



**Parent & Family
Partnership
Handbook
2026 - 2027**

PURPOSE OF THIS HANDBOOK

Greater Miami Adventist Academy believes that the education of a child is a partnership between the home and the school. This Parent & Family Partnership Handbook is designed to clearly explain the expectations, responsibilities, and shared values that help our school community remain Christ-centered, respectful, safe, and united.

This handbook does not replace the official GMAA Student Handbook. The Student Handbook remains the official source for detailed school policies regarding academics, attendance, discipline, dress code, technology, financial responsibilities, safety procedures, and student life.

This Parent & Family Partnership Handbook focuses on the relationship between parents, students, teachers, staff, and administration.

OUR MISSION AND SHARED PURPOSE

Greater Miami Adventist Academy is committed to the development of the whole child: mind, body, and spirit.

Our mission is:

Mental Precision.

Physical Restoration.

Spiritual Redemption.

Pursuing Excellence for the Purpose of Service.

As a Seventh-day Adventist Christian school, GMAA seeks to provide more than academic instruction. We desire to help students grow in faith, character, responsibility, service, and respect for God and others.

We believe every student has value, purpose, and potential. The home and school must work together to help students become responsible learners, compassionate leaders, and faithful followers of Christ.

THE PARENT-SCHOOL PARTNERSHIP

Parents are the primary educators of their children. The school's role is to come alongside the family through instruction, structure, accountability, mentorship, and spiritual guidance.

A strong partnership requires trust, communication, and mutual respect.

Parents support student success by:

- Ensuring regular attendance and punctuality.
- Supporting school policies and procedures.
- Monitoring grades, assignments, and communication.
- Encouraging respect for teachers, staff, and administration.
- Teaching responsibility and accountability at home.
- Addressing concerns directly through proper school channels.

- Modeling Christian character in words and actions.

GMAA supports families by:

- Providing a Christ-centered learning environment.
- Maintaining high academic and behavioral expectations.
- Communicating concerns in a timely and respectful manner.
- Applying policies with fairness and consistency.
- Supporting spiritual, social, emotional, and academic growth.
- Partnering with parents for the best interest of the student.

When parents and the school work together, students are more likely to succeed.

COMMUNICATION EXPECTATIONS

Clear and respectful communication is essential to a healthy school community.

Parents are encouraged to communicate directly with the appropriate teacher, staff member, or administrator when questions or concerns arise.

All communication should be:

- Respectful
- Honest
- Private
- Solution-focused
- Christ-like

Teachers and administrators will make reasonable efforts to respond to parent communication within 3 business days. Messages sent during evenings, weekends, holidays, or school breaks may not receive an immediate response.

Parents are asked to avoid using emergency language unless the situation involves immediate safety concerns.

CHAIN OF COMMUNICATION

Concerns should be addressed at the appropriate level first. This helps resolve issues quickly and respectfully.

Academic Concern

1. Teacher
2. Vice Principal
3. Principal

Discipline or Student Conduct Concern

1. Teacher or staff member involved

2. Vice Principal of Student Affairs
3. Principal

Athletic Concern

1. Coach
2. Athletic Director
3. Administration

Financial Concern

1. Business Office
2. Business Manager
3. Principal

Parents should not bypass the first level of communication unless the concern involves safety, abuse, harassment, or another serious matter requiring immediate administrative attention.

PARENT CONCERN RESOLUTION PROCESS

GMAA understands that questions, disagreements, and concerns may arise. The goal of the complaint resolution process is to seek understanding, restoration, and a fair solution.

Parents are expected to follow this process:

Step 1: Seek Understanding

Before forming a conclusion, gather accurate information. Students may only have part of the story. Teachers and staff should be given the opportunity to explain their perspective.

Step 2: Speak Directly with the Appropriate Person

Classroom concerns should begin with the teacher. Athletic concerns should begin with the coach. Discipline concerns should be directed to the Vice Principal of Student Affairs when appropriate.

Step 3: Request a Meeting

If the concern is not resolved through initial communication, parents may request a meeting.

Step 4: Administrative Review

If the matter remains unresolved, the appropriate administrator may review the concern and determine next steps.

Step 5: Principal Review

The principal may provide final administrative review when necessary.

While a concern is being addressed, parents are expected to avoid gossip, group messaging, public criticism, or social media complaints.

CUSTODY AND FAMILY COMMUNICATION

GMAA will follow official legal documentation provided by parents or guardians.

Parents are responsible for providing current copies of:

- Court orders
- Parenting plans
- Custody agreements
- Restraining orders
- Pickup restrictions
- Communication restrictions

Without official legal documentation on file, GMAA will generally treat both legal parents as having access to student information and school communication.

Parents are responsible for keeping emergency contacts, pickup permissions, and custody information updated.

GMAA will not mediate custody disagreements between parents. The school's role is to follow legal documentation and protect the safety and well-being of the student.

SOCIAL MEDIA AND DIGITAL COMMUNICATION EXPECTATIONS

Social media should be used to build community, not damage it.

Parents and guardians are expected to use social media and digital communication in a way that reflects Christian character and protects the reputation and dignity of students, families, faculty, staff, and the school.

Parents should not use social media, group chats, text messages, or online platforms to:

- Attack or criticize teachers, staff, students, or families.
- Spread rumors or unverified information.
- Discuss confidential student matters.
- Share discipline situations publicly.
- Post negative comments about the school or school personnel.
- Encourage others to join public complaints against the school.
- Damage the reputation of GMAA or members of the school community.

Concerns should be brought directly to the school through the proper communication channels.

Parents are encouraged to use social media to:

- Celebrate student achievements.
- Promote school events.
- Encourage the school community.
- Share positive experiences.
- Support the mission of GMAA.

Violation of this expectation may result in administrative action, including a parent conference, restricted participation in school events, restricted campus access, or review of continued enrollment in serious cases.

PARENT CODE OF CONDUCT

GMAA values the strong partnership we have with our parent community. Educating children is a collaborative effort between families and the school.

Parents, guardians, caregivers, relatives, and visitors are expected to conduct themselves in a way that supports a respectful, safe, and Christ-centered school environment.

Parents and visitors are expected to:

- Treat all students, parents, teachers, staff, administrators, and visitors with respect.
- Parents and visitors must be dressed appropriately for a school environment and may not wear revealing, offensive, or inappropriate clothing.
- Speak and act in a way that reflects Christian character.
- Communicate concerns through appropriate school channels.
- Seek peaceful resolution when disagreements occur.
- Support teachers and school personnel in maintaining order and discipline.
- Respect school policies and procedures.
- Encourage students to respect school rules and authority.
- Protect the dignity and privacy of students, families, teachers, and staff.

Parents and visitors must avoid:

- Disruptive behavior that interferes with classrooms, offices, school events, or campus operations.
- Offensive, aggressive, or threatening language.
- Harassment of teachers, staff, students, or families.
- Threatening physical harm to any person.
- Damaging or destroying school property.
- Abusive emails, texts, voicemails, phone calls, or written communication.
- Gossiping about school personnel, students, families, policies, or procedures.
- Posting defamatory, offensive, or derogatory comments about the school or school community online.
- Approaching another student to correct, confront, question, or discipline them.
- Confronting another parent in a hostile or disruptive manner on campus.
- Smoking, vaping, drinking alcohol, or using illegal substances on school property.
- Entering restricted areas without permission.
- Refusing to follow safety or visitor procedures.

Parents are responsible for sharing these expectations with grandparents, relatives, caregivers, drivers, and any adult who may come to campus or interact with the school community.

If these expectations are violated, GMAA reserves the right to take appropriate action, which may include:

- Parent conference

- Written warning
- Restricted campus access
- Removal from school events
- Requirement that communication occur only through administration
- Review of the student's enrollment status that may result in dismissal of the student from GMAA in extreme cases involving parent conduct

PARENT ATHLETIC SPECTATOR EXPECTATIONS

Athletic events are an extension of the school's mission.

Parents and spectators are expected to model Christian sportsmanship.

Parents and spectators should:

- Cheer positively.
- Encourage all athletes.
- Respect coaches.
- Respect officials.
- Respect opposing teams.
- Allow coaches to coach.
- Support team unity.
- Represent GMAA with dignity.

Parents and spectators may not:

- Use profanity.
- Threaten officials, players, coaches, or spectators.
- Enter the playing area without permission.
- Publicly criticize players or coaches.
- Encourage aggressive or disrespectful behavior.
- Confront student-athletes after a game.
- Create disruption at school events.

Athletic concerns should follow the athletic chain of communication:

1. Coach
2. Athletic Director
3. Administration

A 24-hour waiting period is recommended before addressing concerns after a game, unless the issue involves immediate safety.

Failure to follow spectator expectations may result in removal from the event, restricted attendance at future events, or further administrative action.

ATTENDANCE AND ACADEMIC PARTNERSHIP

Regular attendance and punctuality are essential for academic success and character development.

Parents are expected to:

- Ensure students attend school consistently.
- Help students arrive on time.
- Avoid unnecessary absences and early dismissals.
- Schedule appointments outside school hours whenever possible.
- Monitor grades and assignments.
- Communicate with teachers when academic concerns arise.
- Encourage students to complete their own work honestly.
- Support academic interventions when needed.
- Parents are strongly discouraged from scheduling vacations during school days, especially during the final weeks of each semester. The administration reserves the right not to excuse such absences.

Excessive absences or tardies may result in school intervention, parent meetings, probation, loss of extracurricular privileges, academic consequences, or other actions according to the official Student Handbook.

Parents should not wait until the end of a quarter or semester to address academic concerns. Early communication is the best way to support student success.

DISCIPLINE PHILOSOPHY: GRACE + GROWTH

At GMAA, discipline is part of education. Discipline is not only correction; it is formation.

The goal of discipline is to help students:

- Accept responsibility.
- Understand the impact of their choices.
- Repair harm when possible.
- Grow in character.
- Respect authority.
- Develop self-control.
- Make better decisions.

GMAA follows a **Grace + Growth** approach.

Grace reminds students that they are loved and valued.

Accountability teaches students responsibility.

Consequences help students understand the seriousness of their choices.

Restoration gives students a path forward.

Grace does not mean ignoring misconduct. Discipline does not mean rejecting the student.

Parents are expected to support the school's discipline process and avoid excusing, minimizing, or defending inappropriate behavior. Parents may respectfully ask questions and seek clarification through the proper communication channels.

BULLYING, HARASSMENT, AND STUDENT CONFLICT

GMAA is committed to maintaining a safe and respectful school environment.

Bullying, harassment, intimidation, threats, and repeated targeting of another student are not tolerated.

Bullying may include repeated offenses such as:

- Physical aggression
- Verbal insults
- Threats
- Humiliation
- Social exclusion
- Cyberbullying
- Spreading rumors
- Repeated intimidation

Not every conflict is bullying. Students may experience disagreements, misunderstandings, or isolated incidents. However, all concerns should be reported and addressed appropriately.

Parents should not contact or confront another student regarding bullying, discipline, or conflict. Concerns should be reported to the teacher or administration.

The school will investigate serious concerns and determine appropriate action.

TECHNOLOGY, CELL PHONES, AND ARTIFICIAL INTELLIGENCE

Technology is a tool for learning and must be used responsibly.

Parents are encouraged to monitor their child's technology use at home, including phones, tablets, laptops, gaming systems, social media, messaging apps, group chats, and AI tools.

Cell Phones

Students may not use cell phones during instructional time unless authorized by a teacher for educational purposes.

Parents should avoid texting or calling students during class. If a parent needs to reach a student during the school day, the parent should contact the front office.

Repeated cell phone violations by the student may result in confiscation, parent pickup, administrative referral, or further disciplinary action.

ARTIFICIAL INTELLIGENCE

AI tools may support learning when used appropriately and with teacher permission.

Students may not use AI to:

- Complete assignments dishonestly.
- Replace original student thinking.
- Submit AI-generated work as their own.
- Cheat on assignments, quizzes, exams, or projects.
- Avoid reading, writing, studying, or problem-solving.

Misuse of AI may be treated as academic dishonesty.

Parents are encouraged to speak with their children about responsible technology use and digital integrity.

SAFETY, VISITORS, AND VOLUNTEERS

Student safety is a priority at GMAA.

All visitors must:

- Enter through the designated entrance.
- Check in at the front office.
- Present identification when requested.
- Receive a visitor badge or pass.
- Remain only in approved areas.
- Follow all safety procedures.
- Check out before leaving campus.

Parents may not go directly to classrooms, hallways, the gym, cafeteria, playground, or other student areas without permission.

GMAA may use safety procedures that include security personnel, visitor check-in, surveillance cameras, emergency drills, controlled access points, and screening procedures.

VOLUNTEERS/CHAPERONES

GMAA values parent volunteers/chaperones. However, volunteering/chaperoning is a privilege and may require school approval.

Volunteers/chaperones may be required to complete:

- Background check every school year
- Volunteer/chaperone application
- Driver clearance, when applicable
- Administrative approval

Volunteers/chaperones are expected to:

- Follow school rules.
- Maintain confidentiality.
- Dress modestly and appropriately.
- Treat students with respect.
- Follow teacher or sponsor instructions.
- Avoid being alone with a student without proper authorization.
- Avoid posting pictures of students without permission.

GMAA reserves the right to approve, deny, limit, or remove volunteers/chaperones participation at its discretion.

STUDENT MENTAL HEALTH AND COUNSELING SUPPORT

GMAA recognizes that students may face emotional, social, spiritual, or mental health challenges.

The school seeks to support students with compassion while maintaining appropriate school boundaries.

Students may be referred for support when there are concerns related to:

- Anxiety
- Grief
- Family changes
- Peer conflict
- Emotional distress
- Adjustment issues
- Social struggles
- Academic stress
- Concerning behavior

School support may include teacher support, administrative support, counselor referral, parent conference, mentorship, spiritual guidance, or referral to outside professional resources when needed.

GMAA is not a medical or clinical treatment provider. When concerns require specialized care, parents may be encouraged to seek outside counseling, therapy, medical support, or crisis services.

If a student presents a safety concern to self or others, the school may contact parents, emergency contacts, mental health professionals, or emergency services.

Parents are expected to inform the school of serious emotional, behavioral, medical, or safety concerns that may affect the student during the school day.

PARENT COVENANT WITH GMAA

Greater Miami Adventist Academy is committed to partnering with families in the spiritual, academic, physical, emotional, and social development of students.

I understand that enrollment at GMAA is a partnership between the school and the family.

I agree to:

- Support the mission, philosophy, and values of GMAA.
- Communicate respectfully with teachers, staff, administrators, students, and families.
- Follow the proper chain of communication.
- Support attendance, academic, discipline, technology, dress code, and safety policies.
- Avoid gossip, public criticism, harassment, or conduct that damages the school community.
- Model Christian character in my interactions with the school.
- Partner with GMAA for the growth and success of my child.

I understand that failure to follow parent expectations may result in administrative action, including restricted campus access, removal from events, or review of continued enrollment in serious situations.

“He has shown you, O man, what is good; and what does the Lord require of you but to act justly, to love mercy, and to walk humbly with your God.”

Micah 6:8