include limits, continuity, analytic geometry, and the differential and integral calculus of elementary trigonometric and transcendental functions. Application of the above topics to science, business, engineering, and the other branches of mathematics are explored. **Prerequisite: Pre-Calculus with a minimum grade of B (3.00).**  
2 semesters. 1 unit credit. 3 hours of college credit through Adventist University of Health Sciences.

College Algebra (MATH120)  
This course focuses on topics that include real and complex numbers; equations and inequalities involving linear and quadratic models; polynomial, greatest integer, absolute value, power, rational, exponential, and logarithmic functions and their graphs; real and imaginary zeros of polynomials, solutions of systems of equations and inequalities; and introduction to trigonometric functions. Appropriate support technologies, such as the graphing utility, will be used. **Prerequisites: two years of high school algebra with a minimum grade of “C” (2.00)**  
1 unit credit. 3 hours of college credit through Adventist University of Health Sciences.

Financial Literacy  
This course offers an application-based learning approach incorporating Algebra I, Algebra II and Geometry topics. By combining algebraic and graphical approaches with practical business and personal finance applications, Financial Literacy motivates students to explore algebraic thinking patterns and functions in a financial context. It encourages students to be actively involved in applying mathematical ideas to their everyday lives. **1/2 unit credit.**

Math for College Readiness  
College Readiness Math is a fourth-year math course focused on reinforcing core concepts from Algebra I, Geometry and Algebra II. Course topics include solving equations with addition, subtraction, multiplication and division, fractions and decimals, inequalities, functions and sequences, systems of equations, polynomials, factoring quadratic equations, rational expressions and data analysis. **2 Semesters, 1 unit credit.**

Pre-Calculus  
This course focuses on topics that include equations and inequalities, analysis of exponential, logarithmic, polynomial, rational, power and trigonometric functions and inverses, law of sines and cosines, analytic geometry, trigonometric identities, polar coordinates, and De Moivre's Theorem. Modeling is incorporated in the topics. Appropriate support technologies, such as the graphing utility, will be used. **Prerequisites: Minimum grade of B (3.00) in high school Algebra II and Geometry.**  
2 semesters. 1 unit credit.

Statistics Advanced Placement  
This AP course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes evident in the content, skills and assessment in the AP Statistics course: exploring data, sampling and experimentation, probability and simulation, and statistical inference. Students use technology, investigations, problem solving and writing to build conceptual understanding. **Prerequisites: Two years of high school algebra with a minimum grade of B (3.00).**  
2 semesters. 1 unit credit.

PHYSICAL EDUCATION  

Gymnastics  
This elective course focuses on safety, sport acrobatics, tumbling and pyramid building skills. The students will be graded on attendance and performance at various events throughout the year. Team building, trust and responsibility are a vital part of the class. **2 semesters. 1 unit credit.**

Health  
This course is designed to acquaint the student with the health principles that lead to personal wellness and a healthy lifestyle. The physical, mental, spiritual, and emotional areas are covered. **1 semester. 1/2-unit credit.**

Outdoor Education I  
This course is designed to promote an appreciation of the great outdoors and all things God created. Students will develop lifelong physical skills through archery, knot tying, hiking and camping, etc., and be exposed to experiences
that will promote a lifestyle that values nature. Two yearly field trips are part of the course: kayaking/camping/hiking and ski/snowboarding. 2 semesters. 1 unit credit.

Outdoor Education II
This advanced course is designed for the outdoor enthusiast. Students will gain a deeper understanding of all things God created and develop outdoor skills such as backcountry cooking, wilderness navigation, winter camping, lead climbing and survival skills all while having minimal environmental impact. Three off campus trips are part of this course: camping trip, survival trip and winter ski/snowboarding trip. Prerequisite: Outdoor Education I 2 semesters. 1 unit credit.

Physical Education I
This course is designed to introduce students to a variety of games and sports with an emphasis on developing proficiency in movement and effective motor skills to achieve maximum personal potential through planned physical activities. 1 semester. 1/2-unit credit.

Team Sports
This course is designed to study the most played team sports: basketball, volleyball, floor hockey, soccer, football, and softball. Developing the skills and strategies, knowing the basic rules and the history of each sport, the students will be involved in class tournaments, conditioning and fitness activities from the beginning to the end of the course. 2 semesters. 1 unit credit.

RELIGION
Bible 9-I God: The I Am on a Cross
This course examines scripture as the foundational source of revealing God’s existence. Through the study of Jesus’ birth, childhood, baptism, temptations, ministry, death and resurrection students will be able to understand the character of God. 1 semester. 1/2-unit credit.

Bible 9-II God Gifts
This course defends a creationist worldview differentiating biblical creation and Darwinian evolution and revealing God’s intention for the Sabbath. It recognizes God’s grace as a central theme in the Bible and investigates biblical passages that reveal God’s value of individuals. 1 semester. 1/2-unit credit.

Bible 10-I The God-Choice & Heart
This course highlights the characteristics of individuals in the Old Testament who lived their lives after God’s own heart and explores key events in the lives of Hosea and David that define the nature of God and how He relates to His people. 1 semester. 1/2-unit credit.

Bible 10-II Sharing God in My World
This course exposes the challenges of the early church and examines how Jesus’ followers used their spiritual gifts as servant leaders to make discerning lifestyle choices based on biblical principles that enhanced a deep relationship with Jesus Christ while living in a secular world. 1 semester. 1/2-unit credit.

Bible 11-I God's Word
This course deepens credibility in the word of God by assessing biblical archaeological evidence and surveying the history of Christianity with reference to the Reformation. It relates the past and the prophetic themes of the book of Daniel to future events. 1 semester. 1/2-unit credit

Bible 11-II God Is My Victor and Guide
This course reviews the qualities of Jesus as our defender and deliverer throughout the book of Revelation with a theological emphasis on Revelation 10 and 11. It identifies God’s leading in the development of the SDA Church and the role in prophecy of Ellen G. White. 1 semester. 1/2-unit credit
Bible 12-I Perspectives and Worldviews on God
This course justifies scripture as the foundational source of identifying God as the source of all love, the author of the plan of salvation and the giver of the Holy Spirit considering its origin and purpose. It synthesizes the Seventh-day Adventist biblical fundamental beliefs. **1 semester. 1/2-unit credit.**

Bible 12-II God in My Relationships and the Gospels
This course applies Seventh-day Adventist beliefs in discipleship of Christ through relationships, lifestyle and service. It utilizes, applies and interprets the writings of Ellen G. White as a prophet of God to enhance Biblical understanding. **1 semester. 1/2-unit credit.**

SCIENCE
Anatomy and Physiology I (BIOL 101, BIOL 101L)
This class studies the skeletal, muscular, and nervous systems of the human body, along with their cytology, histology, and chemistry, as well as the typical structure and function of the human body. The laboratory portion is a study of the anatomy of the skeletal, muscular, and nervous systems of the human body using plastic models. **1 semester. 4 hours of college credits through AdventHealth University.**

Anatomy and Physiology II (BIOL 102, BIOL 102L)
This class studies the endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems of the human body. The laboratory is a study of the above-mentioned systems using plastic models. **1 semester. 4 hours of college credits through AdventHealth University.**

Anatomy & Physiology – Honors
This high school Honors class is an advanced study of human anatomy and physiology designed to give the students an in-depth view of the body systems. Laboratories required. Prerequisite: An average grade of “C” or higher in Biology and a 3.0 GPA. **2 semesters. 1 unit credit.**

Biology
This course is an introduction to the study of life and its Creator. It explores living and non-living structures, cell functions, growth, and interrelationships in Zoology and Botany. Laboratories required. **2 semesters. 1 unit credit.**

Chemistry
Chemistry is a study of the basic laws and theories concerning the structure and nature of matter including the elements of the periodic table and their principal compounds. Problem solving is emphasized. Laboratories required. **2 semesters. 1 unit credit.**

Earth and Space Science
This course focuses on the structure and changes of the Earth over time and introduces astronomy. It includes units on mapping, plate tectonics, earthquakes and volcanoes, the rock cycle, weathering and erosion, the water cycle, Earth’s waters, atmosphere and climate, the solar system, and the universe connecting understanding to the magnificence of God’s creation. **2 semesters. 1 unit credit.**

Marine Science
Delve deeply into Earth’s bodies of water and study geologic structures and how they impact the oceans. Investigate characteristics of various populations of aquatic life, patterns of distribution, and ongoing changes occurring in our ecosystem. **2 semesters. 1 unit credit.**

Physical Science
This course is an introduction to the general principles of chemistry and physics. The practical applications of scientific thought and principles are emphasized. Scientific evidence of God’s existence and power in the natural world are unveiled. **2 semesters. 1 unit credit.**
Physics Honors
This course is a study of a particle in motion, forces, vectors, gravitation, energy, sound, light and its properties, electricity and magnetism, the atom and the nucleus. Higher-level problem-solving skills. Laboratories required. **Prerequisite: An average grade of “B” or higher in Algebra II and Geometry. 2 semesters. 1 unit credit.**

SOCIAL STUDIES

American History Study Tour
This course is designed to provide an in-depth study of current issues and policies of the United States of America. Emphasis is placed on experiential learning and group activities that enable students to visit significant historical sights, explore and visually experience the transition of the United States as a nation. **Prerequisite: A 3.00 GPA. 1 semester. 1/2-unit credit.**

Economics
This course is designed to acquaint students with knowledge of basic capitalist economic principles with emphasis on factors of production, opportunity costs, GDP, money expansion, M1 and M2, stock and bond markets, Federal Reserve, fiscal and monetary policy, fractional reserve banking, open market operations, inflation and recession and other topics of economic importance. **1 semester. 1/2-unit credit.**

Geography
This course focuses on examining people, places, and environments at local, regional, national, and international scales from the spatial and ecological perspectives of geography. Description of the influence of geography on events of the past and present. It centers around the physical processes that shape patterns in the physical environment; the characteristics of major landforms, climates, and ecosystems and their interrelationships; the political, economic, technological, and social processes that shape cultural patterns of regions. **2 semesters. 1 unit credit.**

Government in America
This course offers a comprehensive program in the origins, structure, and function of federalism. It calls attention to the basic values on which our political and legal systems are based and the principles that give direction to the ways in which those systems work. Emphasis is placed on the US Constitution and the Bill of Rights. **1 semester. 1/2-unit credit.**

United States History
This course covers the political, military, social and cultural events in United States. History from its European and American origins to the present. Emphasis is placed on the role of the United States as a leader in the modern world. **2 semesters. 1 unit credit.**

United States History Advanced Placement
The AP US History course is designed to provide students with the analytic skills and factual knowledge necessary to deal critically with the problems and materials in U.S. History. The program prepares students for intermediate and advanced college courses by making demands upon them equivalent to those made by full-year introductory college courses. **Prerequisites: An average grade of 80% or higher in World History. 2 semesters. 1 unit credit.**

World History
This course involves a survey of history dealing with the world’s early civilizations to the present. Special attention is given to the rise of Western civilizations. Themes are presented to show how major world events have impacted and shaped the world around us. **2 semesters. 1 unit credit.**

TECHNOLOGY

Computer Applications I
This course introduces the concepts and skills of Microsoft Office 2016 using these applications: Word, PowerPoint, Excel, and Publisher. It provides hands-on tutorial exercises, realistic projects, and integrated activities to develop and expand skills related to these Office 2016 applications, the computer, and the Internet. Students create job-specific resumes and correspondence, professional flyers, brochures, and other business-related documents. **2 semesters 1 unit credit.**
Media Production
Students will learn how to produce content in a variety of media. They will learn basic techniques and become acquainted with equipment used in photography (including image editing), audio production, video production (in both live and recorded applications), and web design. Those who take the class multiple times will assume leadership roles, directorial functions, and on-air talent. 2 semesters. 1 unit credit.

Robotics: First Tech Challenge
This course introduces technology dealing with the design, construction, and operation of automated robots. The students will become knowledgeable on the parts and processes used in building a robot, develop the skills to design a robot, brainstorm, plan and create the basic pieces necessary to assemble a robot, and learn to use the basics of block-coding and JAVA to program the robot. 2 semesters. 1 unit credit.

FINANCIAL INFORMATION K-12

ANNUAL TUITION 2023-2024
A monthly distribution of payments may be arranged through the Business Office.

<table>
<thead>
<tr>
<th>Level</th>
<th>Grades</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Level</td>
<td>Kindergarten - 5th</td>
<td>$8767.20</td>
</tr>
<tr>
<td>Junior High Level</td>
<td>6th - 8th</td>
<td>$8912.80</td>
</tr>
<tr>
<td>High School Level</td>
<td>9th - 12th</td>
<td>$9318.40</td>
</tr>
</tbody>
</table>

EARLY DEPARTURE
All students leaving school before the end of a semester will be expected to pay full tuition if they are given permission to complete their scholastic assignments. Applications and Registration fees are non-refundable.

EARLY WITHDRAWAL
Students that withdraw before the completion of the school year will be required to have their accounts paid in full for transcripts to be released.

FINANCIAL AID
GMAA participates in the VPK Program and accepts the Florida Empowerment Scholarship, Equitable Opportunity, Unique Abilities (McKay/Gardiner), and Hope Scholarship for private schools. Tuition discounts for Florida Conference SDA members are also available. Upfront payment of full tuition grants a 5% discount. Contact the Business Office. Student aid is available for members of SDA Constituent Churches. Contact your Church Pastor.

PAYMENTS
Payments must be made through cash, checks, or credit cards. All payments are due by the 10th of every month. Any student whose account is not paid by the 10th of the month will be assessed a $35 late fee and the student may be suspended until the account is paid or financial arrangements are made with the Business Office.

NON-SUFFICIENT FUNDS
There will be a charge of $30 for all NSF checks made to the Academy. After an NSF check is received from a parent or guardian, the Academy will refrain from accepting additional personal checks from the issuer of the check. Only cash, money orders or cashier’s checks will be accepted.

NON-PAYMENT OF ACCOUNTS
Whereas GMAA has not been to write off accounts, in compliance with the IRS effective school year 2016-2017, the process of 1099 issues on previous or actual accounts that owe in the minimum amount of $600 will be started.
INITIAL FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$100</td>
</tr>
<tr>
<td>Book Rental K-8</td>
<td>$400</td>
</tr>
<tr>
<td>Book Rental 9-12</td>
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<tr>
<td>Registration Pre-K</td>
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<tr>
<td>Registration K-12</td>
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</table>

GRADUATION/PROMOTION FEES

<table>
<thead>
<tr>
<th>Grade</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
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</tr>
<tr>
<td>Fifth Grade</td>
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</tr>
<tr>
<td>Eighth Grade</td>
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<tr>
<td>Twelfth Grade</td>
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</table>

PRE-SCHOOL & ELEMENTARY

<table>
<thead>
<tr>
<th>Service</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Art Lab</td>
<td>$100</td>
</tr>
<tr>
<td>Junior Varsity Sports</td>
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<tr>
<td>Kindergarten Supplies</td>
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<tr>
<td>Music Lab</td>
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<tr>
<td>Pre-School Supplies</td>
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<td>Technology Fee K-3rd</td>
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OTHER FEES

<table>
<thead>
<tr>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Permit</td>
</tr>
<tr>
<td>Locker</td>
</tr>
<tr>
<td>Security</td>
</tr>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Technology Fee 4-12th</td>
</tr>
<tr>
<td>Test Fee PSAT</td>
</tr>
<tr>
<td>Transcript</td>
</tr>
</tbody>
</table>

HIGH SCHOOL FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology</td>
<td>$100</td>
</tr>
<tr>
<td>AP Classes</td>
<td>$150</td>
</tr>
<tr>
<td>Biology</td>
<td>$100</td>
</tr>
<tr>
<td>Chemistry</td>
<td>$100</td>
</tr>
<tr>
<td>Choir, Band, Art</td>
<td>$100</td>
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<tr>
<td>Computer Class Lab</td>
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<tr>
<td>Drama</td>
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<tr>
<td>Dues Freshman Class</td>
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</tr>
<tr>
<td>Dues Sophomore Class</td>
<td>$40</td>
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<tr>
<td>Dues Junior Class</td>
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<tr>
<td>Dues Senior Class</td>
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<tr>
<td>Fundamentals of IT</td>
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<td>Gymnastics</td>
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</table>

<table>
<thead>
<tr>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics</td>
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<tr>
<td>Media</td>
</tr>
<tr>
<td>Music Instrument Rental</td>
</tr>
<tr>
<td>Music Technology</td>
</tr>
<tr>
<td>Outdoor Sports/Arcery</td>
</tr>
<tr>
<td>Physical Education</td>
</tr>
<tr>
<td>Physical Science</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Robotics</td>
</tr>
<tr>
<td>Team Sports</td>
</tr>
<tr>
<td>Varsity Sports</td>
</tr>
<tr>
<td>Yearbook for Seniors</td>
</tr>
<tr>
<td>Yearbook 9th-11th</td>
</tr>
</tbody>
</table>

CAFETERIA

The cafeteria at GMAA is leased and administered by a private independent entity. Prices and individual arrangements are determined by the current leaseholders. The cost per meal varies depending on food selection and portion.

DUAL ENROLLMENT

Dual Enrollment tuition is based on the tuition of the school sponsoring the course. The price is determined by the cost per credit as set by the university plus the cost of textbooks.

EXAM PERMITS

Students who have an outstanding account will not be permitted to take semester exams and the grades will not be released until their account is paid or prior payment arrangements have been made with the Business Office.

FINANCIAL SUSPENSIONS

By the end of each semester any student whose account is not in accordance with the financial arrangements made with the Business Office will be suspended from attending school until the account reflects the established agreement.

LATE PICKUP OF STUDENTS

Regular school hours for elementary grades K-5 are Monday - Thursday 8:00 a.m. to 3:00 p.m. and 8:00 a.m. to 1:35 p.m. on Fridays. Regular school hours for middle and high school grades are Monday - Thursday 8:00 a.m. to 3:05 p.m. and 8:00 a.m. to 1:40 p.m. on Fridays. Parents are required to arrange for pickup of their children at 3:05 p.m. Students that are not picked up by 3:15 p.m. (Monday – Thursday) and 1:50 p.m. (Friday) will have to be in After School Care. See below.
AFTER SCHOOL CARE
Every PreK - 8th grade student must either be at the after-school care program or be picked up by his/her parent(s). Elementary (PreK to 5th) will be escorted to the after-school care program by their teacher. Middle school students not picked up by 3:15pm must report to after school care. Parents need to make arrangements with the office for the after-school program for a post 3:30 p.m. pick up time. The children of parents who fail to make the proper arrangements will be automatically taken to the after-school program and the parents will be assessed a daily fee. All students (PreK-12th) must be picked up by parent/guardian no later than 6:00 p.m. After 6:00 p.m. a $1 per minute fee must be paid at time of pickup.

LOCKERS
Students will be assigned individual lockers. Lockers assessed as damaged will warrant a minimum fee of $50 to be charged to the student’s account. Locks carry a yearly rental fee of $10 each.

OVERNIGHT FIELD TRIPS
Students will not be permitted to participate in any overnight trip (class trip, mission trip, etc.) unless the school account balance is current or in accordance with the financial arrangements made with the Business Office and the student is in good academic standing.

STUDENT LIFE
Classes begin promptly at 8:00 a.m. At no time during the school day may a student leave campus without permission from their parents and the office. Students should not be in the hallways during class time. If it becomes necessary for a student to leave class, they must have a hall pass. Classes end for the elementary at 2:55 p.m. Monday-Thursday and at 1:30 p.m. on Fridays. Classes end for the middle and high school at 3:05 p.m. Monday-Thursday and at 1:40 p.m. on Fridays. Parent/Guardians should plan to pick up their children as punctually as possible at the end of the school day.

ACTIVITY APPROVAL
All newly planned activities or changes in the calendar must be submitted to the GMAA Administrative Council for official approval. Date changes, student participants, transportation, drivers, permission slips, costs, sponsors, chaperones, and teacher substitutes are details that should be included in the request for approval. All requests using the AdCom Request Form should be submitted to the Administrative Council no later than two weeks prior to the event.

ACTIVITY SUPERVISION
The laws of the state of Florida clearly establish that once the school day ends and students leave the premises the school only has a duty to supervise students at “school sponsored” or “school related” events. Greater Miami Adventist Academy will not be responsible for any activity that is not officially sanctioned by the administration. All faculty members present at independent student activities are expected to uphold the standards of GMAA. All willing non-GMAA chaperones are required to provide a background check in order to supervise the GMAA students.

CHAPEL
Chapel is an integral portion of our educational program. Students should enter quietly and reverently, showing respect to God and the speaker for the day. Books, notebooks, cell phones, tablets, I-Pads or other class/reading materials are prohibited during worship time. All teachers are expected to be in Chapel. All class sponsors must keep their students in order. Chapel meets as follows:

- Pre-Kindergarten to 5th - Friday 8:15-9:15 a.m.
- Grades 6-8th grade - Mondays 1-1:40 p.m.
- Grades 9-12th - Mondays 12:15-12:55 p.m.
CLASS OFFICERS
Each class is organized during the first semester under the leadership of a faculty sponsor. To qualify for class office a student must have completed the credits needed to be a class member (see Class Standing page 11). Seniors will hold class elections during May of the junior year. No student who receives a GPA below 2.5 will be eligible to hold office in any student organization. If a student becomes involved in a major discipline problem, he/she will forfeit his/her office in any student organization.

CLASS SPONSORS
The principal appoints sponsors for grades 6-12. All class activities must be planned and supervised in agreement with the appointed sponsor.

EARLY PICKUP
Parents are discouraged from retrieving the students before dismissal time as early pickup disrupts the class and impairs the academic performance of the child. When for justifiable reasons it becomes absolutely necessary for the parents to pick them up, it must occur before the last 30 minutes of the day.

FIELD TRIP ATTENDANCE
Only currently enrolled GMAA students are allowed to participate in official GMAA sponsored field trips. It is a liability insurance coverage requirement.

GAZEBO AREA
The gazebo area has been prepared for the purpose of providing the students with a place to study, mingle, pray, sit, chat, or relax in their spare time. The use of the gazebo area to play games, sports, object throwing or noise making is prohibited because it disrupts the learning process in the classrooms surrounding it.

HAIR, JEWELRY AND COSMETICS
Jewelry of any kind is not permitted at school. Jewelry will be confiscated and returned to the student at the end of the school day/year or at any time to the parents. Hairstyles should be clean and neat. Tattoos must remain covered and non-visible at school and all school functions.

LICE POLICY
Students diagnosed with lice or nits may not return to school until appropriate treatment has been completed and NO LICE OR LIVE NITS remain. Upon returning to school the student must provide written information of treatment dates; its effectiveness will be confirmed by school personnel. A no lice/nits presence confirmation will permit the student to remain in school.

LIBRARY
The library contains valuable books and periodicals for both academic and personal enrichment purposes. Books may be checked out for a period of two weeks. Most books may be renewed. Reference books, magazines, and other special materials may not be removed from the library without special permission from the library media specialist. A student having overdue books or fines will be denied the privilege of checking out additional books. A fine of 10 cents per school day is charged for overdue books. Lost or badly damaged books must be paid according to the cost of replacement.

LOCKERS
Lockers are school property and are loaned to students for their convenience. The school reserves the right to inspect lockers. Lockers must be kept clean and free from stickers, fire-hazard material, etc. Fines can be assessed for locker damage or uncleanness. Only the student assigned to a locker is strictly eligible to use the locker. For your own safety, do not keep money and/or valuable items in lockers. It is recommended that you take extra precautions against theft when using your PE lockers.

MEALS
As a matter of health, the Seventh-day Adventist Church encourages its members to follow a vegetarian diet. Parents are encouraged to prepare sack lunches that will promote the best health for their children. A vegetarian breakfast and hot lunch are available at modest prices in our school cafeteria.
SKATEBOARDS/ROLLER-BLADES/ROLLER SKATES/BICYCLES
Due to insurance regulations, the above-mentioned artifacts are prohibited from use in school grounds.

STUDENT ACCIDENT INSURANCE
GMAA carries an accident insurance policy with Christian Educators Insurance Trust underwritten by Life Insurance Company of North America at 1-800-866-2896.

STUDENT ASSOCIATION
The Student Association of GMAA is an integral part of school affairs. It is the general organization of the student body and under faculty supervision it is responsible for certain activities throughout the year. Association officers are chosen from the student body. To run for the office of SA President, a student must have and maintain a GPA of 3.0 and hold no other office. For all other SA offices, the student must have and maintain a GPA of 2.5.

STUDENT OFFICES
The National Honor Society President, Student Association Officers, Class Presidents, and Yearbook Editor each may hold only this one office. Students who become involved in a discipline problem will have to forfeit their office.

TRANSPORTATION
GMAA does not provide transportation to and from school. A private bus company is available for that purpose. All arrangements for transportation and costs must be arranged with the individual company. The bus company and the parents will handle matters of in route discipline and behavior.

VISITORS
All visitors must pass through security check points prior to entering the premises. They must register with the receptionist and obtain a visitors pass before accessing the hallways, gym or classrooms. When a parent needs to meet with a teacher or the principal in the form of a conference, he/she must arrange a convenient time to meet. After school hours are preferable since during the early pre-school hours the teachers are busy preparing for the arrival of their students. Students from other schools may not be at school during regular school hours unless approved by the Administration. This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. All visitors are expected to follow the rules and regulations established by the school.

YEARBOOK
The school yearbook is prepared by the students and for the students. It demands dedication, secrecy, creativity and many hours of hard work. The yearbook sponsor selects the yearbook editor. Each student enrolled at GMAA will receive a copy of the annual yearbook at the closing of the school year.

ATTENDANCE
Prompt and regular attendance is expected at all classes, chapel and general school activities. Teachers will record attendance at the beginning of each class period and at chapel time. No student should be in the hallways during classes without a hall pass. Bathroom needs and other necessities should be taken care of between classes. If an unforeseen emergency arises, a hall pass must be obtained from the teacher.

TARDINESS
Because punctuality is important, students are held strictly accountable for prompt attendance at all classes, Chapel, and scheduled meetings.

- Students are considered tardy five minutes after the second bell rings. Their attendance will be marked TU.
The only time a tardy will be excused is if the student was delayed by another staff member or if he or she had a prearranged medical appointment. A note from the staff member or medical office will be required for the tardy to be cleared.

In addition, a student who has accumulated ten (10) tardies per semester per subject will be required to serve a Detention. Every five additional tardies each semester will result in an additional Detention, however, if a student receives a third detention, he or she will be asked to meet with Administration.

Please note that when a student accumulates two Detentions for whichever type of misconduct, he or she may be suspended and/or placed on probation.

ATTENDANCE PROBATION
Any student placed on Attendance Probation will be excluded from participation in all school extracurricular activities, Student Association activities, performances, functions, field trips, clubs, and sports activities. He/She will also forfeit any leadership position. To be placed on attendance probation means that an official notice is issued for a specified period of time no less than 2½ months during which a student must demonstrate proper attendance patterns. Improper attendance during probationary period or violation of any conditions of the probation may result in loss of credit and further disciplinary action.

ABSENCES DUE TO FIELD TRIPS
Students attending authorized school trips such as field trips or promotional trips planned by GMAA are not considered absent from school. It is the faculty sponsor’s responsibility to make sure every student has proper clearance, and all their classes are excused. They will be marked as present trip (PT).

EXCUSED ABSENCES
Students who are absent or tardy must present to the receptionist a written explanation from their parents or guardian upon arriving at school. The only absences or tardiness that are recognized as excusable are:

1. Sickness. If excessive, a doctor’s written note will be required.
2. Medical appointment.
3. Death in the immediate family.
4. Court or legal appointments.
5. Natural disasters such as floods, hurricanes, etc.
6. Any absences or tardiness previously arranged with the administration.
7. Suspension.

UNEXCUSED ABSENCES
Students who accumulate a total of five (5) excused or unexcused absences on any class per semester per subject will be considered “at risk” and a letter will be home to the parents. Students who accumulate a total of seven (7) excused or unexcused absences per semester per subject will be placed on attendance probation following a meeting with the parents. Students who accumulate a total of ten (10) excused or unexcused absences per semester per subject, he/she may be dropped a letter grade in that class. At fifteen (15) absences, the student will be subject to losing or receiving no credit for that class according to Florida Law (Section 1003.436) Florida Statute which requires a minimum of 120 hours of bona fide instruction. This may be appealed for extenuating health/medical circumstances. To participate in Varsity or JV games or events, students must have attended all scheduled classes on the day of the game and/or event.

MAKE-UP WORK
All make-up work due to absences is the responsibility of the student. After absent students return to class, they must immediately plan with each teacher regarding their make-up work. See Grades and Late Work, page 8.
DETENTION PROGRAM
Greater Miami Adventist Academy believes that the rationale behind all regulations is to ensure that our institution runs smoothly and that the students are made aware of their rights, rules and consequences.

- Any student that reports to class or chapel after the starting bell is considered tardy.
- Any student that accumulates a total of three unexcused tardiness per class each semester, will automatically be subject to detention.
- Detention days are Tuesdays 12:15 – 12:55 p.m. (Middle School) & Wednesdays from 1 to 1:40 p.m. (High School).
- Any student assigned to detention will be required to complete their assignments as scheduled.
- Any student that arrives late to detention will automatically receive another detention. Any student that skips detention will automatically receive a one-day suspension.
- A student will not be excused from detention to attend any extra-curricular activities.
- Any student that accumulates a total of three detentions will be required to have a parental meeting with the Vice-Principal of Student Affairs.
- Any student that accumulates a total of 3 detentions will be referred to the Discipline Committee and may be placed on attendance probation.

STUDENT CONDUCT

The following principles are the structure for the GMAA discipline plan. They define the parameters of a system that uses discipline as a learning process rather than a system of retribution. Good rules are based upon respecting oneself, school authorities, the rights and property of others, state laws, insurance regulations, and church standards.

CITIZENSHIP
Students are expected to treat each other and staff with dignity, courtesy, and respect. Appropriate language is expected at school and activities. Abusive, vulgar and profane language or gestures will not be tolerated; this behavior may be referred to the appropriate authorities.

CHEWING GUM
Students are not allowed to chew gum at school. The cost of removing the improperly discarded gum is exorbitant therefore the students will be fined a $5 fee for breaking the law.

DISCIPLINE PROBATION
Any student placed on discipline probation may be excluded from participation in all school extracurricular activities, Student Association activities, performances, functions, field trips, clubs, intramural, and interscholastic activities. He/She will also forfeit any leadership positions. To be placed on disciplinary probation means that an official notice is issued for a specified period of no less than 2½ months during which a student must demonstrate behavior that conforms to GMAA’s standard of conduct according to the discipline chart. Improper conduct during probationary period or violation of any conditions of the probation may result in further disciplinary action normally in the form of dismissal.
ELECTRONIC DEVICES
All electronic devices (including cell phones) not used for learning purposes such as earphones, headphones, etc. are forbidden in the classrooms unless instructed by the teachers. During chapel and worship services a spirit of reverence must be maintained, discouraging the use of all electronic devices.

The school reserves the right to confiscate and examine the contents of students’ personal communication devices, including cell phones, laptops, I-Pads, tablets, etc., if there is reason to suspect evidence of harassment, bullying, pornography, the transferring of sexual material, inappropriate pictures or videos, illegal activity, or any additional offense. Students who refuse to surrender their phone or make the information inaccessible may be subject to further disciplinary action including immediate withdrawal. The school is not responsible for lost, damaged or stolen electronic equipment, and will be unable to assist students in retrieving misplaced or damaged items; students bringing such equipment to school do so at their own risk and bear the responsibility for loss, theft, or damage.

INTERNET ACCEPTABLE USE POLICY
Acceptable Use: Internet use must be consistent with the educational objectives of the Florida Conference Educational Department. Prohibited Use: Any use that violates federal or state laws, board policy, and/or school rules. The following uses of computers, tablets, and cell phones including its network and Internet access are prohibited:

- Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
- Attempting to obtain access to restricted sites, servers, files, databases, etc., or unauthorized access to other systems, e.g., “hacking.”
- Using the Internet or network for any illegal activity.
- Wasting finite network resources.
- Using non-educational Internet games, Multiuser Dungeons (MUDs), chat rooms, social networking sites, other web 2.0 sites, and instant messaging not specifically assigned by a teacher or administrator.
- Providing personal addresses, phone numbers, and financial information in any network communication whether that information belongs to the user or any other individual; unless it is related to an appropriate educational objective in the core curriculum.
- Using the Internet for commercial purposes, financial gain, personal business, product advertisement, religious proselytizing, or political lobbying including student body elections.
- Attempting to harm or destroy data of another user, agency, or network that is connected to the Internet. This includes, but is not limited to, the uploading, downloading computer viruses and attempts to gain unauthorized access to a network that is connected to the Internet.
- Degrading or disrupting network equipment, software, or system performance.
- Invading the privacy of individuals or disclosing confidential information about other individuals.
- Posting personal communications without the original author’s consent.
- Posting anonymous messages.
- Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.
- Using material which may be deemed to violate any district policy or student code of conduct.
- Downloading or streaming audio or video files or any other files that are not directly related to a school assignment.
- Accessing or using services on the Internet that impose fees or charges.
- Communicating threats of violence, exposing photos of weapons, firearms, knives, etc. through any social media sight.
- Cyberbullying may lead to police involvement and stringent discipline procedures.
- Using the network for plagiarism. Taking ideas or writings from another person and offering them as your own. Credit must always be given to the person who created the information or idea.
ARTIFICIAL INTELLIGENCE
While AI is innovative, academic integrity must be preserved. Plagiarizing using AI is prohibited. The students must adhere to their teacher’s guidelines as AI will gradually be developed and integrated into the teaching/learning process.

MARRIAGE AND PREGNANCY
A student who marries or becomes pregnant or impregnates another student during the school year will be required to withdraw from GMAA.

RIGHT TO SEARCH
According to Florida statute 232.26 (1) (b), the administration reserves the right to search any student locker, vehicle or other space, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

SEXUAL HARASSMENT POLICY
It is important that GMAA maintains a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. Sexual harassment should never be a part of that environment. It should also be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statute, the 14th Amendment of the U.S. Constitution, and the Title IX of the Education Reform Act Amendment of 1972.

The definition of sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical conduct of a sexual nature, for example:
1. Making threats of sexual nature.
2. Touching in a sexual manner.
3. Sexual advances, gestures, contact comments or jokes.
4. Displaying of sexual pictures, photographs.
5. Commenting about a person’s anatomy.

Persons who believe they are being sexually harassed should follow these steps:
1. Firmly tell the harasser to stop.
2. Report the incident(s) to a teacher or the principal.
3. Immediately report additional incidents if they reoccur.

DISCIPLINARY PROCESS
GMAA has a disciplinary process for each infraction. One principal goal of education is to help children develop the skills of responsible behavior by creating an environment in which children may acquire those lessons that enable them to become self-disciplined and productive citizens. These infractions apply to students on any on or off-campus school sponsored activities. Immediate expulsion implies no appeal process.

For minor infractions not listed on the chart, teachers may issue a verbal warning, a written warning with parental contact and ultimately refer student to the vice-principal for student affairs.

| Cheating, photographing, photocopying, possession, use and distribution of quizzes, examinations, or any schoolwork on and off campus. | 1st offense: Immediate zero score in exam, quiz, and/or schoolwork. May result in loss of credit, parental contact, suspension, parental contact. May result in expulsion. |
| Bullying in any form verbal or physical, intimidating, fighting or uninvited, inappropriate physical contact. Posing a significant threat (including harm to self or others) to the welfare or safety of a student, school personnel or the operation of the school. | 2nd offense: Suspension, parental meeting, discipline probation. May result in immediate expulsion. |
| 3rd offense: |

28
<table>
<thead>
<tr>
<th>Dress Code – altering or breaking (p. 30)</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th>3(^{rd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning.</td>
<td>Written warning, suspension, parental contact.</td>
<td>Discipline probation, suspension.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Defying authority: refusal to follow a direct order from any member of the staff, faculty or administration.</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension, parental contact</td>
<td>Suspension, discipline probation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Derogatory comments on school activities on or off campus, slander, libel, or cybernetic directed towards a student, staff, faculty, administration or GMAA as an institution.</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with Administration, parental meeting.</td>
<td>Suspension, discipline probation</td>
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</table>

| Destruction partial or complete, of private or public property - Intentional |  |
|--------------------------------------------------------------------------------|  |
| Suspension, parental contact, discipline probation. Parents of student will be charged for the cost of the repair. |  |

| Destruction partial or complete, of private or public property - Unintentional |  |
|--------------------------------------------------------------------------------|  |
| Parents of student will be charged for the cost of the repair. |  |

<table>
<thead>
<tr>
<th>Eating or snacking in class - unauthorized</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th>3(^{rd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>Written warning</td>
<td>Loss of privilege</td>
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</table>

<table>
<thead>
<tr>
<th>Exiting of classroom or campus - unauthorized</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension, parental contact, discipline probation.</td>
<td>May result in expulsion.</td>
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</table>

<table>
<thead>
<tr>
<th>Fighting physically, hitting, pushing, shoving with two or more people involved.</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Suspension, parental contact.</td>
<td>Suspension, discipline probation</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Gambling</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
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</thead>
<tbody>
<tr>
<td>Suspension, parental contact. Discipline probation may result in expulsion.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Foul, obscene language regardless of ethnic background.</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th>3(^{rd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>Written warning</td>
<td>Suspension, parental contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Racial slurs</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension, parental meeting.</td>
<td>Discipline probation, may result in expulsion.</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Skipping class</th>
<th>1(^{st}) offense:</th>
<th>2(^{nd}) offense:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Written warning, parental contact.</td>
<td>Discipline probation</td>
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</tbody>
</table>

| Striking a student intentionally. |  |
|----------------------------------|  |
| Suspension, discipline probation. May result in immediate expulsion |  |

| Trespassing - breaking and entering |  |
|------------------------------------|  |
| Immediate referral to discipline committee. May result in suspension or expulsion. |  |

<table>
<thead>
<tr>
<th>Theft, stealing, knowingly buying/selling stolen property. Selling any item(s) to make profit without proper authorization.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandalism, graffiti</td>
<td>Suspension, parental meeting. Parents of student will be charged for the cost of repair. May result in expulsion</td>
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<td>---</td>
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<tr>
<td>Public Display of Affection between students of the same or opposite sex</td>
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<tr>
<td>Inappropriate touching, sitting on laps, sitting between legs, head on lap, holding hands, arms on shoulder, slap in inappropriate areas, inappropriate hugs.</td>
<td>1st offense: Verbal warning. 2nd offense: Written warning, parental contact. 3rd offense: Suspension</td>
</tr>
<tr>
<td>Sexual activities including fondling, kissing, touching breasts and genitals, prolonged hugs with bodies rubbing each other.</td>
<td>Suspension, parental contact and automatic discipline probation. May result in immediate expulsion.</td>
</tr>
<tr>
<td>Sexual intercourse, oral sex</td>
<td>Suspension, parental contact, discipline probation. May result in expulsion.</td>
</tr>
<tr>
<td>Students are prohibited from possessing, uploading, sending, forwarding, posting, accessing or displaying electronic messages and pictures and photographs on social media (Instagram, Facebook, Tweeter, etc.) that are abusive, obscene, sexually oriented, threatening, harassing, damaging to one’s or another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such message is district-owned or personally owned, if it results in a disruption to the educational environment. The creation, use or distribution of sexually explicit material, (child pornography). Obscene texting material that includes heavy sexual references of content (sexting). Inappropriate recording and/or photographing of school, student(s), personnel and/or activities for public or personal use are unauthorized.</td>
<td>Suspension, parent contact, discipline probation. May result in immediate expulsion. The incident may be reported to law enforcement authorities.</td>
</tr>
</tbody>
</table>

**INFRACTIONS THAT MAY RESULT IN IMMEDIATE EXPULSION**

- Arson, tampering with fire extinguishers or fire alarms.
- Knowingly or unknowingly sharing, selling, or intending to sell any type of over-the-counter drugs such as Advil, Aleve, Claritin, Excedrin, Lotrimin, Midol, Motrin, Pepto-Bismol, Rolaids, Theraflu, Tylenol, Zantac, etc.
- Knowingly or unknowingly possessing, using, sharing, selling, simulating, or intending to sell illegal drugs, marijuana, Hookah pens, leafs, chemicals, alcohol, cigarettes or any prescription drugs or pills such as Zanax, Zoloft, Valium, Ativan, Cymbalta, Lexapro, Prozac, Paxil, Wellbutrin, and any type of drug paraphernalia.
- Possession of any type of firearm (See weapons policy section on page 30).
- Threatening, hitting, striking, pushing, slapping any member of the faculty, staff, or administration.
- Threatening to kill or do bodily harm or injure someone, verbally, in written or cybernetic form.
Unauthorized recording and/or photographing of school, student(s), personnel, and/or activities for public or personal use are forbidden. Under no circumstances should any recording and/or photograph of school, student(s), personnel, and/or activities be shared, distributed, or posted through any media outlet. Improper use of media may result in immediate expulsion.

NOTE: The administration of Greater Miami Adventist Academy reserves the right to add any other unlisted infractions that may arise.

**DRUG/ALCOHOL POLICY**
District policy prohibits use, possession, sale or distribution of alcohol, controlled substance, imitation controlled substance, or drug paraphernalia in any school-sponsored activity or on any vehicle used by the district to transport students to or from an activity during any time of day or night.

**HAZING AND BULLYING POLICY**
Hazing is defined as the act of harassing or playing abusive and humiliating tricks on individuals or causing embarrassment to an individual. Hazing is against the law. No hazing of any kind will be tolerated. Please report any bullying or hazing to a teacher and/or administrator.

All forms of bullying are not allowed at school, on the way to school, on the way home from school, or at school sponsored activities. Bullying is behavior that is intended to cause harm or stress, exists in a relationship in which there is an imbalance of power, and may be repeated over time. Incidences of Bullying needs to be reported to a school official immediately. Students involved in any hazing or bullying activities may be suspended from school and face further disciplinary action.

**WEAPONS/FIREWORKS**
Under no circumstances should any student bring any of the following items to school or to school functions: guns, firearms, explosives, fireworks, matches, maze, pepper spray, knives of any kind, martial arts weapons, or any other item that could be construed to be used for the purpose of inflicting bodily harm. Any student bringing to school or possessing any of these items (whether they belong to the student or not; whether they are real or a toy) is subject to dismissal. The Police may also be contacted.

**CLASSROOM RULES**
Each teacher outlines various classroom rules and regulations. Violating classroom rules will result in disciplinary action.

**CORPORAL PUNISHMENT**
The use of corporal punishment (spanking or physically striking a child) is prohibited at GMAA and by the Florida Conference of Seventh-day Adventist Educational Department.

**STUDENT/PARENT DISCIPLINE APPEAL PROCEDURE**
Only cases that involve a suspension of five days or more may be appealed. Probationary status is not subject to appeal. When a student or parent disagrees with the decision of suspension and/or expulsion the appeal process is the following:

1. The parents may place a written request addressed to the Discipline Committee petitioning to review the case before the Committee within three days of the day of the infraction.
2. The parents/student will have a maximum time of twenty-five minutes to appeal their case before the Committee.
3. The student will remain suspended until the appeal process has concluded.
4. The student/parent discipline appeal procedure is not subject to re-appeal.
GENERAL DRESS CODE

The dress code of GMAA is based on three simple principles: every student should be neat, clean, and modest. To maintain this appearance in a way that is economical to parents and easy to manage, GMAA has adopted a school uniform. There are no excuses for not wearing the uniform. Additional uniforms should be purchased to ensure the student always has a clean uniform to wear. Not wearing the proper uniform will result in the following disciplinary actions:

1. No student will be allowed in class without their uniform; he/she will be sent to the office. No student will be allowed on campus with a physical education uniform or gymnastics attire. These are to be worn exclusively for the duration of the PE/gymnastics class.
2. The student will need to purchase a uniform from the business office, find a uniform to wear or have a parent bring their uniform.
3. Any student that is unable to obtain a uniform will be sent home or remain in the lobby of the Main Office for the duration of the day.

The following are considered violations of the dress code on non-uniform events:

- Torn jeans.
- Any garment that reveals a student’s underclothing.
- Clothing advertising drugs, alcohol, tobacco, acts of violence, or lawlessness.
- Clothing associated with gangs, illicit drugs, or illegal substances.
- Clothing with offensive and/or vulgar language and/or designs.
- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, body suits, sheer clothing, or skintight attire.
- Short shorts, running shorts, or miniskirts (as a rule of measurement, shorts hem should reach the fingertips when arms are held loosely at the side).
- Crop tops showing midriffs, tube or tank tops (straps less than 2 fingers width), or halters.
- Belt tails that dangle.
- Flip-flops or bedroom slippers.
- Sandals such as Reefs, Crocs, etc. Enclosed shoes and socks must be worn at all times.

UNIFORMS

All uniforms must be purchased at the GMAA campus store. Clothes not purchased at GMAA will not be permitted to be used as uniforms. Uniforms must not be written on or defaced in any way. The uniform consists of the following garments:

- ECEC - 5th - Hunter green polo shirt, navy blue pants, shorts, or skirt. Students may wear only green, navy blue and white long sleeve shirts underneath the uniform polo shirt.
- Grades 6th - 8th - Burgundy polo shirt, navy blue pants. Students will only be allowed to wear burgundy, navy blue and white long sleeve shirts underneath the uniform polo shirt.
- Grades 9th - 12th - Navy blue or white polo shirt, khaki pants/shorts

All students are required to wear the official school physical education uniform only for the duration of the physical education class. Students must change back to their regular uniform once the PE class has finished. All the students 1st to 5th grade may remain wearing their uniform only on PE days. PE uniforms may be purchased through the GMAA campus store.

FIELD AND CLASS TRIP DRESS CODE

To aid the teachers and sponsors in securing their students during multiple day field trips, blue jeans and the GMAA shirt or class polos are to be worn on the days of departure and arrival to and from the school, airport, seaport or bus gathering site. Ladies' swimwear should be a modest one-piece bathing suit.
FRIDAY DRESS CODE
Students must wear their uniforms every day except on Fridays when they are given the option of wearing BLUE color jeans with any shirt that is related to GMAA such as class shirt, sports uniform jersey, NHS, Acroamericas, Music Fest, any Christian-related bands, Seventh-Day Adventist Universities/Churches, Bible Retreat or any other school or Conference sponsored event shirts. The student who chooses to wear blue jeans on Friday will pay $1 fee to the Jean Fund. Any student who does not comply with the guidelines of the Friday dress code will receive a verbal warning followed by a written warning for a second offense. If a third violation occurs, the student will lose the jean Friday dress code privilege.

GAMEDAY DRESS CODE
Student-Athletes are allowed to wear their team warm-up jersey and/or shirt and tie with their school pants exclusively on the day of the game.

GRADUATION REHEARSAL DRESS CODE
All the students attending school for graduation rehearsals may choose to wear their school uniform or the Friday attire consisting of blue jeans and class shirt.

OUTDOOR EVENTS
For outdoor and water-related activities students should wear blue jeans or modest shorts (no biker shorts) and official class or GMAA T-shirts (no tank tops or midriffs). Ladies’ swimwear should be a modest one-piece bathing suit for all activities. Female students who fail to comply with the one-piece regulation will be required to wear a full-length shirt on top of their bathing suit.

MOTOR VEHICLES
The following regulations apply to all motor vehicles used by students during school hours or during school activities.

1. Vehicles are to be parked in the parking areas assigned by the school and should be locked. The school does not assume responsibility for damage or loss.
2. Vehicles are not to be used or driven off campus during school hours except by permission of the Administration.
3. Students will be required to turn in their car keys daily to the front office upon entering the building and may retrieve the keys when they dismiss.
4. No student should be in the parking lot unless he/she is entering or leaving the campus. There is to be no loitering by students in or near the cars.
5. Students are to always drive carefully and are held responsible for the way they represent the school by their driving habits and the use they make of their vehicles. Exceptional care should be exercised to observe all laws and speed limits while driving on campus. Campus speed limit is 5 mph.
6. Speeding, tire squealing, or other unsafe practices are unacceptable. A $10 fine will be assessed for the first driving offense, $20 the second time, and automobile privileges will be revoked.
7. Any staff member has the authority to question the driver regarding speeding, safety, or misuse of the vehicle and to recommend that campus-parking privileges be discontinued.
8. The school’s student insurance does not cover an accident in a vehicle not owned by the school.
9. Loud music, booming and blaring sounds are forbidden while driving on campus.
10. Any infraction of these rules may necessitate the student being deprived of his/her driving privilege for school purposes and/or fines for violations.
11. A $50 parking permit is required and made available to hang in the rearview mirror.
METAL DETECTOR PROCEDURE

A metal detector has been installed at the entrance of the building to protect the students and keep them as safe as possible.

- All persons entering the school building will be asked to place all metal contents on a table prior to screening. All bags will be wand-screened and/or hand searched.
- If the metal detector alarm sounds while being screened, the person must empty the contents of the area in question. The person must pass through the detector a second time. If the alarm sounds again, then the person will be wand screened.
- Access to the building will be denied to any person who refuses to follow these procedures. In the case of a student, the parents will be contacted to come for their child and schedule a meeting with the principal. If applicable, disciplinary action may follow.
- Any person discovered possessing a weapon, drugs, alcohol or any other unauthorized or illegal artifact, will be referred to the principal, the school administrators, and the police. The school administrators will contact the parents.
- Unauthorized and/or illegal artifacts will be confiscated. Refusal to surrender these items may lead to suspension or expulsion.
- Refusal to surrender a weapon will generate an immediate 911 police call. The school may go into a lock-down procedure.

VIDEO CAMERAS

There are active video cameras throughout the school premises. Tampering with the cameras is unacceptable and may lead to disciplinary action. The recording restarts every 30 days.

This Administration reserves the right to revise this handbook when deemed necessary and proper.
# Elementary Curriculum 2023-2024

<table>
<thead>
<tr>
<th>Subject</th>
<th>K</th>
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<th>6</th>
<th>7</th>
<th>8</th>
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</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
<td>Stepping Stones Fundations</td>
<td>Wit &amp; Wisdom Fundations Writers’ Workshop</td>
<td>Wit &amp; Wisdom Fundations Writers’ Workshop</td>
<td>Wit &amp; Wisdom Fundations Writers’ Workshop</td>
<td>Wit &amp; Wisdom Writers’ Workshop</td>
<td>Wit &amp; Wisdom Writers’ Workshop</td>
<td>Pathways Wise Writers’ Workshop</td>
<td>Pathways Wise Writers’ Workshop</td>
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<td><strong>Spelling</strong></td>
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<td>Houghton Mifflin Harcourt Big Ideas</td>
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<td>Pre Algebra</td>
<td>Pre Algebra</td>
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<tr>
<td><strong>Science</strong></td>
<td>Stepping Stones</td>
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<td>Learning By Design Flourish Kendall Hunt</td>
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<td><strong>Social Studies</strong></td>
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<td>NAD Bible Encounters Curriculum</td>
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<tr>
<td><strong>Art</strong></td>
<td>Stepping Stones</td>
<td>Self-made curriculum incorporated within all subjects Following NAD Standards</td>
<td>Silver Burdett Making Music</td>
<td></td>
<td></td>
<td>Art: Self-made Curriculum following NAD Standards</td>
<td>Music: Choir, Band, Music Appreciation which studies music history and theory</td>
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<tr>
<td><strong>Physical Education</strong></td>
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<td>Self-made Curriculum following NAD Standards</td>
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</tbody>
</table>
## HIGH SCHOOL SUGGESTED CLASS SCHEDULE

### Freshmen
- Algebra I/Algebra II
- Bible I
- Computers
- English I
- Health
- Physical Education
- Physical Science
- Electives

### Juniors
- Geometry
- Bible III
- Chemistry
- English III
- Spanish II
- United States History
- Electives

### Sophomores
- Algebra II/Geometry
- Bible II
- Biology
- English II
- Spanish II
- World History
- Electives

### Seniors
- Bible IV
- Economics
- English IV
- Math for College Readiness
- Government
- College Preparation
- Electives

### General Electives
*Open to all High School Students*
- American History Study Tour
- Band
- Choir
- Creative Art
- Drama
- English Honors
- Gymnastics
- Home Economics
- Marine Science
- Media Production
- Outdoor Sports
- Robotics
- Team Sports
- Yearbook

### Electives & Dual Enrollment
*Open only to Juniors and Seniors*
- AP Psychology
- AP Spanish Language
- AP Statistics
- AP US History
- English Composition I (ENGL 101)
- English Composition II (ENGL 102)
- Physics Honors
- Pre-Calculus Honors